

# OXNARD SCHOOL DISTRICT

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



## **BOARD OF TRUSTEES**

**Mrs. Veronica Robles-Solis, President**  
**Ms. Monica Madrigal Lopez, Clerk**  
**Mr. Denis O'Leary, Member**  
**Dr. Jesus Vega, Member**  
**Mrs. Debra M. Cordes, Member**

## **ADMINISTRATION**

**Dr. Cesar Morales**  
Superintendent  
**Ms. Janet Penanhoat**  
Assistant Superintendent,  
Business & Fiscal Services  
**Dr. Jesus Vaca**  
Assistant Superintendent,  
Human Resources & Support Services  
**Dr. Anabolena DeGenna**  
Assistant Superintendent,  
Educational Services

**AGENDA #11**  
**REGULAR BOARD MEETING**  
**Wednesday, February 20, 2019**  
**5:00 p.m. – Study Session**  
**Closed Session to Follow**  
**7:00 p.m. - 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)

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**Section A**  
**PRELIMINARY**

***A.1 Call to Order and Roll Call***

***5:00 PM***

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

**ROLL CALL:**

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

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

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Dr. Richard Caldwell, Principal at Frank Academy of Marine Science & Engineering, will introduce Xitlaly Rodriguez, who will call the meeting to order; and Raul Melgoza who will lead the audience in the Pledge of Allegiance.

***A.3 District’s Vision and Mission Statements***

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Bonny Vazquez will read the District’s Vision and Mission Statements in English and Spanish.

***A.4 Presentation by Frank Academy of Marine Science & Engineering***

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Dr. Richard Caldwell will provide a short presentation to the Board regarding Frank Academy of Marine Science & Engineering. Following the presentation President Robles-Solis will present a token of appreciation to the students that participated in the Board Meeting.

***A.5 Adoption of Agenda (Superintendent)***

**ROLL CALL:**

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

***A.6 Recognition of Oxnard School District’s Million Word Readers (DeGenna/Curtis)***

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The Board of Trustees will recognize students who have read One Million Words. Students will receive a t-shirt that states, “I Read 1,000,000 Words What’s your Superpower.”

***A.7 Study Session: Presentation on the Reading Specialist Program (DeGenna/Thomas)***

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The Board of Trustees will receive a presentation about the Reading Specialist Program, for the 17 schools with grades K-2 that support a reading intervention model for students to ensure grade-level reading by third grade. They will support teachers in implementing research-based strategies to improve reading instruction, participate in Professional Learning Communities and assist with assessments. This program is an action in the LCAP and funded by LCFF, Supplemental and Concentration funds. The presentation will focus on the various components of the program including program rationale, teacher selection and training, assessment and data.

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

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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.***

**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**

1. Pursuant to Section 54956.9 of *Government Code*:
  - Conference with Legal Counsel – Anticipated Litigation: 1 case
  - Conference with Legal Counsel – Existing Litigations:
    - J.R. et. v. Oxnard School District et al. Central District No. CV-04304-JAK-FFM
  
2. 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
  
3. 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
    - a. Resolution #18-24 regarding Non-Reelection of Probationary and Release of Temporary Certificated Employees – CONFIDENTIAL
    - b. Reassignment, Appointment

**A.10 Reconvene to Open Session**

**7:00 PM**

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

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. Public Employee(s): Discipline/Dismissal/Release

Resolution #18-24 regarding Non-Reelection of Probationary and Release of Temporary Certificated Employees – CONFIDENTIAL

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**ROLL CALL:**

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

- b. Reassignment, Appointment: \_\_\_\_\_

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**ROLL CALL:**

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

**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:

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

### C.1 Agreements

It is recommended that the Board approve the following agreements: Dept/School

**Facilities:**

- #18-212 with SitesPacific, Inc., to provide Planning & Land Use Consulting Services for the Seabridge New School Project. It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees approve Agreement #18-212 with SitesPacific, Inc. to provide Planning and Land Use Consulting Services related to the Seabridge New School Project, for an amount not to exceed \$30,000.00, to be paid out of the Master Construct and Implementation Funds. Penanhoat/  
Fateh/  
CFW

**Special Education:**

- #18-208 with Mary Schillinger, to provide Management and Facilitation of Special Education Litigation Services to the Director of the Special Education Services Department during the 2018-2019 academic year, amount not to exceed \$10,000.00, to be paid with Special Education Funds. DeGenna/  
Sugden

### C.2 Ratification of Agreements:

It is recommended that the Board ratify the following agreements: Dept/School

**Enrichment:**

- #18-211 with Cecilia Arredondo to provide sixteen weeks of music lessons in TK-3rd grades at McKinna School, from January 28, 2019 through June 30, 2019, amount not to exceed \$2,880.00, to be paid from the General Fund. DeGenna/  
Garner

**Special Education:**

- #18-209 with Dr. Gary S. Katz, Ph.D. to provide Independent Education Evaluator Services to the Special Education Services Department during the 2018-2019 academic year to complete psychological assessments, amount not to exceed \$20,000.00, to be paid with Special Education Funds. DeGenna/  
Sugden
- #18-210 with Ventura County Office of Education (VCOE) Special Circumstances Paraeducator Services. It is recommended that the Board of Trustees ratify the service agreements with VCOE for the 2018-2019 school year, to provide exceptional services to special education students that consist of support from Special Circumstances Paraeducators, in the amount of \$80,079.82, to be paid with Special Education Funds. DeGenna/  
Sugden

**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.3 Approval of Amendment #1 to Agreement #18-114 Exceptional Educational Consultants Inc.***

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<p>At the Board Meeting of September 19, 2018, the Board of Trustees approved Agreement #18-114 with Exceptional Educational Consultants, Inc., in the amount not to exceed \$20,000.00. Amendment #1 is necessary to increase the number of students referred for an Independent Educational Evaluation through the remainder of the fiscal year, in the amount not to exceed \$15,000.00, for a new total agreement amount of \$35,000.00. It is the recommendation of the Director, Special Education Services, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Amendment #1 to Agreement #18-114 with Exceptional Educational Consultants Inc., for an amount not to exceed \$15,000.00, to be paid from Special Education Funds.</p>	<p>Dept/School DeGenna/ Sugden</p>
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***C.4 Ratification of Change Order No. 017 to Construction Services Agreement #15-198 with Swinerton Builders to Adjust Costs for the Lemonwood K-8 School Reconstruction Project***

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<p>The Oxnard School District Board of Trustees Facilities Implementation Plan first adopted in January 2013, calls for the reconstruction of the Lemonwood K-8 School. The project includes the construction of new school facilities at the existing Lemonwood school site. It is the recommendation of the Assistant Superintendent, Business &amp; Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 017 to Construction Services Agreement #15-198 with Swinerton Builders to provide construction services related to the Lemonwood K-8 School Reconstruction Project, amount not to exceed \$23,337.11, to be charged to the Master Construct and Implementation Funds.</p>	<p>Dept/School Penanhoat/ Fateh/ CFW</p>
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***C.5 Ratification of Change Order #001 to PO #P18-03889 with Silver Creek Industries Inc. to Adjust Costs for the Kinder/Flex Project at Ramona Elementary School***

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<p>It is the recommendation of the Assistant Superintendent, Business &amp; Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 001 with Silver Creek Industries Inc., for additional labor and equipment for Saturday installation, amount not to exceed \$2,946.90, to be charged to the Master Construct and Implementation Program.</p>	<p>Dept/School Penanhoat/ Fateh/ CFW</p>
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***C.6 Ratification of Change Order #002 to PO #P18-03889 with Silver Creek Industries Inc. to Adjust Costs for the Kinder/Flex Project at Ramona Elementary School***

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<p>It is the recommendation of the Assistant Superintendent, Business &amp; Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 002 with Silver Creek Industries Inc., for additional J boxes and electrical work, amount not to exceed \$1,341.46, to be charged to the Master Construct and Implementation Program.</p>	<p>Dept/School Penanhoat/ Fateh/ CFW</p>
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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.7 Enrollment Reports***

District enrollment as of January 31, 2019 was 16,168. This is 451 less than the same time last year.	Dept/School Penanhoat
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***C.8 Purchase Order/Draft Payment Report #18-07***

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Purchasing that the Board of Trustees approve Purchase Order/Draft Payment Report #18-07 as submitted.	Dept/School Penanhoat/ Franz
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***C.9 Approve Out of State Conference – Teacher at Frank Middle School***

It is the recommendation of the Assistant Superintendent, Educational Services and the Principal of Frank Middle School that the Board of Trustees approve the conference as outlined. Frank AVID teacher, Kristin Storey, was the recipient of the “Teacher Advocacy Grant” in November 2016. Ms. Storey deposited \$4,000 of this grant on the AVID donation account to fund future professional development such as this one. This account will pay for Kristin Storey travel, conference fees, hotel, meals and sub.	Dept/School DeGenna/ Caldwell
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***C.10 Approval of Instructional Coach, District Job Description***

It is the recommendation of the Assistant Superintendent, Human Resources & Support Services that the Board of Trustees approve the attached Instructional Coach, District job description, as presented.	Dept/School Vaca
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***C.11 Establish/Abolish/Increase/Reduce Hours of Position***

It is the recommendation of the Director of Classified Human Resources that the Board of Trustees approve the establishment and increase of the positions as presented.	Dept/School Nair-Villano
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***C.12 Personnel Actions***

It is the recommendation of the Assistant Superintendent, Human Resources and Support Services, that the Board of Trustees approve the Personnel Actions, as presented.	Dept/School Vaca/ Nair-Villano
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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 Reduction in Force: Reduction or Discontinuance of Particular Kinds of Service and Adoption of Resolution #18-25 (Vaca)***

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Oxnard School District (District) administration projects that there will be budget constraints in the 2019-20 school year driven by declining enrollment in the District and the continued underfunding of education at the State and Federal level.

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

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 budget constraints anticipated in the 2019-20 school year because of the District's declining enrollment and the continued underfunding of education at the State and Federal level, the administration recommends preparing for a reduction in force as a precautionary strategy.

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.

It is recommended that the Board of Trustees approve the Reduction in Force and adopt Resolution No. 18-25, as presented.

**ROLL CALL VOTE:**

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

**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.2 2019 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 2019 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:**

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

***D.3 Approval of Low Performing Students Block Grant (LPSBG) (DeGenna)***

The Board of Trustees will take action on the adopted plan for the Low-Performing Students Block Grant (LPSBG) required by the California Department of Education (CDE). The funds will be used to increase the academic performance of pupils identified, pursuant to EC Section 41570(d). It is the recommendation of the Assistant Superintendent Educational Services that the Board of Trustees approve this item as presented.

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

**ROLL CALL VOTE:**

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

***D.4 Approval of the Comprehensive Safe School Plans 21 Sites (DeGenna/Ridge)***

Each school site has developed a Single Plan for Student Achievement Goal 4, which addresses the financial impact of ensuring that schools have a safe and orderly environment conducive to learning.

The electronic version of the Comprehensive Safe School Plans of each school will be available for viewing on February 15, 2019, after 5:00 p.m., on the board agenda list of the mentioned meeting.

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

**ROLL CALL VOTE:**

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

**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 Ratification of Change Order No. 004 to Construction Services Agreement #16-199 with Bernards Bros Inc. to Adjust Costs for the Elm Elementary School Reconstruction Project**  
*(Penanhoat/Fateh/CFW)*

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Over the course of construction of the Elm Elementary School Reconstruction Project, the District has requested that additional scope items be added to the project to enhance the functionality of the new buildings. Change Order No. 004 provides for the Board’s consideration and ratification of thirty-four (34) change order requests. It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 004 to Construction Services Agreement #16-199 with Bernards Bros Inc. to provide Construction Services related to the Elm Elementary School Reconstruction Project.

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

**ROLL CALL VOTE:**

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

**D.6 Ratification of Change Order No. 005 to Construction Services Agreement #16-199 with Bernards Bros Inc. to Adjust Costs for the Elm Elementary School Reconstruction Project**  
*(Penanhoat/Fateh/CFW)*

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The need for chain link fencing at the perimeter of the future play field of the Elm Elementary School Reconstruction Project is recognized by the district. This change order provides funding to address this concern. The entire cost of this change order is offset by eight (8) credit change orders from the project allowance. Change Order No. 005 provides for the Board’s consideration and ratification of nine (9) change order requests. It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 005 to Construction Services Agreement #16-199 with Bernards Bros Inc. to provide Construction Services related to the Elm Elementary School Reconstruction Project.

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

**ROLL CALL VOTE:**

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

**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 board meetings, as submitted:

- January 16, 2019, Regular Board Meeting

Moved:  
Seconded:  
Vote:

**ROLL CALL VOTE:**

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

**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:

Revision BP & AR 6142	Instruction Sexual Health and HIV/AIDS Prevention Instruction	DeGenna
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Moved:  
Seconded:  
Vote:

**ROLL CALL VOTE:**

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

**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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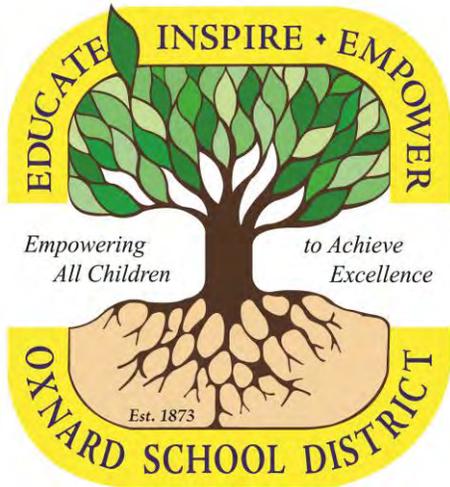
Moved:  
Seconded:  
Vote:

Time: \_\_\_\_\_

**ROLL CALL VOTE:**

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

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



**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.

OSD BOARD AGENDA ITEM

**Name of Contributor:** Dr. Ana DeGenna

**Date of Meeting:** 2/20/19

- 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  
(DeGenna/Curtis)**

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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 and the Director of Curriculum, Instruction and Accountability that the Board of Trustees accept this item as presented.

**ADDITIONAL MATERIAL:** None

OSD BOARD AGENDA ITEM

**Name of Contributor: Dr. Ana DeGenna**

**Date of Meeting: 2/20/19**

- Study Session:  \_\_\_\_\_  
Closed Session: \_\_\_\_\_  
A-1. Preliminary \_\_\_\_\_  
A-11. 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 \_\_\_\_\_

**Presentation on the Reading Specialist Program (DeGenna/Thomas)**

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Reading Specialist for the 17 schools with grades K-2 support a reading intervention model for students to ensure grade-level reading by 3<sup>rd</sup> grade. They will support teachers in implementing research-based strategies to improve reading instruction, participate in Professional Learning Communities (PLC) and assist with assessments. This program is an action in the LCAP and funded by LCFF, Supplemental and Concentration funds.

The presentation will focus on the various components of the program including program rationale, teacher selection and training, assessment and data.

**RECOMMENDATION: Informational Only**

**ADDITIONAL MATERIAL: Power Point Presentation**



2018-  
2019



# Reading Specialists



Student Success!



# LCAP

## Action 1.41

Reading Specialists for the 17 schools with grades K-2 will support a reading intervention model for students to ensure grade-level reading by 3rd grade. They will support teachers in implementing research-based strategies to improve reading instruction, participate in Professional Learning Communities (PLC) and assist with assessments.

**Funded by LCFF:  
Supplemental & Concentration**



# Rationale



STAR Early Literacy Gr K  
Spring 2017-18

	SS	Percentile
	607.5	40.0
Mean:	607.5	40
Median:	607.5	34
Mode †:	598	1
Standard Deviation:	119.4	30.2
<b>Urgent Intervention:</b>		<b>486 (32.57%)</b>
<b>Intervention:</b>		<b>345 (23.12%)</b>
<b>On Watch:</b>		<b>156 (10.46%)</b>
<b>At/Above Benchmark:</b>		<b>505 (33.85%)</b>



STAR Early Literacy Gr 1  
Spring 2017-18

	SS	Percentile
	701.7	39.7
Mean:	701.7	39.7
Median:	719	36
Mode †:	706	1
Standard Deviation:	109.4	28
<b>Urgent Intervention:</b>		<b>483 (34.4%)</b>
<b>Intervention:</b>		<b>281 (20.01%)</b>
<b>On Watch:</b>		<b>186 (13.25%)</b>
<b>At/Above Benchmark:</b>		<b>454 (32.34%)</b>



STAR Reading Gr 2  
Spring 2017-18

	SS
	248.1
Mean:	248.1
Median:	241
Mode †:	87
Standard Deviation:	129.2
<b>Urgent Intervention:</b>	<b>470 (31.08%)</b>
<b>Intervention:</b>	<b>273 (18.06%)</b>
<b>On Watch:</b>	<b>230 (15.21%)</b>
<b>At/Above Benchmark:</b>	<b>539 (35.65%)</b>



# Schools

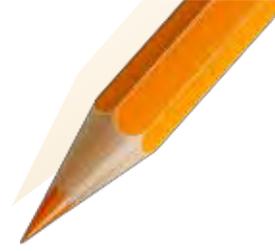
K-5 + K-8 Schools  
Grades K, 1, 2



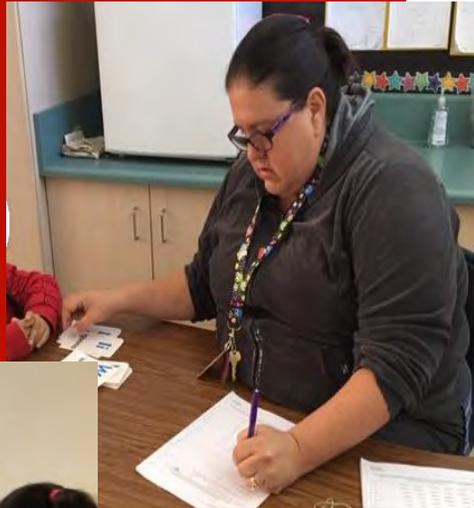
Brekke  
Chavez  
Curren  
Driffill  
Elm  
Harrington  
Kamala  
Lemonwood  
Marina West

Marshall  
McAuliffe  
McKinna  
Ramona  
Ritchen  
Rose  
Sierra Linda  
Soria

# Teachers



- Applications & Interviews
- Collaboration with OEA
- Experienced primary grade teachers
- Bilingual support



# Program



- Instructional strategies
- Small group instruction
- Students identified by data
- Collaboration with grade level teams
- Progress monitoring
- One component of a site's intervention plan

# Training



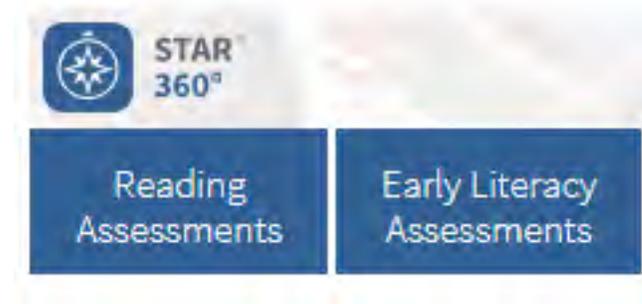
- Reading Strategies – VCOE
- Inclusion in various professional development opportunities with Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade teams
- Collaboration time



# Assessment

Identification  
Progress Monitoring

- STAR Early Literacy



- Local Assessments

# Progress

Kamala



Student	Start Date	Exit Date	Fall STAR Early Lit	Winter Early Lit	Change
1	9/4/2018	10/12/2018	403	642	239
2	9/4/2018	10/12/2018	417	578	161
3	9/4/2018	10/12/2018	398	591	193
4	9/4/2018	10/12/2018	380	599	219
5	9/4/2018	10/12/2018	368	418	50
6	9/4/2018	10/12/2018	497	683	186
7	9/4/2018	10/12/2018	518	640	122
8	9/4/2018	10/12/2018	346	442	96
9	9/4/2018	10/12/2018	593	657	64
10	9/4/2018	10/12/2018	492	650	158
11	9/4/2018	10/12/2018	446	679	233
12	9/4/2018	10/12/2018	489	816	327
13	9/4/2018	10/12/2018	453	518	65
14	9/4/2018	10/12/2018	402	494	92
15	9/4/2018	10/12/2018	496	603	107
16	9/4/2018	10/12/2018	357	628	271

# Progress



Lemonwood

## 1st Grade SEI

Student	Dates of Service	Entry Star SS	Exit Star SS
	9/17/18 to 11/9/18	EL-503	EL-587
	9/17/18 to 11/9/18	EL-515	EL-753
	9/17/18 to 12/14/18	EL-499	EL-530
	9/17/18 to 11/9/18	EL-463	EL-690
	9/17/18 to 11/9/18	EL-471	EL-543
	9/17/18 to 11/9/18	EL-462	EL-535
	9/17/18 to 11/9/18	EL-511	EL-607

## 1st Grade SEI

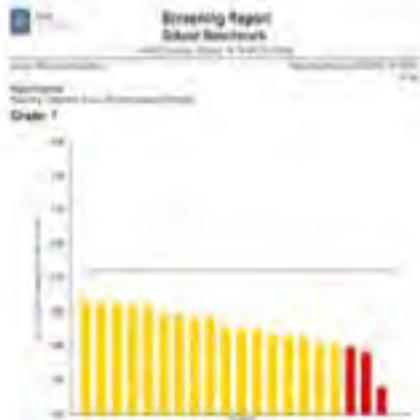
Student	Dates of Service	Entry Star SS	Exit Star SS
	10/15/18 to 11/9/18	EL-594	EL-615
	9/17/18 to 10/12/18	EL-594	EL-481
	11/26/18 to 12/14/18		
	10/15/18 to 11/9/18	EL-590	EL-802
	9/17/18 to 11/9/18	EL-443	EL-601
	9/17/18 to 10/12/18	EL-181	EL-443
	11/26/18 to 12/14/18		
	10/15/18 to 11/9/18	EL-600	EL-687
	9/17/18 to 11/9/18	EL-443	EL-600
	10/15/18 to 12/14/18	EL-585	EL-608



# Progress



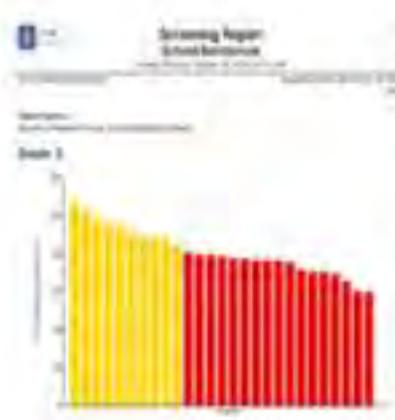
## Marshall



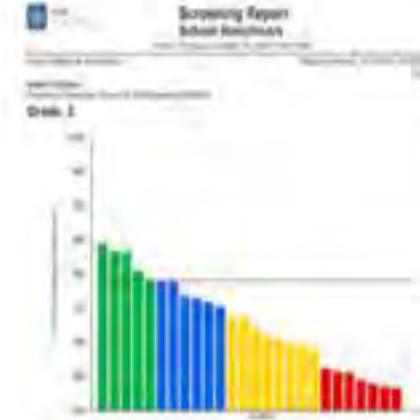
1st Grade Befor...



1st grade After ...



2nd Star Before...



2nd Grade Afte...

# Progress

McKinna

## Mrs. Camion's Group #1A Progress Monitoring

Group time:	8:10-8:40 am			Star 360	Star 360	Star 360
Location:	<input type="text"/>			Entry- 8-30-18	Exit - 10-26-18	Growth-
Dates	Sept 10- Oct 26, 2016					
Last Name	Frist Name	Grade	Teacher	Early Lit.	Early Lit.	Early Lit.
		1st		369	409	40
		1st		412		
		1st		455	661	206
		1st		474	412	-62
		1st		515	649	134
		1st		345	614	269
		1st		405	567	162

# Progress



Sierra Linda



	9/30/18	10/5/18	11/5/18		9/30/18	10/5/18	11/5/18
	Early Lit	Early lit	Early lit		Early Lit	Early lit	Early lit
1st Gr	500	583	694	2nd Gr		677	603
	430	585	577			726	576
	450	571	580			737	826
	439	455	542			675	701
	398	461	550				
				2nd Gr		748	799
1st Gr	482	715	727			719	684
	455	562	677			681	598
	497	561	694			638	692
	497	735	698			644	607
	445	498	611			656	673
2nd Gr		542	547	1st Gr	527	656	750
		652	641		527	508	725
			658		529	720	737
		584	656		543	682	729
		693	644		541	614	679
					523	701	730
2nd Gr		647	831				
		590	719				
		729	746				
		572	588				
		725	831				

# Progress-Spanish

## Chavez

Chavez Reading Specialist Round 3 Intervention  
December 3, 2018- February 1, 2019

First Grade DLI Group 1-  
Start Early Literacy Spanish Benchmark is a score of 770

Student 1- 723 to 829 (+106)  
Student 2- 691 to 781 (+90)  
Student 3- 630 to 772 (+142)  
Student 4- 706 to 770 (+64)  
Student 5- 671 to 793 (+122)  
Student 6- 703 to 926 (+223)  
All first graders met or exceeded the benchmark

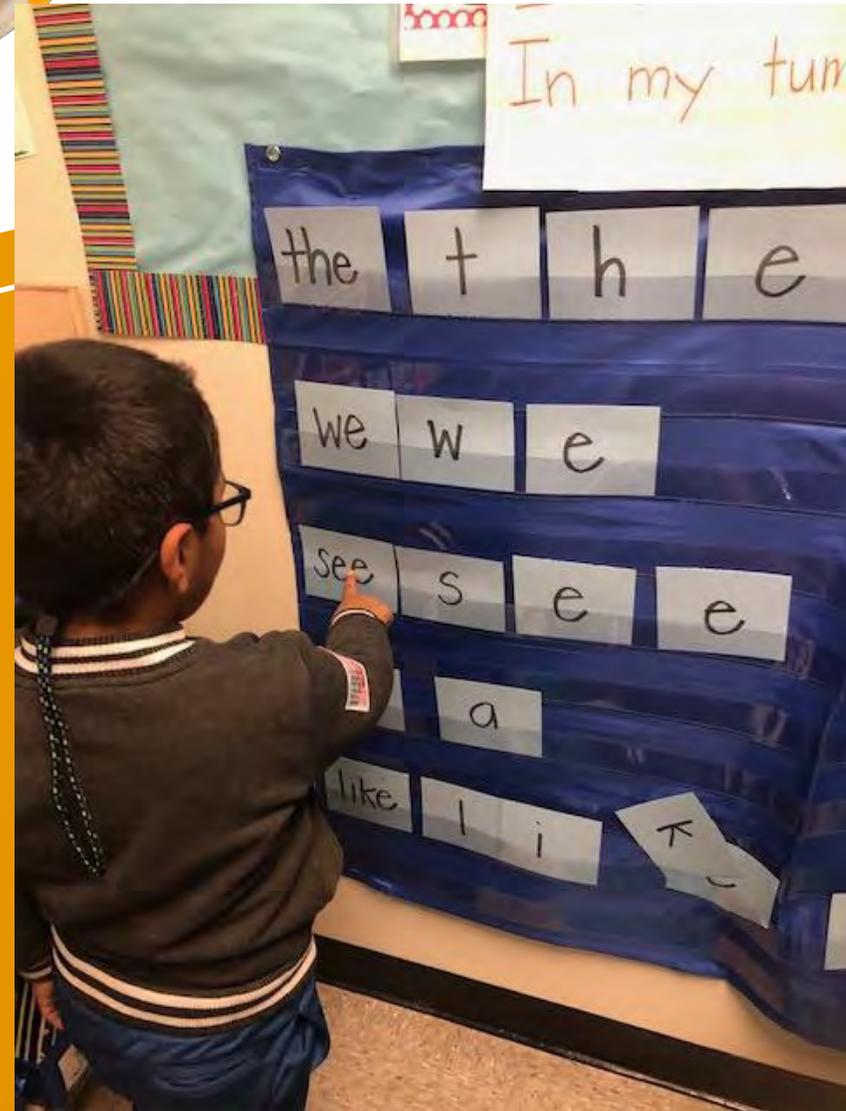
Second Grade DLI Group-  
Star Reading Spanish Benchmark goal is 829

Student 1- 840 to 846 (+6)  
Student 2- 846 to 849 (+3)  
Student 3- 851 to 895 (+44)  
Student 4- 838 to 840 (+2)  
Student 5- 835 to 864 (+29)  
Student 6- 838 to 860 (+22)  
Student 7- 798 to 848 (+50)  
Student 8- 800 to 866 (+66)  
All students met or exceeded the benchmark

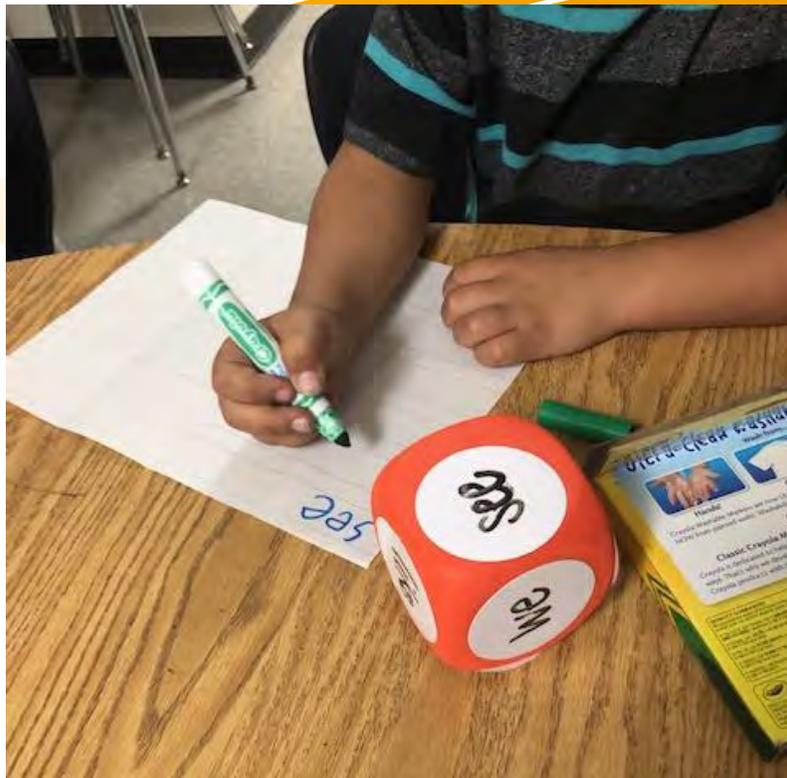
A	B	C	D	E	F
DRIFFILL -	Entry STAR 360	Post STAR 360	P.M.-STAR 360		
SECOND GRADE	AUG.2018	NOV. 2018	JAN.2019		
1	725	748	762	37	
2	752	805	783	31	
3	734	759	745	11	
4	769	840	848	79	
5	756	783	752	-4	
6	772	777	757	-15	
7	766	834	846	80	
8	762	787	771	9	
9	810	813	845	35	
10	753	861		108	
11	790	848	843	53	
12	735	783		30	
13	749	827	854	105	
14	760	796	793	33	
15	785	806	828	43	
16	797	848		51	
17	768	883		115	
18	762	822	832	70	
19	781	897		116	
20	794	849		55	
21	806	786	828	22	
22	810	847	865	55	
23	872	901		29	

## Driffill

# The Work



# The Work

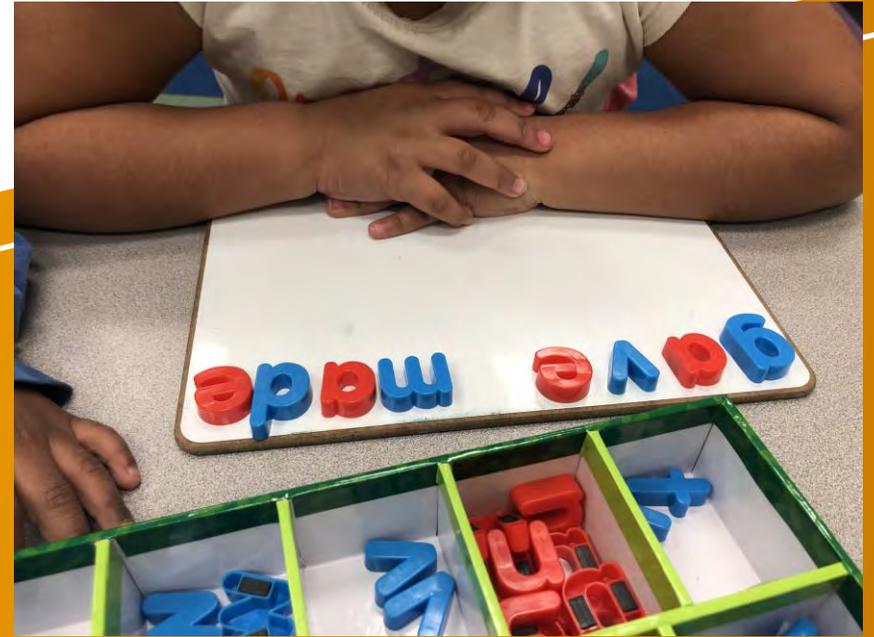


# The Work



IMG\_5745 (1)

# The Work



# 1st grade writing

Time flies when I go to  
Six Flags. First, I go on roller coasters.  
Next, we go to eat. Last,  
we go to the water park. Six Flags  
is fun.

# 1st grade-EL

## I See the Animals

I **see** the elephant.



I **see** the lion.



I **see** the zebra.



I **see** the bee.



I **see** the animals.



The animals **see** me!



I see Outside

I see bits.

I see The Grass.

I see The Cars.

I see the tree.

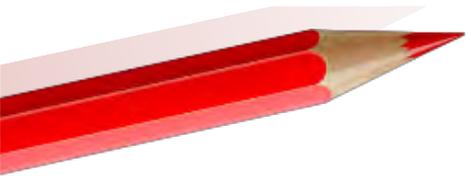
I see outside.

The outside can  
see me.



"Let us remember: one book, one pen, one child, and one teacher can change the world."

—Malala Yousafzei





Thank You!

**BOARD AGENDA ITEM**

**Name of Contributor:** Janet Penanhoat

**Date of Meeting:** 2/20/19

**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

  **X**   Facilities

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

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

**Approval of Agreement #18-212 with SitesPacific, Inc. for Planning & Land Use Consulting Services for the Seabridge New School Project (Penanhoat/Fateh/CFW)**

---

The District acquired the Seabridge school site in June 2013 for the construction of a future K-5 school facility. The site is approximately 8.8 acres and is located on the southside of the 4100 block of Wooley Road. The Seabridge New School Project will include a two-story classroom building, library, administration space, multipurpose room, playfields, hard courts, and support spaces. The City of Oxnard has requested an additional review of the project in connection with the California Coastal Commission permitting process. The District identified a need to select a consultant with expertise in navigating the various local government agencies to complete the requested review process.

The proposed scope of work includes all of the work necessary to:

PHASE I: Facilitate the review and discovery of the project background, including land use consultation with design team members, consultation with the City of Oxnard and California Coastal Commission (CCC).

PHASE II: Prepare and process application and permit entitlements with the City of Oxnard, attend agency meetings, as needed, and present and attend any public hearings as needed.

Agreement #18-212 with SitesPacific, Inc. for Planning and Land Use Consulting Services related to the Seabridge New School Project is presented herewith for the Board's consideration.

**FISCAL IMPACT**

Agreement #18-212 includes the services required to complete the review process for the Seabridge New School Project for a not-to-exceed fee of **Thirty Thousand Dollars and Zero Cents (\$30,000.00)** to be paid out of the Master Construct and Implementation Funds.

## **RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees approve Agreement #18-212 with SitesPacific, Inc. to provide Planning and Land Use Consulting Services related to the Seabridge New School Project.

## **ADDITIONAL MATERIAL**

### **Attached:**

- Agreement #18-212, SitesPacific, Inc. (14 Pages)
- Proposal (3 Pages)

## OXNARD SCHOOL DISTRICT

### Agreement #18-212

#### AGREEMENT FOR CONSULTANT SERVICES

This Agreement for Consultant Services (“Agreement”) is entered into as of this 20th day of February, 2019 by and between the Oxnard School District (“District”) and SitesPacific, Inc. (“Consultant”). District and Consultant are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

#### RECITALS

- A. District is authorized by *California Government Code* Section 53060, and Board Policy 4368, to contract with independent contractors for the furnishing of services concerning financial, economic, accounting, engineering, legal, administrative and other matters. District has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the Services, as defined and described particularly on **Exhibit A**, attached to this Agreement.
- B. Following submission of a proposal or bid for the performance of the Services, Consultant was selected by the District to perform the Services.
- C. The Parties desire to formalize the selection of Consultant for performance of the Services and desire that the terms of that performance be as particularly defined and described herein.

#### OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

- Incorporation of Recitals and Exhibits.** The Recitals set forth above and all exhibits attached to this Agreement, as hereafter amended, are incorporated by this reference as if fully set forth herein.
- Term of Agreement.** Subject to earlier termination as provided below, this Agreement shall remain in effect from February 20, 2019 through December 31, 2019 (the “Term”). This Agreement may be extended only by amendment, signed by the Parties, prior to the expiration of the Term.
- Time for Performance.** The scope of services set forth in **Exhibit A** shall be completed during the Term pursuant to the schedule specified **Exhibit A**. Should the scope of services not be completed pursuant to that schedule, the Consultant shall be deemed to be in Default as provided below. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Consultant to continue performing the Services.
- Compensation and Method of Payment.** Subject to any limitations set forth below or elsewhere in this Agreement, District agrees to pay Consultant the amounts specified in **Exhibit B** “Compensation”. The total compensation, excluding reimbursement for actual expenses, shall not exceed Thirty Thousand Dollars and No Cents (\$30,000.00), unless additional compensation is approved in writing by the District.

- a. Each month Consultant shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-consultant contracts. Sub-consultant charges, if any, shall be detailed by the following categories: labor, travel, materials, equipment and supplies. District shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection b. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission.
- b. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by District, District will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice.
- c. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

5. **Termination.** This Agreement may be terminated at any time by mutual agreement of the Parties or by either Party as follows:

- a. District may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress; or
- b. Consultant may terminate this Agreement for cause at any time upon thirty (30) days written notice of termination to District.

6. **Inspection and Final Acceptance.** District may, at its discretion, inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when within sixty (60) days after submitted to District. If District does not reject work by a timely written explanation, Consultant's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Consultant's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to indemnification and insurance provisions.

7. **Default.** Failure of Consultant to perform any Services or comply with any provisions of this Agreement may constitute a default. The District may give notice to Consultant of the default and the reasons for the default. District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of the notice until the default is cured. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, at the discretion of the District. During the period of time that Consultant is in default, the District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the District may terminate this Agreement as provided above. Any failure on the part of the District to give notice of the Consultant's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

8. **Ownership of Documents.** All maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement (collectively and individually, the "Documents") shall

become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Consultant. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such Documents.

9. **Use of Documents by District.** If and to the extent that District utilizes for any purpose not related to this Agreement any Documents, Consultant's guarantees and warrants related to Standard of Performance under this Agreement shall not extend to such use of the Documents.

10. **Consultant's Books and Records.** Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement for a minimum of three years after termination or expiration of this Agreement, or longer if required by law.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District pursuant to this Agreement for a minimum of three years, or longer if required by law, all in accordance with generally accepted accounting principles and with sufficient detail so as to permit an accurate evaluation of the services provided by Consultant pursuant to this Agreement.
- b. Any and all such records or documents shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Consultant's address indicated for receipt of notices in this Agreement.
- c. District has the right to acquire custody of such records by written request if Consultant decides to dissolve or terminate its business. Consultant shall deliver or cause to be delivered all such records and documents to District within sixty (60) days of receipt of the request.

11. **Independent Contractor.** Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District.

- a. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant, its agents or employees shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of District. Neither Consultant, nor any of Consultant's officers, employees or agents, shall, by virtue of services rendered under this Agreement, obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant will be responsible for payment of all Consultant's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payment under this agreement.
- b. Consultant shall have no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred in writing by District, or under this Agreement.

12. **Standard of Performance.** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement,

Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

13. **Confidential Information.** All information gained during performance of the Services and all Documents or other work product produced by Consultant in performance of this Agreement shall be considered confidential. Consultant shall not release or disclose any such information, Documents or work product to persons or entities other than District without prior written authorization from the Superintendent of the District, except as may be required by law.

- a. Consultant shall promptly notify District if it is served with any summons, complaint, subpoena or other discovery request, court order or other request from any party regarding this Agreement or the work performed hereunder.
- b. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant; provided that this does not imply or mean the right by District to control, direct, or rewrite said response.

14. **Conflict of Interest; Disclosure of Interest.** Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the District.

- a. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.
- b. Bylaws of the Board 9270 BB and 9270(BB) E, as hereinafter amended or renumbered, require that a Consultant that qualifies as a "designated employee" must disclose certain financial interests by filing financial interest disclosures. By its initials below, Consultant represents that it has received and reviewed a copy of the Bylaws of the Board 9270 BB and 9270(BB) E and that it  does  does not qualify as a "designated employee".

\_\_\_\_\_ (Initials)

- c. Consultant agrees to notify the Superintendent, in writing, if Consultant believes that it is a "designate employee" and should be filing financial interest disclosures, but has not been required to do so by the District.

\_\_\_\_\_ (Initials)

15. **Compliance with Applicable Laws.** In connection with the Services and its operations, Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules including, but not limited to, minimum wages and/or prohibitions against discrimination, in effect during the Term. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

- a. Without limiting the generality of the foregoing, Consultant shall comply with any applicable fingerprinting requirements as set forth in the Education Code of the State of California.

\_\_\_\_\_ (Initials)

16. **Unauthorized Aliens.** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ “unauthorized aliens” as that term is defined in 8 U.S.C.A. §1324a(h)(3). Should Consultant so employ such individuals for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against District for such employment, Consultant hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

17. **Non-Discrimination.** Consultant shall abide by the applicable provisions of the United States Civil Rights Act of 1964 and other provisions of law prohibiting discrimination and shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

18. **Assignment.** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant’s duties or obligations under this Agreement without the prior written consent of the Board of Directors of the District. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

19. **Subcontracting.** Notwithstanding the above, Consultant may utilize subcontractors in the performance of its duties pursuant to this Agreement, but only with the prior written consent of the District. The Consultant shall be as fully responsible to the District for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.

20. **Continuity of Personnel.** Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement.

- a. Consultant shall insure that District has a current list of all personnel and sub-contractors providing services under this Agreement.
- b. Consultant shall notify District of any changes in Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance. The list notice shall include the following information: (1) all full or part-time staff positions by title, including volunteer positions whose direct services are required to provide the services described herein; (2) a brief description of the functions of each such position and the hours each position works each week or, for part-time positions, each day or month, as appropriate; (3) the professional degree, if applicable, and experience required for each position; and (4) the name of the person responsible for fulfilling the terms of this Agreement.

21. **Indemnification.**

- a. Consultant agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Consultant or those of any of Consultant’s officers, agents, employees, or subcontractors, whether such act or omission is authorized by this Agreement or not. Consultant shall also pay for any and all damage to the Property of the District, or loss or theft of such Property, done or caused by such persons. District

assumes no responsibility whatsoever for any property placed on district premises. Consultant further agrees to waive all rights of subrogation against the District. The provisions of this Agreement do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.

\_\_\_\_\_ (Initials)

- b. The provisions of this section do not apply to claims occurring as a result of District's sole negligence or willful acts or omissions.

22. **Insurance.** Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in **Exhibit C** "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Superintendent. Consultant agrees to provide District with copies of required policies upon request.

23. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District: Oxnard School District  
1051 South A Street  
Oxnard, California, 93030  
Attention: Janet Penanhoat  
Phone: (805) 385.1501 x2401  
Fax: (805) 487.2118

With electronic copy to: Caldwell Flores Winters, Inc.  
Oxnard School District Program Manager  
1901 S. Victoria Avenue, Suite 106  
Oxnard, California 93035  
Attention: Patricia Raphael  
Phone: (323) 202-2550  
Email: praphael@cfwinc.com

To Consultant: SitesPacific, Inc.  
7584 Eisenhower Street  
Ventura, CA 93003  
Attention: Matthew G. Winegar  
Phone: (805) 701.6747  
Fax: (800) 660.8106

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile (provided confirmation of successful facsimile transmission shall be retained) or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

24. **Excusable Delays.** Consultant shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Consultant. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

25. **Authority to Execute.** The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Consultant to the performance of its obligations hereunder.
26. **Administration.** Caldwell Flores Winters, Inc., the District's Program Manager, shall be in charge of administering this Agreement on behalf of the District. The Director of Purchasing has completed **Exhibit D** "Conflict of Interest Check" attached hereto.
27. **Binding Effect.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.
28. **Entire Agreement.** This Agreement and the exhibits and documents incorporated herein constitute the entire agreement and understanding between the parties in connection with the matters covered herein.
29. **Amendment.** No amendment to or modification of this Agreement shall be valid or binding unless made in writing by the Consultant and by the District. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
30. **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 District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.
31. **Governing Law.** This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Ventura, California.
32. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.
33. **Severability.** If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the District and Consultant have executed and delivered this agreement for consultant services as of the date first written above.

**OXNARD SCHOOL DISTRICT:**

**SITESPACIFIC INC.:**

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

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

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

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

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

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

Tax Identification Number: 95-6002318

Tax Identification Number: \_\_\_\_\_

- Not Project Related  
 Project #18-212

**EXHIBIT A**

**TO AGREEMENT FOR CONSULTANT SERVICES #18-212**

**SERVICES**

- I.
- A. Research and review current City General Plan and Coastal Plan designations and policies concerning the school site.
  - B. Review City and California Coastal Commission (CCC) actions concerning the site including Coastal permit actions and conditions. Contact CCC and City staff for clarifications as necessary.
  - C. Provide written analysis to CFW and OSD staff and OSD counsel concerning SitesPacific findings and recommended course(s) of action or alternatives related to project feasibility.
  - D. Attendance at meetings and consultation with District and CFW staff as directed by client.
  - E. Provide communications assistance for correspondence to City of Oxnard staff and agency such as for emails, letters to agencies, and advocacy and negotiations as necessary.
  - F. If directed, assist with project applications related to Coastal Development Permits, and any permit modifications as necessary.
  - G. Assist in the processing of the project including client representation at City Council, Planning Commission, neighborhood, and community meetings as authorized.
  - H. Other services as requested by the client, and agreed upon by both parties.
- II. During performance of the Services, Consultant will keep the District apprised of the status of performance by delivering the following status reports under the indicated schedule:
- A. Monthly status reports shall be delivered to the District's program manager on the first business day of the month, beginning March 1, 2019.
- III. Consultant will utilize the following personnel to accomplish the Services:
- None.
  - See attached list.
- IV. Consultant will utilize the following subcontractors to accomplish the Services (check one):
- None.
  - See attached list.

V. AMENDMENT

Not Project Related

Project #**18-212**

The Scope of Services, including services, work product, and personnel, are subject to change by mutual Agreement. In the absence of mutual Agreement regarding the need to change any aspects of performance, Consultant shall comply with the Scope of Services as indicated above.

Not Project Related

Project #18-212

**EXHIBIT B**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-212**

**COMPENSATION**

**I. Consultant shall use the following rates of pay in the performance of the Services:**

Fees shall be billed at the rate of One Hundred Seventy-Five Dollars and No Cents (\$175.00) per hour, not to exceed Thirty Thousand Dollars and No Cents (\$30,000.00).

Work is anticipated to be billed in accordance with the following schedule: Services pursuant to Exhibit A, Section B shall not be commenced until a separate notice to proceed, specific to these services, has been issued.

**II. Consultant may utilize subcontractors as indicated in this Agreement. The hourly rate for any subcontractor is not to exceed \$ N/A per hour without written authorization from the District Superintendent or his designee.**

**III. The District will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the Hourly or flat rate.
- B. Line items for all supplies properly charged to the Services.
- C. Line items for all travel properly charged to the Services.
- D. Line items for all equipment properly charged to the Services.
- E. Line items for all materials properly charged to the Services.
- F. Line items for all subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

- IV.**
- a) Reimbursable expenses (such as photocopies, plans, prints, maps, etc.) are to be reimbursed at cost.
  - b) Environmental documentation or documents.
  - c) Any further work required caused by delays of the project.
  - d) Any further work created by appeals or litigation.
  - e) Any agency fees.
  - f) Compensation Schedule assumes that District provides all plans, plots, maps, and project materials for workshops, applications, hearings, etc.
  - g) If SitesPacific Inc. retains consultant for the project, at the request of the district, it is subject to a 15% surcharge fee.

**IV. The total compensation for the Services, shall not exceed \$30,000.00, excluding reimbursement for actual expenses as provided in Section 4 of this Agreement.**

**EXHIBIT C**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-212**

**INSURANCE**

I. **Insurance Requirements.** Consultant shall provide and maintain insurance, acceptable to the District Superintendent or District Counsel, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers authorized to conduct business in the State of California and with a current A.M. Best's rating of no less than A, as rated by the Current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858. Consultant shall provide the following scope and limits of insurance:

A. **Minimum Scope of Insurance.** Coverage shall be at least as broad as:

(1) Commercial General Liability coverage of not less than two million dollars (\$2,000,000) Aggregate and one million dollars (\$1,000,000) per occurrence.

(2) Auto liability insurance with limits of not less than one million dollars (\$1,000,000).

(3) Insurance coverage should include:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

(4) Workers' Compensation insurance as required by the laws of the State of California.

~~(5) Abuse and Molestation coverage of not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) Aggregate.~~

(6) Professional liability (Errors and Omissions) insurance, including contractual liability, as appropriate to the Consultant's profession, in an amount of not less than the following:

Accountants, Attorneys, Education Consultants, Nurses, Therapists	\$1,000,000
Architects	\$1,000,000 or \$2,000,000
Physicians and Medical Corporations	\$5,000,000

**Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination**

II. **Other Provisions.** Insurance policies required by this Agreement shall contain the following provisions:

A. **All Policies.** Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this Agreement, reduced in

Not Project Related

Project #18-212

coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to District

B. General Liability, Automobile Liability, and Abuse/Molestation Coverages.

(1) District, and its respective elected and appointed officers, officials, employees and volunteers are to be covered as additional insureds (collectively, "additional insureds") as respects the following: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant ; automobiles owned, leased, hired or borrowed by Consultant, ~~and Abuse/Molestation~~. The coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

(2) Each policy shall state that the coverage provided is primary and any insurance carried by any additional insured is in excess to and non-contributory with Consultant's insurance.

(3) Consultant's 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.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to any additional insured.

III. Other Requirements. Consultant agrees to deposit with District, at or before the effective date of this contract, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Consultant furnish District with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

A. If any Services are performed by subcontractor, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

B. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

C. The procuring of any required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

**EXHIBIT D**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-212**

**CONFLICT OF INTEREST CHECK**

Bylaws of the Board 9270(BB)E requires that the Superintendent or a designee make a determination, on a case by case basis, concerning whether disclosure will be required from a consultant to comply with the District's Conflict of Interest Code (commencing with Bylaws of the Board 9270 BB).

Consultant's are required to file disclosures when, pursuant to a contract with the District, the Consultant will make certain specified government decisions or will perform the same or substantially the same duties for the District as a staff person would.

The services to be performed by Consultant under the Agreement to which this Exhibit D is attached  constitute  do not constitute governmental decisions or staff services within the meaning of the Conflict of Interest Code. Therefore, the Consultant, **SITESPACIFIC, INC.**, who will provide Services under the Agreement,  is  is not subject to disclosure obligations.

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

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

Lisa A. Franz  
Director, Purchasing



February 11, 2019

Mr. Emilio Flores  
CFW  
*via email*

Subject: Proposal and Agreement for Land Use Advisory and Entitlement Services

Dear Mr. Flores:

Thank you for considering SitesPacific, Inc. for land use planning and entitlement consulting services. I am pleased to submit this letter proposal, scope of services, and fees regarding professional planning and land use advisory services, including entitlement services as necessary.

Based on our discussions, you are requesting assistance related to a potential location of an elementary school in the Seabridge neighborhood in Oxnard. As you are aware, SitesPacific currently provides land use planning consulting and entitlement services for the proposed school site at Patterson Road and Doris Avenue in Oxnard.

By way of background, I served as Development Services Director for the City of Oxnard during the development and implementation of the Mandalay Bay Specific Plan which in part created the Seabridge neighborhood. I also served as the principle negotiator for the Seabridge development agreement (DA) which included the option for the provision of the elementary school site. I had extensive interaction with Oxnard School District staff during the course of negotiating that development agreement. I further shepherded the project through the City and the CCC permit processes and public hearings.

The following is a list of the types of tasks that SitesPacific may assist with at your direction and authorization:

FIRST PHASE:

- 1) Research and review current City General Plan and Coastal Plan designations and policies concerning the school site.
- 2) Review City and California Coastal Commission (CCC) actions concerning the site including Coastal permit actions and conditions. Contact CCC and City staff for clarifications as necessary.
- 3) Provide written analysis to CFW and OSD staff and OSD counsel concerning SitesPacific findings and recommended course(s) of action or alternatives related to project feasibility.

[mwinegar@sitespacificplanning.com](mailto:mwinegar@sitespacificplanning.com)  
[www.sitespacificplanning.com](http://www.sitespacificplanning.com)

- 4) Attendance at meetings and consultation with District and CFW staff as directed by client.
- 5) Provide communications assistance for correspondence to City of Oxnard staff and agency such as for emails, letters to agencies, and advocacy and negotiations as necessary.

Estimated Hours: 60 Hours

#### SECOND PHASE:

- 6) If directed, assist with project applications related to Coastal Development Permits, and any permit modifications as necessary.
- 7) Assist in the processing of the project including client representation at City Council, Planning Commission, neighborhood, and community meetings as authorized.
- 8) Other services as requested by the client, and agreed upon by both parties.

Estimated Hours: 110 hours\*

(\*Does not include any hours for any possible litigation)

Fees for the proposed services are as follows:

- o Principal, Matthew Winegar: \$ 175 /hour

NOT TO EXCEED COST: \$30,000

Work performed is based on a time and materials basis. Travel time for services and meetings outside Ventura County are billed portal to portal, or as agreed for overnight or long distance travel. Reimbursable expenses, such as postage and copies of maps/plans will be billed at cost plus 15%. All permit fees and other associated permit and processing costs shall be the responsibility of the client. Any permitting or other agency fees paid for by SitesPacific shall be billed at cost plus 15%. Invoices are sent monthly/quarterly and payment is due upon receipt.

All planning services performed pursuant to this agreement in no way guarantee approval of a project or permit. If a project or permit is denied or appealed, payment must still be made for services rendered related thereto. Either party can terminate this agreement at any time by written notice. Upon termination, compensation for services performed prior to the termination notice shall be paid. The client shall be entitled to all documents, reports, maps, etc., prepared for the project.

Our efforts can start immediately. Please let us know if this agreement will be through CFW or through OSD. Once we have a better understanding, we can agree on either a letter agreement or contract as necessary.

I, Matthew G. Winegar, AICP, warrant that services described in this letter proposal are to be performed in accordance with the usual thoroughness and competence of the land use planning and environmental profession and in accordance with the principles set forth by the American Institute of Certified Planners (AICP).

I look forward to assisting you with these projects. Please call or email me with any questions.

A handwritten signature in blue ink, appearing to read 'M. Winegar', with a large, stylized flourish below the name.

Matthew G. Winegar, AICP  
Principal  
SitesPacific, Inc.

**OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** 2/20/19

- Study Session:** \_\_\_\_\_  
**Closed Session** \_\_\_\_\_
- A-1. Preliminary** \_\_\_\_\_  
**A-II. Reports** \_\_\_\_\_  
**B. Hearings** \_\_\_\_\_  
**C. Consent Agenda** \_\_\_\_\_
- Agreement Category:**  
\_\_\_\_ Academic  
\_\_\_\_ Enrichment  
 X  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 #18-208 – Mary Schillinger (DeGenna/Sugden)**

---

Mary Schillinger will provide Management and Facilitation of Special Education Litigation Services to the Director of the Special Education Services Department during the 2018-2019 academic year.

**FISCAL IMPACT:**

Not to exceed \$10,000.00 - Special Education Funds

**RECOMMENDATION:**

It is the recommendation of the Director, Special Education Services, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Agreement #18-208 with Mary Schillinger.

**ADDITIONAL MATERIAL(S):**

**Attached:** Agreement #18-208, Mary Schillinger (13 Pages)  
Proposal (1 Page)  
Certificate of Insurance (2 Pages)

## OXNARD SCHOOL DISTRICT

### Agreement #18-208

#### AGREEMENT FOR CONSULTANT SERVICES

This Agreement for Consultant Services (“Agreement”) is entered into as of this 20th day of February, 2019 by and between the Oxnard School District (“District”) and Mary Schillinger (“Consultant”). District and Consultant are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

#### RECITALS

- A. District is authorized by *California Government Code* Section 53060, and Board Policy 4368, to contract with independent contractors for the furnishing of services concerning financial, economic, accounting, engineering, legal, administrative and other matters. District has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the Services, as defined and described particularly on **Exhibit A**, attached to this Agreement.
- B. Following submission of a proposal or bid for the performance of the Services, Consultant was selected by the District to perform the Services.
- C. The Parties desire to formalize the selection of Consultant for performance of the Services and desire that the terms of that performance be as particularly defined and described herein.

#### OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

- Incorporation of Recitals and Exhibits.** The Recitals set forth above and all exhibits attached to this Agreement, as hereafter amended, are incorporated by this reference as if fully set forth herein.
- Term of Agreement.** Subject to earlier termination as provided below, this Agreement shall remain in effect from February 21, 2019 through June 30, 2019 (the “Term”). This Agreement may be extended only by amendment, signed by the Parties, prior to the expiration of the Term.
- Time for Performance.** The scope of services set forth in **Exhibit A** shall be completed during the Term pursuant to the schedule specified **Exhibit A**. Should the scope of services not be completed pursuant to that schedule, the Consultant shall be deemed to be in Default as provided below. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Consultant to continue performing the Services.
- Compensation and Method of Payment.** Subject to any limitations set forth below or elsewhere in this Agreement, District agrees to pay Consultant the amounts specified in **Exhibit B** “Compensation”. The total compensation shall not exceed Ten Thousand Dollars (\$10,000.00), per daily fees as listed, unless additional compensation is approved in writing by the District.

- a. Each month Consultant shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-consultant contracts. Sub-consultant charges, if any, shall be detailed by the following categories: labor, travel, materials, equipment and supplies. District shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection b. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission.
- b. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by District, District will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice.
- c. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

5. **Termination.** This Agreement may be terminated at any time by mutual agreement of the Parties or by either Party as follows:

- a. District may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress; or
- b. Consultant may terminate this Agreement for cause at any time upon thirty (30) days written notice of termination to District.

6. **Inspection and Final Acceptance.** District may, at its discretion, inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when within sixty (60) days after submitted to District. If District does not reject work by a timely written explanation, Consultant's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Consultant's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to indemnification and insurance provisions.

7. **Default.** Failure of Consultant to perform any Services or comply with any provisions of this Agreement may constitute a default. The District may give notice to Consultant of the default and the reasons for the default. District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of the notice until the default is cured. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, at the discretion of the District. During the period of time that Consultant is in default, the District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the District may terminate this Agreement as provided above. Any failure on the part of the District to give notice of the Consultant's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

8. **Ownership of Documents.** All maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement (collectively and individually, the "Documents") shall

become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Consultant. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such Documents.

9. **Use of Documents by District.** If and to the extent that District utilizes for any purpose not related to this Agreement any Documents, Consultant's guarantees and warrants related to Standard of Performance under this Agreement shall not extend to such use of the Documents.

10. **Consultant's Books and Records.** Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement for a minimum of three years after termination or expiration of this Agreement, or longer if required by law.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District pursuant to this Agreement for a minimum of three years, or longer if required by law, all in accordance with generally accepted accounting principles and with sufficient detail so as to permit an accurate evaluation of the services provided by Consultant pursuant to this Agreement.
- b. Any and all such records or documents shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Consultant's address indicated for receipt of notices in this Agreement.
- c. District has the right to acquire custody of such records by written request if Consultant decides to dissolve or terminate its business. Consultant shall deliver or cause to be delivered all such records and documents to District within sixty (60) days of receipt of the request.

11. **Independent Contractor.** Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District.

- a. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant, its agents or employees shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of District. Neither Consultant, nor any of Consultant's officers, employees or agents, shall, by virtue of services rendered under this Agreement, obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant will be responsible for payment of all Consultant's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payment under this agreement.
- b. Consultant shall have no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred in writing by District, or under this Agreement.

12. **Standard of Performance.** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement,

Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

13. **Confidential Information.** All information gained during performance of the Services and all Documents or other work product produced by Consultant in performance of this Agreement shall be considered confidential. Consultant shall not release or disclose any such information, Documents or work product to persons or entities other than District without prior written authorization from the Superintendent of the District, except as may be required by law.

- a. Consultant shall promptly notify District if it is served with any summons, complaint, subpoena or other discovery request, court order or other request from any party regarding this Agreement or the work performed hereunder.
- b. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant; provided that this does not imply or mean the right by District to control, direct, or rewrite said response.

14. **Conflict of Interest; Disclosure of Interest.** Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the District.

- a. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.
- b. Bylaws of the Board 9270 BB and 9270(BB) E, as hereinafter amended or renumbered, require that a Consultant that qualifies as a "designated employee" must disclose certain financial interests by filing financial interest disclosures. By its initials below, Consultant represents that it has received and reviewed a copy of the Bylaws of the Board 9270 BB and 9270(BB) E and that it  does  does not qualify as a "designated employee".

\_\_\_\_\_ (Initials)

- c. Consultant agrees to notify the Superintendent, in writing, if Consultant believes that it is a "designate employee" and should be filing financial interest disclosures, but has not been required to do so by the District.

\_\_\_\_\_ (Initials)

15. **Compliance with Applicable Laws.** In connection with the Services and its operations, Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules including, but not limited to, minimum wages and/or prohibitions against discrimination, in effect during the Term. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

- a. Without limiting the generality of the foregoing, Consultant shall comply with any applicable fingerprinting requirements as set forth in the Education Code of the State of California.

\_\_\_\_\_ (Initials)

16. **Unauthorized Aliens.** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ “unauthorized aliens” as that term is defined in 8 U.S.C.A. §1324a(h)(3). Should Consultant so employ such individuals for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against District for such employment, Consultant hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

17. **Non-Discrimination.** Consultant shall abide by the applicable provisions of the United States Civil Rights Act of 1964 and other provisions of law prohibiting discrimination and shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

18. **Assignment.** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant’s duties or obligations under this Agreement without the prior written consent of the Board of Directors of the District. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

19. **Subcontracting.** Notwithstanding the above, Consultant may utilize subcontractors in the performance of its duties pursuant to this Agreement, but only with the prior written consent of the District. The Consultant shall be as fully responsible to the District for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.

20. **Continuity of Personnel.** Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement.

- a. Consultant shall insure that District has a current list of all personnel and sub-contractors providing services under this Agreement.
- b. Consultant shall notify District of any changes in Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance. The list notice shall include the following information: (1) all full or part-time staff positions by title, including volunteer positions whose direct services are required to provide the services described herein; (2) a brief description of the functions of each such position and the hours each position works each week or, for part-time positions, each day or month, as appropriate; (3) the professional degree, if applicable, and experience required for each position; and (4) the name of the person responsible for fulfilling the terms of this Agreement.

21. **Indemnification.**

- a. Consultant agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Consultant or those of any of Consultant’s officers, agents, employees, or subcontractors, whether such act or omission is authorized by this Agreement or not. Consultant shall also pay for any and all damage to the Property of the District, or loss or theft of such Property, done or caused by such persons. District

assumes no responsibility whatsoever for any property placed on district premises. Consultant further agrees to waive all rights of subrogation against the District. The provisions of this Agreement do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.

\_\_\_\_\_ (Initials)

- b. The provisions of this section do not apply to claims occurring as a result of District's sole negligence or willful acts or omissions.

22. **Insurance.** Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in **Exhibit C** "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Superintendent. Consultant agrees to provide District with copies of required policies upon request.

23. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District: Oxnard School District  
1051 South A Street  
Oxnard, California, 93030  
Attention: Amelia Sugden  
Phone: 805.385.1501, x2175  
Fax: 805.487.9648

To Consultant: Mary Schillinger  
5967 E. Marlies Avenue  
Simi Valley, CA 93063  
Phone: (805) 469.6919  
Fax:  
Email: schillingermay@gmail.com

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile (provided confirmation of successful facsimile transmission shall be retained) or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

24. **Excusable Delays.** Consultant shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Consultant. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

25. **Authority to Execute.** The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Consultant to the performance of its obligations hereunder.

26. **Administration.** AMELIA SUGDEN shall be in charge of administering this Agreement on behalf of the District. The Director of Purchasing has completed **Exhibit D** "Conflict of Interest Check" attached hereto.

27. **Binding Effect.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.
28. **Entire Agreement.** This Agreement and the exhibits and documents incorporated herein constitute the entire agreement and understanding between the parties in connection with the matters covered herein.
29. **Amendment.** No amendment to or modification of this Agreement shall be valid or binding unless made in writing by the Consultant and by the District. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
30. **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 District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.
31. **Governing Law.** This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Ventura, California.
32. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.
33. **Severability.** If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the District and Consultant have executed and delivered this agreement for consultant services as of the date first written above.

**OXNARD SCHOOL DISTRICT:**

**MARY SCHILLINGER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Lisa A. Franz, Director, Purchasing

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Tax Identification Number: 95-6002318

Tax Identification Number: \_\_\_\_\_

- Not Project Related
- Project #18-208

**EXHIBIT A**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-208**

**SERVICES**

I. Consultant will perform the following Services under the Captioned Agreement:

**\*PER ATTACHED PROPOSAL**

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the District:

**\*PER ATTACHED PROPOSAL**

III. During performance of the Services, Consultant will keep the District appraised of the status of performance by delivering the following status reports under the indicated schedule:

<b>STATUS REPORT FOR ACTIVITY:</b>	<b>DUE DATE</b>
A. N/A	
B. N/A	
C. N/A	
D. N/A	

V. Consultant will utilize the following personnel to accomplish the Services:

- None.
- See attached list.

VI. Consultant will utilize the following subcontractors to accomplish the Services (check one):

- None.
- See attached list.

VII. AMENDMENT

The Scope of Services, including services, work product, and personnel, are subject to change by mutual Agreement. In the absence of mutual Agreement regarding the need to change any aspects of performance, Consultant shall comply with the Scope of Services as indicated above

- Not Project Related  
 Project #18-208

**EXHIBIT B**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-208**

**COMPENSATION**

**I. Consultant shall use the following rates of pay in the performance of the Services:**

Total compensation shall not exceed Ten Thousand Dollars (\$10,000.00), per daily fees as listed, unless additional compensation is approved in writing by the District.

**II. Consultant may utilize subcontractors as indicated in this Agreement. The hourly rate for any subcontractor is not to exceed \$ N/A per hour without written authorization from the District Superintendent or his designee.**

**III. The District will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the Hourly or flat rate.
- B. Line items for all supplies properly charged to the Services.
- C. Line items for all travel properly charged to the Services.
- D. Line items for all equipment properly charged to the Services.
- E. Line items for all materials properly charged to the Services.
- F. Line items for all subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

**IV. The total compensation for the Services shall not exceed \$10,000.00, as provided in Section 4 of this Agreement.**

**EXHIBIT C**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-208**

**INSURANCE**

I. Insurance Requirements. Consultant shall provide and maintain insurance, acceptable to the District Superintendent or District Counsel, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers authorized to conduct business in the State of California and with a current A.M. Best's rating of no less than A, as rated by the Current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858. Consultant shall provide the following scope and limits of insurance:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Commercial General Liability coverage of not less than two million dollars (\$2,000,000) Aggregate and one million dollars (\$1,000,000) per occurrence.

(2) Auto liability insurance with limits of not less than one million dollars (\$1,000,000).

(3) Insurance coverage should include:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

(4) Workers' Compensation insurance as required by the laws of the State of California.

~~(5) Abuse and Molestation coverage of not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) Aggregate.~~

(6) Professional liability (Errors and Omissions) insurance, including contractual liability, as appropriate to the Consultant's profession, in an amount of not less than the following:

Accountants, Attorneys, Education Consultants, Nurses, Therapists	\$1,000,000
Architects	\$1,000,000 or \$2,000,000
Physicians and Medical Corporations	\$5,000,000

**Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination**

II. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

Not Project Related

Project #18-208

A. All Policies. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to District

B. General Liability, Automobile Liability, and Abuse/Molestation Coverages.

(1) District, and its respective elected and appointed officers, officials, employees and volunteers are to be covered as additional insureds (collectively, "additional insureds") as respects the following: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant ; automobiles owned, leased, hired or borrowed by Consultant, and Abuse/Molestation. The coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

(2) Each policy shall state that the coverage provided is primary and any insurance carried by any additional insured is in excess to and non-contributory with Consultant's insurance.

(3) Consultant's 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.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to any additional insured.

III. Other Requirements. Consultant agrees to deposit with District, at or before the effective date of this contract, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Consultant furnish District with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

A. If any Services are performed by subcontractor, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

B. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

C. The procuring of any required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

- Not Project Related
- Project #18-208

**EXHIBIT D**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-208**

**CONFLICT OF INTEREST CHECK**

Bylaws of the Board 9270(BB)E requires that the Superintendent or a designee make a determination, on a case by case basis, concerning whether disclosure will be required from a consultant to comply with the District's Conflict of Interest Code (commencing with Bylaws of the Board 9270 BB).

Consultant's are required to file disclosures when, pursuant to a contract with the District, the Consultant will make certain specified government decisions or will perform the same or substantially the same duties for the District as a staff person would.

The services to be performed by Consultant under the Agreement to which this Exhibit D is attached  constitute  do not constitute governmental decisions or staff services within the meaning of the Conflict of Interest Code. Therefore, the Consultant, **MARY SCHILLINGER**, who will provide Services under the Agreement,  is  is not subject to disclosure obligations.

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

By: \_\_\_\_\_  
Lisa A. Franz  
Director, Purchasing

Oxnard School District  
Special Education Department Support Proposal  
Beginning January 2019

**Scope of Work:**

Consultation will focus on supporting the Director of Special Education in the management and facilitation of Special Education litigation.

Activities may include:

1. Case reviews including records review and recommendations for litigation management.
2. Management of Due Process filings including;
  - a. Records review related to litigation cases
  - b. Consultation with Director and District's attorney regarding litigation
  - c. Consultation with distract staff related to litigation
  - d. Observation of student, classroom, services, etc. related to litigation
  - e. Attendance as district representative at Resolution Sessions, Mediations, Due Process Hearings as requested by the OSD Director of Special Education. All final decisions will be determined by the OSD Director of Special Education.
  - f. Attendance at meetings as requested by the OSD Director of Special Education

**Consultant:**

Mary Schillinger - Collaboration for Success  
5967 E. Marlies Ave.  
Simi Valley, CA 93063  
805-231-2391  
schillingermary@gmail.com

**Fee for Services:**

**Daily rate:**

**\$700.00 / Day (8 hours)**

Rate is inclusive of;

1. Records reviews
2. Phone consultations
3. Consultation with district personnel
4. Consultation with district legal representation
5. Litigation preparation
6. Litigation meeting attendance
7. Travel time
8. Other activities as relate to the consultation requests



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 4, 2018

Christy Garibay  
Oxnard Elementary School District  
1051 S A ST  
OXNARD CA 93030-7442

**Account Information:**

<b>Policy Holder Details :</b>	MARY SCHILLINGER DBA COLLABORATION FOR SUCCESS LLC
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**Contact Us**

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Business Service Center

**Business Hours:** Monday - Friday  
(7AM - 7PM Central Standard Time)

**Phone:** (866) 467-8730

**Fax:** (888) 443-6112

**Email:** [agency.services@thehartford.com](mailto:agency.services@thehartford.com)

**Website:** <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/04/2018

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> NUTMEG INSURANCE AGENCY INC/PHS 02025657  THE HARTFORD BUSINESS SERVICE CENTER 3600 WISEMAN BLVD SAN ANTONIO, TX 78265	<b>CONTACT NAME:</b>  PHONE (A/C, No, Ext): (866) 467-8730      FAX (A/C, No): (888) 443-6112  E-MAIL ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC#</b> INSURER A : The Sentinel Insurance Company      11000 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b> MARY SCHILLINGER DBA COLLABORATION FOR SUCCESS LLC 5967 E MARLIES AVE SIMI VALLEY CA 93063-3625	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			02 SBM RB1752	08/29/2018	08/29/2019	EACH OCCURRENCE      \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)      \$1,000,000 MED EXP (Any one person)      \$10,000 PERSONAL & ADV INJURY      \$1,000,000 GENERAL AGGREGATE      \$2,000,000 PRODUCTS - COMP/OP AGG      \$2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)      \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE AGGREGATE
	<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	Y/N	N/A				PER STATUTE    OTHER
							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)

Those usual to the Insured's Operations.

<b>CERTIFICATE HOLDER</b> CHRISTY GARIBAY OXNARD ELEMENTARY SCHOOL DISTRICT 1051 S A ST OXNARD CA 93030-7442	<b>CANCELLATION</b> 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 
--	--

**OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** 2/20/19

- Study Session:** \_\_\_\_\_  
**Closed Session** \_\_\_\_\_
- A-1. Preliminary** \_\_\_\_\_  
**A-II. Reports** \_\_\_\_\_  
**B. Hearings** \_\_\_\_\_  
**C. Consent Agenda** \_\_\_\_\_
- Agreement Category:**  
\_\_\_\_ Academic  
**X** **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/MOU #18-211 – Cecilia Arredondo (DeGenna/Garner)**

Cecilia Arredondo will provide 16 weeks of music lessons in TK-3rd grades at McKinna School, from January 28, 2019 through June 30, 2019. Students will be engaged in music fundamentals that include interactive lecture style with music and movement, rhythm instrument use, drum circles, and recorders, in an age-appropriate and fun manner while preparing for a year-end musical performance. Lessons will be provided for 25 minutes on Mondays, from 8:10am-2:10pm. Lessons will take place in classrooms in order to accommodate each grade level.

**FISCAL IMPACT:**

Not to exceed \$2,880.00 – General Fund

**RECOMMENDATION:**

It is the recommendation of the Principal, McKinna School, and the Assistant Superintendent, Educational Services that the Board of Trustees ratify Agreement/MOU #18-211 with Cecilia Arredondo.

**ADDITIONAL MATERIAL:**

**Attached:**      Agreement/MOU #18-211, Cecilia Arredondo (1 Page)  
                         Proposal (1 Page)

**AGREEMENT/MEMORANDUM OF UNDERSTANDING #18-211 BETWEEN  
CECILIA ARREDONDO, MUSIC CONSULTANT, AND OXNARD SCHOOL  
DISTRICT FOR CLASSROOM MUSIC INSTRUCTION**

This Memorandum of Understanding (MOU) is entered into by **CECILIA ARREDONDO** and **OXNARD SCHOOL DISTRICT (OSD)** to facilitate music instruction in the classroom. The MOU sets forth the respective roles and responsibilities each bring to the program.

**CECILIA ARREDONDO** will:

1. Be contracted to provide musical services at the following school:

McKinna Elementary School not to exceed \$2,880.00

2. Name **OSD** additionally insured in the amount of (\$1,000,000 per occurrence, \$2,000,000 aggregate) from January 28, 2019 through June 30, 2019.
3. Provide the following services: curriculum based songs, grade-level musical concepts (K-5), musical instruments for the students (recorders, bells, percussion, ukuleles, etc.), handouts to accompany the lessons, and live demonstrations on various instruments that she plays – keyboard, recorder, ukulele, and guitar.

**OSD** will:

1. Be solely responsible for making all arrangements with the Music Consultant including but not limited to, specified times and dates for instruction.
2. Be solely responsible for the payment of Consultant's monthly fee based on the invoice and timesheet completed at the school site.
3. Keep on file current liability insurance certificate verifying insurance compliance naming **OSD** as additionally insured.

This MOU is for the school year consultancy from January 28, 2019 through June 30, 2019. We hereby agree to this MOU and certify that agreements made herein will be honored.

\_\_\_\_\_  
Lisa A. Franz, Director, Purchasing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cecilia Arredondo, Music Consultant  
1130 Ambrosia Street, Oxnard, CA 93030

\_\_\_\_\_  
Date

## **McKinna Elementary School Music Class Proposal 2018-19: Cecilia Arredondo, Music Instructor**

*I propose the following schedule that could accommodate K-3 grades, separated into two 8-week programs.*

**Mondays 8:10A-2:10P Ten (10) 25 min classes each day Grades 2-3**

### **8 weeks**

January 28

February 4, 11, 25

March 4, 11, 18, 25

**Mondays 8:10A-2:10P Ten (10) 25 min classes each day, One (1) 30 min class each day,**

### **Grades TK-1**

### **8 weeks**

April 1, 22, 29

May 6, 13, 20

June 3, 10

### **Financial:**

**Monday: 6 hours per week at \$30 per hour = \$180 per week**

**Total: 16 weeks @ \$180 per week = \$2, 880**

Respectfully,

Cecilia Arredondo

Music Instructor (Independent Contractor)

805-816-1868 cecydoterra@hotmail.com



## OXNARD SCHOOL DISTRICT

### Agreement #18-209

#### AGREEMENT FOR CONSULTANT SERVICES

This Agreement for Consultant Services (“Agreement”) is entered into as of this 20th day of February, 2019 by and between the Oxnard School District (“District”) and Dr. Gary S. Katz, Ph.D. (“Consultant”). District and Consultant are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

#### RECITALS

A. District is authorized by *California Government Code* Section 53060, and Board Policy 4368, to contract with independent contractors for the furnishing of services concerning financial, economic, accounting, engineering, legal, administrative and other matters. District has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the Services, as defined and described particularly on **Exhibit A**, attached to this Agreement.

B. Following submission of a proposal or bid for the performance of the Services, Consultant was selected by the District to perform the Services.

C. The Parties desire to formalize the selection of Consultant for performance of the Services and desire that the terms of that performance be as particularly defined and described herein.

#### OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Incorporation of Recitals and Exhibits.** The Recitals set forth above and all exhibits attached to this Agreement, as hereafter amended, are incorporated by this reference as if fully set forth herein.

2. **Term of Agreement.** Subject to earlier termination as provided below, this Agreement shall remain in effect from February 6, 2019 through June 30, 2019 (the “Term”). This Agreement may be extended only by amendment, signed by the Parties, prior to the expiration of the Term.

3. **Time for Performance.** The scope of services set forth in **Exhibit A** shall be completed during the Term pursuant to the schedule specified **Exhibit A**. Should the scope of services not be completed pursuant to that schedule, the Consultant shall be deemed to be in Default as provided below. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Consultant to continue performing the Services.

4. **Compensation and Method of Payment.** Subject to any limitations set forth below or elsewhere in this Agreement, District agrees to pay Consultant the amounts specified in **Exhibit B** “Compensation”. The total compensation shall not exceed Twenty Thousand Dollars (\$20,000.00), per hourly fees as listed, unless additional compensation is approved in writing by the District.

- a. Each month Consultant shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-consultant contracts. Sub-consultant charges, if any, shall be detailed by the following categories: labor, travel, materials, equipment and supplies. District shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection b. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission.
- b. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by District, District will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice.
- c. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

5. **Termination.** This Agreement may be terminated at any time by mutual agreement of the Parties or by either Party as follows:

- a. District may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress; or
- b. Consultant may terminate this Agreement for cause at any time upon thirty (30) days written notice of termination to District.

6. **Inspection and Final Acceptance.** District may, at its discretion, inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when within sixty (60) days after submitted to District. If District does not reject work by a timely written explanation, Consultant's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Consultant's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to indemnification and insurance provisions.

7. **Default.** Failure of Consultant to perform any Services or comply with any provisions of this Agreement may constitute a default. The District may give notice to Consultant of the default and the reasons for the default. District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of the notice until the default is cured. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, at the discretion of the District. During the period of time that Consultant is in default, the District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the District may terminate this Agreement as provided above. Any failure on the part of the District to give notice of the Consultant's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

8. **Ownership of Documents.** All maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement (collectively and individually, the "Documents") shall

become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Consultant. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such Documents.

9. **Use of Documents by District.** If and to the extent that District utilizes for any purpose not related to this Agreement any Documents, Consultant's guarantees and warrants related to Standard of Performance under this Agreement shall not extend to such use of the Documents.

10. **Consultant's Books and Records.** Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement for a minimum of three years after termination or expiration of this Agreement, or longer if required by law.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District pursuant to this Agreement for a minimum of three years, or longer if required by law, all in accordance with generally accepted accounting principles and with sufficient detail so as to permit an accurate evaluation of the services provided by Consultant pursuant to this Agreement.
- b. Any and all such records or documents shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Consultant's address indicated for receipt of notices in this Agreement.
- c. District has the right to acquire custody of such records by written request if Consultant decides to dissolve or terminate its business. Consultant shall deliver or cause to be delivered all such records and documents to District within sixty (60) days of receipt of the request.

11. **Independent Contractor.** Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District.

- a. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant, its agents or employees shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of District. Neither Consultant, nor any of Consultant's officers, employees or agents, shall, by virtue of services rendered under this Agreement, obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant will be responsible for payment of all Consultant's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payment under this agreement.
- b. Consultant shall have no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred in writing by District, or under this Agreement.

12. **Standard of Performance.** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement,

Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

13. **Confidential Information.** All information gained during performance of the Services and all Documents or other work product produced by Consultant in performance of this Agreement shall be considered confidential. Consultant shall not release or disclose any such information, Documents or work product to persons or entities other than District without prior written authorization from the Superintendent of the District, except as may be required by law.

- a. Consultant shall promptly notify District if it is served with any summons, complaint, subpoena or other discovery request, court order or other request from any party regarding this Agreement or the work performed hereunder.
- b. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant; provided that this does not imply or mean the right by District to control, direct, or rewrite said response.

14. **Conflict of Interest; Disclosure of Interest.** Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant’s performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the District.

- a. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.
- b. Bylaws of the Board 9270 BB and 9270(BB) E, as hereinafter amended or renumbered, require that a Consultant that qualifies as a “designated employee” must disclose certain financial interests by filing financial interest disclosures. By its initials below, Consultant represents that it has received and reviewed a copy of the Bylaws of the Board 9270 BB and 9270(BB) E and that it  does  does not qualify as a “designated employee”.

\_\_\_\_\_ (Initials)

- c. Consultant agrees to notify the Superintendent, in writing, if Consultant believes that it is a “designate employee” and should be filing financial interest disclosures, but has not been required to do so by the District.

\_\_\_\_\_ (Initials)

15. **Compliance with Applicable Laws.** In connection with the Services and its operations, Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules including, but not limited to, minimum wages and/or prohibitions against discrimination, in effect during the Term. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

- a. Without limiting the generality of the foregoing, Consultant shall comply with any applicable fingerprinting requirements as set forth in the Education Code of the State of California.

\_\_\_\_\_ (Initials)

16. **Unauthorized Aliens.** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ “unauthorized aliens” as that term is defined in 8 U.S.C.A. §1324a(h)(3). Should Consultant so employ such individuals for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against District for such employment, Consultant hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

17. **Non-Discrimination.** Consultant shall abide by the applicable provisions of the United States Civil Rights Act of 1964 and other provisions of law prohibiting discrimination and shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

18. **Assignment.** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant’s duties or obligations under this Agreement without the prior written consent of the Board of Directors of the District. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

19. **Subcontracting.** Notwithstanding the above, Consultant may utilize subcontractors in the performance of its duties pursuant to this Agreement, but only with the prior written consent of the District. The Consultant shall be as fully responsible to the District for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.

20. **Continuity of Personnel.** Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement.

- a. Consultant shall insure that District has a current list of all personnel and sub-contractors providing services under this Agreement.
- b. Consultant shall notify District of any changes in Consultant’s staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance. The list notice shall include the following information: (1) all full or part-time staff positions by title, including volunteer positions whose direct services are required to provide the services described herein; (2) a brief description of the functions of each such position and the hours each position works each week or, for part-time positions, each day or month, as appropriate; (3) the professional degree, if applicable, and experience required for each position; and (4) the name of the person responsible for fulfilling the terms of this Agreement.

21. **Indemnification.**

- a. Consultant agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Consultant or those of any of Consultant’s officers, agents, employees, or subcontractors, whether such act or omission is authorized by this Agreement or not. Consultant shall also pay for any and all damage to the Property of the District, or loss or theft of such Property, done or caused by such persons. District

assumes no responsibility whatsoever for any property placed on district premises. Consultant further agrees to waive all rights of subrogation against the District. The provisions of this Agreement do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.

\_\_\_\_\_ (Initials)

- b. The provisions of this section do not apply to claims occurring as a result of District's sole negligence or willful acts or omissions.

22. **Insurance.** Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in **Exhibit C** "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Superintendent. Consultant agrees to provide District with copies of required policies upon request.

23. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District: Oxnard School District  
1051 South A Street  
Oxnard, California, 93030  
Attention: Amelia Sugden  
Phone: 805.385.1501, x2175  
Fax: 805.487.9648

To Consultant: Dr. Gary S. Katz, Ph.D.  
509 Marin Street, Suite 236  
Thousand Oaks, CA 91360  
Phone: (805) 405.8994  
Fax: (805) 426.8096  
Email: [gary.katz@csun.edu](mailto:gary.katz@csun.edu)

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile (provided confirmation of successful facsimile transmission shall be retained) or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

24. **Excusable Delays.** Consultant shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Consultant. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

25. **Authority to Execute.** The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Consultant to the performance of its obligations hereunder.

26. **Administration.** AMELIA SUGDEN shall be in charge of administering this Agreement on behalf of the District. The Director of Purchasing has completed **Exhibit D** "Conflict of Interest Check" attached hereto.

27. **Binding Effect.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.
28. **Entire Agreement.** This Agreement and the exhibits and documents incorporated herein constitute the entire agreement and understanding between the parties in connection with the matters covered herein.
29. **Amendment.** No amendment to or modification of this Agreement shall be valid or binding unless made in writing by the Consultant and by the District. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
30. **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 District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.
31. **Governing Law.** This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Ventura, California.
32. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.
33. **Severability.** If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the District and Consultant have executed and delivered this agreement for consultant services as of the date first written above.

**OXNARD SCHOOL DISTRICT:**

**DR. GARY S. KATZ, Ph.D.:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Lisa A. Franz, Director, Purchasing

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Tax Identification Number: 95-6002318

Tax Identification Number: \_\_\_\_\_

- Not Project Related
- Project #18-209

**EXHIBIT A**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-209**

**SERVICES**

I. Consultant will perform the following Services under the Captioned Agreement:

**\*PER ATTACHED FEE SCHEDULE**

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the District:

**\*PER ATTACHED FEE SCHEDULE**

III. During performance of the Services, Consultant will keep the District appraised of the status of performance by delivering the following status reports under the indicated schedule:

<b>STATUS REPORT FOR ACTIVITY:</b>	<b>DUE DATE</b>
A. N/A	
B. N/A	
C. N/A	
D. N/A	

V. Consultant will utilize the following personnel to accomplish the Services:

- None.
- See attached list.

VI. Consultant will utilize the following subcontractors to accomplish the Services (check one):

- None.
- See attached list.

VII. AMENDMENT

The Scope of Services, including services, work product, and personnel, are subject to change by mutual Agreement. In the absence of mutual Agreement regarding the need to change any aspects of performance, Consultant shall comply with the Scope of Services as indicated above

- Not Project Related  
 Project #18-209

**EXHIBIT B**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-209**

**COMPENSATION**

**I. Consultant shall use the following rates of pay in the performance of the Services:**

Total compensation shall not exceed Twenty Thousand Dollars (\$20,000.00), per hourly fees as listed, unless additional compensation is approved in writing by the District.

**II. Consultant may utilize subcontractors as indicated in this Agreement. The hourly rate for any subcontractor is not to exceed \$ N/A per hour without written authorization from the District Superintendent or his designee.**

**III. The District will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the Hourly or flat rate.
- B. Line items for all supplies properly charged to the Services.
- C. Line items for all travel properly charged to the Services.
- D. Line items for all equipment properly charged to the Services.
- E. Line items for all materials properly charged to the Services.
- F. Line items for all subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

**IV. The total compensation for the Services shall not exceed \$20,000.00, as provided in Section 4 of this Agreement.**

- Not Project Related
- Project #18-209

**EXHIBIT C**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-209**

**INSURANCE**

I. Insurance Requirements. Consultant shall provide and maintain insurance, acceptable to the District Superintendent or District Counsel, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers authorized to conduct business in the State of California and with a current A.M. Best's rating of no less than A, as rated by the Current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858. Consultant shall provide the following scope and limits of insurance:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Commercial General Liability coverage of not less than two million dollars (\$2,000,000) Aggregate and one million dollars (\$1,000,000) per occurrence.

(2) Auto liability insurance with limits of not less than one million dollars (\$1,000,000).

(3) Insurance coverage should include:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

(4) Workers' Compensation insurance as required by the laws of the State of California.

(5) Abuse and Molestation coverage of not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) Aggregate.

(6) Professional liability (Errors and Omissions) insurance, including contractual liability, as appropriate to the Consultant's profession, in an amount of not less than the following:

Accountants, Attorneys, Education Consultants, Nurses, Therapists	\$1,000,000
Architects	\$1,000,000 or \$2,000,000
Physicians and Medical Corporations	\$5,000,000

**Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination**

II. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

Not Project Related

Project #18-209

A. All Policies. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to District

B. General Liability, Automobile Liability, and Abuse/Molestation Coverages.

(1) District, and its respective elected and appointed officers, officials, employees and volunteers are to be covered as additional insureds (collectively, "additional insureds") as respects the following: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant ; automobiles owned, leased, hired or borrowed by Consultant, and Abuse/Molestation. The coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

(2) Each policy shall state that the coverage provided is primary and any insurance carried by any additional insured is in excess to and non-contributory with Consultant's insurance.

(3) Consultant's 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.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to any additional insured.

III. Other Requirements. Consultant agrees to deposit with District, at or before the effective date of this contract, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Consultant furnish District with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

A. If any Services are performed by subcontractor, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

B. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

C. The procuring of any required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

- Not Project Related
- Project #18-209

**EXHIBIT D**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-177**

**CONFLICT OF INTEREST CHECK**

Bylaws of the Board 9270(BB)E requires that the Superintendent or a designee make a determination, on a case by case basis, concerning whether disclosure will be required from a consultant to comply with the District's Conflict of Interest Code (commencing with Bylaws of the Board 9270 BB).

Consultant's are required to file disclosures when, pursuant to a contract with the District, the Consultant will make certain specified government decisions or will perform the same or substantially the same duties for the District as a staff person would.

The services to be performed by Consultant under the Agreement to which this Exhibit D is attached  constitute  do not constitute governmental decisions or staff services within the meaning of the Conflict of Interest Code. Therefore, the Consultant, **DR. GARY S. KATZ, Ph.D.**, who will provide Services under the Agreement,  is  is not subject to disclosure obligations.

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

By: \_\_\_\_\_  
Lisa A. Franz  
Director, Purchasing



# GARY S. KATZ, PH.D.

A PROFESSIONAL PSYCHOLOGY CORPORATION

## Services, Rates, and Policies as of 1/15/2019

Independent Educational Evaluations

**Gary S. Katz, Ph.D.**

CA Licensed Psychologist PSY 17371

Associate Professor of Psychology – California State University, Northridge

Services / Typical Expenses	Unit of Time	Rate
Creation and Assembling of Consent Forms	per hour	\$100.00
Record Review	per hour	\$100.00
School Observation	per hour	\$200.00
Teacher / Administrator Interview	per hour	\$200.00
Cognitive Assessment	per hour	\$200.00
Academic Assessment	per hour	\$200.00
Parent / Collateral Assessment Tools (administration)	per hour	\$100.00
Scoring of measures	per hour	\$200.00
Report Writing	per hour	\$100.00
Feedback	per hour	\$200.00
Travel Time	per mile	\$0.60
Hotel Expenses	per night	Market rate (typically \$150.00 - \$175.00)
Food (per diem)	per day	\$40.00
Attendance at ONE IEP or hearing	per hour	\$200.00

I typically spend between 60 and 80 hours on each IEE that I complete from the first referral to the end of the IEP or hearing date. In terms of calendar times, my average completion time from first referral to distribution of the report is currently 77 calendar days with a range of 25 to 141 days. Note that some of the longer completion times were subject to continuations by either the parent/family or the district. My minimum standard fee for an IEE is \$5000. I provide an invoice with dates and fees upon completion of my report and will include a contractual write off if the amount of the invoice exceeds the agreed-upon contracted fee. I expect that my invoices are to be paid within a 45-day time frame. If my attendance is needed for a second (e.g., continued) IEP or hearing, this will be billed on a separate, additional invoice outside of the agreed-upon contracted fee as my agreements typically include a single meeting.

Do note that as part of my ethical responsibilities as a psychologist, the parent or guardian of a minor child reviews the report prior to distribution to district personnel. In no case will I modify a report to alter my findings or interpretations; rather, if there is confidential information in the report that the parent or guardian does not wish to share, I will remove that information and notify the district that confidential information has been removed from an earlier draft of the report that does not impact my findings. I do not release test protocols to teachers, school administrators, or lawyers; however, I am happy to release copies of these protocols to directly appropriately-certified, credentialed, or licensed school psychologists.

*These rates and fees are subject to change prior to contracting. They are current and accurate as of 1/15/2019.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2018

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 have ADDITIONAL INSURED provisions or 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).

**PRODUCER**

Trust Risk Management Services, Inc. doing business in CA as TRMS Insurance Agency  
1791 Paysphere Circle  
Chicago, IL 60674

**CONTACT**

NAME: Trust Risk Management Services, Inc

PHONE (A/C, No, Ext): 877.637.9700

FAX (A/C, No): 877.251.5111

EMAIL ADDRESS: info@trustrms.com

**INSURER(S) AFFORDING COVERAGE****NAIC #**

INSURER A: ACE American Insurance Company

22667

**INSURED**

Gary Katz  
361 Misty Falls Ct  
Simi Valley, CA 93065-6709

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>						GENERAL AGGREGATE	\$
	OTHER:						PRODUCTS-COMP/OP AGG	\$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per Person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						EACH OCCURRENCE	\$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A 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	\$
A	Psychologist's Professional Liability			68G2252513A	11/05/2018	11/05/2019	Each Incident Annual Aggregate	\$1,000,000 \$3,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

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

**OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** 2/20/19

- 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 #18-210 - Ventura County Office of Education, Special Circumstances Paraeducator Services - SCP (DeGenna/Sugden)**

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It is recommended that the Board of Trustees ratify the service agreements with Ventura County Office of Education (VCOE) for the 2018-2019 school year, to provide exceptional services to special education students that consist of support from Special Circumstances Paraeducators (SCP's), including Extended School Year.

**Students 2018-2019:**

AC080310	\$23,795.48
EG061410	\$ 7,482.58
JP091909	\$28,594.16
JV120313	\$20,207.60

**FISCAL IMPACT:**

\$80,079.82 - Special Education Funds

**RECOMMENDATION:**

It is the recommendation of the Director, Special Education Services, and the Assistant Superintendent, Educational Services, that the Board of Trustees ratify Agreement #18-210 with the Ventura County Office of Education for Special Circumstances Paraeducator Services (SCP's), in the amount of \$80,079.82.

**ADDITIONAL MATERIAL(S):**

**Attached:** Agreement #18-210, Ventura County Office of Education (4 Pages)



# AGREEMENT

## For Paraeducator Performing Special Circumstance Educational Support

This Agreement, effective **January 7, 2019** is made by and between the Ventura County Office of Education, hereinafter referred to as SUPERINTENDENT, and the Oxnard School District, hereinafter referred to as DISTRICT.

AC080310

1. This agreement pertains to providing exceptional service(s) for, [REDACTED] a Special Education pupil who is a resident of DISTRICT and currently attends, Dwire School a special education program operated by SUPERINTENDENT.
2. SUPERINTENDENT agrees to provide for the exceptional service(s) of such Special Education pupil as authorized by DISTRICT or its designee and agreed to by SUPERINTENDENT.
3. DISTRICT shall reimburse SUPERINTENDENT the actual cost of providing the exceptional service plus the state approved indirect cost rate of SUPERINTENDENT.

Authorized exceptional service(s) shall consist of Paraeducator performing special circumstance educational support through out the school day for 330 minutes a day. ESY will be provided at 240 minutes a day.

4. DISTRICT acknowledges that certain types of expenses will continue to accrue during periods of student's absence from school, including but not limited to salary and benefits of staff providing the exceptional service(s). DISTRICT further acknowledges that if the exceptional service(s) includes the service(s) of SUPERINTENDENT's employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves SUPERINTENDENT's program, SUPERINTENDENT will make every attempt to re-assign any staff involved in providing the exceptional service(s); however, if that is not possible, DISTRICT will reimburse SUPERINTENDENT for expense incurred throughout the layoff notice period.
5. DISTRICT does hereby agree to defend, indemnify and hold harmless the SUPERINTENDENT, the Ventura County Board of Education, and its officers, and employees from all claims, demands, liabilities, expenses (including attorneys' fees and costs of defense) arising as a result of SUPERINTENDENT's obligations under this agreement. However, this indemnification shall not apply if it is ultimately adjudicated that such claim, demand, liability or expense arose out of the sole negligence of the SUPERINTENDENT.
6. The term of this contract shall begin 1/7/2019 (IEP date) and continue thereafter on a continuing basis until the IEP of said student is modified or until student's district of residence changes.

FISCAL YEAR-based on IEP date:  (including ESY, if applicable)	CURRENT: <u>2018-2019</u> 1/7/2019- 6/6/2019 (ESY: 6/10/2019-6/28/2019)		UPCOMING: <u>2019-2020</u> (ESY: 7/1/2019-7/5/2019) 8/14/2019-12/13/2019
	\$ <u>23,795.48</u>	+	\$ _____

It shall be the responsibility of DISTRICT to notify SUPERINTENDENT of any change in district of residence or change in the IEP that would affect this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement:

OXNARD SCHOOL DISTRICT

VENTURA COUNTY OFFICE OF EDUCATION

Signature-DOR Authorized Representative  
**Lisa A. Franz**

Accepted By: [Signature]  
Special Education Authorized Representative

Title: Director, Purchasing

Approved By: \_\_\_\_\_  
VCOE Business Services Authorized Representative

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

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

Estimated Cost \$ 23,795.48

Please submit **two** original copies Oxnard School District-Purchasing Department



# AGREEMENT

## For Paraeducator Performing Special Circumstance Services

This Agreement, effective **December 7, 2018** is made by and between the Ventura County Office of Education, hereinafter referred to as SUPERINTENDENT, and the **Oxnard School District**, hereinafter referred to as DISTRICT.  
EG061410

1. This agreement pertains to providing exceptional service(s) for, [REDACTED] a Special Education pupil who is a resident of DISTRICT and currently attends **Triton School** a special education program operated by SUPERINTENDENT.
2. SUPERINTENDENT agrees to provide for the exceptional service(s) of such Special Education pupil as authorized by DISTRICT or its designee and agreed to by SUPERINTENDENT.
3. DISTRICT shall reimburse SUPERINTENDENT the actual cost of providing the exceptional service plus the state approved indirect cost rate of SUPERINTENDENT.

Authorized exceptional service(s) shall consist of **Paraeducator performing special circumstance educational support throughout the school day for 1944 minutes a week.**

4. DISTRICT acknowledges that certain types of expenses will continue to accrue during periods of student's absence from school, including but not limited to salary and benefits of staff providing the exceptional service(s). DISTRICT further acknowledges that if the exceptional service(s) includes the service(s) of SUPERINTENDENT's employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves SUPERINTENDENT's program, SUPERINTENDENT will make every attempt to re-assign any staff involved in providing the exceptional service(s); however, if that is not possible, DISTRICT will reimburse SUPERINTENDENT for expense incurred throughout the layoff notice period.
5. DISTRICT does hereby agree to defend, indemnify and hold harmless the SUPERINTENDENT, the Ventura County Board of Education, and its officers, and employees from any and all claims, demands, liabilities, expenses (including attorneys' fees and costs of defense) arising as a result of SUPERINTENDENT's obligations under this agreement. However, this indemnification shall not apply if it is ultimately adjudicated that such claim, demand, liability or expense arose out of the sole negligence of the SUPERINTENDENT.
6. The term of this contract shall begin **12/7/2018 (IEP date)** and continue thereafter on a continuing basis until the IEP of said student is modified or until student's district of residence changes.

FISCAL YEAR-based on IEP date: (including ESY, if applicable)	CURRENT: <b>2018-2019</b> 12/7/2018-1/17/2019 \$ <u>7,482.58</u>	+	UPCOMING: <b>2019-2020</b> \$ _____
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It shall be the responsibility of DISTRICT to notify SUPERINTENDENT of any change in district of residence or change in the IEP that would affect this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement:

OXNARD SCHOOL DISTRICT

VENTURA COUNTY OFFICE OF EDUCATION

Signature-DOR Authorized Representative  
**Lisa A. Franz**

Accepted By: [Signature]  
Special Education Authorized Representative

Title: **Director, Purchasing**

Approved By: \_\_\_\_\_  
VCOE Business Services Authorized Representative

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

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

Estimated Cost \$ 7,482.58

Please submit **two** original copies Oxnard School District-Purchasing Department



# AGREEMENT

## For Paraeducator Performing Special Circumstance Educational Support

This Agreement, effective **December 10, 2018** is made by and between the Ventura County Office of Education, hereinafter referred to as SUPERINTENDENT, and the **Oxnard School District**, hereinafter referred to as DISTRICT.

JP091909

1. This agreement pertains to providing exceptional service(s) for, [REDACTED] a Special Education pupil who is a resident of DISTRICT and currently attends **Triton School** a special education program operated by SUPERINTENDENT.
2. SUPERINTENDENT agrees to provide for the exceptional service(s) of such Special Education pupil as authorized by DISTRICT or its designee and agreed to by SUPERINTENDENT.
3. DISTRICT shall reimburse SUPERINTENDENT the actual cost of providing the exceptional service plus the state approved indirect cost rate of SUPERINTENDENT.

Authorized exceptional service(s) shall consist of **Paraeducator performing special circumstance educational support throughout the school day for 1944 minutes a week. ESY will be provided at 240 minutes a day.**

4. DISTRICT acknowledges that certain types of expenses will continue to accrue during periods of student's absence from school, including but not limited to salary and benefits of staff providing the exceptional service(s). DISTRICT further acknowledges that if the exceptional service(s) includes the service(s) of SUPERINTENDENT's employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves SUPERINTENDENT's program, SUPERINTENDENT will make every attempt to re-assign any staff involved in providing the exceptional service(s); however, if that is not possible, DISTRICT will reimburse SUPERINTENDENT for expense incurred throughout the layoff notice period.
5. DISTRICT does hereby agree to defend, indemnify and hold harmless the SUPERINTENDENT, the Ventura County Board of Education, and its officers, and employees from any and all claims, demands, liabilities, expenses (including attorneys' fees and costs of defense) arising as a result of SUPERINTENDENT's obligations under this agreement. However, this indemnification shall not apply if it is ultimately adjudicated that such claim, demand, liability or expense arose out of the sole negligence of the SUPERINTENDENT.
6. The term of this contract shall begin **12/10/2018 (IEP date)** and continue thereafter on a continuing basis until the IEP of said student is modified or until student's district of residence changes.

FISCAL YEAR-based on IEP date:	CURRENT: <b>2018-2019</b> 12/10/2018-6/7/2019	UPCOMING: <b>2019-2020</b> 8/14/2019-9/7/2019
(including ESY, if applicable)	\$ <u>28,594.16</u>	+ \$ _____

It shall be the responsibility of DISTRICT to notify SUPERINTENDENT of any change in district of residence or change in the IEP that would affect this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement:

OXNARD SCHOOL DISTRICT

VENTURA COUNTY OFFICE OF EDUCATION

Signature- DOR Authorized Representative  
**Lisa A. Franz**

Accepted By: [Signature]  
Special Education Authorized Representative

Title: **Director, Purchasing**

Approved By: \_\_\_\_\_  
VCOE Business Services Authorized Representative

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

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

Estimated Cost \$ 28,594.16

Please submit **two** original copies Oxnard School District-Purchasing Department



# AGREEMENT

## For Paraeducator Performing Special Circumstance Educational Support

This Agreement, effective **January 9, 2019** is made by and between the Ventura County Office of Education, hereinafter referred to as SUPERINTENDENT, and the **Oxnard School District**, hereinafter referred to as DISTRICT.

JV120313

1. This agreement pertains to providing exceptional service(s) for, [REDACTED] a Special Education pupil who is a resident of DISTRICT and currently attends, **Carl Dwire** School a special education program operated by SUPERINTENDENT.
2. SUPERINTENDENT agrees to provide for the exceptional service(s) of such Special Education pupil as authorized by DISTRICT or its designee and agreed to by SUPERINTENDENT.
3. DISTRICT shall reimburse SUPERINTENDENT the actual cost of providing the exceptional service plus the state approved indirect cost rate of SUPERINTENDENT.

Authorized exceptional service(s) shall consist of **Paraeducator performing special circumstances educational support throughout the school day for 300 minutes a day. ESY will be provided at 120 minutes a day.**

4. DISTRICT acknowledges that certain types of expenses will continue to accrue during periods of student's absence from school, including but not limited to salary and benefits of staff providing the exceptional service(s). DISTRICT further acknowledges that if the exceptional service(s) includes the service(s) of SUPERINTENDENT's employee(s), 45 days' notice is required to layoff an employee for lack of work. Therefore, in the event the student unexpectedly leaves SUPERINTENDENT's program, SUPERINTENDENT will make every attempt to re-assign any staff involved in providing the exceptional service(s); however, if that is not possible, DISTRICT will reimburse SUPERINTENDENT for expense incurred throughout the layoff notice period.
5. DISTRICT does hereby agree to defend, indemnify and hold harmless the SUPERINTENDENT, the Ventura County Board of Education, and its officers, and employees from any and all claims, demands, liabilities, expenses (including attorneys' fees and costs of defense) arising as a result of SUPERINTENDENT's obligations under this agreement. However, this indemnification shall not apply if it is ultimately adjudicated that such claim, demand, liability or expense arose out of the sole negligence of the SUPERINTENDENT.
6. The term of this contract shall begin **1/9/2019** (*IEP date*) and continue thereafter on a continuing basis until the IEP of said student is modified or until student's district of residence changes.

FISCAL YEAR-based on IEP date:  (including ESY, if applicable)	CURRENT: 2018-2019 1/9/2019-6/6/2019 (ESY:6/10/2019-6/28/2019)	UPCOMING: 2019-2020 (ESY: 7/1/2019-7/5/2019) 8/14/2019-12/3/2019
	\$ 20,207.60	\$ TBD

It shall be the responsibility of DISTRICT to notify SUPERINTENDENT of any change in district of residence or change in the IEP that would affect this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement:

OXNARD SCHOOL DISTRICT

VENTURA COUNTY OFFICE OF EDUCATION

Signature-DOR Authorized Representative

**Lisa A. Franz**

Accepted By: [Signature]

Special Education Authorized Representative

Title: **Director, Purchasing**

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

VCOE Business Services Authorized Representative

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

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

Estimated Cost \$ 20,207.60

Please submit **two** original copies Oxnard School District-Purchasing Department

**OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** 2/20/19

- 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 Amendment #1 to Agreement #18-114 – Exceptional Educational Consultants Inc. (DeGenna/Sugden)**

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At the Board Meeting of September 19, 2018, the Board of Trustees approved Agreement #18-114 with Exceptional Educational Consultants, Inc., in the amount not to exceed \$20,000.00 for the 2018-2019 school year. Exceptional Educational Consultants, Inc. provides consultation to teachers and specialists at Sierra Linda School on a regular basis, including review of Individualized Education Plans (IEP), IEP meeting preparation, and classroom organizational and instructional strategies, and also provides personnel development to district staff on topics requested by the district on a periodic basis, with review and feedback as the schedule allows.

Amendment #1 is necessary to increase the number of students referred for an Independent Educational Evaluation through the remainder of the fiscal year, in the amount not to exceed \$15,000.00, for a new total agreement amount of \$35,000.00.

**FISCAL IMPACT:**

Not to exceed \$15,000.00 - Special Education Funds

**RECOMMENDATION:**

It is the recommendation of the Director, Special Education Services, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Amendment #1 to Agreement #18-114 with Exceptional Educational Consultants Inc.

**ADDITIONAL MATERIAL(S):**

**Attached:**      Amendment #1 (1 Page)  
                         Agreement #18-114, Exceptional Educational Consultants Inc. (14 Pages)

**Amendment #1 to Agreement #18-114 with  
Exceptional Educational Consultants, Inc.  
February 20, 2019**

At the Board Meeting of September 19, 2018, the Board of Trustees approved Agreement #18-114 with Exceptional Educational Consultants, Inc., in the amount not to exceed \$20,000.00 for the 2018-2019 school year. Exceptional Educational Consultants, Inc. provides consultation to teachers and specialists at Sierra Linda School on a regular basis, including review of Individualized Education Plans (IEP), IEP meeting preparation, and classroom organizational and instructional strategies, and also provides personnel development to district staff on topics requested by the district on a periodic basis, with review and feedback as the schedule allows.

Amendment #1 is necessary to increase the number of students referred for an Independent Educational Evaluation through the remainder of the fiscal year, in the amount not to exceed \$15,000.00, for a new total agreement amount of \$35,000.00.

**EXCEPTIONAL EDUCATIONAL CONSULTANTS, INC.:**

By: \_\_\_\_\_  
Frances E. Arner- Costello

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

**OXNARD SCHOOL DISTRICT:**

By: \_\_\_\_\_  
Lisa A. Franz, Director, Purchasing

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

## OXNARD SCHOOL DISTRICT

Agreement #18-114

### AGREEMENT FOR CONSULTANT SERVICES

This Agreement for Consultant Services ("Agreement") is entered into as of this 19th day of September, 2018 by and between the Oxnard School District ("District") and Exceptional Educational Consultants Inc. ("Consultant"). District and Consultant are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

#### RECITALS

- A. District is authorized by *California Government Code* Section 53060, and Board Policy 4368, to contract with independent contractors for the furnishing of services concerning financial, economic, accounting, engineering, legal, administrative and other matters. District has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the Services, as defined and described particularly on Exhibit A, attached to this Agreement.
- B. Following submission of a proposal or bid for the performance of the Services, Consultant was selected by the District to perform the Services.
- C. The Parties desire to formalize the selection of Consultant for performance of the Services and desire that the terms of that performance be as particularly defined and described herein.

#### OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

- Incorporation of Recitals and Exhibits.** The Recitals set forth above and all exhibits attached to this Agreement, as hereafter amended, are incorporated by this reference as if fully set forth herein.
- Term of Agreement.** Subject to earlier termination as provided below, this Agreement shall remain in effect from September 20, 2018 through June 30, 2019 (the "Term"). This Agreement may be extended only by amendment, signed by the Parties, prior to the expiration of the Term.
- Time for Performance.** The scope of services set forth in Exhibit A shall be completed during the Term pursuant to the schedule specified Exhibit A. Should the scope of services not be completed pursuant to that schedule, the Consultant shall be deemed to be in Default as provided below. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Consultant to continue performing the Services.
- Compensation and Method of Payment.** Subject to any limitations set forth below or elsewhere in this Agreement, District agrees to pay Consultant the amounts specified in Exhibit B "Compensation". The total compensation shall not exceed Twenty Thousand Dollars No Cents (\$20,000.00), at the rate of \$90.00 per hour, unless additional compensation is approved in writing by the District.

- a. Each month Consultant shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-consultant contracts. Sub-consultant charges, if any, shall be detailed by the following categories: labor, travel, materials, equipment and supplies. District shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection b. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Consultant for correction and resubmission.
- b. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by District, District will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice.
- c. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

5. **Termination.** This Agreement may be terminated at any time by mutual agreement of the Parties or by either Party as follows:

- a. District may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress; or
- b. Consultant may terminate this Agreement for cause at any time upon thirty (30) days written notice of termination to District.

6. **Inspection and Final Acceptance.** District may, at its discretion, inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when within sixty (60) days after submitted to District. If District does not reject work by a timely written explanation, Consultant's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Consultant's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to indemnification and insurance provisions.

7. **Default.** Failure of Consultant to perform any Services or comply with any provisions of this Agreement may constitute a default. The District may give notice to Consultant of the default and the reasons for the default. District shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of the notice until the default is cured. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, at the discretion of the District. During the period of time that Consultant is in default, the District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the District may terminate this Agreement as provided above. Any failure on the part of the District to give notice of the Consultant's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

8. **Ownership of Documents.** All maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement (collectively and individually, the "Documents") shall

become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Consultant. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such Documents.

9. **Use of Documents by District.** If and to the extent that District utilizes for any purpose not related to this Agreement any Documents, Consultant's guarantees and warrants related to Standard of Performance under this Agreement shall not extend to such use of the Documents.

10. **Consultant's Books and Records.** Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement for a minimum of three years after termination or expiration of this Agreement, or longer if required by law.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District pursuant to this Agreement for a minimum of three years, or longer if required by law, all in accordance with generally accepted accounting principles and with sufficient detail so as to permit an accurate evaluation of the services provided by Consultant pursuant to this Agreement.
- b. Any and all such records or documents shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Consultant's address indicated for receipt of notices in this Agreement.
- c. District has the right to acquire custody of such records by written request if Consultant decides to dissolve or terminate its business. Consultant shall deliver or cause to be delivered all such records and documents to District within sixty (60) days of receipt of the request.

11. **Independent Contractor.** Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District.

- a. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant, its agents or employees shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of District. Neither Consultant, nor any of Consultant's officers, employees or agents, shall, by virtue of services rendered under this Agreement, obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant will be responsible for payment of all Consultant's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payment under this agreement.
- b. Consultant shall have no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred in writing by District, or under this Agreement.

12. **Standard of Performance.** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement,

Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

13. **Confidential Information.** All information gained during performance of the Services and all Documents or other work product produced by Consultant in performance of this Agreement shall be considered confidential. Consultant shall not release or disclose any such information, Documents or work product to persons or entities other than District without prior written authorization from the Superintendent of the District, except as may be required by law.

- a. Consultant shall promptly notify District if it is served with any summons, complaint, subpoena or other discovery request, court order or other request from any party regarding this Agreement or the work performed hereunder.
- b. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant; provided that this does not imply or mean the right by District to control, direct, or rewrite said response.

14. **Conflict of Interest; Disclosure of Interest.** Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the District.

- a. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.
- b. Bylaws of the Board 9270 BB and 9270(BB) E, as hereinafter amended or renumbered, require that a Consultant that qualifies as a "designated employee" must disclose certain financial interests by filing financial interest disclosures. By its initials below, Consultant represents that it has received and reviewed a copy of the Bylaws of the Board 9270 BB and 9270(BB) E and that it [] does [] does not qualify as a "designated employee".

 (Initials)

- c. Consultant agrees to notify the Superintendent, in writing, if Consultant believes that it is a "designate employee" and should be filing financial interest disclosures, but has not been required to do so by the District.

 (Initials)

15. **Compliance with Applicable Laws.** In connection with the Services and its operations, Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules including, but not limited to, minimum wages and/or prohibitions against discrimination, in effect during the Term. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

- a. Without limiting the generality of the foregoing, Consultant shall comply with any applicable fingerprinting requirements as set forth in the Education Code of the State of California.

 (Initials)

16. **Unauthorized Aliens.** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ "unauthorized aliens" as that term is defined in 8 U.S.C.A. §1324a(h)(3). Should Consultant so employ such individuals for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against District for such employment, Consultant hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

17. **Non-Discrimination.** Consultant shall abide by the applicable provisions of the United States Civil Rights Act of 1964 and other provisions of law prohibiting discrimination and shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

18. **Assignment.** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of the Board of Directors of the District. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

19. **Subcontracting.** Notwithstanding the above, Consultant may utilize subcontractors in the performance of its duties pursuant to this Agreement, but only with the prior written consent of the District. The Consultant shall be as fully responsible to the District for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.

20. **Continuity of Personnel.** Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement.

- a. Consultant shall insure that District has a current list of all personnel and sub-contractors providing services under this Agreement.
- b. Consultant shall notify District of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance. The list notice shall include the following information: (1) all full or part-time staff positions by title, including volunteer positions whose direct services are required to provide the services described herein; (2) a brief description of the functions of each such position and the hours each position works each week or, for part-time positions, each day or month, as appropriate; (3) the professional degree, if applicable, and experience required for each position; and (4) the name of the person responsible for fulfilling the terms of this Agreement.

21. **Indemnification.**

- a. Consultant agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Consultant or those of any of Consultant's officers, agents, employees, or subcontractors, whether such act or omission is authorized by this Agreement or not. Consultant shall also pay for any and all damage to the Property of the District, or loss or theft of such Property, done or caused by such persons. District

assumes no responsibility whatsoever for any property placed on district premises. Consultant further agrees to waive all rights of subrogation against the District. The provisions of this Agreement do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.

 (Initials)

- b. The provisions of this section do not apply to claims occurring as a result of District's sole negligence or willful acts or omissions.

22. **Insurance.** Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in **Exhibit C** "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Superintendent. Consultant agrees to provide District with copies of required policies upon request.

23. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District:                   Oxnard School District  
                                      1051 South A Street  
                                      Oxnard, California, 93030  
                                      Attention: Amelia Sugden  
                                      Phone: 805.385.1501, x2175  
                                      Fax: 805.487.9648

To Consultant:                Exceptional Educational Consultants Inc.  
                                      10677 Inyo Street  
                                      Ventura, CA 93004  
                                      Attention: Fran Arner-Costello  
                                      Phone: (805) 469.6919  
                                      Email: [farnerco@hotmail.com](mailto:farnerco@hotmail.com)

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile (provided confirmation of successful facsimile transmission shall be retained) or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

24. **Excusable Delays.** Consultant shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Consultant. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

25. **Authority to Execute.** The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Consultant to the performance of its obligations hereunder.

26. **Administration.** AMELIA SUGDEN shall be in charge of administering this Agreement on behalf of the District. The Director of Purchasing has completed **Exhibit D** "Conflict of Interest Check" attached hereto.

27. **Binding Effect.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

28. **Entire Agreement.** This Agreement and the exhibits and documents incorporated herein constitute the entire agreement and understanding between the parties in connection with the matters covered herein.

29. **Amendment.** No amendment to or modification of this Agreement shall be valid or binding unless made in writing by the Consultant and by the District. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

30. **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 District of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

31. **Governing Law.** This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Ventura, California.

32. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.

33. **Severability.** If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the District and Consultant have executed and delivered this agreement for consultant services as of the date first written above.

**OXNARD SCHOOL DISTRICT:**

**EXCEPTIONAL EDUCATIONAL  
CONSULTANTS INC.:**

Lisa A. Franz  
Signature

FE Arner-Costello  
Signature

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

FE Arner-Costello  
Typed Name/Title

9-21-18  
Date

9.31.18  
Date

Tax Identification Number: 95-6002318

Tax Identification Number: 81-1465928

Not Project Related

Project #18-114

**EXHIBIT A**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-114**

**SERVICES**

I. Consultant will perform the following Services under the Captioned Agreement:

**\*PER ATTACHED PROPOSAL DATED 8/13/18**

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the District:

**\*PER ATTACHED PROPOSAL DATED 8/13/18**

III. During performance of the Services, Consultant will keep the District appraised of the status of performance by delivering the following status reports under the indicated schedule:

<b>STATUS REPORT FOR ACTIVITY:</b>	<b>DUE DATE</b>
A. N/A	
B. N/A	
C. N/A	
D. N/A	

V. Consultant will utilize the following personnel to accomplish the Services:

None.

See attached list.

VI. Consultant will utilize the following subcontractors to accomplish the Services (check one):

None.

See attached list.

**VII. AMENDMENT**

The Scope of Services, including services, work product, and personnel, are subject to change by mutual Agreement. In the absence of mutual Agreement regarding the need to change any aspects of performance, Consultant shall comply with the Scope of Services as indicated above

Not Project Related

Project #18-114

**EXHIBIT B**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-114**

**COMPENSATION**

**I. Consultant shall use the following rates of pay in the performance of the Services:**

\*Total compensation not to exceed \$20,000.00, at the rate of \$90.00 per hour.

**II. Consultant may utilize subcontractors as indicated in this Agreement. The hourly rate for any subcontractor is not to exceed \$ N/A per hour without written authorization from the District Superintendent or his designee.**

**III. The District will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the Hourly or flat rate.
- B. Line items for all supplies properly charged to the Services.
- C. Line items for all travel properly charged to the Services.
- D. Line items for all equipment properly charged to the Services.
- E. Line items for all materials properly charged to the Services.
- F. Line items for all subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

**IV. The total compensation for the Services shall not exceed \$20,000.00, at the rate of \$90.00 per hour, as provided in Section 4 of this Agreement.**

Not Project Related

Project #18-114

EXHIBIT C  
TO AGREEMENT FOR CONSULTANT SERVICES #18-114

INSURANCE

I. Insurance Requirements. Consultant shall provide and maintain insurance, acceptable to the District Superintendent or District Counsel, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers authorized to conduct business in the State of California and with a current A.M. Best's rating of no less than A, as rated by the Current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858. Consultant shall provide the following scope and limits of insurance:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Commercial General Liability coverage of not less than two million dollars (\$2,000,000) Aggregate and one million dollars (\$1,000,000) per occurrence.

(2) Auto liability insurance with limits of not less than one million dollars (\$1,000,000).

(3) Insurance coverage should include:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

(4) Workers' Compensation insurance as required by the laws of the State of California.

~~(5) Abuse and Molestation coverage of not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) Aggregate.~~

~~(6) Professional liability (Errors and Omissions) insurance, including contractual liability, as appropriate to the Consultant's profession, in an amount of not less than the following:~~

~~Accountants, Attorneys, Education Consultants, \$1,000,000~~  
~~Nurses, Therapists~~

~~Architects \$1,000,000 or \$2,000,000~~

~~Physicians and Medical Corporations \$5,000,000~~

~~Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination~~

II. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

Not Project Related

Project #18-114

A. All Policies. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to District

B. General Liability, Automobile Liability, and Abuse/Molestation Coverages.

(1) District, and its respective elected and appointed officers, officials, employees and volunteers are to be covered as additional insureds (collectively, "additional insureds") as respects the following: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant ; automobiles owned, leased, hired or borrowed by Consultant, and ~~Abuse/Molestation~~. The coverage shall contain no special limitations on the scope of protection afforded to additional insureds.

(2) Each policy shall state that the coverage provided is primary and any insurance carried by any additional insured is in excess to and non-contributory with Consultant's insurance.

(3) Consultant's 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.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to any additional insured.

III. Other Requirements. Consultant agrees to deposit with District, at or before the effective date of this contract, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Consultant furnish District with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

A. If any Services are performed by subcontractor, Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

B. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

C. The procuring of any required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

Not Project Related

Project #18-114

**EXHIBIT D**  
**TO AGREEMENT FOR CONSULTANT SERVICES #18-114**

**CONFLICT OF INTEREST CHECK**

Bylaws of the Board 9270(BB)E requires that the Superintendent or a designee make a determination, on a case by case basis, concerning whether disclosure will be required from a consultant to comply with the District's Conflict of Interest Code (commencing with Bylaws of the Board 9270 BB).

Consultant's are required to file disclosures when, pursuant to a contract with the District, the Consultant will make certain specified government decisions or will perform the same or substantially the same duties for the District as a staff person would.

The services to be performed by Consultant under the Agreement to which this Exhibit D is attached  constitute  do not constitute governmental decisions or staff services within the meaning of the Conflict of Interest Code. Therefore, the Consultant, EXCEPTIONAL EDUCATIONAL CONSULTANTS INC., who will provide Services under the Agreement,  is  is not subject to disclosure obligations.

Date: 9-21-18

By: Lisa A. Franz  
Lisa A. Franz  
Director, Purchasing

Exceptional Educational Consultants, Inc  
Fran Arner-Costello, M.A. CEO  
EID# 81-1465928

10677 Inyo Street, Ventura, CA 93004  
(805) 469-6919  
farnerco@hotmail.com

August 13, 2018

To: Oxnard School District

From: Fran Arner-Costello, CEO, Exceptional Educational Consultants, Inc.

Subject: Proposal for consultant services to Oxnard School District



**SCOPE OF WORK:**

Contractor agrees to provide consultation to teachers and specialists at Sierra Linda School on a regular basis, to include review of IEPs, IEP meeting preparation, and classroom organizational and instructional strategies. Will provide personnel development to district staff on topics requested by the district on a periodic basis. Will review IEPs and give feedback as schedule allows.

**DATES OF SERVICE:**

September 2018 - June 30, 2019

**RATE:**

\$90 per hour, upon invoice from contractor

**BOARD AGENDA ITEM**

**Name of Contributor:** Janet Penanhoat

**Date of Meeting:** 2/20/19

- 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
  - X**   Facilities

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

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

**Ratification of Change Order No. 017 to Construction Services Agreement #15-198 with Swinerton Builders to Adjust Costs for the Lemonwood K-8 School Reconstruction Project (Penanhoat/Fateh/CFW)**

The Oxnard School District (“District”) Board of Trustees (“Board”) Facilities Implementation Plan first adopted in January 2013, calls for the reconstruction of the Lemonwood K-8 School (“Project”). The Project includes the construction of new school facilities at the existing Lemonwood school site. The new facilities will provide for a complete K-8 educational program and will consist of a new combined administration and library building, a new multi-purpose room/gymnasium, a 2-story classroom building, kindergarten classroom building and playfields, hardscape and green space to service the new school.

Change Order No. 017 provides for the Board’s consideration and ratification of seven (7) change proposals with the following scope of work:

- PCI No. 0386 – Add chain link enclosure at existing 500 building
- PCI No. 0398 – Added cost to site concrete reinforcing steel
- PCI No. 0425 – Raise curb and gutter East fire lane
- PCI No. 0432 –Add plastic laminate end panel
- PCI No. 0441 – Added So.Cal.Gas Co. piping requirements
- PCI No. 0443 – Added catch basins in NW playground
- PCI No. 0445 – Relocate EF-4 at MPR

**FISCAL IMPACT**

**Twenty-Three Thousand Three Hundred Thirty-Seven Dollars and Eleven Cents (\$23,337.11)** to be charged to the Master Construct and Implementation Funds. The Board’s ratification of this increase to the overall project budget constitutes approval of the allocation of \$23,337.11 from the Program Reserve of the Master Construct & Implementation Program,

which will be reflected in the next Semi-Annual Update to the Master Construct and Implementation Program Report.

### **RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 017 to Construction Services Agreement #15-198 with Swinerton Builders to provide Construction Services related to the Lemonwood K-8 School Reconstruction Project.

### **ADDITIONAL MATERIAL**

**Attached:**

- Change Order #017, Swinerton Builders (2 Pages)
- PCI 0386 (3 Pages)
- PCI 0398 (7 Pages)
- PCI 0425 (4 Pages)
- PCI 0432 (4 Pages)
- PCI 0441 (9 Pages)
- PCI 0443 (6 Pages)
- PCI 0445 (10 Pages)
- Construction Services Agreement #15-198, Swinerton Builders (19 Pages)



# CHANGE ORDER

Date: 2.20.2019

CHANGE ORDER NO. 017

PROJECT: LEMONWOOD K-8 RECONSTRUCTION PROJECT  
O.S.D. BID No. N/A  
O.S.D. Agreement No. 15-198

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

ARCHITECT SVA Architects, Inc.  
3 MacArthur Place, Ste. 850  
Santa Ana, CA 92707

CONTRACTOR:  
Swinerton Builders  
865 S. Figueroa St.,  
Los Angeles, CA 90017  
Attn: Michael Darquea

Architects Proj. No.: 2013-40121  
D.S.A. File No.: 56-22  
D.S.A. App. No.: 03-116026

CONFORMANCE WITH CONTRACT DOCUMENTS, PROJECT MANUAL, DRAWINGS AND SPECIFICATION. All Change Order work shall be in strict conformance with the Contract Documents, Project Manual, Drawings, and Specifications as they pertain to work of a similar nature.

ORIGINAL CONTRACT SUM.....	\$ 29,575,897.91
NET CHANGE - ALL PREVIOUS CHANGE ORDERS (001-016) .....	\$ 3,845,668.94
ADJUSTED CONTRACT SUM.....	\$ 33,421,566.85
<b>NET CHANGE -</b> .....	<b>\$ 23,337.11</b>
Total Change Orders to Date: (001-017) .....	\$ 3,869,006.05
<b>ADJUSTED CONTRACT SUM THROUGH CHANGE ORDER NO.: 017.....</b>	<b>\$ 33,444,903.96</b>

Commencement Date: .....May 23, 2016  
Original Completion Date: .....July 23, 2018  
Original Contract Time: .....791 Calendar Days  
Time Extension for all Previous Change Orders: .....157 Calendar Days  
Time Extension for this Change Order: .....0 Calendar Days  
Adjusted Completion Date: .....February 18, 2019

Percentage .....(13.00%)

Item	Description	Unforeseen Condition (UFO)	Additional Scope (AS)	Design Clarification (DC)	Code Requirement
1.	PCI No. 0386 – Add chain link enclosure at existing 500 building		\$677.57		
2.	PCI No. 0398 – Added cost to site concrete reinforcing steel		\$8,280.09		
3.	PCI No. 0425 – Raise curb and gutter East fire lane			\$524.76	
4.	PCI No. 0432 – Add plastic laminate end panel		\$266.13		
5.	PCI No. 0441 – Added SoCalGas Co. piping requirements		\$766.75		
6.	PCI No. 0443 – Added catch basins in NW playground				\$11,146.56
7.	PCI No. 0445 – Relocate EF-4 at MPR			\$1,675.25	
	Totals		\$9,990.54	\$2,200.01	\$11,146.56

Total Change Order No. 017 ..... \$ 23,337.11

*\*NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND ASST. SUPT. BUSINESS SERVICES OR PURCHASING DIRECTOR*

**APPROVAL (REQUIRED):**

ARCHITECT: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

OSD DSA INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

ASSISTANT SUPERINTENDENT, BUSINESS & FISCAL SERVICES: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVAL (REQUIRED):**

BOARD APPROVAL

DATE: \_\_\_\_\_

ASST. SUPT./PURCHASING DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

DSA APPROVAL

DATE: \_\_\_\_\_



# SWINERTON

August 27, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0386 Chain-link enclosure at existing 500 building mechanical equipment

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Furnish and install chain-link fence enclosure at new heat recovery units at the existing 500 building

Phase	Category	Description	Subcontractor	Quote
015626	71140	Furnish and install chain-link fence enclosure at new heat recovery units at the existing 500 building	FENCE FACTORY RENTALS	621.25
			<b>Subtotal</b>	<b>621.25</b>
007480	71160	Subguard	1.15%	7.14
007410	71160	Builders Risk	0.6%	3.77
007420	71160	General Insurance	1.15%	7.23
007510	71160	P&P Bond	1%	6.21
991000	79999	Change Order Fee	5%	31.97
			<b>Markup Subtotal</b>	<b>56.32</b>
			<b>PCI Total</b>	<b>677.57</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **677.57.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date..
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

X  We **HAVE** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

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Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders has proceeded with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

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

8/27/2018

Quotation accepted by:  
Oxnard School District

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

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

FENCE FACTORY RENTALS  
PO BOX 7420  
VENTURA, CA 93006-7420

Phone: (805)644-4617  
Fax: (805)644-0309

Invoice No. 663008  
Date: 08/10/18  
Page No. 1

Sold To SWINERTON BUILDERS  
2300 CLAYTON RD STE800  
CONCORD, CA 94520

Ship To LEMONWOOD SCHOOL  
OXNARD, CA

Cust 11330  
Salesman JS

Ship date 08/03/18 Ship via CHANGE ORDER  
Terms DUE UPON RECEIP

Quantity	Unit	Item Number	Description	Price	Unit	Extension
1	EACH	7	TEMP FENCE CHANGE ORDER ADDED 1-6X10 GATE 8' - 6' CHAIN LINK 4 - FLANGE POLES AND 25' - 6' SHADE CLOTH 8/03/18	621.25	EA	621.25

Please return bottom portion with payment  
Str: 66 Reg: 661 Drw: 661 Usr: DK 09:23  
AR 621.25 Cust: 11330 I 663008

Sale Amt 621.25  
Sales Tax .00  
Total 621.25  
Pmt Rec'd .00  
Bal Due 621.25

FENCE FACTORY RENTALS  
PO BOX 7420  
VENTURA, CA 93006-7420

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



# SWINERTON

September 25, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0398 Added cost to site concrete reinforcing steel

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Due to numerous project delays the site concrete reinforcing steel subcontractor, Vista Steel, has experienced both labor and material cost increases.

Phase	Category	Description	Subcontractor	Quote
321313	71140	Labor and material cost increases site concrete reinforcing	VISTA STEEL COMPANY	7,591.79
			<b>Subtotal</b>	<b>7,591.79</b>
007480	71160	Subguard	1.15%	87.31
007410	71160	Builders Risk	0.6%	46.08
007420	71160	General Insurance	1.15%	88.31
007510	71160	P&P Bond	1%	75.92
991000	79999	Change Order Fee	5%	390.68
			<b>Markup Subtotal</b>	<b>688.30</b>
			<b>PCI Total</b>	<b>8,280.09</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **8,280.09.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date..
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

We **HAVE** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

---

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders has proceeded with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 9/25/2018

Quotation accepted by:  
Oxnard School District

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

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

# VISTA Steel Company

September 25, 2018

SWINERTON BUILDERS  
17731 MITCHELL N. #200  
IRVINE, CA 92614

Project: LEMONWOOD K-8

Re: **VT1793**  
**CC#5**

Gentlemen,

Following is the description and breakdown for the above referenced additional charge:

**CC# 5 Cost increase in Material, Labor and Cartage.  
Due to job delay.**

	QTY	UOM		
Fabricated material	0	LBS	\$	5,809.56
Detailing	0.00	HRS	\$	-
Cartage	0.00	HRS	\$	250.00
Installation	16	HRS	\$	542.00
Subsistance	0	DAYS	\$	-
Accessories		LS	\$	-
SUBTOTAL			\$	6,601.56
Overhead 15%			\$	990.23
SUBTOTAL			\$	7,591.79
Profit 10%			\$	<del>759.18</del>

**TOTAL** ~~\$8,350.97~~

This change will appear and become due with your next invoice. If this change is the responsibility of the owner we request that you process it immediately.

Respectfully submitted,

VISTA Steel Company

*Iqbal Toor*

Iqbal Toor  
Contract Administrator

Increase 2.20

TOTAL HOURLY WAGE FRINGE BENEFIT PACKAGE FOR JOURNEYMEN IRONWORKERS AND APPRENTICES REINFORCING, STRUCTURAL ORNAMENTAL

California & Nevada\*

Journeyman		Apprentices		Total					
Effective	Wage	Vacation	Welfare	Pension	Admin	LMCT	IMPACT	WCTF	Total
01/01/18	\$37.00	\$4.00	\$9.55	\$13.32	\$0.72	\$0.03	\$0.25	\$0.035	\$67.455
<i>FORE 380</i>									
<i>Man 480</i>									
<i>380</i>									
<i>7125</i>									
<i>Total</i>									
<i>\$29,005</i>									
<i>\$35,275</i>									
<i>\$40,455</i>									
<i>\$43,415</i>									
<i>\$50,445</i>									
<i>\$52,295</i>									
<i>\$60,425</i>									
<i>\$62,275</i>									

\*This rate does not apply to Alameda, Contra Costa, San Mateo, Santa Clara & San Francisco Counties

TOTAL HOURLY WAGE FRINGE BENEFIT PACKAGE FOR JOURN. MEN IRONWORKERS AND APPRENTICES REINFORCING, STRUCTURAL  
 (NAMENTAL)

California & Nevada\*

Journeyman		Wage	Vacation	Annuity	Welfare	Pension	Apprent	Admin	LMCT	IMPACT	WCTF	Total
Effective	07/01/18	\$38.00	\$4.55	\$2.91	\$9.55	\$13.32	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$69.455
<b>Apprentices</b>												
Effective	1st Period	Wage	Vacation	Annuity	Welfare	Pension	Apprent	Admin	LMCT	IMPACT	WCTF	Total
	07/01/18	\$19.00	\$4.55	n/a	\$5.50	n/a	\$0.72	n/a	n/a	\$0.00	\$0.035	\$29.805
	2nd Period	Apprentice 55%		n/a	\$9.55	n/a	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$36.125
	07/01/18	\$20.90	\$4.55	n/a	\$9.55	\$3.33	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$41.355
	3rd Period	Apprentice 60%		n/a	\$9.55	\$3.33	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$44.715
	07/01/18	\$22.80	\$4.55	\$1.46	\$9.55	\$6.66	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$51.845
	4th Period	Apprentice 65%		\$1.46	\$9.55	\$6.66	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$53.745
	07/01/18	\$24.70	\$4.55	\$1.46	\$9.55	\$6.66	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$62.325
	5th Period	Apprentice 75%		\$1.46	\$9.55	\$6.66	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$64.225
	07/01/18	\$28.50	\$4.55	\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$73.45
	6th Period	Apprentice 80%		\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$80.00
	07/01/18	\$30.40	\$4.55	\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$87.00
	7th Period	Apprentice 90%		\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$94.00
	07/01/18	\$34.20	\$4.55	\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$101.00
	8th Period	Apprentice 95%		\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$108.00
	07/01/18	\$36.10	\$4.55	\$2.91	\$9.55	\$9.99	\$0.72	\$0.03	\$0.34	\$0.00	\$0.035	\$115.00

Effective - 07/1/18 through 12/31/18  
 Key -  
 Admin = Administrative Trust  
 IMPACT = Ironworker Management Progressive Action Cooperative Trust  
 LMCT = Labor Management Cooperative Trust  
 WCTF = Workers Compensation Trust Fund  
 VACATION = Vacation/Personal Time Off (PTO)

38.00 41.80  
 38.00 455  
 41.80 463.55  
 999 }  
 72 }  
 03 }  
 34 }  
 0035 = Bureyito



411 Main Street East  
 New Prague, MN 56071  
 Phone: 952-758-7500  
 Fax: 952-758-7502  
 Website: adelphiametals.com

REPRINT

Page 1 of 1

**Invoice No: 525066**

Bill To: Vista Steel Company  
 6100A Francis Botello Rd  
 Goleta, CA 93117

Ship To: Vista Steel  
 331 W. Lewis St.  
 Ventura, CA 93001

Customer PO: 11299  
 Terms: .5%10 - Net 60  
 Sales 1: Fred Scola

F.O.B.: Origin

Ship Via: Truck

Order#: 233166

Invoice Dt: 9/20/18

Sales 2: Fred Scola

Contract:

Order Qty	UM	Description	Length	Weight	Price	UM	Extension	Tax
-----BOL No: 130824-----								
678	P	#4 Rebar Grade A706 A706 2 bdl Gerdau 2 bdl Vinton	30' 0"	13,587.12	0.4250	P	\$5,774.53	T
288	P	#5 Rebar Grade A706 A706 2 bdl Gerdau	30' 0"	9,011.52	0.4250	P	\$3,829.90	T
196	P	#7 Rebar A706 A706 4 bdl Vinton	60' 0"	24,037.44	0.4250	P	\$10,215.91	T

*old 2725* Total Weight **46,636.08**

*Current 4250*

*1526 CWT*

Subtotal Non taxable	\$0.00
Subtotal taxable	\$19,820.34
California Sales Tax - 7.75%	\$1,536.07
<b>Total</b>	<b>\$21,356.41</b>

*Increase in Sales Tax .38*

$37,142 \times 1564 = 5809.00$

99.10 may be deducted  
 if paid before 9/30/2018

REMIT TO #774376  
 4376 SOLUTIONS CENTER  
 CHICAGO, IL 60677-4003  
 MAKE CHECKS PAYABLE TO:  
 ADELPHIA METALS I, LLC  
 IF YOU HAVE ANY QUESTIONS PLEASE CALL YOUR SALES REPRESENTATIVE



411 Main Street East  
 New Prague, MN 56071  
 Phone: 952-758-7500  
 Fax: 952-758-7502  
 Website: adelphiametals.com

Invoice No: **494953**

Bill To: Vista Steel Company  
 6100A Francis Botello Rd  
 Goleta, CA 93117

Ship To: Vista Steel  
 331 W. Lewis St.  
 Ventura, CA 93001

Customer PO: 11119

F.O.B.: Origin

Ship Via: Truck

Terms: .5%10 - Net 60

Order#: 201540

Invoice Dt: 12/19/16

Contract:

Sales 1: Fred Scola

Sales 2: Fred Scola

Qty Shipped	UM	Description	Length	Weight	Price UM	Extension	Tax
BOL No: 98135							
788	P	#5 Rebar Grade A706 A706 p bd1 Bayou	60' 0"	48,061.44	0.2725 P	\$13,096.74	T

Total Weight

48,061.44

Subtotal Non taxable

\$0.00

Subtotal taxable

\$13,096.74

California Sales Tax - Nehemiah: 7.50%

\$982.25

Total

\$14,078.99

2725

65.48 may be deducted  
 if paid before 12/29/2016

REMIT TO #774376  
 4376 SOLUTIONS CENTER  
 CHICAGO, IL 60677-4003  
 MAKE CHECKS PAYABLE TO:  
 ADELPHIA METALS I, LLC

IF YOU HAVE ANY QUESTIONS PLEASE CALL YOUR SALES REPRESENTATIVE



# SWINERTON

November 14, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0425

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Raise forms along east fire lane to contain adjacent grade. Similar to Phase I.

Phase	Category	Description	Subcontractor	Quote
321313	71140	Raise curb elevation along the eastern most side of the fire lane adjacent to Lemonwood Park	SANTA CLARITA CONCRETE	481.14
			<b>Subtotal</b>	<b>481.14</b>
007480	71160	Subguard	1.15%	5.53
007410	71160	Builders Risk	0.6%	2.92
007420	71160	General Insurance	1.15%	5.60
007510	71160	P&P Bond	1%	4.81
991000	79999	Change Order Fee	5%	24.76
			<b>Markup Subtotal</b>	<b>43.62</b>
			<b>PCI Total</b>	<b>524.76</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **524.76.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date..
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

We **HAVE** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

---

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders has proceeded with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 11/14/2018

Quotation accepted by:  
Oxnard School District

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

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



16164 Sierra Highway  
 Santa Clarita, CA 91390  
 Phone 661.252.2012  
 Fax 661.298.4585  
 CA License No. 381605

## CHANGE ORDER REQUEST

COR	SCC-020
P&O	15.00%
SUB P&O	5.00%
BOND	1.00%
REVISION	Original submission

PROJECT	Lemonwood
OWNER/REP	Swinerton Construction
ATTN	Bill Gray
DATE	11/6/18
REFERENCE	as directed by CB

### NARRATIVE FOR CHANGE ORDER REQUEST

Provide labor, equipment and materials to perform additional scope as requested by Swinerton Builders: raise forms on East curb and gutter as directed.

REF	DESC	LOC	DATE	CATEGORY	TYPE	R/OT	QTY	UNIT	RATE	TOTAL
AWA-09728	raise curbs	East Pl.	9/20/18	Carpenter	Foreman	R	2	Hrs	\$109.86	\$219.72
AWA-09728	raise curbs	East Pl.	9/20/18	Carpenter	Journeyman	R	2	Hrs	\$99.33	\$198.66

### EXCLUSIONS/QUALIFICATIONS

Price assumes work to be done concurrently with other work.  
 Separate mobilization will require additional costs.  
 Bond is not included in this COR  
 All work done as directed by Swinerton Builders  
 Cement mason time includes 4/8 hour guarantees  
 Assumes tailgate access to concrete trucks - pump not included  
 SCC assumes no responsibility for damage to adjacent surfaces/landscaping for any reason.

EXTENSION OF CONTRACT DURATION-->

1 Day

SUB-TOTAL	\$418.38
P&O	\$62.76
<b>TOTAL FOR THIS COR</b>	<b>\$481.14</b>



(661) 252-2012  
Lic. No. 381605  
16164 Sierra Hwy.  
Santa Clarita, CA 91390

AUTHORIZATION 09728

ADDITIONAL WORK AUTHORIZATION

DATE: 09/20/18

CUSTOMERS NAME Swinerton  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_

JOB NAME LEMONWOOD  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_  
JOB # \_\_\_\_\_ TRACT # \_\_\_\_\_

You are hereby authorized to perform the following specifically described additional work:

Raise forms on east curb and gutter

1 foreman 2 hrs  
1 laborer 2 hrs

ADDITIONAL CHARGE FOR ABOVE WORK IS \$ \_\_\_\_\_

TERMS ARE NET - 10TH PROX

The above work is an extra to the original contract for the above referenced job:  
AUTHORIZING SIGNATURE [Signature] DATE: 9/19/18  
(Customer signs here)

We hereby agree to furnish material and labor - complete in accordance with the above specifications, at above stated price.  
AUTHORIZING SIGNATURE [Signature] DATE: 9/19/18  
(Contractor signs here)



# SWINERTON

November 26, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0432 Add Plastic Laminate end panel room 3-115

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Add plastic laminate end panel to work surface in Room 3-115 per architects comments in shop drawing review

Phase	Category	Description	Subcontractor	Quote
064100	71140	Add cabinet end panel in 3-115	STOLO CABINETS, INC.	244.00
			<b>Subtotal</b>	<b>244.00</b>
007480	71160	Subguard	1.15%	2.81
007410	71160	Builders Risk	0.6%	1.48
007420	71160	General Insurance	1.15%	2.84
007510	71160	P&P Bond	1%	2.44
991000	79999	Change Order Fee	5%	12.56
			<b>Markup Subtotal</b>	<b>22.13</b>
			<b>PCI Total</b>	<b>266.13</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **266.13**.

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date..
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

We **HAVE** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

---

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders has proceeded with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 11/26/2018

Quotation accepted by:  
Oxnard School District

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

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



CONTRACT CHANGE ORDER 04

DATE: 2/24/2017
JOB NAME: LEMONWOOD ES

TO: SWINERTON
ATTN: Nalani Scanlon

Stolo Cabinets, Inc. proposes to furnish the materials and services as listed below. All inclusions, exclusions, and terms and conditions of the original bid remain in effect and any new change(s) will be listed below.

Changes per : Architect's email 2-23-17

- 1. At RM 3-115 (South) Stolo's page E9, ADD (1) Plastic Laminate end panel
2. At RM 3-115 (South) Stolo's page E9, Deduct (1) Metal Bracket

- 1. THE ABOVE CHANGE WILL INCREASE THE CONTRACT AMOUNT BY \$ 244.00
2. TIME IMPACT: [x] YES [ ] NO
3. WE ARE PROCEEDING. PLEASE ISSUE A CHANGE ORDER FOR THE AMOUNT LISTED ABOVE OR SIGN AND RETURN A COPY OF THIS DOCUMENT. THIS QUOTE IS GOOD FOR 30 DAYS.

Seve Johnson
Project Manager

David R. Fish
Prepared By

ALTHOUGH THE REQUIREMENTS OF A WRITTEN CHANGE ORDER AND NOTICE OF A CLAIM FOR ADDITIONAL COMPENSATION ARE NOT BEING STRICTLY OBSERVED, WE EXPECT AN ADJUSTMENT OF THE CONTRACT PRICE TO COMPENSATE FOR THE WORK DESCRIBED ABOVE. THIS WORK HAS BEEN OR IS BEING PERFORMED BY OUR FIRM TO ACCOMMODATE THE OWNER AND GENERAL CONTRACTOR AND FACILITATE COMPLETION OF THE PROJECT WITHOUT PREJUDICE TO ANY LEGAL OR EQUITABLE RIGHT OF REMEDY TO WHICH WE MAY BE ENTITLED. THE ABOVE DESCRIBED CHANGES ARE ACCEPTED AND STOLO CABINETS IS AUTHORIZED TO PROCEED. YOUR SIGNATURE AUTHORIZES BILLING AND PAYMENT FOR THE ABOVE WORK.

General Contractor/Authorized Representative

Date

# STOLO CABINETS

Since 1953

LEMONWOOD ES								CHANGES PER ARCH EMAIL				
LEMONWOOD ES										2/24/2017		
ITEM	COMMENTS	UOM	ORIG. QTY	NEW QTY	DIFFERENCE	UNIT COST	TOTAL					
RM 3-115 NEW PLASTIC LAM END PANEL		EA	0	1.00	1.00	\$ 246.00	\$ 246.00					
RM 3-115 (OMIT) METAL BRACKET		EA	-1		-1.00	\$ 34.00	\$ (34.00)					
SUB-TOTAL												\$212
15% P & O												\$32
TOTAL												\$244



# SWINERTON

December 14, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0441 Added Southern California Gas Co. requirements

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Modify natural gas piping configuration at building entry per SoCal Gas requirements

Phase	Category	Description	Subcontractor	Quote
220010	71140	Modify natural gas piping configuration at building entry per SoCal Gas requirements	CITY COMMERCIAL PLUMBING, INC.	703.00
			<b>Subtotal</b>	<b>703.00</b>
007480	71160	Subguard	1.15%	8.09
007410	71160	Builders Risk	0.6%	4.27
007420	71160	General Insurance	1.15%	8.18
007510	71160	P&P Bond	1%	7.03
991000	79999	Change Order Fee	5%	36.18
			<b>Markup Subtotal</b>	<b>63.75</b>
			<b>PCI Total</b>	<b>766.75</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **766.75.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date.
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

We **HAVE NOT** proceeded with this revised work per your instructions. Please issue a change order.

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders is directed to proceed with the above change in scope.



# SWINERTON

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 12/14/2018

Quotation accepted by:  
Oxnard School District

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

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



**CITY COMMERCIAL PLUMBING, INC.**  
**Plumbing Contractors and Consultants**

16106 Cohasset St., Van Nuys, California 91406

(818) 785-1145

Fax: (818) 785-0588

**EXTRA WORK ORDER SUBMITTAL**

December 13, 2018

TO: SWINERTON BUILDERS  
ATTENTION: BILL GRAY

JOB NAME: LEMONWOOD K-8

EXTRA WORK ORDER NO: CCP Inc., C.O.R.#54

**DESCRIPTION:** PCI#0441 - TIME AND MATERIAL, AS DIRECTED, TO UPGRADE GAS MANIFOLD PER GAS COMPANY NEW REQUIREMENTS.

**TOTAL COST: \$703.00**

Escalation rate of 1.5% / month will apply all unpaid change orders. Change order pricing assumes conditions existing as of date submitted. We reserve the right to adjust pricing if conditions change. Change orders should not be subject to retention. Request    days extension to complete this change order. We reserve the right to assess the cumulative impact of change.

This work has now been completed as requested. Please approve immediately for billing purposes. If you have any questions or need clarification please call.

Sincerely,  
CITY COMMERCIAL PLUMBING, INC

*Cindy Snyder*

Cindy Snyder, Project Manager

Enclosures

**CITY COMMERCIAL PLUMBING, INC.**

16106 COHASSET STREET  
VAN NUYS, CA 91406  
(818) 785-1145

**CONTRACTOR:** SWINERTON BUILDERS  
17731 MITCHELL NORTH, SUITE 200  
IRVINE, CA 92614

**JOB NAME:** LEMONWOOD K-8  
2200 CARNEGIE COURT  
OXNARD, CA 93033

CCP JOB NO.: 562

**CHANGE ORDER NO. 54**

**RE: PCI#441 - T&M ADDITIONAL GAS CO. REQUIREMENTS**

LABOR:	WAGES	HOURS	TOTAL
FOREMAN	102.90	4.00	411.60
CCP DELIVERY DRV	25.00	1.00	25.00

**TOTAL LABOR:** 436.60

**OTHER EXPENSE:**

**TOTAL OTHER EXP.:** 0.00

OTHER EXPENSE:		0.00
MATERIAL TOTAL:		173.21
LABOR TOTAL:		436.60
SUBTOTAL:		609.81
OVERHEAD/PROFIT:	15.00%	91.47
SUBTOTAL:		701.28
TEXTURA FEES:	0.18%	1.26
SUBTOTAL:		702.55
		0.00
		702.55
<b>ROUND UP/DOWN:</b>		<b>\$703.00</b>

**NOTES:**

**CITY COMMERCIAL PLUMBING, INC.**

**MATERIAL LIST**

JOB: LEMONWOOD K-8  
 2200 CARNEGIE COURT  
 OXNARD, CA 93033

CCP JOB NO.: 562  
 CHANGE ORDER NO. 54

RE: PCI#441 - T&M ADDITIONAL GAS CO. REQUIREMENTS

QTY.	U/M	MATERIAL NAME	LAB U.	T. LAB.	MAT.COST	T. MAT
		MATERIAL				158.91
LABOR & MATERIAL TOTAL				0.00		158.91
SALES TAX:					9.00%	14.30
<b><u>TOTAL MATERIAL COST:</u></b>						<b>173.21</b>

**JOB 1073** 562CORS2: 562 - LEMON...  
**ESTIMATE 1** 562CORS2: 562 - LEMON...  
**DATA SET 2** MECH DATABASE 11-30-18

CITY COMMERCIAL PLUMBING  
 16106 COHASSET ST.  
 VAN NUYS, CA 91406  
 818-785-1145 / (Company Fax)  
 CSNYDER@CCPINC.NET

**PRINTED** 12/13/2018 4:58:33 PM  
**MATERIAL** Primary  
**LABOR** Alternate

**NOTES**

Item			Material		
Category	Size	Item Desc	Qty	Mat Unit	Mat Ext
<b>Section : Section 035: COR#54 - T&amp;M GAS MANIFOLD CHANGE</b>					
<b>Category : Category 017: SCH 40 BLK T&amp;C/WELD</b>					
SCH 40 BLK T&C/WELD		ROLL OF TEFLON TAPE	4	1.60	6.40
SCH 40 BLK T&C/WELD		CAN OF PIPE DOPE	1	14.97	14.97
SCH 40 BLK T&C/WELD	1/2" x4"	NIPPLES	4	1.63	6.52
SCH 40 BLK T&C/WELD	2"	TEE	2	17.73	35.46
SCH 40 BLK T&C/WELD	1/2"	BALL VALVE-SCR BRASS	4	13.25	53.00
SCH 40 BLK T&C/WELD	1/2"	PLUG	4	4.04	16.16
SCH 40 BLK T&C/WELD	2"	BUSHING	4	6.60	26.40
Subtotals for Category : Category 017: SCH 40 BLK T&C/WELD					158.91
Subtotals for Section : Section 035: COR#54 - T&M GAS MANIFOLD CHANGE					158.91
<b>Grand Totals</b>					<b>158.91</b>



**CITY COMMERCIAL PLUMBING, INC.**  
**Plumbing Contractors and Consultants**

16106 Cohasset St., Van Nuys, CA 91406 • (818) 785-1145 • Fax (818) 785-0588

**EXTRA WORK**

CCP CHANGE ORDER #: 54

GENERAL CONTRACTORS REFERENCE #: \_\_\_\_\_

WORK:  
 ONGOING  
 COMPLETED (Date: 1 1)

DATE OF WORK  
12-10-18

CUSTOMER ORDER NO.	PHONE	STARTING DATE <u>12-10-18</u>
BILL TO <u>Swinerton Builders.</u>		ORDER TAKEN BY
ADDRESS		<input type="checkbox"/> PROPOSAL ONLY <input type="checkbox"/> WORK DONE ON TIME + MATERIAL <input type="checkbox"/> APPROVED EXTRA
CITY		
JOB NAME AND LOCATION <u>Lemenwood, Oxnard.</u>		
LOCATION OF WORK, Rm # _____ N,S,E,W _____		
COLUMN LINE LOCATION _____ FLOOR _____		

DESCRIPTION OF WORK

Upgrade Gas manifold per Gas Company's Specs add 2" Tee's - Reducers and 1/2" Valves to existing manifold.

LABOR

Fore man - 4 HRS.  
Driver - 1 HR.

	TOTAL MATERIALS	
	TOTAL LABOR	
WAS DELIVERY TRUCK REQUIRED <input type="checkbox"/> Y <input type="checkbox"/> N	TAX	
WORK ORDERED BY	TOTAL AMOUNT	\$

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION  NO ONE HOME  TOTAL AMOUNT DUE FOR ABOVE WORK; OR  TOTAL BILLING TO BE MAILED WHEN JOB FINISHED.

SIGNATURE [Signature] PCU #441  
 (PM OR SUPERINTENDENT ON JOB)

STATE CONTRACTORS LIC. 565901



**From:** Bob <bob@ccpinc.net>  
**Sent:** Friday, December 07, 2018 8:45 AM  
**To:** 'Bill Gray'; csnyder@ccpinc.net  
**Cc:** 'Nalani Scanlon'; 'Mark Trail'  
**Subject:** RE: Lemonwood K8 - SoCal Gas

Thanks Bill. We will proceed on T&M tickets for this work.

Bob Zio  
City Commercial Plumbing Inc  
818-535-7040

---

**From:** Bill Gray [mailto:BGray@swinerton.com]  
**Sent:** Friday, December 07, 2018 8:39 AM  
**To:** bob@ccpinc.net; csnyder@ccpinc.net  
**Cc:** Nalani Scanlon; Mark Trail  
**Subject:** Lemonwood K8 - SoCal Gas

Bob,  
The Gas Co. came out to turn on gas to Admin and Kindergarten Buildings this morning, but would not. The configuration/requirements at building entry has changed during the course of construction. We met with the Gas Co. representative how shared the new requirements, Shawn has these requirements. Please proceed with the necessary modifications so we can have gas turned on by next Wednesday. This work must be complete by EOD 12/11/18.

**Bill Gray**  
Project Manager, LEED AP C+D  
**SWINERTON**  
M 949/355-6822  
D 805/832-4993  
E [bgray@swinerton.com](mailto:bgray@swinerton.com)  
Swinerton.com





# SWINERTON

December 11, 2018

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0443 Bulletin 36 Added catch basins at new playground area

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Add 2 each 24"x24" catch basins and related piping to the new playground area located north of the Kindergarten Building, west of the Classroom Building

Phase	Category	Description	Subcontractor	Quote
330200	71140	Add 2 each 24"x24" catch basins and related piping to the new playground area located north of the Kindergarten Building, west of the Classroom Building	BALI CONSTRUCTION INC.	10,220.00
			<b>Subtotal</b>	<b>10,220.00</b>
007480	71160	Subguard	1.15%	117.53
007410	71160	Builders Risk	0.6%	62.03
007420	71160	General Insurance	1.15%	118.88
007510	71160	P&P Bond	1%	102.20
991000	79999	Change Order Fee	5%	525.92
			<b>Markup Subtotal</b>	<b>926.56</b>
			<b>PCI Total</b>	<b>11,146.56</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **11,146.56.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date.
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

X We **HAVE NOT** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders is directed to proceed with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 12/11/2018

Quotation accepted by:  
Oxnard School District

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

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



SINCE 1987

9852 E. Joe Vargas Way  
So. El Monte CA, 91733  
Phone: **626.442.8003**  
www.baliconstruction.com

LIC. 524540

December 10, 2018

Swinerton Builders  
17731 Mitchell North #200  
Irvine, CA 92614

Attention: Bill Gray – Project Manager

Reference: Lemonwood K-8 School  
2200 Carnegie Court  
Oxnard, CA 93033  
GC Job No.: 16055106  
Bali Job No.: 16-043

Subject: Change Order Request No. 32R1  
Bulletin 36 – Added Storm Drain

Gentlemen,

We hereby submit our Change Order Request No. 32R1 for the revised storm drain per Bulletin 36 for the referenced project. Attached with this letter is a detailed breakdown of the additional cost associated with this work. The following is a summary.

<b>Bulletin 36 – Added Storm Drain</b>	<b>\$10,220.00</b>
--	--------------------

**Please issue a Change Order.**

If you have any questions, please call us. Thank you.

Respectfully yours,  
**Bali Construction, Inc.**

Kevin Delate

**Bali Construction, Inc.**  
**Change Order Request No. 32R1**

16-043 Lemonwood K-8 School  
Bulletin 36

Description	Units	Quantity	Unit Price	Extension
<b>Materials</b>				
<b>Added Storm Drain</b>				
4" HDPE Pipe	lf	25	\$3.50	\$87.50
Bedding Material	ton	10	\$25.00	\$250.00
4"x4" HDPE Wye	ea	1	\$65.00	\$65.00
24"x24" Catch Basin	ea	2	\$1,650.00	\$3,300.00
<b>Subtotal Materials</b>				<b>\$3,702.50</b>
<b>Sales Tax</b>	8.00%			<b>\$296.20</b>
<b>Labor</b>				
<b>Straight Time</b>				
Foreman	hr	10	\$94.57	\$945.70
Operator	hr	10	\$86.93	\$869.30
Laborer (2 Men)	hr	32	\$67.46	\$2,158.72
Carpenter Foreman	hr	0	\$80.48	\$0.00
Cement Mason Foreman	hr	0	\$81.98	\$0.00
<b>Subtotal Labor</b>				<b>\$3,973.72</b>

**Bali Construction, Inc.**  
**Change Order Request No. 32R1**

Description	Units	Quantity	Unit Price	Extension
<b>Equipment</b>				
Excavator 9060 (100,000lb)	hr	0	\$201.65	\$0.00
Excavator 9050 (70,000lb)	hr	0	\$158.92	\$0.00
Excavator (50,000lb)	hr	0	\$140.06	\$0.00
Excavator (28,800lb)	hr	0	\$118.00	\$0.00
Loader (3.5cy)	hr	0	\$91.17	\$0.00
Backhoe	hr	10	\$58.00	\$580.00
Water Truck (2,000gal)	hr	0	\$50.98	\$0.00
Boom Truck (14ton)	hr	0	\$45.00	\$0.00
Dump Truck (10-12cy) (Operated)	hr	0	\$90.00	\$0.00
Dump Truck (6cy)	hr	0	\$63.01	\$0.00
Utility Truck w Fuel Tank (2 ton)	hr	10	\$33.53	\$335.30
Utility Truck w Generator (2 ton) (Carpenters)	hr	0	\$33.53	\$0.00
Bobcat	hr	0	\$40.00	\$0.00
Sawcutting (Operated w/ Mobilization)	hr	0	\$150.00	\$0.00
Traffic Control	ls	0	\$200.00	\$0.00
Mobilization (Move In & Out)	ls	0	\$3,000.00	\$0.00
Air Compressor w/ tools	day	0	\$95.00	\$0.00
Traffic Plate (w/ Delivery In & Out)	ls	0	\$1,396.00	\$0.00
Shoring (w/ Delivery In & Out)	ls	0	\$300.00	\$0.00
Roller For AC Patch	day	0	\$450.00	\$0.00
Delivery	hr	0	\$125.00	\$0.00
<b>Equipment Subtotal</b>				<b>\$915.30</b>
<b>Subcontractor</b>				
<b>Subtotal Subcontractor</b>				<b>\$0.00</b>
<b>Subtotal Cost</b>				<b>\$8,887.72</b>
<b>Markup Material</b>	15.00%			<b>\$599.81</b>
<b>Markup Labor</b>	15.00%			<b>\$596.06</b>
<b>Markup Equipment</b>	15.00%			<b>\$137.30</b>
<b>Markup Subcontractor</b>	5.00%			<b>\$0.00</b>
<b>Subtotal Change Order Request</b>				<b>\$10,220.88</b>
<b>Bond</b>	0.00%			<b>\$0.00</b>
<b>Total Change Order Request</b>				<b>\$10,220.88</b>

NO.	DESCRIPTION
1	DATE: 07/19/2018
2	PROJECT: LEMONWOOD K-8 RECONSTRUCTION
3	SHEET: DRAINAGE PLAN
4	SCALE: AS SHOWN
5	DESIGNER: J. M. [Name]
6	CHECKER: [Name]
7	DATE OF ISSUE: 07/19/2018
8	DATE OF REVISION: [Date]
9	DATE OF REVISION: [Date]
10	DATE OF REVISION: [Date]
11	DATE OF REVISION: [Date]
12	DATE OF REVISION: [Date]
13	DATE OF REVISION: [Date]
14	DATE OF REVISION: [Date]
15	DATE OF REVISION: [Date]
16	DATE OF REVISION: [Date]
17	DATE OF REVISION: [Date]
18	DATE OF REVISION: [Date]
19	DATE OF REVISION: [Date]
20	DATE OF REVISION: [Date]
21	DATE OF REVISION: [Date]
22	DATE OF REVISION: [Date]
23	DATE OF REVISION: [Date]
24	DATE OF REVISION: [Date]
25	DATE OF REVISION: [Date]
26	DATE OF REVISION: [Date]
27	DATE OF REVISION: [Date]
28	DATE OF REVISION: [Date]
29	DATE OF REVISION: [Date]
30	DATE OF REVISION: [Date]



**BASIS OF BEARING:**  
USE STATE PLAT MAP FOR THE BASIS OF BEARING. THE STATE PLAT MAP SHALL BE THE BASIS OF BEARING FOR ALL DIMENSIONS AND LOCATIONS UNLESS OTHERWISE NOTED BY THE ARCHITECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING THE STATE PLAT MAP FOR THE BASIS OF BEARING.

**BENCH MARK:**  
USE THE BENCH MARK FOR THE BASIS OF BEARING. THE BENCH MARK SHALL BE THE BASIS OF BEARING FOR ALL DIMENSIONS AND LOCATIONS UNLESS OTHERWISE NOTED BY THE ARCHITECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING THE BENCH MARK FOR THE BASIS OF BEARING.

**NOTE:**  
CONNECTION TO EXISTING UTILITY PIPE REQUIRED BEFORE START OF CONSTRUCTION.



IVES AVE.  
CARNEGIE COURT  
SAN MATEO PLACE  
FARRAGUT CT.



OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: LEMONWOOD K-8 RECONSTRUCTION  
CLIENT ADDRESS: 2200 Carnegie Ct., Oxnard, CA. 93033

FUSCOE  
CONSULTING ENGINEERS  
1200 N. [Address]  
[City], CA [Zip]

DATE: [Date]  
REVISED: [Date]  
DESCRIPTION: [Description]  
DATE ISSUED: [Date]  
PROJECT NO: [Project No]  
SCALE: [Scale]  
SHEET NUMBER: [Sheet No]  
SHEET TITLE: [Sheet Title]

**DRAINAGE PLAN**  
C- [Sheet No]

**SVIA ARCHITECT**



# SWINERTON

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

Attn: Mario Mera

Subject: Swinerton Builders Job 16055106 - Lemonwood K-8 School LLB  
PCI No. 0445 Relocate EF-4 at MPR

Dear Mr. Mera,

We request a Change Order to our contract for the following:

Relocate EF-4 at the MPR due to relocation of roof access hatch

Phase	Category	Description	Subcontractor	Quote
230010	71140	Relocate EF-4 at the MPR due to relocation of roof access hatch	SHELDON MECHANICAL CORPORATION	1,536.00
			<b>Subtotal</b>	<b>1,536.00</b>
007480	71160	Subguard	1.15%	17.66
007410	71160	Builders Risk	0.6%	9.32
007420	71160	General Insurance	1.15%	17.87
007510	71160	P&P Bond	1%	15.36
991000	79999	Change Order Fee	5%	79.04
			<b>Markup Subtotal</b>	<b>139.25</b>
			<b>PCI Total</b>	<b>1,675.25</b>

TOTAL AMOUNT OF THIS CHANGE ORDER REQUEST: **1,675.25.**

Please NOTE:

- » The incorporation of this revision in to the contractual scope of work may have an impact on our schedule, which is yet to be finalized. Once determined, the job schedule will be adjusted accordingly to show the effect of this revision on the final project completion date..
- » The terms (cost and schedule impact) of this change order request are subject to review and a requote if not accepted within days of its issuance.
- » This request does not include additional cost or delay due to late approval.

  X   We **HAVE** proceeded with this revised work per your instructions. Please issue a change order.



# SWINERTON

---

Upon acceptance of this change order request, a formal change order will be issued. Acceptance also acknowledges that Swinerton Builders has proceeded with the above change in scope.

If you have any questions or comments pertaining to this matter, please contact the undersigned.

Sincerely,  
Swinerton Builders

Date: 12/12/2018

Quotation accepted by:  
Oxnard School District

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

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



# SHELDON MECHANICAL CORPORATION

August 16, 2017

Swinerton  
865 S. Figueroa Suite 3000  
Los Angeles, Ca. 90017

Attn: Mr. Bill Gray

Subject: Lemonwood K-8 School  
SMC COR #15 Bulletin #31 & RFI #00126

Dear Bill,

Attached is our itemized cost to Furnish and Install additional fittings for EF-2 due to the Unit being relocated per Bulletin #31 and RFI #00126.

Cost for SMC COR #15 is \$1,536.00

If you have any questions please call me.

Sincerely,

*Dillon J. Boute'*

Dillon J. Boute'

Data	Sheldon 3/19/04
Job	Lemonwood K-8 School
Bid	SMC COR #15

Sheldon Mechanical Corporation  
 26015 avenue hall  
 Santa Clarita, CA 91355

DATE	PAGE
08/12/17	1
TIME	
04:18 PM	

Phone: 661-286-1361      FAX: 661-287-9081

Description	Ref	Ref Amount	Op	Rate	Amount
1 MATERIAL					
2 DFI Invoice					390.00
3 SUBTOTAL					390.00
4					
5 SALES TAX					
6 Material Total	Line 3	390.00	%	9.25	36.08
7 SUBTOTAL					36.08
8					
9 DIRECT FIELD LABOR:					
10 Ductwork					
11 Journeyman	Calc	4.00	*	96.85	387.40
12 SUBTOTAL					387.40
13					
14 DIRECT JOB EXPENSES					
15 As-Built Drawings	Calc	1.00	*	106.10	106.10
16 Detailing	Calc	1.00	*	116.10	116.10
17 Freight	Calc	4.00	*	75.00	300.00
18 SUBTOTAL					522.20
19					
20 JOB SUBTOTAL					1,335.68
21					
22 OVERHEAD MARKUP:					
23 Flat Rate Markup	Line 20	1,335.68	%	15.00	200.35
24 Material	Line 3	390.00	%		
25 Major Quotations	Line 3	390.00	%		
26 Sales Tax	Line 7	36.08	%		
27 Direct Field Labor	Line 12	387.40	%		
28 Direct Shop Labor	Line 12	387.40	%		
29 Specialized Labor	Line 12	387.40	%		
30 Indirect Labor	Line 12	387.40	%		
31 Non-Productive Lbr.	Line 12	387.40	%		
32 Direct Job Expenses	Line 12	387.40	%		
33 Sub Contracts	Line 12	387.40	%		
34 JOB TOTAL					1,536.03



P.O. Box 803338, Santa Clarita, CA 91380

Tel: 661-705-8780 Fax: 661-705-8790

August 9, 2017

Lemonwood K-8 School

Mr. Dillon Boute'  
Sheldon Mechanical Corp  
26015 Avenue Hall  
Santa Clarita, CA 91355  
661-286-1361

**DESCRIPTION**

Please reference your sheets tagged: Bulletin #31 & RFI #126 Cutsheets  
All material constructed per your details and specifications

**AMOUNT**

\$ 390.00

\$ 390.00

9.25%

36.08

**TOTAL \$ 426.08**

Make all checks payable to Duct Fabricators Incorporated.  
**THANK YOU FOR YOUR BUSINESS!**

# SHELDON MECHANICAL CORPORATION

26015 AVENUE HALL SANTA CLARITA, CA 91355  
Tel: (661) 286-1561 Fax: (661) 257-9086

## TIME AND MATERIAL VERIFICATION

TO: Superston

DATE: 7/31/17

SUBJECT: Bulletin 31/REF 126 2nd Flr  
Change locations of EF-2

JOB NAME: Superston - K.A.  
JOB #: 4974

### LABOR

NAME	DESCRIPTION OF WORK	TIME	5 TIME	DBL TIME
<u>Bryan Meadows</u>	<u>EF-2 changed location duct in corridor 2nd Flr 5#6</u>	<u>4</u>		
<u>Scott Mulford</u>				

### MATERIAL

DESCRIPTION	AMOUNT
<u>8 x 6 x 6 TY w/ dampers</u>	
<u>10"Ø - 45° elbow</u>	
<u>10"Ø - 90° elbow</u>	
<u>14"Ø x 10"Ø x 10"Ø TY w/ dampers</u>	
<u>6"Ø - 90° elbow</u>	

SUBMITTED ON: 7/31/17

VERIFIED BY: \_\_\_\_\_





Lemonwood K-8 Reconstruction  
Bulletin #31 Narrative

Architecture

A1-11.2A: Provided new location of roof ladder in Janitors room

A1-11.3A: Provided new location of roof hatch

Revised TOS on Roof Plan

Revised roof cricket locations

Mechanical units near new location of roof hatch to relocate south of hatch

Adjust roof walkway pads around new cricket layout

Replaced roof drains with scupper and downspouts

Adjusted crickets at mechanical units where indicated

A1-11.3B: Replaced roof drains with scupper and downspouts

A1-11.5A: Provided new location of roof ladder in Janitors room

A1-21.12: Shown locations of scupper and downspouts

A1-21.13: Shown locations of scupper and downspouts

A1-21.14: Shown locations of scupper and downspouts

A1-45.2: Provide new location of roof ladder in Janitors room

SKA-1: Scupper through wood wall detail

Structural

S-113A: Shown TOS per Architects plans

Plumbing

P0-10.1: Revised Plumbing POCs for Classroom Building

P1-11.1A: Revised locations of POCs and added downspout boot on North side of building

Revised location of POC and added downspout boot at Elevator machine room

Revised fire water POC on North side of building

Revised cold water drop in wall on south side of building

P1-11.1B: Revised locations of POCs and added downspout boot on North side of building

Revised location of POC at restroom at South side of building



## Request For Information # 00126

To:	SVA ARCHITECTS, INC.	RFI Date:	10/26/2016
Attention:	Tom Bardwell	Date Due:	11/02/2016
CC:	Joe Suttle	RFI Type:	Structural
	Paul Rutherford	Priority:	Critical
	Cecil Rodriguez	Schedule/Activity ID:	
	Craig Scott	Document Reference:	
	Hazem Abdellatif	Spec Section:	
	Greg Grant	Status:	Returned
	Paul Vernier		
	Dick Jones		
	David Chieng		
	Peter Sarkis		
	Adam Durand		
	Christopher Barbato		
	Francisco Cancino		
	Nalani Scanlon		
	Scott Augustine		
	Jacob Ham		
	Shea Kerr		
	Johnny Reeves		
Subject:	BULLETIN 031- Classroom Building segment A roof slope. Due to roof drains being eliminated in this building, roof slope has been altered and roof scuppers have been implemented.		

### INFORMATION REQUESTED:

Requested By: Bill Gray

During a plumbing coordination meeting held 9/07/2016 in Swinerton's Los Angeles office it was decided that the roof drain piping could not be run in the structure's framed walls and would therefore be eliminated. At this time the AOR indicated that the roof slope would be changed to accommodate a revised slope and the use of scuppers, and downspouts.

### SUGGESTION:

Possible Cost Impact: Yes

Possible Time Impact: Yes

During meeting at jobsite on 10/26/2016 it was agreed between AOR, IOR and Contractor that the Top of Deck elevation along gridline H between gridlines 1 and 3 will be 28' 4 1/2" sloping towards gridline A. Top of Deck elevation at gridline A between gridlines 1 and 3 will be 26'3". Please confirm that these elevations are true and correct. Please provide details for added framing required to walls from approximately gridline E south to gridline H.

### ANSWER:

Answered By: Tom Bardwell

Date of Response: 11/03/2016

The elevations stated in this RFI are correct. SVA submitted Bulletin 31 to Swinerton on 11/2, which reflected the changes to the roof slope as well as using scuppers and downspouts in lieu of roof drains.

### ATTACHMENTS:

**BOARD AGENDA ITEM**

**Name of Contributor:** Janet Penanhoat

**Date of Meeting:** 2/20/19

**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

  **X**   Facilities

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

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

**Ratification of Change Order #001 to PO #P18-03889 with Silver Creek Industries Inc. to adjust costs for the Kinder/Flex Project at Ramona Elementary School (Penanhoat/Fateh/CFW)**

---

On Saturday, February 16, 2019, Silver Creek Industries Inc. installed the modular building for the District's Kinder/Flex Project at Ramona Elementary School pursuant to PO #P18-03889 and the Chula Vista Elementary School District's Piggyback Bid #14/15-3. The process of setting the modular building in place required staging in the school's playfield including the placement and use of a crane. It was determined by the District and design/construction team that it would be safer and less disruptive to the Ramona Elementary School students and staff to conduct these activities on a weekend instead of further disrupting school activities at the site during the school week.

This change order includes time and a half labor charges, and upcharges for equipment related to the activities conducted by Silver Creek Industries on February 16, 2019. These charges are consistent with construction industry standards for Saturday work.

Change Order No. 001 provides for the Board's consideration and ratification of one (1) potential change order; PCO #001 with the following scope of work.

- PCO #001 – Additional Labor and Equipment Charge for Saturday Installation

**FISCAL IMPACT**

**Two Thousand Nine Hundred Forty-Six Dollars and Ninety Cents (\$2,946.90)** to be charged to the Master Construct and Implementation Program. The Board's ratification of this increase to the overall project budget constitutes approval of the allocation of \$2,946.90 from the Program Reserve of the Master Construct & Implementation Program, which will be reflected in the next Semi-Annual Update to the Master Construct and Implementation Program Report.

## **RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 001 with Silver Creek Industries Inc.

## **ADDITIONAL MATERIAL**

### **Attached:**

- Change Order #001, Silver Creek Industries Inc. (1 Page)
- PCO #001 (2 Pages)

# Change Order

Distribution to:  Owner  
 Architect  
 Contractor  
 Field

Project: 11055 / RAMONA ES  
 (name and address) 804 COOPER ROAD  
 OXNARD, CA 93030

Change order number: OCO1  
 Initiation date: 01/08/19  
 Architect's project no:

To: Silver Creek Industries Inc  
 (contractor) 2830 Barrett Avenue  
 Perris, CA 92571

Contract for: RAMONA ES  
 Contract date: 11/22/17

You are directed to make the following changes in this Contract:

Saturday Install

Not valid until signed by the Owner, the Architect, and the Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	.....	\$838,173.87
Net change by previously authorized Change Orders	.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	.....	\$838,173.87
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	.....	\$2,946.90
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	.....	\$841,120.77
The Contract Time will be (increased) (decreased) (unchanged) by ( 1 ) days		
The date of Substantial Completion as of the date of this change order therefore is	.....	

Architect  
 FLEWELLING & MOODY ARCHITECTS

Contractor  
 Silver Creek Industries Inc  
 2830 Barrett Avenue  
 Perris, CA 92571

Owner  
 OXNARD ELEMENTARY SCHOOL DIST  
 1051 SOUTH A STREET  
 OXNARD, CA 93030

By \_\_\_\_\_  
 Date \_\_\_\_\_

By  \_\_\_\_\_  
 Date 1-25-19 \_\_\_\_\_

By \_\_\_\_\_  
 Date \_\_\_\_\_

## Potential Change Order #1

Owner Change Order

In House Change Order

Date: Tuesday, January 8, 2019  
 Project Name: 11055 - Oxnard Ramona  
 Owner: Oxnard School District

Silver Creek Industries Inc. proposes to furnish all material and labor to perform the following at the above stated site for the sum of: \$ 2,946.90

Description Of Work: Additional charge for Saturday installation

**Total of all Sub Contractor Work:**

General Contractor Markup:	15%	\$	-	
Sub Total:		\$	-	
Total Work by General		\$	2,456.00	
General Contractor Markup:	15%	\$	368.40	
Sub Total:		\$	<u>2,824.40</u>	
Total Work to be Completed		\$	<u>2,824.40</u>	
Sales Tax (60% exclusion)	7.75%	\$	87.56	
Sub Total		\$	<u>2,911.96</u>	
Bonds not to exceed	1%	\$	34.94	
Grand Total:		\$	<u>2,946.90</u>	

This Change Order will Require 1 *Additional Days to complete this project and are included in this COR  
 \* Not including days accrued from the date COR is submitted and returned to originator, signed & approved.*

Submitted By: Candace Juhnke Date: 01/08/19  
Project Manager  
 Title

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Title

Item	Description	Line Item	Quantity	Cost Per Qty	Total
Labor	Upgrade to Time x 1.5 Four Man Crew (additional rate 1/2 time)		32 MH	\$ 45.50	\$ 1,456.00
Module Shuttle	Saturday Work		2 Shuttle	\$ 100.00	\$ 200.00
Crane	Saturday Work		1 LS	\$ 800.00	\$ 800.00

Total Price \$ 2,456.00

**BOARD AGENDA ITEM**

**Name of Contributor:** Janet Penanhoat

**Date of Meeting:** 2/20/19

**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

X  Facilities

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

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

**Ratification of Change Order #002 to PO #P18-03889 with Silver Creek Industries Inc. to adjust costs for the Kinder/Flex Project at Ramona Elementary School (Penanhoat/Fateh/CFW)**

It was discovered that there were unforeseen changes to the technology design for the Kindergarten classrooms since the time the construction drawings for the Ramona Kindergarten/Flex project were approved by DSA. These changes were documented in a bulletin by the Architect. This change order is for the modular building manufacturer's implementation of these changes.

Change Order No. 002 provides for the Board's consideration and ratification of one (1) potential change order; PCO #002 with the following scope of work.

- PCO #002 – Additional J Boxes and Electrical Work

**FISCAL IMPACT**

**One Thousand Three Hundred Forty-One Dollars and Forty-Six Cents (\$1,341.46)** to be charged to the Master Construct and Implementation Program. The Board's ratification of this increase to the overall project budget constitutes approval of the allocation of \$1,341.46 from the Program Reserve of the Master Construct & Implementation Program, which will be reflected in the next Semi-Annual Update to the Master Construct and Implementation Program Report.

**RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 002 with Silver Creek Industries Inc.

**ADDITIONAL MATERIAL**

**Attached:**

- Change Order #002, Silver Creek Industries Inc. (1 Page)
- PCO #002 (2 Pages)

# Change Order

Distribution to:

Owner  
 Architect  
 Contractor  
 Field

Project: 11055 / RAMONA ES  
 (name and address) 804 COOPER ROAD  
 OXNARD, CA 93030

Change order number: OCO2  
 Initiation date: 01/17/19  
 Architect's project no:

To: Silver Creek Industries Inc  
 (contractor) 2830 Barrett Avenue  
 Perris, CA 92571

Contract for: RAMONA ES  
 Contract date: 11/22/17

You are directed to make the following changes in this Contract:

Additional J boxes and electrical work

Not valid until signed by the Owner, the Architect, and the Contractor.

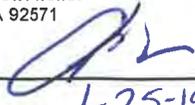
The original (Contract Sum) (Guaranteed Maximum Price) was	.....	\$838,173.87
Net change by previously authorized Change Orders	.....	\$2,946.90
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	.....	\$841,120.77
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	.....	\$1,341.46
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	.....	\$842,462.23
The Contract Time will be (increased) (decreased) (unchanged) by ( 5 ) days		
The date of Substantial Completion as of the date of this change order therefore is	.....	

Architect  
 FLEWELLING & MOODY ARCHITECTS

Contractor  
 Silver Creek Industries Inc  
 2830 Barrett Avenue  
 Perris, CA 92571

Owner  
 OXNARD ELEMENTARY SCHOOL DIST  
 1051 SOUTH A STREET  
 OXNARD, CA 93030

By \_\_\_\_\_  
 Date \_\_\_\_\_

By   
 Date 1-25-19

By \_\_\_\_\_  
 Date \_\_\_\_\_



Building for the Next Generation

## Potential Change Order #2 - REVISED

Owner Change Order

In House Change Order

Date: 11/13/2018 REVISED 1/17/2019

Project Name: 11055 - Oxnard Ramona

Owner: Oxnard School District

Silver Creek Industries Inc. proposes to furnish all material and labor to perform the following at the above stated site for the sum of:

\$ 1,341.46

Description Of Work:

Add j-boxes per drawing E2.1; adjust electrical elevations/heights as indicated;  
Provide block out for (6 ea) future TV brackets per Detail 5 drawing A3.02  
TV brackets provided & installed by others on site  
Location on Grid Line A & G MUST be moved due to conflict with structural post  
No provisions for CCD per AOR instructions

Total of all Sub Contractor Work:

General Contractor Markup:	15%	\$	-
Sub Total:		\$	-
Total Work by General		\$	1,118.00
General Contractor Markup:	15%	\$	167.70
Sub Total:		\$	1,285.70
Total Work to be Completed		\$	1,285.70
Sales Tax (60% exclusion)	7.75%	\$	39.86
Sub Total		\$	1,325.56
Bonds not to exceed	1%	\$	15.91
Grand Total:		\$	1,341.46

This Change Order will Require

5

*Additional Days to complete this project and are included in this COR  
\* Not including days accrued from the date COR is submitted and returned to originator, signed & approved.*

Submitted By:

Candace Juhnke

Date: 11/13/2018 REVISED 1/17/2019

Project Manager

Title

Approved By:

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

Title

Item	<u>Description</u>	Quantity	Cost Per Qty	Total
Labor	Additional Elec & Block Out	16 MH	\$ 45.50	\$ 728.00
Material	Misc electrical & blocking	1 LS	\$ 300.00	\$ 300.00
Engineering	Drafting Changes	1 HR	\$ 90.00	\$ 90.00

Total Price \$ 1,118.00

## **BOARD AGENDA ITEM**

Name of Contributor: Janet Penanhoat

Date of Meeting: 02/20/19

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 (Penanhoat)**

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District enrollment as of January 31, 2019 was 16,168. This is 451 less than the same time last year.

### **FISCAL IMPACT**

None.

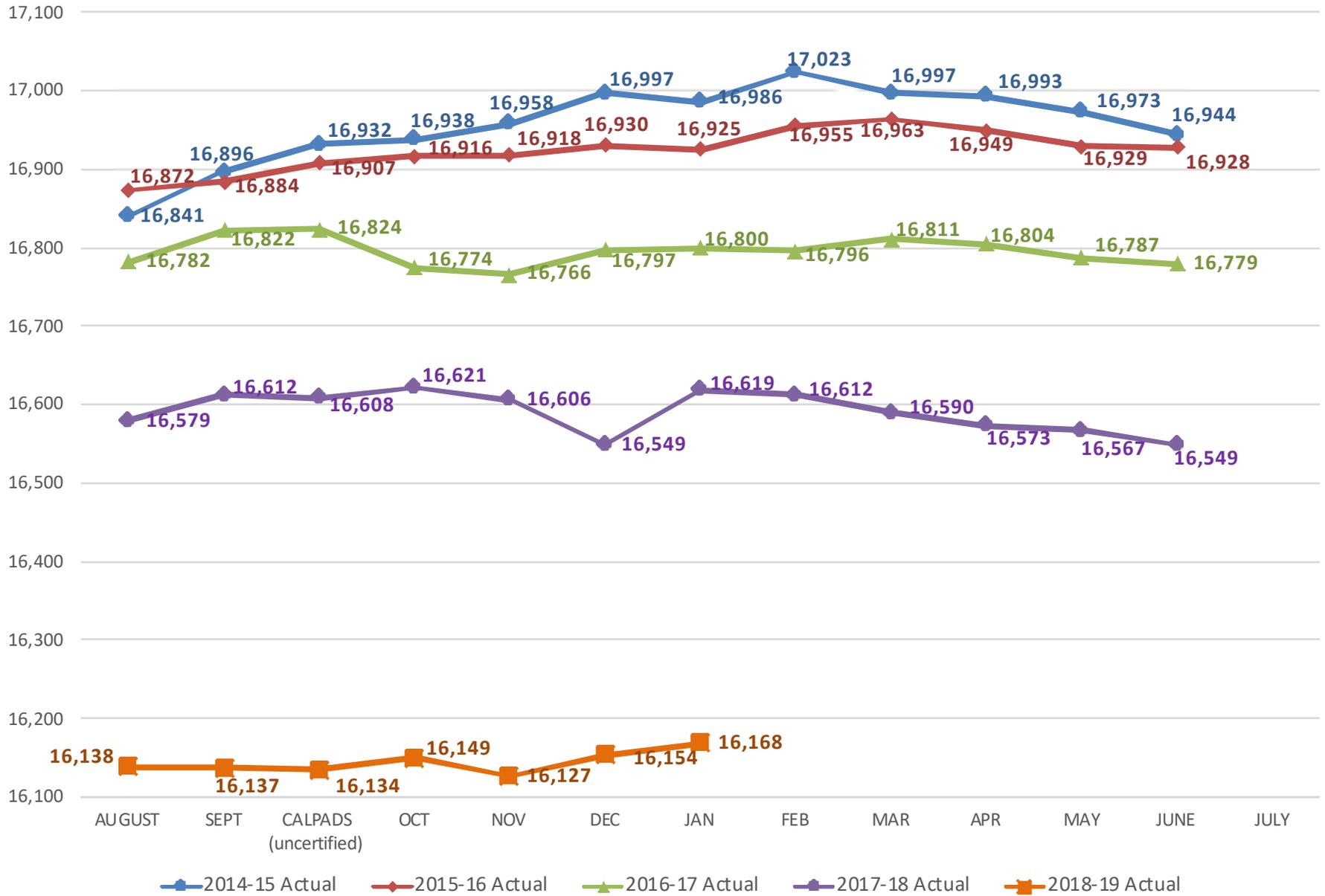
### **RECOMMENDATION**

Information only.

### **ADDITIONAL MATERIAL**

Attached: Graph – Oxnard School District Enrollment History 2014-15 through 2018-19 Actuals (1 page)

### Oxnard School District Enrollment History 2014-15 through 2018-19 Actuals



**OSD BOARD AGENDA ITEM**

Name of Contributor: Janet Penanhoat

Date of Meeting: 2/20/19

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 #18-07(Penanhoat/Franz)**

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The attached report contains the following for the Board's approval/ratification:

1. A listing of Purchase orders issued 12/22/2018 through 2/06/2019 for the 2018-2019 school year, for \$1,677,989.36.
2. Draft Payments issued from 12/22/2018 through 2/06/2019, Check #D7726 for \$277.35, for the 2018-2019 school year.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Purchasing that the Board of Trustees approve Purchase Order/Draft Payment Report #18-07 as submitted.

**ADDITIONAL MATERIAL(S):**

**Attached:** Purchase Order/Draft Payment Report #18-07 (12 Pages)

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
NP19-00044	Gold Star Foods	CNS	stores	19,610.82
NP19-00045	P And R Paper Supply Co	CNS	stores	5,602.03
NP19-00046	P And R Paper Supply Co	CNS	stores	6,282.91
NP19-00047	Gold Star Foods	CNS	stores	41,753.66
NP19-00048	Gold Star Foods	CNS	stores	33,998.08
NP19-00049	P And R Paper Supply Co	CNS	stores	5,542.03
NP19-00050	Gold Star Foods	CNS	stores	31,699.11
NP19-00051	P And R Paper Supply Co	CNS	stores	5,580.55
P19-01901	Lakeshore Learning Materials-V	RITCHEN	MTL/SUP-Insturctional	100.00
P19-02355	Gold Coast Computer Using Ed G OLD COAST CUE	CURREN	conf - instructional	290.00
P19-02565	ARTS & HEALING INITIATIVE	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	90.96
P19-02645	Amazon Com	SAN MIGUEL	MATL/SUPP Jessica B. for Debbie Doyle	534.71
P19-03114	Jontronics	ELM	BOND/EQUIP (ELM PORTABLE SOUND SYSTEM)	6,795.64
P19-03115	Dept Of Toxic Substances Ctr	FACILITIES	Fees / Lemonwood	279.17
P19-03116	Amazon Com	ASES	MTRL/SUPL	1,582.80
P19-03117	CSPCA	HR	Conf-	790.00
P19-03118	Performances To Grow On	BREKKE	SERV-INSTRUCTIONAL	600.00
P19-03119	SCSNA	CNS	conference	180.00
P19-03120	Chef's Toys & Star Rest Equip	CNS	equipment	6,459.88
P19-03121	Amazon Com	FACILITIES	Materials and Supplies	115.20
P19-03122	Dell Direct Sales Lp	IT	COMP SUP (SMendoza)	72.19
P19-03123	Underwood Family Farms	BREKKE	SERV-Instructional	784.00
P19-03124	Staples Direct	BREKKE	MATL/ SUP - Admin	250.00
P19-03125	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	315.56
P19-03126	XCORP2014 LLC	MCKINNA	mat/sup-instructional	216.77
P19-03127	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	7.71
P19-03128	Uline	MCAULIFFE	MATL/SUPL-Instructional	369.85
P19-03129	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	45.27
P19-03130	Office Depot Bus Ser Div	ASSESS ACCOUN	Matl/Sup - Inst GATE	452.33
P19-03131	Concepts School & Office Furn	DRIFFILL	MATL/SUPP-instructional	732.70
P19-03132	RAYPAK INC	FACILITIES	Conference / HVAC Training	500.00
P19-03133	Food Safety Systems	CNS	other services	2,400.00
P19-03134	Petroleum Telcom Inc DBA Telec om	MCAULIFFE	MATL/SUPL-Admin	452.44
P19-03135	Schoolmasters Safety	RITCHEN	MATL/SUP-Instructional	180.30
P19-03136	TRI-COUNTY OFFICE FURNITURE	RITCHEN	MATL/SUP-Admin	655.70
P19-03137	School Specialty Inc	RITCHEN	MATL/ SUP-Instructional	281.77
P19-03138	IMAGE APPAREL FOR BUSINESS	FACILITIES	SERV (18-19 FACILITIES UNIFORMS)	113.07
P19-03139	Amazon Com	Special Ed	MATL/SUP (E.Guerrero-Espinosa, OT)	151.66
P19-03140	Atkinson,Andelson,Loya Ruud & Romo	Special Ed	CONF (SUGDEN)	399.00
P19-03141	Amazon Com	LEMONWOOD	MAT/SUPPLIES (Instructional)	39.27
P19-03142	UPS - FREIGHT	Special Ed	Postage	100.00
P19-03143	Amazon Com	Special Ed	Books other than textbooks-DSM5	154.74
P19-03144	ANAHEIM MARRIOTT	Special Ed	TRAVL/CONF (Katrina Madden)	444.42
P19-03145	Amazon Com	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	400.00

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.

ESCAPE ONLINE

Page 1 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03146	Mission Valley Hotel Operator Courtyard by Marriott SD	HR	Conf-	1,142.76
P19-03147	WALT DISNEY TRAVEL CO., INC DI SNEYLAND RESORT HOTELS	HR	Conf-	1,893.06
P19-03148	Ventura Co Star	ASES	SERV	500.00
P19-03149	Southwest Airlines	HR	Conf-	121.96
P19-03150	School Specialty Inc	Special Ed	MATL/SUP (E.Guerrero-Espinosa, OT)	252.36
P19-03151	ACSA/FEA	Special Ed	CONF (K.Haidet)	425.00
P19-03152	3 Chords, Inc Therapy Traveler s	Special Ed	SERV(SLPA-D. Hidalgo)	81,600.00
P19-03153	LRP Publications Inc	Special Ed	BKS (K.Haidet)	36.80
P19-03154	Lakeshore Learning Materials-V	BREKKE	Materials and Supplies-Instructional SPED	75.38
P19-03155	Bilingualistics, Inc	Special Ed	BKS (D.Samuels)	28.26
P19-03156	ACSA/FEA	Special Ed	CONF Katrina Madden	425.00
P19-03157	Frontline Technologies Grp LLC	HR	Conf-	1,780.00
P19-03158	The Webstaurant Store, Inc	BREKKE	Materials and Supplies-Instructional	160.50
P19-03159	JAMS	BUSINESS	SERV	4,450.00
P19-03160	CN School & Office Sol, Inc Cu Iver-Newlin	SAN MIGUEL	EQUIP (2 NEW TEACHER DESKS)	3,726.34
P19-03161	ADVANCED CLASSROOM TECHNOLOGIE S, INC	WAREHOUSE	Stores Supplies	1,066.73
P19-03162	Empire Cleaning Supply	WAREHOUSE	Stores Supplies	3,123.40
P19-03163	Extreme Clean	WAREHOUSE	Stores Supplies	7,510.71
P19-03164	Hillyard Inc	WAREHOUSE	Stores Supplies	5,332.55
P19-03165	Pioneer Chemical Co	WAREHOUSE	Stores Supplies	425.29
P19-03166	School Nurse Supply Co	WAREHOUSE	Stores Supplies	1,236.43
P19-03167	Southwest School & Office Sup	WAREHOUSE	Stores Supplies	4,752.85
P19-03168	Veritiv Operating Company	WAREHOUSE	Stores Supplies	5,610.00
P19-03169	CN School & Office Sol, Inc Cu Iver-Newlin	LEMONWOOD	BOND/EQUIP (CHORAL RISERS FOR STAGE)	8,970.13
P19-03170	Children's Museum of Santa Bar bara, MOXI	HAYDOCK	SERV/INSTRUCTIONAL	1,390.00
P19-03171	Jostens, Inc	CURREN	mat/sup - instructional	1,903.31
P19-03172	Lakeshore Learning Materials-V	SORIA	Mats/Sup - Instructional	429.73
P19-03173	School Tech Supply	Special Ed	MATLS/SUPPL	436.38
P19-03174	Flinn Scientific Inc	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	2,843.52
P19-03175	Children's Museum of Santa Bar bara, MOXI	MCAULIFFE	SERV-Instructional	260.00
P19-03176	Children's Museum of Santa Bar bara, MOXI	MCAULIFFE	SERV-Instructional	260.00
P19-03177	COULTER VENTURES LLC ROGUE FIT NESS	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	580.51
P19-03178	TITAN FITNESS	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	876.02
P19-03179	Scholastic Inc	DRIFFILL	books-instructional	531.65
P19-03180	It's Elementary	CURREN	mat/sup - instructional	2,553.33
P19-03181	Coastal Embroidery, Inc	FRANK	Mat/Sup - Instructional	1,745.55
P19-03182	School Life, div of ImageStuff	CHAVEZ	MATERIALS AND SUPPLIES-INCENTIVES	760.72

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.

ESCAPE ONLINE

Page 2 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03183	It's Elementary	CHAVEZ	MATERIALS AND SUPPLIES-INCENTIVES	1,066.73
P19-03184	CURVATURE, INC CURVATURE LLC	MCAULIFFE	MATL/SUPI-Instructional	247.83
P19-03185	Ashton Awards Inc Aswell Troph y	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	69.18
P19-03186	ACSA/FEA	HR	Conf-	748.00
P19-03187	Printech	BREKKE	MATL/ SUP- Instruction	1,831.75
P19-03188	CURVATURE, INC CURVATURE LLC	MARSHALL	MATL/SUP - Instruction	91.59
P19-03189	Leopaul A. Martinez Jr	MARSHALL	MATL/SUP - Instruction	2,181.94
P19-03190	Amazon Com	SAN MIGUEL	MATL/SUPP per Jessica Barajas for Teresa Toscano	218.79
P19-03191	Amazon Com	DRIFFILL	matl/supp-instructional	195.01
P19-03192	Dell Direct Sales Lp	Special Ed	Monitors, keyboard, mouse, and HDMI cable	485.87
P19-03193	Best Buy	Special Ed	Adminitrator's Keyboard Case/Katrina Madden	107.74
P19-03194	Time Timer	RAMONA	matl/supplies-instructional timers *SPED budget	141.13
P19-03195	Ventura Co Office Of Education SELPA	SAN MIGUEL	Why Won't This Kid Behave? ( YR )	50.00
P19-03196	Ventura Co Office Of Education	CURREN	conf-instructional	150.00
P19-03197	Ventura Co Office Of Education	MCAULIFFE	CONF-Instructional	185.00
P19-03198	Ventura Co Office Of Education	Pupil Srvs	CONF	620.00
P19-03199	CAG	HAYDOCK	CONF/INSTRUCTION	495.00
P19-03200	Law Offices of Andrea Marcus	BUSINESS	SERV-attorney fees	40,000.00
P19-03201	Conejo Valley Historical Soc	DRIFFILL	SERV-instructional	340.00
P19-03202	Ellison Educational Equip	HAYDOCK	MATERIAL/SUPPLY-INSTRUCTION	129.90
P19-03203	Office Depot Bus Ser Div	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	531.10
P19-03204	Amazon Com	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	23.58
P19-03205	New West Symphony Assn	MARSHALL	SERV - Instruction	250.00
P19-03206	Amazon Com	HAYDOCK	MATL/SUPPLY-INSTRUCTION	228.65
P19-03207	Ventura Co Office Of Education	BREKKE	Serv-Instructional	50.00
P19-03208	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	149.86
P19-03209	Amazon Com	MCAULIFFE	MATL/SUPL- Instructional	27.17
P19-03210	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	280.15
P19-03211	Amazon Com	MCAULIFFE	MATL/SUPL_Instructional	586.85
P19-03212	CAG	BREKKE	Travel and Conference	495.00
P19-03213	Amazon Com	DRIFFILL	MATL/SUPP-instructional	499.01
P19-03214	Costco Wholesale	ROSE	MATERIALS & SUPPLIES / PARENT PARTICIPATION	500.00
P19-03215	Office Depot Bus Ser Div	RITCHEN	MATL/SUP-instructional	276.37
P19-03216	Amazon Com	FACILITIES	Materials and Supplies	44.16
P19-03217	UNIV OF CALIF SANTA BARBARA RE GENT OF UNIV OF CALIFORNIA	HR	Recruit-	350.00
P19-03218	CSUN	HR	Recruit	275.00
P19-03219	World's Finest Chocolate, Inc	MARSHALL	MATL/SUP - Instruction	4,595.00

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.

ESCAPE ONLINE

Page 3 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03220	Office Depot Bus Ser Div	MCKINNA	comp-instructional	900.78
P19-03221	Santa Barbara Museum of Natural History	KAMALA	SERV-INST	150.00
P19-03222	Dell Direct Sales Lp	Special Ed	Tech. Mat's Adam Cahill	1,069.57
P19-03223	School Tech Supply	CURREN	mat/sup - instructional	1,346.61
P19-03224	Varidesk, LLC	Special Ed	MATL/SUP	1,389.45
P19-03225	Southwest Airlines	ED SERVICES	CONF	489.96
P19-03226	Hyatt Regency Sacramento	ED SERVICES	CONF	286.80
P19-03227	EJ Harrison & Sons Inc	PURCHASING	UTIL (DIST WIDE TRASH PU)	220,000.00
P19-03228	School Tech Supply	LEMONWOOD	BOND/MATL-SUP (LEM F&E)	967.60
P19-03229	Lakeshore Learning Materials-V	NFL	Mat/Sup - Instruction	1,077.50
P19-03230	Lakeshore Learning Materials-V	NFL	Mat/Sup	1,000.00
P19-03231	Walmart	NFL	Mat/Sup	1,000.00
P19-03232	Amazon Com	KAMALA	Materials & Supplies-Inst	20.46
P19-03233	Hilton Anaheim	Special Ed	TRAVL/CONF (K.Haidet)	469.36
P19-03234	Amazon Com	Special Ed	MATL/SUP	15.86
P19-03235	Palm Mountain Resort & Spa	HAYDOCK	CONF/INSTRUCTION	581.36
P19-03236	Amazon Com	Special Ed	MATL/SUP (C.Evans)	396.19
P19-03237	Academic Communication Assoc	Special Ed	MATL/SUP (S. Hermesh)	69.18
P19-03238	Amazon Com	Special Ed	Mats	28.88
P19-03239	TOYS FOR SPECIAL CHILDREN, INC ENABLING DEVICES	Special Ed	MATL/SUP (L.Perry)	63.53
P19-03240	The Elenacy Consultation Group	Special Ed	TRAVL/CONF (OT)	600.00
P19-03241	DoubleTree by Hilton Golf Resort Palm Spings	BREKKE	TRAV/CONF-INSTRUCTIONAL	1,482.06
P19-03242	Dept.of General Svcs Office of Admin Hearings	HR	Serv-	910.00
P19-03243	Fagan Friedman And Filfrost L	Special Ed	TRAVL/CONF (K.Haidet)	195.00
P19-03244	Fagan Friedman And Filfrost L	Special Ed	TRAVL/CONF	195.00
P19-03245	Amazon Com	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	588.85
P19-03246	Amazon Com	MARSHALL	MATL/SUP - Instruction	125.68
P19-03247	Amazon Com	Special Ed	MATL/SUP (J.VanOttten)	137.15
P19-03248	Atkinson,Andelson,Loya Ruud & Romo	Special Ed	CONF (KATRINA MADDEN)	399.00
P19-03249	Amazon Com	IT	Comp/Sup (Luis)	15.07
P19-03250	Amazon Com	ED SERVICES	BKS	994.83
P19-03251	Southwest Airlines	ED SERVICES	CONF	544.92
P19-03252	GREG A MARVEL DBA/ TRANSTRAKS	TRANSPORTATION	SFTWR APPS	7,475.00
P19-03253	Wayfair, LLC	MCKINNA	mat/sup-instructional	193.07
P19-03254	Amazon Com	FRANK	Mats/Sup	621.91
P19-03255	Ricoh Usa, Inc	PURCHASING	EQUIP-MAINT (SCANNERS-HR/UPDATE KOFAX SOFTWARE)	5,418.84
P19-03256	Office Depot Bus Ser Div	FREMONT	Materials and Supplies Instructional	16.58
P19-03257	Amazon Com	RITCHEN	MATL/SUP-Instructional	16.11
P19-03258	LRP Publications Inc	Special Ed	BKS (K. Haidet)	77.45
P19-03259	Parent Project Inc	SIERRA LINDA	MATL/SUPP	466.05
P19-03260	CelFix	IT	REPAIRS (1:1 iPads)	4,920.75
P19-03261	Scholastic Inc	FREMONT	BOOKS - INSTRUCTIONAL	141.24

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ESCAPE ONLINE

Page 4 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03262	Super Duper Inc	Special Ed	MATL/SUP (C.Evans)	23.43
P19-03263	Pro Ed	Special Ed	MATL/SUP (A.Lee)	236.68
P19-03264	Super Duper Inc	Special Ed	MATL/SUP (S.Hermesh)	192.74
P19-03265	Par Inc	Special Ed	MAT/SUPL	658.80
P19-03266	Academic Therapy Publication	Special Ed	MAT/SUPL	229.61
P19-03267	School Tech Supply	IT	MATL/SUP (Anna Headset)	351.24
P19-03268	CPI	Special Ed	MEMBERSHIP (BOLOGNINO)	150.00
P19-03269	Videotape Products Inc	IT	SERV (OPIE)	3,600.00
P19-03270	Lakeshore Learning Materials-V	MARSHALL	MATL/SUP - Instruction	57.10
P19-03271	CANON SOLUTIONS AMERICA INC	GRAPHICS	Materials and Supplies	2,051.56
P19-03272	Veritiv Operating Company	GRAPHICS	Materials and Supplies	1,970.97
P19-03274	CAG	FREMONT	Travel and Conference/Instructional	495.00
P19-03275	Amazon Com	MARINA	MATL/SUPL-Instr	678.72
P19-03276	Amazon Com	LEMONWOOD	MAT/SUPPLIES (Instructional)	148.26
P19-03277	Amazon Com	FRANK	MATL/SUP - INSTRUCTIONAL	225.74
P19-03278	Oxnard Performing Arts Center	Special Ed	RENTAL	2,617.00
P19-03279	Orchid Event Solutions, LLC	MARINA	TRAVEL/CONF-Instructional/Admin	1,504.84
P19-03280	CUE, INC	MARINA	TRAVL/CONF-Admin/instructional	682.00
P19-03281	Costco Wholesale	ROSE	MATERIALS & SUPPLIES / INSTRUCTIONAL	500.00
P19-03282	Dept.of General Svcs Office of Admin Hearings	HR	Serv-	1,290.00
P19-03283	Ventura Co Office Of Education	ED SERVICES	CONF	700.00
P19-03284	Fence Factory	FACILITIES	Prof Service / Lemonwood Bond	7,433.00
P19-03285	TONY'S COLLISION SERVICES, INC TONY'S BODY SHOP	FACILITIES	Repair of Vehilcle #196	2,523.42
P19-03286	Office Depot Bus Ser Div	Pupil Svcs	MATL/SUP	11.84
P19-03287	Dell Direct Sales Lp	Special Ed	Laptop, d station, cable for Psychologist LPerales	1,241.85
P19-03288	Manchester Grand Hyatt	BUSINESS	CONF	3,639.30
P19-03289	Manchester Grand Hyatt	HR	Conf-	898.58
P19-03290	CASBO	HR	Conf-	795.00
P19-03291	Amazon Com	RITCHEN	MATL/SUP-Instructional	145.22
P19-03292	POWER PROMOTIONS, INC	HR	Supp-	233.73
P19-03293	NAPT	TRANSPORTATIO	BKS	67.95
P19-03294	Amazon Com	RISK MGMT	ERGONOMIC MAT/SUPL	317.54
P19-03295	Tolman & Wiker Ins	BUSINESS	CONST	5,800.00
P19-03296	Amazon Com	WAREHOUSE	repair	141.58
P19-03297	Presentation Products Inc DBA Spinitar	HAYDOCK	MATL/SUPPLY-INSTRUCTION	3,641.92
P19-03298	Laser Toner & Computer Supply	SUPERINTENDEN	Repairs	314.49
P19-03299	MHS Inc	Special Ed	SERV	1,212.19
P19-03300	Houghton Mifflin Harcourt	Special Ed	MAT/SUPL	4,913.29
P19-03301	Oriental Trading Co Inc	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	244.60
P19-03302	Gopher Sport	FREMONT	Materials and Supplies Instructional	1,707.83
P19-03303	WPS	Special Ed	MAT/SUPL	2,601.62
P19-03304	CABE	MCKINNA	conf-Instrcutional	640.00
P19-03305	Monster Technology LLC	SIERRA LINDA	MATL/SUPP (Toner)	1,229.43

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ESCAPE ONLINE

Page 5 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03306	OAKTREE PRODUCTS, INC	Pupil Srvs	MATL/SUP	273.00
P19-03307	Gopher Sport	BUSINESS	MATL/SUP	64.38
P19-03308	CDW G	Pupil Srvs	MATL/SUP	788.17
P19-03309	Regency Lighting	WAREHOUSE	Stores Supplies	905.10
P19-03310	Renaissance Palm Springs Hotel	FREMONT	Travel and Conference/Instructional	472.24
P19-03311	Hilton Garden Inn Pismo Beach	Special Ed	CONF (ACC-SUGDEN)	578.41
P19-03312	Southwest Airlines	SUPERINTENDEN	Travel & Conference	177.96
P19-03313	Hilton Garden Inn Pismo Beach	Special Ed	CONF (Katrina Madden)	578.41
P19-03314	RENAISSANCE LONG BEACH HOTEL	MCKINNA	conf-Instructional	791.85
P19-03315	William Venegas Hip Hop Mindse t	ROSE	SERV	3,205.00
P19-03316	MARY THERESA MACIAS	RITCHEN	SERV	4,680.00
P19-03317	SWING EDUCATION INC.	HR	SERV	250,000.00
P19-03318	Costco Wholesale	FRANK	matl/Sup - Instructional	137.55
P19-03319	Saratoga Clinic	Special Ed	SERV	6,000.00
P19-03320	CASBO	BUDGET	CONF	510.00
P19-03321	BRIDGETTE KLAUS dba/LET'S TALK ABOUT IT	Special Ed	SERV	10,000.00
P19-03322	CALIFORNIA HANDS & VOICES C/O KAT LOWERANCE	Special Ed	TRAVL/CONF (DHH)	514.95
P19-03323	HOMEWOOD SUITES BY HILTON SAN DIEGO	Special Ed	TRAVL/CONF (DHH)	988.85
P19-03324	Amazon Com	RAMONA	matl/supplies- instruactional (st math supplies)	585.43
P19-03325	Oxnard Performing Arts Center	ED SERVICES	RENTAL	270.00
P19-03326	Atkinson,Andelson,Loya Ruud & Romo	Special Ed	CONF (SUGDEN)	60.00
P19-03327	Atkinson,Andelson,Loya Ruud & Romo	Special Ed	CONF (KATRINA MADDEN)	225.00
P19-03328	Amazon Com	MARSHALL	MATL/SUP - Instruction	85.60
P19-03329	Amazon Com	LEMONWOOD	MAT/SUPPLIES (Instructional)	10.63
P19-03330	Underwood Family Farms	MARSHALL	SERV - Instruction	480.00
P19-03331	Ventura Co Office Of Education	LEMONWOOD	MAT/SUPPLIES (instructional)	160.00
P19-03332	Costco Wholesale	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	500.00
P19-03333	Musician's Friend, Inc	SORIA	Matls/Sup - Instructional	411.84
P19-03334	NEW MANAGEMENT, INC	MCAULIFFE	MATL/SUPL-Instructional	129.53
P19-03335	Houghton Mifflin Harcourt	Special Ed	MAT/SUPL	9,635.44
P19-03336	Lakeshore Learning Materials-V	SIERRA LINDA	MATL/SUPP (Pera)	61.35
P19-03337	Teachers Pay Teachers	LEMONWOOD	BKS-(Instructional)	19.25
P19-03338	Hyatt Regency Orange Co	FREMONT	Travel and Conference/Instructional	668.24
P19-03339	School Nurse Supply Co	FREMONT	Materials and Supplies Instructional	81.45
P19-03340	Superior Sanitary Supplies	SORIA	Matls/Sup - Instructional	115.21
P19-03341	Gopher Sport	LEMONWOOD	MAT/SUPPLIES (Instructional)	64.54
P19-03342	ROBERT W. NORRIS VENTURA SIGNS & SCREEN PRINTING	MARSHALL	MATL/SUP - Instruction	200.43
P19-03343	School Tech Supply	FREMONT	Materials and Supplies Educational	391.05
P19-03344	Lakeshore Learning Materials-V	MARSHALL	MATL/SUP - Instruction	237.02
P19-03345	MCGRAW HILL EDUCATION, INC	ERC	Matl/Sup	233.60

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ESCAPE ONLINE

Page 6 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03346	CABE	ROSE	TRAVEL & CABE CONF. LONG BEACH 3/20-3/23, 2019	775.00
P19-03347	Children's Museum of Santa Barbara, MOXI	MARINA	SERV/ENTR FEE-Instructional	185.00
P19-03348	Public Sector Excellence	Special Ed	CONF (EGuzman)	155.00
P19-03349	Lakeshore Learning Materials-V	HARRINGTON	Mat/Sup - Instruction	359.27
P19-03350	Lakeshore Learning Materials-V	SAN MIGUEL	Mat/Sup - Instruction	232.70
P19-03351	Constructive Playthings	SAN MIGUEL	Mat/Sup - Instruction	482.65
P19-03352	School Health Corporation	MARSHALL	MATL/SUP - Instruction	311.40
P19-03353	KAREN SCHNEE	Special Ed	SERV	30,000.00
P19-03354	Office Depot Bus Ser Div	WAREHOUSE	Stores Supplies	3,250.30
P19-03355	School Health Corporation	WAREHOUSE	Stores Supplies	1,264.55
P19-03356	Sinclair Sanitary Supply Inc	WAREHOUSE	Stores Supplies	1,799.12
P19-03357	Southwest School & Office Sup	WAREHOUSE	Stores Supplies	1,938.62
P19-03358	Concepts School & Office Furn	DRIFFILL	EQUIP/TEACHER DESK (I. GONZALES)	620.62
P19-03359	JAMES D. DEROCHE LAW OFFICE OF JAMES DEROCHE	Special Ed	SERV	562.50
P19-03360	California Teachers Assoc	FREMONT	Travel and Conference/Instructional	1,140.00
P19-03361	Manchester Grand Hyatt	FREMONT	Travel and Conference/Instructional	3,452.68
P19-03362	Hyatt Centric the Pike Long Be	ROSE	TRAVEL & CONF. -CABE LONG BEACH MARCH 20-23, 2019	1,084.47
P19-03363	Amazon Com	Pupil Svcs	M,ATL/SUP	129.28
P19-03364	Office Depot Bus Ser Div	Pupil Svcs	MATL/SUP	733.18
P19-03365	Dell Direct Sales Lp	Pupil Svcs	EQUIP	3,428.07
P19-03366	JOHN S. BASCOM INC PRECISION P LUMBING-MECHANICAL	FACILITIES	Prof Service / Kamala Chilled Water Line	1,703.00
P19-03367	Santa Barbara Museum of Natural History	CHAVEZ	ENTRANCE FEES-INSTRUCTIONAL	100.00
P19-03368	Costco Wholesale	ROSE	MATERIALS & SUPPLIES - PARENT PARTICIPATION	700.00
P19-03369	Brainpop Com LLC	BREKKE	Online Subscription-Instructional	856.61
P19-03370	Brainpop Com LLC	SIERRA LINDA	Software - Instructional	3,345.00
P19-03371	Starfall Education Foundation	SIERRA LINDA	Software - Instructional	270.00
P19-03372	Greenfield Learning Inc	SIERRA LINDA	Software - Instructional	9,900.00
P19-03373	Kodable	CURREN	serv - instructional	2,700.00
P19-03374	Oriental Trading Co Inc	RAMONA	matl/supplies-admin (nurse station) *teeth	38.52
P19-03375	Wonder Workshop Inc	CURREN	mat/sup - instructional	1,010.10
P19-03376	NCTM Registration Services	FREMONT	Travel and Conference/ Instructional	2,028.00
P19-03377	B & H Foto & Electronics Corp	RAMONA	supp for cinematic film making agreement #18-23	1,708.89
P19-03378	Miguel Mijares M & M Sports	ED SERVICES	MATL/SUPL	1,074.81
P19-03379	Pro Ed	Special Ed	MAT/SUPL	423.90
P19-03380	Pro Ed	Special Ed	MAT/SUPL	374.45
P19-03381	Scholastic Inc	SAN MIGUEL	MATL/SUPP (S M)	1,493.47
P19-03382	LINGPERFECT TRANSLATIONS INC.	ENGLISH LEARNE	T1/SERV	2,000.00
P19-03383	BURNHAM BENEFITS INSURANCE SERVICES	BUSINESS	SERV	70,000.00
P19-03384	City Impact Inc	Special Ed	SERV	90,000.00
P19-03385	Costco Wholesale	SORIA	Mats/Sup - Parent Participation	500.00

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ESCAPE ONLINE

Page 7 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03386	CABE	ED SERVICES	CONF LCAP 1.37	345.00
P19-03387	Loyola Marymount University	SORIA	CONF	1,050.00
P19-03388	Ventura Co Office Of Education	HAYDOCK	CONF/INSTRUCTION	35.00
P19-03389	CABE	ED SERVICES	CONF LCAP 1.37	2,610.00
P19-03390	Ventura Co Office Of Education	Pupil Srvs	CONF	1,000.00
P19-03391	Amazon Com	MCKINNA	Matl/sup-instructional	1,224.32
P19-03392	New West Symphony Assn	LEMONWOOD	SERV (Instructional)	250.00
P19-03393	SWRCB/SW Fees	FACILITIES	SWRCB Fees / Elm Bond Funds	652.00
P19-03394	SWRCB/SW Fees	FACILITIES	SWRCB fees / Marshall Bond Funds	484.00
P19-03395	SWRCB/SW Fees	FACILITIES	SWRCB Fees / Harrington Bond Funds	568.00
P19-03396	Amazon Com	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	1,200.00
P19-03397	New West Symphony Assn	MARINA	SERV/Instructional	250.00
P19-03398	Scholastic Inc	HAYDOCK	BKS-INSTRUCTION	58.50
P19-03399	Schoolmasters Safety	BREKKE	MAT/SUP-INSTRUCTIONAL	239.45
P19-03400	Children's Museum of Santa Barbara	BREKKE	Entrance Fee/ Instructional	550.00
P19-03401	AC Supply Co	HAYDOCK	MATL/SUPPLY-INSTRUCTION	2,451.59
P19-03402	Six Flags Magic Mountain Attn Group Sales	HAYDOCK	SERV/INSTRUCTIONAL	2,104.54
P19-03403	MCGRAW HILL EDUCATION, INC	ERC	Matl/Sup	3,465.01
P19-03404	Lakeshore Learning Materials-V	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	474.01
P19-03405	Lakeshore Learning Materials-V	RITCHEN	Mat/Sup - Instruction	386.50
P19-03406	Discount School Supply	RITCHEN	Mat/Sup - Instruction	65.68
P19-03407	CPI	Special Ed	MATLS	429.92
P19-03408	MHS Inc	Special Ed	MAT/SUPL	333.36
P19-03409	CABE	ED SERVICES	CONF	1,530.00
P19-03410	Sinclair Sanitary Supply Inc	WAREHOUSE	Stores Supplies	5,924.10
P19-03411	Veritiv Operating Company	WAREHOUSE	Stores Supplies	5,823.89
P19-03412	RENAISSANCE LONG BEACH HOTEL	ED SERVICES	CONF 1.37	791.85
P19-03413	Southwest Airlines	ASES	CONF	121.96
P19-03414	WICKSTROM HOSPITALITY LLC	ASES	CONF	343.85
P19-03415	ALASKA AIRLINES INC	SUPERINTENDEN	Conference & Travel	227.29
P19-03416	Continuing Development Inc	ED SERVICES	SERV	122,342.40
P19-03417	School Tech Supply	ELM	BOND/EQUIP (F&E - TCHR LAPTOPS)	43,853.40
P19-03418	CN School & Office Sol, Inc Cui	ELM	BOND/EQUIP (F&E - FIREPROOF FILE CABINETS)	23,881.06
P19-03419	Amazon Com	FACILITIES	Materials and Supplies	75.32
P19-03420	California Electric Company	FACILITIES	Prof Service / Curren	863.00
P19-03421	COUNTY OF VENTURA	FACILITIES	County Inspection Fees / Elm Bond	610.00
P19-03422	CDW G	MCAULIFFE	COMP-Instructional	934.77
P19-03423	Supershuttle-Sacramento	SUPERINTENDEN	Travel & Conference	500.00
P19-03424	Rotary Club Of Oxnard	SUPERINTENDEN	Membership	298.00
P19-03425	Grainger Inc	WAREHOUSE	STORES	58.08
P19-03426	CDW G	PURCHASING	MATLS/ SUPL-ADMIN	151.21
P19-03427	Amazon Com	ELM	Matl/Sup - Instructional	780.00
P19-03428	School Tech Supply	Special Ed	MATLS/SUPL	182.28

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ESCAPE ONLINE

Page 8 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03429	School Tech Supply	PURCHASING	COMP EQUIP	1,225.09
P19-03430	Costco Wholesale	MCKINNA	matl/sup-Instructional	500.00
P19-03431	Southwest Airlines	ED SERVICES	CONF	355.96
P19-03432	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	660.21
P19-03433	Walmart	DRIFFILL	MATL/SUPP-instruotional	50.00
P19-03434	CAG	HAYDOCK	CONF/INSTRUCTION	495.00
P19-03435	Amazon Com	FREMONT	Materials and Supplies Instructional	80.80
P19-03436	Amazon Com	DRIFFILL	MATL/SUPP-instructional	175.62
P19-03437	Staples Direct	ELM	Matl/Sup - Instructional	225.08
P19-03438	Amazon Com	MCAULIFFE	MATL/SUPL-Instructionak	86.16
P19-03439	Amazon Com	MARSHALL	MATL/SUP - Instruction	143.79
P19-03440	Amazon Com	DRIFFILL	MATL/SUPP-instructional	78.67
P19-03441	Uline	MCAULIFFE	MATL/SUPL-Instructional	344.93
P19-03442	Amazon Com	MCAULIFFE	MATL/SUPL-Instructional	102.94
P19-03443	Ventura Co Office Of Education	KAMALA	WORKSHOP	275.00
P19-03444	CALIFORNIA SPORT DESIGN	HAYDOCK	MATL/SUPPLY-INSTRUCTION	3,837.62
P19-03445	Staples Direct	KAMALA	Materials & Supplies-Inst	226.91
P19-03446	Schoolmart	KAMALA	Materials & Supplies-Inst	1,211.65
P19-03447	Peoples Education, Inc	HARRINGTON	BKS-INSTRUCTION	887.13
P19-03448	Costco Wholesale	FRANK	MATL/SUP - Instructional	1,077.50
P19-03449	Ventura Co Office Of Education	ED SERVICES	CONF	100.00
P19-03450	Amazon Com	LEMONWOOD	MAT/SUPPLIES (Instructional)	115.57
P19-03451	Home Depot Inc	HAYDOCK	MATL/SUPPLY-INSTRUCTION	593.23
P19-03452	Gold Coast Science Network	ED SERVICES	CONF	330.00
P19-03453	Amazon Com	ED SERVICES	MATL/SUP	88.03
P19-03454	Office Depot Bus Ser Div	BUSINESS	MATL/SUP	181.18
P19-03455	Walmart	MCKINNA	Matl/sup-insrctioal	500.00
P19-03456	CABE	ED SERVICES	CONF/TRAVEL	630.00
P19-03457	TEKVISIONS, INC	CNS	supplies	13,477.20
P19-03458	Gopher Sport	HARRINGTON	Material and supplies instruction	680.60
P19-03459	Smart And Final Iris Co	LEMONWOOD	MAT/SUPPLIES (Instructional)	500.00
P19-03460	Aswell Trophy And Engraving	ED SERVICES	MTLS/SUP	43.10
P19-03461	BOTANICAL INTERESTS ONLINE	SORIA	Matls/Sup - Instructional	35.00
P19-03462	Oriental Trading Co Inc	KAMALA	Materials & Supplies-INST	684.48
P19-03463	Scholastic Inc	KAMALA	Materials & Supplies-Inst	146.54
P19-03464	IXL LEARNING, INC	KAMALA	WORKSHOP-INST	80.81
P19-03465	Scholastic Inc	KAMALA	Materials & Supplies-Inst	356.40
P19-03466	Robotics Ed & Competition Fdn	FRANK	Serv - Instructional	500.00
P19-03467	Walmart	DRIFFILL	MATL/SUPP-instructional	431.00
P19-03468	Camino Real Naturalits & Historical Interpreters	SIERRA LINDA	Presentation to take place at S L park	390.00
P19-03469	Ashton Awards Inc Aswell Troph y	KAMALA	Materials & Supplies-Inst	342.65
P19-03470	Dept Of Toxic Substances Ctr	FACILITIES	Fees / Doris & Patterson	1,129.59
P19-03471	Amazon Com	LEMONWOOD	BOOKS(Instructional)	78.60
P19-03472	Office Depot Bus Ser Div	RISK MGMT	OFFICE SUPPLIES	1,245.13
P19-03473	Office Depot Bus Ser Div	RISK MGMT	OFFICE SUPPLIES	102.46
P19-03474	Office Depot Bus Ser Div	RISK MGMT	ERGONOMIC SUPPLIES	106.44
P19-03475	Office Depot Bus Ser Div	RISK MGMT	OFFICE MATERIALS & SUPPLIES	1,077.50
P19-03476	POWER PROMOTIONS, INC	HR	Supp-	405.43

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ESCAPE ONLINE

Page 9 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03477	Hyatt Centric the Pike Long Be	ED SERVICES	CONF	2,168.94
P19-03478	Airgas USA Inc	FACILITIES	HVAC Materials and Supplies	1,000.00
P19-03479	Lowe's	FACILITIES	Materials and Supplies	10,000.00
P19-03480	Amazon Com	MARINA	BOOKS OTHER THAN TEXTBOOKS/Instr	399.58
P19-03481	PATRIOT ENVIRONMENTAL SERVICES	FACILITIES	Prof Service / Fremont	6,036.82
P19-03482	FAMCON PIPE & SUPPLY INC	FACILITIES	Misc Grounds Supplies	1,000.00
P19-03483	Santa Barbara Zoo	MARINA	SERV/ENTR FEE	225.00
P19-03484	US School Supply Inc	HARRINGTON	Material instructional supplies	409.64
P19-03485	Amazon Com	SORIA	BKS - Instructional	318.92
P19-03486	Ventura Co Office Of Education	ROSE	TRAVEL & CONFERENCE "ME-SEUM OF BEST PRACTICES"	800.00
P19-03487	Cal Poly Corporation PE Worksh op	HR	Recruit-	175.00
P19-03488	CSU Channel Islands	HR	Recruit-	275.00
P19-03489	Literacy Empowerment Foundatio	RITCHEN	Books other than textbooks	88.00
P19-03490	World Wide Imaging Supplies	SORIA	Mats/Sup - Instructional	1,018.00
P19-03491	SHI INTERNATIONAL CORP	IT	SFTW/APPS	94,704.70
P19-03492	Cardea Services	ERC	Mat/Sup	14,218.31
P19-03493	Smart And Final Iris Co	MARINA	MATL/SUPL-Instr	1,500.00
P19-03494	Perma Bound Books	FRANK	Bks - Instructional	2,243.10
P19-03495	Sinclair Sanitary Supply Inc	WAREHOUSE	Stores Supplies	1,611.94
P19-03496	Hotel Zoso Palm Spings	HAYDOCK	CONF/INSTRUCTION	689.11
P19-03497	CN School & Office Sol, Inc Cu Iver-Newlin	LEMONWOOD	BOND/MATL-SUP (LEM KDG KIDNEY TABLES)	2,058.46
P19-03498	Hilton Long Beach	ED SERVICES	CONF	1,558.73
P19-03499	Smart And Final Iris Co	RISK MGMT	MATERIALS/SUPPLIES	200.00
P19-03500	Santa Barbara Museum of Natura l History	SORIA	SERV - Instructional	100.00
P19-03501	KELLY D. KAESER KAESER LAW FIR M	BUSINESS	SERV-attorney fees	5,500.00
P19-03502	ACSA/FEA	HR	Conf-	499.00
P19-03503	WESTIN SAN DIEGO	HR	Conf-	993.96
P19-03504	Pitsco Inc	FREMONT	Materials and Supplies/ Instructional	471.98
P19-03505	Petroleum Telcom Inc DBA Telec om	FREMONT	Materials & Supplies	263.99
P19-03506	Petroleum Telcom Inc DBA Telec om	KAMALA	MATERIALS & SUPPLIES-ADMIN	953.59
P19-03507	ASCD	HR	Memb	89.00
P19-03508	Shaw Hr Consulting	HR	Conf-	998.00
P19-03509	Oriental Trading Co Inc	MCKINNA	Mat/sup-instructional	120.59
P19-03510	Paradise Chevrolet	WAREHOUSE	Repairs	1,300.00
P19-03511	Ventura Co Office Of Education	HR	Serv-	400.00
P19-03512	Thomson West	HR	Supp-	90.56
P19-03513	Voyager Sopris Learning, Inc	MCKINNA	matl/sup-instructioal	57.70
P19-03514	Boost Promotions	MCKINNA	matsup-instructional	118.01
P19-03515	Fresh & Fabulous Cafe-Bakery	RISK MGMT	MATERIALS/SUPPLIES	462.46
P19-03516	RHODE ISLAND NOVELTY INC	HARRINGTON	Material & supplies Instructional	206.75
P19-03517	Forbess Consulting Group, Inc FCG Environmental	FACILITIES	Def Maint / San Miguel Roof	1,077.50

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.

ESCAPE ONLINE

Page 10 of 12

## Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Number	Vendor Name	Loc	Description	Order Amount
P19-03518	Printech	HAYDOCK	MATL/SUPPLY	1,616.26
P19-03519	School Serv Of Calif Inc	BUSINESS	CONF	1,400.00
P19-03520	Forbess Consulting Group, Inc FCG Environmental	FACILITIES	Def Maint / Haydock Boys RR	1,025.00
P19-03521	Hyatt Centric the Pike Long Be	HR	Recruit-	1,353.96
P19-03522	Veritiv Operating Company	GRAPHICS	Materials and Supplies	2,338.63
P19-03523	CSU Channel Islands	FRANK	Serv - Instructional	4,650.00
P19-03524	BSN Sports	WAREHOUSE	Stores Supplies	732.57
P19-03525	Extreme Clean	WAREHOUSE	Stores Supplies	2,424.38
P19-03526	Henry Schein	WAREHOUSE	Stores Supplies	474.10
P19-03527	Uline	WAREHOUSE	Stores Supplies	116.37
P19-03528	Veritiv Operating Company	WAREHOUSE	Stores Supplies	1,507.16
P19-03529	Smart And Final Iris Co	LEMONWOOD	MAT/SUPPLIES	100.00
P19-03530	School Serv Of Calif Inc	BUSINESS	CONF	400.00
<b>Total Number of POs</b>			<b>428</b>	<b>Total</b>
				<b><u>1,677,989.36</u></b>

## Fund Recap

Fund	Description	PO Count	Amount
010	GENERAL FUND	391	1,390,764.24
120	CHILD DEVELOPMENT FUND	8	4,604.30
130	CAFETERIA FUND	12	172,586.27
140	DEFERRED MAINTENANCE FUND	2	2,102.50
214	BOND FUND MEASURE D 2016	15	107,932.05
<b>Total Fiscal Year 2019</b>			<b>1,677,989.36</b>
<b>Total</b>			<b><u>1,677,989.36</u></b>

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.

ESCAPE ONLINE

Page 11 of 12

Includes Purchase Orders dated 12/22/2018 - 02/06/2019

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P14-00044	9,947,146.72	214-5800	BOND FUND MEASURE D 2016/PROFESSIONAL/CONSU	840,000.00
P16-05421	33,421,566.85	214-6270	BOND FUND MEASURE D 2016/MAIN BUILDING CONTRA	139,351.51-
P18-01248	27,250.00	214-6171	BOND FUND MEASURE D 2016/ENVIRONMENTAL STUD	2,300.00-
P18-03889	841,120.77	214-6270	BOND FUND MEASURE D 2016/MAIN BUILDING CONTRA	2,946.90
P18-05157	7,200.00	214-6160	BOND FUND MEASURE D 2016/OTHER SITE COST	2,300.00
P19-00018	850.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	600.00
P19-00048	12,750.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	7,650.00
P19-00094	1,700.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	700.00
P19-00127	1,500.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	176.70-
P19-00212	1,200.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	600.00
P19-00217	1,616.25	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	538.75
P19-00218	4,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P19-00221	1,500.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	500.00
P19-00248	77,700.00	010-4310	GENERAL FUND/FUEL	1,076.68
		010-4333	GENERAL FUND/FUEL	1,831.73-
			Total PO P19-00248	755.05-
P19-00276	3,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P19-00414	20,000.00	010-4323	GENERAL FUND/HVAC SUPPLIES	5,000.00-
P19-00499	2,500.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	261.91-
P19-00501	7,000.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	2,000.00
P19-00517	5,500.00	010-5632	GENERAL FUND/REPAIRS	273.81
P19-00518	5,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	3,500.00
P19-00663	3,000.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	1,000.00
P19-00794	39,858.21	214-6400	BOND FUND MEASURE D 2016/EQUIPMENT	4,165.00
P19-00856	9,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P19-00867	70,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	30,000.00
P19-00969	6,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P19-01026	1,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	500.00
P19-01071	300.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	125.94
P19-01090	14,500.00	140-5800	DEFERRED MAINTENANCE FUND/PROFESSIONAL/CON	14,485.50
P19-01114	3,600.00	010-5631	GENERAL FUND/MAINTENANCE AGREEMENTS	2,100.00
P19-01772	30,000.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	20,000.00
P19-02159	10,000.00	010-4323	GENERAL FUND/HVAC SUPPLIES	5,000.00
P19-02412	15,000.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	5,000.00
P19-02469	6,334.80	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	527.90
P19-02475	3,959.25	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	791.85
P19-02545	13,190.34	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	13,190.34
P19-02604	154.58	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	17.17-
P19-02737	700.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	200.00
P19-02955	1,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	500.00
P19-03054	28.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	13.57
P19-03077	2,148.94	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	376.99
P19-03103	682.68	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	227.56
			<b>Total PO Changes</b>	<b>815,951.77</b>

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.

ESCAPE ONLINE

OSD BOARD AGENDA ITEM

Name of Contributor: Dr. Ana DeGenna

Date of Meeting: 2/20/19

- Study Session: \_\_\_\_\_  
Closed Session: \_\_\_\_\_  
A-1. Preliminary \_\_\_\_\_  
A-11. Reports \_\_\_\_\_  
B. Hearings: \_\_\_\_\_  
C. Consent Agenda   X   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 \_\_\_\_\_

Approve Out of State Conference – Teacher at Frank Middle School (DeGenna/Caldwell)

The Frank AVID program began a collaboration with the UCSB Writing Program 10 years ago. The AVID students write letters to and receive letters from UCSB freshmen. This program will be a session at the NCTE Conference on College Composition and Communication in Pittsburg, PA on March 14. Frank teacher, Kristin Storey, was invited to present with the professors at the session “A Decade of Reaching Out: Ten years of bringing student communities together”.

This will be a wonderful opportunity to share the accomplishments our Oxnard District AVID program; a collaboration that truly supports students both in middle school and college to maintain their dream of being first-generation college graduates.

FISCAL IMPACT: N/A

Frank AVID teacher, Kristin Storey, was the recipient of the “Teacher Advocacy Grant” in November 2016. Ms. Storey deposited \$4,000 of this grant on the AVID Donation Account to fund future professional development such as this one. This account will pay for Kristin Storey travel, conference fees, hotel, meals and sub.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent, Educational Services and the Principal of Frank Middle School that the Board of Trustees approve the conference as outlined above.

ADDITIONAL MATERIAL:

Attached: invitation email from the conference program manager

**From:** Robert Krut <[rkrut@writing.ucsb.edu](mailto:rkrut@writing.ucsb.edu)>

**Sent:** Wednesday, August 29, 2018 2:43 PM

**To:** [nwarwick@writing.ucsb.edu](mailto:nwarwick@writing.ucsb.edu); Storey, Kristin; [kpatterson@writing.ucsb.edu](mailto:kpatterson@writing.ucsb.edu); [jj17@earthlink.net](mailto:jj17@earthlink.net); [cdean@writing.ucsb.edu](mailto:cdean@writing.ucsb.edu)

**Subject:** Fwd: Your 2019 CCCC Proposal Status

Great news!!



Thank you for your patience during the proposal review process. The response to the 2019 Conference on College Composition and Communication's Annual Convention Call for Proposals was enthusiastic. More than 1,500 proposals for individual, concurrent, and roundtable sessions went through the peer-review process. As is typical, competition for a space on the program was keen, and selecting from among the many high-quality proposals submitted was difficult.

**We are pleased to be able to notify you that your proposals have been accepted:**

**A Decade of Reaching Out: Ten years of bringing student communities together**

Thursday, March 14, 2019 4:45 p.m.-6:00 p.m.

Please note, during the program planning process, individual proposals are often combined into larger panels or roundtables. If you do not recognize a session title listed here, it could be that your proposal was combined with others. If you have any questions about your proposal, contact the NCTE Events Department at [cccc2019@ncte.org](mailto:cccc2019@ncte.org) or by phone at 1-800-369-6283.

If you are willing and eligible per the CCCC guidelines to chair a session, you may sign up via [this form](#).

To ensure your place on the program (or to decline it):

1. Follow the link below and click "Accept" by your session to accept your invitation to present (or "Decline" if that is your choice). If accepting, please also add your school affiliation, as you want it to appear in the convention program, under "edit your contact information". [Click here to accept or decline your invitation](#).
2. Check your personal information, including your affiliation, to ensure accuracy.
3. If you need to make changes to a session title or annotation, please email that information to [cccc2019@ncte.org](mailto:cccc2019@ncte.org).
4. Make note of the date and time of your presentation prior to arranging your travel.
5. View the [2019 CCCC convention website](#) for lodging and registration information.

As you prepare your session for CCCC 2019, a few considerations:

- Please prepare your presentation with accessibility in mind; for instance, bring a transcript of prepared remarks (to aid transcription and interpretive services), create materials in accessible formats (e.g., html), ensure text and images are large and easy to read from a distance, and include captioning for audio and video materials.
- Please prepare your presentation with the specific aims of the program in mind, e.g., co-performance with audience, engaging underrepresented voices, and recognizing social justice efforts of undervalued people.
- Because CCCC is a not-for-profit organization, the financial viability of our Annual Convention depends on your support. For this reason, all program participants are required to register for the Convention. Please visit the 2019 CCCC convention website to [register](#) now.

Thank you, Robert Krut for submitting your proposal. The enthusiastic response to the 2019 call was both gratifying and overwhelming. As difficult and time consuming as it was to make final selections, the process of reading the range of interesting proposals was a great pleasure and privilege. I am so impressed with the work of my colleagues. I wish I could showcase even more of it.

See you in Pittsburgh!

Sincerely,

Vershawn Ashanti Young  
CCCC Program Chair

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca**

Date of Meeting: **February 20, 2019**

- 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 \_\_\_\_\_

**Approval of Instructional Coach, District Job Description (Vaca)**

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The attached Instructional Coach job description is presented for your consideration and approval. This new position will help the District improve student achievement by enhancing teacher performance in targeted areas, fostering an increase in professional learning opportunities and participation of staff across the district, and by affecting a change in teaching practices.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Human Resources & Support Services that the Board of Trustees approve the attached Instructional Coach, District job description, as presented.

**ADDITIONAL MATERIAL:**

- Job Description, Instructional Coach, District (two pages)

## HUMAN RESOURCES & SUPPORT SERVICES

**Title:** Instructional Coach, District

- Qualifications:**
1. A Bachelor's degree
  2. A valid and appropriate California Teaching Credential in compliance with the provisions of Title 5, Administrative Code, Sections 80002-80127 and California Education Code, Sections 44000-44665.
  3. Positive teacher evaluations in previous two evaluation cycles
  4. Minimum of five (5) years teaching experience
  5. Knowledge of the following:
    - instructional design, curriculum development and materials selection;
    - instructional needs of English learners, foster youth and low socio-economic status students;
    - planning, designing and implementing effective differentiated reading lessons;
    - multiple approaches to instruction and assessment; and
    - district data reporting and tracking systems.
  6. Ability to:
    - work collaboratively with peers and administrators;
    - develop and deliver effective lessons; and
    - demonstrate commitment to personal professional growth and learning.
  7. Possess the following personal qualities:
    - a) strong organizational and interpersonal skills;
    - b) effective oral and written communication skills;
    - c) ability to meet district standards for physical and mental health;
    - d) evidence of good moral character;
    - e) satisfactory recommendations from training supervisors or other professionals who have observed the candidate's performance; and
    - f) such alternatives as the District may find appropriate and acceptable.

**Reports to:** Assistant Superintendent, Educational Services or administrative supervisor possessing an administrative services credential.

**Definition:** The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and their understanding of instructional practices as related to Common Core and Data Driven Instruction. An instructional coach is a learner who models continuous improvement and goes above and beyond to ensure student success. All instructional coaches work collaboratively as a team with

members of the school site. Instructional coaches will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. This is NOT a supervisory position and DOES NOT include evaluation of colleagues.

**Job Goal:** To improve student and teacher performance in targeted areas as identified, foster an increase in professional learning opportunities and participation of staff across district, and affect a change in teaching practices.

**Performance Responsibilities:**

1. Model lessons in classrooms on a daily/weekly basis.
2. Support the instructional development of all teachers in understanding the CCSS curriculum and varied assessments, and data analysis.
3. Share best-recognized instructional practices, provide direction, and support teaching that is consistent with district initiatives.
4. Provide technical support to collaborative teams within buildings.
5. Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
6. Support teachers and administrators in using data to improve instruction on all levels.
7. Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
8. Participate in lesson study with teachers and provide collaborative feedback.
9. Pursue professional development opportunities related to peer coaching.
10. Contribute to the development of systems and maintain resource guides to improve teacher practice.
11. Provide job-embedded informal professional learning beyond the coaching responsibility.
12. Submit a monthly calendar and any pertinent data requests/coaching documentation.
13. Attend training sessions.

**Terms of Employment:** Salary and benefits and work years, as provided by contract between the Oxnard School District and the Oxnard Educators Association.

**Evaluation:** The evaluation and assessment of performance of certificated personnel in this position will be conducted by the Assistant Superintendent, Educational Services or administrative supervisor possessing an administrative services credential, in accordance with the provisions of *California Education Code* 44660-44665 and Oxnard School District policy.

Board Approved: February 20, 2019

OSD BOARD AGENDA ITEM

Name of Contributor: **Shristie Nair-Villano**

Date of Meeting: **February 20, 2019**

- 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 (Nair-Villano)***

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**Establish**

a five hour and forty five minute 183 day Paraeducator II position number 9312 to be established in the Special Education department. This position will be established to provide additional support.

a three hour and thirty minute 180 day Campus Assistant position number 9313 to be established at McAuliffe School. This position will be established to provide additional support.

a three hour 180 day Campus Assistant position number 9314 to be established at McAuliffe School. This position will be established to provide additional support.

a one hour and ten minute 12 month Site Technology Technician position number 9324 to be established at San Miguel School. This position will be established to provide additional support.

**Increase**

a four hour 185 day Child Nutrition Worker position number 2221 to be increased to five hours in the Child Nutrition Services department. This position will be increased to provide additional support.

**FISCAL IMPACT:**

Cost for Paraeducator II - \$28,016 Special Education

Cost for Campus Assistant's - \$25,063 General funds

**RECOMMENDATION:**

It is the recommendation of the Director of Classified Human Resources that the Board of Trustees approve the establishment and increase of the positions as presented.

**ADDITIONAL MATERIAL:**

None

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca/Shristie Nair-Villano**

Date of Meeting: **February 20, 2019**

- 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/Nair-Villano)**

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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 the salary regulations of the District. Personnel Actions include: new hires, transfers, pay changes, layoffs, recall from layoffs, resignations, retirements, authorizations, and leaves of absence.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Human Resources & Support Services and the Director, Classified Human Resources, that the Board of Trustees approve the Personnel Actions, as presented.

**ADDITIONAL MATERIAL:**

- Classified Personnel Actions (two pages)
- Certificated Personnel Actions (two pages)

## CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Andres Velazquez, Ivette	Paraeducator I, Position #7186 McKinna School 4.17 hrs/183 days	1/9/19
Gutierrez Madrigal, Alejandro	Health Care Technician, Position #9276 Rose Avenue 7 hrs/ 183 days	1/28/19

**Limited Term**

Alonzo, Teresa L	Paraeducator	1/22/19
Ambriz Martinez, Edalith	Paraeducator	1/31/19
Anderson, Emily	Paraeducator	1/23/19
Barragan, Stephanie	Paraeducator	1/28/19
Davila, Gema	Paraeducator	1/22/19
De Jesus, Brenda	Clerical Worker	11/19/18
Espino, Cecilia	Child Nutrition Worker	1/28/19
Eusebio Morales, Osvaldo D	Paraeducator	1/22/19
Fernandez, Maria	Campus Assistant	1/24/19
Galloup, Mathew	Child Nutrition Worker	1/18/19
Garcia, Cindy	Paraeducator	1/28/19
Garcia, Eric	Campus Assistant	1/25/19
Gil, Gustavo	Child Nutrition Worker	1/28/19
Gomez, Griselda	Child Nutrition Worker	1/28/19
Martinez, Miriam	Child Nutrition Worker	1/29/19
Mata, Maria	Paraeducator	1/22/19
Ortiz de Montoya, Maria	Child Nutrition Worker	1/8/19
Reyes Jr., Sebastian	Custodian	1/28/19
Sanchez, Roberta	Clerical Worker	1/16/19
Sandoval-Gonzalez, Cecilia	Paraeducator	1/22/19
Tamura, Corina	Child Nutrition Worker	1/28/19
Tapia, Jessica	Paraeducator	1/22/19
Uitz Peraza, Yanet A	Paraeducator	1/25/19
Valles, Allyson	Paraeducator	1/18/19
Williams, Martin	Paraeducator	1/31/19

**Promotional**

Lomeli, Patricia	Buyer, Position #589 Purchasing 8 hrs/ 246 days Administrative Assistant, Position #9002 Facilities 8 hrs/ 246 days	3/4/19
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**Leave of Absence**

Delgado, Daniela	Paraeducator III, position #1956 San Miguel 5.75 hrs/ 183 days	1/22/2019-5/27/2019 T/W/TH only
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**Resignation**

Alfaro Alejandro, Jamilet	Campus Assistant, Position #3095 Curren 5.5 hrs/ 180 days	1/28/19
Davis, James	Campus Assistant, Position # 3062 Fremont 4 hrs/ 180 days	1/23/19
Enciso, Nicole	Campus Assistant, Position #2960 Brekke 4 hrs/ 180 days	2/15/19
McCoy, Kevin	Campus Assistant, Position #6543 Ritchen 5 hrs/ 180 days	2/1/19
Ramirez, Brenda	Campus Assistant, Position # 3087 Lemonwood 5.5 hrs/ 180 days	1/29/19
Valles, Alejandro	Accounting Specialist III, Position #1810 Budget & Finance 8 hrs/ 246 days	2/18/19

**CERTIFICATED PERSONNEL ACTIONS**

Listed below are recommended Certificated Personnel Actions presented to the Board of Trustees for consideration. The salaries for the individuals employed will be determined, in accordance with the salary regulations of the District.

**New Hires**

Peila, Vanessa	Intern Speech Pathologist	02/04/2019
Arroyo, Gerardo	Substitute Teacher	2018/2019 School Year
DeHuff, Kimberly	Substitute Teacher	2018/2019 School Year
Garza, Joy	Substitute Teacher	2018/2019 School Year
Juarez, Teodora	Substitute Teacher	2018/2019 School Year
Magana, Everardo	Substitute Teacher	2018/2019 School Year
Morrison, Earnest	Substitute Admin	2018/2019 School Year
Rocha, Sabrina	Substitute Teacher	2018/2019 School Year
Sosa, Kaylee	Substitute Teacher	2018/2019 School Year
Varvel, Daniel	Substitute Teacher	2018/2019 School Year

**Intervention Services  
Provider (less than 20  
hours per week not to  
exceed 75% or 135 days a  
year**

Bayer, Danielle	ISP, Lemonwood	02/04/2019
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February 20, 2019

ANNUAL TEACHER ASSIGNMENT REPORT  
PURSUANT TO EDUCATION CODES 44861

Pursuant to Education codes 44861, the Board of Trustees each year must authorize/approve those teachers who are teaching outside their credential authorization. An explanation of the education code and list of teachers affected are as follows:

**Education Code 44861** A substitute principal holding a valid teacher's credential of the same grade as the school to be administered may be employed without meeting the requirements of [Section 44860](#) to meet an emergency for not more than five months of any school year.

**Name**

**Subject**

Diana Perez

Substitute Assistant Principal,  
Lemonwood

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca**

Date of Meeting: **February 20, 2019**

- A. Preliminary Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_
- 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 OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE AND ADOPTION OF RESOLUTION NO. 18-25 (Vaca)**

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**DESCRIPTION OF AGENDA ITEM:**

Oxnard School District (District) administration projects that there will be budget constraints in the 2019-20 school year driven by declining enrollment in the District and the continued underfunding of education at the State and Federal level.

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 budget constraints anticipated in the 2019-20 school year because of the District’s declining enrollment and the continued underfunding of education at the State and Federal level, the administration recommends preparing for a reduction in force as a precautionary strategy. Based on known attrition and assessment of the levels at which reductions must be made, staff has determined that certificated services must be reduced in the following service areas and specified quantity of FTEs:

<b>Kind of Service</b>	<b>Full-Time Equivalent Positions (FTEs)</b>
K-6 Multiple Subject Teachers	24.0
Single Subject - Math	2.0
Single Subject - English Language Arts/Language Arts	4.0
Single Subject - Physical Education	3.0
Single Subject – Social Science	3.0
Single Subject – Science	2.0
Teacher on Special Assignment – Music	1.0
Teacher on Special Assignment – Art	1.0
Teacher on Special Assignment - English Learners (District Office)	5.0
Teacher on Special Assignment - English Learners (Newcomers)	1.0
Teacher on Special Assignment – Technology	2.0
Instructional Specialist – Math	1.0
Instructional Specialist – Science	1.0

**Kind of Service (Continued)**

**Full-Time Equivalent  
Positions (FTEs)**

Assistant Principals	6.0
Director, Educational Services	1.0
Nurse Coordinator	1.0

**Total FTEs 58.0**

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.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the Reduction in Force and Resolution No. adoption of Resolution No. 18-25, as presented.

**ADDITIONAL MATERIAL(S):**

- Resolution No.: 18-25: Reduction or Discontinuance of Particular Kinds of Service

**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. 18-25**

**REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE  
(EDUCATION CODE §§ 44949 and 44955)**

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 2019-2020 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 2019-2020 school year:

<b>Kind of Service</b>	<b>Full-Time Equivalent Positions (FTEs)</b>
K-6 Multiple Subject Teachers	24.0
Single Subject - Math	2.0
Single Subject - English Language Arts/Language Arts	4.0
Single Subject - Physical Education	3.0
Single Subject – Social Science	3.0
Single Subject – Science	2.0
Teacher on Special Assignment – Music	1.0
Teacher on Special Assignment – Art	1.0
Teacher on Special Assignment - English Learners (District Office)	5.0
Teacher on Special Assignment - English Learners (Newcomers)	1.0
Teacher on Special Assignment - Technology	2.0
Instructional Specialist – Math	1.0
Instructional Specialist – Science	1.0
Assistant Principals	6.0
Director, Educational Services	1.0
Nurse Coordinator	1.0
<b>Total FTEs</b>	<b>58.0</b>

AND WHEREAS, the Governing Board is required by law to give notice, by March 15, 2019, to all certificated employees affected by any decision to reduce or eliminate these particular kinds of service;

IT IS RESOLVED THAT:

- A. The Board hereby determines to reduce or discontinue services as specified in the recommendation set forth in the recitals above, no later than the beginning of the 2019-2020 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 2018-2019 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).

**PASSED AND ADOPTED** by the Governing Board of the Oxnard School District this 20th day of February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Veronica Robles-Solis  
President, Board of Trustees  
Oxnard School District

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Monica Madrigal Lopez  
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 Resolution No. 18-25, regardless of their seniority, to the extent one or more of their assignments meet any of the following criteria:

1. Certificated personnel who possess a credential authorizing the teaching of special education classes, who are presently assigned within the scope of that credential, and who will be assigned within the scope of that credential for the 2019-2020 school year.
2. Certificated personnel who possess a Bilingual Cross-cultural Language and Academic Development (BCLAD) Certificate, who are presently assigned within the scope of that credential, and who will be assigned within the scope of that credential for the 2019-20120 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 2019-2020 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, 2019	<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, 2019, 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, 2019	<b>1</b>
Column placement on salary schedule as of March 15, 2019	<b>1</b> per applicable column
Service as BTSA Mentor teacher within 2018-2019 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 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.

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.

**Exhibit C**

COMPETENCY CRITERIA PURSUANT TO EDUCATION CODE SECTION  
44955(b)

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 2009-2010 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.

OSD BOARD AGENDA ITEM

Name of Contributor: Dr. Cesar Morales

Date of Meeting: 2-20-19

- 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 \_\_\_\_\_

**Call for Nominations for CSBA Delegate Assembly**

An opportunity is presented for the Board of Trustees to consider whether it wishes to nominate representatives to fill vacancies in the CSBA's Delegate Assembly, Subregion 11.B. All nomination material must be postmarked no later than Friday, March 15, 2019. The Board of Trustees may vote for up to the number of vacancies in subregion 11-B, as indicated on the ballot. 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. The official 2019 delegate assembly ballot for subregion 11-B contains the names of ALL current members of the Delegate Assembly from your region or subregion; and the required candidate biographical sketch form, and if submitted, a resume. The term for the current representative, Christina Urias (Santa Paula USD) expires in March 2019. There is also a current vacancy. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2019 – March 13, 2021.

There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA's Annual Education Conference and Trade show in November/December.

**FISCAL IMPACT:**

There may be costs incurred by the delegate to attend the above mentioned meetings; cost would be covered through the General Fund, Board of Trustee budget.

**RECOMMENDATION:**

It is recommended that the Board of Trustees complete the original ballot, which must be signed by the Superintendent or Board Clerk and returned in the provided envelope postmarked by the post office, no later than Friday, March 15, 2019. Only one ballot per board, number of vacancies: two.

**ADDITIONAL MATERIAL:**

- Memo from CSBA President Emma Turner
- Official 2019 Delegate Assembly Ballot
- Candidate's Biographical Sketch Forms

RECEIVED  
FEB 04 2019  
ADMINISTRATIVE SERVICES  
SECTION



**REQUIRES BOARD ACTION**

**Due: Fri. Mar. 15 return ballot in enclosed envelope**

Dr. Morales  
Dr. Vaca

January 31, 2019

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards – **SUBREGION 11-B**  
From: Emma Turner, CSBA President  
Re: 2019 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

Enclosed is the ballot material for election to CSBA’s Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume, which will be on the reverse side of the biographical sketch form. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2019. No exceptions.**

Your Board 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, the Board may vote for up to three candidates. However, your 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 along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

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, 2019 – March 31, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 18 and Sunday, May 19 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA’s website no later than Monday, April 1. Please do not hesitate to contact CSBA’s Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked “copy” of ballot on white paper  
List of all current Delegates on reverse side of ballot (red paper and white paper)  
Candidate(s)’ required Biographical Sketch Forms and resumes, if provided  
CSBA-addressed envelope to send back ballots

**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 **FRIDAY, MARCH 15, 2019**. 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 2019 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, 2019 - March 31, 2021*

*\*denotes incumbent*

- Darlene A. Bruno (Hueneme ESD)
- Jackie Moran (Ventura USD)
- Sabrena Rodriguez (Ventura USD)
- Christina Urias (Santa Paula 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*

---

*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 – 9 Delegates (9 elected)**

**Director: Suzanne Kitchens (Pleasant Valley SD)**

**Below is a list of all the current Delegates with expired terms from this Region.**

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**Subregion 11-A (Santa Barbara)**

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2020

Luz Reyes-Martin (Goleta Union SD), term expires 2019

**Subregion 11-B (Ventura County and Las Virgenes USD)**

Vianey Lopez (Hueneme ESD), term expires 2020

Veronica Robles-Solis (Oxnard SD), term expires 2020

Christina (Tina) Urias (Santa Paul USD), term expires 2019

Vacant, term expires 2020

Vacant, term expires 2020

Vacant, term expires 2019

**County Delegate:**

Mark Lisagor (Ventura COE), term expires 2019

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**Counties**

Santa Barbara (Subregion A)

Ventura (Subregion B)



## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

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 do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Darlene A. Bruno

Date: 12/14/18

Name: Darlene A. Bruno

CSBA Region & subregion #: 11B

District or COE: Hueneme Elementary School District

Years on board: 26

Profession: Retired

Contact Number (please v  Cell  Home  Bus.): 805 312-4185

\*Primary E-mail: juneclvrmmom@mail.com

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate?  Yes  No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.** (Character count limit: 700)

I believe each district needs to remain financially strong, and to do this we need to understand the Governor's budget, the LCAP, the dashboard, and the LCFF. Attending CSBA annual conference and other educational functions allow each board to make the best decisions for the population we serve. The more we understand the State budget, the better we can use our funding to find the best programs to educate the children in our area. Class size is also an area we need to focus on, so teachers can give more individual attention to the students in their class. I have finished the masters in boardsmanship and the masters in governance programs with CSBA and value the information I have learned.

**Please describe your activities and involvement on your local board, community, and/or CSBA.** (Character count limit: 700)

I have served on the Ventura County School Board Executive Committee and strongly believe learning from other board members in our area has helped me to be a better board member for my district. I hope to have many more opportunities to learn about the many programs other districts are using and share the good things we are doing in Hueneme. Before becoming a board member I was very involved in our local PTA, and feel very connected to our community. I have also served on the delegate assembly in the past and found it to be a very enriching experience.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?** (Character count limit: 700)

The biggest issue I see right now is Social Emotional Learning. We have students that need extra help because of their home experiences, and we can help them learn better if they are feeling more secure. I feel strongly that we need to help them at a younger age, rather than try to fix things after they become a problem. A lot of this depends on identifying the students with problems, and sadly this falls on the teacher. We need more counselors in the system.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

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 do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Jackie Moran

Date: 1/4/19

Name: Jackie Moran CSBA Region & subregion #: 11b

District or COE: Ventura Unified School District Years on board: 2

Profession: Business Owner Contact Number (please v  Cell  Home  Bus.): 805-216-1740

\*Primary E-mail: jackie.moran@venturausd.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate?  Yes  No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.** (Character count limit: 700)

With the exception of being a mother to my four children, being a Board Member has been the most rewarding experience. What we do in our role as Board Member impacts the future of many. I have such respect for all who serve. I am the current VP of the VUSD Board of Education and I represent my community by bringing a parents voice and perspective to the bench. As a CSBA Delegate, I would represent all of our areas Board Members and bring their concerns and needs to our State Representatives and to CIF on sports related and title 9 issues.

**Please describe your activities and involvement on your local board, community, and/or CSBA.** (Character count limit: 700)

Currently serving my Board on the LCAP, VCREA (Ventura County Regional Energy Alliance), City Liaison, and Chamber of Commerce Committees I presented at the VCOE for CSBA with John Walker on-What it means to be a new Board Member. Participating in CSBA's Legislative Action Days solidified my working relationship with Representative Monique Limon' and State Senator Hanna Beth Jackson. As a community leader, I began the Ventura Foothill Neighbors and we achieved legislative change to improve the environment. In my career, I have been a business owner doing small developemst in 3 counties for the past 28 years. Community outreach, negotiations and dealing with the government is where I shine

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?** (Character count limit: 700)

SPED and STRS/PERS and their escalating costs, Title 9 compliance without cutting or capping boys sports, disparities in education and closing the achievement gap, and Police interactions on our School sites-how to reduce the instances of citations while keeping our kids safe. These are at the top of my list of concerns as we move forward. I know I am not alone in these concerns , they face all school districts. As a Delegate I would be engaged with CSBA and with all of our State Representatives to address these issues. I am a net-worker and have clear messaging when working with any group. I am relentless and never distracted when working on achieving a goal. I will get it done.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

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 do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

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

Date: 1/7/2019

Name: <u>Sabrena Rodriguez</u>	CSBA Region & subregion #: <u>11B</u>
District or COE: <u>Ventura Unified</u>	Years on board: <u>2</u>
Profession: <u>Conservation Biologist</u>	Contact Number (please v <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>805-512-6220</u>
*Primary E-mail: <u>Sabrena.Rodriguez@Venturausd.org</u>	
(*Communications from CSBA will be sent to primary email)	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   If yes, year you became Delegate: _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.** (Character count limit: 700)

I believe that education can be the great equalizer -- providing access and opportunities for all children to acheive their brightest future. Public education afforded me opportunities my parents could only dream of. I want to ensure that public education in California is equitable, meaningful and relevant for all of our children. I will use my skills as a bilingual, collaborative leader to work with colleagues from across our state to support FULL and FAIR funding, local control, equity and access for all students and transparency in local government. Our schools bear an increasing burden of student needs, and districts need RESOURCES, training and collaboration to meet them.

**Please describe your activities and involvement on your local board, community, and/or CSBA.** (Character count limit: 700)

As a first term Boardmember elected in 2016 I have fully committed myself to serving my community -- completing the CSBA Masters in Governance and New Board Member (2017), Effective Governance Workshop (2018), and multiple VC CSBA trainings. In addition, I currently serve as Board President; am past president of our Education Foundation (2015-2017), former Volunteer of the Year (2015); VUSD Ethnic & Social Justice Studies Steering Cmte; VUSD Parent Advisory Member (2008-current); Ventura Arts Collaborative (2012-current); Ventura Chamber of Comm., Educ. Cmte.; City/College/District Liaison; and am active with the League of Women Voters and VC Womens Political Council.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?** (Character count limit: 700)

Funding, funding, funding. Public schools meet children where they are -- often with social/emotional needs, hunger/homelessness, special learning challenges, language barriers and more. In order to serve each student we need resources. The growing STRS/PERS contributions are strangling our districts and cutting into our ability to serve students. We need to be funded at a level that allows us to give every child what they deserve. Trustees also need training on equity, effective Special Education programs, stress/anxiety/suicide among students, and closing the achievement gap. CSBA can provide the venue for us to learn best practices from similar districts across the State.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

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 do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

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: 12-31-18

Name: Christina Urias

CSBA Region & subregion #: 11-B

District or COE: Santa Paula Unified

Years on board: 16

Profession: Workers Comp Consultant Contact Number (please v  Cell  Home  Bus.): 805 794-6136

\*Primary E-mail: curias@santapaulaunified.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate?  Yes  No | If yes, year you became Delegate: 10 yrs

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)**

Being a delegate is an exciting opportunity to study current issues and challenges facing school boards across the state and share the solutions with colleagues. I have been an active delegate and I've been asked to participate in the 2019 CSBA legislative committee and I look forward to the experience. I have also served on the nominating committee, annual educational conference planning committee and the linked learning committee. Each experience has enabled me to develop policy making skills crucial to CSBA's success. Additionally, my involvement as a delegate has enabled me to validate 6 Golden Bell School programs in Ventura and Santa Barbara counties. 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. Having been a school board member since 2002, I have gained the knowledge and experience to help fellow board members overcome barriers and strive to eliminate achievement gaps.

**Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)**

I am in my third year serving as president of the Ventura County School Board Association. I am also serving as the current president of the Santa Paula Unified School Board and was president the first year our district become unified in 2013. I am a Masters of Governance graduate twice (2005 and 2015). I had the opportunity to serve in 2017 on the search for a new chancellor for Ventura County Community College District. I am the chairperson of pastor parish relations at my church. I'm also a member of the Santa Paula Latino Town Hall, a non-profit community group. I am a proud member of the Ventura County Women's Political Council, a multi-partisan organization whose objective is to achieve equality for all women.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)**

The critical issues facing governing boards in California is full and fair funding and meeting the emotional well-being of our students. Because every district in our state will continue to feel annual financial increases, special education costs, utility costs, step and column increases, etc. it is imperative to put the future of K-12 public education funding at the forefront of legislative discussions. CSBA strives to put adequate funding at its forefront by partnering with ACSA (Association for California School Administrators) and other education advocacy groups. There is an epidemic of mental health stresses in our schools starting in the early grades. We need to teach students resilience and social skills to cope with the pressures of an increasingly competitive world. CSBA provides customized training and tools to meet the social and emotional needs of all students. Throughout the 3 days of the 2018 annual conference there were numerous workshops detailing what school boards can do to make sure our students are equipped to cope with our changing world. I would love to have your vote to continue working on behalf of kids.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Ana DeGenna**

Date of Meeting: **2/20/19**

- Study Session: \_\_\_\_\_  
Closed Session: \_\_\_\_\_  
A-1. Preliminary \_\_\_\_\_  
A-11. Reports \_\_\_\_\_  
B. Hearings: \_\_\_\_\_  
C. Consent Agenda \_\_\_\_\_ Agreement Category:  
\_\_\_\_\_ Academic  
\_\_\_\_\_ Enrichment  
\_\_\_\_\_ Special Education  
\_\_\_\_\_ Support Services  
\_\_\_\_\_ Personnel  
\_\_\_\_\_ Legal  
\_\_\_\_\_ Facilities  
D. Action Items   X    
F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Approval of Low Performing Students Block Grant (LPSBG) (DeGenna)**

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The Board of Trustees will take action on the adopted plan for the Low-Performing Students Block Grant (LPSBG) required by the California Department of Education (CDE). The funds will be used to increase the academic performance of pupils identified, pursuant to EC Section 41570(d):

(d) The State Superintendent shall allocate an equal amount per pupil during the 2018–19 fiscal year to school districts, county offices of education, and charter schools for pupils meeting all of the following criteria:

(1) The pupil does not meet academic achievement standards based on the most recently available results of the California Assessment of Student Performance and Progress, established by Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 of Division 4, in any of the following ways:

(A) The pupil does not meet the achievement standard, also referred to as “level 1,” in both English language arts and mathematics.

(B) The pupil does not meet the achievement standard, also referred to as “level 1,” in either English language arts or mathematics, and nearly meets the achievement standard, also referred to as “level 2,” in the other subject.

(C) The pupil does not meet the achievement standard, also referred to as “level 1,” in either English language arts or mathematics, and does not have a valid score for the other subject.

(2) The pupil is not an unduplicated pupil, as defined in Section 42238.02, for the same school year used as the basis for the performance results.

(3) The pupil is not a pupil identified for special education services pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), for the same school year used as the basis for the performance results.

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

**ADDITIONAL MATERIAL:** Application/Plan

## Low Performing Students Block Grant Three Year Plan

This plan focuses in on K-8<sup>th</sup> grade teachers and students at school sites with Low Performing Student identified through the grant specifications

### 2018-2019

	Action Plan	Timeline	Cost
<b>Math Specialist</b>	Hire one Math Specialist to support classroom teachers and administration in the implementation of Mathematical Mindset strategies.	Hire within March-April 2019 Begin as Specialists 2019-2020 school year	
	Math Specialist will be trained in all Mathematical Mindset Teaching Practices	April 2019	\$3,000
	Math Specialist trained in Mathematical Mindset strategies using an online course through youcubed.com	April-June 2019	\$1,000
<b>Professional Development</b>	Teachers will participate in a pre-training survey on teacher attitudes toward teaching math.	Feb. 2019	\$0
	Teachers will be trained in Mathematical Mindset strategies using an online course through youcubed.com (120 teachers, Grades K-8)	March-June 2019	\$60,000
	Teachers will be trained in Summer Math Academy lessons. (8 teachers)	May-June 2019	\$10,000
<b>Total Costs</b>			<b>\$75,000</b>

## 2019-2020

	Action Plan	Timeline	Cost
<b>Summer Math Academy and Professional Development</b>	100 students will participate in a 3 week summer Math Academy based on Mathematical Mindset lessons	July 2019	\$30,000
	8 teachers will perfect Mathematical Mindset strategies by teaching a 3 week summer Math Academy.	July 2019	\$21,000
	8 teachers will participate lesson observations during summer Math Academy.	July 2019	\$10,000
	Coaching and Lesson studies embedded during the summer Math Academy.	July 2019	
	Math Specialist to assist with summer academy implementation	July 2019	\$3,000
	Materials for Summer Math Academy	July 2019	\$8,000
<b>Math Specialist</b>	Salary of Math Specialist to support classroom teachers and administration in the implementation of Mathematical Mindset strategies.	Aug. 19-June 2020	\$160,000
<b>Math Specialist</b>	Math Specialists will be trained in coaching techniques.	Aug. 2019	\$2,000
<b>Administrative Professional Development and support</b>	Site administrators will be trained in Mathematical Mindset strategies and Teaching Practices	Aug. 2019	\$5,000
	Site administrators will be trained in observational techniques for Math classes.	Aug. 2019	\$2,000
	Site administrators and Learning Support Providers will conduct monthly classroom walk throughs with a specific focus on Mathematical Mindset teaching strategies.	Aug.-May 2020	\$0
<b>Professional Development throughout school year.</b>	Math Specialists will provide monthly professional development opportunities for teachers to continue adding Mathematical Mindset strategies to daily lessons.	Aug.-May 2020	\$150,000
<b>Total Costs</b>			<b>\$391,000</b>

**2019-2020**

	Action Plan	Timeline	Cost
<b>Summer Professional Development</b>	160 teachers will be trained in Mathematical Mindset strategies using an online course through youcubed.com	March-June 2020	\$80,000
<b>Summer Math Academy and Professional Development</b>	300 students will participate in a 3 week summer Math Academy based on Mathematical Mindset lessons	July 2020	\$90,000
	12 teachers will perfect Mathematical Mindset strategies by teaching a 3 week summer Math Academy.	July 2020	\$31,500
	12 teachers will participate lesson observations during summer Math Academy.	July 2020	\$15,000
	Coaching and Lesson studies will be conducted during the summer Math Academy.	July 2020	
	Math Specialist to assist with summer academy implementation	July 2019	\$3,000
	Materials for Summer Math Academy	July 2019	\$12,000
<b>Math Specialist</b>	Salary of Math Specialist to support classroom teachers and administration in the implementation of Mathematical Mindset strategies.	Aug. 2020- June 2021	\$160,000
<b>Administrative Professional Development and support</b>	Additional site administrators will be trained in Mathematical Mindset strategies and Teaching Practices	Aug. 2020	\$5,000
	Additional site administrators will be trained in observational techniques for Math classes.	Aug. 2020	\$2,000
	Site administrators and Learning Support Providers will conduct monthly classroom walk throughs with a specific focus on Mathematical Mindset teaching strategies.	Aug.2020-May 2021	\$0
<b>Professional Development throughout school year.</b>	Math Specialist will provide monthly professional development opportunities for teachers at 7 additional sites to continue adding Mathematical Mindset strategies to daily lessons.	Aug. 2020 – May 2021	\$160,000
	Math Specialist will provide monthly professional development opportunities for teachers at the original 5 schools sites.	Aug. 2020 – May 2021	\$120,000
<b>Total Costs</b>			<b>\$678,500</b>

**BOARD AGENDA ITEM**

**Name of Contributor: Dr. Ana DeGenna**

**Date of Meeting: 2/20/19**

Study Session \_\_\_\_\_  
Closed Session \_\_\_\_\_  
A-I: Preliminary \_\_\_\_\_  
A-II: Reports \_\_\_\_\_  
B: Hearings \_\_\_\_\_  
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 \_\_\_\_\_

**Approval of the Comprehensive Safe School Plans 21 Sites (DeGenna/Ridge)**

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All 21 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 21 elementary and middle schools.

**ADDITIONAL MATERIAL:**

The electronic version of the Comprehensive Safe School Plans of each school will be available for viewing on February 15<sup>th</sup>, 2019 after 5:00 p.m. on the board agenda list of the mentioned meeting.

**BOARD AGENDA ITEM**

**Name of Contributor:** Janet Penanhoat

**Date of Meeting:** 2/20/19

**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 \_\_\_\_\_

**Ratification of Change Order No. 004 to Construction Services Agreement #16-199 with Bernards Bros Inc. to adjust costs for the Elm Elementary School Reconstruction Project (Penanhoat/Fateh/CFW)**

Over the course of construction of the Elm Elementary School Reconstruction Project, the District has requested that additional scope items be added to the project to enhance the functionality of the new buildings. Examples of these items include expansion of the intrusion detection system (COR #139), and relocation of the restroom hand dryers to a wall that is not a classroom demising wall to reduce noise issues (CORs #147, 254 and 345). Other items are design clarifications and examples include the addition of a soffit to secure the tops of one bank of sliding markerboards per classroom (CORs 74, 141 and 267), and modifications to the campus column features to increase the durability of the structures (CORs 398 and 399). The remaining change orders result from code requirements, either from the City of Oxnard (COR 337R1) or the onsite Inspector of Record (COR 454). The total cost of this change order is offset by six (6) credit change orders from the project allowance.

Change Order No. 004 provides for the Board's consideration and ratification of thirty-four (34) change order requests with the following scope of work:

- COR No. 74 R0 – Framing of Markerboard Soffits
- COR No. 138 R0 – Credit for Eliminated Cable
- COR No. 139 R0 – Add Intrusion Detection Scope
- COR No. 140 R0 – Credit for Eliminated Conduit
- COR No. 141 R0 – Markerboard Soffit Electrical
- COR No. 147 R0 – Add Circuits to Hand Dryers
- COR No. 150 R0 – Relocate Electrical Boxes
- COR No. 212 R1 – Frames, Doors, Hardware, in Classroom Mechanical Closets
- COR No. 251 R0 – Re-rough First Floor Drinking Fountain
- COR No. 254 R0 – Hand Dryer Mock Up
- COR No. 265 R0 – Intumescent Paint
- COR No. 267 R0 – Paint Markerboard Soffits
- COR No. 337 R1 – Additional Underground Sleeves
- COR No. 345 R0 – Reroute Cold Water for Hand Dryer
- COR No. 382 R0 – Plaster Smooth Wainscot

- COR No. 385 R0 – Change Lights at Kitchen
- COR No. 386 R0 – Lift Station Coring
- COR No. 398 R0 – Change Col Caps, Classroom Stair 3
- COR No. 399 R0 – Add Straps to Col Caps
- COR No. 411 R0 – Soffit at Kitchen Ceiling
- COR No. 429 R0 – Additional Sink
- COR No. 432 R0 – Modify Stair Railing
- COR No. 447 R0 – Additional Plaster at Classroom Second Story
- COR No. 454 R0 – Add Illuminated Exit Signs
- COR No. 461 R0 – Paint Stair Nosings
- COR No. 465 R0 – Admin Wall Repaint
- COR No. 476 R0 – Rework Conduit for VAV Box
- COR No. 478 R0 – Re-rough Electrical in MPR Furred Walls
- CREDIT COR No. 505 R0 – Upper/Lower Casework Allowance Credit
- CREDIT COR No. 506 R0 – T8 Lamps to LED Allowance Credit
- CREDIT COR No. 507 R0 – Plumbing System Design Allowance Credit
- CREDIT COR No. 508 R0 – Door Hardware Revision Allowance Credit
- CREDIT COR No. 509 R0 – VCHD Corrections Allowance Credit
- CREDIT COR No. 510 R0 – SCE Design Allowance Credit

### **FISCAL IMPACT**

**Zero Dollars and Zero Cents (\$0.00)**

### **RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 004 to Construction Services Agreement #16-199 with Bernards Bros Inc. to provide Construction Services related to the Elm Elementary School Reconstruction Project.

### **ADDITIONAL MATERIAL**

#### **Attached:**

- Change Order #004, Bernards Bros Inc. (4 Pages)
- COR No. 74 R0 (10 Pages)
- COR No. 138 R0 (6 Pages)
- COR No. 139 R0 (48 Pages)
- COR No. 140 R0 (22 Pages)
- COR No. 141 R0 (33 Pages)
- COR No. 147 R0 (28 Pages)
- COR No. 150 R0 (24 Pages)
- COR No. 212 R1 (14 Pages)
- COR No. 251 R0 (10 Pages)
- COR No. 254 R0 (2 Pages)
- COR No. 265 R0 (5 Pages)
- COR No. 267 R0 (10 Pages)
- COR No. 337 R1 (16 Pages)
- COR No. 345 R0 (9 Pages)
- COR No. 382 R0 (10 Pages)
- COR No. 385 R0 (20 Pages)
- COR No. 386 R0 (34 Pages)

- COR No. 398 R0 (10 Pages)
- COR No. 399 R0 (6 Pages)
- COR No. 411 R0 (3 Pages)
- COR No. 429 R0 (10 Pages)
- COR No. 432 R0 (4 Pages)
- COR No. 447 R0 (22 Pages)
- COR No. 454 R0 (13 Pages)
- COR No. 461 R0 (12 Pages)
- COR No. 465 R0 (9 Pages)
- COR No. 476 R0 (10 Pages)
- COR No. 478 R0 (6 Pages)
- CREDIT COR No. 505 R0 (1 Page)
- CREDIT COR No. 506 R0 (1 Page)
- CREDIT COR No. 507 R0 (1 Page)
- CREDIT COR No. 508 R0 (1 Page)
- CREDIT COR No. 509 R0 (1 Page)
- CREDIT COR No. 510 R0 (1 Page)
- Construction Services Agreement #16-199 (108 Pages)



# CHANGE ORDER

Date: 2.20.2019

CHANGE ORDER NO. 004

PROJECT: ELM E.S. RECONSTRUCTION PROJECT  
O.S.D. BID No. N/A  
O.S.D. Agreement No. 16-199

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

ARCHITECT SVA Architects, Inc.  
6 Hutton Centre Drive, Ste. 1150  
Santa Ana, CA 92707

**CONTRACTOR:**

Bernards Bros. Inc.  
555 First Street  
San Fernando, CA 91340  
Attn: Carl Magness

Architects Proj. No.: 2013-40159  
D.S.A. File No.: 56-22  
D.S.A. App. No.: 03-116407

**CONFORMANCE WITH CONTRACT DOCUMENTS, PROJECT MANUAL, DRAWINGS AND SPECIFICATION. All Change Order work shall be in strict conformance with the Contract Documents, Project Manual, Drawings, and Specifications as they pertain to work of a similar nature.**

ORIGINAL CONTRACT SUM.....	\$ 23,306,886.00
NET CHANGE - ALL PREVIOUS CHANGE ORDERS.....	\$ 2,467,621.00
ADJUSTED CONTRACT SUM.....	\$ 25,774,507.00
<b>NET CHANGE -</b>	<b>\$ 0.00</b>
<b>Total Change Orders to Date: 004.....</b>	<b>\$ 2,467,621.00</b>
<b>ADJUSTED CONTRACT SUM THROUGH CHANGE ORDER NO.: 004.....</b>	<b>\$ 25,774,507.00</b>

Commencement Date: .....January 30, 2017  
Original Completion Date: .....October 16, 2018  
Original Contract Time: .....661 Calendar Days  
Time Extension for all Previous Change Orders: .....000 Calendar Days  
Time Extension for this Change Order: .....000 Calendar Days  
Adjusted Completion Date: .....October 16, 2018

Percentage ..... (10.58%)

Item	Description	Unforeseen Condition (UFO)	Additional Scope (AS)	Design Clarification (DC)	Code Requirement
1.	COR No. 74 R0 – Framing of Markerboard Soffits			\$59,199	
2.	COR No. 138 R0 – Credit for Eliminated Cable			(\$1,783)	
3.	COR No. 139 R0 – Add Intrusion Detection Scope		\$49,905		
4.	COR No. 140 R0 – Credit for Eliminated Conduit			(\$2,456)	
5.	COR No. 141 R0 – Markerboard Soffit Electrical			\$5,883	
6.	COR No. 147 R0 – Add Circuits to Hand Dryers		\$13,721		
7.	COR No. 150 R0 – Relocate Electrical Boxes			\$1,268	
8.	COR No. 212 R1 – Frames, Doors, Hardware, in Classroom Mechanical Closets		\$29,477		
9.	COR No. 251 R0 – Re-rough First Floor Drinking Fountain			\$435	
10.	COR No. 254 R0 – Hand Dryer Mock Up		\$715		
11.	COR No. 265 R0 – Intumescent Paint			\$2,435	
12.	COR No. 267 R0 – Paint Markerboard Soffits			\$4,641	
13.	COR No. 337 R1 – Additional Underground Sleeves				\$6,929
14.	COR No. 345 R0 – Reroute Cold Water for Hand Dryer		\$1,354		
15.	COR No. 382 R0 – Plaster Smooth Wainscot		\$5,246		
16.	COR No. 385 R0 – Change Lights at Kitchen			\$10,917	
17.	COR No. 386 R0 – Lift Station Coring			\$1,400	
18.	COR No. 398 R0 – Change Col Caps, Classroom Stair 3			\$1,815	
19.	COR No. 399 R0 – Add Straps to Col Caps			\$1,249	

Item	Description	Unforeseen Condition (UFO)	Additional Scope (AS)	Design Clarification (DC)	Code Requirement
20.	COR No. 411 R0 – Soffit at Kitchen Ceiling			\$762	
21.	COR No. 429 R0 – Additional Sink			\$2,064	
22.	COR No. 432 R0 – Modify Stair Railing			\$2,312	
23.	COR No. 447 R0 – Additional Plaster at Classroom Second Story		\$2532		
24.	COR No. 454 R0 – Add Illuminated Exit Signs				\$2,130
25.	COR No. 461 R0 – Paint Stair Nosings		\$702		
26.	COR No. 465 R0 – Admin Wall Repaint		\$637		
27.	COR No. 476 R0 – Rework Conduit for VAV Box Changes			\$1,573	
28.	COR No. 478 R0 – Re-rough Elect in MPR Furred Walls			\$1,089	
29.	COR No. 505 R0 – Upper/Lower Casework Allowance Credit			(\$1,570)	
30.	COR No. 506 R0 – T8 Lamps to LED Allowance Credit			(\$60,489)	
31.	COR No. 507 R0 – Plumbing System Design Allowance Credit			(\$72,201)	
32.	COR No. 508 R0 – Door Hardware Revision Allowance Credit			(\$20,045)	
33.	COR No. 509 R0 – VCHD Corrections Allowance Credit			(\$44,923)	
34.	COR No. 510 R0 – SCE Design Allowance Credit			(\$6,923)	
	<b>Totals</b>		<b>\$104,289</b>	<b>(\$113,348)</b>	<b>\$9,059</b>

Total Change Order No. 004 ..... \$ 0.00

***\*NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND ASST. SUPT. BUSINESS SERVICES OR PURCHASING DIRECTOR***

**APPROVAL (REQUIRED):**

**ARCHITECT:** \_\_\_\_\_

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

**CONTRACTOR:** \_\_\_\_\_

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

**RECOMMENDED FOR APPROVAL:**

**OSD DSA INSPECTOR:** \_\_\_\_\_

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

\_\_\_\_\_  
**ASSISTANT SUPERINTENDENT, BUSINESS & FISCAL SERVICES:**

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

**APPROVAL (REQUIRED):**

**BOARD APPROVAL**

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

**DIRECTOR OF PURCHASING:** \_\_\_\_\_

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

**DSA APPROVAL**

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



# CHANGE ORDER REQUEST

**COR No. 74 R0**

Date: 1/18/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Bulletin 16 Framing

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to frame markerboard soffits in classrooms.	Abdellatif Enterprises Inc	51,477
Reason: Added per Bulletin 16. This is additional work not included in the original scope.		
Requested By: SVA Architects		
Ref: Bulletin 16		
		Subtotal: 51,477
<b>Contractual Costs</b>		
Overhead 15%		7,722
		Subtotal: 7,722
<b>Total Change Order Request Amount:</b>		<b>59,199</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Change Order #

19

DATE: January 7, 2018

PROJECT: Elm Street Elementary School

**Cost proposal associated with Bulletin 16 - added marker board soffits for 22 classrooms**

Classroom	Qty	Unit	Unit Price	Extension
2x4	11264'		\$ 0.38	\$ 4,280.32
2x12	720'		\$ 1.43	\$ 1,029.60
LUS24	528		\$ 0.6200	\$ 327.36
.162 x 3 1/4 nails	5		\$ 52.00	\$ 260.00
.131 x 1 1/2 nails	3		\$ 26.61	\$ 79.83
Material Subtotal				\$ 5,977.11
Material Sales Tax				\$ 516.33
Material Total				\$ 6,493.44
Labor (24 hours/classroom)	528	hour	\$ 72.48	\$ 38,269.44
Subtotal				\$ 44,762.88
Profit & Overhead		15%		\$ 6,714.43
<b>Change Order Total</b>				<b>\$ 51,477.31</b>



**HOURLY LABOR  
RATE BREAKDOWN**

<b>Contractor:</b> <u>Abdellatif Enterprises, Inc.</u>	<b>Trade:</b> <u>Carpenter</u>
<b>Address:</b> <u>26071 Merit Circle, Suite 114</u>	<b>Local Union No.:</b> <u>409</u>
<u>Laguna Hills, CA 92653</u>	<b>Classification:</b> <u>Journeyman</u>
<b>Telephone:</b> <u>(949) 215-4790</u>	<b>Effective Date:</b> <u>07/01/17 to 03/31/18</u>

Item	A	B	C	D=C-B	E	F=E-B
	%	(\$) Straight Time	(\$) Overtime [1 1/2x]	(\$) Premium Cost	(\$) Overtime [2x]	(\$) Premium Cost
1.) Base Rate		\$41.25	\$61.88	\$20.63	\$82.50	\$41.25
2.) F.I.C.A	0.077	\$3.58	\$5.16	\$1.58	\$6.74	\$3.16
3.) Federal Unemployment Tax	0.008	\$0.37	\$0.54	\$0.17	\$0.70	\$0.33
4.) State Unemployment Tax	0.062	\$2.90	\$4.18	\$1.28	\$5.46	\$2.56
5.) Health & Welfare Fund		\$7.10	\$7.10	\$0.00	\$7.10	\$0.00
6.) Pension Fund		\$4.91	\$4.91	\$0.00	\$4.91	\$0.00
7.) Vacation Fund		\$4.00	\$4.00	\$0.00	\$4.00	\$0.00
8.) Annuity Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9.) Association Dues		\$1.60	\$1.60	\$0.00	\$1.60	\$0.00
10.) Paid Holidays		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11.) Workmen's Compensation		\$5.80	\$5.80	\$0.00	\$5.80	\$0.00
12.) Public Liability (Bodily Injury)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.93
13.) Property Damage Insurance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14.) Other: Joint Apprenticeship / Training		\$0.96	\$0.96	\$0.00	\$0.96	\$0.00
<b>BASE CHARGES PER HOUR:</b>		\$72.48	\$96.13	\$23.65	\$119.78	\$47.29
15.) Overhead & Profit						
<b>TOTAL CHARGES PER HOUR:</b>		\$72.48	\$96.13	\$23.65	\$119.78	\$47.29



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 16 Narrative**

Revision:

12/04/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architecture sheets:

SKA-1: Typical Classroom RCP - Addition of marker board soffit at classroom exterior window wall

SKA-2: RSP room RCP - Addition of marker board soffit in RSP room exterior window wall

SKA-3: Classroom RCP – Addition of marker board soffit at rooms 1-106/1-206 at exterior window wall with chase incorporated into soffit

SKA-4: Classroom RCP - Addition of marker board soffit at room 1-211 at exterior window wall with chase incorporated into soffit

SKA-5: Marker Board soffit detail – first floor

SKA-6: Marker Board soffit detail – second floor

Drawings

SKA-1

SKA-2

SKA-3

SKA-4

SKA-5

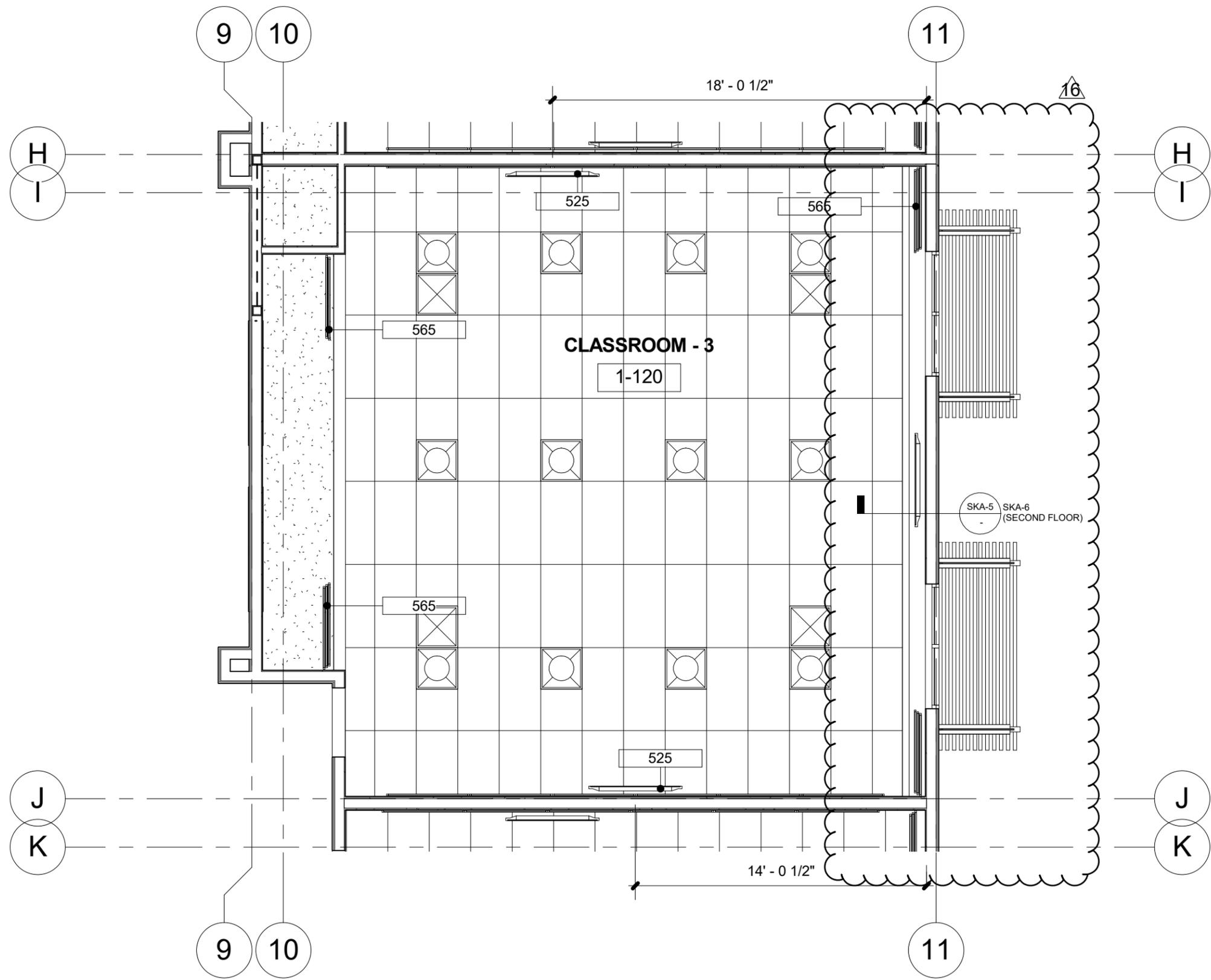
SKA-6

**Distribution:**

District

Contractor

IOR



DESCRIPTION:  
**MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL**

PROJECT NAME:  
 ELM STREET ELEMENTARY SCHOOL

PROJECT NUMBER:  
 1340159-Bldg 1

DRAWING REFERENCE:

ISSUE REFERENCE:  
**BULLETIN #16**

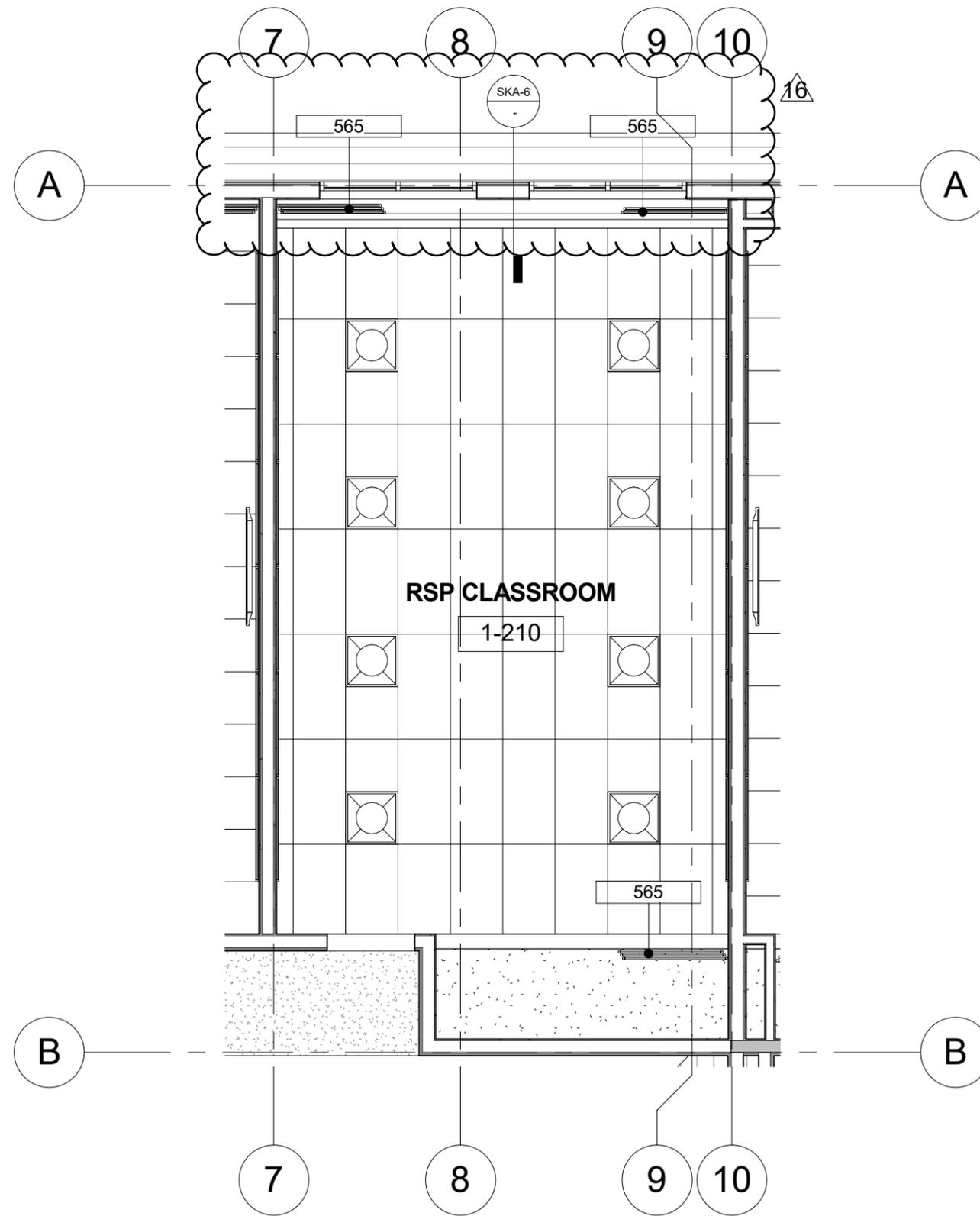
ASK #:  
**SKA-1**

SKA-1

DATE:  
 11/22/17

SCALE:  
 3/16" = 1'-0"

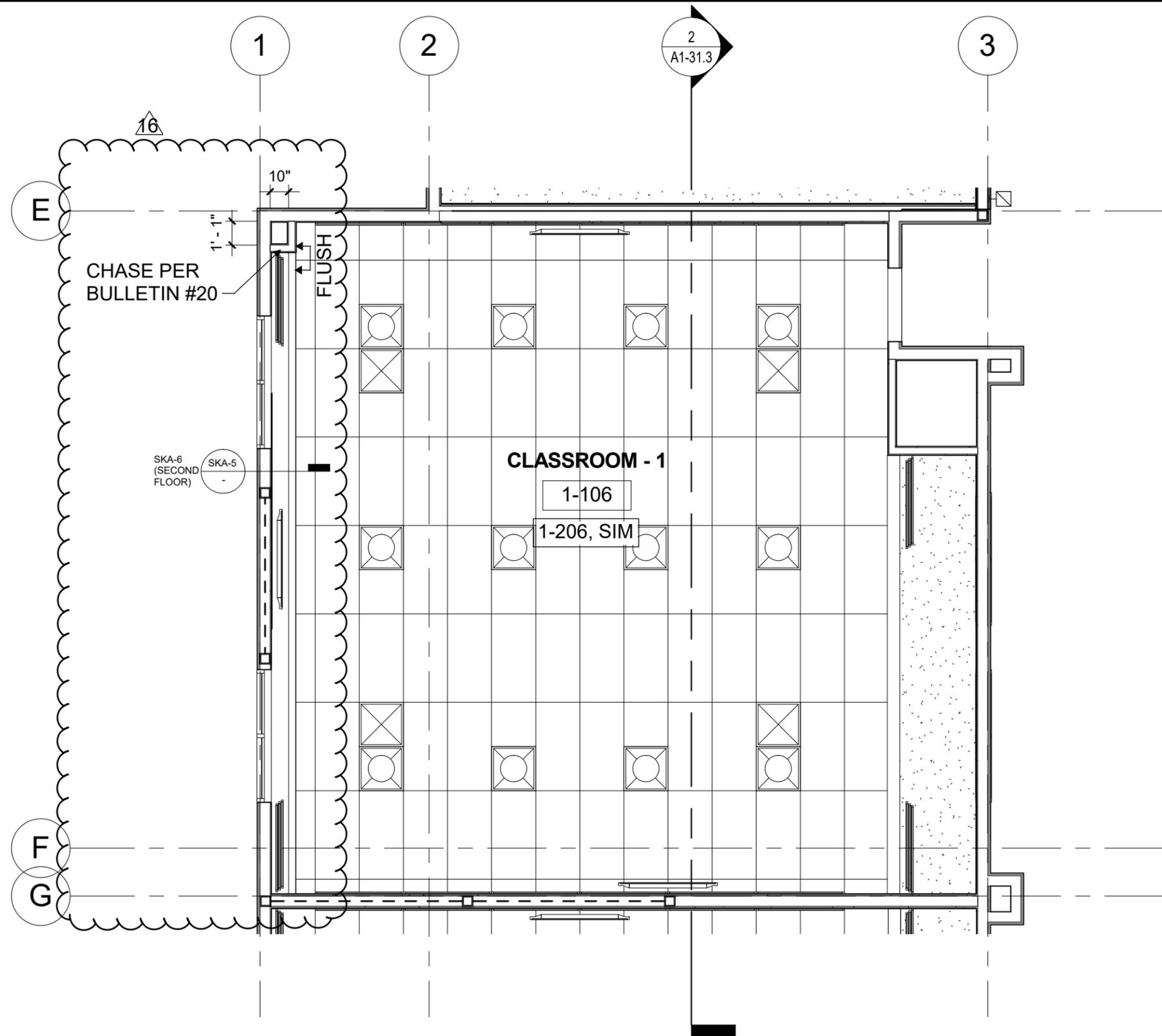
DRAWN BY:  
 Author



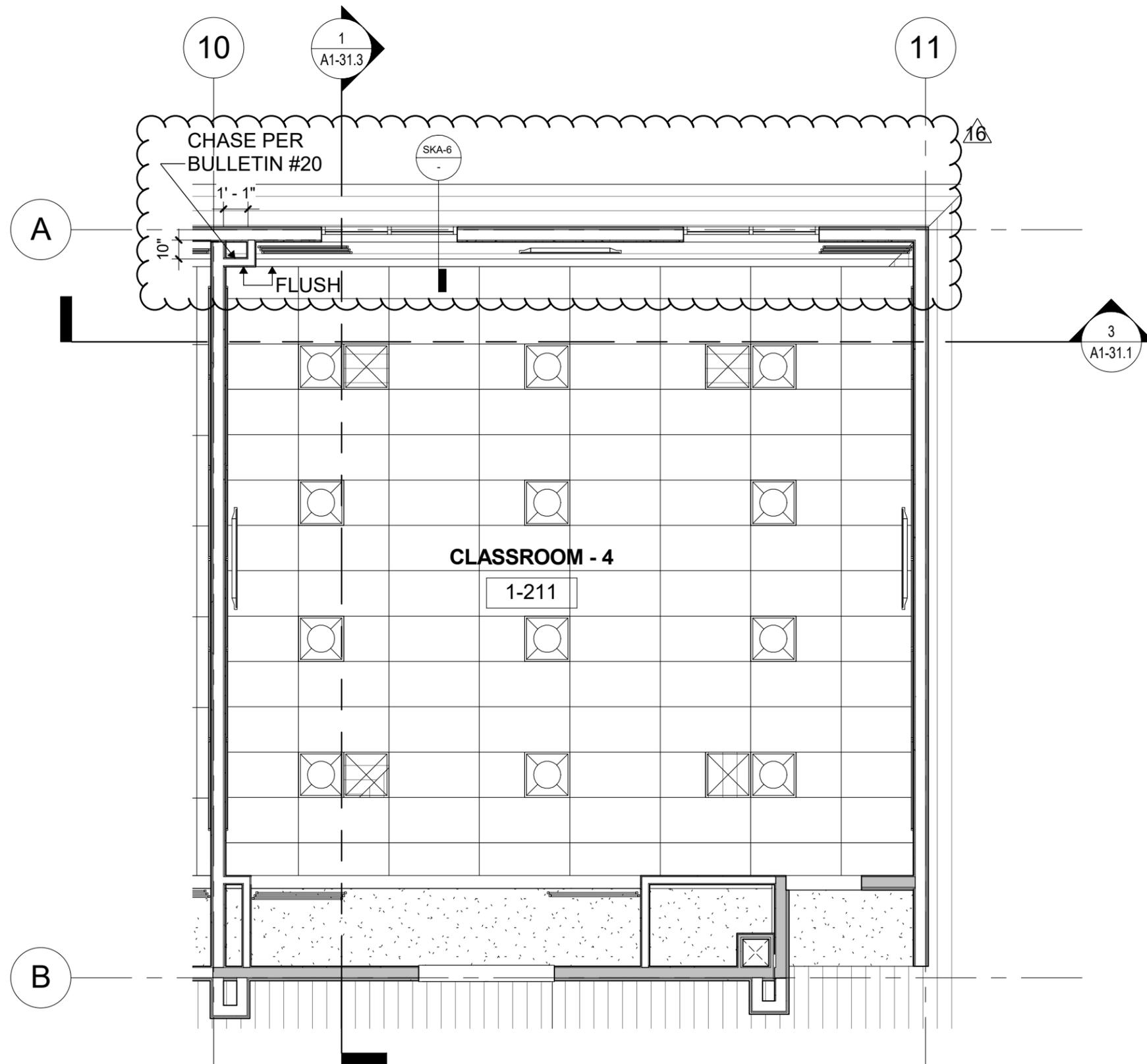
DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

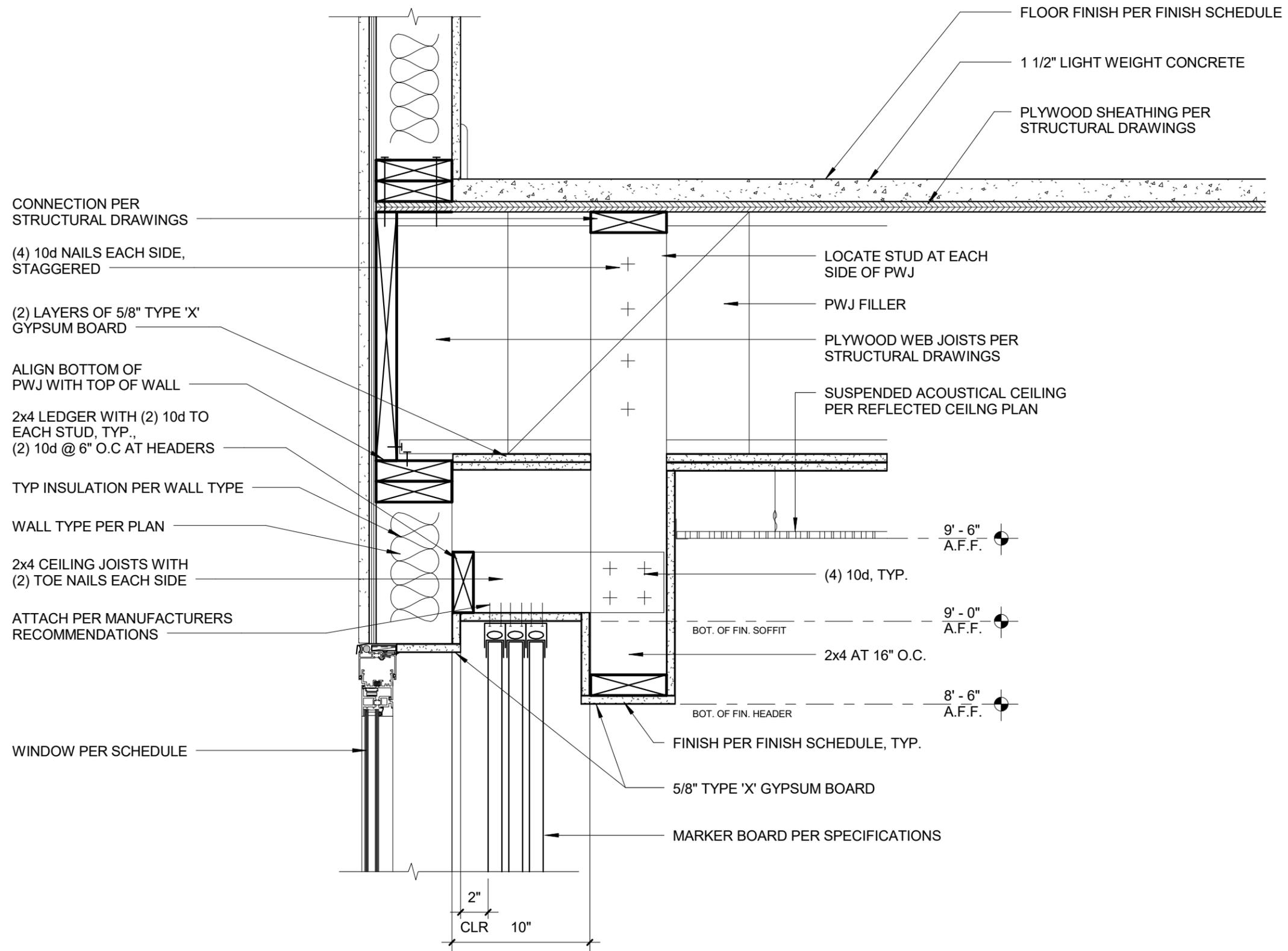
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DATE:	11/22/17
SCALE:	3/16" = 1'-0"
DRAWN BY:	Author



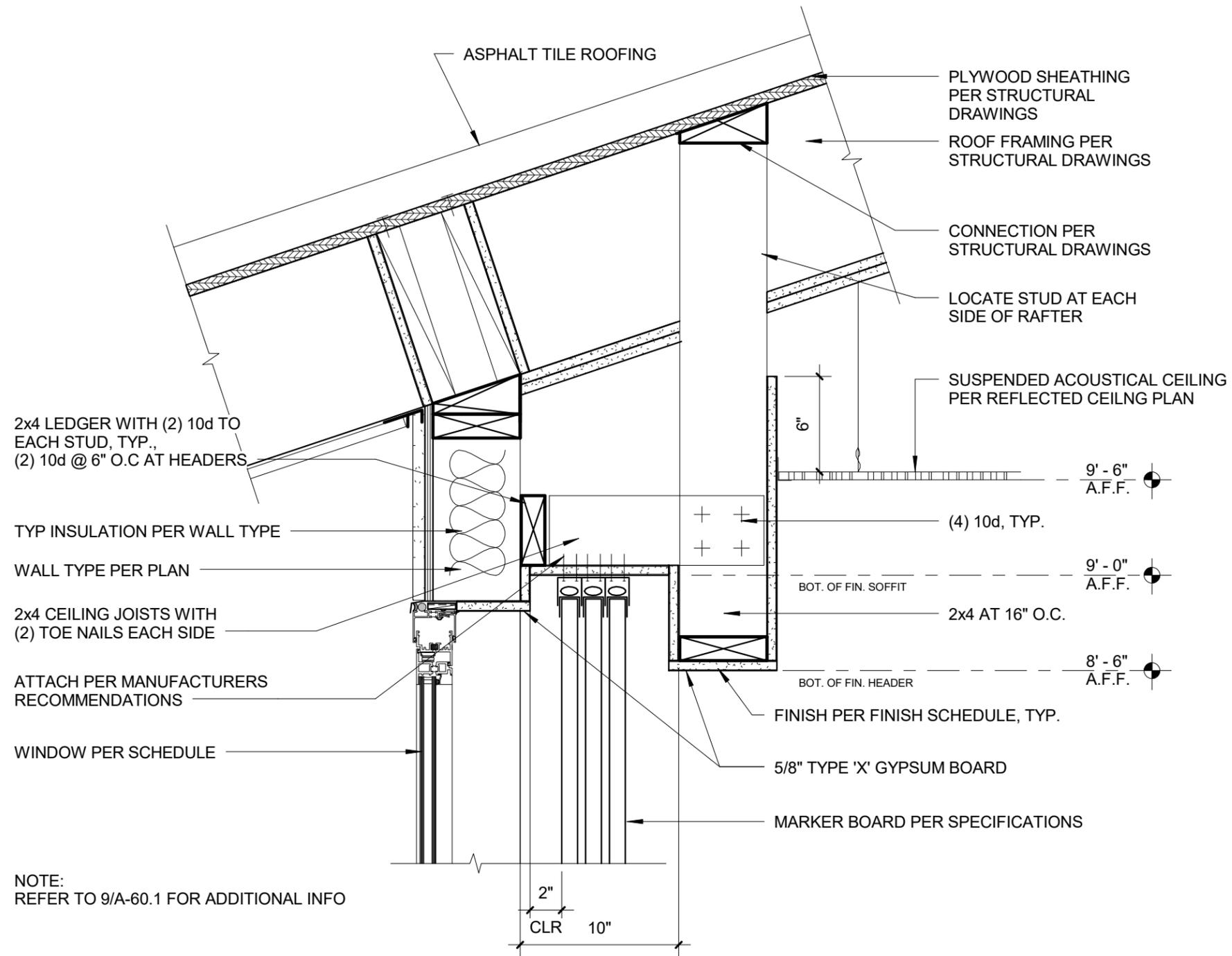
 <p>3 MacArthur Place, Suite 850 Santa Ana, California 92707 T. 949.809.3380 www.sva-arch.com</p>	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-3</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1	DRAWN BY: Author	



	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE:  	ASK #:  <b>SKA-4</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN          #16</b>	DATE 11/27/17 SCALE 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1		DRAWN BY Author



	DESCRIPTION: MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - FIRST FLOOR	DRAWING REFERENCE: ASK #: SKA-5
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: BULLETIN #16
	PROJECT NUMBER: 1340159	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0" DRAWN BY: Author



	DESCRIPTION: MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - SECOND FLOOR	DRAWING REFERENCE:	ASK #: SKA-6
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: BULLETIN #16	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0" DRAWN BY: Author
	PROJECT NUMBER: 1340159		



# CHANGE ORDER REQUEST

**COR No. 138 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Ductbank Ground Wire Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Credit for duct bank ground cable that was eliminated per RFI 64.	Taft Electric Co	-1,550
Reason: Ground wire was not deemed necessary by Electrical Engineer.		
Requested By: EEOR		
Ref: RFI 64		
		Subtotal: -1,550
<b>Contractual Costs</b>		
Overhead 15%		-233
		Subtotal: -233
<b>Total Change Order Request Amount:</b>		<b>-1,783</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

**Project:** 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

---

## Change Order Request #003: Ductbank Ground Cable Credit

---

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	003 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/5 /2017
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	(\$1,550.00)

---

**POTENTIAL CHANGE ORDER TITLE:** Ductbank Ground Cable Credit

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CREDIT: 3/0 Bare copper groundwire in power ductbanks eliminated in RF1 064 (TEC RF1 022).  
Attached is the back up for your review. Please call should you have any questions.

Matt Gobuty  
Project Manager  
(805)654-7994

**ATTACHMENTS:**

[COR Summary.pdf](#)

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551      TEC COR#: 003  
 COR DESCRIPTION: CREDIT: Bare Copper Ground      DATE: 6/5/2017

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Conest Takeoff (see attached)	(\$1,178.10)	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>(\$1,178.10)</b>	<b>0.00</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	(\$35.34)
7.75%	SALES TAX	(\$94.04)
3.00%	MATERIAL HANDLING	(\$39.22)
0.00%		\$0.00
	<b>SUBTOTAL MATERIAL</b>	<b>(\$1,346.71)</b>
15.00%	OVERHEAD & PROFIT	(\$202.01)
	<b>TOTAL TAKEOFF MATERIAL</b>	<b>(\$1,548.72)</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL QUOTES</b>	<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL SUBCONTRACTS</b>	<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL SUBCONTRACTS</b>	<b>\$0.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	0.00	\$77.64	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	<b>SUBTOTAL LABOR</b>		<b>\$0.00</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
	<b>SUBTOTAL LABOR</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT		\$0.00
	<b>TOTAL LABOR</b>		<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
0.00%	AS BUILTS / O&M'S	\$0.00
0.00%	PERMIT FEES	\$0.00
0.00%	ESTIMATING	\$0.00
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
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0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL DJE</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL DJE</b>	<b>\$0.00</b>

CHANGE REQUEST SUMMARY	
TAKEOFF MATERIAL	(\$1,548.72)
QUOTED MATERIAL	\$0.00
SUBCONTRACTORS	\$0.00
LABOR EXPENSES	\$0.00
DIRECT JOB EXPENSES	\$0.00
	<b>SUBTOTAL CHANGE REQUEST</b>
	<b>(\$1,548.72)</b>
0.00%	\$0.00
0.10%	TEXTURA (\$1.55)
0.00%	BOND COSTS \$0.00
	<b>CHANGE PROPOSAL TOTAL</b>
	<b>(\$1,550)</b>

**Job ID:** 2551 ELM SCHOOL COR  
**Project:** 2551 Elm School COR



### Takeoff

**Vendor:** COST

**Labor Level:** TAFT

**5 Jun 2017 14:43:43**

**Region:** COR 005 BARE CU CREDIT

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result
12	-630		M	3/0	BARE COPPER LAID IN DUCTBANK	1.8700	-1,178.10
<b>Phase Totals:</b>							<b>-1,178.10</b>
<b>Job Totals:</b>							<b>-1,178.10</b>

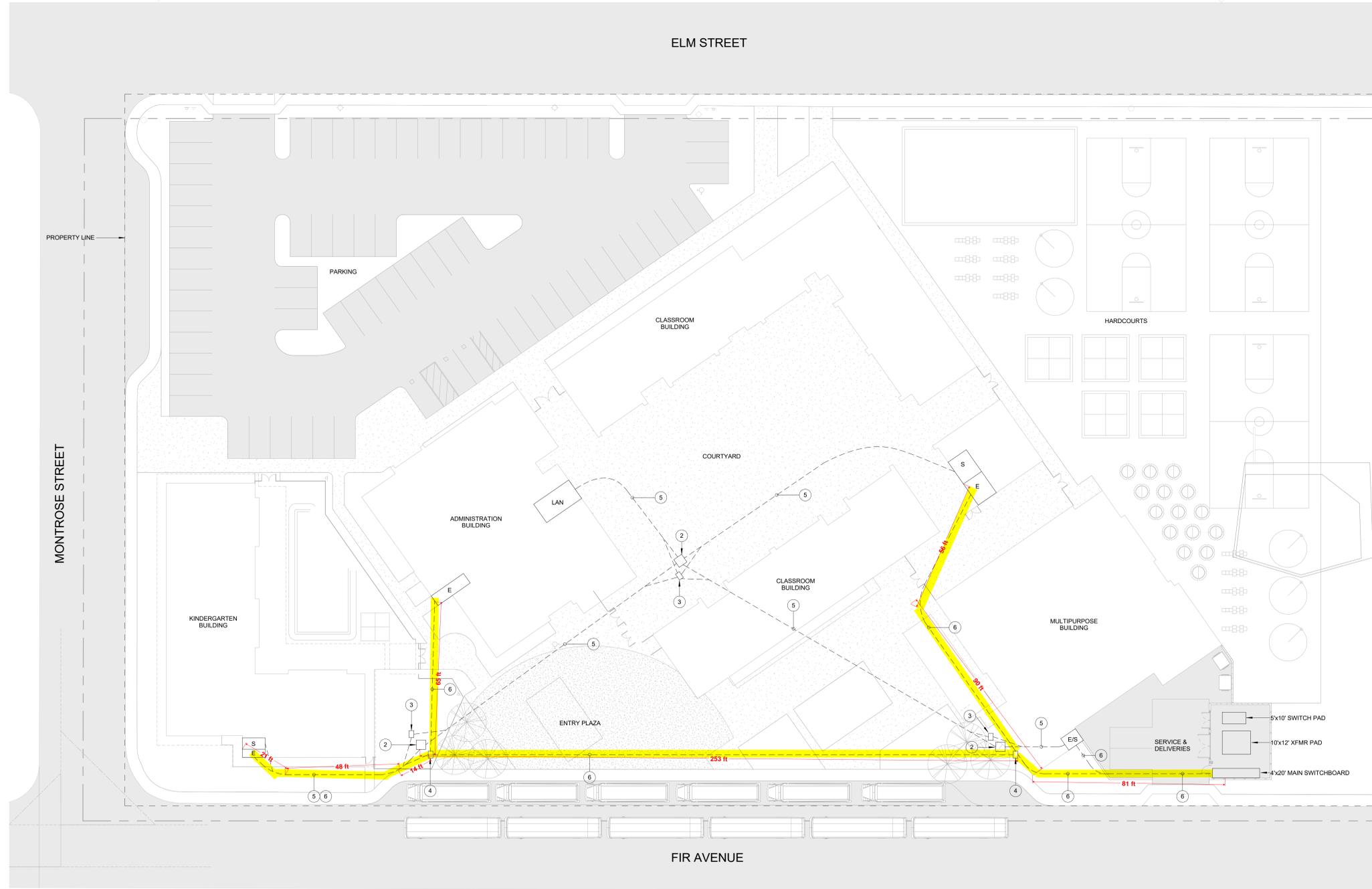
Taft Electric Company

1694 Eastman Avenue  
Ventura, CA 93003

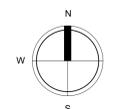
**Phone:** 805-642-0121  
**Web:** www.taftelectric.com

REFERENCE NOTE:

- ① NOT USED.
- ② 48"x48"x36"D UNDERGROUND SIGNAL PULLBOX.
- ③ 36"x24"x36"D UNDERGROUND FIRE ALARM PULLBOX.
- ④ 36"x24"x36"D UNDERGROUND POWER PULLBOX.
- ⑤ UNDERGROUND SIGNAL CONDUIT DUCT BANK AS FOLLOWS:  
 (1) 4" - FIBER OPTIC DATA BACKBONE SYSTEM WITH (3)  
 INNERDUCTS - (2) 1-1/2" AND (1) 1"  
 (1) 3" - PAINTERCOMMUNICATION/TELEPHONE SYSTEM  
 (1) 2" - INTRUSION ALARM SYSTEM/CCTV SYSTEM  
 (1) 2" - FIRE ALARM SYSTEM  
 (1) 3" - EMS AND LIGHTING CONTROLS BACKBONE SYSTEM  
 (1) 2" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE
- ⑥ UNDERGROUND POWER CONDUIT DUCT BANK AS INDICATED PLUS:  
 (1) 3" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE



Credit: 630' of Bare 3/0 in Electrical Power Ductbank



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**

**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

**IDENTIFICATION STAMP**  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# 03-116407  
 AC FLS SS  
 DATE

**REVISIONS:**

DESCRIPTION	DATE

**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:** 1" = 20'-0"  
**SHEET NUMBER:** E-1.2  
**SHEET TITLE:**

**ELECTRICAL SITE PLAN**

**SVA ARCHITECTS**  
 3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 64**

Project: Elm Elementary School Reconstruction Project

Date: 06-02-17  
Discipline: Electrical

**Subject: Ductbank Grounding**

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
E-7.5		
E-7.7	2	

### QUESTION

Ref. E7.7 & E7.5

We are confirming if the 3/0 bare copper ground shown in detail 2 / E-7.7 is needed. Do the grounding details shown on E7.5 provide a sufficient and complete grounding system so we can eliminate the bare 3/0 running through the ductbank? Please advise.

### ANSWER

The 3/0 ground wire in duct bank can be eliminated.  
Bahram Roshanian  
6/2/2017

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent

Please review and advise Bernards, WITHIN 7 days, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Matt Gobuty - Taft Electric Co - Author Number: 22  
**Submitted By:** Gina Sierra - Bernards



# CHANGE ORDER REQUEST

**COR No. 139 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Added Intrusion Detection Scope

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add intrusion detection scope to MPR, Admin, and Kindergarten.	Taft Electric Co	43,396
Reason: Not shown on plans. Added in submittals by design team. This is additional work not included in the original scope.		
Requested By: SVA Architects		
Ref: Attached submittals		
		Subtotal:
		43,396
<b>Contractual Costs</b>		
Overhead 15%		6,509
		Subtotal:
		6,509
<b>Total Change Order Request Amount:</b>		<b>49,905</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric
1694 Eastman Avenue
Ventura, California 93003
Phone: (805) 642-0121

Project: 2251 - Elm School
450 E Elm St,
Oxnard, California 93033
Phone: 805-654-7994

Change Order Request #006: Added Intrusion Detection Scope

Table with 4 columns: TO, FROM, PCO NUMBER/REVISION, CONTRACT, REQUEST RECEIVED FROM, CREATED BY, STATUS, CREATED DATE, REFERENCE, FIELD CHANGE, SCHEDULE IMPACT, LOCATION, TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: Added Intrusion Detection Scope

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

We are submitting the above cost for the additional work required to add intrusion detection to the MPR, Admin and Kindergarten buildings. (Classroom building is included in our original scope)

Inclusions:

Back boxes and Conduit stub-ups to accessible ceiling space.
Installation of devices and cabling.
Startup, programming and testing by Securitec.

Overhead cabling to use existing pathway back to data rooms.
B2B wiring between data rooms to use LV conduits in existing conduit system.
Add 5-7 working days to each building for rough and finish.
All work is to be performed during normal working hrs Monday-Friday between 7AM & 3:30PM

Exclusions:

Any and all parts and labor not specifically listed above.
Any costs associated with the design, engineering (including wet stamps), or approval process.
Any access panels.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

ATTACHMENTS:

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551

TEC COR#: 006

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Added Intrusion Detection to MPR, Kindergarten and Admin

DATE: 8/22/2017

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Takeoff (Conest Attached)	\$3,927.66	182.82
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$3,927.66</b>	<b>182.82</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	182.82	\$77.64	\$14,194.60
SUPERVISION	24.00	\$84.08	\$2,017.92
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$16,212.52</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$16,212.52</b>
15.00%	OVERHEAD & PROFIT		\$2,431.88
<b>TOTAL LABOR</b>			<b>\$18,644.40</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$117.83
7.75%	SALES TAX	\$313.53
3.00%	MATERIAL HANDLING	\$130.77
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$4,489.79</b>
15.00%	OVERHEAD & PROFIT	\$673.47
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$5,163.25</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$423.78
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$423.78
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
<b>SUBTOTAL DJE</b>		<b>\$847.56</b>
15.00%	OVERHEAD & PROFIT	\$127.13
<b>TOTAL DJE</b>		<b>\$974.69</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
Securitec	Intrusion Detection Additional Parts & Smarts	\$14,550.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$14,550.00</b>
7.75%	SALES TAX	\$1,127.63
3.00%	MATERIAL HANDLING	\$470.33
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$16,147.95</b>
15.00%	OVERHEAD & PROFIT	\$2,422.19
<b>TOTAL QUOTES</b>		<b>\$18,570.15</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL SUBCONTRACTS</b>		<b>\$0.00</b>

CHANGE REQUEST SUMMARY		
TAKEOFF MATERIAL	\$5,163.25	
QUOTED MATERIAL	\$18,570.15	
SUBCONTRACTORS	\$0.00	
LABOR EXPENSES	\$18,644.40	
DIRECT JOB EXPENSES	\$974.69	
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$43,352.49</b>
0.00%	\$0.00	
0.10%	TEXTURA	\$43.35
0.00%	BOND COSTS	\$0.00
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$43,396</b>

**Job ID:** 2551 ELM SCHOOL COR  
**Project:** 2551 Elm School COR



### Takeoff

**Vendor:** TAFT

**Labor Level:** LABOR 1

**22 Aug 2017 9:56:38**

**Region:** CE 15

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
<b>0 DMP KEYPADS (3)</b>									
21	3		M		LCD KEYPAD	0.0000	0.00	1.5000	4.50
150121	3	EA	M	2-1/8"D 42.0-CI	4-11/16" BOX /NO BRKT 1 > 3/4KO	5.4006	16.20	0.1200	0.36
150138	3	EA	M	3/4"RISE 10.0-CI	2G 4-11/16" PLASTER-RING	5.3133	15.94	0.0500	0.15
140568	3	EA	M	TELE/DATA	2G STAINLESS STEEL PLATE	3.1789	9.54	0.0600	0.18
160721	3	EA	M	16"	WALL BOX HANGER + BRACKET	3.3062	9.92	0.0300	0.09
160572	33	EA	M	#10 x 1"	TEK SCREW	0.0196	0.65	0.0000	0.00
10047	30	FT	M	3/4	EMT	0.4781	14.34	0.0350	1.05
30217	3	EA	M	3/4	EMT STEEL COMP CONNECTOR	0.5253	1.58	0.0360	0.11
40172	3	EA	M	3/4	PLASTIC BUSHING	0.3587	1.08	0.0400	0.12
630065	6	EA	M	3/4	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	1.1427	6.86	0.0320	0.19
160572	6	EA	M	#10 x 1"	TEK SCREW	0.0196	0.12	0.0000	0.00
500121	36	FT	M		PULL LINE (STRING)	0.0192	0.69	0.0020	0.07
<b>0 MOTION DETECTOR (30)</b>									
6030041	30	EA	M		SECURITY SYSTEM MOTION DETECTOR	0.0000	0.00	0.5500	16.50
150041	26	EA	M	2-1/8"D 30.3-CI	4"SQ CMB-KO NO BRKT	3.7257	96.87	0.1200	3.12
160722	26	EA	M	24"	T-BAR BOX HANGER	3.6736	95.51	0.0300	0.78
150090	26	EA	M		4"SQ BLANK CVR	0.8699	22.62	0.0300	0.78
160572	156	EA	M	#10 x 1"	TEK SCREW	0.0196	3.06	0.0000	0.00
100269	52	EA	M	3/8-1/2	ANTI-SHORT BUSHING	0.0005	0.02	0.0050	0.26
22	1,800		M		IT CABLE	0.0000	0.00	0.0110	19.80
<b>0 DOOR CONTACTS (15)</b>									
TITLE	15		M		SINGLE DOOR ROUGHIN	0.0000	0.00	0.0000	0.00
150041	30	EA	M	2-1/8"D 30.3-CI	4"SQ CMB-KO NO BRKT	3.7257	111.77	0.1200	3.60
160722	30	EA	M	24"	T-BAR BOX HANGER	3.6736	110.21	0.0300	0.90
150090	30	EA	M		4"SQ BLANK CVR	0.8699	26.10	0.0300	0.90
160572	180	EA	M	#10 x 1"	TEK SCREW	0.0196	3.53	0.0000	0.00

Taft Electric Company

1694 Eastman Avenue  
 Ventura, CA 93003

**Phone:** 805-642-0121

**Web:** www.taftelectric.com

**Region: CE 15**

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
100269	60	EA	M	3/8-1/2	ANTI-SHORT BUSHING	0.0005	0.03	0.0050	0.30
50002	300	FT	M	3/4	FLEXIBLE STEEL CONDUIT	0.5985	179.56	0.0350	10.50
50024	30	EA	M	3/4	FLEX COND ANGLE CONN	3.9760	119.28	0.1176	3.53
50035	30	EA	M	3/4	FLEX COND STRAIGHT CONN	1.3900	41.70	0.0980	2.94
24	15		M		DOOR CONTACT	0.0000	0.00	0.7000	10.50
0					<b>ZONE EXPANDER (3)</b>				
TITLE	3		M		120V CIRCUIT CONNECTION - 50FT	0.0000	0.00	0.0000	0.00
210001	3	EA	M		SMALL EQUIPMENT CONNECTION	0.0000	0.00	1.0000	3.00
10047	150	FT	M	3/4	EMT	0.4973	74.59	0.0500	7.50
30137	15	EA	M	3/4	EMT STEEL-COMP COUPLING	0.6183	9.27	0.3000	4.50
30217	6	EA	M	3/4	EMT STEEL COMP CONNECTOR	0.5358	3.21	0.1400	0.84
70029	360	FT	M	12	THHN/THWN CU (SOL)	0.1055	37.96	0.0060	2.16
70111	180	FT	M	12	GREEN THHN CU (GRD 20A)	0.1104	19.86	0.0060	1.08
630065	18	EA	M	3/4	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	1.2480	22.46	0.2500	4.50
160572	36	EA	M	#10 x 1"	TEK SCREW	0.0196	0.71	0.0240	0.86
160553	3	EA	M	SMALL	EQUIPMENT SUPPORT	24.0000	72.00	2.0000	6.00
90351	3,500	FT	M	22/4C	UNSHLD CABLE 80D 150V STR	0.3858	1,350.36	0.0090	31.50
23	2,000		M		18/4 UG RATED CABLE	0.5189	1,037.80	0.0090	18.00
710110	3	EA	M	24x18x6	PULL BOX -HINGED CVR	94.7420	284.23	2.5000	7.50
0					<b>POWER SUPPLY (1)</b>				
TITLE	1		M		120V CIRCUIT CONNECTION - 50FT	0.0000	0.00	0.0000	0.00
210001	1	EA	M		SMALL EQUIPMENT CONNECTION	0.0000	0.00	1.0000	1.00
10047	50	FT	M	3/4	EMT	0.4973	24.86	0.0500	2.50
30137	5	EA	M	3/4	EMT STEEL-COMP COUPLING	0.6183	3.09	0.3000	1.50
30217	2	EA	M	3/4	EMT STEEL COMP CONNECTOR	0.5358	1.07	0.1400	0.28
70029	120	FT	M	12	THHN/THWN CU (SOL)	0.1055	12.65	0.0060	0.72
70111	60	FT	M	12	GREEN THHN CU (GRD 20A)	0.1104	6.62	0.0060	0.36
630065	6	EA	M	3/4	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	1.2480	7.49	0.2500	1.50
160572	12	EA	M	#10 x 1"	TEK SCREW	0.0196	0.24	0.0240	0.29
160553	3	EA	M	SMALL	EQUIPMENT SUPPORT	24.0000	72.00	2.0000	6.00
<b>Phase Totals:</b>							<b>3,927.66</b>		<b>182.82</b>
<b>Job Totals:</b>							<b>3,927.66</b>		<b>182.82</b>

# SECURITECH

SECURITY INTEGRATION TECHNOLOGY

August 3, 2017

Taft Electric Company  
1694 Eastman Ave.  
Ventura, Ca. 93003

RE: Change Order #1 Intrusion  
Elm Street Elementary  
Oxnard, Ca.

SecuriTech is pleased to provide our quotation for the Intrusion Alarm equipment for Multi Purpose, Admin and Kindergarten Buildings. Original plans do not indicate and alarm equipment. Equipment as follows:

#### INTRUSION SYSTEM

Three (3) DMP LCD Keypads

Thirty (30) Motion Detectors

Fifteen (15) Door Contacts

Three (3) Zone Expanders

One (1) Power Supply

Lot wiring, misc. connectors, programming, testing and training as required

TOTAL COST \$14,550

EXCLUSIONS ALL SYSTEMS: Any conduit, back boxes, cable tray, trenching, coring, permanent power sources for equipment, network connections, network switches, equipment racks, phone lines, workstation, server

Please contact me with any questions you may have.

Thank You  
John Sauser

# 2017 Rates

## TAFT ELECTRIC CHANGE REQUEST PROPOSAL LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction    JOB# 2551    TEC CR#: 007 R1  
CUST RFP#: 0

STRAIGHT TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$84.08
JOURNEYMAN	2.00	\$78.13
APPRENTICE	1.00	\$70.23
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$77.64</b>

SHIFT WORK CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OVERTIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

GRAVEYARD CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

DOUBLE TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OTHER CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**August 1 to December 31 2017**

**VENTURA COUNTY**  
**LOCAL 952**

		JOURNYMAN			FOREMAN			GEN. FOREMAN		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$74.06</b>	<b>\$105.80</b>	<b>\$137.54</b>	<b>\$80.01</b>	<b>\$114.65</b>	<b>\$149.29</b>	<b>\$85.96</b>	<b>\$123.50</b>	<b>\$161.05</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85
Clean Up	<b>3.0%</b>	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22
Totals		<b>\$78.13</b>	\$109.87	\$141.61	<b>\$84.08</b>	\$118.72	\$153.36	\$90.03	\$127.57	\$165.12
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$78.13</b>	<b>\$109.87</b>	<b>\$141.61</b>	<b>\$84.08</b>	<b>\$118.72</b>	<b>\$153.36</b>	<b>\$90.03</b>	<b>\$127.57</b>	<b>\$165.12</b>

TAFT ELECTRIC COMPANY  
Labor Rate  
August 1 to December 31 2017

VENTURA COUNTY  
LOCAL 952  
APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$74.06	\$30.18	\$32.86	\$48.12	\$53.47	\$58.82	\$66.16	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	3%	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85		
Clean Up (3%)	3%	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22		
Sub Total	\$78.13	\$34.25	\$36.93	\$52.19	\$57.54	\$62.89	\$70.23	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$78.13</b>	<b>\$34.25</b>	<b>\$36.93</b>	<b>\$52.19</b>	<b>\$57.54</b>	<b>\$62.89</b>	<b>\$70.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 41.42	\$ 62.13	\$ 82.84	\$ 46.10	\$ 69.15	\$ 92.20	\$ 50.78	\$ 76.17	\$ 101.56
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.41	0.62	0.83	0.46	0.69	0.92	0.51	0.76	1.02
<b>NAT. PENSION (3%)</b>	1.24	1.86	2.49	1.38	2.07	2.77	1.52	2.29	3.05
<b>UNION BURDEN</b>	\$ 23.04	\$ 29.94	\$ 36.83	\$ 23.22	\$ 30.22	\$ 37.21	\$ 23.41	\$ 30.50	\$ 37.58
<b>F.I.C.A. (7.65%)</b>	\$ 3.17	\$ 4.75	\$ 6.34	\$ 3.53	\$ 5.29	\$ 7.05	\$ 3.88	\$ 5.83	\$ 7.77
<b>F.U.I. (0.8%)</b>	0.33	0.50	0.66	0.37	0.55	0.74	0.41	0.61	0.81
<b>S.U.I. (6.2%)</b>	2.57	3.85	5.14	2.86	4.29	5.72	3.15	4.72	6.30
<b>TAX BURDEN</b>	\$ 6.07	\$ 9.10	\$ 12.14	\$ 6.75	\$ 10.13	\$ 13.51	\$ 7.44	\$ 11.16	\$ 14.88
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.20	\$ 3.29	\$ 4.39	\$ 2.44	\$ 3.66	\$ 4.89	\$ 2.69	\$ 4.04	\$ 5.38
<b>WORKMAN'S COMP</b>	1.34	1.34	1.34	1.49	1.49	1.49	1.64	1.64	1.64
<b>INSURANCE BURDEN</b>	\$ 3.53	\$ 4.63	\$ 5.73	\$ 3.93	\$ 5.15	\$ 6.38	\$ 4.33	\$ 5.68	\$ 7.02
<b>DIRECT COST PER HOUR</b>	\$ 74.06	\$ 105.80	\$ 137.54	\$ 80.01	\$ 114.65	\$ 149.29	\$ 85.96	\$ 123.50	\$ 161.05
<b>DIRECT COST PER DAY</b>	\$ 592.46		\$ 63.48	\$ 640.08		\$ 69.28	\$ 687.71		\$ 75.08
<b>DIRECT COST PER WEEK</b>	\$ 2,962.32			\$ 3,200.42			\$ 3,438.53		

## NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

01/09/17

Traffic Signal Technician

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT**

Period of December 26, 2016 to July 30, 2017

**VENTURA COUNTY  
LOCAL 952**

	T.S Technician			Overscale T.S Technician		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 31.07	\$ 46.60	\$ 62.13	\$ 41.42	\$ 62.13	\$ 82.84
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.25	0.25	0.25
<b>N.E.I.F. (1%)</b>	0.31	0.47	0.62	0.41	0.62	0.83
<b>NAT. PENSION (3%)</b>	<u>0.93</u>	<u>1.40</u>	<u>1.86</u>	<u>1.24</u>	<u>1.86</u>	<u>2.49</u>
<b>UNION BURDEN</b>	\$ 22.62	\$ 29.31	\$ 36.01	\$ 22.84	\$ 29.74	\$ 36.63
<b>F.I.C.A. (7.65%)</b>	\$ 2.38	\$ 3.56	\$ 4.75	\$ 3.17	\$ 4.75	\$ 6.34
<b>F.U.I. (.8%)</b>	0.25	0.37	0.50	0.33	0.50	0.66
<b>S.U.I. (6.2%)</b>	<u>1.93</u>	<u>2.89</u>	<u>3.85</u>	<u>2.57</u>	<u>3.85</u>	<u>5.14</u>
<b>TAX BURDEN</b>	\$ 4.55	\$ 6.83	\$ 9.10	\$ 6.07	\$ 9.10	\$ 12.14
<b>LIABILITY INSURANCE</b>	5.3% \$ 1.65	\$ 2.47	\$ 3.29	\$ 2.20	\$ 3.29	\$ 4.39
<b>WORKMAN'S COMP</b>	4.15% <u>1.29</u>	<u>1.29</u>	<u>1.29</u>	<u>1.23</u>	<u>1.23</u>	<u>1.23</u>
<b>INSURANCE BURDEN</b>	\$ 2.94	\$ 3.76	\$ 4.58	\$ 3.43	\$ 4.52	\$ 5.62
<b>DIRECT COST PER HOUR</b>	\$ 61.17	\$ 86.50	\$ 111.82	\$ 73.75	\$ 105.49	\$ 137.23
<b>DIRECT COST PER DAY</b>	\$ 489.39			\$ 590.00		
<b>DIRECT COST PER WEEK</b>	\$ 2,446.95			\$ 2,950.01		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

CONDUIT CONSTRUCTION WORKER'S COMP RATES: 4.148%

TAFT ELECTRIC COMPANY  
LABOR BURDEN REPORT  
Period of December 26, 2016 to July 30, 2017

VENTURA COUNTY  
LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
WAGES	\$ 16.57	\$ 24.85	\$ 18.64	\$ 27.96	\$ 20.71	\$ 31.07	\$ 24.85	\$ 37.28	\$ 28.99	\$ 43.49	\$ 35.21	\$ 52.81
HEALTH & WELFARE	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
LOCAL PENSION	-	-	-	-	12.14	18.21	12.14	18.21	12.14	18.21	12.14	18.21
TRAINING FUND	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LMCC	-	-	-	-	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
NAT. PENSION (3%)	0.50	0.75	0.56	0.84	0.62	0.93	0.75	1.12	0.87	1.30	1.06	1.58
N.E.I.F. (1%)	0.17	0.25	0.19	0.28	0.21	0.31	0.25	0.37	0.29	0.43	0.35	0.53
UNION BURDEN	\$ 9.45	\$ 9.78	\$ 9.54	\$ 9.91	\$ 22.21	\$ 28.69	\$ 22.37	\$ 28.94	\$ 22.54	\$ 29.19	\$ 22.79	\$ 29.56
F.I.C.A. (7.65%)	\$ 1.27	\$ 1.90	\$ 1.43	\$ 2.14	\$ 1.58	\$ 2.38	\$ 1.90	\$ 2.85	\$ 2.22	\$ 3.33	\$ 2.69	\$ 4.04
F.U.I. (.8%)	0.13	0.20	0.15	0.22	0.17	0.25	0.20	0.30	0.23	0.35	0.28	0.42
S.U.I. (6.2%)	1.03	1.54	1.16	1.73	1.28	1.93	1.54	2.31	1.80	2.70	2.18	3.27
TAX BURDEN	\$ 2.43	\$ 3.64	\$ 2.73	\$ 4.10	\$ 3.03	\$ 4.55	\$ 3.64	\$ 5.46	\$ 4.25	\$ 6.37	\$ 5.16	\$ 7.74
LIABILITY INSURANC 5.3%	\$ 0.88	\$ 1.32	\$ 0.99	\$ 1.48	\$ 1.10	\$ 1.65	\$ 1.32	\$ 1.98	\$ 1.54	\$ 2.31	\$ 1.87	\$ 2.80
WORKMAN'S COMP	0.86	0.86	0.96	0.96	1.07	1.07	1.29	1.29	1.50	1.50	1.14	1.14
INSURANCE BURDEN	\$ 1.73	\$ 2.17	\$ 1.95	\$ 2.45	\$ 2.17	\$ 2.72	\$ 2.60	\$ 3.26	\$ 3.04	\$ 3.80	\$ 3.00	\$ 3.94
DIRECT COST PER HOUR	\$ 30.18	\$ 40.45	\$ 32.86	\$ 44.41	\$ 48.12	\$ 67.03	\$ 53.47	\$ 74.94	\$ 58.82	\$ 82.86	\$ 66.16	\$ 94.05
DIRECT COST PER DAY	\$ 241.46	\$ 323.61	\$ 262.85	\$ 355.27	\$ 384.97	\$ 536.21	\$ 427.75	\$ 603.12	\$ 470.54	\$ 662.88	\$ 529.25	\$ 752.40
DIRECT COST PER WEEK	\$ 1,207.31	\$ 1,618.03	\$ 1,314.27	\$ 1,776.34	\$ 1,924.84	\$ 2,681.04	\$ 2,138.77	\$ 2,956.64	\$ 2,352.69	\$ 3,173.64	\$ 2,646.25	\$ 3,512.40

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

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**VENTURA COUNTY**

**LOCAL 952**

**APPRENTICES - Indentured BEFORE 10/01/2012**

	<b>JRYM</b>	<b>75%</b>	<b>85%</b>
<b>WAGES</b>	\$ 41.42	\$ 31.07	\$ 35.21
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	12.14	12.14
<b>TRAINING FUND</b>	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45
<b>NAT. PENSION (3%)</b>	0.41	0.93	1.06
<b>N.E.I.F. (1%)</b>	<u>1.24</u>	<u>0.31</u>	<u>0.35</u>
<b>UNION BURDEN</b>	\$ 23.04	\$ 22.62	\$ 22.79
<b>F.I.C.A. (7.65%)</b>	\$ 3.17	\$ 2.38	\$ 2.69
<b>F.U.I. (.8%)</b>	0.33	0.25	0.28
<b>S.U.I. (6.2%)</b>	<u>2.57</u>	<u>1.93</u>	<u>2.18</u>
<b>TAX BURDEN</b>	\$ 6.07	\$ 4.55	\$ 5.16
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.20	\$ 1.65	\$ 1.87
<b>WORKMAN'S COMP</b>	<u>1.34</u>	<u>1.00</u>	<u>1.14</u>
<b>INSURANCE BURDEN</b>	\$ 3.53	\$ 2.65	\$ 3.00
<b>DIRECT COST PER HOUR</b>	\$ 74.06	\$ 60.89	\$ 66.16
<b>DIRECT COST PER DAY</b>	\$ 592.46	\$ 487.11	\$ 529.25
<b>DIRECT COST PER WEEK</b>	\$ 2,962.32	\$ 2,435.54	\$ 2,646.25

**NOTES:**

**WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%**

**WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%**

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of December 26, 2016 to July 30, 2017**

**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 48.59	\$ 72.89	\$ 97.18	\$ 54.08	\$ 81.12	\$ 108.16	\$ 59.56	\$ 89.34	\$ 119.12
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.49	0.73	0.97	0.54	0.81	1.08	0.60	0.89	1.19
<b>NAT. PENSION (3%)</b>	1.46	2.19	2.92	1.62	2.43	3.24	1.79	2.68	3.57
<b>UNION BURDEN</b>	\$ 23.32	\$ 30.37	\$ 37.41	\$ 23.54	\$ 30.69	\$ 37.85	\$ 23.76	\$ 31.02	\$ 38.28
<b>F.I.C.A. (7.65%)</b>	\$ 3.72	\$ 5.58	\$ 7.43	\$ 4.14	\$ 6.21	\$ 8.27	\$ 4.56	\$ 6.83	\$ 9.11
<b>F.U.I. (0.8%)</b>	0.39	0.58	0.78	0.43	0.65	0.87	0.48	0.71	0.95
<b>S.U.I. (6.2%)</b>	3.01	4.52	6.03	3.35	5.03	6.71	3.69	5.54	7.39
<b>TAX BURDEN</b>	\$ 7.12	\$ 10.68	\$ 14.24	\$ 7.92	\$ 11.88	\$ 15.85	\$ 8.73	\$ 13.09	\$ 17.45
<b>LIABILITY INSURANCE</b>	5.3% \$ 2.58	\$ 3.86	\$ 5.15	\$ 2.87	\$ 4.30	\$ 5.73	\$ 3.16	\$ 4.74	\$ 6.31
<b>WORKMAN'S COMP</b>	1.57	1.57	1.57	1.75	1.75	1.75	1.92	1.92	1.92
<b>INSURANCE BURDEN</b>	\$ 4.14	\$ 5.43	\$ 6.72	\$ 4.61	\$ 6.05	\$ 7.48	\$ 5.08	\$ 6.66	\$ 8.24
<b>DIRECT COST PER HOUR</b>	\$ 83.18	\$ 119.36	\$ 155.54	\$ 90.16	\$ 129.75	\$ 169.33	\$ 97.13	\$ 140.11	\$ 183.09
<b>DIRECT COST PER DAY</b>	\$ 665.41			\$ 721.27			\$ 777.03		
<b>DIRECT COST PER WEEK</b>	\$ 3,327.07			\$ 3,606.36			\$ 3,885.14		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%  
 WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

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**Swing Shift Work**

VENTURA COUNTY

LOCAL 952

APPRENTICES - Indentured after 10/01/2012

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

	40%	45%	50%	60%	70%	85%
<b>WAGES</b>	\$ 19.44	\$ 21.86	\$ 24.29	\$ 29.15	\$ 34.01	\$ 41.30
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	-	-	12.14	12.14	12.14	12.14
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	0.45	0.45	0.45	0.45
<b>NAT. PENSION (3%)</b>	0.58	0.66	0.73	0.87	1.02	1.24
<b>N.E.I.F. (1%)</b>	<u>0.19</u>	<u>0.22</u>	<u>0.24</u>	<u>0.29</u>	<u>0.34</u>	<u>0.41</u>
<b>UNION BURDEN</b>	\$ 9.57	\$ 9.66	\$ 22.35	\$ 22.55	\$ 22.74	\$ 23.03
<b>F.I.C.A. (7.65%)</b>	\$ 1.49	\$ 1.67	\$ 1.86	\$ 2.23	\$ 2.60	\$ 3.16
<b>F.U.I. (.8%)</b>	0.16	0.17	0.19	0.23	0.27	0.33
<b>S.U.I. (6.2%)</b>	<u>1.21</u>	<u>1.36</u>	<u>1.51</u>	<u>1.81</u>	<u>2.11</u>	<u>2.56</u>
<b>TAX BURDEN</b>	\$ 2.85	\$ 3.20	\$ 3.56	\$ 4.27	\$ 4.98	\$ 6.05
<b>LIABILITY INSURANCE 5.3%</b>	\$ 1.03	\$ 1.16	\$ 1.29	\$ 1.54	\$ 1.80	\$ 2.19
<b>WORKMAN'S COMP</b>	<u>1.01</u>	<u>1.13</u>	<u>1.26</u>	<u>1.51</u>	<u>1.76</u>	<u>1.33</u>
<b>INSURANCE BURDEN</b>	\$ 2.04	\$ 2.29	\$ 2.54	\$ 3.05	\$ 3.56	\$ 3.52
<b>DIRECT COST PER HOUR</b>	\$ 33.89	\$ 37.02	\$ 52.74	\$ 59.02	\$ 65.29	\$ 73.91
<b>DIRECT COST PER DAY</b>	\$ 271.13	\$ 296.13	\$ 421.95	\$ 472.15	\$ 522.35	\$ 591.24
<b>DIRECT COST PER WEEK</b>	\$ 1,355.64	\$ 1,480.63	\$ 2,109.74	\$ 2,360.75	\$ 2,611.76	\$ 2,956.21

## NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

5.171%

3.230%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

**Grave Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 54.43	\$ 81.65	\$ 108.86	\$ 60.58	\$ 90.87	\$ 121.16	\$ 66.72	\$ 100.08	\$ 133.44
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.54	0.82	1.09	0.61	0.91	1.21	0.67	1.00	1.33
<b>NAT. PENSION (3%)</b>	1.63	2.45	3.27	1.82	2.73	3.63	2.00	3.00	4.00
<b>UNION BURDEN</b>	\$ 23.56	\$ 30.72	\$ 37.87	\$ 23.80	\$ 31.08	\$ 38.37	\$ 24.05	\$ 31.45	\$ 38.86
<b>F.I.C.A. (7.65%)</b>	\$ 4.16	\$ 6.25	\$ 8.33	\$ 4.63	\$ 6.95	\$ 9.27	\$ 5.10	\$ 7.66	\$ 10.21
<b>F.U.I. (0.8%)</b>	0.44	0.65	0.87	0.48	0.73	0.97	0.53	0.80	1.07
<b>S.U.I. (6.2%)</b>	3.37	5.06	6.75	3.76	5.63	7.51	4.14	6.20	8.27
<b>TAX BURDEN</b>	\$ 7.97	\$ 11.96	\$ 15.95	\$ 8.87	\$ 13.31	\$ 17.75	\$ 9.77	\$ 14.66	\$ 19.55
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.88	\$ 4.33	\$ 5.77	\$ 3.21	\$ 4.82	\$ 6.42	\$ 3.54	\$ 5.30	\$ 7.07
<b>WORKMAN'S COMP</b>	1.76	1.76	1.76	1.96	1.96	1.96	2.16	2.16	2.16
<b>INSURANCE BURDEN</b>	\$ 4.64	\$ 6.09	\$ 7.53	\$ 5.17	\$ 6.77	\$ 8.38	\$ 5.69	\$ 7.46	\$ 9.23
<b>DIRECT COST PER HOUR</b>	\$ 90.60	\$ 130.41	\$ 170.21	\$ 98.43	\$ 142.04	\$ 185.65	\$ 106.23	\$ 153.65	\$ 201.07
<b>DIRECT COST PER DAY</b>	\$ 724.83			\$ 787.41			\$ 849.88		
<b>DIRECT COST PER WEEK</b>	\$ 3,624.16			\$ 3,937.03			\$ 4,249.38		

## NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

01/09/17



# SUBMITTAL TRANSMITTAL FOR SUBCONTRACTOR ACTION

To: Matt Gobuty  
Taft Electric Co  
1694 Eastman Ave  
Ventura , CA 93003

Date: 10/3/2017  
Transmitted By: Sahithya Mavillapalli  
555 First St  
San Fernando, CA 91340

## Project: Elm Elementary School Reconstruction Project

PACKAGE NO.	REVISION	DESCRIPTION	CORRECTIONS DUE
92 - 281600	0	Intrusion Alarm system - product Data	

### NO RESUBMISSION REQUIRED

Qty	Specification Reference	Rev	Description	Notes	Action		
					RE	RC	FR
1	28 16 00 - 1.5	0	Intrusion Alarm system- Product Data		✓		

Action Legend: RE - Reviewed : RC - Reviewed w/ Comments : FR - For Record

### REMARKS

See submittal comments " No Exceptions Taken"

**To:** Tom Bardwell  
SVA Architects  
3 MacArthur Place, Suite 850  
Santa Ana, CA 92707

**Date:** 9/27/2017  
**Transmitted By:** Sahithya Mavillapalli

**Project:** Elm Elementary School Reconstruction Project

PACKAGE NO.	REV.	DESCRIPTION	REVIEW REQUESTED BY
92 - 281600	0	Intrusion Alarm system - product Data	10/4/2017

**CONTENTS**

Qty	Specification Reference	Rev.	Description
1	92-281600 - 1.5	0	Intrusion Alarm system - Product Data

**REMARKS**

Please see attached submittal # 92-281600-0 Intrusion alarm system - Product Data

<input checked="" type="checkbox"/> NO EXCEPTION TAKEN	<input type="checkbox"/> REJECTED
<input type="checkbox"/> REVISE- NO RESUBMISSION REQUIRED	<input type="checkbox"/> SUBMIT SPECIFIED ITEM
<input type="checkbox"/> REVISE AND RESUBMIT	<input type="checkbox"/> ACTION AS NOTED ON COMMENT SHEET

CORRECTIONS OR COMMENTS MADE ON THE SUBMITTALS DURING THIS REVIEW DO NOT RELIEVE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS. THIS REVIEW IS FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING AND CORRELATING ALL QUANTITIES AND DIMENSIONS; SELECTING FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION; COORDINATING HIS WORK WITH THAT OF ALL OTHER TRADES; AND PERFORMING HIS WORK IN A SAFE AND SATISFACTORY MANNER.

ROSHANIAN & ASSOCIATES, INC.

DATE: 9/28/2017 BY: BAHRAM ROSHANIAN

This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve the Subcontractor from compliance with the requirements of the plans and specifications. Subcontractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REVIEWED - READY FOR DESIGN TEAM REVIEW	REVIEWED W/ COMMENTS - READY FOR DESIGN TEAM REVIEW	REVISE AND RESUBMIT	NOT REVIEWED

**BY** smavillapalli **DATE** 9/27/2017  
**SUBMITTAL#** 92-281600-0 Intrusion Alarm system - Product Data



# Submittal #28 1600-1.0 28 1600 - Intrusion Alarm System

Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

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## 28 1600 Intrusion Detection

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<b>SPEC SECTION:</b>	28 1600 - Intrusion Alarm System	<b>SUBMITTAL MANAGER:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Submitted	<b>DATE CREATED:</b>	09/20/2017
<b>ISSUE DATE:</b>	09/20/2017	<b>REVISION:</b>	0
<b>RESPONSIBLE CONTRACTOR:</b>	Bernards	<b>RECEIVED FROM:</b>	
<b>RECEIVED DATE:</b>		<b>SUBMIT BY:</b>	
<b>FINAL DUE DATE:</b>		<b>LOCATION:</b>	
<b>TYPE:</b>	Product Information	<b>COST CODE:</b>	
<b>APPROVERS:</b>			
<b>BALL IN COURT:</b> Matt Gobuty (Taft Electric Company)			
<b>DISTRIBUTION:</b>			
<b>DESCRIPTION:</b> Intrusion Detection Products			
<b>ATTACHMENTS:</b> <a href="#">intrusion.pdf</a>			

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### SUBMITTAL WORKFLOW

- Contents:**  
**XR550 Panel**  
**Zone Expander**  
**Power Supply**  
**Keypad**  
**Ceiling Motion Detector**  
**Door Contacts**

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BY \_\_\_\_\_ DATE \_\_\_\_\_ COPIES TO \_\_\_\_\_

XR550 in 352X Enclosure (Sold separately)



XR550 in 350 Enclosure



- On-Board 10/100 Network Communication
- Plug-in CDMA/HSPA+ cellular communicators allow for MyAccess™, DMP Virtual Keypad™ App, and Central Station communication
- Up to 96 doors of access control
- Adaptive Technology™ — Cost-effective supervised cellular backup
- Up to 500 DMP 1100 Series Wireless or Wired LX Bus
- Up to 99 schedules for areas, doors, outputs, Z-Wave Favorites, and profiles

DMP XR550 Series™ Panels meet all your Burglary, Fire, and Access Control needs.

## XR550 SERIES ACCESS/BURGLARY/FIRE 574-ZONE PANEL

### SYSTEM FEATURES

- Select Area, All/Perimeter, or Home/Sleep/Away operation
- 32 individual reporting areas, with common areas
- 32 character names available for user, zone, area, profiles and group names
- Up to 4 profiles per user
- Fully supervised 10/100 network and CDMA/HSPA+ cellular communication
- Communications Diagnostics check network and cellular communication status from the keypad.
- Eight communication paths between the panel and Central Station
- Guest operation allows up to three separate protected systems
- Flexible system arming features, with Instant Arming option
- Lock Down operation from keypad or remotely
- Up to 562 two-wire smoke detector or fire-initiating zones
- 10,000 user codes with 99 profiles
- 506 Outputs
- 12,000 event buffer
- Multi-lingual menus available by user

- 1.5 Amps 12 VDC smoke and auxiliary output with OVC protection
- User inactivity audit
- EASYconnect™ connection for the DMP Virtual Keypad App when used with a network connection

### ACCESS CONTROL FEATURES

- Up to 96 doors of access control
- Advanced Reports offers real-time panel events via the Virtual Keypad™ App and MyVirtualKeypad.com such as: lock status, access granted and access denied events.

### XR550DN/XR550DE SYSTEM FEATURES

- Bank, Safe and Vault Operation
- Two Man Rule, Panic Button Test and Early Morning Ambush

### XR550DE SYSTEM FEATURES

- 128 & 256 Bit AES (Advanced Encryption Standard) Encryption
- NIST Certified
- Meets ICPG 705

## FLEXIBLE COMMUNICATION

The XR550 has transitioned from dialer-focused communications to a true network and cellular communications approach by providing stronger, multi-layered panel communications that ensure a constant link between the panel and Central Station. Installers have the ability to create, configure and manage up to eight communication paths.

The unique DMP Serial 3 format supports 32-character user, zone and area names to decrease the central station response time and limit dependence on automation literal tables for message conversion.

## NETWORK OR CELLULAR COMMUNICATION

Built-in 10/100 auto-sensing Ethernet connection enhances both standard and encrypted line security options. Both UDP and TCP are supported. The network option can be used as the primary or backup path to the digital dialer or cellular option.

The 263C/263H plug-in Digital Cellular Communicator can be used as the primary path, providing installation flexibility where no land lines are available. It can be used as a stand-alone communicator without the need for a backup. When used as the backup path, the 263C/263H provides the security of a communication link that continues to function, even when landlines are cut or compromised. This interface works on digital Cellular CDMA or HSPA+ data networks over a variety of carriers in the USA and Canada.

## ADAPTIVE TECHNOLOGY

If a current primary communication path becomes unavailable, Adaptive Technology directs the panel to make a seamless transition from one communication path to another, ensuring that no check-in or supervision messages are missed. This allows a system to be fully supervised when the primary communication path is unavailable, while minimizing expensive cell traffic when all paths are good. The panel is constantly checking the failed path to enable the panel to revert back to the primary path when communication is restored.

## EASYconnect TECHNOLOGY

EASYconnect enables the control panel to establish an outbound connection to SecureCom over the network. This allows for an effortless installation of network panels, without any customer router programming, providing extremely quick App connection times.

## ZONE AUDIT DAYS

A valuable auditing tool to determine whether a zone or device has not been tripped within a certain number of days, whether the system is armed or disarmed. 0 - 365 days can elapse without the zone being tripped. Each time the zone is tripped, the counter restarts. After the countdown expires, a fault message is sent and the Zone Audit Days timer restarts and begins the countdown again as per the programmed days.

## USER INACTIVITY

The User Inactivity audit provides notification of user codes or credentials not used over a programmable period of time. For example, employees or service providers that haven't used their PIN code or access credentials during a defined period of time. This notification promotes the purging of user and access rights as a result of employee termination or service provider changes. This option is found in System Options Programming.

## EIGHT COMMUNICATIONS PATHS

Create, configure, and manage up to eight communication paths between the panel and Central Station. Each path has its own panel communication programming parameters, and can be identified as either primary or backup. This enables installers to configure a reliable communication link, offering greater confidence that the panel will always be connected to the Central Station.

## MOBILE PLATFORMS

DMP mobile platforms provide you with the tools you need to build strong connections with your customers.

- MyAccess™ enables end users to monitor and manage their systems remotely from any mobile phone using simple SMS texting.
- The Virtual Keypad™ App puts a keypad on the user's Apple iPhone®, iPad™, or Android compatible devices.

Dealers can offer these much-appreciated services to their customers and realize the benefits of additional recurring revenue.

## COMMUNICATION FUNCTION DIAGNOSTICS

The enhanced diagnostic menu enables technicians to check network and cellular communication status, and cell signal strength from the keypad.

## FALSE ALARM FEATURES

Providing end users with a way to reduce false alarms, both Cancel/Verify™ and the False Alarm Question features prompt end users to validate whether an alarm has occurred after entering their code. In a Home/Sleep/Away or All/Perimeter system, the user can either press CANCEL/VERIFY or YES/NO to confirm alarm status and send to the Central Station.

## AREAS

Program up to 32 areas with a variety of options, including independent arming. Each area has a unique name and may have its own account number.

Common areas automatically arm when the last independent area is armed and disarm when the first independent area is disarmed. This is ideal for lobbies or areas where users need common access to specific areas only.

## DMP WIRELESS

DMP wireless communication employs 900MHz frequency-hopping spread-spectrum to ensure clear and accurate signal transmissions without interference in practically any environment. Receivers are alerted of transmitters that go missing with Two-Way communication. Each wireless transmitter communicates with the receiver using supervision messages.

The on-board LED on all 1100 Series Transmitters provides built-in survey capability to allow for single-person installations, eliminating the requirement for an external survey kit.

Exclusive DMP Wireless features include Sensitivity, Pulse Count, Walk Test, & Disarm Disable. Motion sensors can be configured from the panel, allowing for simple, fast, one-person installation. Adjustable sensitivity via panel programming, battery-saving Disarm Disable, pulse count programming that allows multiple triggers before an alarm is initiated, and Walk Test Mode for sensor setup. Wireless Receivers and repeaters are authorized for wireless Commercial Burglary and Commercial Fire applications.

## WIRELESS KEYFOB WITH PROX PATCH

The 1144-D is a wearable and portable panic button fob, programmable to function in multiple locations, with alerts for lost fobs, late to test, and lower battery power.



## TEMPORARY CODES

Temporary codes are user codes that can be entered with a finite date and specific time to expire.

## ZONE EXPANSION

The XR550 provides up to 574 zones, programmable for burglary, fire, and access applications.

- 10 On-Board Zones
- 16 Keypads = 64 Zones
- 5 built-in LX Bus (100 zones per LX)

## ONE-MAN WALK TEST

A special code is also available for installers to test the system. The One-Man Walk Test feature allows a single technician to check the panel response to burglary, fire, panic, and supervisory zones.

## OUTPUTS

The XR550 provides up to 506 outputs that can be activated by zone or system events, by schedule, through the User Menu or when a card is presented. Output Groups allow multiple outputs to activate with a single event and/or can be assigned to a particular user profile.

## MULTI-LINGUAL DISPLAY OPTION

XR550 Series systems may be programmed to display the User Menu and Status Display text in multiple languages.

## ENCRYPTION

The XR550DE provides encrypted data transmission and is ideal for secure environments where encrypted data is required. Using AES (Advanced Encryption Standard) Encryption ensures secure data transmission by using a unique alphanumeric passphrase.

## REAL-TIME STATUS ENHANCES 3RD-PARTY INTEGRATION

Alarm systems are increasingly being integrated with environmental control and home automation systems. With real-time status information from zones, doors, and other outputs, XR550 Series panels are readily integrated with these third-party control and automations systems. See [dmp.com/Integration\\_Partners](http://dmp.com/Integration_Partners).

## KEYPAD SHORTCUT KEYS

Time-saving shortcut keys provide one-button access to system control, making frequently used functions like system arming, fast and simple. The shortcut keys enable users to arm, monitor zones, test, or reset the system and perform a variety of other functions faster and easier. Shortcut keys included are: All, Reset, Home, Chime, Perim, and Sleep.

## ACCESS CONTROL INTEGRATED INTO ONE PANEL

Rather than having multiple systems for access control, intrusion and fire, you can create a single, total security solution with the XR550. 96 doors of Enterprise Access Control are available on this integrated panel. Any Wiegand output authenticating device can be connected to a single XR550 panel. This allows management of doors, turnstiles, gates, elevators and other physical barriers. The XR550 can restrict access by schedule, arming level, access levels or other criteria. Intrusion, access, users, and information can be remotely managed from a variety of platforms. Detailed access reports can be viewed from a keypad, Remote Link™, Virtual Keypad App and MyVirtualKeypad.com as well as be sent to the central station.

## LOCK DOWN

For emergency situations, a lock down command can be issued from the keypad menu or via remote command and locks all doors designated as public.

## FLEXIBILITY IN SCHEDULES

Enhanced scheduling for areas, doors, outputs, and holiday schedules offer flexibility for your customers. 99 programmable schedules are available and can be assigned to an area, door, or output. The same schedule may be assigned to more than one area, door, or output, making them reusable. A LIST key facilitates browsing through the list of stored names on the keypad.

- Up to 8 schedules per profile
- Up to 8 schedules per door
- Up to 8 schedules per area
- Up to 8 schedules per output
- Up to 40 holiday dates

## Z-WAVE® SUPPORT

Add up to 232 Z-Wave devices with the 738Z module for mobile control of lights, locks, and thermostats. Up to 20 favorites allows users to program multiple devices to respond to a single command or panel events like arming and disarming. Z-Wave devices can be controlled with the 7800 Touchscreen Keypad or MyAccess™ and the DMP Virtual Keypad App.

## THINLINE™ AND AQUALITE™ KEYPADS

The stylish and sleek 7000 Series keypads provide three 2-button Panic keys, AC power and Armed LEDs, 32-character display, backlit logo and keyboard plus an internal sounder. Aqualite Series keypads offer a brilliant Aqua colored LCD display and backlighting. The 7063 keypad also includes a built-in proximity reader for codeless arming and disarming.

## VALUABLE VISUAL ALARM INDICATOR

In a normal state, both the keypad and logo backlighting remain Blue on Aqualite keypads or Green on Thinline keypads. However, during an alarm state, the keypad and logo turn Red. The change in color allows persons on-site to instantly recognize an alarm condition.



Red Backlighting for Alarm Conditions

## 7800/9800 GRAPHIC KEYPAD

Provides Touchscreen control for all keypad functions. Slim profile in stylish gloss black or white finish with a 5 inch, full-color display.

*Your Logo Here*



7800 Graphic Keypad

## 9000 SERIES WIRELESS KEYPAD

The 9060 and 9063 Wireless Keypads are supervised keypads that provide installation flexibility. These full-feature keypads include four 2-button panic keys and an internal sounder. The backlit keypad is easy to read, and both the keypad and logo turn Red in alarm conditions, providing a visual alert. Both Keypads have a 32-character liquid crystal display, and can be programmed with a 16-character home or business name. The 9063 keypad also includes a built-in proximity reader for codeless arming and disarming.



9000 Wireless Keypad

# XR550

## KEYPADS

630F	LCD Remote Fire Command
7000	Series Thinline Keypads
7000A	Series Aqualite Keypads
7100	Series Thinline Keypads
7800	Series Graphic Touchscreen Keypads
9060	Wireless Keypad
9063	Wireless Keypad w/ Prox Reader
9862	Wireless Graphic Touchscreen Keypad

## EXPANSION MODULES

708	Bus Extender
710	Bus Splitter/Repeater
711	Single Zone Expansion
712-8	8-zone Expansion
714	4-zone Class B Expansion
714-8	8-zone Class B Expansion
714-16	16-zone Class B Expansion
715	4-zone 2-wire smoke Expansion
715-8	8-zone 2-wire smoke Expansion
715-16	16-zone 2-wire smoke Expansion
716	Output Expansion, 4 Form C relays, 4 open collector outputs
717	Graphic Annunciator: 20 open collector outputs
736P	Radionics Interface

## CELLULAR COMMUNICATORS

263C	CDMA Cellular Communicator
263H	HSPA+ Cellular Communicator
263HCAN	HSPA+ Cellular Communicator (All require a 381 cable)

## AUXILIARY MODULES

860	Relay Output Module
865	Style W/X Notification Circuit Module
866	Style W Notification Circuit Module
867	LX-Bus Notification Circuit Module
869	Style D Initiating Circuit Module
893A	Dual Phone Line Module

## POWER SUPPLIES

505-12/LX	5 Amps @ 12 VDC
505-12L	5 Amps @ 12 VDC
505-12A	5 Amps @ 12 VDC

## SYSTEM SPECIFICATIONS

Primary Power (included)	16.5 VAC 50 VA transformer
Secondary Power Models	12 VDC Battery 365, 366, 368 or 369
Output Rating	
Bell	1.5 Amps at 12 VDC
Smoke and Auxiliary	1.5 Amps at 12 VDC
Current Draw	183mA
Enclosures:	
Material	Cold-rolled steel
Model 350 (Gray or Red)	17.5" W x 13.5" H x 3.5" D
Model 350A (Gray)	17.5" W x 13.5" H x 3.75" D
Model 352X (Gray)	14.5" W x 32" H x 4.0" D
Model 341 (Gray)	12.75" W x 6.55" H x 3.15" D

## SMOKE/HEAT DETECTORS

2W-BLX	Conventional Smoke
2WT-BLX	Conventional Smoke/Heat

## INTRUSION DETECTORS

Sentrol®	Contacts and Sensors
Optex	PIRs
Potter	Contacts and Sensors
Tane	Contacts and Water Sensors
Virtually any other Intrusion Detectors	

## ACCESS CONTROL

734	Wiegand Interface Module
734N	Network Wiegand Interface Module
734N-WIFI	WiFi Wiegand Interface Module
OP-08CB	REX Motion Detector
PB-2	Request-to-Exit Button
Proximity Readers and Credentials	
DMP ProxPatch	

## CENTRAL STATION RECEIVERS

SCS-1R	Security Control Receiver
SCS-105	Single-Line DMP Serial 3 Receiver
Compatible with Receivers that accept Standard CID, DD, or DMP Serial 3 messaging	
SCS-VR (Virtual Receiver)	Software only solution that runs on a server for network IP and cellular communications

## DMP WIRELESS

1100X	Receiver
1100XH	High Power Receiver
1100R	Repeater
1101	Universal Transmitter, Internal and External Contacts
1102	Universal Transmitter, External Contact
1103	Universal Transmitter, External Contact
1106	Universal Transmitter, Internal and External Contact
1107	Micro Window Transmitter
1114	Four-Zone Expander
1116	Relay Output
1117	LED Annunciator
1118	Remote Indicator Light



## DMP WIRELESS CONTINUED

1119	Door Sounder
1121	Pet Immune PIR Motion Detector
1125	PIR Motion Detector
1126R	360 Ceiling Mount PIR
1127C	Wall Mount Curtain PIR
1127W	Wall Mount Wide Angle PIR
1129	Glassbreak Detector
1131	Recessed Contact
1135	Siren, 100 dB
1135DB	Siren, 110 dB
1139	Bill Trap
1141	Wall Button
1142	Two-Button Hold-up Transmitter
1142BC	Two-Button Belt Clip Hold-up Transmitter
1144-1	One-Button Key Fob
1144-2	Two-Button Key Fob
1144-4	Four-Button Key Fob
1144-D	Dual-Button Key Fob
1148	Personal Pendant
1161	Residential Smoke Detector
1162	Residential Smoke/Heat Detector
1165	Commercial Smoke Detector
1165H	Commercial Smoke/Heat Detector
1165HS	Commercial Smoke/Heat Detector with Sounder
1183-135F	Heat Detector (Fixed)
1183-135R	Heat Detector (Rate of Rise)
1184	Carbon Monoxide Detector

## ACCESSORIES

270	Network Transient Suppressor
277	Trouble Annunciator
300	Four-wire Harness
303	Silence/Reset Push-Button
305	Plug-in Output Relay
306	Tamper Harness
307-S	Screw-On Tamper Switch
3012	Clip-On Tamper Switch
335	Intrusion Siren
370	Lightning Suppressor
374	Surge Voltage Suppressor
381-1	10" Coax Extension
381-2	18" Coax Extension
431	Output Harness
738Z	Z-Wave Interface Module
763	Wi-Fi Interface Module
861	Power Distribution Module

## LISTINGS AND APPROVALS

FCC Part 68
FCC Part 15
California State Fire Marshall (CSFM)
New York City (FDNY COA #6167)
NIST Validated Certificate #2350 (128-bit)
NIST Validated Certificate #2595 (256-bit)
Underwriters Laboratories (UL) Listed
UL Bank, Safe, and Vault
UL Commercial Fire
UL Standard Line Security
UL Encrypted Line Security

Underwriters Laboratories Canada (ULC) Listed

For additional approval information, access [www.dmp.com](http://www.dmp.com) and select Compliance.

## SOFTWARE

Remote Link Programming Software
System Link End-User Management Software
Link Server Application
<a href="http://MyVirtualKeypad.com">MyVirtualKeypad.com</a>
<a href="mailto:dealeradmin.SecureComWireless.com">dealeradmin.SecureComWireless.com</a>
Virtual Keypad™ App



Intrusion | Fire | Access | Network | Cellular

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Designed, Engineered & Manufactured  
in Springfield, Missouri



# SPEC SHEET



## Simple Expansion Solutions



Expand your DMP panel options with a wide array of expansion modules.

- Add supervised Class B burglary zones.
- Connect non-powered burglary or fire type devices for intrusion, glassbreak, and motion detection.
- Add 12 VDC zones for addressable 2-wire smoke detectors with 715 modules.

## ZONE EXPANSION MODULES: SINGLE AND MULTIPLE POINT

### ZONE EXPANSION MODULE FEATURES

- Provides Class B zones for burglary and fire
- Compatible with DMP Panels that allow zone expansion
- Suitable for mounting near protection devices
- Connect devices using 4-wire bus
- Easily mount attractive cases on wall or 3-gang box
- Compatible with all panel zone types
- Easy connection to 4-wire Keypad or LX-Bus™
- Proven design ensures stability and performance
- Data LED on zone expander indicates good panel communication
- Durable and attractive plastic or metal housing
- Low current draw
- Can be powered from panel or auxiliary power supply

# ZONE EXPANSION MODULES

## USE ON THE DMP LX-BUS™

The modules can be used on the LX-Bus™ of DMP Panels. The modules connect to the 4-wire bus and use only one zone address. To assign an additional zone expander use the next available zone address.

## CONNECT TO KEYPAD BUS

You can also use the modules as an addressed device on the keypad data bus of DMP Command Processor panels.

Simply set the module to an available keypad address and connect the wiring to the appropriate screw terminals.

## SIMPLE ADDRESSING

Address the 711, 714, 714-8, 714-16, 715, 715-8, and 715-16 modules by setting two on-board rotary switches with a small screwdriver. The 712-8 uses slide dip switches.

## EASY INSTALLATION

Zone Expansion Modules are mounted in a decorative plastic housing suitable for installing outside the panel enclosure, such as on walls or single gang boxes. After all wiring connections are made, the covers go on to form tight-fitting protection against incidental contact or tampering.

714-8, 714-16, 715-8, and 715-16 Zone Expanders are housed in a rugged, 20-gauge, cold-rolled steel enclosure.

You may also mount the 708 and 710 modules inside a DMP enclosure using the 3-hole configuration and the provided standoffs. The 712-8 only mounts using the 3-hole configuration and provided standoffs.

## ZONE PROGRAMMING

Program the zone on the modules with any of the panel's available zone types for use in burglary applications including Arming type zones when used with keyswitches.

The expansion zones are programmable for annunciation on DMP keypads connected to the panel. Each zone can also be individually programmed to report alarms, troubles, and restorals to remote DMP SCS-1R Receivers.

## 708 BUS EXTENDER MODULES

The 708 Bus Extender Modules allow you to increase the length of wire used to run an LX-Bus or keypad bus by a maximum of 4,000 feet, while providing immunity to noise on the wires. The 708 Bus Extenders are received from the factory as a pair of modules that connect between the panel and LX-Bus or keypad bus devices.

Use the 708 Modules for applications that include running wire over long distances, through noisy environments, or where the bus is bundled with other wires, such as telephone company wire. The 708 Extender can be used on all DMP panels.



## 708 FEATURES

- Extends Keypad Bus or LX-Bus by 4000 feet with one pair of modules
- Connects to an auxiliary power supply for added power
- Uses existing wire: No need to run additional wire
- Allows twisted pair and/or shielded wire between the 708 modules

## 710 BUS SPLITTER/ REPEATER MODULE

The 710 Bus Splitter/Repeater Module allows you to expand the typical LX-Bus or Keypad bus installation both in the number of devices and the length of the wire used. Each 710 Module provides three bus connections each up to 2,500 feet. When using multiple modules, the total distance of all circuits can be an incredible 15,000 feet!



## 710

As a splitter, the 710 provides superior mechanical wire connecting capability for up to three additional 12 VDC LX-Bus or keypad bus circuits. This makes the 710 module an excellent junction box when terminating multiple LX-Bus/keypad bus runs at one location.

As a repeater, the 710 module can be installed at the end of an LX-Bus or keypad bus circuit to allow an additional circuit to be added, thus increasing the total wire length.

## 712-8 ZONE EXPANSION MODULE

Expand your system at an affordable price! You can connect non-powered burglary devices to DMP Command Processor panels using the 712-8 Module. The 712-8 Module is compatible with many intrusion contacts, glassbreak detectors, motion detectors, and intrusion detectors.



## 712-8 FEATURES

- Eight grounded, addressable burglary zones
- Set jumper for LX-Bus or Keypad bus operation
- Compatible with all DMP panels
- Expand systems by daisy chaining a second 712-8
- Easily address using dip switches
- Snaps into panel enclosure using 3-hole pattern
- Separate zone 1K End-of-Line resistors included

**714/715 ZONE EXPANDERS**

The 714 contains four Class B burglary zones and is suitable for use with burglary and fire devices that are normally opened or normally closed. Individual zones are supervised with 1k Ohm EOL resistors and can be programmed with any burglary or fire zone type.

The 715 contains four Class B powered zones and is suitable for use with 12 VDC, 2-wire smoke detectors and non-powered fire or burglary devices. Individual zones on the 715 are supervised with a 3.3k Ohm EOL resistor and can be programmed with any burglary or fire zone type.

**OPTIONAL ACCESSORIES**

The standard wiring harness can be replaced with the optional 718T Plug-in Screw Terminal.

The enclosure can also accommodate the 719T Terminal Boards for the 714 or the 720T Terminal Boards for the 715, which pass through the wiring of the panel's LX-Bus. 1K EOL resistors are included with the 719T and 3.3K resistors are included with the 720T.



**714/715 FEATURES**

- Four protection zones on each module
- Comes with 12-conductor wire harness
- Optional 12-position screw terminal

**714-8, 714-16, 715-8, AND 715-16 DESCRIPTION**

The expanders are housed in a Model 340 locking metal enclosure suitable for mounting in a remote location. Each expander provides screw terminal strips for zone inputs and data bus connections, a two position jumper to designate connection to the keypad bus or the LX-Bus, and an LED to indicate communication with the panel. Separate zone End-of-Line resistors are included with each expander.



**714-8/714-16 EXPANDERS**

The 714-8 Expander contains 8 Class B zones. The 714-16 Expander contains 16 Class B zones. Both are suitable for use with normally open or normally closed burglary and fire devices. Individual zones are supervised with a 1k Ohm EOL resistor and can be programmed as any zone type.

**715-8/715-16 EXPANDERS**

The 715-8 Expander contains 8 Class B powered zones. The 715-16 Expander contains 16 Class B powered zones. Both are suitable for use with 12 VDC 2-wire devices, such as smoke detectors or with non-powered fire or burglary devices. Individual zones are supervised with a 3.3k Ohm EOL resistor and can be programmed as any zone type.

**714-8, 714-16, 715-8, AND 715-16 FEATURES**

- 8 or 16 protection zones per expander
- Durable metal enclosure housing with lock and key
- Individual screw terminals accommodate 14 to 22 gauge wire for easy connection
- Suitable for mounting in a remote location

**711 DESCRIPTION**

The 711 Zone Expansion Module connects to the panel's 4-wire Keypad bus or LX-Bus and are set to an address that determines the reporting zone number. The 711 provides one Class B zone for the connection of detection devices.



**711 FEATURES**

- Single-zone expander
- Rugged screw terminals accommodate 14 to 22 AWG
- Board fits in Radionics POPIT housing
- Easy rotary switch addressing

# ZONE EXPANSION MODULES

## ZONE EXPANSION MODULE COMPARISON CHART

Refer to the chart below for a comparison of the features for each DMP Zone Expansion Module.

Module	Address	Number of Zones	3-Hole	Plastic Case	Operating Voltage	Compatible Panels
708	N/A	N/A	Yes	Yes	12 VDC	ALL DMP
710	N/A	N/A	Yes	Yes	12 VDC	
712-8	Dip Switch	8	Yes	No	12 VDC	XT Series and XR100/XR500 Series
711	Rotary	1	No	Yes	12 VDC	
714	Rotary	4 Class B	No	Yes	12 VDC	
714-8	Rotary	8 Class B	No	Metal Enclosure	12 VDC	
714-16	Rotary	16 Class B	No	Metal Enclosure	12 VDC	
715	Rotary	4 Class B	No	Yes	12 VDC	
715-8	Rotary	8 Class B	No	Metal Enclosure	12 VDC	
715-16	Rotary	16 Class B	No	Metal Enclosure	12 VDC	

### MODULE SPECIFICATIONS

#### 708 SPECIFICATIONS (NON-UL)

Operating Voltage	8.8 to 15.0 VDC
Operating Current	20mA Per Pair
Dimensions	4.5" X 2.75" X 1.75"
Maximum Distance	4,000 feet between the two 708 Modules

#### 710 SPECIFICATIONS

Operating Voltage	8.8 to 15.0 VDC
Operating Current	710 30mA
Dimensions	4.5" X 2.75" X 1.75"
Distance	2,500 feet (one module), 15,000 feet maximum

#### 711 SPECIFICATIONS

Operating Voltage	8.8 to 15.0 VDC
Operating Current	Average 11mA + 1.6mA per active zone Alarm 11mA + 2mA per zone in alarm
Zone Voltage	5 VDC (1.6mA across EOL)
Dimensions	4.5" X 2.75" X 1.75"

#### 712-8 SPECIFICATIONS

Operating Voltage	8.8 to 15.0 VDC
Current Draw	17mA + 1.6mA per active zone 17mA + 2mA per zone in alarm
Dimensions	4.5" H x 2.5" W

### 714/715 SPECIFICATIONS

Operating Voltage	8.8 to 15.0 VDC
Operating Current	714 Average 7mA + 1.6mA per zone Alarm 7mA + 2mA per zone
715 Average	7mA + 4mA per zone + 0.1 per 2-wire smoke
Alarm	7mA + 58mA per shorted zone + 0.1 per 2-wire smoke + 30mA per smoke in alarm
Dimensions	4.5" X 2.75" X 1.75"

### 714-8, 714-16, 715-8, AND 715-16 SPECIFICATIONS

Operating Voltage	8.8 to 15.0 VDC
Operating Current	714-8/16 Average 20mA + 1.6mA per zone Alarm 20mA + 2mA per zone
715-8/16 Average	20mA + 4mA per zone + 0.1 per 2-wire smoke
Alarm	20mA + 58mA per shorted zone + 0.1 per 2-wire smoke + 30mA per smoke in alarm
Enclosure	20-Gauge cold-rolled steel
Dimensions	12.5" W x 11.5" H x 3.5" D
714-8/-16 Color	Gray
715-8/-16 Color	Red

### LISTINGS AND APPROVALS

Refer to the appropriate panel programming and installation guide for specific compliance listings for installation and programming requirements necessary to meet a particular approval.

California State Fire Marshall (CSFM)  
New York City (FDNY COA #6055) (711, 714, 715 only)  
Underwriters Laboratories (UL) Listed

For additional information, access [www.dmp.com](http://www.dmp.com) and select Compliance.



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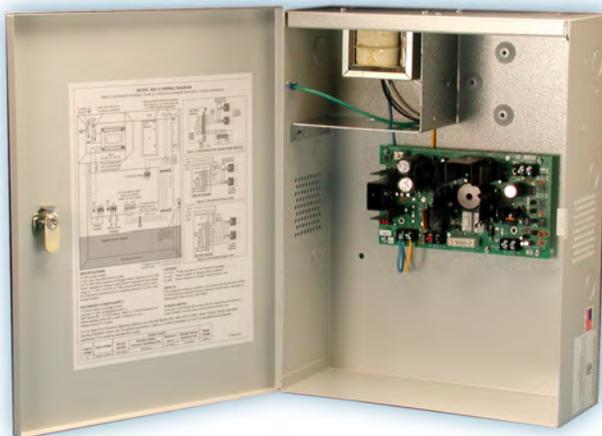


# SPEC SHEET



## DMP 12 or 24 Volt Power Supplies —

## Reliable Voltage for any Application



DMP power supplies are a reliable and versatile choice.

- Effective, cost-efficient DC power supplies
- Suitable for fire, access control, and burglary system applications
- Perfect for any 12 VDC or 24 VDC application

Primary applications include notification appliance circuit (NAC) expansion and auxiliary power to support burglary and access control accessories.

## 502-12, 504 SERIES AND 505 SERIES DMP POWER SUPPLIES

### FEATURES

- Regulated and filtered power system
- Power-indicating LEDs
- Built-in overload protection
- Battery backup/charging circuit
- Select from 2 Amp, 4 Amp or 5 Amp output
- 12 VDC or 24 VDC power supplies
- Battery cutoff to prevent deep discharge of batteries

- Rugged cold-rolled steel enclosure
- Lock-and-key mechanism for security
- Optional tamper switch

### 504-12LX AND 505-12LX ADDITIONAL FEATURES

- Connects to the LX-Bus of XR100, XR500 Series, and XR2500F panels
- Provides 2 independent Class B NAC outputs

## VISUAL INDICATORS

Each power supply provides a green AC power LED and a red DC LED for a visual indication of the power supply input and output voltage status.

Charging circuit for a battery backup included with each power supply.

## TRANSIENT PROTECTION

AC input and DC output circuits include metal oxide varistors (MOVs) for transient protection.

## MONITOR AC INPUT

The power supplies monitor the AC input voltage for power failure or 'brownout' conditions. During AC power failure, current is supplied by the backup battery until AC power is restored.

## BATTERY CUTOFF RELAY

The battery cutoff relay is included to prevent deep-discharge of the battery which helps reduce the risk of damage to the battery or to the power supply itself.

## ENCLOSURE FEATURES

The power supplies are mounted and stabilized in rugged enclosures for protection from the elements. Each enclosure includes a lock and key and provides space to include a backup battery. Optional tamper switches may be mounted in the enclosures to monitor door tampering.

## 502-12

The 502-12 is a non-UL listed 12 VDC power supply that provides 2 Amps of continuous output. The 502-12 can provide additional power for a variety of applications, including access control and burglary systems.

## 504 SERIES AND 505 SERIES

The 504 Series and 505 Series power supplies are power limited, switching power supplies that meet UL, CSFM, NFPA, and FCC standards.

## 504-24 AND 505-12

The 504-24 is a 24 VDC power supply that provides 4 Amps of continuous power.

The 505-12 is a 12 VDC power supply that provides 5 Amps of continuous power.

## 505-12A AND 505-12L

The 505-12A comes mounted in a gray 350A Grade A, attack-resistant enclosure with lock and key and a tamper switch.

The 505-12L comes mounted in a red or gray 350 enclosure with lock and key.

## 504-24LX AND 505-12LX

The 504-24LX and 505-12LX power supplies include all of the features of the 504-24 and 505-12. The LX version includes two independent Class B NAC outputs. Using an 867 Notification Module provides an on-board Power Supply Monitor LED to indicate any loss of power from the auxiliary power supply. All trouble indications are communicated to the FACP via the 4-wire LX-Bus™ digital loop.

## DIGITAL LX-BUS™ FEATURES

The 504-24LX and 505-12LX power supplies connect to the FACP via a 4-wire LX-Bus™ (SLC) loop. This connection supervises communication between the panel and the NAC modules.

Trouble conditions on the NAC circuit (Ground Fault, Open, Short, power supply AC or Battery trouble) or loss of communication between the NAC module and the FACP, cause the specific trouble condition to be indicated at the system keypads and reported to the Central Station.

## NAC MODULE FEATURES

- Provides steady, pulsed, Temporal Code 3, and California Schools Code bell outputs.
- Supervised silence switch disables the bell output during service or maintenance.
- On-board status LED indicates good communication with the control panel.
- Rotary switches provide easy addressing.

## ACCESSORIES

- 867 Notification Module
- 307 Clip-on Tamper Switch
- 307-S Screw-on Tamper Switch
- 3012 Clip-on Tamper Switch
- Sealed lead-acid rechargeable batteries

## SPECIFICATIONS

Voltage/Current Input 120 VAC @ 1.5 Amps	
Voltage/Current Output	
502-12	12 VDC @ 2 amps
504-24	24 VDC @ 4 Amps max.
504-24LX	24 VDC @ 4 Amps w/ two NACs
505-12	12 VDC @ 5 Amps max.
505-12A	12 VDC @ 5 Amps max.
505-12L	12 VDC @ 5 Amps max.
505-12LX	12 VDC @ 5 Amps w/ two NACs

Secondary (Battery) Power  
Charge Current 1.5 Amps max.

Current Draw	
502	75mA
504	200mA
505	200mA

Only use sealed lead-acid rechargeable batteries.

## PANEL COMPATIBILITY

DMP Power Supplies are compatible with all DMP Command Processor™ panels.

## LISTINGS AND APPROVALS

California State Fire Marshal (CSFM)  
FCC Part 15

Underwriters Laboratories (UL) Listed

UL 294	Access Control System Units
UL 603	Power Supplies for Use with Burglar Alarm Systems
UL 1481	Power Supplies for Fire Protective Signaling Systems

Note: The 502-12 is NOT UL Listed or CSFM Listed.

For additional information, access [www.dmp.com](http://www.dmp.com) and select Compliance.



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7000 Series Thinline LCD Keypads offer high-quality, cost-effective security control in a stylish, sleek new design.

- Visual and audible alarm notification
- Silence alarm while system remains armed
- Optional integrated proximity reader
- Four optional on-board fully programmable zones
- Retrofit to any DMP panel

Enhanced Options

7063 and 7073 keypad proximity readers accept DMP 1300 Series proximity credentials.

## THINLINE™ LCD KEYPADS 7060/7063/7070/7073

### FEATURES

- Attractive Thinline keypad housing available in several colors
- Large, 32-character, Liquid Crystal Display (LCD)
- Custom 16-character home or business name
- Keypad and logo backlighting turns Red in alarm conditions
- User-adjustable brightness, tone, and volume controls
- Supports "Is this a false alarm?" and Cancel/Verify™ features
- Built-in diagnostics for ease of service
- Simple harness connection to 4-wire keypad bus
- Connect devices directly to keypad zones
- View system events/user activity through keypad display
- AC power and Armed LED
- Suitable for access, burglary, and fire applications
- Distinct fire, burglary, zone monitor, and prewarn tones
- Displays time of day, armed zones, and armed areas
- Optional backboxes for conduit or wall-mount applications
- Unique silence feature allows the user to silence alarm bells and still keep the system armed
- Compatible with all DMP panels



## VERSATILE SUPERVISED AND UNSUPERVISED OPERATION

When programmed for supervised operation, the keypad occupies its own unique device address on the keypad data bus.

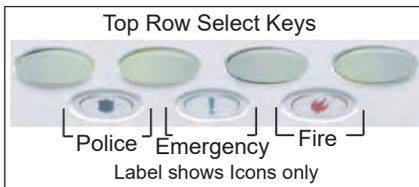
Unsupervised operation allows you to install an unlimited number of keypads set to the same device address. Increasing the number of keypads allows maximum system operating flexibility.

## USER-FRIENDLY MENU FUNCTIONS

The User Menu allows you to quickly browse through menu options. Disarming and Arming functions are fast and easy. Any function allowed by the user authority level is simply accessed through the keypad, such as silencing alarms, resetting sensors, or displaying events.

## 2-BUTTON PANIC KEYS

The top row of keys can be used as 2-button panic keys. The user simply presses and holds two of the keys simultaneously to send either a panic, non-medical emergency, or fire report to the Central Station.



Panic Key Labels

## “IS THIS A FALSE ALARM?” AND CANCEL/VERIFY™

In a Home/Sleep/Away or All/Perimeter system, you can CANCEL a burglary alarm or VERIFY that a valid burglar alarm has occurred or similarly answer whether it is a false alarm with YES or NO. Selecting VERIFY or YES manually verifies that an alarm occurred and sends an alarm verification message to the central station.

## KEYPAD SHORTCUT KEYS

Keypad shortcut keys are provided to simplify operation and allow the user to more quickly arm, check in, monitor, exit, or reset the system. One-button arming creates the simplest keypad available. Use the one-button shortcut keys for common functions, or use the ATM style menu for advanced functions, whichever method meets the user’s needs or level of expertise with the system.

## END-USER CONTROL

Each of the Thinline Series keypads provides a simple User Options menu for adjusting brightness, speaker tone, and volume.

## VALUABLE VISUAL ALARM INDICATOR

In a normal state, both the keypad and logo backlighting remain Green. However, during an alarm state, the keypad and logo turn Red. The change in color allows persons on-site to instantly recognize an alarm condition.



Red Backlighting



Green Backlighting

## DISTINCT SOUND PATTERNS

The keypads also provide distinct sound patterns for fire, burglary, zone monitor, and prewarn that can help users identify the event occurring on their system.

## RETROFIT ANY EXISTING DMP SYSTEM

Retrofitting is quick and easy. Thinline keypads have the same footprint as existing DMP keypads and mount in currently installed backboxes. Thinline Series keypads require no special modules or panel upgrades. You can provide a new look and greater functionality to an existing system at just a fraction of the cost of all new equipment.

## MULTIPLE-KEYPAD SAVINGS

Install multiple keypads on the same wire run. Compatibility and cost savings make the Thinline Series an asset in every installation.

## OPTIONS

The Thinline Series keypads also provide Keypad Options and Keypad Diagnostics menus available only to system installers and service technicians. Enter Keypad Options to set the keypad address and change the default keypad message.

Test the keypad operation at any time without disabling the system. The diagnostics program tests the LCD segments and backlighting, each of the 16 keyboard keys, and the four zones on the 7070 and 7073 keypads.

## WEATHER INFORMATION

Up-to-date weather information for today and tomorrow will be displayed in the status list for Cell or Network connected panels. If the panel is not capable of supporting weather, the space will be blank. Eight statuses are available to indicate the weather: SUNNY, CLEAR, P-CLOUDY, CLOUDY, RAINY, SNOWY, STORMY, AND FOGGY.



## UNIVERSAL PROGRAMMING TOOL

System installation and programming can be achieved without carrying around or purchasing expensive external programmers since panel and add-on module programming is integrated into DMP Keypads.

Individually program panels, an iCOM Network Alarm Router, iCOMSL Network Alarm Communicator, and other programmable add-on modules directly from the keypad.

## 7070/7073 FOUR EXPANSION ZONES

Zone expansion is available right on the keypad where you need it the most. The four expansion zones on the 7070 and 7073 models are fully programmable Class B protection zones that can be used for a variety of fire, burglary, and access control applications.

## ZONE TYPE SELECTION

Keypad zones can be programmed using the same zone types available on the panel. Select supervised, unsupervised, night, fire, panic, exit, and emergency operation depending on the user requirements.

## ZONE DEVICE CHOICES

Connect PIRs, door and window contacts, pull stations, sprinkler tamper switches, and silent panic buttons. Plan the installation to afford the best coverage while eliminating potential problems associated with multiple wire runs.

## 7063/7073 CODELESS ARMING AND DISARMING

The innovative 7063 and 7073 Thinline keypads contain an on-board DMP proximity reader that allows users to simply present their proximity credentials to the keypad to gain access to a protected area.

## 7073 MOMENTARY BYPASS

To provide an entry and exit window on systems with 24-hour perimeter protection, DMP offers the momentary bypass feature. Momentary bypass allows the user enough time to enter or exit the area. If the door remains open when the timer expires, a zone open/short is sent to the panel for the keypad Zone 2.

## REQUEST-TO-EXIT (REX)

To enable easy user exit from an area, connect a motion sensing or mechanical device to Zone 3 on the keypad. As the user trips the zone, the keypad activates the door strike allowing the user to exit the area without presenting a card or entering a user code.

## PRIVATE LABELING

DMP offers dealers the option to present their company logo on the 7000 Series keypads. The logo displays on the rubber logo insert and replaces the DMP logo. The backlit logo glows Green during normal operation and turns Red in an alarm state.

Logo Location



## KEYPAD MODEL FEATURES

Model	2-Button Panic	Red in Alarm	4-Zones	Internal Prox Reader	Wiegand Input Internal Form C Door Strike Relay
7060	X	X			
7063	X	X		X	
7070	X	X	X		
7073	X	X	X	X	X

# THINLINE™ KEYPADS

## KEYPAD ACCESSORIES

### Alternate Housings

- THIN-LCD-B Black Housing
- THIN-LCD-I Ivory Housing
- THIN-LCD-P Platinum Housing
- THIN-LCD-W White Housing



THIN-LCD-B

### Backboxes

- 695 Keypad Conduit Backbox
- 696 Keypad Backbox

### Keypad Wiring Harness

- 300 4-wire harness
- 300-5 5-wire harness
- 300-12 12-wire harness
- 300-512 12-wire harness, 5 ft. long

### Proximity Credentials

- 1306 Prox Patch™
- 1306PW Prox Patch™
- 1326 ProxCard II® Card
- 1346 ProxKey III® Access Device
- 1351 ProxPass®
- 1386 ISOProx II® Card

### External Proximity Readers

- PP-6005B ProxPoint® Plus Proximity Reader
- MP-5365 MiniProx™ Proximity Reader
- PR-5455 ProxPro® II Proximity Reader
- MX-5375 MaxiProx® Proximity Reader
- TL-5395 ThinLine II® Proximity Reader

## SPECIFICATIONS

- Operating Voltage 12 VDC
- Dimensions 7" W x 5.25" H x 0.5" D
- Display Type LCD
- Colors White or Ivory

## COMPATIBILITY

7000 Thinline Series keypads are compatible with all DMP panels. Thinline keypads are not available in a Fire Keypad Variation.

## CURRENT DRAW

- |                     |                              |
|---------------------|------------------------------|
| 7060 Standby        | 72mA                         |
| Alarm               | 87mA                         |
| 7063 Standby        | 85mA                         |
| Alarm               | 100mA                        |
| <b>7070</b> Standby | 72mA + 1.6mA per active zone |
| Alarm               | 87mA + 2mA per active zone   |
| 7073 Standby        | 85mA + 1.6mA per active zone |
| Alarm               | 100mA + 2mA per active zone  |

## KEYPAD ORDERING INFORMATION

The Thinline Series keypads are available in White or Ivory to complement any decor. Select from the following options:

- 7060-W
- 7063-W
- 7070-W**
- 7073-W



- 7060-I
- 7063-I
- 7070-I
- 7073-I



## LISTINGS AND APPROVALS

California State Fire Marshall (CSFM)

FCC Part 15 ID: CCKPC0086

Industry Canada ID: 5251A-PC0086

New York City (FDNY COA #6123)

New York City (FDNY COA #6145)

Underwriters Laboratory (UL) Listed

- |              |   |
|--------------|---|
| ANSI/UL 294  | Access Control System Units                       |
| ANSI/UL 365  | Police Connected Burglar                          |
| ANSI/UL 609  | Local Burglar                                     |
| ANSI/UL 1023 | Household Burglar                                 |
| ANSI/UL 1076 | Proprietary Burglar                               |
| ANSI/UL 1610 | Central Station Burglar                           |
| ANSI/UL 985  | Household Fire Warning                            |
| ANSI/UL 864  | Fire Protective Signaling 9th Edition (7070,7073) |

Underwriters Laboratory Canada (ULC) Listed

- |                   |                         |
|-------------------|-------------------------|
| ULC 5545          | Household Fire          |
| ULC Subject-C1023 | Household Burglar       |
| ULC/ORD-C1076     | Proprietary Burglar     |
| ULC S304          | Central Station Burglar |

For additional information, access [www.dmp.com](http://www.dmp.com) and select Compliance.



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## CEILING MOUNT PASSIVE INFRARED DETECTOR W/ PET IMMUNITY

# KX-08



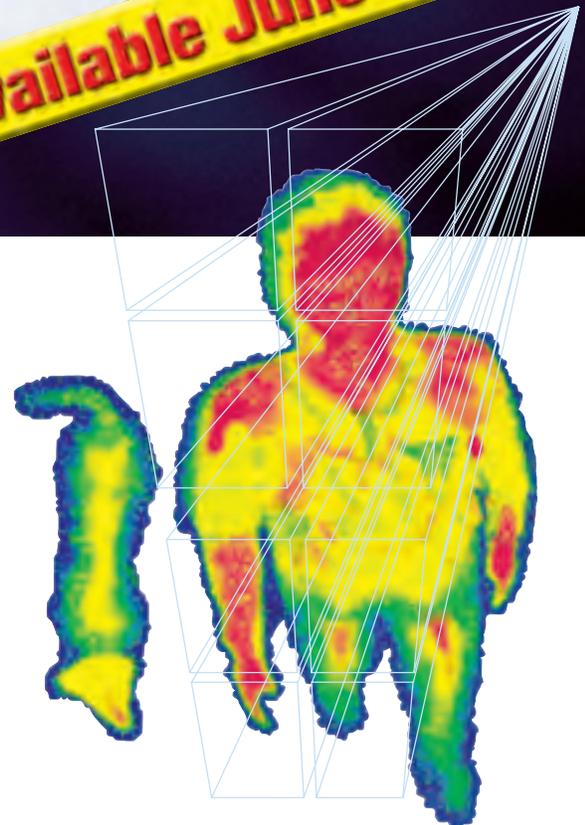
***Pet Immunity to Cats and  
Small to Medium Sized Dogs***

**Available June 2001**

### ***CEILING MOUNT QUAD ZONE LOGIC***

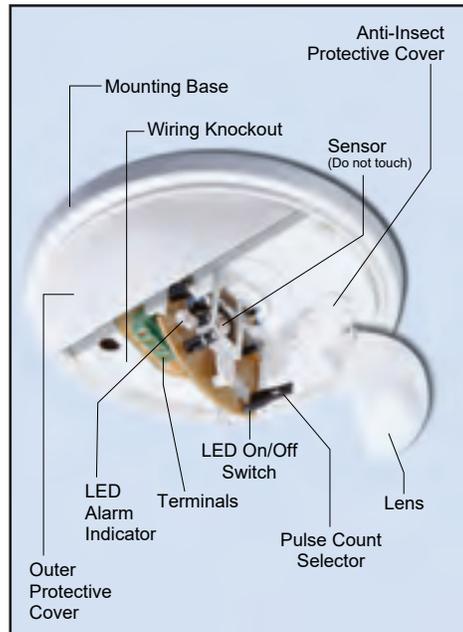
The KX-08 combines the ease of installation and good looks of a ceiling mounted sensor with the reliability of Optex unique Quad-Zone Logic. Using this logic, the KX-08 has been designed to give extremely high false alarm protection with tolerance to spot temperature changes from curtains or small to medium sized animals. Optex's Optical Quad Technology uses taller detection zones divided into upper and lower areas. It detects IR energy changes in both areas and then couples them for extremely accurate detections. KX-08 provides very high reliability, ease of installation and blends perfectly in the room with its small ceiling mount design.

**5 YEAR WARRANTY**



# Ceiling Mount Passive Infrared Detector w/ Pet Immunity

# KX-08



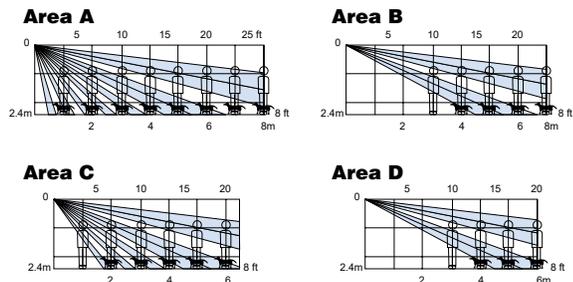
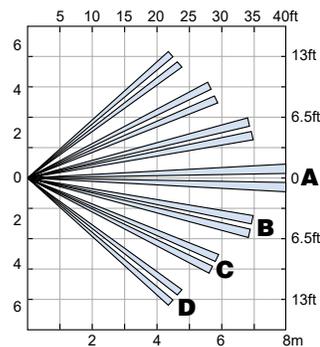
## FEATURES

### TECHNOLOGY FOR HIGHEST RELIABILITY

#### • Quad Zone Logic - Recognized Humans and Ignores Most Small Animals

Quad Zone Logic provides multi segmented detection zones over the detection area. An alarm signal is created by the cumulated total IR energy of each zone. It is designed so that a human sized target will normally fill 4 to 8 zones, and this will cause an alarm to be generated. Any smaller temperature change (i.e. small to medium size pets, rodents or moving curtains) only activates one or two zones at the same time creating a much weaker detection signal. Pet immunity applies to animals 0 to 16 inches in height. These signals are further analyzed by the "ECO" Chip and signal processing circuit for accurate detection of humans and avoidance of most small animals.

Detection Area



## Spherical Lens Inside

Obtains an accurate focal length for each detection zone and maximizes the performance of Quad Zone Logic.

## Selectable Pulse Count : 2 or 4

## LED On/Off Switch

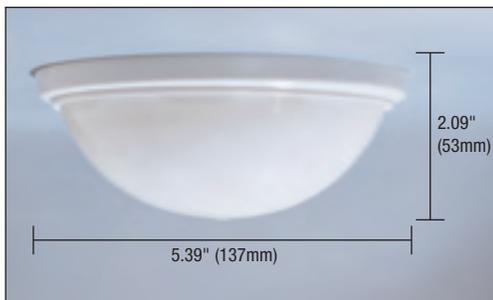
## RFI Protection

No alarm at 20V/m

## Temperature Compensation Logic

"ECO" Chip includes temperature compensation circuit. It controls sensitivity to improve stability against changes in environmental conditions.

## DIMENSIONS



## SPECIFICATIONS

Model	KX-08	Alarm Output	N.C., 28VDC, 0.2A max.
Detection Method	Passive Infrared	Pulse Count	Approx. 20 sec. 2 or 4
Coverage	Wide: 25ft x 25ft, 85° wide	Warm-up Period	Approx. 30 sec.
Detection Zones	Wide: 78 zones	Power Input	9.5 ~ 16VDC
Mounting Height	8ft (2.44m)	Current Draw	17mA (max.) at 12VDC
Sensitivity	3.6°F (2°C) at 2ft/sec. (0.6m/sec.)	Weight	3.9 oz.
Detection Speed	1 ~ 5ft/sec. (0.3 ~ 1.5m/sec.)	Operating Temperature	-4°F ~ +122°F (-20°C ~ +50°C)
LED Alarm Indicator	Switchable On/Off	Environmental Humidity	95% max.
Alarm Period	Approx. 2.5 sec.	RF Interference	No Alarm 20V/m



### OPTEX, INC.

1845 W. 205th St. Torrance, Ca. 90501-1510 U.S.A.  
TEL(310)533-1500 FAX(310)533-5910

### OPTEX CO., LTD. (ISO 9001 Certified by LRQA)

4-7-5 Nionohama Otsu, 520-0801 Japan  
TEL(077)524-6047 FAX(077)522-9022

### OPTEX (EUROPE) LTD. (ISO 9002 Certified by NQA)

Clivemont Road, Cordwallis Park, Maidenhead, Berkshire, SL6 7BU U.K.  
TEL(01628)631000 FAX(01628)636311

# ODC-59 SERIES OVERHEAD DOOR CONTACT



ODC-59 Mini shown

- UL and ULC listed
- 2" operating gap
- HG - 7" Horizontal gap
- 24" stainless steel armored cable
- Adjustable, aluminum L bracket
- Hermetically sealed reed switch

### Application

The ODC-59 Series Overhead Door Contacts are exclusively designed for rugged high traffic installations. The reed switch is hermetically sealed with a PVC shock absorber enclosed within a solid aluminum housing. Installation wires are protected in a 24" stainless steel armored cable. The ODC-59 Series magnet is mounted on an adjustable L shaped bracket designed for greater flexibility, universal mounting, greater pulling power, and to provide a professional installation appearance.

The ODC-59-HG (horizontal gap) is designed as a solution for damaged or loose fitting doors.

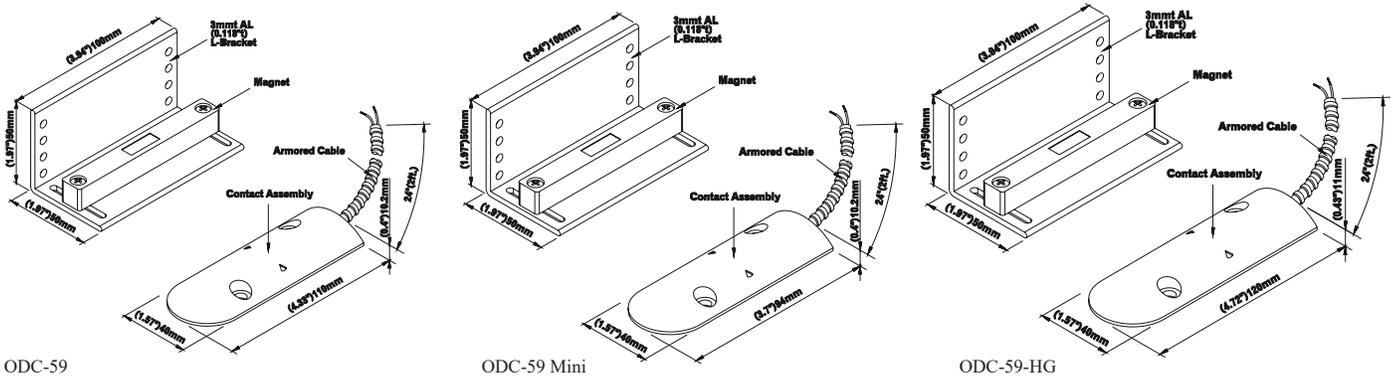
The ODC-59 MINI offers all the same great features in a smaller size for greater installation flexibility. (Not ULC listed)

### ODC-59 Wiring Designations

With Magnet Installed:

Red = Normally-Open (N.O.)	Black = Common (Com)	Green = Normally-Closed (N.C.)
----------------------------	----------------------	--------------------------------

### Dimensions



ODC-59

ODC-59 Mini

ODC-59-HG

### Ordering Information

Model	Stock Number	Contact	Contact Rating	Contact Type	Max. Carry Current	Max. Switching Current	Breakdown Voltage	Operating Gap	Temperature Range
ODC-59A	4410003	22AWG 24" Leads	10VA	Form A N.O.	2 Amp	.5 Amp	250VDC	2"	32°F - 120°F (0°C - 49°C)
ODC-59A-36	4410004	22AWG 36" Leads							
ODC-59B	4410006	22AWG 24" Leads	3VA	Form C N.O./N.C.	.5 Amp	.2 Amp	150VDC		
ODC-59A-HG	4410018		10VA	Form A N.O.	2 Amp	.5 Amp	250VDC		
ODC-59B-HG	4410019		3VA	Form C N.O./N.C.	.5 Amp	.2 Amp	200VDC		
ODC-59A-MINI	4410017		10VA	Form A N.O.	2 Amp	.5 Amp	250VDC		
Accessories	4350178	Magnet and L bracket							



## GE Magnetic Contacts

### 1078 Series 1" Diameter Steel Door



<b>Gap Distance</b>		<b>Closed Loop</b>	<b>SPDT</b>
<i>In Steel</i>	<i>In Wood</i>		
Up to 1/2"	1"	1078	1076
Up to 1"	2"	1078W	1076W
Up to 3/8"	3/4"		1076D DPDT <i>(no Canadian listing)</i>

<b>Color</b>	Natural, Mahogany, Grey
<b>Quantity</b>	10

100% **TESTED**



604S  
Connectors and Switches

1078-M

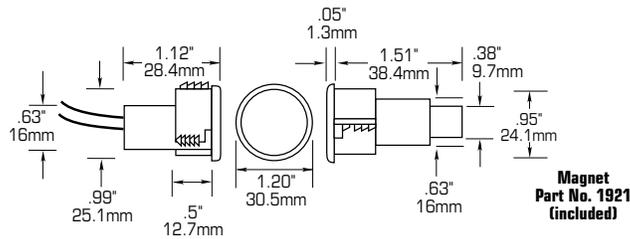


## 1078 Series

### 1" Diameter Steel Door with Wire Leads

#### Installation Instructions

1. Drill appropriate diameter and depth holes for contact and magnet for contact (1" x 1<sup>1</sup>/<sub>8</sub>" for contact and 1" x 1<sup>1</sup>/<sub>2</sub>" for magnet).
2. Connect contact leads to security system loop and test for continuity.
3. Lightly coat the contact and magnet with RTV mounting compound (part number 1905) and insert into respective holes.



#### UL Specifications

Part Number	Loop Type	Electrical Configuration	Gap Distance	
			In Steel	In Wood
1076	Open or Closed	SPDT	Up to 1/2"	1"
1076W	Open or Closed	SPDT	Up to 1"	2"
1076D (no Canadian listing)	Open or Closed	DPDT	Up to 3/8"	3/4"
1078	Closed	N/O	Up to 1/2"	1"
1078W	Closed	N/O	Up to 1"	2"

#### \*\* FORM A (1078, 1078W)

Voltage: 100V AC/DC max  
Current: 0.5A max  
Power: 7.5W max

#### FORM C (1076, 1076W)

Voltage: 30V AC/DC max  
Current: 0.25A max  
Power: 3.0W max

\* Gap specifications are nominal and may vary  $\pm 20\%$ . Gap specifications are for switch to make. Break distance is approximately 1.1 to 1.5 times make.

\*\* European Union Specifications: 48V AC/DC max., 0.5 Amp

WARNING: Each electrical rating is an individual maximum and cannot be exceeded!

#### C-UL Specifications

All Contacts: 30V DC, 50 mA max

Gap Specifications:\*

See UL Gap Specifications



GE Interlogix

www.GE-Interlogix.com

12345 SW Leveton Drive  
Tualatin, OR 97062  
Phone: 503-692-4052  
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North St. Paul, MN 55109  
Phone: 651-777-2690  
USA & Canada: 800-777-5484  
Technical Service: 800-777-2624

1040683 Rev A 01/03

Made in Taiwan



# SUBMITTAL TRANSMITTAL FOR SUBCONTRACTOR ACTION

**To:** Matt Gobuty  
 Taft Electric Co  
 1694 Eastman Ave  
 Ventura , CA 93003

**Date:** 1/19/2018  
**Transmitted By:** Gina Sierra  
 2501 Gisler Ave.  
 Oxnard, CA 93033

**Project: Elm Elementary School Reconstruction Project**

PACKAGE NO.	REVISION	DESCRIPTION	CORRECTIONS DUE
135 - 281600	0	Elec. Intrusuion Detection Shop Drawings (Added S	01/29/2018

**RESUBMISSION REQUIRED**

Qty	Specification Reference	Rev	Description	Notes	Action	
					RR	RJ
3	281600 -	0	Elec. Intrusion Detection devices - Shop Drawings	See attached sketches for location of keypads in each building. Note: All keypads in each building need to be able to activate and deactivate entire campus as well as individual buildings.	✓	

**Action Legend:** RR - Revise and Resubmit : RJ - Rejected / New Submittal Required

**REMARKS**

See submittal review comments: Revise and Resub by Elec. Engineer.

Item # 2- Per AOR See attached sketches for location of keypads in each building

Note: All keypads in each building need to be able to activate and deactivate entire campus as well as individual buildings.

**To:** Tom Bardwell  
SVA Architects  
3 MacArthur Place, Suite 850  
Santa Ana, CA 92707

**Date:** 12/27/2017  
**Transmitted By:** Gina Sierra  
2501 Gisler Ave.  
Oxnard , CA 93033

**Project:** Elm Elementary School Reconstruction Project

PACKAGE NO.	REV.	DESCRIPTION	REVIEW REQUESTED BY
135 - 281600	0	Elec. Intrusion Detection Shop Drawings (Added Scope)	1/3/2018

**CONTENTS**

Qty	Specification Reference	Rev.	Description
3	135-281600 -	0	Elec. Intrusion Detection devices - Shop Drawings

**REMARKS**

Please see attached drawings which show layout for added intrusion detection devices in Admin., Kindergarten, and MPR.  
Item #2. Please verify desired locations of keypads in all buildings

<p><b>SVA Architects, Inc.</b></p> <p>ARCHITECTURE PLANNING INTERIORS GRAPHICS</p>	<p>Submittal Number <b>135-281600</b></p>
	<p>Submittal Name <b>Elec. Intrusion Detection</b></p>
	<p>Date <b>01.19.2018</b></p>
	<p>Reviewed by <b>TB</b></p>
<p><b>ARCHITECTURAL REVIEW:</b></p> <p>Review, comment or notation regarding the submitted material is for general conformance with information provided and design concept expressed in the Contract Documents.</p>	
<input checked="" type="checkbox"/> FURNISH AS SUBMITTED <input type="checkbox"/> FURNISH AS CORRECTED <input type="checkbox"/> REVISE AND RESUBMIT <input type="checkbox"/> REJECTED <input type="checkbox"/> NOT SUBJECT TO REVIEW	<input type="checkbox"/> REVIEWED FOR GENERAL DESIGN CONFORMANCE  <p>SUBSTITUTION ITEM:</p> <input type="checkbox"/> SUBMIT REQUEST <input type="checkbox"/> ADDITIONAL INFO REQ'D <input type="checkbox"/> SUBMIT SPECIFIED ITEM

See attached sketches for locations of keypads in each building.

Note: All keypads in each building need to be able to activate and deactivate entire campus as well as individual buildings.

	<p>This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve the Subcontractor from compliance with the requirements of the plans and specifications. Subcontractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site.</p>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>REVIEWED - READY FOR DESIGN TEAM REVIEW</p>	<p>REVIEWED W/ COMMENTS - READY FOR DESIGN TEAM REVIEW</p>	<p>REVISE AND RESUBMIT</p>	<p>NOT REVIEWED</p>	
<p>BY gsierra</p>		<p>DATE 12/27/2017</p>		
<p>SUBMITTAL# 135-281600-0 Elec. Intrusion Detection -Shop Drawings(Added Scope)</p>				

<input type="checkbox"/> NO EXCEPTION TAKEN <input type="checkbox"/> REVISE- NO RESUBMISSION REQUIRED <input checked="" type="checkbox"/> REVISE AND RESUBMIT	<input type="checkbox"/> REJECTED <input type="checkbox"/> SUBMIT SPECIFIED ITEM <input type="checkbox"/> ACTION AS NOTED ON COMMENT SHEET
<p>CORRECTIONS OR COMMENTS MADE ON THE SUBMITTALS DURING THIS REVIEW DO NOT RELIEVE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS. THIS REVIEW IS FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS. THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING AND CORRELATING ALL QUANTITIES AND DIMENSIONS; SELECTING FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION; COORDINATING HIS WORK WITH THAT OF ALL OTHER TRADES; AND PERFORMING HIS WORK IN A SAFE AND SATISFACTORY MANNER.</p>	
<p>ROSHANIAN &amp; ASSOCIATES, INC.</p>	
<p>DATE: 1/2/2018</p>	<p>BY: BAHRAM ROSHANIAN</p>



# Submittal #28 1600-2.0 28 1600 - Intrusion Alarm System

Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

---

## 28 16 00 Intursion Detection Added Scope Shop Drawings

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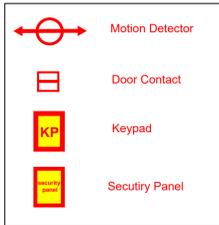
<b>SPEC SECTION:</b>	28 1600 - Intrusion Alarm System	<b>SUBMITTAL MANAGER:</b>	David Donelson (Taft Electric Company)
<b>STATUS:</b>	Open	<b>DATE CREATED:</b>	12/15/2017
<b>ISSUE DATE:</b>	12/15/2017	<b>REVISION:</b>	0
<b>RESPONSIBLE CONTRACTOR:</b>	Bernards	<b>RECEIVED FROM:</b>	Gina Sierra
<b>RECEIVED DATE:</b>		<b>SUBMIT BY:</b>	12/22/2017
<b>FINAL DUE DATE:</b>		<b>LOCATION:</b>	
<b>TYPE:</b>		<b>COST CODE:</b>	
<b>APPROVERS:</b>			
<b>BALL IN COURT:</b> David Donelson (Taft Electric Company)			
<b>DISTRIBUTION:</b>			
<b>DESCRIPTION:</b> Per Securitec, the attached drawings show layout for added intrusion detection devices in Admin, Kindergarten and MPR. Please verify desired locations of keypads in all buildings.			
<b>ATTACHMENTS:</b> <a href="#">28 16 00 Intrusion Detection Added Scope Shop Drawings.pdf</a>			

---

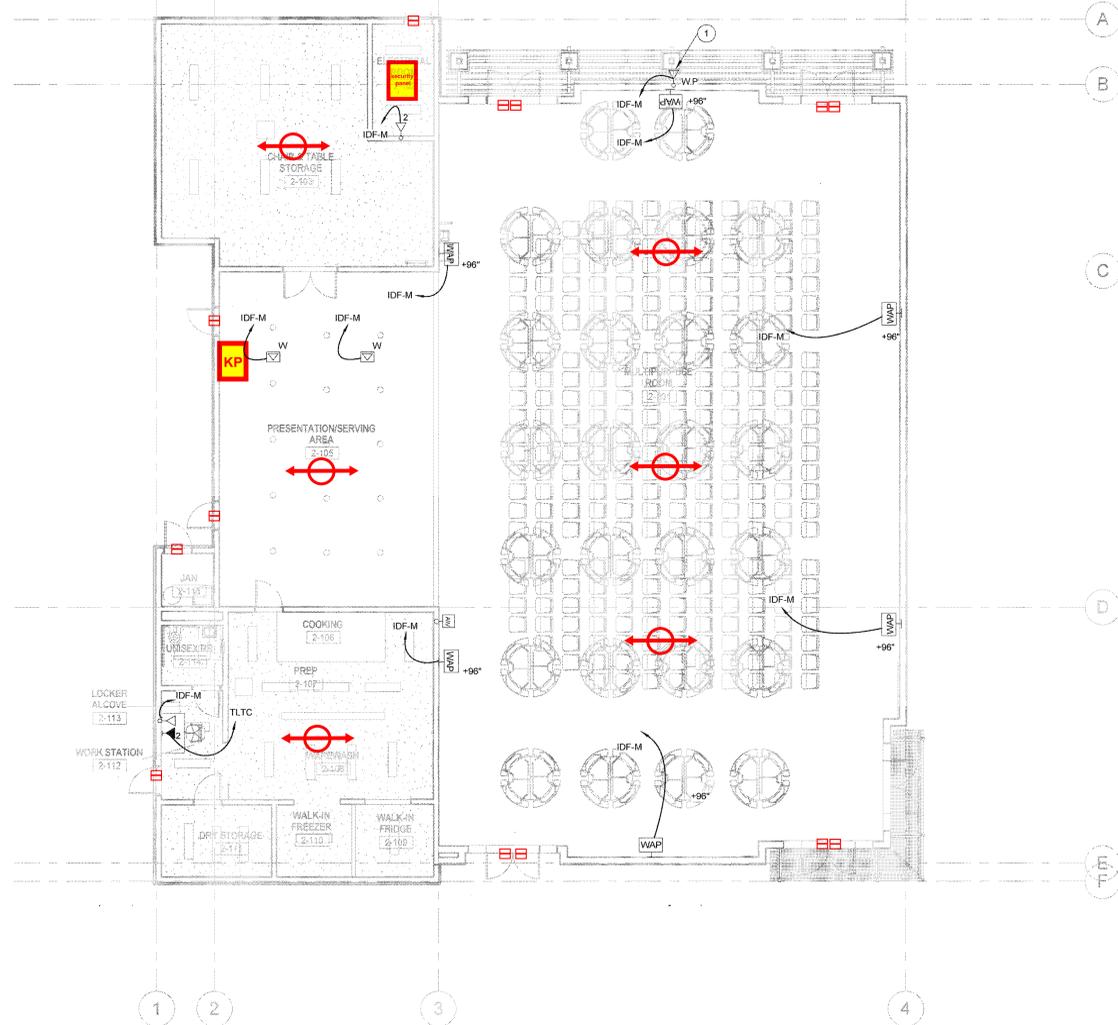
### SUBMITTAL WORKFLOW

---

BY \_\_\_\_\_ DATE \_\_\_\_\_ COPIES TO \_\_\_\_\_



- 1) Exact location of security panel within electrical room TBD in field
- 2) Architect to verify keypad location



REFERENCE NOTES:  
 ① FOR CONNECTION TO ELECTRONIC MESSAGE SIGN

① FIRST FLOOR - SIGNAL PLAN  
 1/8" = 1'-0"

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



ROSHANIAN & ASSOCIATES, INC.  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-4589

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# Q3-116407  
 AC FLS SS  
 DATE AUG 01 2016

REVISIONS:

DESCRIPTION	DATE

DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

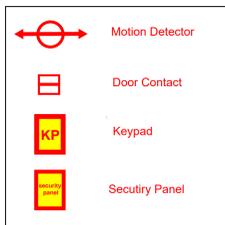
SHEET NUMBER: E2-2.1S  
 SHEET TITLE: MULTI-PURPOSE SIGNAL PLAN

MULTI-PURPOSE SIGNAL PLAN



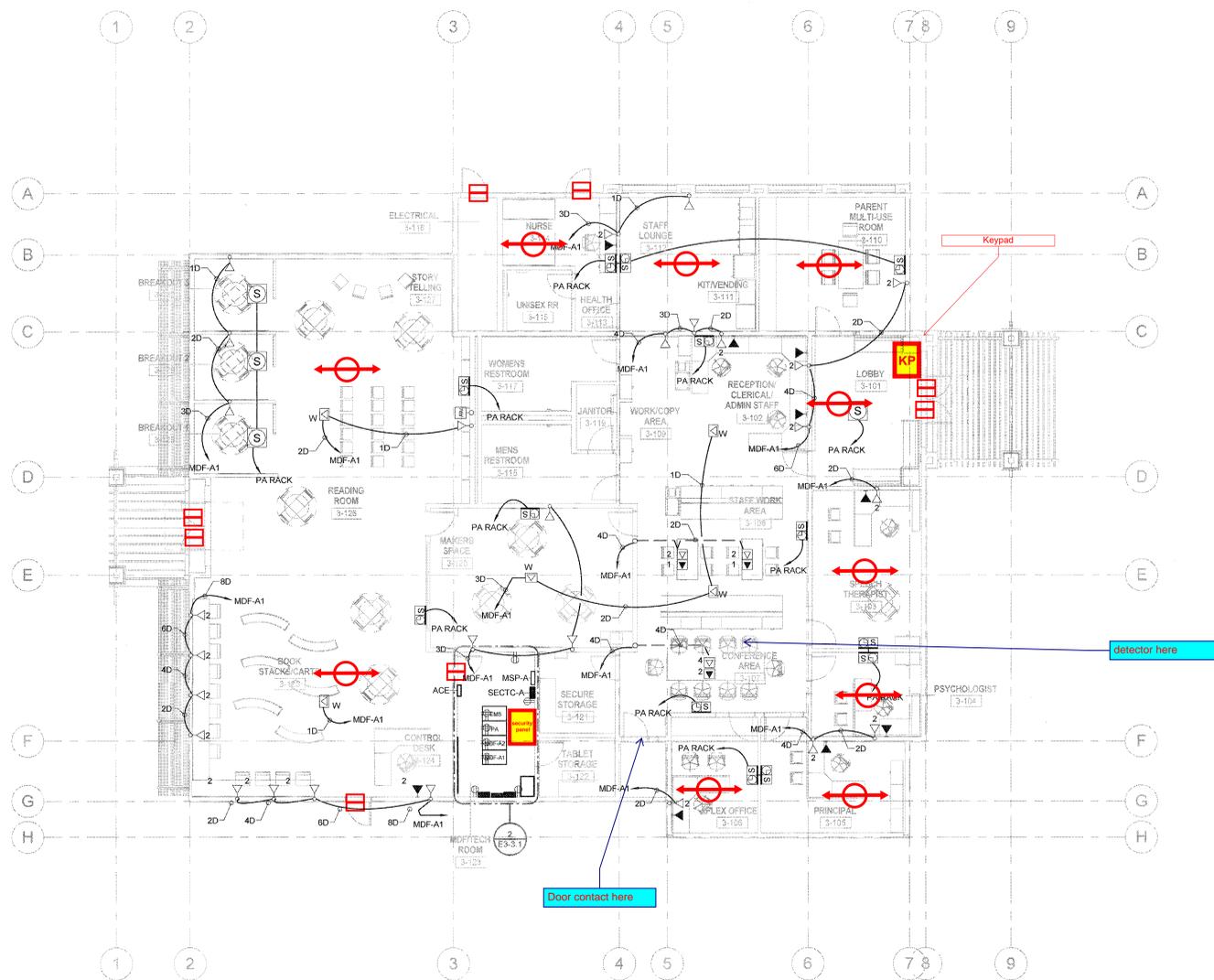
3 MACARTHUR PLACE, SUITE 550 SANTA ANA, CA 92707  
 T 949.899.3380 WWW.SVA-ARCHITECTS.COM

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- 1) Exact location of security panel within electrical room TBD in field
- 2) Architect to verify keypad location

7 d  
5 m



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
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 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC *[initials]* FLS *[initials]* SS *[initials]*  
 DATE AUG 01 2016

REVISIONS:

DESCRIPTION	DATE

DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

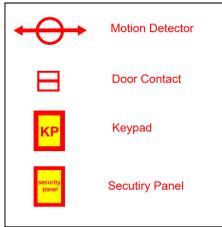
**E3-2.1S**  
 SHEET NUMBER:  
 SHEET TITLE:

**ADMINISTRATION SIGNAL PLAN**

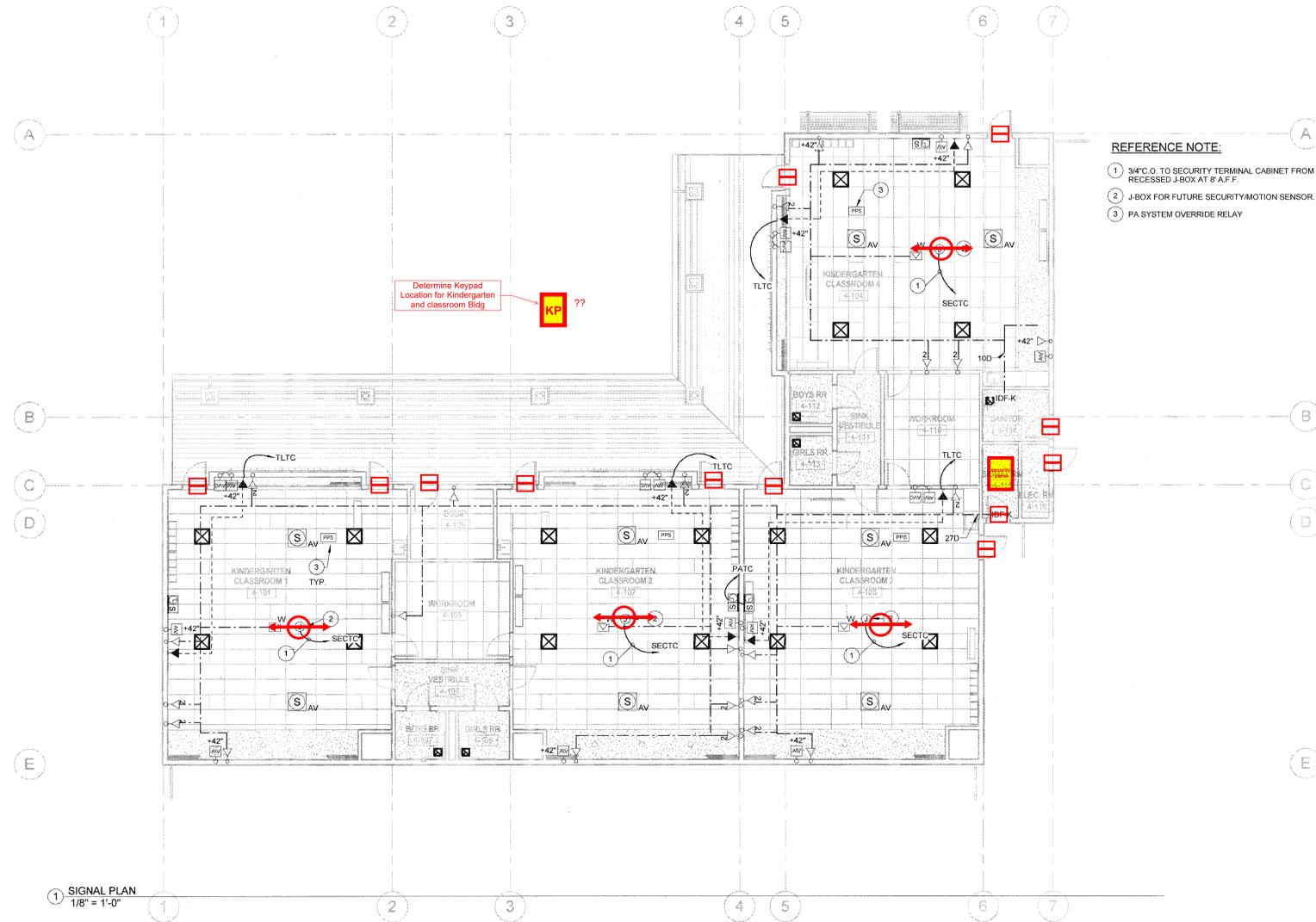


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- 1) Exact location of security panel within electrical room TBD in field
- 2) Architect to verify keypad location



**REFERENCE NOTE:**

- 1) 3/4" O. TO SECURITY TERMINAL CABINET FROM A RECESSED J-BOX AT 8" A.F.F.
- 2) J-BOX FOR FUTURE SECURITY MOTION SENSOR.
- 3) PA SYSTEM OVERRIDE RELAY

1 SIGNAL PLAN  
1/8" = 1'-0"

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
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 OFFICE OF REGULATION SERVICES  
**A# 03-116407**  
 AC FLS SS  
 DATE **AUG 01 2016**

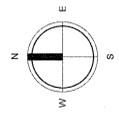
**REVISIONS:**

DESCRIPTION	DATE

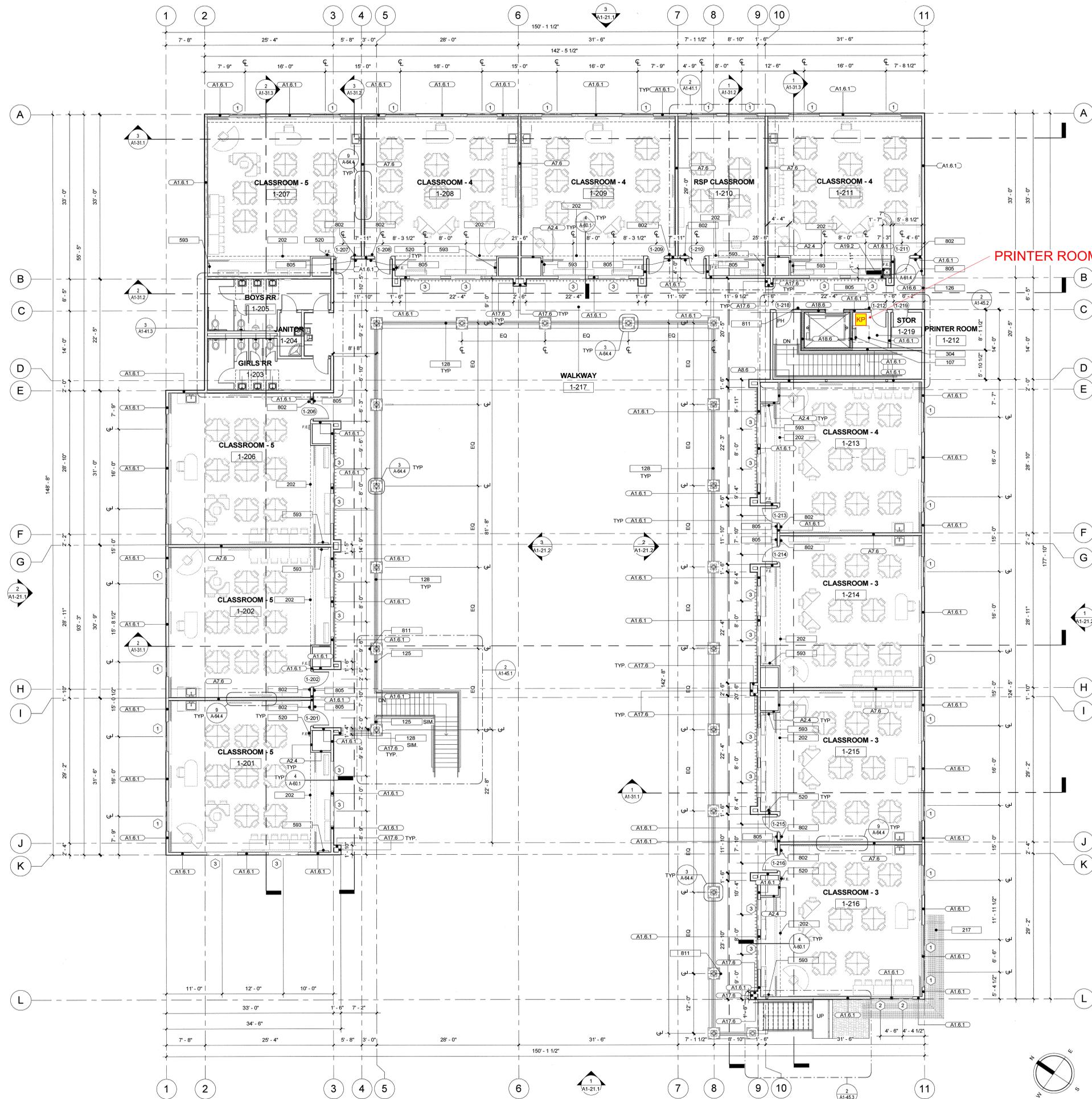
DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

**E4-2.1S**  
 SHEET NUMBER:  
 SHEET TITLE:

**KINDERGARTEN SIGNAL PLAN**



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7	DESCRIPTION
107	ROOF LADDER PER DETAIL 2/A-64.4
125	GUARDRAIL PER DETAIL 8/A-63.2
128	GUARDRAIL PER DETAIL 10/A-63.2
129	GUARDRAIL PER DETAIL 12/A-63.2
202	SOFFIT ABOVE - REFER TO REFLECTED CEILING PLANS
217	SUN SHADE AT ENTRANCE OF CLASSROOM BUILDING PER DETAIL 5/A-64.8
304	ROOF HATCH, SEE DETAIL 9/A-63.1
520	SEM-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (20A-120B C), SEE DETAIL 1/A-64.4, MIN. 30" X 48" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
593	WALL RACK PER ELECTRICAL DRAWINGS
802	TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
811	TACTILE EXIT STAIR DOWN SIGNAGE, SEE DET. 11/GEN-3

PRINTER ROOM

**KEYNOTE LEGEND**

- (1.4) WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
- WOOD STUD WALL PER SHEET A-61.1 & A-61.2
- WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9/A-61.1
- (101) NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A1-52.1
- (X) NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A1-52.2
- F.E. PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

**FLOOR PLAN NOTES**

1. ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING, U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
2. REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
3. REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
4. WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
5. REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS.
6. REFER TO A-64.3 FOR CABINETRY/CASEWORK.
7. ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS, NO SHARP EDGES ANYWHERE.
8. REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
9. REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 460 EAST ELM STREET, OXNARD, CALIFORNIA



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A# 03-116407

AC FLS 1/17 SS 02  
 DATE AUG. 01 2016

**REVISIONS:**

DESCRIPTION	DATE

DATE ISSUED: APRIL 8, 2016

PROJECT NO: 1340159-Bldg 1

SCALE: As indicated

SHEET NUMBER: **A1-11.2**

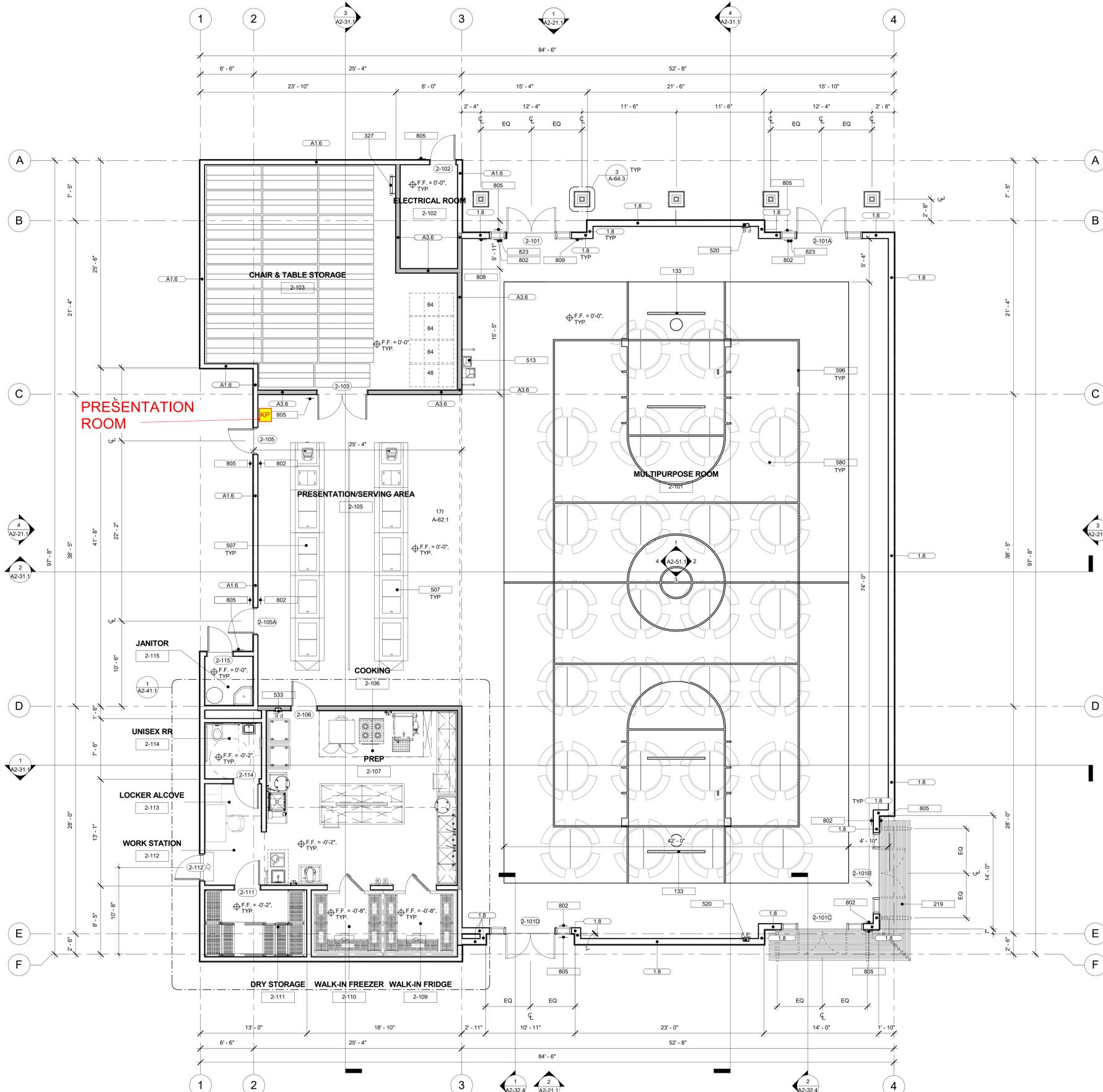
SHEET TITLE:

**CLASSROOM - BLDG 1 - FLOOR PLAN - LEVEL 2**



**ARCHITECTS**  
 3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949 809 3380 WWW.SVA-ARCHITECTS.COM

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?	DESCRIPTION
133	PORTABLE BASKETBALL SYSTEM, OFOI
219	SUN SHADE AT ENTRANCE OF MPR BUILDING PER DETAIL 2/A-64.5
327	ROOF LADDER PER DETAIL 2/A-64.4
507	KITCHEN EQUIPMENT PER FOOD SERVICE DRAWINGS
513	ACCESSIBLE HIGH AND LOW DRINKING FOUNTAIN WITH BOTTLE FILLING STATION PER PLUMBING DRAWINGS AND 9/GEN-4
520	SEMI-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (20A-120B-C) SEE DETAIL 1/A-64.4. MIN. 30" X 48" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
533	FULLY-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (2A-10B-C) SEE DETAIL 1/A-64.4. MIN. 30" X 48" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
580	ROUND TABLES WITH BENCH SEATS, O.F.O.I.
596	BASKETBALL COURT STRIPING PER SHEET A-63.3
802	TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
808	OCCUPANT LOAD SIGN, SEE DET. 14/GEN-3
809	ASSISTIVE LISTENING SIGN, SEE DET. 13/GEN-3
823	BLANK SIGN, PROVIDE WHERE SIGNS ARE ATTACHED TO GLAZING

**KEYNOTE LEGEND**

- 1.4 WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
- WOOD STUD WALL PER SHEET A-61.1 & A-61.2
- WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
- 101 NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A2-52.1
- X NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A2-52.2
- F.E. PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

**FLOOR PLAN NOTES**

1. ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING, U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
2. REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
3. REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
4. WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
5. REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS
6. REFER TO A-64.3 FOR CABINETRY/CASEWORK
7. ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS. NO SHARP EDGES ANYWHERE.
8. REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
9. REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407

AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_

DATE \_\_\_\_\_

**REVISIONS:**

DESCRIPTION	DATE

DATE ISSUED: APR. 08, 2016

PROJECT NO: 1340159-Bldg 2

SCALE: As indicated

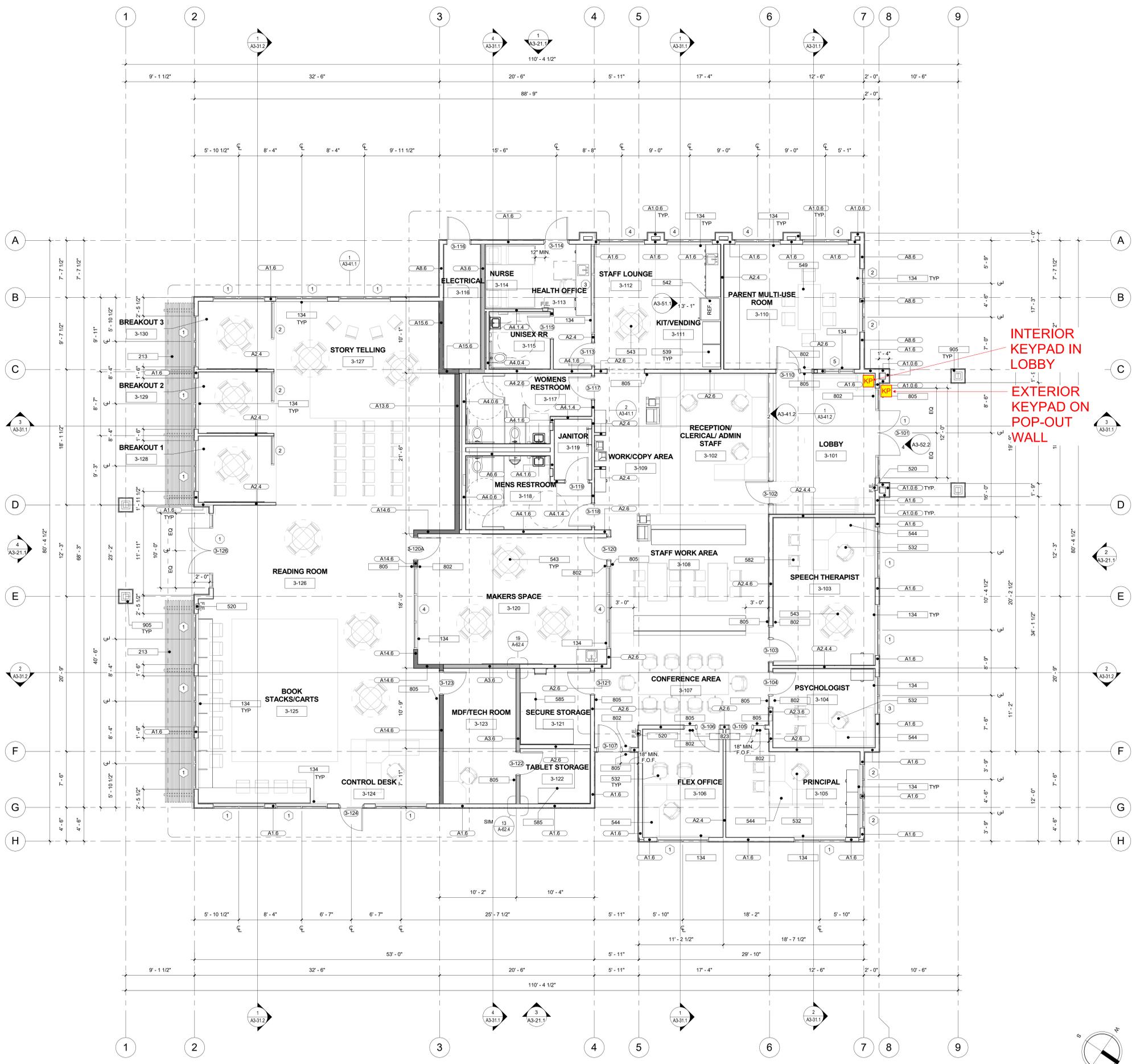
SHEET NUMBER: **A2-11.1**

SHEET TITLE:

**MPR - BUILDING 2 - FLOOR PLAN**



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?	DESCRIPTION
134	WINDOW SHADES PER SPECIFICATIONS
213	SUN SHADE AT ADMIN BUILDING PER DETAIL 1/A-64.6
520	SEMI-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (20A:120B:C) SEE DETAIL 1/A-64.4. MIN. 30" X 48" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
532	'HON' ADMINISTRATIVE CHAIR, O.F.O.I.
539	VENDING MACHINES, N.I.C.
542	REFRIGERATOR, N.I.C.
543	36" ROUND TABLE WITH 4 CHAIRS, O.F.O.I.
544	WORK STATION CUBICLE, O.F.O.I.
549	RECTANGULAR TABLE 36" X 60" WITH 4 CHAIRS, O.F.O.I.
582	STACKABLE CHAIRS, O.F.O.I.
585	PLASTIC LAMINATE COUNTERTOP, ANCHORAGE PER DETAIL 8/A-64.3
802	TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
823	BLANK SIGN, PROVIDE WHERE SIGNS ARE ATTACHED TO GLAZING
905	COLUMN AND BASE PER DETAIL 3 & 4/A-64.4

INTERIOR KEYPAD IN LOBBY

EXTERIOR KEYPAD ON POP-OUT WALL

### KEYNOTE LEGEND

(A1.6)	WALL TYPE ANNOTATION. SEE SHEET A-61.1 & A-61.2 FOR DETAILS
(A1.6)	WOOD STUD WALL PER SHEET A-61.1 & A-61.2
(A1.6)	WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
(A1.6)	WOOD STUD WALL - OCCUPANCY SEPARATION PER SHEET A61.1 & A-61.2
(101)	NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A3-52.1
(X)	NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A3-52.2
(1)	STOREFRONT WINDOW, REFER TO A3-52.2
(F.E.)	PORTABLE FIRE EXTINGUISHER CABINET. SEE DETAIL 1/A-64.4

- ### FLOOR PLAN NOTES
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING, U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
  - REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
  - REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
  - WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
  - REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS.
  - REFER TO A-64.3 FOR CABINETRY/CASEWORK.
  - ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES. REFER TO SPECIFICATIONS. NO SHARP EDGES ANYWHERE.
  - REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
  - REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**OWNER: OXNARD SCHOOL DISTRICT**

**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**

CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA 93033



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DIVISION OF THE STATE ARCHITECT  
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A# 03-116407

AC FLS SS

DATE

### REVISIONS:

DESCRIPTION	DATE

DATE ISSUED: 01/08/16

PROJECT NO: 1340159-Bldg 3

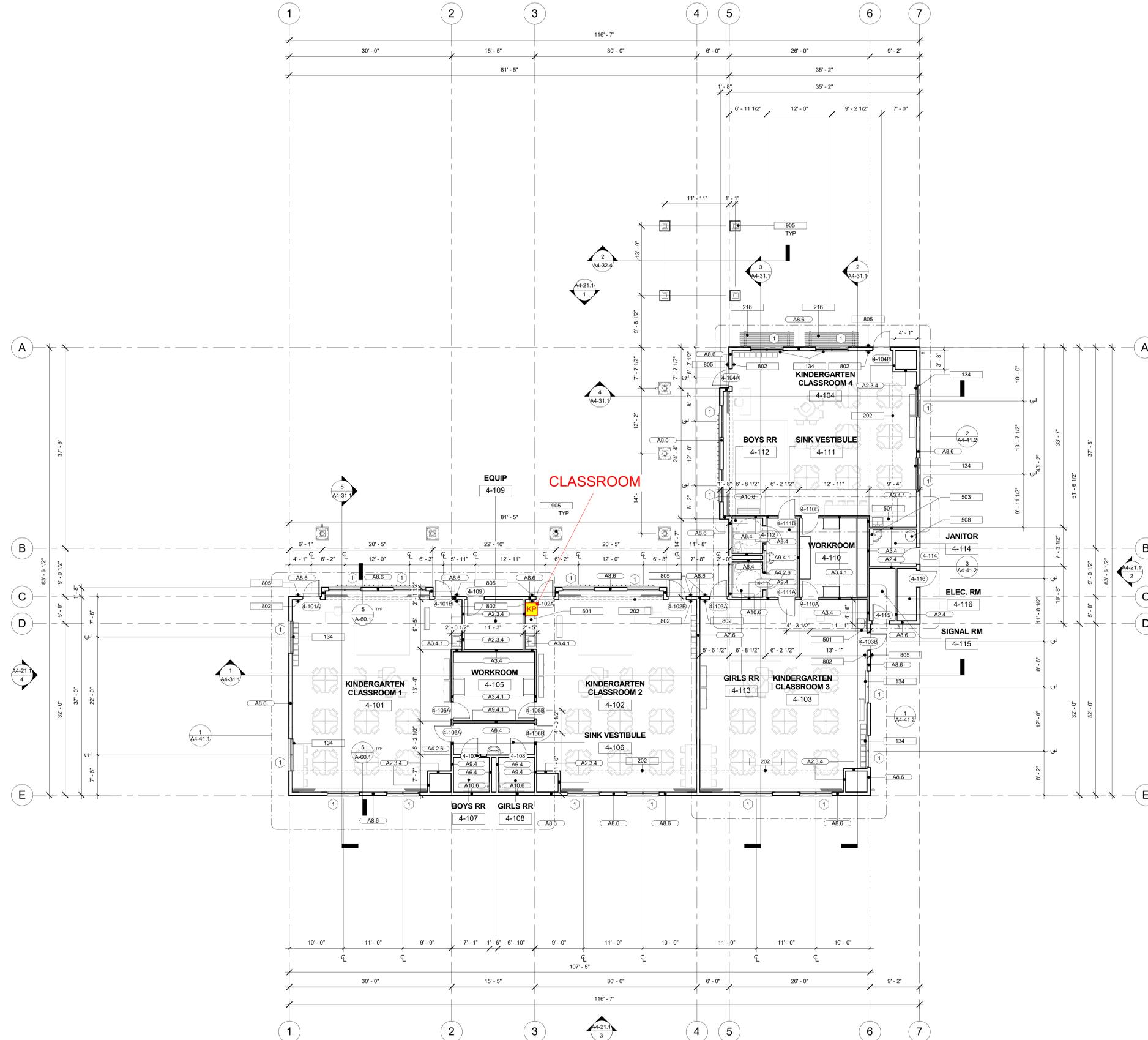
SCALE: As indicated

SHEET NUMBER: **A3-11.1**

SHEET TITLE:

## ADMIN - BLDG. 3 - FLOOR PLAN





?	DESCRIPTION
134	WINDOW SHADES PER SPECIFICATIONS
202	SOFFIT ABOVE - REFER TO REFLECTED CEILING PLANS
216	SUN SHADE AT KINDERGARTEN BUILDING PER DETAIL 4/A-64.6
302	MECHANICAL EQUIPMENT PER MECHANICAL DRAWINGS
501	PLASTIC LAMINATE CASEWORK W/ 4" BACKSPASH - WITH STAINLESS SINK, REFER INTERIOR ELEVATION FOR TYPE, ANCHORAGE PER DETAIL 3/A-64.3
503	UTILITY SHELF WITH MOP AND BROOM HOLDERS, BOBRICK B-239 X 34
508	WATER HEATER PER PLUMBING DRAWINGS
516	CUSTODIAL SINK PER PLUMBING DRAWINGS
802	TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
905	COLUMN AND BASE PER DETAIL 3 & 4/A-64.4

**KEYNOTE LEGEND**

(14)	WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
(A8.6)	WOOD STUD WALL - PER SHEET A-61.1 & A-61.2
(A8.6)	WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
(101)	NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A4-52.1
(X)	NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A4-52.2
(F.E.)	PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

- FLOOR PLAN NOTES**
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING, U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
  - REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
  - REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
  - WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
  - REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS
  - REFER TO A-64.3 FOR CABINETRY/CASEWORK
  - ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS. NO SHARP EDGES ANYWHERE.
  - REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
  - REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CA 93033



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 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# 03-116407  
 AC FLS SS  
 DATE

**REVISIONS:**

DESCRIPTION	DATE

DATE ISSUED: 01/08/16  
 PROJECT NO: 1340159-Bldg 4  
 SCALE: As indicated

SHEET NUMBER: **A4-11.1**  
 SHEET TITLE:

**KINDERGARTEN - BLDG. 4 - FLOOR PLAN**





# CHANGE ORDER REQUEST

**COR No. 140 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Bulletin 10

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit for conduit from NE campus utility pole to SCE enclosure and Edison transformer pad and cost for conduit from W campus utility pole, Edison slab box, and 2 5x4 pull boxes.	Taft Electric Co	-2,136
Reason: Design was changed in Bulletin 10 because original plans showed power to be connected in Phase 2 area. This would have been disruptive to campus activities, so changes were made to not disrupt campus activities.		
Requested By: SVA Architects		
Ref: Bulletin 10		
	Subtotal:	-2,136
<b>Contractual Costs</b>		
Overhead 15%		-320
	Subtotal:	-320
<b>Total Change Order Request Amount:</b>		<b>-2,456</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

### Change Order Request #008: Bulletin 10 Edison Changes & Slab Box

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	008 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/28 /2017
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	(\$2,136.00)

**POTENTIAL CHANGE ORDER TITLE:** Bulletin 10 Edison Changes & Slab Box

**CHANGE REASON:** Bulletin

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above credit for changes in scope relating to Bulletin 10 and the approved Edison drawings (attached).

Omitted (credit):

Conduit from NE campus utility pole to SCE enclosure  
Edison transformer pad

Added:

Conduit from W campus utility pole  
Edison slab box and 2.5x4 pull boxes

Exclusions:

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hrs Monday-Friday between 7AM & 3:30PM  
Any and all parts and labor not specifically listed above.  
Any abatement including asbestos removal or containment.  
Any permits or fees.  
Any costs associated with the design, engineering (including wet stamps), or approval process.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call or email should you have any questions.

Matt Gobuty  
Project Manager  
Taft Electric Company

**ATTACHMENTS:**



**Job ID:** 2551 ELM SCHOOL COR  
**Project:** 2551 Elm School COR



### Takeoff

**Vendor:** TAFT

**Labor Level:** LABOR 1

**28 Aug 2017 14:13:53**

**Region:** COR 008 SITE UTILITY CHANGES

**Area:** EDISON DB

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
<b>(4)4" CONDUIT FROM NE SCE POLE TO XFMR SLAB 730'</b>									
390126	-730	FT	M	24" X 36" DEEP	BACKHOE TRENCH+BACKFILL	5.0000	-3,650.03	0.0260	-18.98
10082	-2,920	FT	M	4	PVC SCH 40 10' LAID IN TRENCH LBR.	2.0318	-5,932.80	0.0352	-102.78
25	-73		M		DB POLYMER SUPPORT	10.0000	-730.00	0.1800	-13.14
20035	-4	EA	M	4	PVC SCH 40 45-DEG ELBOW	10.9648	-43.86	1.0000	-4.00
20023	-8	EA	M	4	PVC SCH 40 90-DEG ELBOW 48"R	46.6597	-373.28	1.2000	-9.60
390428	-20	YD	M	1 SACK SLURRY	CONCRETE ENCASEMENT	87.0000	-1,740.00	0.4000	-8.00
<b>5" FROM W SCE POLE TO XFMR SLAB BOX 390'</b>									
390123	390	FT	M	12" X 36" DEEP	BACKHOE TRENCH+BACKFILL	3.5000	1,364.98	0.0195	7.61
10083	390	FT	M	5	PVC SCH 40 10' LAID IN TRENCH LBR.	3.4375	1,340.61	0.0575	22.43
20024	4	EA	M	5	PVC SCH 40 90-DEG ELBOW 48"R	80.0917	320.37	1.5000	6.00
20036	4	EA	M	5	PVC SCH 40 45-DEG ELBOW	20.6948	82.78	1.2500	5.00
20074	2	EA	M	5	PVC FIELD BEND	0.0000	0.00	3.1500	6.30
30320	5	EA	M	5	PVC END BELLS	7.1633	35.82	0.4500	2.25
400012	2	EA	M	2.5' X 4'	PRECAST PULLBOX	0.0000	0.00	8.0000	16.00
33	2		M	2.5" X 4"	PRECAST PULLBOX RISER 6"	0.0000	0.00	0.9000	1.80
400256	2	EA	M	MEDIUM	GRAVEL UNDER PULLBOX	72.0000	144.00	1.2000	2.40
390428	14	YD	M	1 SACK SLURRY	CONCRETE ENCASEMENT	87.0000	1,218.00	0.4000	5.60
<b>CREDIT: TRANSFORMER SLAB</b>									
400202	1	EA	M	LARGE	DIG/PULL BOX \$	260.0000	260.00	2.7500	2.75
35	-1		M	6' X 8'	PRECAST TRANSFORMER SLAB	0.0000	0.00	5.0000	-5.00
390428	-4	YD	M	1 SACK SLURRY	CONCRETE ENCASEMENT	87.0000	-348.00	0.4000	-1.60
400256	-1	EA	M	MEDIUM	GRAVEL UNDER PULLBOX	72.0000	-72.00	1.2000	-1.20
<b>ADD: 8X10 SLAB BOX</b>									
34	1		M	8' X 10'	PRECAST UTILITY SLAB BOX	0.0000	0.00	8.0000	8.00
400214	2	EA	M	6' x 6' x 6' D	BACKHOE DIG/MANHOLE SANDY SOIL	480.0000	960.00	3.3150	6.63

Taft Electric Company

1694 Eastman Avenue  
 Ventura, CA 93003

**Phone:** 805-642-0121

**Web:** www.taftelectric.com

**Region:** COR 008 SITE UTILITY CHANGES

**Area:** EDISON DB

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
390428	10	YD	M	1 SACK SLURRY	CONCRETE ENCASEMENT	87.0000	870.00	0.4000	4.00
400256	4	EA	M	MEDIUM	GRAVEL UNDER PULLBOX	72.0000	288.00	1.2000	4.80
<b>Phase Totals:</b>							<b>-6,005.41</b>		<b>-62.74</b>
<b>Job Totals:</b>							<b>-6,005.41</b>		<b>-62.74</b>

## **Matt Gobuty**

---

**From:** Jason Destito  
**Sent:** Thursday, August 17, 2017 1:15 PM  
**To:** Matt Gobuty  
**Cc:** Jose Echeverria; Dave Fabulich; Kebra Stewart  
**Subject:** RE: 2251 Bulletin No. 10.pdf  
**Attachments:** Bulletin No. 10.pdf

Matt,

See below in **RED**. What would help is a new Architectural and Structural dwg. background and nwd. model as well. That way we can draw and clash.

*Jason Destito  
Taft Electric Co.  
Office (805) 654-7955  
Cell (805)207-2160*

---

**From:** Matt Gobuty  
**Sent:** Thursday, August 17, 2017 9:12 AM  
**To:** Jason Destito <jdestito@taftelectric.com>  
**Cc:** Jose Echeverria <jecheverria@taftelectric.com>  
**Subject:** RE: 2251 Bulletin No. 10.pdf

### **Bulletin 10 SCE Enclosure Changes**

#### **TEC Coordination & Design Time**

<b>Name</b>	<b>Title</b>	<b>Hrs Required</b>
Jason Destito	Designer	4 hrs.
Jose Echeverria	CAD Operator	10 hrs.

*Matt Gobuty*  
Project Manager  
Taft Electric Company  
(805) 654-7994

# Contract & Proposal

Quote No. ....: S195795-1

 10650 HEMLOCK AVE  
 FONTANA, CA 92337 7296

 Telephone : 909-428-3700  
 Fax .....: 909-428-3737

www.oldcastleprecast.com

**Quote To** .: Taft Electric Co  
 PO BOX 3416  
 VENTURA, CA 93006 3416

**Ship To** .: OXNARD -  
 450 E ELM ST  
 OXNARD, CA 93033 3646

**Reference** : MATT

**Contact:**
**Phone:**

Order No	Date	Customer No	Terms	Cash discount	Delivery terms	Quote valid for:
S195795	7/25/2017	001265	Net 45 Days		FOB Job Site	30 days

**Group: A**

Qty	Unit	Item	Description	Mark	Unit price	Amount
1.00	Kit	7000170	EDISON 810 SLAB BOX		2,705.00	2,705.00
1.00	\$	9400010	FOB Jobsite (non taxable)			ADD

**Group: X**

Qty	Unit	Item	Description	Mark	Unit price	Amount
1.00	Ea	0000001	PRICE INCLUDES DELIVERY ON 1 TRUCK LOAD WITH 1 HR OF CRANE TIME PER DELIVERY.  WE DELIVER RAIN OR SHINE  ADDITIONAL STAND-BY TIME WILL BE BILLED AT 175.00 PER HOUR BEYOND THE FIRST HOUR INCLUDED PER TRUCK.  ALL DELIVERY CANCELLATIONS MUST BE MADE BY 12 NOON ON THE BUSINESS DAY PRIOR TO DELIVERY OR CANCELLATION FEES WILL BE ASSESSED.			

Should this be a prevailing wage project, Oldcastle must be notified immediately as additional costs may be applied to the quotation.

# Confirmation

**Confirmation No.: SC150909**

 10650 HEMLOCK AVE  
 FONTANA, CA 92337 7296

 Telephone : 909-428-3700  
 Fax .....: 909-428-3737

www.oldcastleprecast.com

**Sold To ..:** Taft Electric Co  
 PO BOX 3416  
  
 VENTURA, CA 93006 3416

**Ship To ..:** OXNARD - ELM E.S.  
 450 E ELM ST  
 BRANDON 805-833-3266

OXNARD, CA 93033 3646

**Ship date:** 12/9/2016

**Reference :** MATT

**Contact:**
**Phone:**

Order No	Date	Customer No	Customer PO	Terms	Cash discount	Delivery terms
S184914	6/14/2017	001265	223359	Net 45 Days		FOB Job Site

Group: A						
Qty	Unit	Item	Description	Mark	Unit price	Amount
1.00	Kit	7000130	EDISON 264-42 TRAFFIC (2'6"X4'X3'6")		1,824.00	1,824.00

Add

1.00 \$ 9400010 FOB Jobsite (non taxable)

Group: B						
Qty	Unit	Item	Description	Mark	Unit price	Amount
1.00	Ea	0140150	Edison 7294-08 Pad		673.00	673.00
1.00	\$	9400010	FOB Jobsite (non taxable)			

Credit

Group: CC						
Qty	Unit	Item	Description	Mark	Unit price	Amount
3.00	Ea	0000001	SIGNAL 44-48 TRAFFIC BLT DWN (4'X4'X4')		2,702.00	8,106.00
3.00	Ea	0100145	44-18 TXF Top w/ BLTDN Frame			
3.00	Ea	0100020	44-30 Flat Wall Base			
3.00	Ea	2900230	44 Racking Package			
3.00	Set	2350080	44 Traffic Galv Diamond Plate Boltdown Cover Set			
3.00	Ea	2350085	44 Traffic Galv Carrier Beam			
3.00	\$	9400010	FOB Jobsite (non taxable)			

Group: CCC						
Qty	Unit	Item	Description	Mark	Unit price	Amount
1.00	Ea	0000001	POWER 44-48 TRAFFIC BLT DWN (4'X4'X4')		2,702.00	2,702.00
1.00	Ea	0100145	44-18 TXF Top w/ BLTDN Frame			
1.00	Ea	0100020	44-30 Flat Wall Base			
1.00	Ea	2900230	23 Racking Package			
1.00	Set	2350080	44 Traffic Galv Diamond Plate Boltdown Cover Set			
1.00	Ea	2350085	44 Traffic Galv Carrier Beam			
1.00	\$	9400010	FOB Jobsite (non taxable)			

# VENTURA STEEL

Steel • Aluminum • Stainless • Pipe  
 3486 N. Ventura Ave. • Ventura • CA 93001  
 (805) 643-6662 • Fax (805) 643-6677

## Quotation

Quote #: 3361  
 Date: 06/08/17  
 Page: 1

**PME COVER**

Quoted to: 738  
 Attn: Matt  
 TAFT ELECTRIC  
 PO BOX 3416  
 VENTURA, CA 93006

Ship to:  
 TAFT ELECTRIC  
 PO BOX 3416  
 VENTURA, CA 93006

T) 805 642-0121

F) 805 644-7586

Terms		Quote Expiration Date		Ship Terms		Quoted By: 85	
NET 30 DAYS		06/23/17		DELIVERED		Bill Gross	
Ln#	Quantity	UM	Description	Unit Price	UM	Extended Price	
1	1	PC	3/8" FLOOR PL (4) .438" HOLES 42" X 54" WEIGHT: 241	365.0000	EA	365.00	
2	1	EA	GALVANIZING 0 Lead time 12-Working Days ARO	400.0000	EA	400.00	
**PO REQUIRED**				WEIGHT: 241		Subtotal: 765.00	
Quote based on current available inventory. Thank you for considering Ventura Steel for your steel needs. Feel free to call our office with any questions.						Freight: 0.00	
						7.750% Tax: 59.29	
						TOTAL: 824.29	



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707  
T 949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 10 Narrative**

Revision:

8/16/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to the Utility Enclosure.

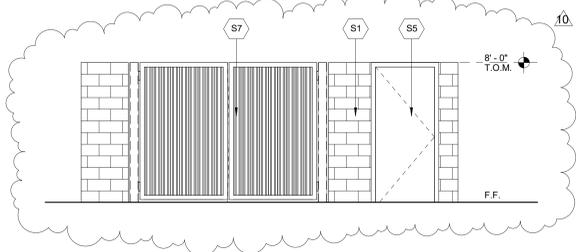
- Reducing the size of the enclosure and deletion of one gate due to the elimination of the switch pad per the discussion with Edison.

Drawings

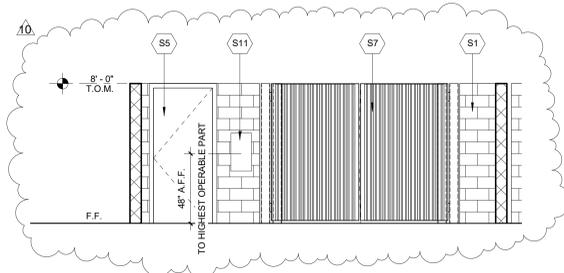
Sheet A0-1.3 – Enlarged site plan

**Distribution:**

District  
Contractor  
IOR

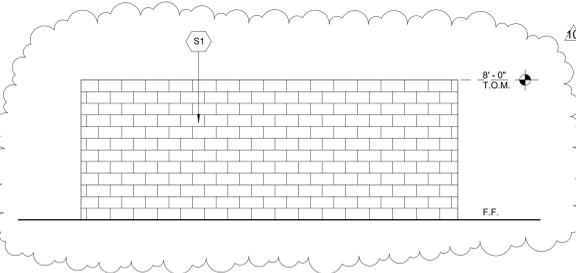


WEST ELEVATION 1/4" = 1'-0" 8

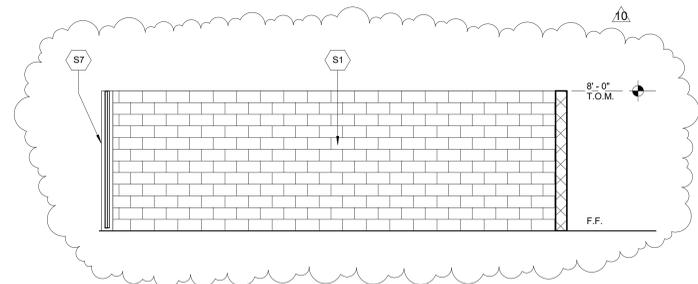


SECTION 2 1/4" = 1'-0" 3

- S1 8" CMU WALL
- S2 NOT USED
- S3 ELECTRICAL EQUIPMENT PER ELECTRICAL DRAWINGS
- S4 AC PAVING PER CIVIL DRAWINGS
- S5 3'-4" WIDE X 8'-0" HIGH HOLLOW METAL DOOR WITH HOLLOW METAL FRAME, FACTORY PRIME AND FIELD PAINT BOTH DOOR AND FRAME.
- S6 NOT USED
- S7 10'-0" WIDE X 8'-0" HIGH METAL GATE PER DETAIL 4-
- S8 GRAVEL FLOOR COVER
- S9 PLANTING PER LANDSCAPE DRAWINGS
- S10 TRASH CANS, DISTRICT TO SELECT, TRASH SERVICE TO PROVIDE
- S11 SURFACE MOUNTED FIRE EXTINGUISHER CABINET WITH EXTINGUISHER (4A.20B.C) SEE DETAIL 16/A-64.4
- S12 8' x 10' CONCRETE PAD PER STRUCTURAL DETAIL 16/S301
- S13 CONCRETE FOOTINGS PER STRUCTURAL DETAIL 10/S303

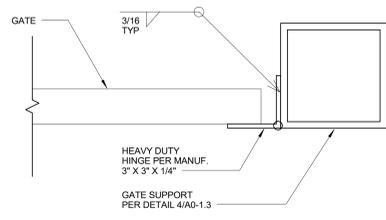


EAST ELEVATION 1/4" = 1'-0" 7

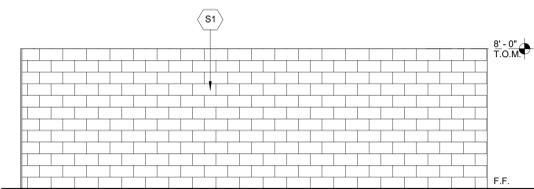


SECTION 1 1/4" = 1'-0" 2

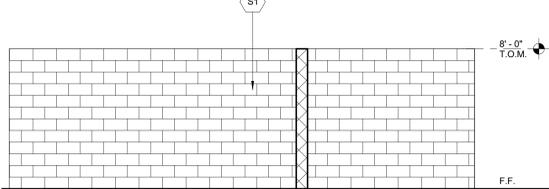
ENLARGED PLAN KEYNOTES



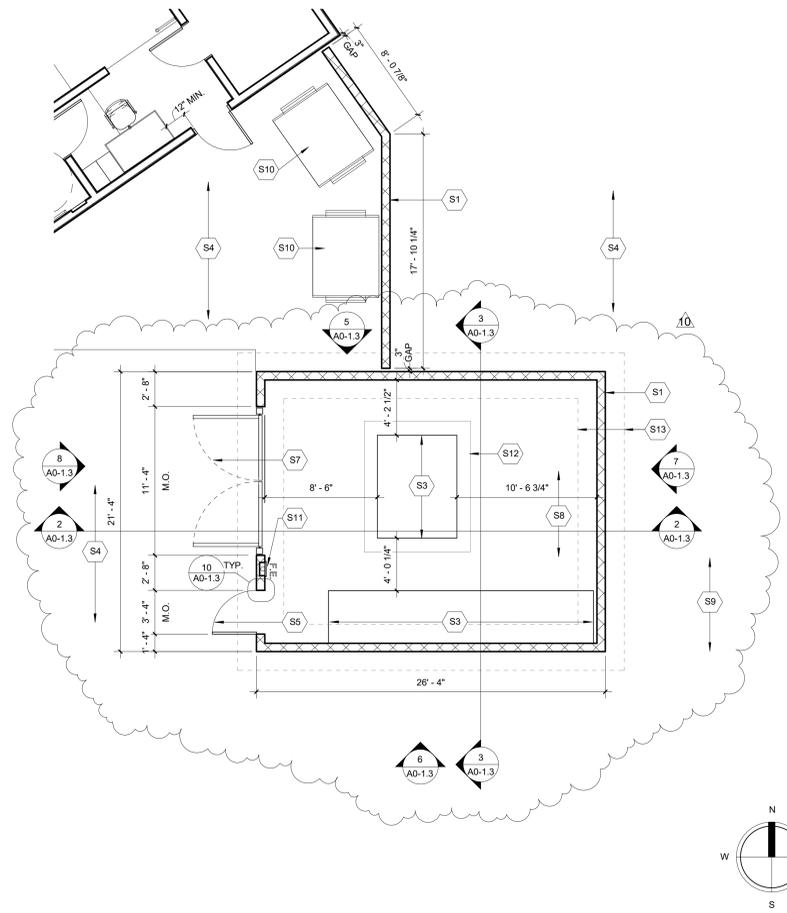
GATE HINGE 3" = 1'-0" 11



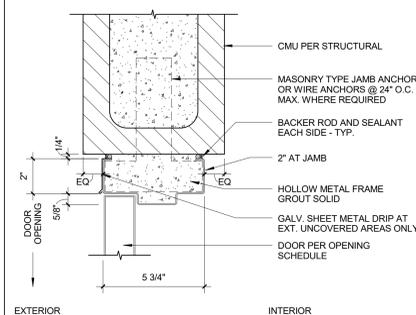
SOUTH ELEVATION 1/4" = 1'-0" 6



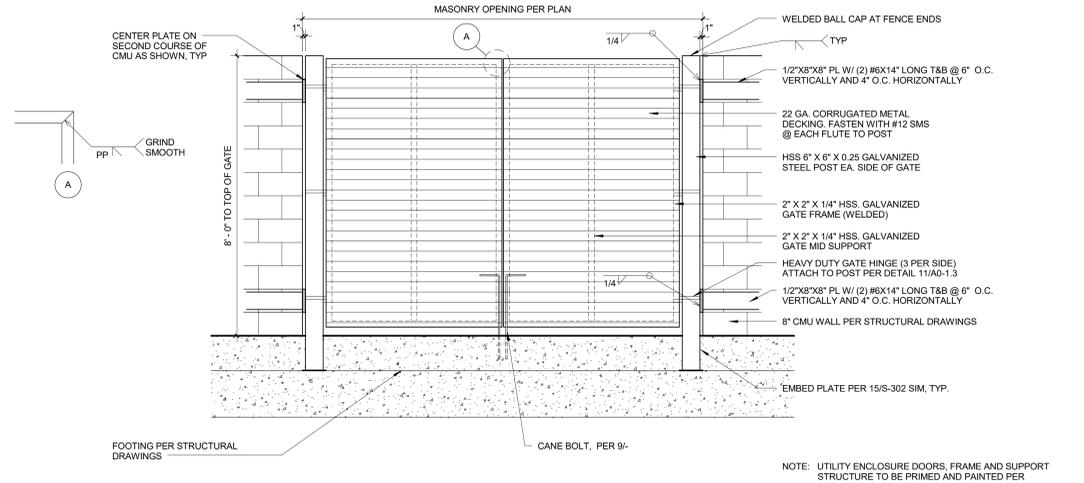
NORTH ELEVATION 1/4" = 1'-0" 5



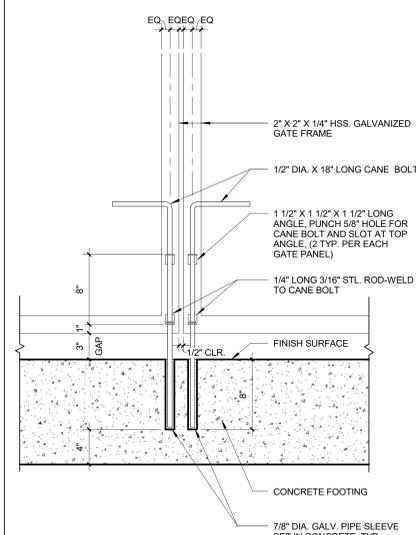
ENLARGED ELECTRICAL ENCLOSURE 3/16" = 1'-0" 1



DOOR JAMB AT CMU WALL 3" = 1'-0" 10



ELECTRICAL ENCLOSURE GATES 1/2" = 1'-0" 4



CANE BOLT 1 1/2" = 1'-0" 9

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC FLS SS  
 DATE

REVISIONS:

NO.	DESCRIPTION	DATE
10	BULLETIN #10	8/16/17

DATE ISSUED: 01/08/16  
 PROJECT NO: 1340159  
 SCALE: As indicated

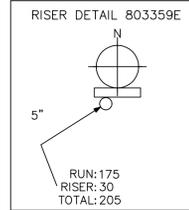
SHEET NUMBER: **A0-1.3**  
 SHEET TITLE:

ENLARGED SITE PLANS



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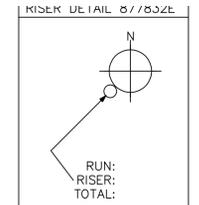
**1** EXISTING 803359E  
 Class C2  
 45'  
 IN: 1- RSR PVC/STRAP 5" UNISTRUT APP  
 IN: 1- RSR PRECUT UNISTRUT W/ HARDWARE NO PVC  
 IN: 1- PH CS 10" XA 16KV 3P 3-1/0  
 IN: 205- CBL 1/0 AL 3-1/C ( 359E TO X052 )  
 IN: 1- SA POLY W/GND NO PRI-N 16KV 3P



NOTE: 5403999 C.O STRUCTURE  
 CUSTOMER TO REMOVE 72X94 PAD

**5** EX: P5403999 PAD  
 72"x94" CONCRETE  
 RM: 1- BAR 400/5 2.5A 120/208 3P 4W  
 SN:  
 RM: 1- TR PM F DE 150KVA 16KV 120/208Y 3P+  
 SN:  
 RM: 1- GR #2 STR PM/BURD TRANS 150-300KVA W/ROD  
 RM: 25- 3-350 1-4/0 AL 4-1/C ( SVC TO MTR 259000-055157 )  
 RM: 100- 3-700 1-350 AL 4-1/C ( SVC TO MTR V349N-012033 )

**6** EXISTING 877832E  
 Class C2  
 45'  
 RM: 1- RSR 4" TO 3" EXTENSION  
 RM: 380- CBL #2 AL 3-1/C ( 7832E TO P3999 )  
 RM: 1- SA POLY W/GND NO PRI-N 16KV 3P  
 RM: 1- PH CS BKT W/LA 16KV 3P 3-#2

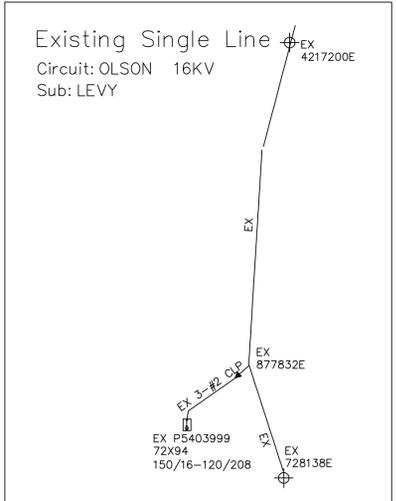
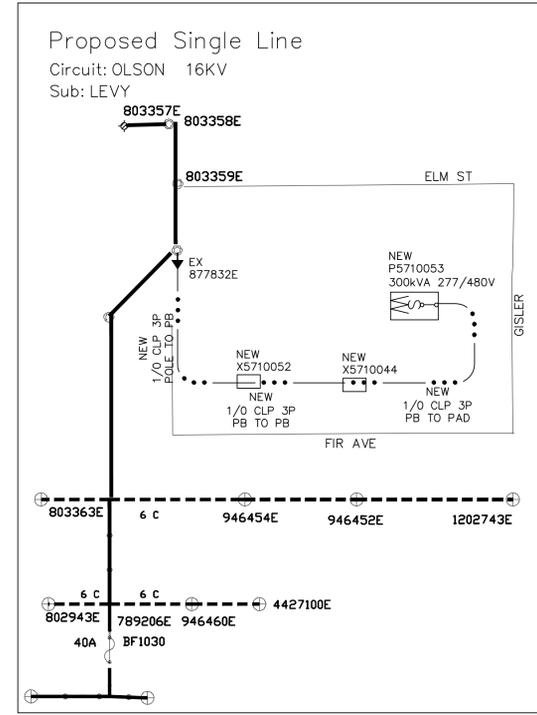


PSPEC/CREW NOTES:  
 \*NO PERMIT  
 \*NEEDS TRAFFIC/PEDESTRIAN CONTROL FOR 877832E  
 \*CUSTOMER TO REMOVE C.O PAD 5403999

**2** CO: X5710052 PULL BOX  
 2'6"x4"x3'6" CONCRETE PKWY  
 CO: 1- S SPL BOX PB 2'6"x4"x3'6" CONC PKWY  
 IN: 360- CBL 1/0 AL 3-1/C 17KV CLP PJ  
 IN: 1- JJ PERM STRAIGHT SPL 1/0 200A  
 IN: 1- SL CBL RACK STL 30" FOR PB

**3** CO: X5710044 PULL BOX  
 2'6"x4"x3'6" CONCRETE PKWY  
 IN: 120- CBL 1/0 AL 3-1/C ( X0044 TO P0053 )  
 IN: 3- JJ PERM STRAIGHT SPL 1/0 200A  
 IN: 1- SL CBL RACK STL 30" FOR PB

**4** CO: P5710053 SLAB BOX  
 8'x10'x6" CONCRETE  
 CO: 1- S SB 8' X 10' CONC  
 IN: 1- GR #2 STR PM/BURD TRANS 150-300KVA W/ROD  
 IN: 4- CNN HYLUGS PM 3-350 1-4/0 12/16KV 3P  
 IN: 4- CNN BOLTS PM 4/0 AND UP 12/16KV 3P  
 IN: 1- TR PM F DE 300KVA 16KV 277/480Y 3P+  
 SN:  
 IN: 29- CBL 3-350 1-4/0 AL 4-1/C 600V IN DUCT  
 MI: 8- CBL 3-350 1-4/0 AL 4-1/C 600V IN DUCT  
 IN: 1- MTR KWH 2.5A CT BAR 400/5 277/480 3P 4W  
 RM: 1- BAR 400/5 2.5A 120/208 3P 4W



NOTE TO CUSTOMER/CONTRACTOR:  
 BAR CT'S REQUIRED IN SWITCH GEAR

TLM DATA:	SIZE	KVA	#CUST	%LOAD
EXIST	N/A	N/A	N/A	N/A
PROP	300	277	1	92
	VD = .16		FLICKER = N/A	

- PROJECT REQUIREMENTS (Y/N)
- EDISON EASEMENT REQUIRED
  - PWRD 88 REQUIRED
  - PERMIT REQUIRED
  - PERMIT TYPE: \_\_\_\_\_
  - OUTAGE REQUIRED
  - OUTAGE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_
  - TRAFFIC CONTROL REQUIRED
  - PED. TRAFFIC CONTROL REQ'D
  - CONVEYANCE LETTER REQ'D
  - ENVIRONMENTAL CLEARANCE REQ'D
  - CSD 140 (TLM) REQ'D



FINAL DESIGN  
 APPROVED FOR CONSTRUCTION

DISTRICT 139 - VENTURA	PROJ. MGR. GORSS, GLENN PHONE 805-603-8061	PLANNER GORSS, GLENN PHONE 805-603-8061	DESIGNER PARSONS, SHELLEY
PROJECT NO. 1381172	SERVICE REQUEST 2296958	MSR NO. 7926413	PRODUCT-1 1235017-METER & SERVICE CHANGE
CIRCUIT / VOLTAGE OLSON 16kV	THOMAS GUIDE	CIRCUIT CODE	PRODUCT-2
SUB / PG NO. LEVY SUB B1			PRODUCT-3
INVENTORY MAP 27-26A-6	U.P.A. NO.	PROPOSED CONSTRUCTION (LOCATION) M&S CHANGE 1000A 277/480V 450 E ELM ST OXNARD, CA 93033	
TYPE	DATE	APPROVED BY	CHECKED BY
		DRAWN BY	PAX #
		SHEET	DESIGN/DRAWING NO.
		2 of 2	896958_0.01

D124 Rev. 04/19/16

# 2017 Rates

## TAFT ELECTRIC CHANGE REQUEST PROPOSAL LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction    JOB# 2551    TEC CR#: 007 R1  
CUST RFP#: 0

STRAIGHT TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$84.08
JOURNEYMAN	2.00	\$78.13
APPRENTICE	1.00	\$70.23
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$77.64

SHIFT WORK CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

OVERTIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

GRAVEYARD CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

DOUBLE TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

OTHER CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**August 1 to December 31 2017**

**VENTURA COUNTY**  
**LOCAL 952**

		JOURNYMAN			FOREMAN			GEN. FOREMAN		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$74.06</b>	<b>\$105.80</b>	<b>\$137.54</b>	<b>\$80.01</b>	<b>\$114.65</b>	<b>\$149.29</b>	<b>\$85.96</b>	<b>\$123.50</b>	<b>\$161.05</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85
Clean Up	<b>3.0%</b>	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22
Totals		<b>\$78.13</b>	\$109.87	\$141.61	<b>\$84.08</b>	\$118.72	\$153.36	\$90.03	\$127.57	\$165.12
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$78.13</b>	<b>\$109.87</b>	<b>\$141.61</b>	<b>\$84.08</b>	<b>\$118.72</b>	<b>\$153.36</b>	<b>\$90.03</b>	<b>\$127.57</b>	<b>\$165.12</b>

TAFT ELECTRIC COMPANY  
Labor Rate  
August 1 to December 31 2017

VENTURA COUNTY  
LOCAL 952  
APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%				
Direct Cost	\$74.06	\$30.18	\$32.86	\$48.12	\$53.47	\$58.82	\$66.16	\$0.00	\$0.00	\$0.00	
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Safety (2.5%)	3%	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85	\$1.85			
Clean Up (3%)	3%	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22	\$2.22			
Sub Total		\$78.13	\$34.25	\$36.93	\$52.19	\$57.54	\$62.89	\$70.23	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>		<b>\$78.13</b>	<b>\$34.25</b>	<b>\$36.93</b>	<b>\$52.19</b>	<b>\$57.54</b>	<b>\$62.89</b>	<b>\$70.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 41.42	\$ 62.13	\$ 82.84	\$ 46.10	\$ 69.15	\$ 92.20	\$ 50.78	\$ 76.17	\$ 101.56
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.41	0.62	0.83	0.46	0.69	0.92	0.51	0.76	1.02
<b>NAT. PENSION (3%)</b>	1.24	1.86	2.49	1.38	2.07	2.77	1.52	2.29	3.05
<b>UNION BURDEN</b>	\$ 23.04	\$ 29.94	\$ 36.83	\$ 23.22	\$ 30.22	\$ 37.21	\$ 23.41	\$ 30.50	\$ 37.58
<b>F.I.C.A. (7.65%)</b>	\$ 3.17	\$ 4.75	\$ 6.34	\$ 3.53	\$ 5.29	\$ 7.05	\$ 3.88	\$ 5.83	\$ 7.77
<b>F.U.I. (0.8%)</b>	0.33	0.50	0.66	0.37	0.55	0.74	0.41	0.61	0.81
<b>S.U.I. (6.2%)</b>	2.57	3.85	5.14	2.86	4.29	5.72	3.15	4.72	6.30
<b>TAX BURDEN</b>	\$ 6.07	\$ 9.10	\$ 12.14	\$ 6.75	\$ 10.13	\$ 13.51	\$ 7.44	\$ 11.16	\$ 14.88
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.20	\$ 3.29	\$ 4.39	\$ 2.44	\$ 3.66	\$ 4.89	\$ 2.69	\$ 4.04	\$ 5.38
<b>WORKMAN'S COMP</b>	1.34	1.34	1.34	1.49	1.49	1.49	1.64	1.64	1.64
<b>INSURANCE BURDEN</b>	\$ 3.53	\$ 4.63	\$ 5.73	\$ 3.93	\$ 5.15	\$ 6.38	\$ 4.33	\$ 5.68	\$ 7.02
<b>DIRECT COST PER HOUR</b>	\$ 74.06	\$ 105.80	\$ 137.54	\$ 80.01	\$ 114.65	\$ 149.29	\$ 85.96	\$ 123.50	\$ 161.05
<b>DIRECT COST PER DAY</b>	\$ 592.46		\$ 63.48	\$ 640.08		\$ 69.28	\$ 687.71		\$ 75.08
<b>DIRECT COST PER WEEK</b>	\$ 2,962.32			\$ 3,200.42			\$ 3,438.53		

## NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

01/09/17

Traffic Signal Technician

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT**

Period of December 26, 2016 to July 30, 2017

**VENTURA COUNTY  
LOCAL 952**

	St. Time	T.S Technician		Overscale T.S Technician		
		1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 31.07	\$ 46.60	\$ 62.13	\$ 41.42	\$ 62.13	\$ 82.84
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.25	0.25	0.25
<b>N.E.I.F. (1%)</b>	0.31	0.47	0.62	0.41	0.62	0.83
<b>NAT. PENSION (3%)</b>	<u>0.93</u>	<u>1.40</u>	<u>1.86</u>	<u>1.24</u>	<u>1.86</u>	<u>2.49</u>
<b>UNION BURDEN</b>	\$ 22.62	\$ 29.31	\$ 36.01	\$ 22.84	\$ 29.74	\$ 36.63
<b>F.I.C.A. (7.65%)</b>	\$ 2.38	\$ 3.56	\$ 4.75	\$ 3.17	\$ 4.75	\$ 6.34
<b>F.U.I. (.8%)</b>	0.25	0.37	0.50	0.33	0.50	0.66
<b>S.U.I. (6.2%)</b>	<u>1.93</u>	<u>2.89</u>	<u>3.85</u>	<u>2.57</u>	<u>3.85</u>	<u>5.14</u>
<b>TAX BURDEN</b>	\$ 4.55	\$ 6.83	\$ 9.10	\$ 6.07	\$ 9.10	\$ 12.14
<b>LIABILITY INSURANCE</b>	5.3% \$ 1.65	\$ 2.47	\$ 3.29	\$ 2.20	\$ 3.29	\$ 4.39
<b>WORKMAN'S COMP</b>	4.15% <u>1.29</u>	<u>1.29</u>	<u>1.29</u>	<u>1.23</u>	<u>1.23</u>	<u>1.23</u>
<b>INSURANCE BURDEN</b>	\$ 2.94	\$ 3.76	\$ 4.58	\$ 3.43	\$ 4.52	\$ 5.62
<b>DIRECT COST PER HOUR</b>	\$ 61.17	\$ 86.50	\$ 111.82	\$ 73.75	\$ 105.49	\$ 137.23
<b>DIRECT COST PER DAY</b>	\$ 489.39			\$ 590.00		
<b>DIRECT COST PER WEEK</b>	\$ 2,446.95			\$ 2,950.01		

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

CONDUIT CONSTRUCTION WORKER'S COMP RATES: 4.148%

TAFT ELECTRIC COMPANY  
LABOR BURDEN REPORT  
Period of December 26, 2016 to July 30, 2017

VENTURA COUNTY  
LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
WAGES	\$ 16.57	\$ 24.85	\$ 18.64	\$ 27.96	\$ 20.71	\$ 31.07	\$ 24.85	\$ 37.28	\$ 28.99	\$ 43.49	\$ 35.21	\$ 52.81
HEALTH & WELFARE	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
LOCAL PENSION	-	-	-	-	12.14	18.21	12.14	18.21	12.14	18.21	12.14	18.21
TRAINING FUND	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LMCC	-	-	-	-	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
NAT. PENSION (3%)	0.50	0.75	0.56	0.84	0.62	0.93	0.75	1.12	0.87	1.30	1.06	1.58
N.E.I.F. (1%)	0.17	0.25	0.19	0.28	0.21	0.31	0.25	0.37	0.29	0.43	0.35	0.53
UNION BURDEN	\$ 9.45	\$ 9.78	\$ 9.54	\$ 9.91	\$ 22.21	\$ 28.69	\$ 22.37	\$ 28.94	\$ 22.54	\$ 29.19	\$ 22.79	\$ 29.56
F.I.C.A. (7.65%)	\$ 1.27	\$ 1.90	\$ 1.43	\$ 2.14	\$ 1.58	\$ 2.38	\$ 1.90	\$ 2.85	\$ 2.22	\$ 3.33	\$ 2.69	\$ 4.04
F.U.I. (.8%)	0.13	0.20	0.15	0.22	0.17	0.25	0.20	0.30	0.23	0.35	0.28	0.42
S.U.I. (6.2%)	1.03	1.54	1.16	1.73	1.28	1.93	1.54	2.31	1.80	2.70	2.18	3.27
TAX BURDEN	\$ 2.43	\$ 3.64	\$ 2.73	\$ 4.10	\$ 3.03	\$ 4.55	\$ 3.64	\$ 5.46	\$ 4.25	\$ 6.37	\$ 5.16	\$ 7.74
LIABILITY INSURANC 5.3%	\$ 0.88	\$ 1.32	\$ 0.99	\$ 1.48	\$ 1.10	\$ 1.65	\$ 1.32	\$ 1.98	\$ 1.54	\$ 2.31	\$ 1.87	\$ 2.80
WORKMAN'S COMP	0.86	0.86	0.96	0.96	1.07	1.07	1.29	1.29	1.50	1.50	1.14	1.14
INSURANCE BURDEN	\$ 1.73	\$ 2.17	\$ 1.95	\$ 2.45	\$ 2.17	\$ 2.72	\$ 2.60	\$ 3.26	\$ 3.04	\$ 3.80	\$ 3.00	\$ 3.94
DIRECT COST PER HOUR	\$ 30.18	\$ 40.45	\$ 32.86	\$ 44.41	\$ 48.12	\$ 67.03	\$ 53.47	\$ 74.94	\$ 58.82	\$ 82.86	\$ 66.16	\$ 94.05
DIRECT COST PER DAY	\$ 241.46	\$ 323.61	\$ 262.85	\$ 355.27	\$ 384.97	\$ 536.21	\$ 427.75	\$ 603.12	\$ 470.54	\$ 662.88	\$ 529.25	\$ 752.40
DIRECT COST PER WEEK	\$ 1,207.31	\$ 1,618.03	\$ 1,314.27	\$ 1,776.34	\$ 1,924.84	\$ 2,681.04	\$ 2,138.77	\$ 2,916.72	\$ 2,352.69	\$ 3,136.08	\$ 2,646.25	\$ 3,512.40

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

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**VENTURA COUNTY**

**LOCAL 952**

**APPRENTICES - Indentured BEFORE 10/01/2012**

	<b>JRYM</b>	<b>75%</b>	<b>85%</b>
<b>WAGES</b>	\$ 41.42	\$ 31.07	\$ 35.21
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	12.14	12.14
<b>TRAINING FUND</b>	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45
<b>NAT. PENSION (3%)</b>	0.41	0.93	1.06
<b>N.E.I.F. (1%)</b>	<u>1.24</u>	<u>0.31</u>	<u>0.35</u>
<b>UNION BURDEN</b>	\$ 23.04	\$ 22.62	\$ 22.79
<b>F.I.C.A. (7.65%)</b>	\$ 3.17	\$ 2.38	\$ 2.69
<b>F.U.I. (.8%)</b>	0.33	0.25	0.28
<b>S.U.I. (6.2%)</b>	<u>2.57</u>	<u>1.93</u>	<u>2.18</u>
<b>TAX BURDEN</b>	\$ 6.07	\$ 4.55	\$ 5.16
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.20	\$ 1.65	\$ 1.87
<b>WORKMAN'S COMP</b>	<u>1.34</u>	<u>1.00</u>	<u>1.14</u>
<b>INSURANCE BURDEN</b>	\$ 3.53	\$ 2.65	\$ 3.00
<b>DIRECT COST PER HOUR</b>	\$ 74.06	\$ 60.89	\$ 66.16
<b>DIRECT COST PER DAY</b>	\$ 592.46	\$ 487.11	\$ 529.25
<b>DIRECT COST PER WEEK</b>	\$ 2,962.32	\$ 2,435.54	\$ 2,646.25

**NOTES:**

**WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%**

**WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%**

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of December 26, 2016 to July 30, 2017**

**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 48.59	\$ 72.89	\$ 97.18	\$ 54.08	\$ 81.12	\$ 108.16	\$ 59.56	\$ 89.34	\$ 119.12
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.49	0.73	0.97	0.54	0.81	1.08	0.60	0.89	1.19
<b>NAT. PENSION (3%)</b>	1.46	2.19	2.92	1.62	2.43	3.24	1.79	2.68	3.57
<b>UNION BURDEN</b>	\$ 23.32	\$ 30.37	\$ 37.41	\$ 23.54	\$ 30.69	\$ 37.85	\$ 23.76	\$ 31.02	\$ 38.28
<b>F.I.C.A. (7.65%)</b>	\$ 3.72	\$ 5.58	\$ 7.43	\$ 4.14	\$ 6.21	\$ 8.27	\$ 4.56	\$ 6.83	\$ 9.11
<b>F.U.I. (0.8%)</b>	0.39	0.58	0.78	0.43	0.65	0.87	0.48	0.71	0.95
<b>S.U.I. (6.2%)</b>	3.01	4.52	6.03	3.35	5.03	6.71	3.69	5.54	7.39
<b>TAX BURDEN</b>	\$ 7.12	\$ 10.68	\$ 14.24	\$ 7.92	\$ 11.88	\$ 15.85	\$ 8.73	\$ 13.09	\$ 17.45
<b>LIABILITY INSURANCE</b>	5.3% \$ 2.58	\$ 3.86	\$ 5.15	\$ 2.87	\$ 4.30	\$ 5.73	\$ 3.16	\$ 4.74	\$ 6.31
<b>WORKMAN'S COMP</b>	1.57	1.57	1.57	1.75	1.75	1.75	1.92	1.92	1.92
<b>INSURANCE BURDEN</b>	\$ 4.14	\$ 5.43	\$ 6.72	\$ 4.61	\$ 6.05	\$ 7.48	\$ 5.08	\$ 6.66	\$ 8.24
<b>DIRECT COST PER HOUR</b>	\$ 83.18	\$ 119.36	\$ 155.54	\$ 90.16	\$ 129.75	\$ 169.33	\$ 97.13	\$ 140.11	\$ 183.09
<b>DIRECT COST PER DAY</b>	\$ 665.41			\$ 721.27			\$ 777.03		
<b>DIRECT COST PER WEEK</b>	\$ 3,327.07			\$ 3,606.36			\$ 3,885.14		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%  
 WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

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**Swing Shift Work**

VENTURA COUNTY

LOCAL 952

APPRENTICES - Indentured after 10/01/2012

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

	40%	45%	50%	60%	70%	85%
<b>WAGES</b>	\$ 19.44	\$ 21.86	\$ 24.29	\$ 29.15	\$ 34.01	\$ 41.30
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	-	-	12.14	12.14	12.14	12.14
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	0.45	0.45	0.45	0.45
<b>NAT. PENSION (3%)</b>	0.58	0.66	0.73	0.87	1.02	1.24
<b>N.E.I.F. (1%)</b>	<u>0.19</u>	<u>0.22</u>	<u>0.24</u>	<u>0.29</u>	<u>0.34</u>	<u>0.41</u>
<b>UNION BURDEN</b>	\$ 9.57	\$ 9.66	\$ 22.35	\$ 22.55	\$ 22.74	\$ 23.03
<b>F.I.C.A. (7.65%)</b>	\$ 1.49	\$ 1.67	\$ 1.86	\$ 2.23	\$ 2.60	\$ 3.16
<b>F.U.I. (.8%)</b>	0.16	0.17	0.19	0.23	0.27	0.33
<b>S.U.I. (6.2%)</b>	<u>1.21</u>	<u>1.36</u>	<u>1.51</u>	<u>1.81</u>	<u>2.11</u>	<u>2.56</u>
<b>TAX BURDEN</b>	\$ 2.85	\$ 3.20	\$ 3.56	\$ 4.27	\$ 4.98	\$ 6.05
<b>LIABILITY INSURANCE 5.3%</b>	\$ 1.03	\$ 1.16	\$ 1.29	\$ 1.54	\$ 1.80	\$ 2.19
<b>WORKMAN'S COMP</b>	<u>1.01</u>	<u>1.13</u>	<u>1.26</u>	<u>1.51</u>	<u>1.76</u>	<u>1.33</u>
<b>INSURANCE BURDEN</b>	\$ 2.04	\$ 2.29	\$ 2.54	\$ 3.05	\$ 3.56	\$ 3.52
<b>DIRECT COST PER HOUR</b>	\$ 33.89	\$ 37.02	\$ 52.74	\$ 59.02	\$ 65.29	\$ 73.91
<b>DIRECT COST PER DAY</b>	\$ 271.13	\$ 296.13	\$ 421.95	\$ 472.15	\$ 522.35	\$ 591.24
<b>DIRECT COST PER WEEK</b>	\$ 1,355.64	\$ 1,480.63	\$ 2,109.74	\$ 2,360.75	\$ 2,611.76	\$ 2,956.21

## NOTES:

WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%

WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%

5.171%

3.230%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of December 26, 2016 to July 30, 2017

**Grave Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 54.43	\$ 81.65	\$ 108.86	\$ 60.58	\$ 90.87	\$ 121.16	\$ 66.72	\$ 100.08	\$ 133.44
<b>HEALTH &amp; WELFARE</b>	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79	\$ 7.79
<b>LOCAL PENSION</b>	12.14	18.21	24.28	12.14	18.21	24.28	12.14	18.21	24.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
<b>N.E.I.F. (1%)</b>	0.54	0.82	1.09	0.61	0.91	1.21	0.67	1.00	1.33
<b>NAT. PENSION (3%)</b>	1.63	2.45	3.27	1.82	2.73	3.63	2.00	3.00	4.00
<b>UNION BURDEN</b>	\$ 23.56	\$ 30.72	\$ 37.87	\$ 23.80	\$ 31.08	\$ 38.37	\$ 24.05	\$ 31.45	\$ 38.86
<b>F.I.C.A. (7.65%)</b>	\$ 4.16	\$ 6.25	\$ 8.33	\$ 4.63	\$ 6.95	\$ 9.27	\$ 5.10	\$ 7.66	\$ 10.21
<b>F.U.I. (0.8%)</b>	0.44	0.65	0.87	0.48	0.73	0.97	0.53	0.80	1.07
<b>S.U.I. (6.2%)</b>	3.37	5.06	6.75	3.76	5.63	7.51	4.14	6.20	8.27
<b>TAX BURDEN</b>	\$ 7.97	\$ 11.96	\$ 15.95	\$ 8.87	\$ 13.31	\$ 17.75	\$ 9.77	\$ 14.66	\$ 19.55
<b>LIABILITY INSURANCE 5.3%</b>	\$ 2.88	\$ 4.33	\$ 5.77	\$ 3.21	\$ 4.82	\$ 6.42	\$ 3.54	\$ 5.30	\$ 7.07
<b>WORKMAN'S COMP</b>	1.76	1.76	1.76	1.96	1.96	1.96	2.16	2.16	2.16
<b>INSURANCE BURDEN</b>	\$ 4.64	\$ 6.09	\$ 7.53	\$ 5.17	\$ 6.77	\$ 8.38	\$ 5.69	\$ 7.46	\$ 9.23
<b>DIRECT COST PER HOUR</b>	\$ 90.60	\$ 130.41	\$ 170.21	\$ 98.43	\$ 142.04	\$ 185.65	\$ 106.23	\$ 153.65	\$ 201.07
<b>DIRECT COST PER DAY</b>	\$ 724.83			\$ 787.41			\$ 849.88		
<b>DIRECT COST PER WEEK</b>	\$ 3,624.16			\$ 3,937.03			\$ 4,249.38		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$30.00/HOUR = 5.171%  
 WORKMAN'S COMP RATES: GREATER THAN \$30.00/HOUR = 3.230%



# CHANGE ORDER REQUEST

**COR No. 141 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Marker Board Soffit Electrical

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to extend conduit in added ceiling space of soffits added in Bulletin 16.	Taft Electric Co	5,116
<p>Reason: Low Voltage conduits needed to be extended from wall, through ceiling of soffit so they could be accessible for AV System. This is additional work not included in the original scope.</p> <p>Requested By: SVA Architects</p> <p>Ref: Bulletin 16</p>		
		Subtotal: 5,116
<b>Contractual Costs</b>		
Overhead 15%		767
		Subtotal: 767
<b>Total Change Order Request Amount:</b>		<b>5,883</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

## Change Order Request #014: Bulletin 16 Markerboard Soffit Revisions

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	014 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	1/25 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$5,116.00</b>

**POTENTIAL CHANGE ORDER TITLE:** Bulletin 16 Markerboard Soffit Revisions

**CHANGE REASON:** Bulletin

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required as directed in Bulletin 16. All conduits in the added soffit will be extended into accessible ceiling space.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

**EXCUSIONS**

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hrs Monday-Friday between 7AM & 3:30PM

Any and all parts and labor not specifically listed above.

Any costs associated with the design, engineering (including wet stamps), or approval process.

Any access panels.

**ATTACHMENTS:**

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551      TEC COR#: 014

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Bulletin 16 Soffits - Extend Conduits

DATE: 1/25/2018

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Takeoff (Conest Attached)	\$657.34	41.50
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$657.34</b>	<b>41.50</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$19.72
7.75%	SALES TAX	\$52.47
3.00%	MATERIAL HANDLING	\$21.89
0.00%		\$0.00
	<b>SUBTOTAL MATERIAL</b>	<b>\$751.42</b>
15.00%	OVERHEAD & PROFIT	\$112.71
	<b>TOTAL TAKEOFF MATERIAL</b>	<b>\$864.13</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL QUOTES</b>	<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL SUBCONTRACTS</b>	<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL SUBCONTRACTS</b>	<b>\$0.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	41.50	\$78.44	\$3,255.05
SUPERVISION	4.00	\$84.36	\$337.44
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$3,592.49</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$3,592.49</b>
15.00%	OVERHEAD & PROFIT		\$538.87
<b>TOTAL LABOR</b>			<b>\$4,131.37</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$49.95
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$49.95
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL DJE</b>		<b>\$99.91</b>
15.00%	OVERHEAD & PROFIT	\$14.99
<b>TOTAL DJE</b>		<b>\$114.90</b>

CHANGE REQUEST SUMMARY		
	\$864.13	
	\$0.00	
	\$0.00	
	\$4,131.37	
	\$114.90	
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$5,110.39</b>
0.00%		\$0.00
0.10%	TEXTURA	\$5.11
0.00%	BOND COSTS	\$0.00
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$5,116</b>

Job ID: 2551 ELM SCHOOL COR

Project: 2551 Elm School COR



### Takeoff

Vendor: TAFT

Labor Level: LABOR 1

25 Jan 2018 8:58:28

Region: BULLETIN 16 SOFFIT

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
160804	40	EA	M	1	EMT 1-HOLE STEEL STRAP	0.7103	28.41	0.0800	3.20
30148	40	EA	M	1	EMT STEEL-COMP COUPLING RT	1.6693	66.77	0.4000	16.00
160745	80	EA	M	1/2	GRC 1-HOLE STEEL STRAP	0.1020	8.16	0.0850	6.80
63	100		M		TSGB-16 BRACKET	5.5400	554.00	0.1550	15.50
<b>Phase Totals:</b>							<b>657.34</b>		<b>41.50</b>
<b>Job Totals:</b>							<b>657.34</b>		<b>41.50</b>



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 16 Narrative**

Revision:

12/04/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architecture sheets:

SKA-1: Typical Classroom RCP - Addition of marker board soffit at classroom exterior window wall

SKA-2: RSP room RCP - Addition of marker board soffit in RSP room exterior window wall

SKA-3: Classroom RCP – Addition of marker board soffit at rooms 1-106/1-206 at exterior window wall with chase incorporated into soffit

SKA-4: Classroom RCP - Addition of marker board soffit at room 1-211 at exterior window wall with chase incorporated into soffit

SKA-5: Marker Board soffit detail – first floor

SKA-6: Marker Board soffit detail – second floor

Drawings

SKA-1

SKA-2

SKA-3

SKA-4

SKA-5

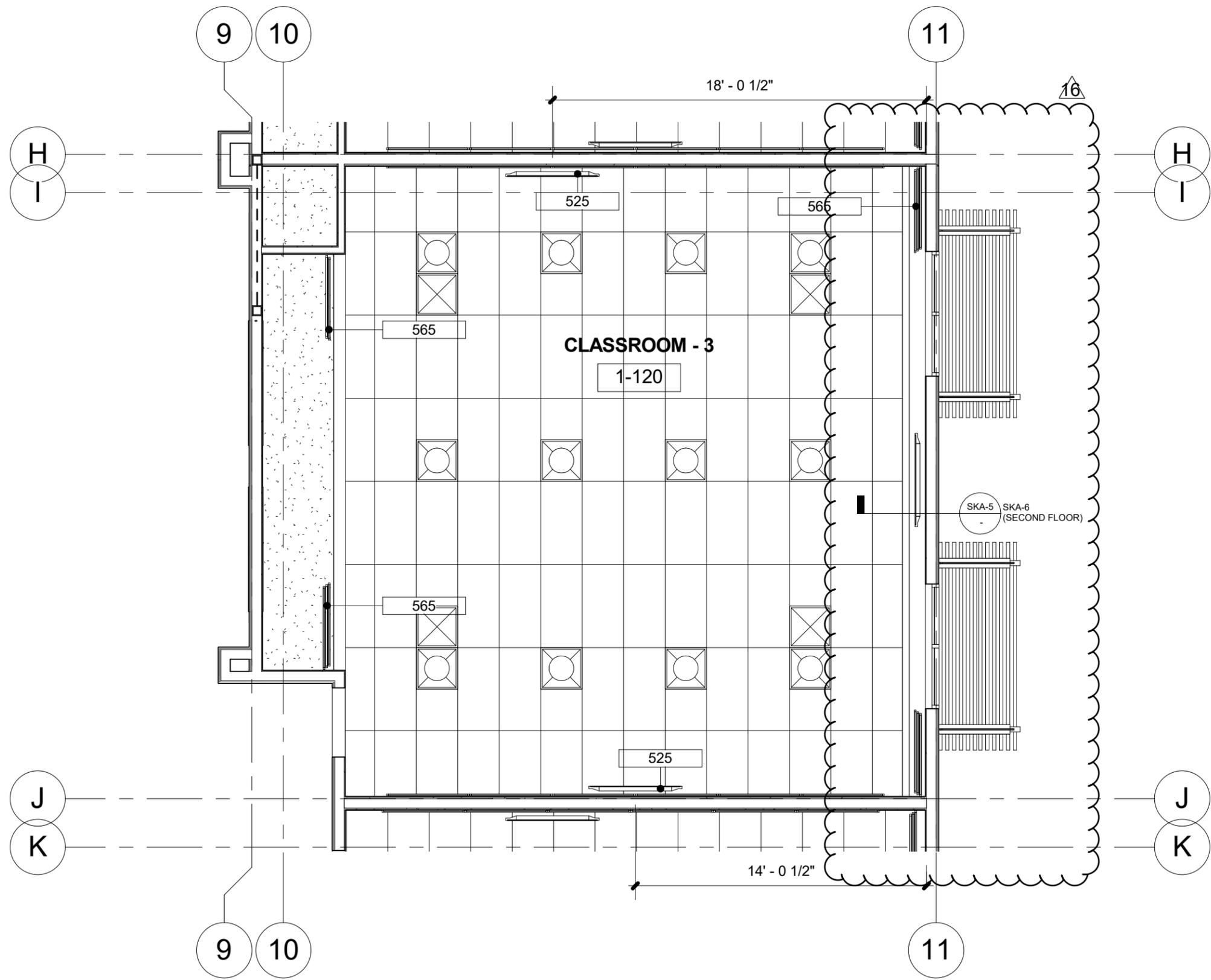
SKA-6

**Distribution:**

District

Contractor

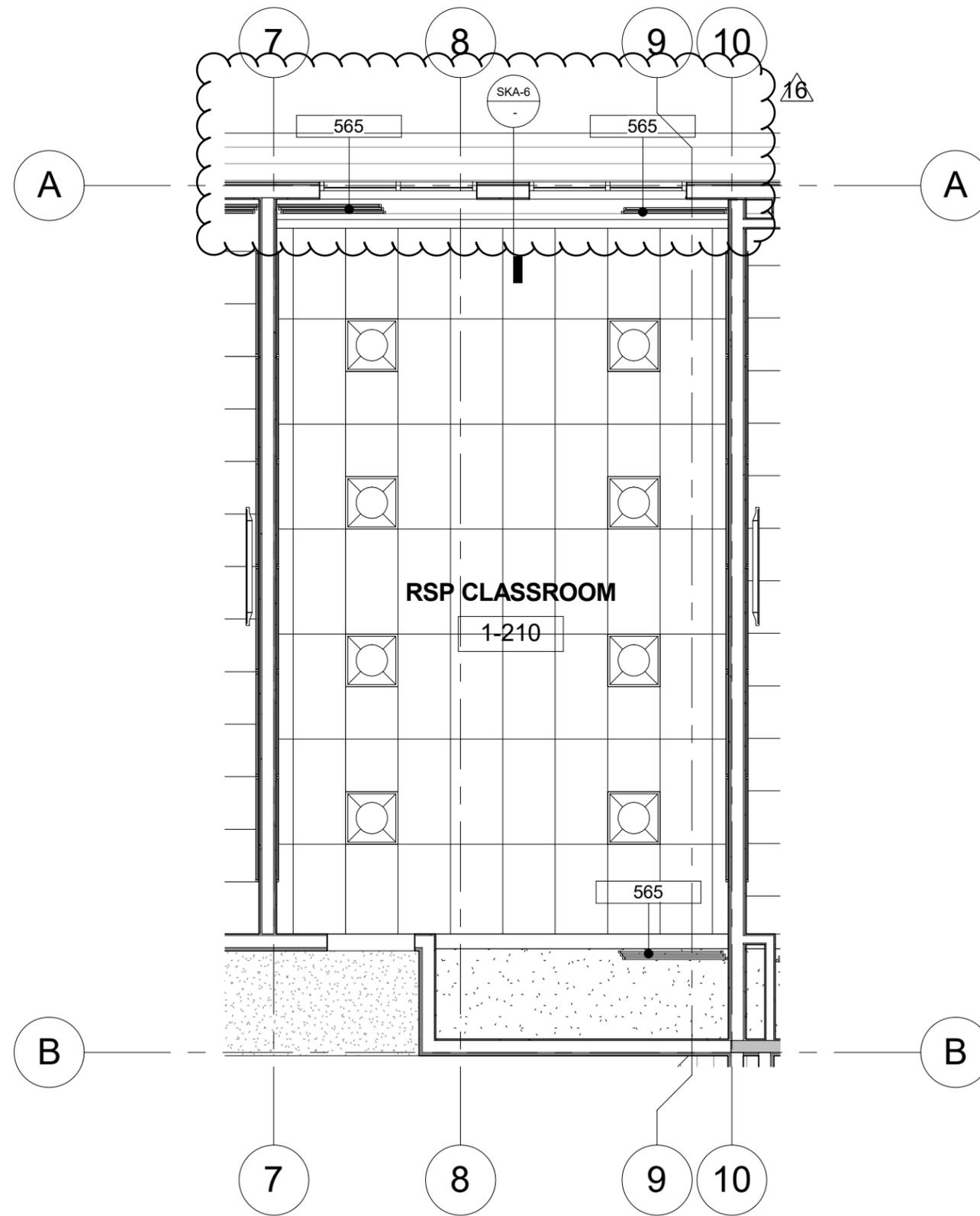
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DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

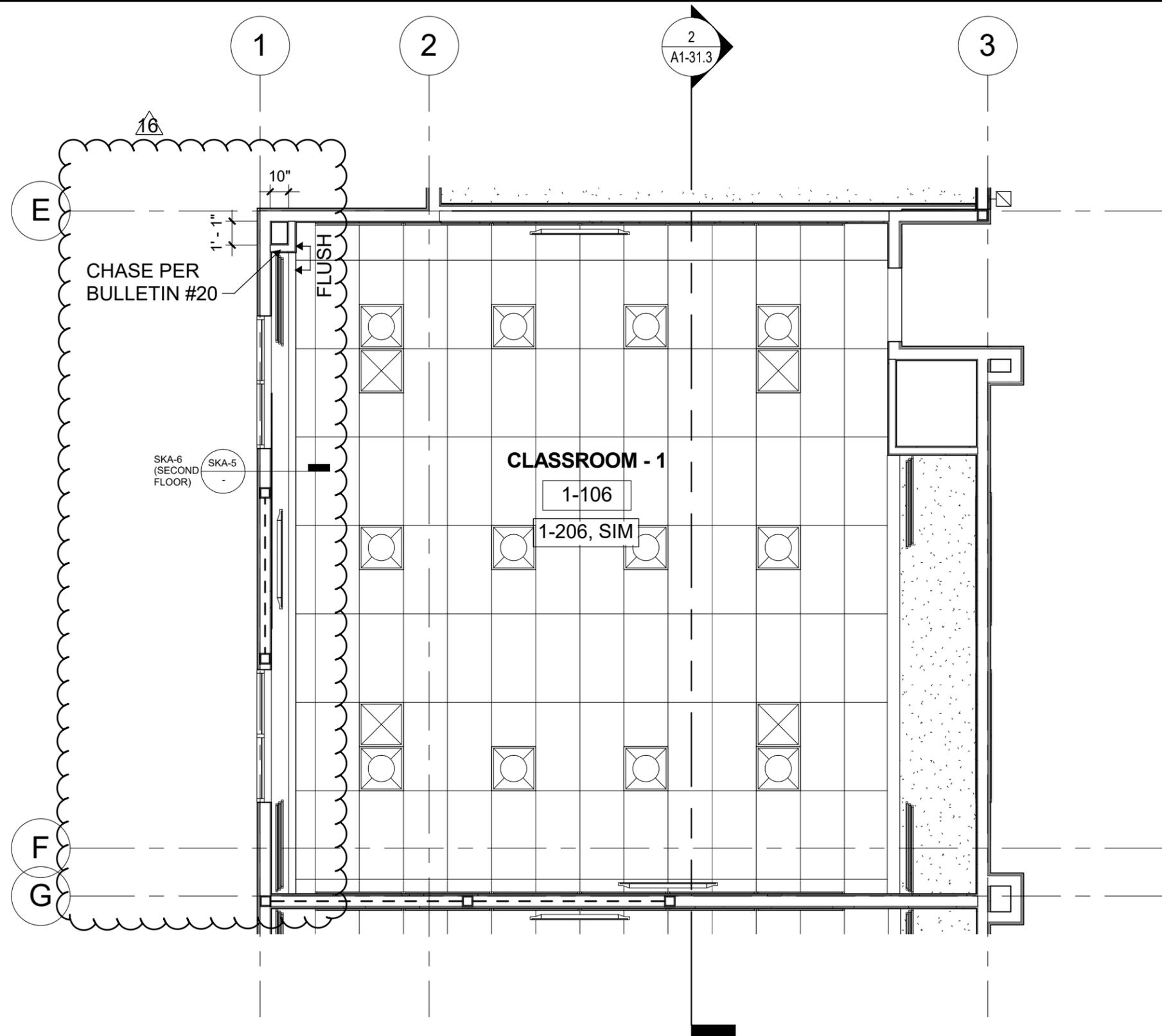
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DATE:	11/22/17
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DRAWN BY:	Author



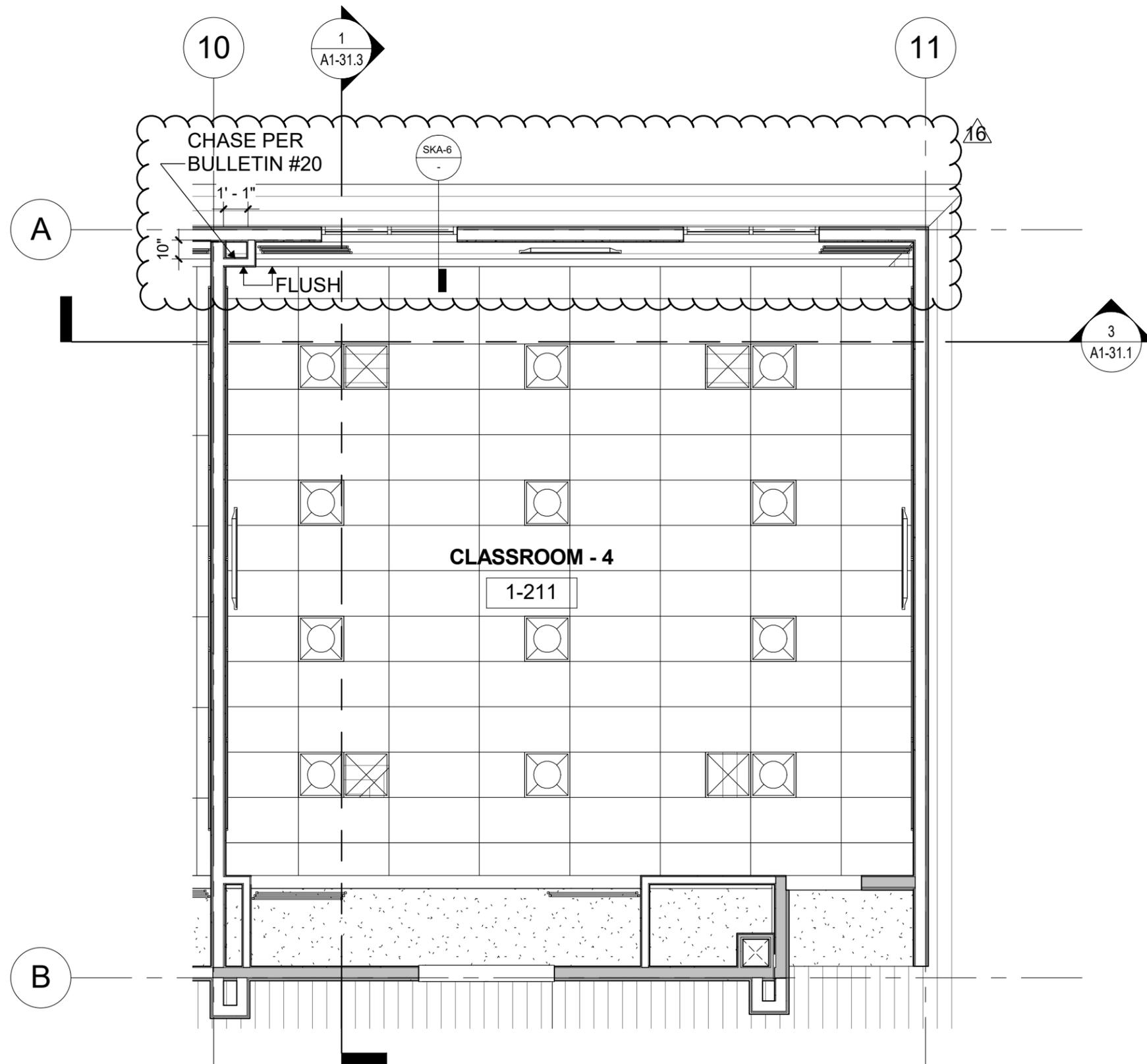
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PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

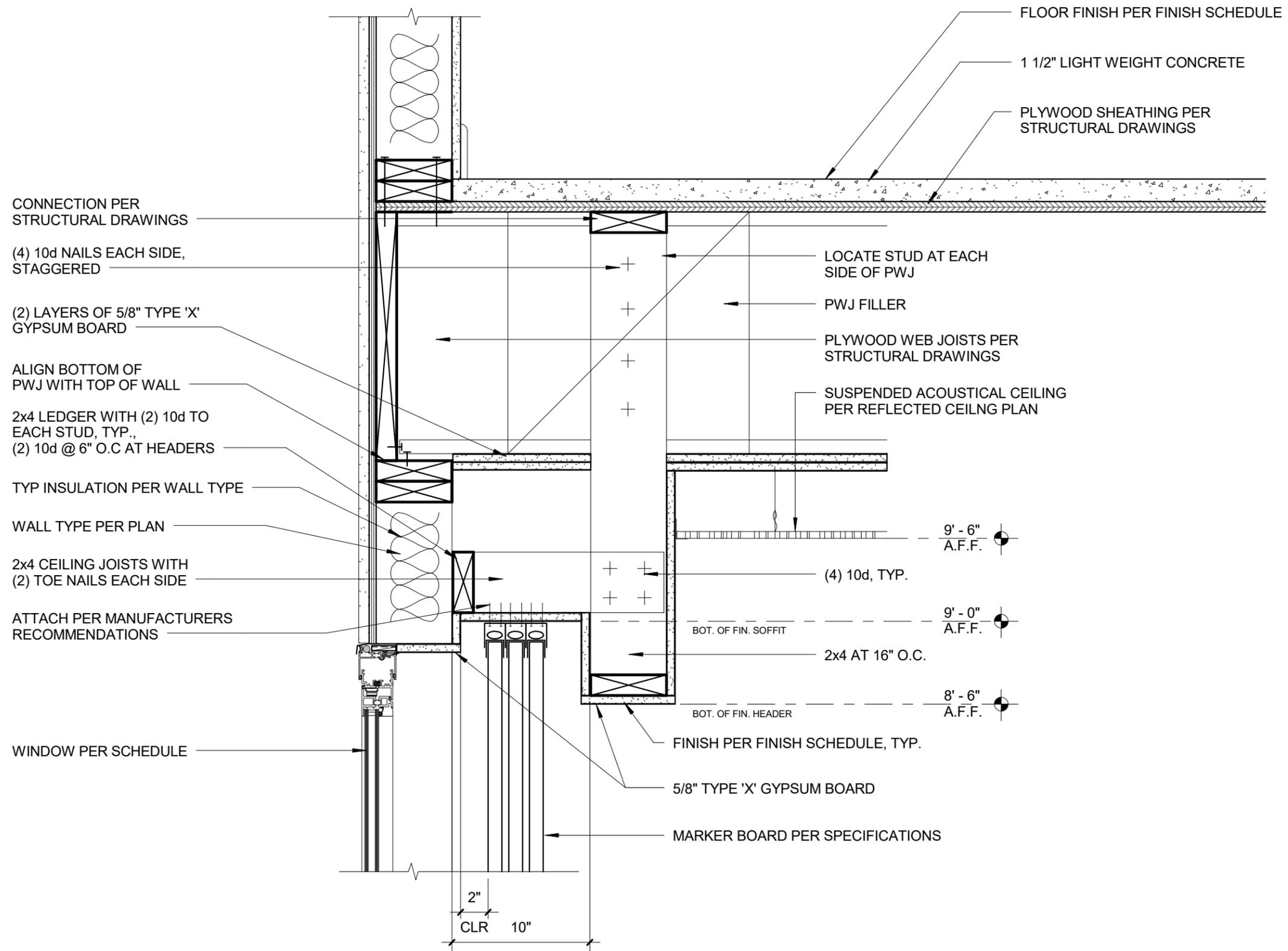
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DATE:	11/22/17
SCALE:	3/16" = 1'-0"
DRAWN BY:	Author



	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-3</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1		DRAWN BY: Author



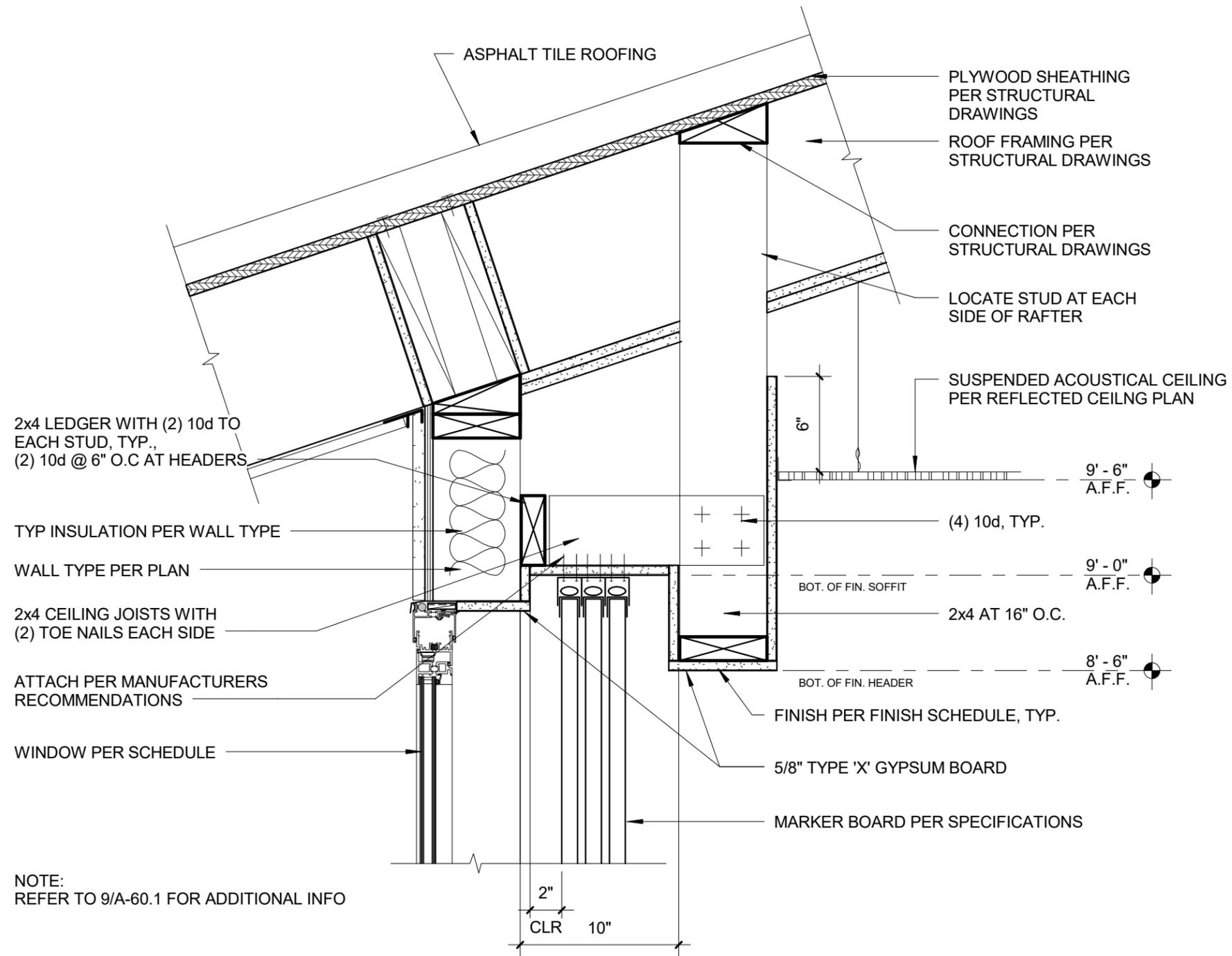
	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-4</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1		DRAWN BY: Author



DESCRIPTION:	MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - FIRST FLOOR
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

ASK #:	SKA-5
DATE:	11/22/17
SCALE:	1 1/2" = 1'-0"
DRAWN BY:	Author



	DESCRIPTION: MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - SECOND FLOOR	DRAWING REFERENCE:	ASK #: SKA-6
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: BULLETIN #16	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0"
	PROJECT NUMBER: 1340159	DRAWN BY: Author	

# TAFT ELECTRIC CHANGE REQUEST PROPOSAL

## LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 14  
 CUST RFP#: 0

### STRAIGHT TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$84.36
JOURNEYMAN	2.00	\$78.88
APPRENTICE	1.00	\$71.62
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$78.44

### SHIFT WORK CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### OVERTIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### GRAVEYARD CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### DOUBLE TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### OTHER CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		<b>JOURNYMAN</b>			<b>FOREMAN</b>			<b>GEN. FOREMAN</b>		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$74.77</b>	<b>\$106.81</b>	<b>\$138.84</b>	<b>\$80.25</b>	<b>\$114.96</b>	<b>\$149.67</b>	<b>\$85.72</b>	<b>\$123.12</b>	<b>\$160.51</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87
Clean Up	<b>3.0%</b>	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24
Totals		\$78.88	\$110.92	\$142.95	\$84.36	\$119.07	\$153.78	\$89.83	\$127.23	\$164.62
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$78.88</b>	<b>\$110.92</b>	<b>\$142.95</b>	<b>\$84.36</b>	<b>\$119.07</b>	<b>\$153.78</b>	<b>\$89.83</b>	<b>\$127.23</b>	<b>\$164.62</b>

TAFT ELECTRIC COMPANY  
 Labor Rate  
 Jan 1 thru July 30 2018

VENTURA COUNTY  
 LOCAL 952  
 APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$74.77	\$29.01	\$31.49	\$51.11	\$56.07	\$61.03	\$67.51	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	3%	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87		
Clean Up (3%)	3%	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24		
Sub Total	\$78.88	\$33.12	\$35.60	\$55.22	\$60.18	\$65.14	\$71.62	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$78.88</b>	<b>\$33.12</b>	<b>\$35.60</b>	<b>\$55.22</b>	<b>\$60.18</b>	<b>\$65.14</b>	<b>\$71.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of January 1, 2018 to July 29, 2018**

**VENTURA COUNTY  
LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 38.23	\$ 57.35	\$ 76.46	\$ 42.55	\$ 63.82	\$ 85.10	\$ 46.87	\$ 70.30	\$ 93.74
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.38	0.57	0.76	0.43	0.64	0.85	0.47	0.70	0.94
<b>NAT. PENSION (3%)</b>	1.15	1.72	2.29	1.28	1.91	2.55	1.41	2.11	2.81
<b>UNION BURDEN</b>	\$ 27.85	\$ 36.93	\$ 46.02	\$ 28.02	\$ 37.19	\$ 46.36	\$ 28.19	\$ 37.45	\$ 46.71
<b>F.I.C.A. (7.65%)</b>	\$ 2.92	\$ 4.39	\$ 5.85	\$ 3.26	\$ 4.88	\$ 6.51	\$ 3.59	\$ 5.38	\$ 7.17
<b>F.U.I. (0.8%)</b>	0.31	0.46	0.61	0.34	0.51	0.68	0.37	0.56	0.75
<b>S.U.I. (6.2%)</b>	2.37	3.56	4.74	2.64	3.96	5.28	2.91	4.36	5.81
<b>TAX BURDEN</b>	\$ 5.60	\$ 8.40	\$ 11.20	\$ 6.23	\$ 9.35	\$ 12.47	\$ 6.87	\$ 10.30	\$ 13.73
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.06	\$ 3.10	\$ 4.13	\$ 2.30	\$ 3.45	\$ 4.60	\$ 2.53	\$ 3.80	\$ 5.06
<b>WORKMAN'S COMP</b>	1.03	1.03	1.03	1.15	1.15	1.15	1.26	1.26	1.26
<b>INSURANCE BURDEN</b>	\$ 3.09	\$ 4.13	\$ 5.16	\$ 3.44	\$ 4.59	\$ 5.74	\$ 3.79	\$ 5.06	\$ 6.32
<b>DIRECT COST PER HOUR</b>	\$ 74.77	\$ 106.81	\$ 138.84	\$ 80.25	\$ 114.96	\$ 149.67	\$ 85.72	\$ 123.12	\$ 160.51
<b>DIRECT COST PER DAY</b>	\$ 598.19		\$ 64.06	\$ 641.99		\$ 69.42	\$ 685.80		\$ 74.78
<b>DIRECT COST PER WEEK</b>	\$ 2,990.95			\$ 3,209.97			\$ 3,428.98		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

Traffic Signal Technician

TAFT ELECTRIC CO.  
LABOR BURDEN REPORT

Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
LOCAL 952

	St. Time	T.S Technician		Overscale T.S Technician		
		1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 28.67	\$ 43.01	\$ 57.35	\$ 38.23	\$ 57.35	\$ 76.46
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.25	0.25	0.25
<b>N.E.I.F. (1%)</b>	0.29	0.43	0.57	0.38	0.57	0.76
<b>NAT. PENSION (3%)</b>	<u>0.86</u>	<u>1.29</u>	<u>1.72</u>	<u>1.15</u>	<u>1.72</u>	<u>2.29</u>
<b>UNION BURDEN</b>	\$ 27.47	\$ 36.36	\$ 45.25	\$ 27.60	\$ 36.68	\$ 45.77
<b>F.I.C.A. (7.65%)</b>	\$ 2.19	\$ 3.29	\$ 4.39	\$ 2.92	\$ 4.39	\$ 5.85
<b>F.U.I. (.8%)</b>	0.23	0.34	0.46	0.31	0.46	0.61
<b>S.U.I. (6.2%)</b>	<u>1.78</u>	<u>2.67</u>	<u>3.56</u>	<u>2.37</u>	<u>3.56</u>	<u>4.74</u>
<b>TAX BURDEN</b>	\$ 4.20	\$ 6.30	\$ 8.40	\$ 5.60	\$ 8.40	\$ 11.20
<b>LIABILITY INSURANCE</b>	5.4% \$ 1.55	\$ 2.32	\$ 3.10	\$ 2.06	\$ 3.10	\$ 4.13
<b>WORKMAN'S COMP</b>	4.79% <u>1.37</u>	<u>1.37</u>	<u>1.37</u>	<u>1.14</u>	<u>1.14</u>	<u>1.14</u>
<b>INSURANCE BURDEN</b>	\$ 2.92	\$ 3.69	\$ 4.47	\$ 3.20	\$ 4.23	\$ 5.26
<b>DIRECT COST PER HOUR</b>	\$ 63.26	\$ 89.36	\$ 115.47	\$ 74.63	\$ 106.66	\$ 138.69
<b>DIRECT COST PER DAY</b>	\$ 506.08			\$ 597.04		
<b>DIRECT COST PER WEEK</b>	\$ 2,530.41			\$ 2,985.19		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

CONDUIT CONSTRUCTION WORKER'S COMP RATES: 4.785%

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
 LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
<b>WAGES</b>	\$ 15.29	\$ 22.94	\$ 17.20	\$ 25.81	\$ 19.12	\$ 28.67	\$ 22.94	\$ 34.41	\$ 26.76	\$ 40.14	\$ 32.50	\$ 48.74
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.46	0.69	0.52	0.77	0.57	0.86	0.69	1.03	0.80	1.20	0.97	1.46
<b>N.E.I.F. (1%)</b>	<u>0.15</u>	<u>0.23</u>	<u>0.17</u>	<u>0.26</u>	<u>0.19</u>	<u>0.29</u>	<u>0.23</u>	<u>0.34</u>	<u>0.27</u>	<u>0.40</u>	<u>0.32</u>	<u>0.49</u>
<b>UNION BURDEN</b>	\$ 9.79	\$ 10.10	\$ 9.87	\$ 10.21	\$ 27.08	\$ 35.79	\$ 27.24	\$ 36.02	\$ 27.39	\$ 36.25	\$ 27.62	\$ 36.59
<b>F.I.C.A. (7.65%)</b>	\$ 1.17	\$ 1.75	\$ 1.32	\$ 1.97	\$ 1.46	\$ 2.19	\$ 1.75	\$ 2.63	\$ 2.05	\$ 3.07	\$ 2.49	\$ 3.73
<b>F.U.I. (.8%)</b>	0.12	0.18	0.14	0.21	0.15	0.23	0.18	0.28	0.21	0.32	0.26	0.39
<b>S.U.I. (6.2%)</b>	<u>0.95</u>	<u>1.42</u>	<u>1.07</u>	<u>1.60</u>	<u>1.19</u>	<u>1.78</u>	<u>1.42</u>	<u>2.13</u>	<u>1.66</u>	<u>2.49</u>	<u>2.01</u>	<u>3.02</u>
<b>TAX BURDEN</b>	\$ 2.24	\$ 3.36	\$ 2.52	\$ 3.78	\$ 2.80	\$ 4.20	\$ 3.36	\$ 5.04	\$ 3.92	\$ 5.88	\$ 4.76	\$ 7.14
<b>LIABILITY INSURANC</b> 5.4%	\$ 0.83	\$ 1.24	\$ 0.93	\$ 1.39	\$ 1.03	\$ 1.55	\$ 1.24	\$ 1.86	\$ 1.45	\$ 2.17	\$ 1.75	\$ 2.63
<b>WORKMAN'S COMP</b>	<u>0.87</u>	<u>0.87</u>	<u>0.97</u>	<u>0.97</u>	<u>1.08</u>	<u>1.08</u>	<u>1.30</u>	<u>1.30</u>	<u>1.51</u>	<u>1.51</u>	<u>0.88</u>	<u>0.88</u>
<b>INSURANCE BURDEN</b>	\$ 1.69	\$ 2.10	\$ 1.90	\$ 2.37	\$ 2.11	\$ 2.63	\$ 2.54	\$ 3.16	\$ 2.96	\$ 3.68	\$ 2.63	\$ 3.51
<b>DIRECT COST PER HOUR</b>	\$ 29.01	\$ 38.50	\$ 31.49	\$ 42.16	\$ 51.11	\$ 71.29	\$ 56.07	\$ 78.62	\$ 61.03	\$ 85.95	\$ 67.51	\$ 95.98
	\$ 9.48	\$ 10.67	\$ 10.67	\$ 10.67	\$ 20.18	\$ 20.18	\$ 22.55	\$ 22.55	\$ 24.92	\$ 24.92	\$ 28.48	\$ 28.48
<b>DIRECT COST PER DAY</b>	\$ 232.12	\$ 308.00	\$ 251.95	\$ 337.32	\$ 408.91	\$ 570.32	\$ 448.58	\$ 448.58	\$ 488.25	\$ 488.25	\$ 540.05	\$ 540.05
<b>DIRECT COST PER WEEK</b>	\$ 1,160.60	\$ 1,539.99	\$ 1,259.77	\$ 1,686.59	\$ 2,044.55	\$ 2,851.59	\$ 2,242.90	\$ 2,242.90	\$ 2,441.25	\$ 2,441.25	\$ 2,700.23	\$ 2,700.23

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 44.84	\$ 67.26	\$ 89.68	\$ 49.91	\$ 74.87	\$ 99.82	\$ 54.98	\$ 82.47	\$ 109.96
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.45	0.67	0.90	0.50	0.75	1.00	0.55	0.82	1.10
<b>NAT. PENSION (3%)</b>	1.35	2.02	2.69	1.50	2.25	2.99	1.65	2.47	3.30
<b>UNION BURDEN</b>	\$ 28.11	\$ 37.33	\$ 46.55	\$ 28.32	\$ 37.63	\$ 46.95	\$ 28.52	\$ 37.94	\$ 47.36
<b>F.I.C.A. (7.65%)</b>	\$ 3.43	\$ 5.15	\$ 6.86	\$ 3.82	\$ 5.73	\$ 7.64	\$ 4.21	\$ 6.31	\$ 8.41
<b>F.U.I. (0.8%)</b>	0.36	0.54	0.72	0.40	0.60	0.80	0.44	0.66	0.88
<b>S.U.I. (6.2%)</b>	2.78	4.17	5.56	3.09	4.64	6.19	3.41	5.11	6.82
<b>TAX BURDEN</b>	\$ 6.57	\$ 9.85	\$ 13.14	\$ 7.31	\$ 10.97	\$ 14.62	\$ 8.05	\$ 12.08	\$ 16.11
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.42	\$ 3.63	\$ 4.84	\$ 2.70	\$ 4.04	\$ 5.39	\$ 2.97	\$ 4.45	\$ 5.94
<b>WORKMAN'S COMP</b>	1.21	1.21	1.21	1.34	1.34	1.34	1.48	1.48	1.48
<b>INSURANCE BURDEN</b>	\$ 3.63	\$ 4.84	\$ 6.05	\$ 4.04	\$ 5.39	\$ 6.73	\$ 4.45	\$ 5.93	\$ 7.42
<b>DIRECT COST PER HOUR</b>	\$ 83.15	\$ 119.28	\$ 155.42	\$ 89.58	\$ 128.85	\$ 168.13	\$ 96.00	\$ 138.42	\$ 180.85
<b>DIRECT COST PER DAY</b>	\$ 665.21			\$ 716.62			\$ 768.03		
<b>DIRECT COST PER WEEK</b>	\$ 3,326.06			\$ 3,583.10			\$ 3,840.13		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

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**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**APPRENTICES - Indentured after 10/01/2012**

	40%	45%	50%	60%	70%	85%
<b>WAGES</b>	\$ 17.94	\$ 20.18	\$ 22.43	\$ 26.91	\$ 31.39	\$ 38.12
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	16.64	16.64	16.64	16.64
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.54	0.61	0.67	0.81	0.94	1.14
<b>N.E.I.F. (1%)</b>	0.18	0.20	0.22	0.27	0.31	0.38
<b>UNION BURDEN</b>	\$ 9.90	\$ 9.99	\$ 27.22	\$ 27.40	\$ 27.58	\$ 27.84
<b>F.I.C.A. (7.65%)</b>	\$ 1.37	\$ 1.54	\$ 1.72	\$ 2.06	\$ 2.40	\$ 2.92
<b>F.U.I. (.8%)</b>	0.14	0.16	0.18	0.22	0.25	0.30
<b>S.U.I. (6.2%)</b>	1.11	1.25	1.39	1.67	1.95	2.36
<b>TAX BURDEN</b>	\$ 2.63	\$ 2.96	\$ 3.29	\$ 3.94	\$ 4.60	\$ 5.58
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.97	\$ 1.09	\$ 1.21	\$ 1.45	\$ 1.70	\$ 2.06
<b>WORKMAN'S COMP</b>	1.02	1.14	1.27	1.52	1.78	1.03
<b>INSURANCE BURDEN</b>	\$ 1.98	\$ 2.23	\$ 2.48	\$ 2.98	\$ 3.47	\$ 3.09
<b>DIRECT COST PER HOUR</b>	\$ 32.45	\$ 35.36	\$ 55.41	\$ 61.22	\$ 67.04	\$ 74.63
<b>DIRECT COST PER DAY</b>	\$ 259.60	\$ 282.84	\$ 443.31	\$ 489.80	\$ 536.28	\$ 597.08
<b>DIRECT COST PER WEEK</b>	\$ 1,297.98	\$ 1,414.20	\$ 2,216.54	\$ 2,448.98	\$ 2,681.41	\$ 2,985.38

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

5.658%  
2.693%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**Grave Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 50.23	\$ 75.35	\$ 100.46	\$ 55.91	\$ 83.87	\$ 111.82	\$ 61.59	\$ 92.39	\$ 123.18
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.50	0.75	1.00	0.56	0.84	1.12	0.62	0.92	1.23
<b>NAT. PENSION (3%)</b>	1.51	2.26	3.01	1.68	2.52	3.35	1.85	2.77	3.70
<b>UNION BURDEN</b>	\$ 28.33	\$ 37.65	\$ 46.98	\$ 28.56	\$ 37.99	\$ 47.43	\$ 28.78	\$ 38.34	\$ 47.89
<b>F.I.C.A. (7.65%)</b>	\$ 3.84	\$ 5.76	\$ 7.69	\$ 4.28	\$ 6.42	\$ 8.55	\$ 4.71	\$ 7.07	\$ 9.42
<b>F.U.I. (0.8%)</b>	0.40	0.60	0.80	0.45	0.67	0.89	0.49	0.74	0.99
<b>S.U.I. (6.2%)</b>	3.11	4.67	6.23	3.47	5.20	6.93	3.82	5.73	7.64
<b>TAX BURDEN</b>	\$ 7.36	\$ 11.04	\$ 14.72	\$ 8.19	\$ 12.29	\$ 16.38	\$ 9.02	\$ 13.53	\$ 18.05
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.71	\$ 4.07	\$ 5.42	\$ 3.02	\$ 4.53	\$ 6.04	\$ 3.33	\$ 4.99	\$ 6.65
<b>WORKMAN'S COMP</b>	1.35	1.35	1.35	1.51	1.51	1.51	1.66	1.66	1.66
<b>INSURANCE BURDEN</b>	\$ 4.07	\$ 5.42	\$ 6.78	\$ 4.52	\$ 6.03	\$ 7.54	\$ 4.98	\$ 6.65	\$ 8.31
<b>DIRECT COST PER HOUR</b>	\$ 89.98	\$ 129.46	\$ 168.93	\$ 97.18	\$ 140.18	\$ 183.18	\$ 104.38	\$ 150.90	\$ 197.42
<b>DIRECT COST PER DAY</b>	\$ 719.86			\$ 777.46			\$ 835.05		
<b>DIRECT COST PER WEEK</b>	\$ 3,599.32			\$ 3,887.28			\$ 4,175.24		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%



**Los Angeles County Chapter**  
**National Electrical Contractors Association**  
**100 E. Corson Street, Suite 410**  
**Pasadena, CA 91103**  
**626.792.6322**  
**www.laneca.org**

*IMPORTANT: Labor Relations Bulletin*

## **IBEW Local 952 (Ventura County)** **Inside Wiremen's Agreement**

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 42.05	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
									See			
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
- (d) NEIF contribution is an amount equal to 1% of gross wage and is paid by NECA members only. AMF contribution is an amount equal to 0.5% of gross wage and is paid by non-NECA contractors only.
- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

**Future increases:**

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 49.32	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 38.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 61.59	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 55.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 55.25	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 20.09	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 22.60	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 25.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 30.14	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 35.16	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

See Page 1 for all footnotes

**Information regarding shifts:**

1. Working a day shift only is not considered a "shift" under the terms of the agreement.
2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
3. One (1) employee constitutes the establishment of a "shift."
4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
5. Shifts must be a minimum of five (5) days duration, which may include Saturday, Sunday and holidays. (This requirement applies to the scheduling and performance of work, not the uninterrupted presence of a particular individual or individuals on the job.)
6. Either the swing or graveyard shifts may be worked alone without the requirement of a day shift.
7. While the shift must last for a minimum of five days duration, it is not necessary for each employee to work the five days in order to fall under the shift work provisions of the agreement.
8. Per Section 3.12 of the agreement, the shift rate of pay is determined by the start time of the shift (see chart below).

<b>First Shift (Day Shift):</b> Start time between 6:00 AM and 10:00 AM (Straight Time Rate)
<b>Second Shift (Swing):</b> Start time between 10:01 AM and 8:00 PM (Straight Time Rate +17.3% )
<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



**Los Angeles County Chapter**  
**National Electrical Contractors Association**  
**100 E. Corson Street, Suite 410**  
**Pasadena, CA 91103**  
**626.792.6322**  
**www.laneca.org**

*IMPORTANT: Labor Relations Bulletin*

## **IBEW Local 952 (Ventura County)**

### **Intelligent Transportation Systems Agreement**

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	See	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
- (d) NEIF contribution is an amount equal to 1% of gross wage and is paid by NECA members only. AMF contribution is an amount equal to 0.5% of gross wage and is paid by non-NECA contractors only.
- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

#### **Future increases:**

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	on first	\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	page.	\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 38.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 61.59	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 55.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 20.09	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 22.60	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 25.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	on first	\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 30.14	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	page.	\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 35.16	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

**See Page 1 for all footnotes**

**Information regarding shifts:**

1. Working a day shift only is not considered a "shift" under the terms of the agreement.
2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
3. One (1) employee constitutes the establishment of a "shift."
4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
5. Shifts must be a minimum of five (5) days duration, which may include Saturday, Sunday and holidays. (This requirement applies to the scheduling and performance of work, not the uninterrupted presence of a particular individual or individuals on the job.)
6. Either the swing or graveyard shifts may be worked alone without the requirement of a day shift.
7. While the shift must last for a minimum of five days duration, it is not necessary for each employee to work the five days in order to fall under the shift work provisions of the agreement.
8. Per Section 3.12 of the agreement, the shift rate of pay is determined by the start time of the shift (see chart below).

<b>First Shift (Day Shift):</b> Start time between 6:00 AM and 10:00 AM (Straight Time Rate)
<b>Second Shift (Swing):</b> Start time between 10:01 AM and 8:00 PM (Straight Time Rate +17.3% )
<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



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**Elm Street Elementary School  
Bulletin # 16 Narrative**

Revision:

12/04/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architecture sheets:

SKA-1: Typical Classroom RCP - Addition of marker board soffit at classroom exterior window wall

SKA-2: RSP room RCP - Addition of marker board soffit in RSP room exterior window wall

SKA-3: Classroom RCP – Addition of marker board soffit at rooms 1-106/1-206 at exterior window wall with chase incorporated into soffit

SKA-4: Classroom RCP - Addition of marker board soffit at room 1-211 at exterior window wall with chase incorporated into soffit

SKA-5: Marker Board soffit detail – first floor

SKA-6: Marker Board soffit detail – second floor

Drawings

SKA-1

SKA-2

SKA-3

SKA-4

SKA-5

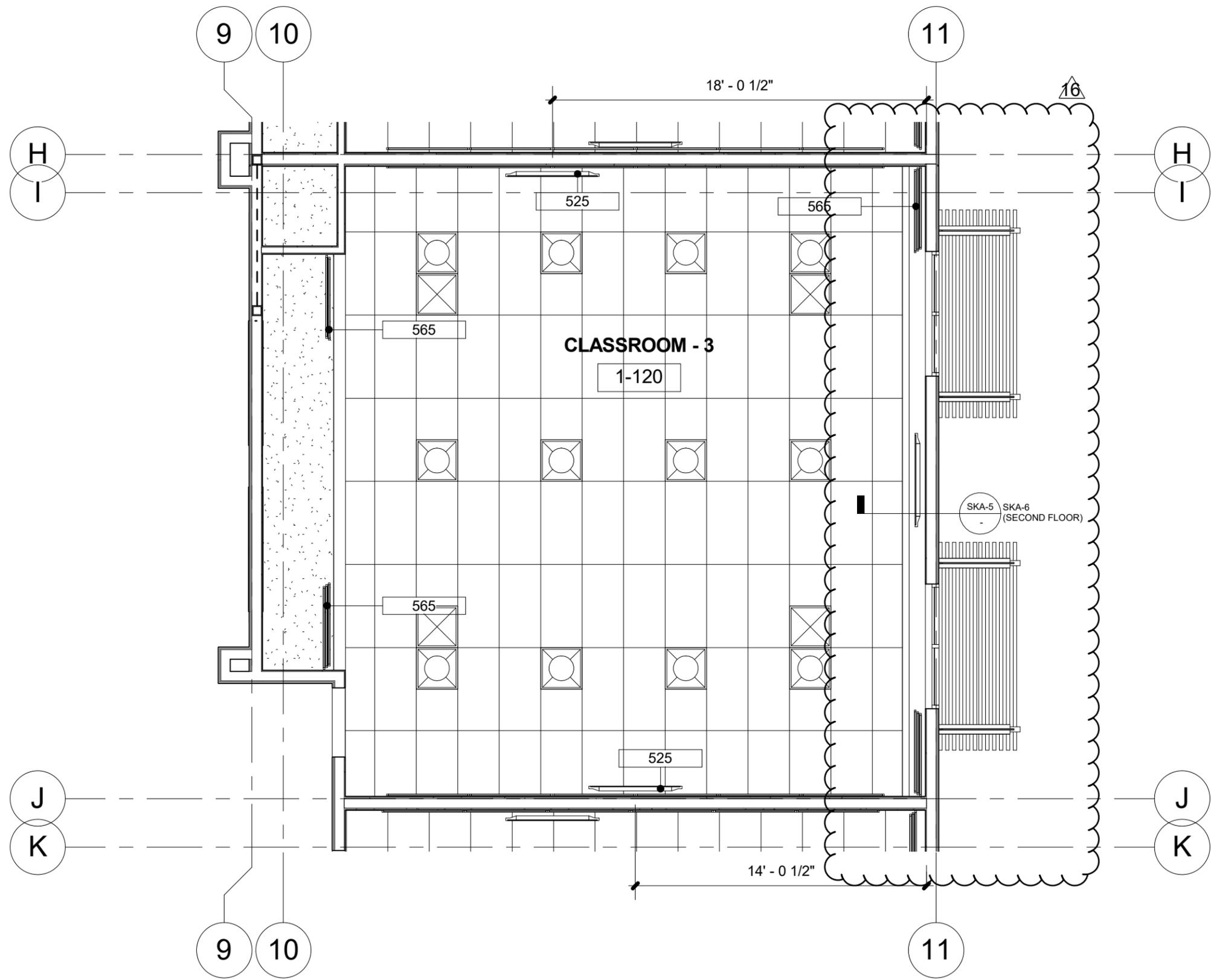
SKA-6

**Distribution:**

District

Contractor

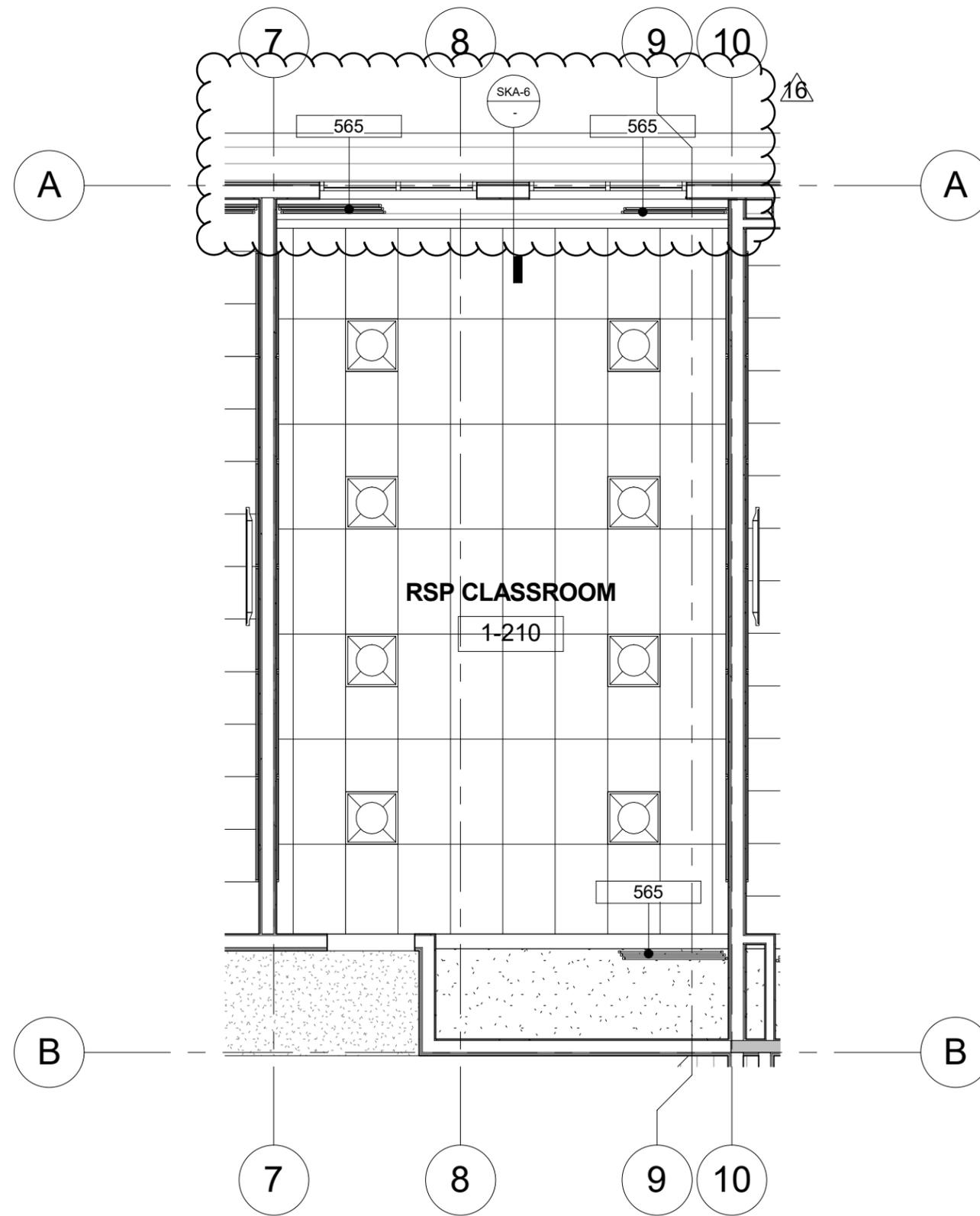
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DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

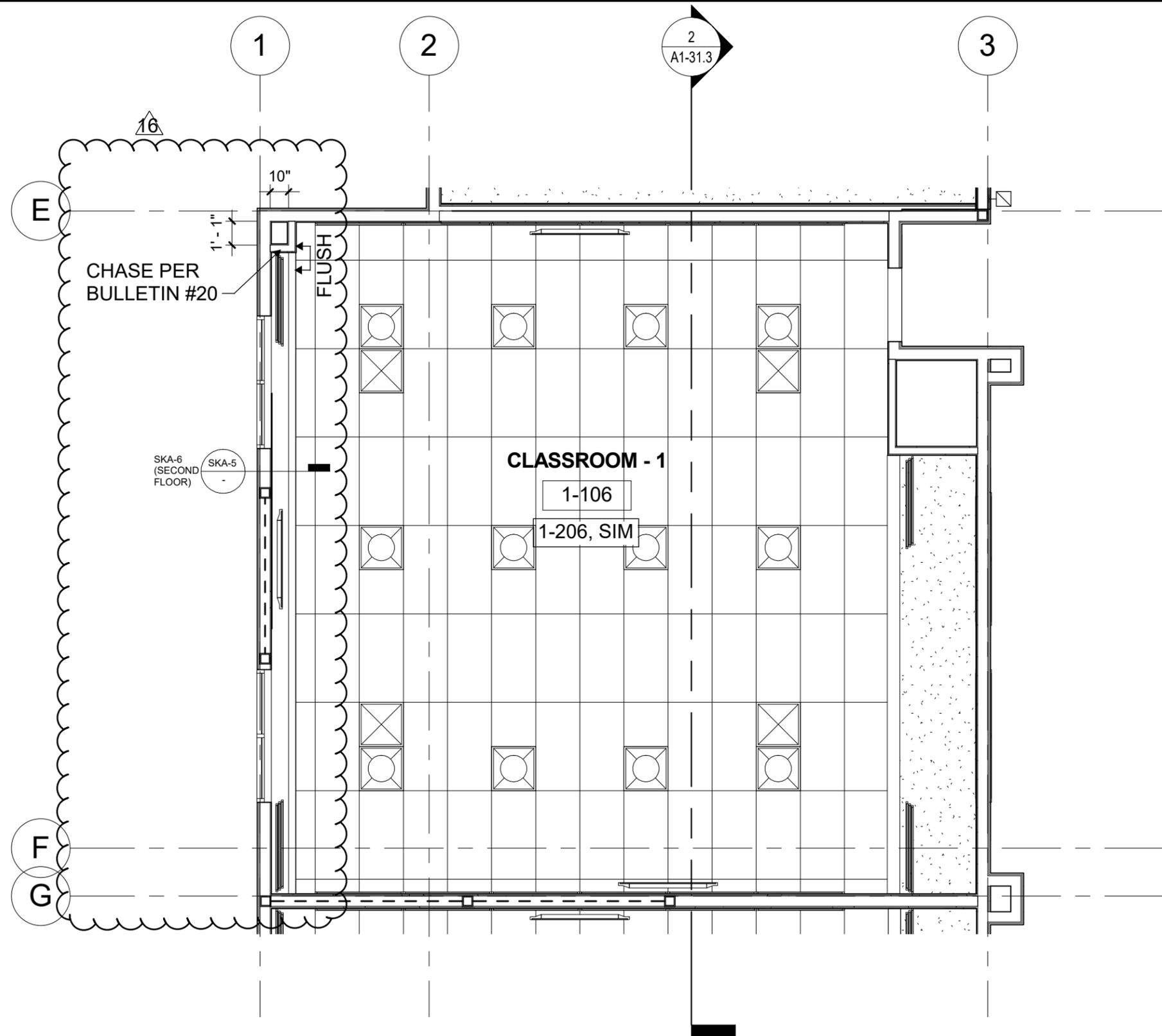
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DATE:	11/22/17
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DRAWN BY:	Author



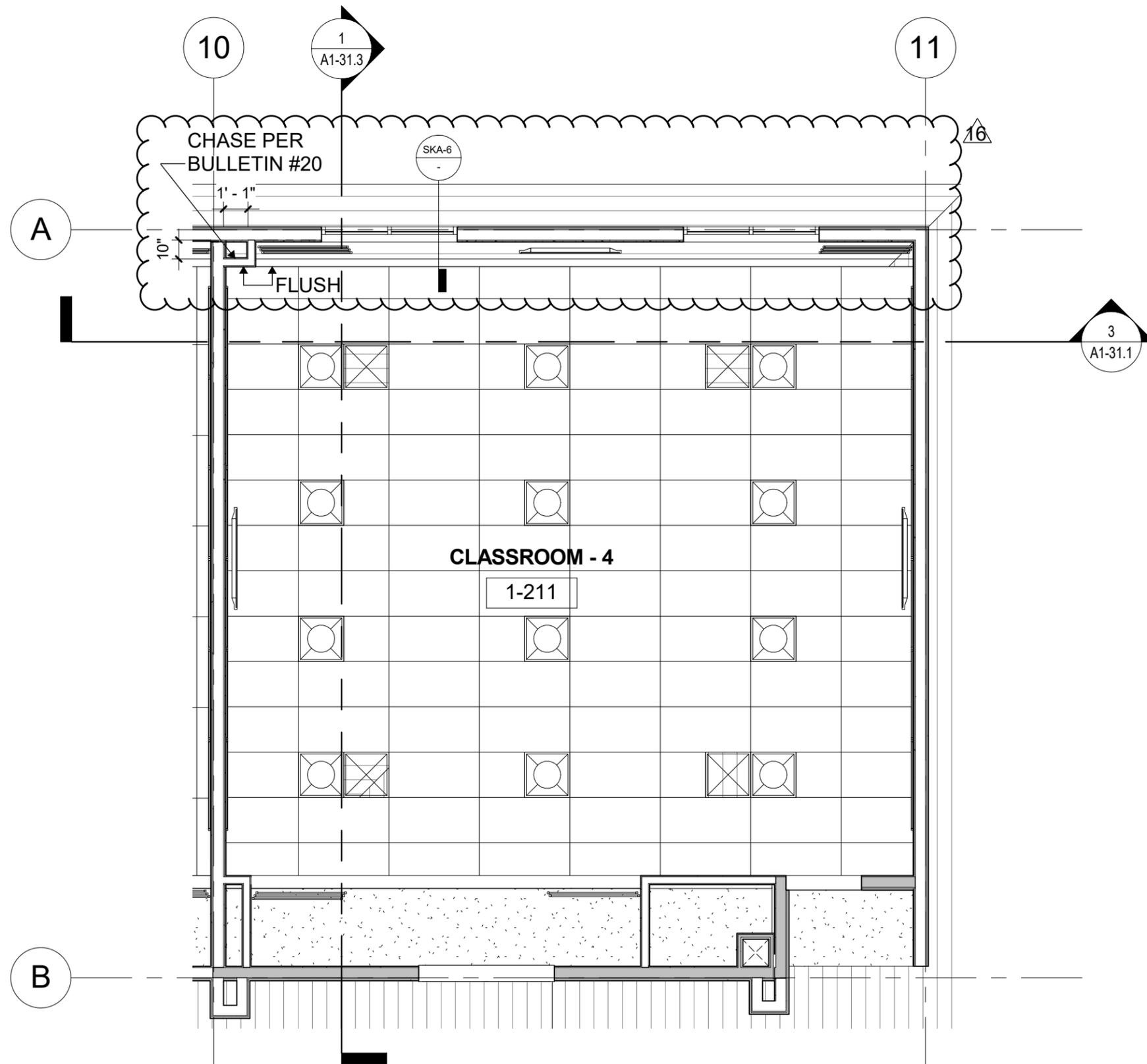
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PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

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DATE:	11/22/17
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DRAWN BY:	Author



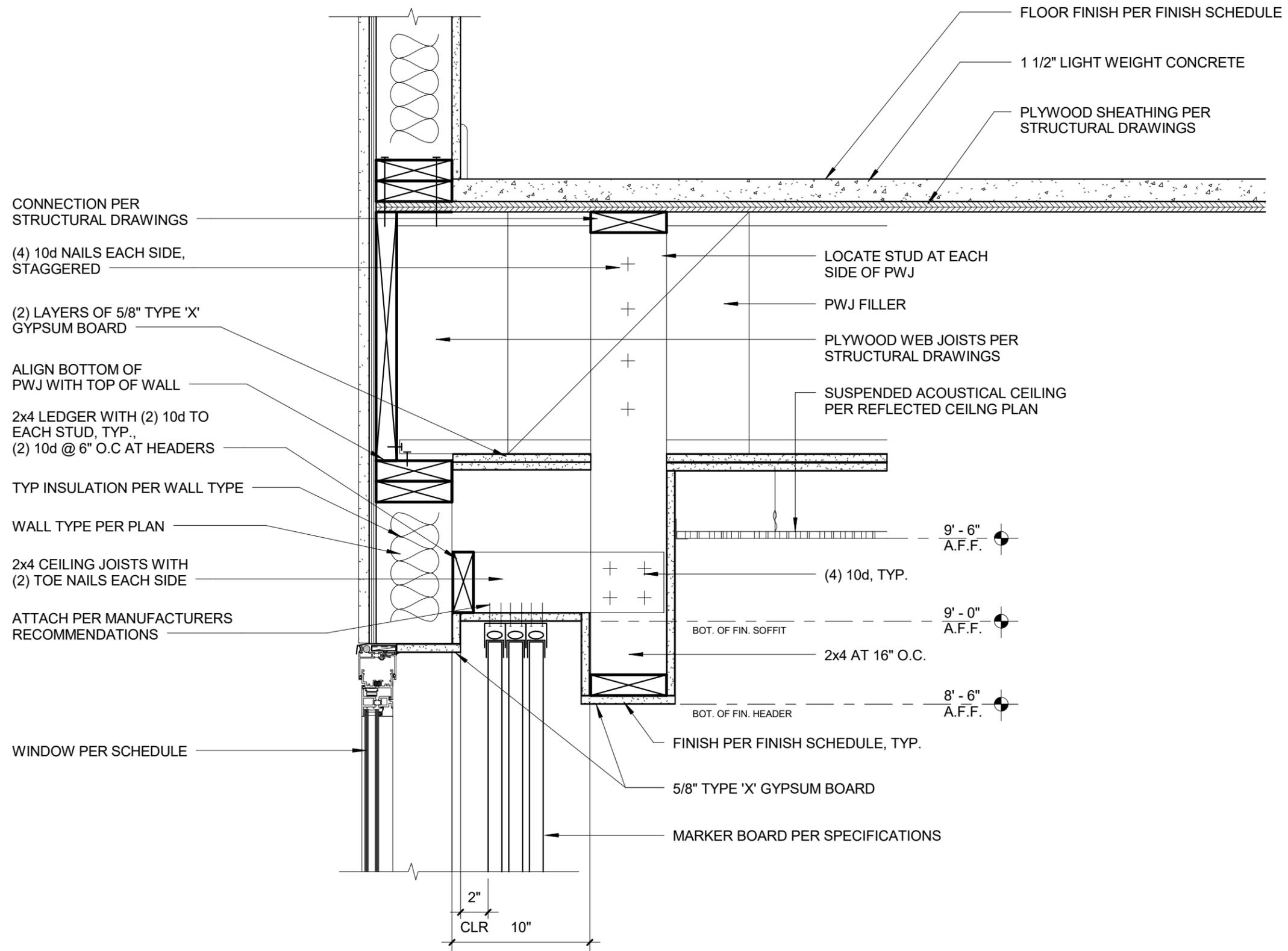
 <p>3 MacArthur Place, Suite 850 Santa Ana, California 92707 T. 949.809.3380 www.sva-arch.com</p>	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-3</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1	DRAWN BY: Author	



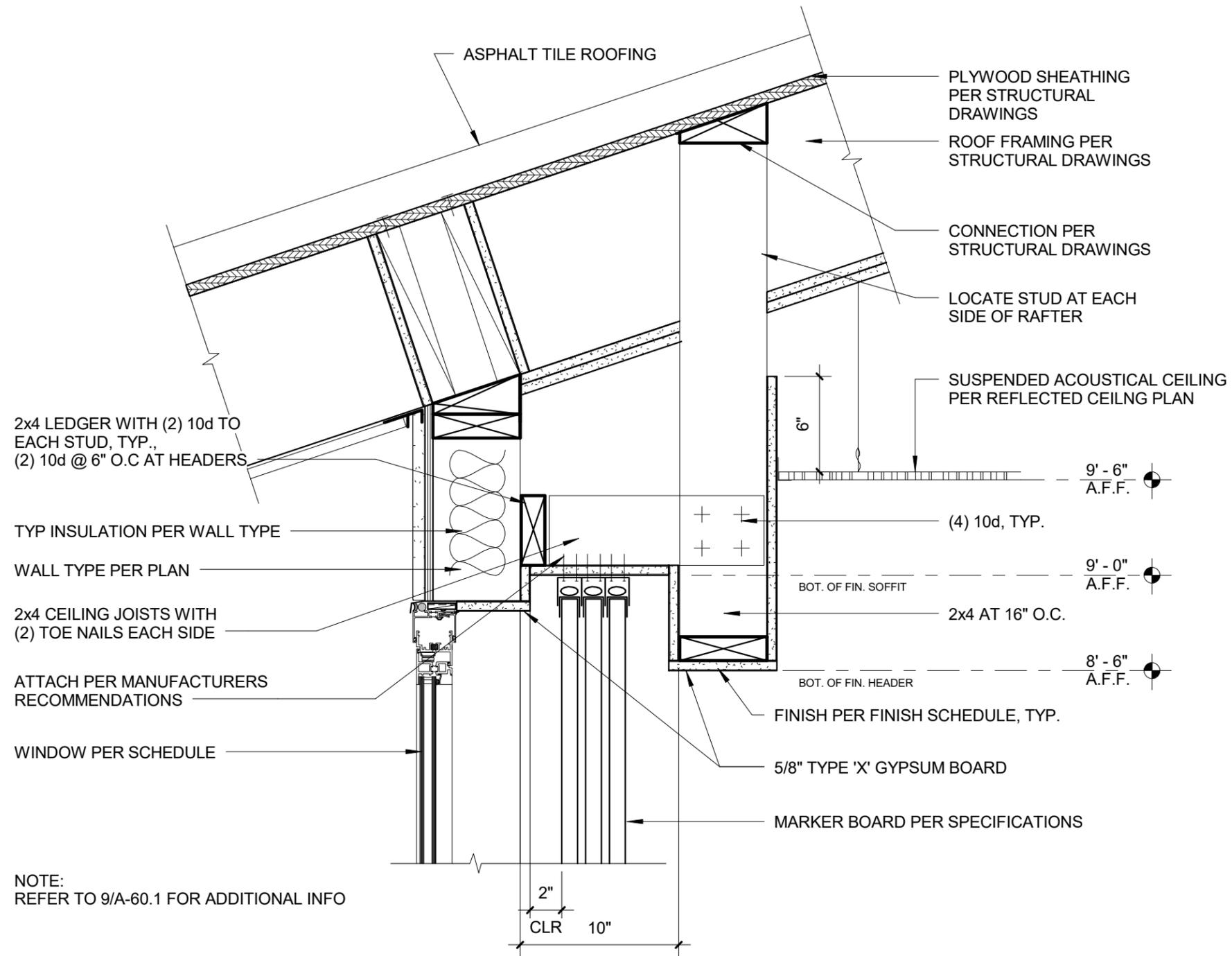
DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL (WITH MECHANICAL CHASE)
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

ASK #:	SKA-4
DATE:	11/27/17
SCALE:	3/16" = 1'-0"
DRAWN BY:	Author



	DESCRIPTION: <b>MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - FIRST FLOOR</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-5</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0"
	PROJECT NUMBER: 1340159	DRAWN BY: Author	



	DESCRIPTION: <b>MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-6</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0"
	PROJECT NUMBER: 1340159	DRAWN BY: Author	



# CHANGE ORDER REQUEST

**COR No. 147 R0**

Date: 12/18/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Hand Dryer Circuits

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add circuits to power electric hand dryers added in Bulletin 13.	Taft Electric Co	11,931
Reason: Added in Bulletin 13; not in original scope.		
Requested By: SVA Architects		
Ref: Bulletin 13		
		Subtotal:
		11,931
<b>Contractual Costs</b>		
Overhead 15%		1,790
		Subtotal:
		1,790
<b>Total Change Order Request Amount:</b>		<b>13,721</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

## Change Order Request #021: CE #045 - Bulletin 23 Hand Dryers

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	021 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	3/21 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	\$11,931.00

POTENTIAL CHANGE ORDER TITLE: CE #045 - Bulletin 23 Hand Dryers

CHANGE REASON: No Change Reason

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the addition of (8) hand dryer circuits as directed in Bulletin 13. This includes all conduit, wire, backboxes, breakers, terminations and required firestopping for (6) Classroom and (2) Kindergarten 20A single pole hand dryers.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

**EXCLUSIONS**

Hand Dryers

Mounting of Hand Dryers - We will be present to terminate wires, but we exclude mounting and installation of the unit

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hours Monday-Friday between 7AM & 3:30PM

Any and all parts and labor not specifically listed above or within.

Any permits or fees.

Any costs associated with the design, engineering (including wet stamps), or approval process.

Any access panels.

Attached is the back up for your review. Please call should you have any questions.

**ATTACHMENTS:**

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551

TEC COR#: 021

CUST RFP#: Bulletin 13

COR DESCRIPTION: Bulletin 13 Hand Dryers

DATE: 3/21/2018

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Takeoff (Conest Attached)	\$1,698.91	95.81
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$1,698.91</b>	<b>95.81</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	95.81	\$78.44	\$7,514.86
SUPERVISION	8.00	\$84.36	\$674.88
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$8,189.74</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$8,189.74</b>
15.00%	OVERHEAD & PROFIT		\$1,228.46
<b>TOTAL LABOR</b>			<b>\$9,418.20</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$50.97
7.75%	SALES TAX	\$135.62
3.00%	MATERIAL HANDLING	\$56.56
0.00%		\$0.00
	<b>SUBTOTAL MATERIAL</b>	<b>\$1,942.06</b>
15.00%	OVERHEAD & PROFIT	\$291.31
	<b>TOTAL TAKEOFF MATERIAL</b>	<b>\$2,233.37</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$116.52
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$116.52
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL DJE</b>	<b>\$233.03</b>
15.00%	OVERHEAD & PROFIT	\$34.95
	<b>TOTAL DJE</b>	<b>\$267.99</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL QUOTES</b>	<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL SUBCONTRACTS</b>	<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL SUBCONTRACTS</b>	<b>\$0.00</b>

CHANGE REQUEST SUMMARY		
	TAKEOFF MATERIAL	\$2,233.37
	QUOTED MATERIAL	\$0.00
	SUBCONTRACTORS	\$0.00
	LABOR EXPENSES	\$9,418.20
	DIRECT JOB EXPENSES	\$267.99
	<b>SUBTOTAL CHANGE REQUEST</b>	<b>\$11,919.55</b>
0.00%		\$0.00
0.10%	TEXTURA	\$11.92
0.00%	BOND COSTS	\$0.00
	<b>CHANGE PROPOSAL TOTAL</b>	<b>\$11,931</b>

**Job ID:** 2551 ELM SCHOOL COR  
**Project:** 2551 Elm School COR



### Takeoff

**Vendor:** TAFT

**Labor Level:** LABOR 1

**21 Mar 2018 15:14:34**

**Region:** CE 045 HAND DRYERS

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
<b>0 CLASSROOM HAND DRYERS FLOOR 1</b>									
10047	200	FT	M	3/4	EMT	0.4973	99.45	0.0500	10.00
30147	20	EA	M	3/4	EMT STEEL-COMP COUPLING RT	0.9471	18.94	0.3000	6.00
30247	2	EA	M	3/4	EMT STEEL COMP INS-THROAT CONN RT	0.9114	1.82	0.1400	0.28
70	40		M		CONDUIT SUPPORT 1/2" - 1"	5.8990	235.96	0.1250	5.00
70029	900	FT	M	12	THHN/THWN CU (SOL)	0.1144	102.94	0.0060	5.40
180088	4	EA	M	20/1	BOLT-ON BREAKER	41.8000	167.20	0.3400	1.36
TITLE	4		M	2-1/8 DEEP	BOX 4S 1 GANG	0.0000	0.00	0.0000	0.00
150041	4	EA	M	2-1/8"D 30.3-CI	4"SQ CMB-KO NO BRKT	3.9493	15.80	0.3000	1.20
160722	4	EA	M	16"	WALL BOX HANGER + BRACKET	3.7370	14.95	0.0360	0.14
150061	4	EA	M	3/4"RISE 5.8-CI	1G 4"SQ PLASTER-RING	1.7326	6.93	0.1500	0.60
160573	24	EA	M	#10 x 1"	TEK SCREW	0.0196	0.47	0.0240	0.58
100080	4	EA	M	#14	PIGTAIL W/GRD SCREW	0.7500	3.00	0.0400	0.16
100095	1	EA	M	18-12	PSH-IN 4-WIRE CONN	0.1341	0.13	0.0390	0.04
100094	4	EA	M	18-12	PSH-IN 3-WIRE CONN	0.1296	0.52	0.0325	0.13
100269	8	EA	M	3/8-1/2	ANTI-SHORT BUSHING	0.0005	0.00	0.0250	0.20
TITLE	4		M	1/2	FLEX-STL CONDUIT WHIP	0.0000	0.00	0.0000	0.00
50001	60	FT	M	1/2	FLEXIBLE STEEL CONDUIT	0.5298	31.79	0.0400	2.40
50023	4	EA	M	1/2	FLEX COND ANGLE CONN	2.6859	10.74	0.1440	0.58
50034	4	EA	M	1/2	FLEX COND STRAIGHT CONN	0.6737	2.69	0.1200	0.48
40207	8	EA	M	1/2	GRD BUSHING INSULATED	4.9886	39.91	0.2500	2.00
100152	24	EA	M	12	WIRE TERMINATION	0.0000	0.00	0.1600	3.84
69	12		M		FIRECAULK CONDUIT PENETRATION	3.0000	36.00	0.1500	1.80
<b>0 CLASSROOM HAND DRYERS FLOOR 2</b>									
10047	170	FT	M	3/4	EMT	0.4973	84.53	0.0500	8.50
30147	17	EA	M	3/4	EMT STEEL-COMP COUPLING RT	0.9471	16.10	0.3000	5.10
30247	1	EA	M	3/4	EMT STEEL COMP INS-THROAT CONN RT	0.9114	0.91	0.1400	0.14

Taft Electric Company

1694 Eastman Avenue  
 Ventura, CA 93003

**Phone:** 805-642-0121

**Web:** www.taftelectric.com

**Region: CE 045 HAND DRYERS**

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
70	36		M		CONDUIT SUPPORT 1/2" - 1"	5.8990	212.36	0.1250	4.50
70029	630	FT	M	12	THHN/THWN CU (SOL)	0.1144	72.06	0.0060	3.78
TITLE	2		M	2-1/8 DEEP	BOX 4S 1 GANG	0.0000	0.00	0.0000	0.00
150041	2	EA	M	2-1/8"D 30.3-CI	4"SQ CMB-KO NO BRKT	3.9493	7.90	0.3000	0.60
160722	2	EA	M	16"	WALL BOX HANGER + BRACKET	3.7370	7.47	0.0360	0.07
150061	2	EA	M	3/4"RISE 5.8-CI	1G 4"SQ PLASTER-RING	1.7326	3.47	0.1500	0.30
160573	12	EA	M	#10 x 1"	TEK SCREW	0.0196	0.24	0.0240	0.29
100080	2	EA	M	#14	PIGTAIL W/GRD SCREW	0.7500	1.50	0.0400	0.08
100095	1	EA	M	18-12	PSH-IN 4-WIRE CONN	0.1341	0.13	0.0390	0.04
100094	2	EA	M	18-12	PSH-IN 3-WIRE CONN	0.1296	0.26	0.0325	0.07
100269	4	EA	M	3/8-1/2	ANTI-SHORT BUSHING	0.0005	0.00	0.0250	0.10
TITLE	2		M	1/2	FLEX-STL CONDUIT WHIP	0.0000	0.00	0.0000	0.00
50001	30	FT	M	1/2	FLEXIBLE STEEL CONDUIT	0.5298	15.89	0.0400	1.20
50023	2	EA	M	1/2	FLEX COND ANGLE CONN	2.6859	5.37	0.1440	0.29
50034	2	EA	M	1/2	FLEX COND STRAIGHT CONN	0.6737	1.35	0.1200	0.24
40207	4	EA	M	1/2	GRD BUSHING INSULATED	4.9886	19.95	0.2500	1.00
100152	12	EA	M	12	WIRE TERMINATION	0.0000	0.00	0.1600	1.92
69	10		M		FIRECAULK CONDUIT PENETRATION	3.0000	30.00	0.1500	1.50
0					<b>KINDERGARTEN HAND DRYERS</b>				
10047	120	FT	M	3/4	EMT	0.4973	59.67	0.0500	6.00
30147	12	EA	M	3/4	EMT STEEL-COMP COUPLING RT	0.9471	11.37	0.3000	3.60
30247	2	EA	M	3/4	EMT STEEL COMP INS-THROAT CONN RT	0.9114	1.82	0.1400	0.28
70	24		M		CONDUIT SUPPORT 1/2" - 1"	5.8990	141.58	0.1250	3.00
70029	390	FT	M	12	THHN/THWN CU (SOL)	0.1144	44.61	0.0060	2.34
180088	2	EA	M	20/1	BOLT-ON BREAKER	41.8000	83.60	0.6500	1.30
TITLE	2		M	2-1/8 DEEP	BOX 4S 1 GANG	0.0000	0.00	0.0000	0.00
150041	2	EA	M	2-1/8"D 30.3-CI	4"SQ CMB-KO NO BRKT	3.9493	7.90	0.3000	0.60
160722	2	EA	M	16"	WALL BOX HANGER + BRACKET	3.7370	7.47	0.0360	0.07
150061	2	EA	M	3/4"RISE 5.8-CI	1G 4"SQ PLASTER-RING	1.7326	3.47	0.1500	0.30
160573	12	EA	M	#10 x 1"	TEK SCREW	0.0196	0.24	0.0240	0.29
100080	2	EA	M	#14	PIGTAIL W/GRD SCREW	0.7500	1.50	0.0400	0.08
100095	1	EA	M	18-12	PSH-IN 4-WIRE CONN	0.1341	0.13	0.0390	0.04
100094	2	EA	M	18-12	PSH-IN 3-WIRE CONN	0.1296	0.26	0.0325	0.07
100269	4	EA	M	3/8-1/2	ANTI-SHORT BUSHING	0.0005	0.00	0.0250	0.10
TITLE	2		M	1/2	FLEX-STL CONDUIT WHIP	0.0000	0.00	0.0000	0.00

**Region:** CE 045 HAND DRYERS

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
50001	30	FT	M	1/2	FLEXIBLE STEEL CONDUIT	0.5298	15.89	0.0400	1.20
50023	2	EA	M	1/2	FLEX COND ANGLE CONN	2.6859	5.37	0.1440	0.29
50034	2	EA	M	1/2	FLEX COND STRAIGHT CONN	0.6737	1.35	0.1200	0.24
40207	4	EA	M	1/2	GRD BUSHING INSULATED	4.9886	19.95	0.2500	1.00
100152	12	EA	M	12	WIRE TERMINATION	0.0000	0.00	0.1600	1.92
69	8		M		FIRECAULK CONDUIT PENETRATION	3.0000	24.00	0.1500	1.20
<b>Phase Totals:</b>							<b>1,698.94</b>		<b>95.81</b>
<b>Job Totals:</b>							<b>1,698.94</b>		<b>95.81</b>



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 23 Narrative**

Revision:

02/22/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Electrical sheets:

E1-2.1P – Provided connection for hand dryers in 1-103, 1-105, 1-110, 1-111

E1-2.2P – Provided connection for hand dryers in 1-203 and 1-205

E1-5.3 – updated panel schedule

E4-2.1P – Provided connection for hand dryers in 4-106 and 4-111

E4-5.2P – updated panel schedule

Drawings

E1-2.1P – Classroom First Floor Power Plan

E1-2.2P – Classroom Second Floor Power Plan

E1-5.3 – Classroom Panel Schedule

E4-2.1P – Kindergarten Power Plan

E4-5.2 – Kindergarten Panel Schedule

**Distribution:**

District

Contractor

IOR

# 2018 Rates

## TAFT ELECTRIC CHANGE REQUEST PROPOSAL LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 0  
 CUST RFP#: 0

### STRAIGHT TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$84.36
JOURNEYMAN	2.00	\$78.88
APPRENTICE	1.00	\$71.62
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$78.44</b>

### SHIFT WORK CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

### OVERTIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

### GRAVEYARD CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

### DOUBLE TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

### OTHER CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		JOURNYMAN			FOREMAN			GEN. FOREMAN		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$74.77</b>	<b>\$106.81</b>	<b>\$138.84</b>	<b>\$80.25</b>	<b>\$114.96</b>	<b>\$149.67</b>	<b>\$85.72</b>	<b>\$123.12</b>	<b>\$160.51</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87
Clean Up	<b>3.0%</b>	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24
Totals		<b>\$78.88</b>	\$110.92	\$142.95	<b>\$84.36</b>	\$119.07	\$153.78	\$89.83	\$127.23	\$164.62
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$78.88</b>	<b>\$110.92</b>	<b>\$142.95</b>	<b>\$84.36</b>	<b>\$119.07</b>	<b>\$153.78</b>	<b>\$89.83</b>	<b>\$127.23</b>	<b>\$164.62</b>

TAFT ELECTRIC COMPANY  
Labor Rate  
Jan 1 thru July 30 2018

VENTURA COUNTY  
LOCAL 952  
APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$74.77	\$29.01	\$31.49	\$51.11	\$56.07	\$61.03	\$67.51	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	3%	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87		
Clean Up (3%)	3%	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24		
Sub Total	\$78.88	\$33.12	\$35.60	\$55.22	\$60.18	\$65.14	\$71.62	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$78.88</b>	<b>\$33.12</b>	<b>\$35.60</b>	<b>\$55.22</b>	<b>\$60.18</b>	<b>\$65.14</b>	<b>\$71.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of January 1, 2018 to July 29, 2018**

**VENTURA COUNTY  
LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 38.23	\$ 57.35	\$ 76.46	\$ 42.55	\$ 63.82	\$ 85.10	\$ 46.87	\$ 70.30	\$ 93.74
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.38	0.57	0.76	0.43	0.64	0.85	0.47	0.70	0.94
<b>NAT. PENSION (3%)</b>	1.15	1.72	2.29	1.28	1.91	2.55	1.41	2.11	2.81
<b>UNION BURDEN</b>	\$ 27.85	\$ 36.93	\$ 46.02	\$ 28.02	\$ 37.19	\$ 46.36	\$ 28.19	\$ 37.45	\$ 46.71
<b>F.I.C.A. (7.65%)</b>	\$ 2.92	\$ 4.39	\$ 5.85	\$ 3.26	\$ 4.88	\$ 6.51	\$ 3.59	\$ 5.38	\$ 7.17
<b>F.U.I. (0.8%)</b>	0.31	0.46	0.61	0.34	0.51	0.68	0.37	0.56	0.75
<b>S.U.I. (6.2%)</b>	2.37	3.56	4.74	2.64	3.96	5.28	2.91	4.36	5.81
<b>TAX BURDEN</b>	\$ 5.60	\$ 8.40	\$ 11.20	\$ 6.23	\$ 9.35	\$ 12.47	\$ 6.87	\$ 10.30	\$ 13.73
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.06	\$ 3.10	\$ 4.13	\$ 2.30	\$ 3.45	\$ 4.60	\$ 2.53	\$ 3.80	\$ 5.06
<b>WORKMAN'S COMP</b>	1.03	1.03	1.03	1.15	1.15	1.15	1.26	1.26	1.26
<b>INSURANCE BURDEN</b>	\$ 3.09	\$ 4.13	\$ 5.16	\$ 3.44	\$ 4.59	\$ 5.74	\$ 3.79	\$ 5.06	\$ 6.32
<b>DIRECT COST PER HOUR</b>	\$ 74.77	\$ 106.81	\$ 138.84	\$ 80.25	\$ 114.96	\$ 149.67	\$ 85.72	\$ 123.12	\$ 160.51
<b>DIRECT COST PER DAY</b>	\$ 598.19		\$ 64.06	\$ 641.99		\$ 69.42	\$ 685.80		\$ 74.78
<b>DIRECT COST PER WEEK</b>	\$ 2,990.95			\$ 3,209.97			\$ 3,428.98		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

Traffic Signal Technician

TAFT ELECTRIC CO.  
LABOR BURDEN REPORT

Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
LOCAL 952

	St. Time	T.S Technician		Overscale T.S Technician		
		1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 28.67	\$ 43.01	\$ 57.35	\$ 38.23	\$ 57.35	\$ 76.46
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.25	0.25	0.25
<b>N.E.I.F. (1%)</b>	0.29	0.43	0.57	0.38	0.57	0.76
<b>NAT. PENSION (3%)</b>	<u>0.86</u>	<u>1.29</u>	<u>1.72</u>	<u>1.15</u>	<u>1.72</u>	<u>2.29</u>
<b>UNION BURDEN</b>	\$ 27.47	\$ 36.36	\$ 45.25	\$ 27.60	\$ 36.68	\$ 45.77
<b>F.I.C.A. (7.65%)</b>	\$ 2.19	\$ 3.29	\$ 4.39	\$ 2.92	\$ 4.39	\$ 5.85
<b>F.U.I. (.8%)</b>	0.23	0.34	0.46	0.31	0.46	0.61
<b>S.U.I. (6.2%)</b>	<u>1.78</u>	<u>2.67</u>	<u>3.56</u>	<u>2.37</u>	<u>3.56</u>	<u>4.74</u>
<b>TAX BURDEN</b>	\$ 4.20	\$ 6.30	\$ 8.40	\$ 5.60	\$ 8.40	\$ 11.20
<b>LIABILITY INSURANCE</b>	5.4% \$ 1.55	\$ 2.32	\$ 3.10	\$ 2.06	\$ 3.10	\$ 4.13
<b>WORKMAN'S COMP</b>	4.79% <u>1.37</u>	<u>1.37</u>	<u>1.37</u>	<u>1.14</u>	<u>1.14</u>	<u>1.14</u>
<b>INSURANCE BURDEN</b>	\$ 2.92	\$ 3.69	\$ 4.47	\$ 3.20	\$ 4.23	\$ 5.26
<b>DIRECT COST PER HOUR</b>	\$ 63.26	\$ 89.36	\$ 115.47	\$ 74.63	\$ 106.66	\$ 138.69
<b>DIRECT COST PER DAY</b>	\$ 506.08			\$ 597.04		
<b>DIRECT COST PER WEEK</b>	\$ 2,530.41			\$ 2,985.19		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

CONDUIT CONSTRUCTION WORKER'S COMP RATES: 4.785%

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
 LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%							
<b>WAGES</b>	\$ 15.29	\$ 22.94	\$ 17.20	\$ 25.81	\$ 19.12	\$ 28.67	\$ 22.94	\$ 34.41	\$ 26.76	\$ 40.14	\$ 32.50	\$ 48.74						
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18						
<b>LOCAL PENSION</b>	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96						
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00						
<b>LMCC</b>	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50						
<b>NAT. PENSION (3%)</b>	0.46	0.69	0.52	0.77	0.57	0.86	0.69	1.03	0.80	1.20	0.97	1.46						
<b>N.E.I.F. (1%)</b>	<u>0.15</u>	<u>0.23</u>	<u>0.17</u>	<u>0.26</u>	<u>0.19</u>	<u>0.29</u>	<u>0.23</u>	<u>0.34</u>	<u>0.27</u>	<u>0.40</u>	<u>0.32</u>	<u>0.49</u>						
<b>UNION BURDEN</b>	\$ 9.79	\$ 10.10	\$ 9.87	\$ 10.21	\$ 27.08	\$ 35.79	\$ 27.24	\$ 36.02	\$ 27.39	\$ 36.25	\$ 27.62	\$ 36.59						
<b>F.I.C.A. (7.65%)</b>	\$ 1.17	\$ 1.75	\$ 1.32	\$ 1.97	\$ 1.46	\$ 2.19	\$ 1.75	\$ 2.63	\$ 2.05	\$ 3.07	\$ 2.49	\$ 3.73						
<b>F.U.I. (.8%)</b>	0.12	0.18	0.14	0.21	0.15	0.23	0.18	0.28	0.21	0.32	0.26	0.39						
<b>S.U.I. (6.2%)</b>	<u>0.95</u>	<u>1.42</u>	<u>1.07</u>	<u>1.60</u>	<u>1.19</u>	<u>1.78</u>	<u>1.42</u>	<u>2.13</u>	<u>1.66</u>	<u>2.49</u>	<u>2.01</u>	<u>3.02</u>						
<b>TAX BURDEN</b>	\$ 2.24	\$ 3.36	\$ 2.52	\$ 3.78	\$ 2.80	\$ 4.20	\$ 3.36	\$ 5.04	\$ 3.92	\$ 5.88	\$ 4.76	\$ 7.14						
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.83	\$ 1.24	\$ 0.93	\$ 1.39	\$ 1.03	\$ 1.55	\$ 1.24	\$ 1.86	\$ 1.45	\$ 2.17	\$ 1.75	\$ 2.63						
<b>WORKMAN'S COMP</b>	<u>0.87</u>	<u>0.87</u>	<u>0.97</u>	<u>0.97</u>	<u>1.08</u>	<u>1.08</u>	<u>1.30</u>	<u>1.30</u>	<u>1.51</u>	<u>1.51</u>	<u>0.88</u>	<u>0.88</u>						
<b>INSURANCE BURDEN</b>	\$ 1.69	\$ 2.10	\$ 1.90	\$ 2.37	\$ 2.11	\$ 2.63	\$ 2.54	\$ 3.16	\$ 2.96	\$ 3.68	\$ 2.63	\$ 3.51						
<b>DIRECT COST PER HOUR</b>	\$ 29.01	\$ 38.50	\$ 9.48	\$ 31.49	\$ 42.16	\$ 10.67	\$ 51.11	\$ 71.29	\$ 20.18	\$ 56.07	\$ 78.62	\$ 22.55	\$ 61.03	\$ 85.95	\$ 24.92	\$ 67.51	\$ 95.98	\$ 28.48
<b>DIRECT COST PER DAY</b>	\$ 232.12	\$ 308.00	\$ 251.95	\$ 337.32	\$ 408.91	\$ 570.32	\$ 448.58	\$ 570.32	\$ 488.25	\$ 570.32	\$ 488.25	\$ 570.32	\$ 540.05	\$ 570.32	\$ 540.05	\$ 570.32	\$ 540.05	
<b>DIRECT COST PER WEEK</b>	\$ 1,160.60	\$ 1,539.99	\$ 1,259.77	\$ 1,686.59	\$ 2,044.55	\$ 2,851.59	\$ 2,242.90	\$ 2,851.59	\$ 2,242.90	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 44.84	\$ 67.26	\$ 89.68	\$ 49.91	\$ 74.87	\$ 99.82	\$ 54.98	\$ 82.47	\$ 109.96
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.45	0.67	0.90	0.50	0.75	1.00	0.55	0.82	1.10
<b>NAT. PENSION (3%)</b>	1.35	2.02	2.69	1.50	2.25	2.99	1.65	2.47	3.30
<b>UNION BURDEN</b>	\$ 28.11	\$ 37.33	\$ 46.55	\$ 28.32	\$ 37.63	\$ 46.95	\$ 28.52	\$ 37.94	\$ 47.36
<b>F.I.C.A. (7.65%)</b>	\$ 3.43	\$ 5.15	\$ 6.86	\$ 3.82	\$ 5.73	\$ 7.64	\$ 4.21	\$ 6.31	\$ 8.41
<b>F.U.I. (0.8%)</b>	0.36	0.54	0.72	0.40	0.60	0.80	0.44	0.66	0.88
<b>S.U.I. (6.2%)</b>	2.78	4.17	5.56	3.09	4.64	6.19	3.41	5.11	6.82
<b>TAX BURDEN</b>	\$ 6.57	\$ 9.85	\$ 13.14	\$ 7.31	\$ 10.97	\$ 14.62	\$ 8.05	\$ 12.08	\$ 16.11
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.42	\$ 3.63	\$ 4.84	\$ 2.70	\$ 4.04	\$ 5.39	\$ 2.97	\$ 4.45	\$ 5.94
<b>WORKMAN'S COMP</b>	1.21	1.21	1.21	1.34	1.34	1.34	1.48	1.48	1.48
<b>INSURANCE BURDEN</b>	\$ 3.63	\$ 4.84	\$ 6.05	\$ 4.04	\$ 5.39	\$ 6.73	\$ 4.45	\$ 5.93	\$ 7.42
<b>DIRECT COST PER HOUR</b>	\$ 83.15	\$ 119.28	\$ 155.42	\$ 89.58	\$ 128.85	\$ 168.13	\$ 96.00	\$ 138.42	\$ 180.85
<b>DIRECT COST PER DAY</b>	\$ 665.21			\$ 716.62			\$ 768.03		
<b>DIRECT COST PER WEEK</b>	\$ 3,326.06			\$ 3,583.10			\$ 3,840.13		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

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**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**APPRENTICES - Indentured after 10/01/2012**

	40%	45%	50%	60%	70%	85%
<b>WAGES</b>	\$ 17.94	\$ 20.18	\$ 22.43	\$ 26.91	\$ 31.39	\$ 38.12
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	16.64	16.64	16.64	16.64
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.54	0.61	0.67	0.81	0.94	1.14
<b>N.E.I.F. (1%)</b>	0.18	0.20	0.22	0.27	0.31	0.38
<b>UNION BURDEN</b>	\$ 9.90	\$ 9.99	\$ 27.22	\$ 27.40	\$ 27.58	\$ 27.84
<b>F.I.C.A. (7.65%)</b>	\$ 1.37	\$ 1.54	\$ 1.72	\$ 2.06	\$ 2.40	\$ 2.92
<b>F.U.I. (.8%)</b>	0.14	0.16	0.18	0.22	0.25	0.30
<b>S.U.I. (6.2%)</b>	1.11	1.25	1.39	1.67	1.95	2.36
<b>TAX BURDEN</b>	\$ 2.63	\$ 2.96	\$ 3.29	\$ 3.94	\$ 4.60	\$ 5.58
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.97	\$ 1.09	\$ 1.21	\$ 1.45	\$ 1.70	\$ 2.06
<b>WORKMAN'S COMP</b>	1.02	1.14	1.27	1.52	1.78	1.03
<b>INSURANCE BURDEN</b>	\$ 1.98	\$ 2.23	\$ 2.48	\$ 2.98	\$ 3.47	\$ 3.09
<b>DIRECT COST PER HOUR</b>	\$ 32.45	\$ 35.36	\$ 55.41	\$ 61.22	\$ 67.04	\$ 74.63
<b>DIRECT COST PER DAY</b>	\$ 259.60	\$ 282.84	\$ 443.31	\$ 489.80	\$ 536.28	\$ 597.08
<b>DIRECT COST PER WEEK</b>	\$ 1,297.98	\$ 1,414.20	\$ 2,216.54	\$ 2,448.98	\$ 2,681.41	\$ 2,985.38

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

5.658%  
2.693%

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of January 1, 2018 to July 29, 2018**

**Grave Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 50.23	\$ 75.35	\$ 100.46	\$ 55.91	\$ 83.87	\$ 111.82	\$ 61.59	\$ 92.39	\$ 123.18
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.50	0.75	1.00	0.56	0.84	1.12	0.62	0.92	1.23
<b>NAT. PENSION (3%)</b>	1.51	2.26	3.01	1.68	2.52	3.35	1.85	2.77	3.70
<b>UNION BURDEN</b>	\$ 28.33	\$ 37.65	\$ 46.98	\$ 28.56	\$ 37.99	\$ 47.43	\$ 28.78	\$ 38.34	\$ 47.89
<b>F.I.C.A. (7.65%)</b>	\$ 3.84	\$ 5.76	\$ 7.69	\$ 4.28	\$ 6.42	\$ 8.55	\$ 4.71	\$ 7.07	\$ 9.42
<b>F.U.I. (0.8%)</b>	0.40	0.60	0.80	0.45	0.67	0.89	0.49	0.74	0.99
<b>S.U.I. (6.2%)</b>	3.11	4.67	6.23	3.47	5.20	6.93	3.82	5.73	7.64
<b>TAX BURDEN</b>	\$ 7.36	\$ 11.04	\$ 14.72	\$ 8.19	\$ 12.29	\$ 16.38	\$ 9.02	\$ 13.53	\$ 18.05
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.71	\$ 4.07	\$ 5.42	\$ 3.02	\$ 4.53	\$ 6.04	\$ 3.33	\$ 4.99	\$ 6.65
<b>WORKMAN'S COMP</b>	1.35	1.35	1.35	1.51	1.51	1.51	1.66	1.66	1.66
<b>INSURANCE BURDEN</b>	\$ 4.07	\$ 5.42	\$ 6.78	\$ 4.52	\$ 6.03	\$ 7.54	\$ 4.98	\$ 6.65	\$ 8.31
<b>DIRECT COST PER HOUR</b>	\$ 89.98	\$ 129.46	\$ 168.93	\$ 97.18	\$ 140.18	\$ 183.18	\$ 104.38	\$ 150.90	\$ 197.42
<b>DIRECT COST PER DAY</b>	\$ 719.86			\$ 777.46			\$ 835.05		
<b>DIRECT COST PER WEEK</b>	\$ 3,599.32			\$ 3,887.28			\$ 4,175.24		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%



**Los Angeles County Chapter**  
**National Electrical Contractors Association**  
**100 E. Corson Street, Suite 410**  
**Pasadena, CA 91103**  
**626.792.6322**  
**www.laneca.org**

*IMPORTANT: Labor Relations Bulletin*

## **IBEW Local 952 (Ventura County)** **Inside Wiremen's Agreement**

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 42.05	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
									See			
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
- (d) NEIF contribution is an amount equal to 1% of gross wage and is paid by NECA members only. AMF contribution is an amount equal to 0.5% of gross wage and is paid by non-NECA contractors only.
- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

**Future increases:**

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 49.32	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 38.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 61.59	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 55.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 55.25	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 20.09	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 22.60	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 25.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 30.14	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 35.16	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

See Page 1 for all footnotes

**Information regarding shifts:**

1. Working a day shift only is not considered a "shift" under the terms of the agreement.
2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
3. One (1) employee constitutes the establishment of a "shift."
4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
5. Shifts must be a minimum of five (5) days duration, which may include Saturday, Sunday and holidays. (This requirement applies to the scheduling and performance of work, not the uninterrupted presence of a particular individual or individuals on the job.)
6. Either the swing or graveyard shifts may be worked alone without the requirement of a day shift.
7. While the shift must last for a minimum of five days duration, it is not necessary for each employee to work the five days in order to fall under the shift work provisions of the agreement.
8. Per Section 3.12 of the agreement, the shift rate of pay is determined by the start time of the shift (see chart below).

<b>First Shift (Day Shift):</b> Start time between 6:00 AM and 10:00 AM (Straight Time Rate)
<b>Second Shift (Swing):</b> Start time between 10:01 AM and 8:00 PM (Straight Time Rate +17.3% )
<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



Los Angeles County Chapter  
 National Electrical Contractors Association  
 100 E. Corson Street, Suite 410  
 Pasadena, CA 91103  
 626.792.6322  
 www.laneca.org

IMPORTANT: Labor Relations Bulletin

## IBEW Local 952 (Ventura County) Intelligent Transportation Systems Agreement

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	See	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
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- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

### Future increases:

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	on first	\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	page.	\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
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<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
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Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
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Period 6, 4th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

**See Page 1 for all footnotes**

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2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
3. One (1) employee constitutes the establishment of a "shift."
4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
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<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
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info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 23 Narrative**

Revision:

02/22/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Electrical sheets:

E1-2.1P – Provided connection for hand dryers in 1-103, 1-105, 1-110, 1-111

E1-2.2P – Provided connection for hand dryers in 1-203 and 1-205

E1-5.3 – updated panel schedule

E4-2.1P – Provided connection for hand dryers in 4-106 and 4-111

E4-5.2P – updated panel schedule

Drawings

E1-2.1P – Classroom First Floor Power Plan

E1-2.2P – Classroom Second Floor Power Plan

E1-5.3 – Classroom Panel Schedule

E4-2.1P – Kindergarten Power Plan

E4-5.2 – Kindergarten Panel Schedule

**Distribution:**

District

Contractor

IOR

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC FLS SS  
 DATE

**REVISIONS:**

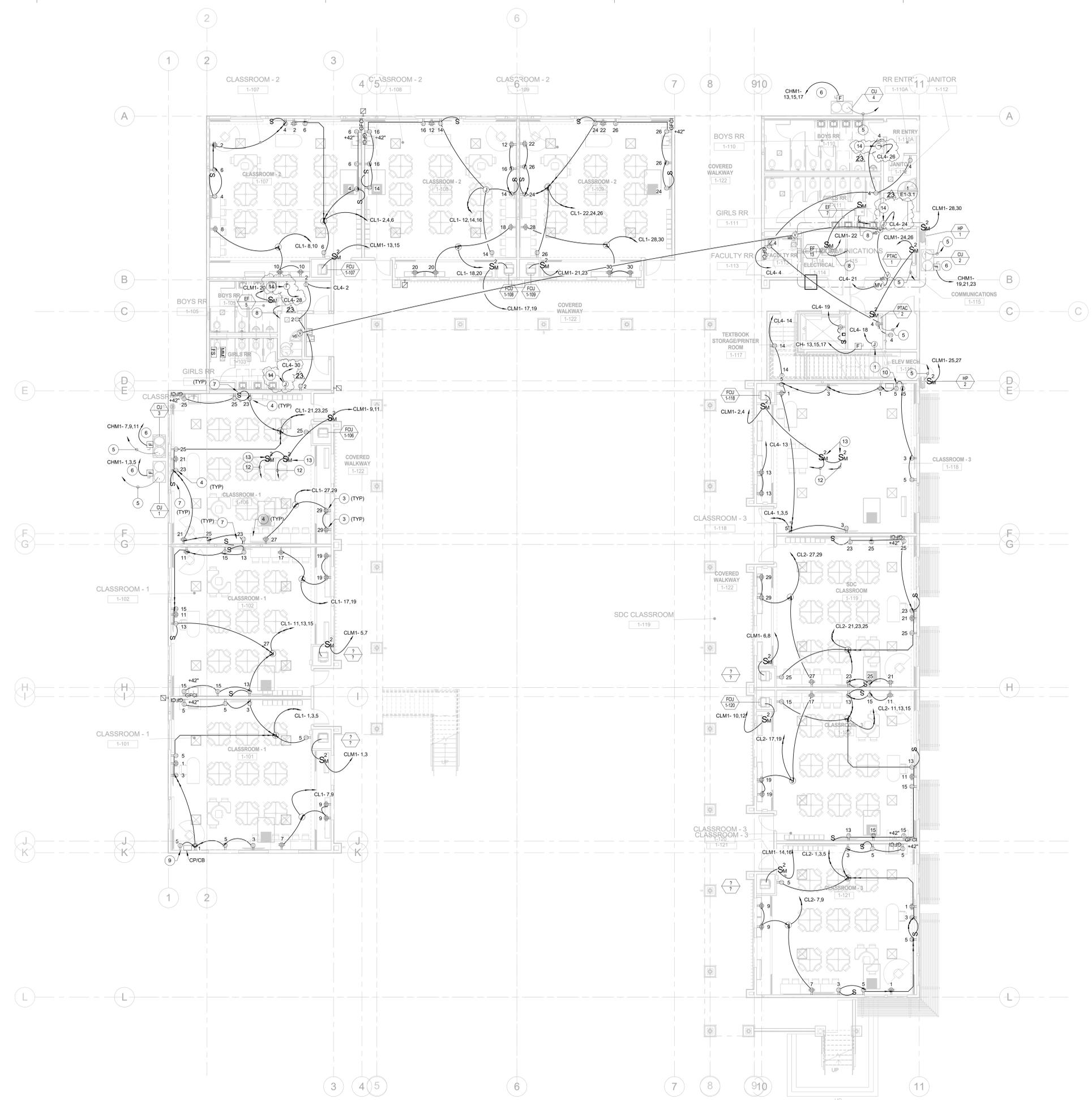
NO.	DESCRIPTION	DATE
3	BULLETIN #5	06/07/2017
11	BULLETIN #6	10/25/2017
13	RFI 251	11/29/2017
23	BULLETIN 23	2018/02/07

DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"  
**E1-2.1P**  
 SHEET NUMBER:  
 SHEET TITLE:

**CLASSROOM  
 FIRST FLOOR  
 POWER PLAN**

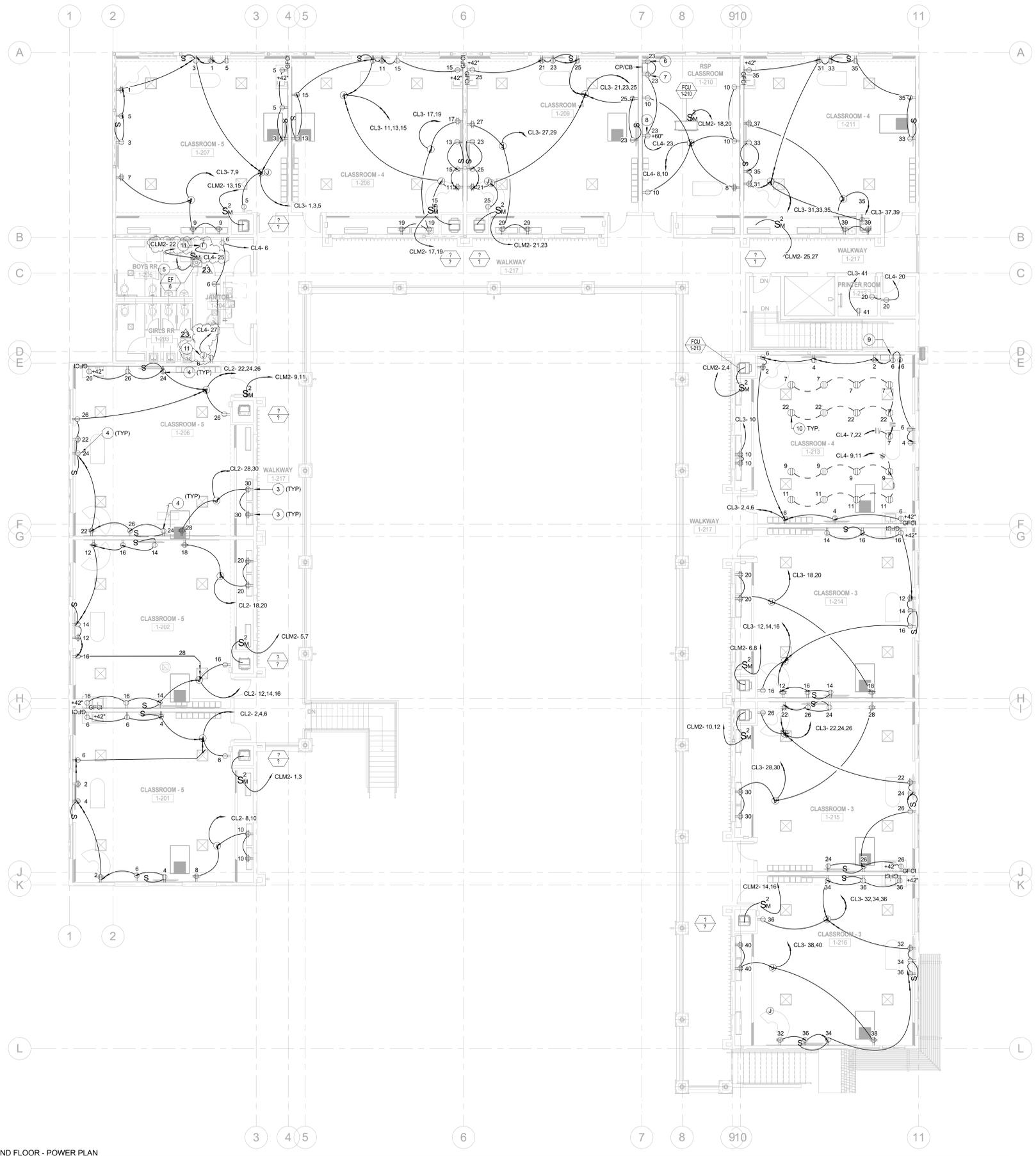


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- REFERENCE NOTES:**
- FOR CONNECTION TO ELEVATOR CAB LIGHTING.
  - NOT USED.
  - RECEPTACLE FOR TABLETS CHARGING STATION.
  - RECEPTACLE FOR WALL-MOUNTED TV. VERIFY EXACT HEIGHT AND LOCATION AT FIELD.
  - 3/4" C.O. TO RESPECTIVE THERMOSTAT OR CONTROL UNIT. WIRING BY MECHANICAL CONTRACTOR. SEE MECHANICAL PLANS FOR LOCATION.
  - SEE MECHANICAL EQUIPMENT SCHEDULE ON SHEET FOR FEEDER AND FUSED DISCONNECT SIZES.
  - SWITCH FOR WALL-MOUNTED TV. VERIFY HEIGHT AND LOCATION AT FIELD.
  - 3/4" C. - #12 FOR EXHAUST FAN CONTROL. SEE MECHANICAL PLANS FOR LOCATIONS.
  - PROVIDE A DUPLEX RECEPTACLE FOR AV CONTROL BOX AND EXTEND THE EXISTING BRANCH CIRCUIT CL1-5 TO FEED THE RECEPTACLE. TO BE MOUNTED ABOVE THE CEILING.
  - PROVIDE A DUPLEX RECEPTACLE FOR AV CONTROL BOX AND EXTEND THE EXISTING BRANCH CIRCUIT CL4-5 TO FEED IT. TO BE MOUNTED ABOVE THE CEILING.
  - NOT USED.
  - 3/4" C.O. TO RESPECTIVE CONTROL UNIT. WIRING BY MECHANICAL CONTRACTOR.
  - SWITCH DISCONNECT FOR MCU UNIT. FILED VERIFY EXACT LOCATION.
  - FOR CONNECTION TO HAND DRYER.





**REFERENCE NOTES:**

- 1 NOT USED.
- 2 NOT USED.
- 3 RECEPTACLE FOR TABLETS CHARGING STATION.
- 4 RECEPTACLE FOR WALL MOUNTED TV. VERIFY EXACT HEIGHT AND LOCATION AT FIELD.
- 5 3/4" C., 2#12 FOR EXHAUST FAN CONTROL. SEE MECHANICAL PLANS FOR LOCATIONS.
- 6 PROVIDE DUPLEX RECEPTACLE FOR CONNECTION TO AV CONTROL BOX. TO BE MOUNTED ABOVE THE CEILING.
- 7 PROVIDE QUADRUPEX RECEPTACLE FOR CONNECTION TO AV MEDIA CART.
- 8 PROVIDE DUPLEX RECEPTACLE FOR CONNECTION TO TV.
- 9 PROVIDE A DUPLEX RECEPTACLE FOR AV CONTROL BOX AND EXTEND THE EXISTING BRANCH CIRCUIT CL-4 TO FEED IT. TO BE MOUNTED ABOVE THE CEILING.
- 10 RECESSED FLOOR MOUNTED DUPLEX RECEPTACLE.
- 11 FOR CONNECTION TO HAND DRYER.

1 SECOND FLOOR - POWER PLAN  
1/8" = 1'-0"



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
 DATE \_\_\_\_\_

**REVISIONS:**

NO.	DESCRIPTION	DATE
11	BULLETIN #6	10/25/2017
23	BULLETIN 23	2018/02/07

DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

**E1-2.2P**  
 SHEET NUMBER:  
 SHEET TITLE:

**CLASSROOM  
 SECOND FLOOR  
 POWER PLAN**



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**OWNER:**  
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**A# 03-116407**  
 AC FLS SS  
 DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
4	BULLETIN #6	10/25/2017
5	CCD 8	
11	RRFI 251	11/29/2017
23	BULLETIN 23	02/05/2018

**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:** 1/8" = 1'-0"

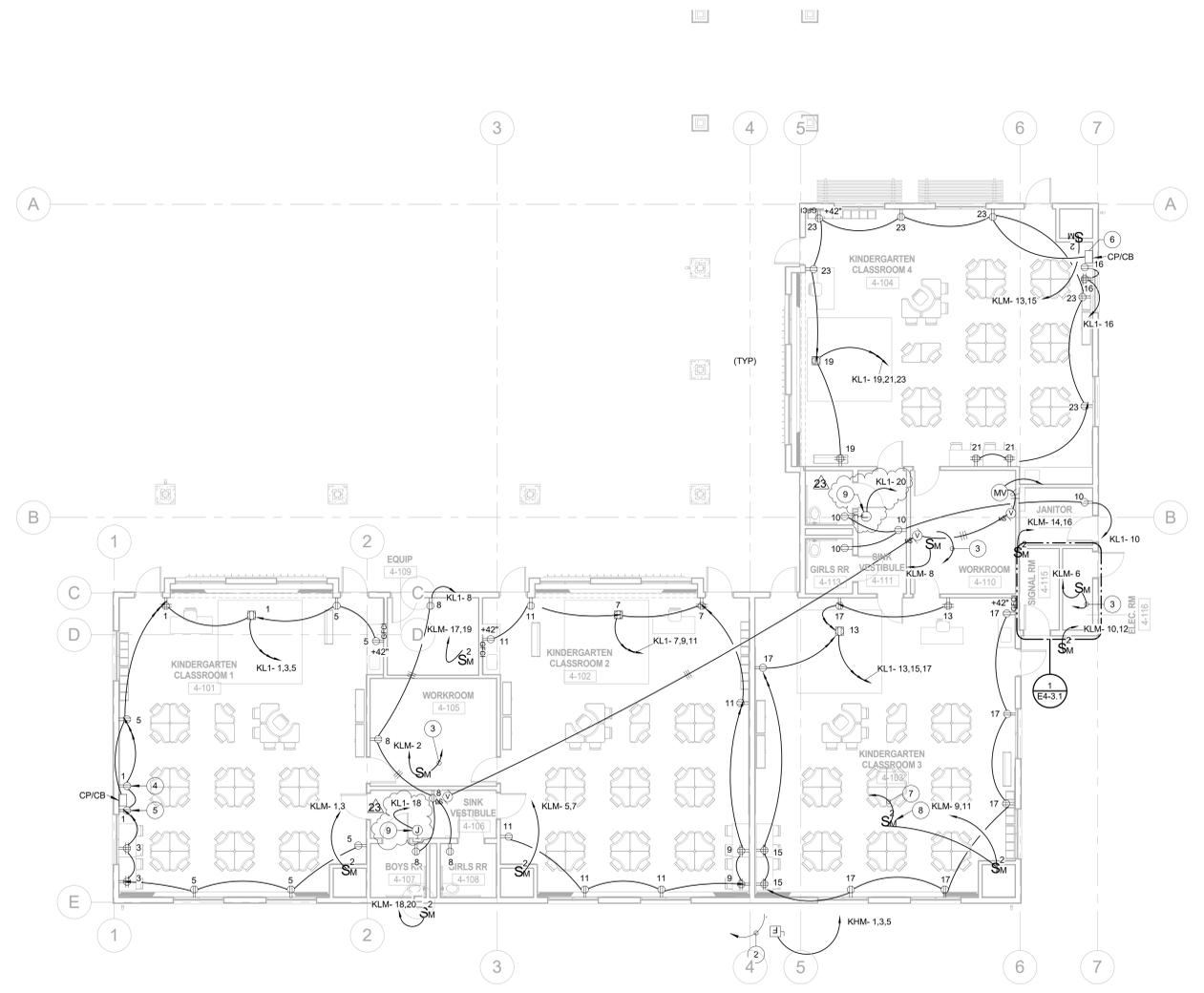
**E4-2.1P**  
**SHEET NUMBER:**  
**SHEET TITLE:**

**KINDERGARTEN POWER PLAN**

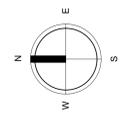


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- REFERENCE NOTES**
- 3/4" O. TO RESPECTIVE THERMOSTAT OR CONTROL UNIT. WIRING BY MECHANICAL CONTRACTOR. SEE MECHANICAL PLANS FOR LOCATION.
  - SEE MECHANICAL EQUIPMENT SCHEDULE ON SHEET FOR FEEDER AND FUSED DISCONNECT SIZES.
  - 3/4" O. - 2#12 FOR EXHAUST FAN CONTROL. SEE MECHANICAL PLANS FOR LOCATIONS.
  - PROVIDE A DUPLEX RECEPTACLE FOR AV CONTROL BOX AND EXTEND THE EXISTING BRANCH CIRCUIT KL-1-1 TO FEED IT. TO BE MOUNTED ABOVE CEILING.
  - DUPLEX RECEPTACLE FOR AV MEDIA CART. EXTEND THE EXISTING BRANCH CIRCUIT KL-1-1 TO FEED IT.
  - PROVIDE A DUPLEX RECEPTACLE FOR AV CONTROL BOX AND EXTEND THE EXISTING BRANCH CIRCUIT KL-1-23 TO FEED IT. TO BE MOUNTED ABOVE CEILING.
  - 3/4" O. TO RESPECTIVE CONTROL UNIT. WIRING BY MECHANICAL CONTRACTOR.
  - SWITCH DISCONNECT FOR MCU UNIT. FIELD VERIFY EXACT LOCATION.
  - FOR CONNECTION TO HAND DRYER.



**1 POWER PLAN**  
 1/8" = 1'-0"



Branch Panel: KL1												
Location: ELEC. RM 4-116				Volts: 120/208 Wye				A.I.C. Rating:				
Supply From: TR-K				Phases: 3				Mains Type: 100 A				
Mounting: Surface				Wires: 4				Mains Rating: 100 A				
Enclosure: Type 1								MCB Rating: 100 A				
Notes:												
CKT	Circuit Description	Trip	Poles	A	B	C	Poles	Trip	Circuit Description	CKT		
1	CLASSROOM 4-101 TEACHER COMPUTE...	20 A	1	920 VA	3957 VA			3	100 A	KLM		
3	CLASSROOM 4-101 COMPUTERS	20 A	1		720 VA	2756 VA				4		
5	CLASSROOM 4-101 C.O.	20 A	1						1080 VA	3934 VA		
7	CLASSROOM 4-102 TEACHER COMPUTE...	20 A	1	560 VA	900 VA			1	20 A	RESTROOMS		
9	CLASSROOM 4-102 COMPUTERS	20 A	1		720 VA	720 VA			1	20 A		
11	CLASSROOM 4-102 C.O.	20 A	1						1	20 A		
13	CLASSROOM 4-102 TEACHER COMPUTE...	20 A	1	560 VA	75 VA			1	20 A	FA CABINETS (1)		
15	CLASSROOM 4-102 COMPUTERS	20 A	1		720 VA	540 VA			1	20 A		
17	CLASSROOM 4-102 C.O.	20 A	1						1	20 A		
19	CLASSROOM 4-103 TEACHER COMPUTE...	20 A	1	560 VA	1752 VA			1	20 A	HAND DRYER - SINK VESTIBULE 4-106		
21	CLASSROOM 4-103 COMPUTERS	20 A	1		720 VA			1	20 A	HAND DRYER - SINK VESTIBULE 4-111		
23	CLASSROOM 4-103 C.O.	20 A	1							1080 VA		
25												
27												
29												
31												
33												
35												
37												
39												
41												
<b>Total Load:</b>				9284 VA	6890 VA	10686 VA						
<b>Total Amps:</b>				80 A	57 A	92 A						

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals
HVAC	10646 VA	100.00%	10646 VA	
Other	75 VA	100.00%	75 VA	
Power	9484 VA	100.00%	9484 VA	<b>Total Conn. Load: 26865 VA</b>
Receptacle	6660 VA	100.00%	6660 VA	<b>Total Est. Demand: 26865 VA</b>
				<b>Total Conn.: 30 A</b>
				<b>Total Est. Demand: 75 A</b>

Notes:  
(1) PROVIDE LOCK ON DEVICE.

Branch Panel: KLM												
Location: ELEC. RM 4-116				Volts: 120/208 Wye				A.I.C. Rating:				
Supply From: KL1				Phases: 3				Mains Type: 100 A				
Mounting: Surface				Wires: 4				Mains Rating: 100 A				
Enclosure: Type 1								MCB Rating:				
Notes:												
CKT	Circuit Description	Trip	Poles	A	B	C	Poles	Trip	Circuit Description	CKT		
1	FCU 4-101	15 A	2	582 VA	408 VA			1	15 A	EF-8		
3					582 VA							
5	FCU 4-102	15 A	2	582 VA	408 VA			1	15 A	PTAC-3, EF-16 ELEC & SIGNAL RM		
7						582 VA	408 VA		1	15 A		
9	FCU 4-103, MCU	15 A	2		738 VA	832 VA		2	20 A	HP-3		
11												
13	FCU 4-104	15 A	2	582 VA	21 VA			2	15 A	PTAC-3		
15						582 VA	21 VA					
17	PTAC-4	15 A	2			21 VA	1352...	2	25 A	HP-4		
19				21 VA	1352...							
21												
23												
25												
27												
29												
31												
33												
35												
37												
39												
41												
<b>Total Load:</b>				3957 VA	2756 VA	3934 VA						
<b>Total Amps:</b>				34 A	23 A	34 A						

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals
HVAC	10646 VA	100.00%	10646 VA	
				<b>Total Conn. Load: 10646 VA</b>
				<b>Total Est. Demand: 10646 VA</b>
				<b>Total Conn.: 30 A</b>
				<b>Total Est. Demand: 30 A</b>

Notes:

**OWNER:**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



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 DATE \_\_\_\_\_

REVISIONS:		
DESCRIPTION	DATE	
4 BULLETIN #6	10/25/2017	
11 RRFI 251	11/29/2017	
23 BULLETIN 23	02/05/2018	

**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:**  
**SHEET NUMBER:** E4-5.2  
**SHEET TITLE:**

**KINDERGARTEN  
 PANEL  
 SCHEDULE**



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# CHANGE ORDER REQUEST

**COR No. 150 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

RFI 415

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to relocate electrical boxes from shearwall to furred wall along GL 11.	Taft Electric Co	1,103
Reason: Furred wall was added after electrical was roughed in, necessitating the relocation of the electrical boxes which is added work not included in the original scope.		
Requested By: SVA Architects		
Ref: RFI 415		
		Subtotal: 1,103
<b>Contractual Costs</b>		
Overhead 15%		165
		Subtotal: 165
<b>Total Change Order Request Amount:</b>		<b>1,268</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

**Change Order Request #024: RFI 415 Line 11 shear wall modifications**

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	024 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/14 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$1,103.00</b>

**POTENTIAL CHANGE ORDER TITLE:** RFI 415 Line 11 shear wall modifications

**CHANGE REASON:** RFI Directive

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required as directed in RFI 415.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

**ATTACHMENTS:**

[49CCCCF0E-9792-4BB2-9DB6-DBD263E2A767.jpg](#) [\\_4613629B-7C38-4B82-AF33-07B207FFF971.jpg](#) [\\_BA61487A-6530-4589-BFEB-86FBCA3B79B7.jpg](#)

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551

TEC COR#: 024

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: RFI 415 Shear wall

DATE: 5/10/2018

TAKE OFF	MATERIAL	HOURS
DESCRIPTION	MATERIAL	HOURS
Takeoff (Conest Attached)	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
JW	11.00	\$78.44	\$862.79
FOREMAN	1.00	\$84.36	\$84.36
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$947.15</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$947.15</b>
15.00%	OVERHEAD & PROFIT		\$142.07
<b>TOTAL LABOR</b>			<b>\$1,089.22</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$0.00
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
	<b>SUBTOTAL MATERIAL</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL TAKEOFF MATERIAL</b>	<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$0.00
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$10.89
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
	<b>SUBTOTAL DJE</b>	<b>\$10.89</b>
15.00%	OVERHEAD & PROFIT	\$1.63
	<b>TOTAL DJE</b>	<b>\$12.53</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL QUOTES</b>	<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL SUBCONTRACTS</b>	<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
	<b>TOTAL SUBCONTRACTS</b>	<b>\$0.00</b>

CHANGE REQUEST SUMMARY		
	TAKEOFF MATERIAL	\$0.00
	QUOTED MATERIAL	\$0.00
	SUBCONTRACTORS	\$0.00
	LABOR EXPENSES	\$1,089.22
	DIRECT JOB EXPENSES	\$12.53
	<b>SUBTOTAL CHANGE REQUEST</b>	<b>\$1,101.74</b>
0.00%		\$0.00
0.10%	TEXTURA	\$1.10
0.00%	BOND COSTS	\$0.00
	<b>CHANGE PROPOSAL TOTAL</b>	<b>\$1,103</b>



**TAFT ELECTRIC COMPANY** ELECTRICAL CONTRACTORS

HOME OFFICE: 1694 EASTMAN AVE., VENTURA, CA 93003, PHONE (805) 642-0121

P.O. BOX 3416, VENTURA, CA 93006

STATE LICENSE NO. 772245

Date Ordered April 26, 2018

Date Completed \_\_\_\_\_

Job No. 2251

W.O. No. \_\_\_\_\_

Job Name ELM Elementary

F.A. No. \_\_\_\_\_

Address 450 E Elm St, Oxnard, Ca 93033

**- CHARGE ACCUMULATION -**

RFI 415 - 11 line shear wall box relocation

MATERIAL	QUANTITY	UNIT PRICE	PER	EXTENSION
<b>Verification of Time Only</b> Subject to the Terms and Conditions of the Subcontract Agreement  By: _____ Signature: <u><i>James Petit</i></u> Print Name: _____ Date: <u>4/30/18</u>				

EQUIPMENT CHARGES				
Date	Description	Hours	Rate	Amount
				-
				-
				-
				-
				-
<b>TOTAL EQUIPMENT CHARGE</b>				\$0.00
LABOR				
Date	Name	Hours	Rate	Amount
4/26	James Petit	3		-
4/30	Brandon Vidal	1		-
<u>5/8</u>	<u>James Petit</u>	<u>8</u>		-
				-
				-
				-
				-
				-
				-
				-
				-
<b>TOTAL LABOR CHARGE</b>				\$0.00

Above work authorized by the undersigned; charges therefore to be billed to the undersigned for payment on regular 30 day terms.

Room 118



Room 119



Room 120



# TAFT ELECTRIC CHANGE REQUEST PROPOSAL

## LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 14  
 CUST RFP#: 0

### STRAIGHT TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$84.36
JOURNEYMAN	2.00	\$78.88
APPRENTICE	1.00	\$71.62
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$78.44

### SHIFT WORK CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### OVERTIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### GRAVEYARD CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### DOUBLE TIME CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

### OTHER CALCULATIONS

CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		<b>JOURNYMAN</b>			<b>FOREMAN</b>			<b>GEN. FOREMAN</b>		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$74.77</b>	<b>\$106.81</b>	<b>\$138.84</b>	<b>\$80.25</b>	<b>\$114.96</b>	<b>\$149.67</b>	<b>\$85.72</b>	<b>\$123.12</b>	<b>\$160.51</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87
Clean Up	<b>3.0%</b>	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24
Totals		\$78.88	\$110.92	\$142.95	\$84.36	\$119.07	\$153.78	\$89.83	\$127.23	\$164.62
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$78.88</b>	<b>\$110.92</b>	<b>\$142.95</b>	<b>\$84.36</b>	<b>\$119.07</b>	<b>\$153.78</b>	<b>\$89.83</b>	<b>\$127.23</b>	<b>\$164.62</b>

TAFT ELECTRIC COMPANY  
Labor Rate  
Jan 1 thru July 30 2018

VENTURA COUNTY  
LOCAL 952  
APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$74.77	\$29.01	\$31.49	\$51.11	\$56.07	\$61.03	\$67.51	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	3%	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87		
Clean Up (3%)	3%	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24	\$2.24		
Sub Total	\$78.88	\$33.12	\$35.60	\$55.22	\$60.18	\$65.14	\$71.62	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$78.88</b>	<b>\$33.12</b>	<b>\$35.60</b>	<b>\$55.22</b>	<b>\$60.18</b>	<b>\$65.14</b>	<b>\$71.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of January 1, 2018 to July 29, 2018**

**VENTURA COUNTY  
LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 38.23	\$ 57.35	\$ 76.46	\$ 42.55	\$ 63.82	\$ 85.10	\$ 46.87	\$ 70.30	\$ 93.74
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.38	0.57	0.76	0.43	0.64	0.85	0.47	0.70	0.94
<b>NAT. PENSION (3%)</b>	1.15	1.72	2.29	1.28	1.91	2.55	1.41	2.11	2.81
<b>UNION BURDEN</b>	\$ 27.85	\$ 36.93	\$ 46.02	\$ 28.02	\$ 37.19	\$ 46.36	\$ 28.19	\$ 37.45	\$ 46.71
<b>F.I.C.A. (7.65%)</b>	\$ 2.92	\$ 4.39	\$ 5.85	\$ 3.26	\$ 4.88	\$ 6.51	\$ 3.59	\$ 5.38	\$ 7.17
<b>F.U.I. (0.8%)</b>	0.31	0.46	0.61	0.34	0.51	0.68	0.37	0.56	0.75
<b>S.U.I. (6.2%)</b>	2.37	3.56	4.74	2.64	3.96	5.28	2.91	4.36	5.81
<b>TAX BURDEN</b>	\$ 5.60	\$ 8.40	\$ 11.20	\$ 6.23	\$ 9.35	\$ 12.47	\$ 6.87	\$ 10.30	\$ 13.73
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.06	\$ 3.10	\$ 4.13	\$ 2.30	\$ 3.45	\$ 4.60	\$ 2.53	\$ 3.80	\$ 5.06
<b>WORKMAN'S COMP</b>	1.03	1.03	1.03	1.15	1.15	1.15	1.26	1.26	1.26
<b>INSURANCE BURDEN</b>	\$ 3.09	\$ 4.13	\$ 5.16	\$ 3.44	\$ 4.59	\$ 5.74	\$ 3.79	\$ 5.06	\$ 6.32
<b>DIRECT COST PER HOUR</b>	\$ 74.77	\$ 106.81	\$ 138.84	\$ 80.25	\$ 114.96	\$ 149.67	\$ 85.72	\$ 123.12	\$ 160.51
<b>DIRECT COST PER DAY</b>	\$ 598.19		\$ 64.06	\$ 641.99		\$ 69.42	\$ 685.80		\$ 74.78
<b>DIRECT COST PER WEEK</b>	\$ 2,990.95			\$ 3,209.97			\$ 3,428.98		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

Traffic Signal Technician

TAFT ELECTRIC CO.  
LABOR BURDEN REPORT

Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
LOCAL 952

	St. Time	T.S Technician		Overscale T.S Technician		
		1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 28.67	\$ 43.01	\$ 57.35	\$ 38.23	\$ 57.35	\$ 76.46
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.25	0.25	0.25
<b>N.E.I.F. (1%)</b>	0.29	0.43	0.57	0.38	0.57	0.76
<b>NAT. PENSION (3%)</b>	<u>0.86</u>	<u>1.29</u>	<u>1.72</u>	<u>1.15</u>	<u>1.72</u>	<u>2.29</u>
<b>UNION BURDEN</b>	\$ 27.47	\$ 36.36	\$ 45.25	\$ 27.60	\$ 36.68	\$ 45.77
<b>F.I.C.A. (7.65%)</b>	\$ 2.19	\$ 3.29	\$ 4.39	\$ 2.92	\$ 4.39	\$ 5.85
<b>F.U.I. (.8%)</b>	0.23	0.34	0.46	0.31	0.46	0.61
<b>S.U.I. (6.2%)</b>	<u>1.78</u>	<u>2.67</u>	<u>3.56</u>	<u>2.37</u>	<u>3.56</u>	<u>4.74</u>
<b>TAX BURDEN</b>	\$ 4.20	\$ 6.30	\$ 8.40	\$ 5.60	\$ 8.40	\$ 11.20
<b>LIABILITY INSURANCE</b>	5.4% \$ 1.55	\$ 2.32	\$ 3.10	\$ 2.06	\$ 3.10	\$ 4.13
<b>WORKMAN'S COMP</b>	4.79% <u>1.37</u>	<u>1.37</u>	<u>1.37</u>	<u>1.14</u>	<u>1.14</u>	<u>1.14</u>
<b>INSURANCE BURDEN</b>	\$ 2.92	\$ 3.69	\$ 4.47	\$ 3.20	\$ 4.23	\$ 5.26
<b>DIRECT COST PER HOUR</b>	\$ 63.26	\$ 89.36	\$ 115.47	\$ 74.63	\$ 106.66	\$ 138.69
<b>DIRECT COST PER DAY</b>	\$ 506.08			\$ 597.04		
<b>DIRECT COST PER WEEK</b>	\$ 2,530.41			\$ 2,985.19		

NOTES:

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

CONDUIT CONSTRUCTION WORKER'S COMP RATES: 4.785%

**TAFT ELECTRIC COMPANY  
LABOR BURDEN REPORT**  
Period of January 1, 2018 to July 29, 2018

VENTURA COUNTY  
LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%							
<b>WAGES</b>	\$ 15.29	\$ 22.94	\$ 17.20	\$ 25.81	\$ 19.12	\$ 28.67	\$ 22.94	\$ 34.41	\$ 26.76	\$ 40.14	\$ 32.50	\$ 48.74						
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18						
LOCAL PENSION	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96						
TRAINING FUND	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00						
LMCC	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50						
NAT. PENSION (3%)	0.46	0.69	0.52	0.77	0.57	0.86	0.69	1.03	0.80	1.20	0.97	1.46						
N.E.I.F. (1%)	<u>0.15</u>	<u>0.23</u>	<u>0.17</u>	<u>0.26</u>	<u>0.19</u>	<u>0.29</u>	<u>0.23</u>	<u>0.34</u>	<u>0.27</u>	<u>0.40</u>	<u>0.32</u>	<u>0.49</u>						
UNION BURDEN	\$ 9.79	\$ 10.10	\$ 9.87	\$ 10.21	\$ 27.08	\$ 35.79	\$ 27.24	\$ 36.02	\$ 27.39	\$ 36.25	\$ 27.62	\$ 36.59						
F.I.C.A. (7.65%)	\$ 1.17	\$ 1.75	\$ 1.32	\$ 1.97	\$ 1.46	\$ 2.19	\$ 1.75	\$ 2.63	\$ 2.05	\$ 3.07	\$ 2.49	\$ 3.73						
F.U.I. (.8%)	0.12	0.18	0.14	0.21	0.15	0.23	0.18	0.28	0.21	0.32	0.26	0.39						
S.U.I. (6.2%)	<u>0.95</u>	<u>1.42</u>	<u>1.07</u>	<u>1.60</u>	<u>1.19</u>	<u>1.78</u>	<u>1.42</u>	<u>2.13</u>	<u>1.66</u>	<u>2.49</u>	<u>2.01</u>	<u>3.02</u>						
TAX BURDEN	\$ 2.24	\$ 3.36	\$ 2.52	\$ 3.78	\$ 2.80	\$ 4.20	\$ 3.36	\$ 5.04	\$ 3.92	\$ 5.88	\$ 4.76	\$ 7.14						
LIABILITY INSURANC 5.4%	\$ 0.83	\$ 1.24	\$ 0.93	\$ 1.39	\$ 1.03	\$ 1.55	\$ 1.24	\$ 1.86	\$ 1.45	\$ 2.17	\$ 1.75	\$ 2.63						
WORKMAN'S COMP	<u>0.87</u>	<u>0.87</u>	<u>0.97</u>	<u>0.97</u>	<u>1.08</u>	<u>1.08</u>	<u>1.30</u>	<u>1.30</u>	<u>1.51</u>	<u>1.51</u>	<u>0.88</u>	<u>0.88</u>						
INSURANCE BURDEN	\$ 1.69	\$ 2.10	\$ 1.90	\$ 2.37	\$ 2.11	\$ 2.63	\$ 2.54	\$ 3.16	\$ 2.96	\$ 3.68	\$ 2.63	\$ 3.51						
<b>DIRECT COST PER HOUR</b>	\$ 29.01	\$ 38.50	\$ 9.48	\$ 31.49	\$ 42.16	\$ 10.67	\$ 51.11	\$ 71.29	\$ 20.18	\$ 56.07	\$ 78.62	\$ 22.55	\$ 61.03	\$ 85.95	\$ 24.92	\$ 67.51	\$ 95.98	\$ 28.48
<b>DIRECT COST PER DAY</b>	\$ 232.12	\$ 308.00	\$ 251.95	\$ 337.32	\$ 408.91	\$ 570.32	\$ 448.58	\$ 570.32	\$ 488.25	\$ 488.25	\$ 540.05	\$ 540.05	\$ 540.05	\$ 540.05	\$ 540.05	\$ 540.05	\$ 540.05	\$ 540.05
<b>DIRECT COST PER WEEK</b>	\$ 1,160.60	\$ 1,539.99	\$ 1,259.77	\$ 1,686.59	\$ 2,044.55	\$ 2,851.59	\$ 2,242.90	\$ 2,851.59	\$ 2,242.90	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25	\$ 2,441.25

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 44.84	\$ 67.26	\$ 89.68	\$ 49.91	\$ 74.87	\$ 99.82	\$ 54.98	\$ 82.47	\$ 109.96
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.45	0.67	0.90	0.50	0.75	1.00	0.55	0.82	1.10
<b>NAT. PENSION (3%)</b>	1.35	2.02	2.69	1.50	2.25	2.99	1.65	2.47	3.30
<b>UNION BURDEN</b>	\$ 28.11	\$ 37.33	\$ 46.55	\$ 28.32	\$ 37.63	\$ 46.95	\$ 28.52	\$ 37.94	\$ 47.36
<b>F.I.C.A. (7.65%)</b>	\$ 3.43	\$ 5.15	\$ 6.86	\$ 3.82	\$ 5.73	\$ 7.64	\$ 4.21	\$ 6.31	\$ 8.41
<b>F.U.I. (0.8%)</b>	0.36	0.54	0.72	0.40	0.60	0.80	0.44	0.66	0.88
<b>S.U.I. (6.2%)</b>	2.78	4.17	5.56	3.09	4.64	6.19	3.41	5.11	6.82
<b>TAX BURDEN</b>	\$ 6.57	\$ 9.85	\$ 13.14	\$ 7.31	\$ 10.97	\$ 14.62	\$ 8.05	\$ 12.08	\$ 16.11
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.42	\$ 3.63	\$ 4.84	\$ 2.70	\$ 4.04	\$ 5.39	\$ 2.97	\$ 4.45	\$ 5.94
<b>WORKMAN'S COMP</b>	1.21	1.21	1.21	1.34	1.34	1.34	1.48	1.48	1.48
<b>INSURANCE BURDEN</b>	\$ 3.63	\$ 4.84	\$ 6.05	\$ 4.04	\$ 5.39	\$ 6.73	\$ 4.45	\$ 5.93	\$ 7.42
<b>DIRECT COST PER HOUR</b>	\$ 83.15	\$ 119.28	\$ 155.42	\$ 89.58	\$ 128.85	\$ 168.13	\$ 96.00	\$ 138.42	\$ 180.85
<b>DIRECT COST PER DAY</b>	\$ 665.21			\$ 716.62			\$ 768.03		
<b>DIRECT COST PER WEEK</b>	\$ 3,326.06			\$ 3,583.10			\$ 3,840.13		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

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**Swing Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of January 1, 2018 to July 29, 2018

**APPRENTICES - Indentured after 10/01/2012**

	40%	45%	50%	60%	70%	85%
<b>WAGES</b>	\$ 17.94	\$ 20.18	\$ 22.43	\$ 26.91	\$ 31.39	\$ 38.12
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	16.64	16.64	16.64	16.64
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.54	0.61	0.67	0.81	0.94	1.14
<b>N.E.I.F. (1%)</b>	0.18	0.20	0.22	0.27	0.31	0.38
<b>UNION BURDEN</b>	\$ 9.90	\$ 9.99	\$ 27.22	\$ 27.40	\$ 27.58	\$ 27.84
<b>F.I.C.A. (7.65%)</b>	\$ 1.37	\$ 1.54	\$ 1.72	\$ 2.06	\$ 2.40	\$ 2.92
<b>F.U.I. (.8%)</b>	0.14	0.16	0.18	0.22	0.25	0.30
<b>S.U.I. (6.2%)</b>	1.11	1.25	1.39	1.67	1.95	2.36
<b>TAX BURDEN</b>	\$ 2.63	\$ 2.96	\$ 3.29	\$ 3.94	\$ 4.60	\$ 5.58
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.97	\$ 1.09	\$ 1.21	\$ 1.45	\$ 1.70	\$ 2.06
<b>WORKMAN'S COMP</b>	1.02	1.14	1.27	1.52	1.78	1.03
<b>INSURANCE BURDEN</b>	\$ 1.98	\$ 2.23	\$ 2.48	\$ 2.98	\$ 3.47	\$ 3.09
<b>DIRECT COST PER HOUR</b>	\$ 32.45	\$ 35.36	\$ 55.41	\$ 61.22	\$ 67.04	\$ 74.63
<b>DIRECT COST PER DAY</b>	\$ 259.60	\$ 282.84	\$ 443.31	\$ 489.80	\$ 536.28	\$ 597.08
<b>DIRECT COST PER WEEK</b>	\$ 1,297.98	\$ 1,414.20	\$ 2,216.54	\$ 2,448.98	\$ 2,681.41	\$ 2,985.38

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

5.658%  
2.693%

**TAFT ELECTRIC CO.  
LABOR BURDEN REPORT  
Period of January 1, 2018 to July 29, 2018**

**Grave Shift Work**  
**VENTURA COUNTY**  
**LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 50.23	\$ 75.35	\$ 100.46	\$ 55.91	\$ 83.87	\$ 111.82	\$ 61.59	\$ 92.39	\$ 123.18
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.50	0.75	1.00	0.56	0.84	1.12	0.62	0.92	1.23
<b>NAT. PENSION (3%)</b>	1.51	2.26	3.01	1.68	2.52	3.35	1.85	2.77	3.70
<b>UNION BURDEN</b>	\$ 28.33	\$ 37.65	\$ 46.98	\$ 28.56	\$ 37.99	\$ 47.43	\$ 28.78	\$ 38.34	\$ 47.89
<b>F.I.C.A. (7.65%)</b>	\$ 3.84	\$ 5.76	\$ 7.69	\$ 4.28	\$ 6.42	\$ 8.55	\$ 4.71	\$ 7.07	\$ 9.42
<b>F.U.I. (0.8%)</b>	0.40	0.60	0.80	0.45	0.67	0.89	0.49	0.74	0.99
<b>S.U.I. (6.2%)</b>	3.11	4.67	6.23	3.47	5.20	6.93	3.82	5.73	7.64
<b>TAX BURDEN</b>	\$ 7.36	\$ 11.04	\$ 14.72	\$ 8.19	\$ 12.29	\$ 16.38	\$ 9.02	\$ 13.53	\$ 18.05
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.71	\$ 4.07	\$ 5.42	\$ 3.02	\$ 4.53	\$ 6.04	\$ 3.33	\$ 4.99	\$ 6.65
<b>WORKMAN'S COMP</b>	1.35	1.35	1.35	1.51	1.51	1.51	1.66	1.66	1.66
<b>INSURANCE BURDEN</b>	\$ 4.07	\$ 5.42	\$ 6.78	\$ 4.52	\$ 6.03	\$ 7.54	\$ 4.98	\$ 6.65	\$ 8.31
<b>DIRECT COST PER HOUR</b>	\$ 89.98	\$ 129.46	\$ 168.93	\$ 97.18	\$ 140.18	\$ 183.18	\$ 104.38	\$ 150.90	\$ 197.42
<b>DIRECT COST PER DAY</b>	\$ 719.86			\$ 777.46			\$ 835.05		
<b>DIRECT COST PER WEEK</b>	\$ 3,599.32			\$ 3,887.28			\$ 4,175.24		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%



**Los Angeles County Chapter**  
**National Electrical Contractors Association**  
**100 E. Corson Street, Suite 410**  
**Pasadena, CA 91103**  
**626.792.6322**  
**www.laneca.org**

*IMPORTANT: Labor Relations Bulletin*

## **IBEW Local 952 (Ventura County)** **Inside Wiremen's Agreement**

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 42.05	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
									See			
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
- (d) NEIF contribution is an amount equal to 1% of gross wage and is paid by NECA members only. AMF contribution is an amount equal to 0.5% of gross wage and is paid by non-NECA contractors only.
- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

**Future increases:**

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 49.32	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 38.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							Employee Deductions			
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 61.59	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 55.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
-- When cable splicing	\$ 55.25	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 20.09	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See footnote (e)	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 22.60	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 25.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 30.14	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 35.16	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 5th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

See Page 1 for all footnotes

**Information regarding shifts:**

1. Working a day shift only is not considered a "shift" under the terms of the agreement.
2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
3. One (1) employee constitutes the establishment of a "shift."
4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
5. Shifts must be a minimum of five (5) days duration, which may include Saturday, Sunday and holidays. (This requirement applies to the scheduling and performance of work, not the uninterrupted presence of a particular individual or individuals on the job.)
6. Either the swing or graveyard shifts may be worked alone without the requirement of a day shift.
7. While the shift must last for a minimum of five days duration, it is not necessary for each employee to work the five days in order to fall under the shift work provisions of the agreement.
8. Per Section 3.12 of the agreement, the shift rate of pay is determined by the start time of the shift (see chart below).

<b>First Shift (Day Shift):</b> Start time between 6:00 AM and 10:00 AM (Straight Time Rate)
<b>Second Shift (Swing):</b> Start time between 10:01 AM and 8:00 PM (Straight Time Rate +17.3% )
<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



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*IMPORTANT: Labor Relations Bulletin*

## **IBEW Local 952 (Ventura County)** **Intelligent Transportation Systems Agreement**

**Rates effective January 1, 2018 through July 29, 2018**

The **\$0.95** increase effective 1/1/18 will be allocated as follows: **\$0.51** to wages and **\$0.39** to health. Additionally, there will be a **\$0.05** increase to LMCC. Accordingly, the wages and fringe benefits will be:

	Employer Contributions								Employee Deductions			
	Wage (Zone A) <sup>(a)</sup>	NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)	COPE/Charity League <sup>(e)</sup>	Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 46.87	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 42.55	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman	\$ 38.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 28.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	See	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 15.29	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	---
Period 2, 1st Year, 45%	\$ 17.20	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	below.	\$ -	---	---
Period 3, 2nd Year, 50%	\$ 19.12	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 22.94	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 26.76	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 32.50	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

- (a) For Zone B wages, add \$5.00 to all wage rates. See Section 3.16(b) and (c) of the Agreement for Zone definitions.
- (b) NEBF contribution is an amount equal to 3% of the gross wage.
- (c) First year apprentices and unindentured apprentices are excluded from Local Pension and LMCC. For OT and DT work, pension contribution is made at the appropriate rate (i.e., 1.5x or 2x, respectively).
- (d) NEIF contribution is an amount equal to 1% of gross wage and is paid by NECA members only. AMF contribution is an amount equal to 0.5% of gross wage and is paid by non-NECA contractors only.
- (e) Voluntary authorization required. Employee option of \$0.00 deduction, or a \$0.05 deduction for COPE and/or a \$0.05 deduction for the Charity League.
- (f) Applies to 70% apprentices and above.
- (g) Employee may opt to make a voluntary employee deduction of 0%, 3%, 6%, 9% or 15%. 35%, 40% and 45% apprentices are excluded from the 401(k) plan.
- (h) Voluntary written authorization required in advance, and is usually provided at time of dispatch. Amount is subject to change as determined by LU 952.

### Future increases:

Effective Date	Amount to be allocated	Amount to LMCC
7/30/2018	+ \$0.85	---
12/31/2018	+ \$0.95	---
7/29/2019	+ \$0.90	---
12/30/2019	+ \$0.95	+ \$0.05
7/27/2020	+ \$0.90	---
9/30/2020	Contract expiration date	

**Shift rates:**

<b>Swing Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
General Foreman (1.226 x jrmn.)	\$ 54.98	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Foreman (1.113 x jrmn.)	\$ 49.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Journeyman (swing shift)	\$ 44.84	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 33.63	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 17.94	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 20.18	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	(5%)
Period 3, 2nd Year, 50%	\$ 22.43	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	on first	\$ -	( )	(5%)
Period 4, 3rd Year, 60%	\$ 26.91	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	page.	\$ -	( )	(5%)
Period 5, 4th Year, 70%	\$ 31.39	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
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<b>Graveyard Shift</b>	Wage (Zone A) <sup>(a)</sup>	Employer Contributions							COPE/Charity League <sup>(e)</sup>	Employee Deductions		
		NEBF <sup>(b)</sup>	Local Pension <sup>(c)</sup>	Health	Training	LMCC <sup>(c)</sup>	NEIF <sup>(d)</sup> (NECA only)	AMF <sup>(d)</sup> (Non-NECA)		Vacation <sup>(f)</sup>	401(k) <sup>(g)</sup>	Dues <sup>(h)</sup>
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Journeyman (graveyard shift)	\$ 50.23	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	Amount	\$ (3.00)	( )	(5%)
Transportation Systems Tech. (75% of Journeyman)	\$ 37.67	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%	varies	\$ (3.00)	( )	(5%)
Apprentices: Period 1, 1st Year, 40%	\$ 20.09	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	See	\$ -	---	(5%)
Period 2, 1st Year, 45%	\$ 22.60	3%	\$ -	\$ 8.18	\$ 1.00	\$ -	1%	0.5%	footnote (e)	\$ -	---	(5%)
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Period 5, 4th Year, 70%	\$ 35.16	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)
Period 6, 4th Year, 85%	\$ 42.71	3%	\$ 16.64	\$ 8.18	\$ 1.00	\$ 0.50	1%	0.5%		\$ (3.00)	( )	(5%)

**See Page 1 for all footnotes**

**Information regarding shifts:**

1. Working a day shift only is not considered a "shift" under the terms of the agreement.
2. The day shift is the first shift, the swing shift is the second shift and the graveyard shift is the third shift. Thus, the regular work week begins Monday morning with the first shift and ends Saturday morning with the third shift. The graveyard shift for Friday ends on Saturday morning, therefore Saturday's overtime rate does not apply. This is also true for shifts that end on Sundays and holidays.
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4. Where shifts are worked overtime, after the regular shift the applicable overtime rate (1½ times up to 12 hours worked) shall apply in the addition to the designated shift differential pay. However, the shift differential is not paid on overtime days -- which includes Saturdays, Sundays, holidays and overtime days on approved four ten-hour day workweeks. Double the straight time rate of pay is the maximum amount paid for any work.
5. Shifts must be a minimum of five (5) days duration, which may include Saturday, Sunday and holidays. (This requirement applies to the scheduling and performance of work, not the uninterrupted presence of a particular individual or individuals on the job.)
6. Either the swing or graveyard shifts may be worked alone without the requirement of a day shift.
7. While the shift must last for a minimum of five days duration, it is not necessary for each employee to work the five days in order to fall under the shift work provisions of the agreement.
8. Per Section 3.12 of the agreement, the shift rate of pay is determined by the start time of the shift (see chart below).

<b>First Shift (Day Shift):</b> Start time between 6:00 AM and 10:00 AM (Straight Time Rate)
<b>Second Shift (Swing):</b> Start time between 10:01 AM and 8:00 PM (Straight Time Rate +17.3% )
<b>Third Shift (Graveyard):</b> Start time between 8:01 PM and 5:59 AM (Straight Time Rate +31.4% )



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 415**

Project: Elm Elementary School Reconstruction Project

Date: 04-17-18

Discipline: Architectural

**Subject: Classroom 1-118, 1-119, & 1-120 at Gridline 11**

## DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
-------------------------------	----------------------	----------

## QUESTION

Please confirm per the sitewalk on 4/10/18 with Bernards, AOR & IOR, we will remove and replace shearwall, move electrical and electrical boxes into new deepened furred wall in classrooms 1-118, 1-119 & 1-120 along Grid line 11.

## ANSWER

Confirmed

Tom Bardwell- SVA Architects  
4/23/18

## RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Pacific Interiors Enterprise	Curtis Dowell	4/23/2018
Abdellatif Enterprises	Hazem Abdellatif	4/23/2018
Taft Electric	Matt Gobuty	4/23/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Steve Johnson - Bernards

**Submitted By:** Gina Sierra - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 415**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 04-17-18  
Discipline: Architectural

**Subject: Classroom 1-118, 1-119, & 1-120 at  
Gridline 11**

**Response Requested By: 04-24-2018**

## DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
-------------------------------	----------------------	----------

## QUESTION

Please confirm per the sitewalk on 4/10/18 with Bernards, AOR & IOR, we will remove and replace shearwall, move electrical and electrical boxes into new deepened furred wall in classrooms 1-118, 1-119 & 1-120 along Grid line 11.

## ANSWER

Confirmed.

Response Provided By:	<u>Tom Bardwell</u>	<u>SVA Architects</u>	<u>4/23/18</u>
	Name	Company	Date

**Question Initiated By:** Steve Johnson - Bernards

**Submitted By:** Gina Sierra - Bernards



# CHANGE ORDER REQUEST

**COR No. 212 R1**

Date: 11/6/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Const. Hrdwr Bull 13

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add timely frames,, wood doors, and hardware to mechanical closets in the Classroom Building and Kindergarten Building.	Construction Hardware Co	25,632
Reason: Requested By: SVA Architects		
Requested By: SVA Architects		
Ref: Bulletin 13		
		Subtotal:
		25,632
<b>Contractual Costs</b>		
Overhead 15%		3,845
		Subtotal:
		3,845
<b>Total Change Order Request Amount:</b>		<b>29,477</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Construction Hardware Co.

216 Pacific Street, Pomona, CA 91768-3216  
P.O. Box 2587, Pomona, CA 91769-2587

Phone 909.594.9093  
Fax 909.595.8050

www.constructionhardwareco.com

**Architectural Hardware, Doors and Frames**  
**Installation, Access Control, Custom Solutions**

**Change Order#: 42277**

## CHANGE ORDER PROPOSAL

**Issued To:**

**Bernards c\*Elm Street Elem Sch**

Elm Street Elem School

Oxnard, CA 93033

**Date:** 4/30/2018

**Ref#:** HVAC UNITS

**Requested By:** JAIME PACE

**Job #:** 7877

**Salesperson:** RANDY GARDNER

Quantity	Part #	Description	Price	Extended
25	WOOD DOOR		\$474.00	\$11,850.00
		UNITS FOR THE HVAC UNITS (TIMLEY FRAME, WOOD DOOR AND HARDWARE)		
1	FREIGHT & HANDLING		\$500.00	\$500.00
		FREIGHT & HANDLING		
128.15	INSTALLATION		\$70.23	\$8,999.97
		INSTALL TIMLEY FRAMES,WOOD DOORS AND HARDWARE (25 UNITS)		
1	As Per Agreement		\$3,121.50	\$3,121.50
		15% MARK UP FOR MATERIAL SUPPLIED AND LABOR EXCLUDING SHIPPING		

**Notes:**

PER JAIME PACE WITH BERNARDS.

FURNISH & INSTALL (25) TIMELY FRAMES, DOORS AND HARDWARE FOR THE HVAC CLOSETS IN THE CLASSROOMS OF THE 2 STORY BUILDING AND THE KINDERGARDEN.

- (25) EACH 3-0 x 6-8 x 1-3/4 TIMELY FRAME, STANDARD COLOR OR PRIMED 4-1/4 WALL.
- (25) EACH 3-0 x 6-8 x 1-3/4 SOLID CORE WOOD DOORS PAINT GRADE WITH A 18" x 30" CUTOUT FOR A LOUVER SUPPLIED BY OTHERS.
- (25) EACH DEAD BOLTS SCHLAGE B560P x 626
- (25) EACH THRESHOLDS PEMKO 271A
- (75) EACH HINGES HAGER ECHO ECBB1100 4-1/2 x 4-1/2 652

EXCLUDES THE PAINTING OF THE UNIT, ANY FRAMING OF THE WALLS.

<b>Sub Total:</b>	\$24,471.47
<b>Tax:</b>	\$1,160.30

**Total Quote: \$25,631.77**

**CHANGE ORDER LABOR RATE SHEET**  
 DIR Determination No. SC-23-31-2-2017-1  
 Carpenter and Related Trades

**Construction Hardware CO**

Change Order # 42277

Date: 08/17/2018

Effective Date: 07/01/17  
 Contractor: All Contractors  
 Project: All Public Works Projects  
 Rate Effective Through: 07/01/18

Trade: Carpenter  
 Local: SW Carpenters Union  
 Classification: Journeyman

	Straight Time	Overtime (1 & 1/2)	Double Time	Premium Time
<b>A. BASE</b>				
1. Base Rate	41.25	61.88	82.50	82.50
<b>B. VACATION &amp; HOLIDAY</b>				
2. Vacation & Holiday	5.60	5.60	5.60	5.60
Subtotal of A + B	46.85	67.48	88.10	88.10
<b>C. BENEFITS</b>				
3. Health and Welfare	7.10	7.10	7.10	7.10
4. Pension	4.91	4.91	4.91	4.91
5. Apprenticeship Program	0.57	0.57	0.57	0.57
6. Other (Please List)				
C.A.F. / G.A.F.	0.39	0.39	0.39	0.39
Subtotal of C	12.97	12.97	12.97	12.97
<b>Total Hourly Rate</b>	<b>59.82</b>	<b>80.45</b>	<b>101.07</b>	<b>101.07</b>
<b>D. PAYROLL INSURANCE &amp; TAX</b>				
11. Social Security 6.2% of (A+B)	2.90	4.18	5.46	5.46
12. Medicare 1.45% of (A+B)	0.68	0.98	1.28	1.28
13. FUI 0.6% of (A+B)	0.28	0.54	0.70	0.70
14. SUI 6.2% of (A+B)	2.90	4.18	5.46	5.46
15. ETT 0.017% of (A+B)	0.01	0.01	0.01	0.01
16. Workman's Comp. 4.75% of (A+B) (\$ ___ per \$100.00 of Payroll)	2.23	3.21	4.18	4.18
17. Liability Insurance 3% of (A+B)	1.41	2.02	2.64	2.64
Subtotal of D	10.41	15.13	19.75	19.75
<b>FULLY BURDENED HOURLY WAGE (A+B+C+D)</b>	<b>70.23</b>	<b>95.57</b>	<b>120.82</b>	<b>120.82</b>

Total Estimated Straight Time Hours : 128.15 \$8,999.80



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
949.809.3380

info@sva-architects.com  
www.sva-architects.com

## Elm Street Elementary School Bulletin # 13 Narrative

Revision:

10/27/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

### Changes to Drawings and/or Specifications:

Revisions to Architecture sheets:

A1-11.2: Revised closet location and expanded closet to fit rated shaft along with fan coil. Reduced window to one 2'-0" x 6'-0". All corridor windows on second floor moved down 12" to accommodate the louver above the window.

A1-11.5: Revised soffit ceiling heights in all classrooms to 8'-0" on the second floor.

A1-21.1: Shown second floor windows on Grid K between Grid 1 and 3 as lowered 12" along with plaster control joint.

A1-21.2: Shown second floor windows near Grid 3 and J as lowered 12" along with the plaster control joint.

A1-52.2: Provide note on window type 3 in window legend for second floor corridor window height.

Revisions to Mechanical sheets:

Revisions to Fan Coil Closets and Relief Louvers in Ceilings on 1<sup>st</sup> and 2<sup>nd</sup> floor of Classroom Building (See M1-1.0, M1-2.0, M1-3.0, M1-3.1).

- Adjust intake louver location in fan coil closets, and include fire dampers in outside walls.
- Revise relief louvers in ceilings to two smaller ones instead of one large one, and include back draft dampers.
- Provide access doors and access panels for closets and in ductwork, as indicated and as required.
- Location of ceiling relief grille system is flexible and can be moved around.
- Fan coil units to operate economizer cycle using outside air as first stage of cooling by modulating dampers on mixing boxes, as follow. If the outdoor dry bulb temperature is suitable for free cooling: The actuator modulates the outdoor damper open until the room temperature is cool enough to satisfy the call for cooling and maintain the desired set point. If the outdoor air is not suitable for free cooling: The first stage of the cooling compressor is turned on and the dampers are set to minimum for occupancy requirements.

### Drawings

Sheet A1-11.2 – Classroom – Building 1 – Floor Plan – Level 2

Sheet A1-11.5 – Classroom – Building 1 – Reflected Ceiling plan

Sheet A1-21.1 – Classroom – Building 1 – Building Elevations

Sheet A1-21.2 – Classroom – Building 1 – Building Elevations

Sheet A1-52.2 – Classroom – Building 1 – Window Schedule

Sheet M1-1.0 – Classroom Building – First Floor Mechanical Plan

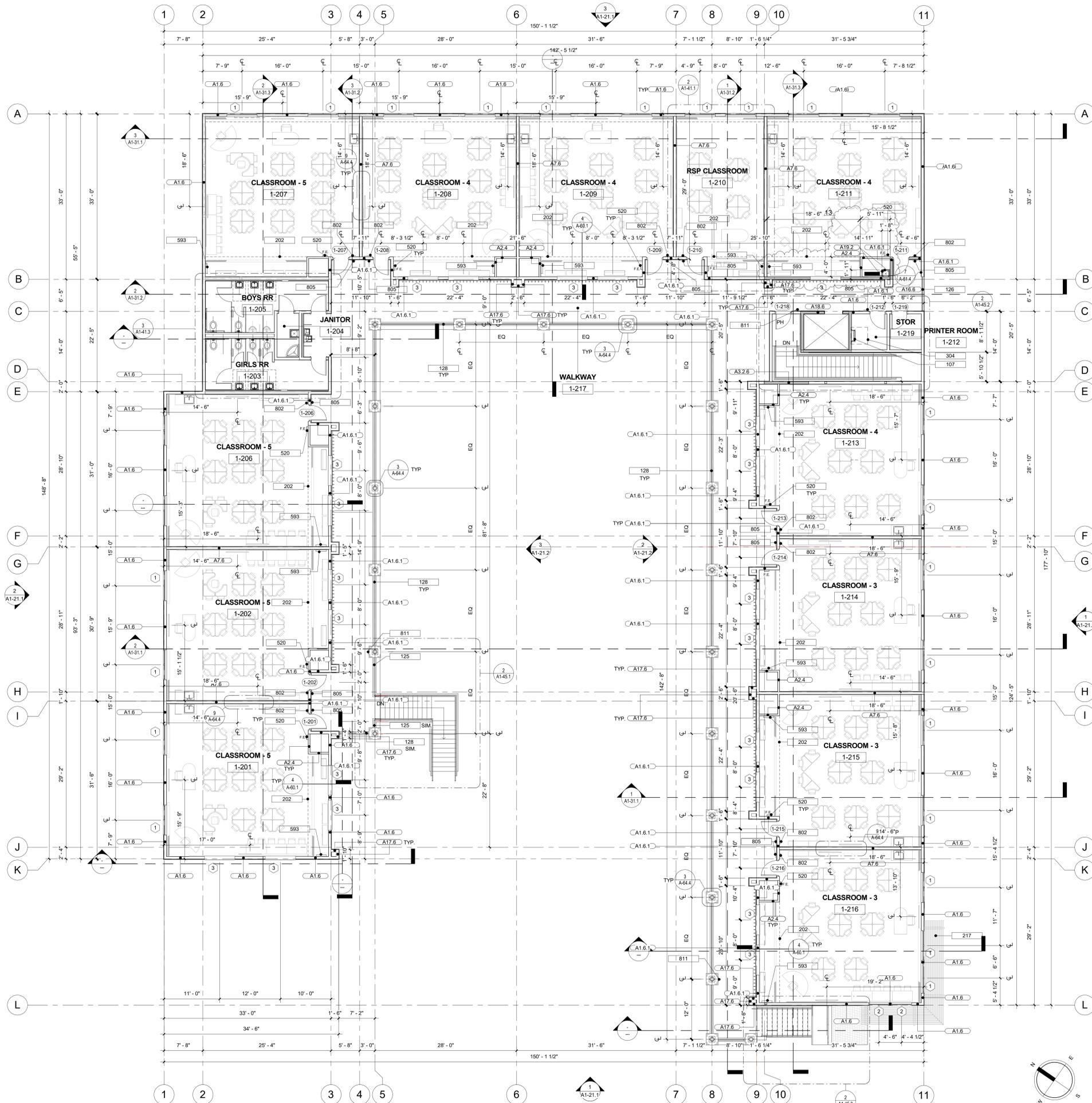
Sheet M1-2.0– Classroom Building – Second Floor Mechanical Plan  
Sheet M1-3.0– Classroom Building – Typical Enlarged Classroom Plan  
Sheet M1-3.1– Classroom Building – Cut Sheets

**Distribution:**

District

Contractor

IOR



?	DESCRIPTION
107	ROOF LADDER PER DETAIL 2/A-64.4
125	GUARDRAIL PER DETAIL 8/A-63.2
126	GUARDRAIL PER DETAIL 10/A-63.2
128	GUARDRAIL PER DETAIL 12/A-63.2
202	SCOFFIT ABOVE - REFER TO REFLECTED CEILING PLANS
217	SUN SHADE AT ENTRANCE OF CLASSROOM BUILDING PER DETAIL 5/A-64.6
304	ROOF HATCH, SEE DETAIL 9/A-63.1
520	SEMI-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (20A-120B-C), SEE DETAIL 1/A-64.4. MIN. 30" X 46" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
593	WALL RACK PER ELECTRICAL DRAWINGS
802	TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
811	TACTILE EXIT STAIR DOWN SIGNAGE, SEE DET. 11/GEN-3

**KEYNOTE LEGEND**

(1.4)	WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
(WOOD STUD WALL)	WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
(101)	NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A1-52.1
(X)	NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A1-52.2
(F.E.)	PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

- FLOOR PLAN NOTES**
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
  - REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
  - REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
  - WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
  - REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS
  - REFER TO A-64.3 FOR CABINETRY/CASEWORK
  - ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS, NO SHARP EDGES ANYWHERE.
  - REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
  - REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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**REVISIONS:**

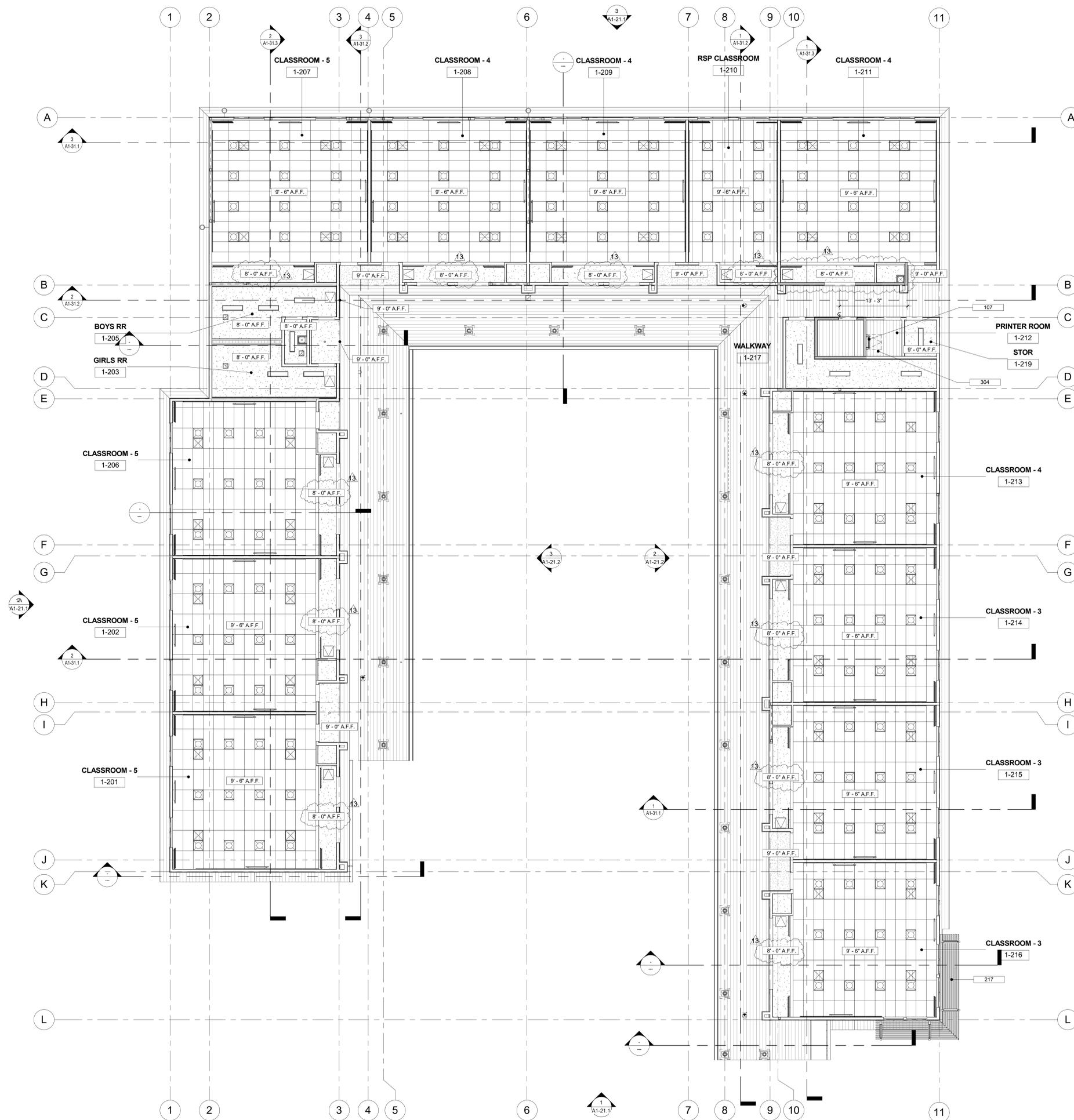
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13	BULLETIN 13	10/27/17

DATE ISSUED: APRIL 8, 2016  
 PROJECT NO: 1340159-Bldg 1  
 SCALE: As indicated

SHEET NUMBER: **A1-11.2**  
 SHEET TITLE:

**CLASSROOM - BLDG 1 - FLOOR PLAN - LEVEL 2**





?	DESCRIPTION
107	ROOF LADDER PER DETAIL 2/A-64.4
217	SUN SHADE AT ENTRANCE OF CLASSROOM BUILDING PER DETAIL 5/A-64.6
304	ROOF HATCH, SEE DETAIL 9/A-63.1

**OWNER: OXNARD SCHOOL DISTRICT**  
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KEYNOTE LEGEND	
	RECESSED SUPPLY AIR GRILL
	RECESSED RETURN AIR GRILL
	RECESSED EXHAUST AIR GRILL
	FLUORESCENT OR HID LIGHTING FIXTURE, CEILING OR WALL MOUNTED AS SHOWN, WALL MOUNTING TO BE 8'-0" TYP.
	24" X 48" FLUORESCENT LIGHT FIXTURE
	12" X 48" FLUORESCENT LIGHT FIXTURE
	PENDANT MOUNTED, EXPOSED FLUORESCENT STRIP LIGHT, MOUNT 7'-0" MIN. A.F.F.
	WALL MOUNTED, EXPOSED FLUORESCENT STRIP LIGHT
	EXIT SIGN WITH DIRECTION ARROWS AS INDICATED. SHADED QUADRANT INDICATES FACE ON EMERGENCY CIRCUIT
	DATA AND POWER OUTLET IN CEILING FOR LCD PROJECTOR
	CEILING MOUNTED LCD PROJECTOR, SECURE MOUNTING BRACKET TO STRUCTURE
	AV SYSTEM SPEAKER CEILING MOUNTED
	RECESSED CEILING INTERCOM SPEAKER
	SECURITY SENSOR CEILING MOUNTED
	WALL MOUNTED FIRE ALARM EQUIPMENT
	CEILING MOUNTED SMOKE DETECTOR
	LIGHT FIXTURE, WALL WASHER
	LIGHT FIXTURE, PENDANT, SUSPEND 24" FROM CEILING, BOTTOM OF FIXTURE NOT TO BE LESS THAN 7'-0" FROM FINISH FLOOR
	SCONCE, WALL MOUNTED, +7'-4"
	LIGHT TUBE WITH 2' X 2' DIFFUSER
	ACCESS DOOR, 24" X 24", U.N.O.
	2' X 4' SUSPENDED CEILING TILES, SEE NOTE 2
	GYP BOARD CEILING, SEE NOTE 1
	EXTERIOR PLASTER CEILING, SEE NOTE 3
	T1-11 SIDING, SEE NOTE 9

**NOTES:**  
 1. FOR SUSPENDED GYP BOARD CEILING, SEE SHEET A-64.2  
 2. SUSPENDED ACoustICAL CEILING, SEE SHEET A-64.1  
 3. EXTERIOR PLASTER CEILINGS, SEE SHEET A-64.2  
 4. PLUMBING, MECHANICAL, ELECTRICAL, AND FIRE PROTECTION COMPONENTS ARE SHOWN FOR REFERENCE AND COORDINATION PURPOSES. PLEASE REFER TO PLUMBING, MECHANICAL, ELECTRICAL, AND FIRE PROTECTION DRAWINGS FOR COMPONENT & SYSTEM QUANTITIES, TYPES, AND REQUIREMENTS.  
 5. CENTER LIGHTING FIXTURES BETWEEN OPPOSITE WALLS IN BOTH DIRECTIONS, U.N.O.  
 6. ALL DIMENSIONS, NOTES, KEYNOTES, & DETAIL CALLOUTS ARE TYPICAL, U.N.O.  
 7. SEE A1-53.1 FOR INTERIOR FINISH LEGEND  
 8. ALL DUCTS SHALL BE PAINTED COLOR P-3, FLAT BLACK  
 9. T1-11 SIDING, ATTACH TO UNDERSIDE OF FRAMING PER DETAIL 15/A-64.2. PRIME AND PAINT PER ARCHITECTS DIRECTION

\* REFER TO ELECTRICAL DRAWINGS FOR LOCATIONS OF EMERGENCY LIGHTING.

**OWNER: OXNARD SCHOOL DISTRICT**  
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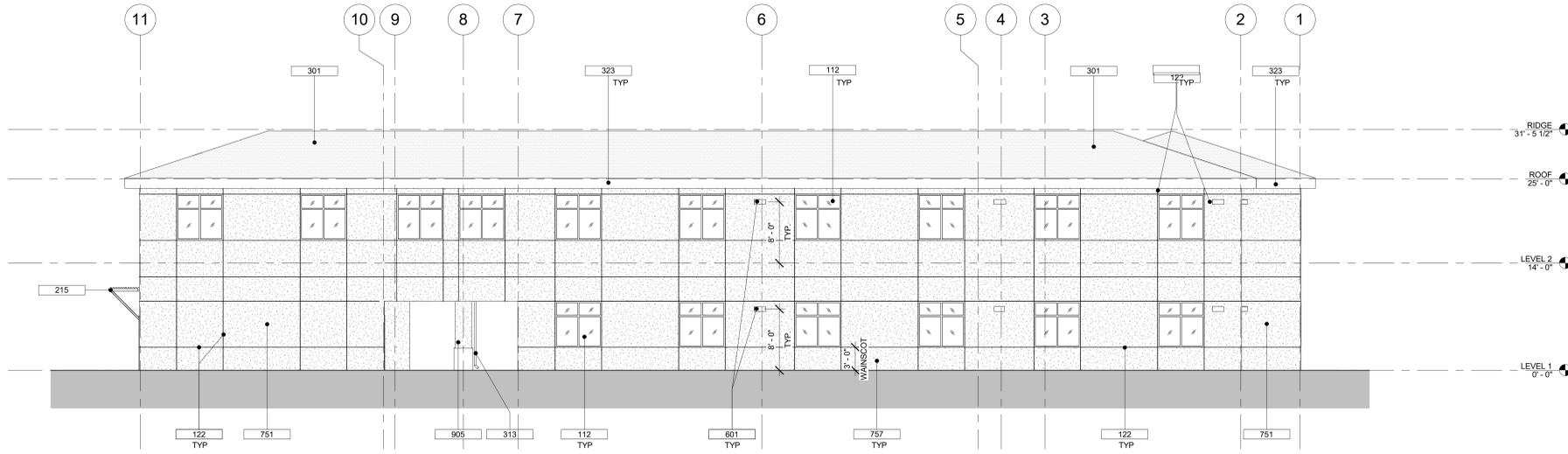
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DATE ISSUED: APRIL 8, 2016  
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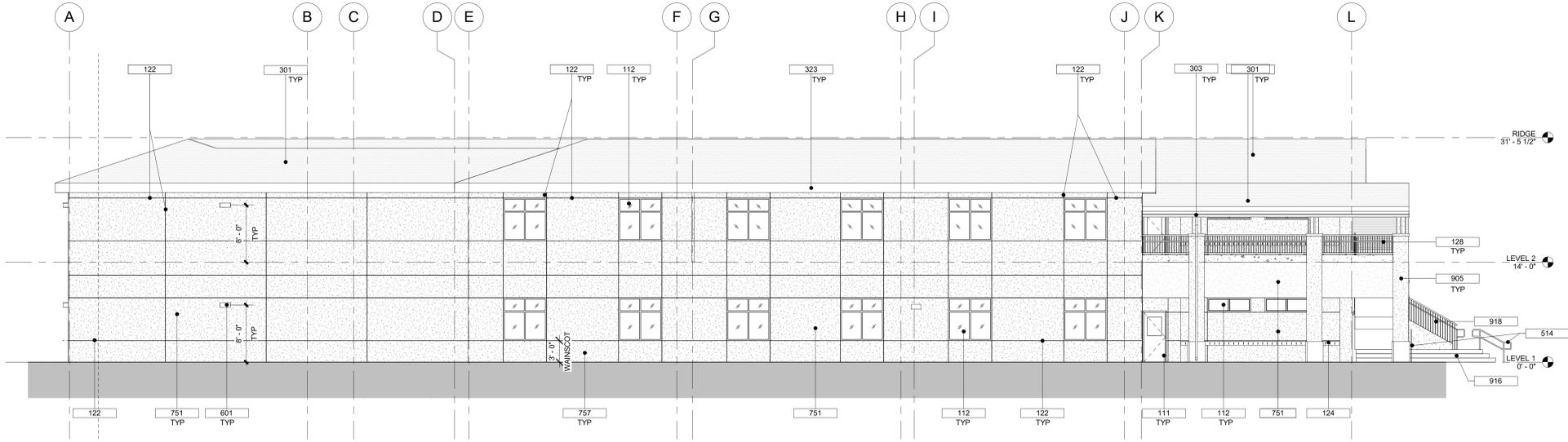
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**SHEET TITLE:**

**CLASSROOM - BLDG 1 - REFLECTED CEILING PLAN**

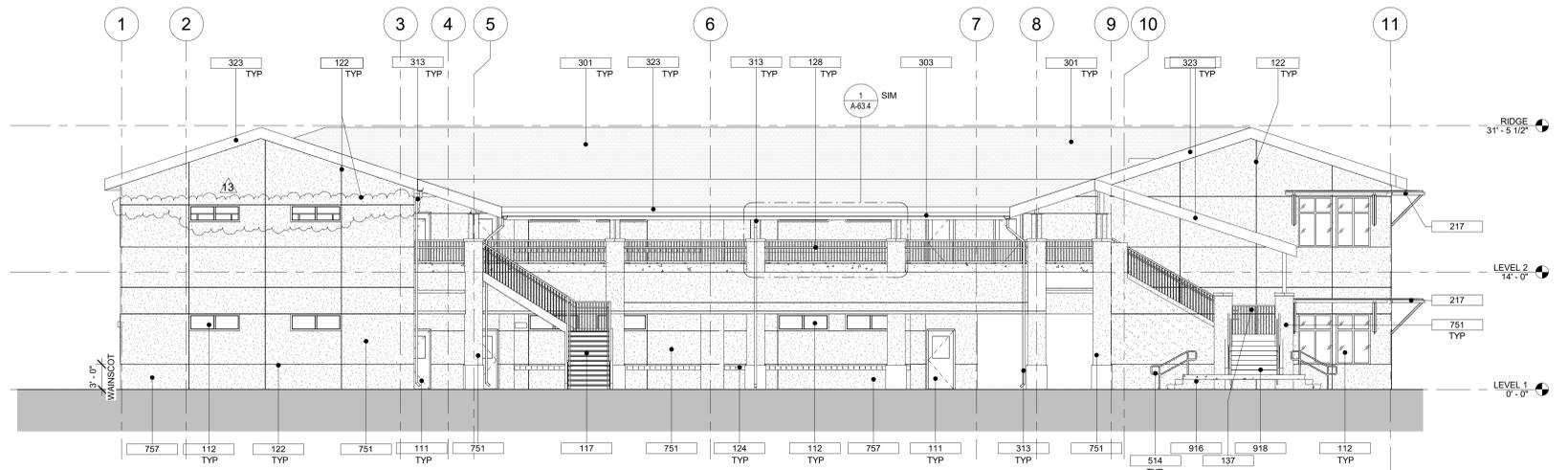




**NORTH ELEVATION** 1/8" = 1'-0" 3



**WEST ELEVATION** 1/8" = 1'-0" 2



**SOUTH ELEVATION** 1/8" = 1'-0" 1

?	DESCRIPTION
111	DOOR PER OPENING SCHEDULE
112	GLAZING PER OPENING SCHEDULE
117	STAIRS PER SHEETS A1-45.1 AND A1-45.2. PRIME AND PAINTED. COLOR PER ARCH. DIRECTION
122	ONE-PIECE PLASTER CONTROL JOINT
124	COAT HOOK PER DETAIL 14A-64.4
128	GUARDRAIL PER DETAIL 12A-63.2
137	GUARDRAIL PER DETAIL 7A1-45.3
215	SUN SHADE AT CLASSROOM BUILDING PER DETAIL 3/A-64.8
217	SUN SHADE AT ENTRANCE OF CLASSROOM BUILDING PER DETAIL 5/A-64.8
301	ASPHALT TILE ROOFING CLASS "B" MIN. SEE SPECS
303	GUTTER AND DOWNSPOUT CONNECTION. SEE DETAIL 12/A-64.4 AND 13/A-64.4
313	DOWNSPOUT TERMINATING AT CONCRETE SPLASH BLOCK SPILLING TO GRADE
323	HARDIE BOARD FASCIA BOARD. PAINT PER ARCHITECTS DIRECTION
514	HANDRAILS PER SHEET A-63.2
601	LIGHT FIXTURE PER ELECTRICAL DRAWINGS
751	EXTERIOR PORTLAND CEMENT PLASTER OVER METAL LATH OVER WEATHER-RESISTIVE BARRIER (TEXTURED FINISH)
757	WAINSCOT SMOOTH TROWELED STUCCO
905	COLUMN AND BASE PER DETAIL 3 & 4/A-64.4
916	CONCRETE STEPS PER STRUCTURAL DRAWINGS
918	STAIRS PER STRUCTURAL DRAWINGS

**KEYNOTE LEGEND**

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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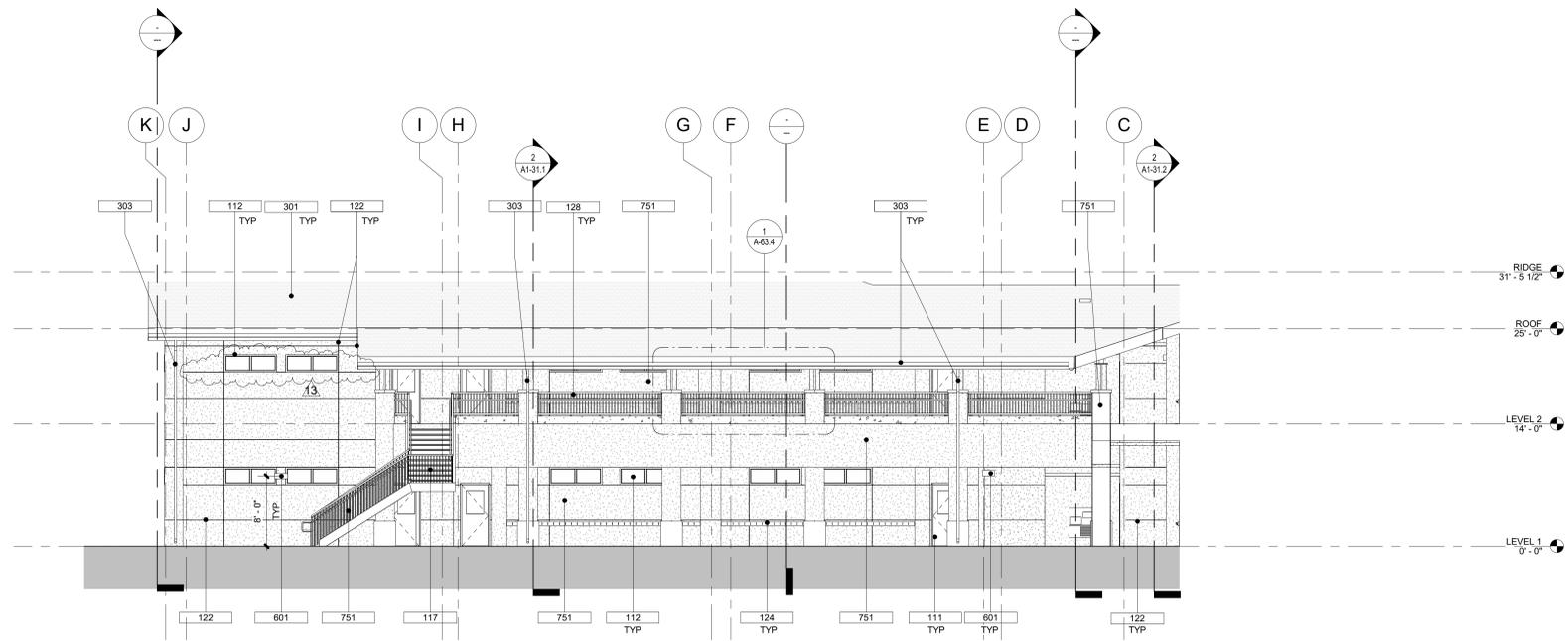
**DATE ISSUED:** APRIL 8, 2016  
**PROJECT NO:** 1340159-Bldg 1  
**SCALE:** As indicated

**SHEET NUMBER: A1-21.1**  
**SHEET TITLE:**

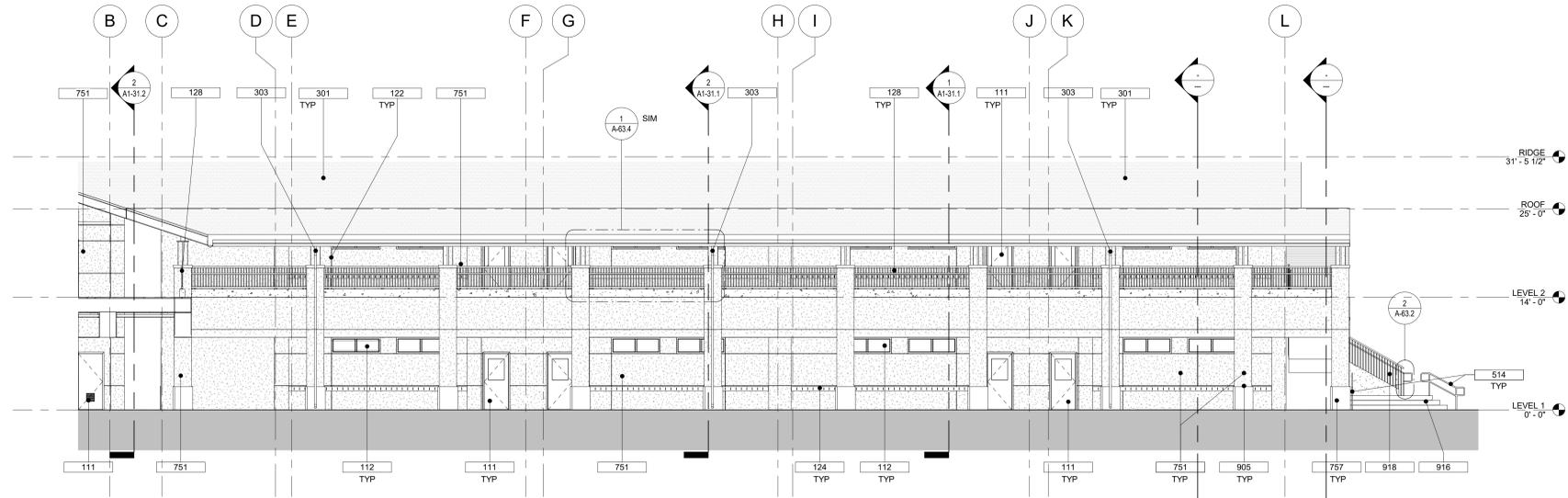
**CLASSROOM - BLDG 1 - BUILDING ELEVATIONS**



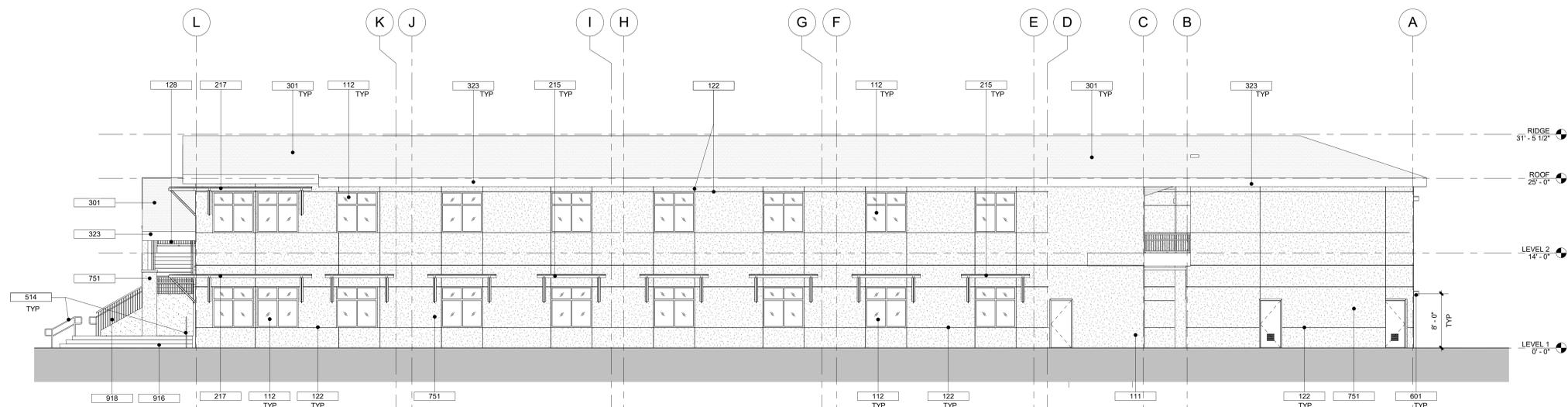
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COURTYARD - EAST ELEVATION 1/8" = 1'-0" 3



COURTYARD - WEST ELEVATION 1/8" = 1'-0" 2



EAST ELEVATION 1/8" = 1'-0" 1

?	DESCRIPTION
111	DOOR PER OPENING SCHEDULE
112	GLAZING PER OPENING SCHEDULE
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122	ONE-PIECE PLASTER CONTROL JOINT
124	COAT HOOK PER DETAIL 14A-64.4
128	GUARDRAIL PER DETAIL 12A-63.2
215	SUN SHADE AT CLASSROOM BUILDING PER DETAIL 3/A-64.6
217	SUN SHADE AT ENTRANCE OF CLASSROOM BUILDING PER DETAIL 5/A-64.6
301	ASPHALT TILE ROOFING CLASS "B" MIN. SEE SPECS
303	GUTTER AND DOWNSPOUT CONNECTION. SEE DETAIL 12/A-64.4 AND 13/A-64.4
323	HARDIE BOARD FASCIA BOARD. PAINT PER ARCHITECTS DIRECTION
514	HANDRAILS PER SHEET A-63.2
601	LIGHT FIXTURE PER ELECTRICAL DRAWINGS
751	EXTERIOR PORTLAND CEMENT PLASTER OVER METAL LATH OVER WEATHER-RESISTIVE BARRIER (TEXTURED FINISH)
757	WAINSCOT SMOOTH TROWELED STUCCO
905	COLUMN AND BASE PER DETAIL 3 & 4/A-64.4
916	CONCRETE STEPS PER STRUCTURAL DRAWINGS
918	STAIRS PER STRUCTURAL DRAWINGS

KEYNOTE LEGEND

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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NO.	DESCRIPTION	DATE
13	BULLETIN 13	10/27/17

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PROJECT NO: 1340159-Bldg 1

SCALE: As indicated

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SHEET TITLE:

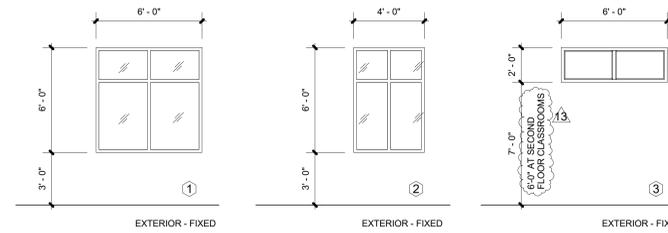
CLASSROOM - BLDG 1 - BUILDING ELEVATIONS



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WINDOW SCHEDULE											
TYPE	DESCRIPTION	DIMENSION		FRAME		GLAZING	DETAILS			FIRE RATING	REMARKS
		WIDTH	HEIGHT	MATERIAL	FINISH		HEAD	JAMB	SILL		
1	EXTERIOR - FIXED	6' - 0"	6' - 0"	AL	FPPF	TG	1/A-62.2	2/A-62.2	3/A-62.2	-	STC 35 MIN
2	EXTERIOR - FIXED	4' - 0"	6' - 0"	AL	FPPF	TG	1/A-62.2	2/A-62.2	3/A-62.2	-	STC 35 MIN
3	EXTERIOR - FIXED	6' - 0"	2' - 0"								

ABBREVIATIONS  
AL - ALUMINUM  
AC - ANODIZED CLEAR  
BZ - ANODIZED BRONZE  
FPPF - FACTORY PRIMED, FIELD PAINTED  
FRG - FIRE-RESISTIVE SAFETY GLAZING (LAMINATED). SEE SPECS  
GS - GALVANIZED STEEL  
ST - STEEL  
SS - STAINLESS STEEL  
TG - TEMPERED GLASS  
FIG - 1 1/8" FIRE RATED - INSULATED GLASS (5/16" FIRELITE PLUS / 9/16" AIR SPACE / 1/4" FLOAT GLASS) (STC 39 MIN)



WINDOW LEGEND

OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_

DATE \_\_\_\_\_

REVISIONS:

NO.	DESCRIPTION	DATE
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DATE ISSUED: APRIL 8, 2016

PROJECT NO: 1340159-Bldg 1

SCALE: 1/4" = 1'-0"

SHEET NUMBER: **A1-52.2**

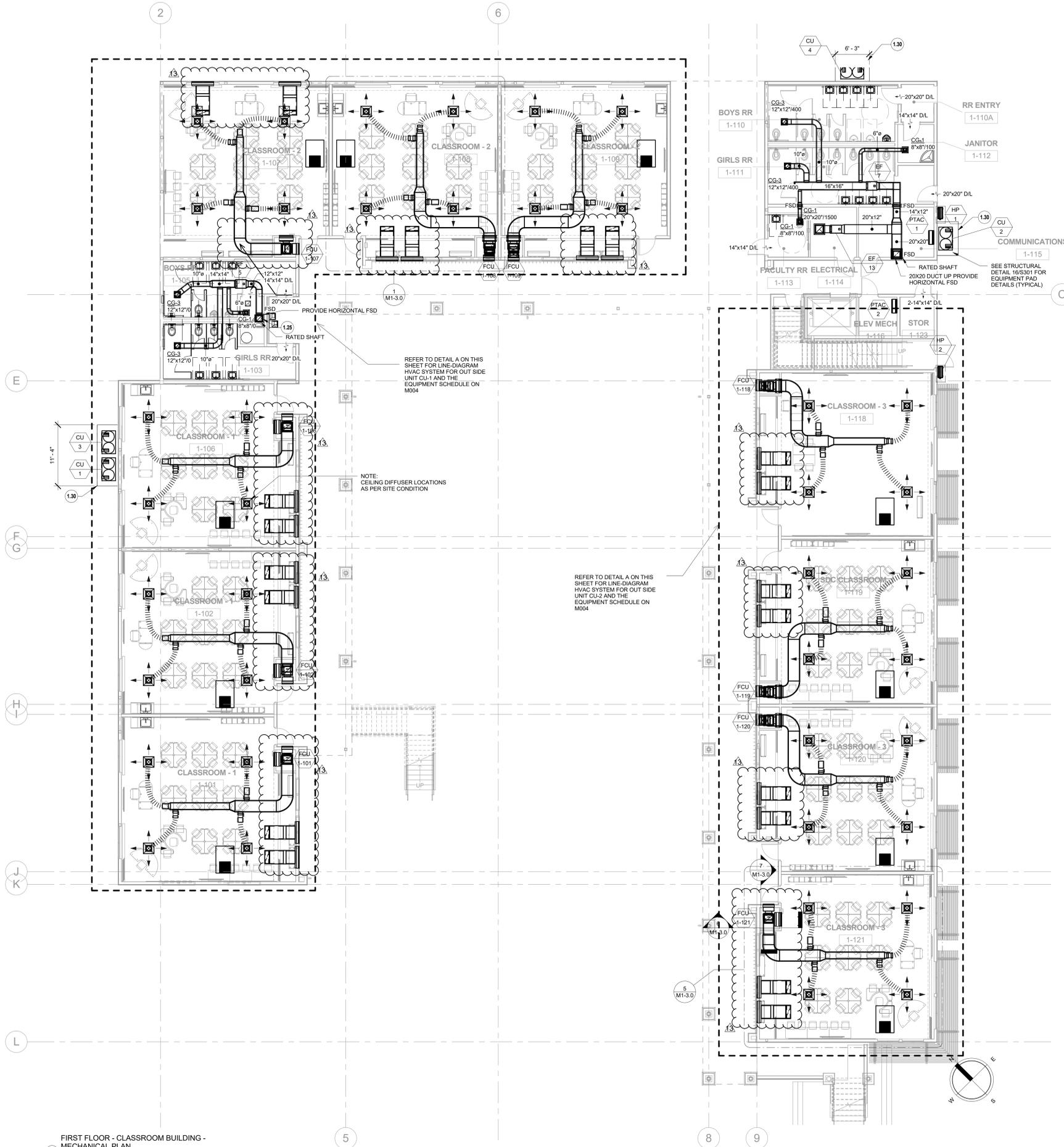
SHEET TITLE:

CLASSROOM - BLDG 1 - WINDOW SCHEDULE



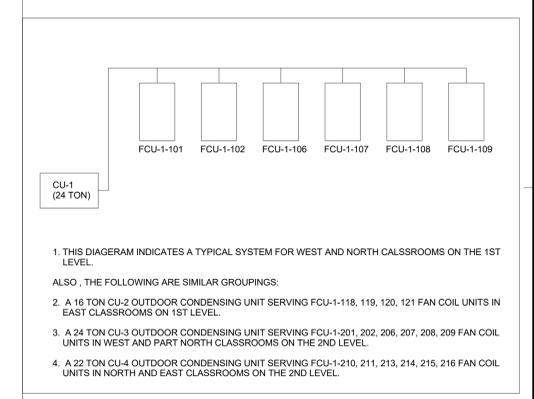
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FIRST FLOOR - CLASSROOM BUILDING - MECHANICAL PLAN  
1/8" = 1'-0"

MAR	DESCRIPTION
1.25	12"x12" DUCT UP THRU SECOND FLOOR TO ROOF
1.30	6" DEEP PAD FOR MECHANICAL EQUIPMENT



1. THIS DIAGRAM INDICATES A TYPICAL SYSTEM FOR WEST AND NORTH CLASSROOMS ON THE 1ST LEVEL.

ALSO, THE FOLLOWING ARE SIMILAR GROUPINGS:

2. A 16 TON CU-2 OUTDOOR CONDENSING UNIT SERVING FCU-1-118, 119, 120, 121 FAN COIL UNITS IN EAST CLASSROOMS ON 1ST LEVEL.

3. A 24 TON CU-3 OUTDOOR CONDENSING UNIT SERVING FCU-1-201, 202, 206, 207, 208, 209 FAN COIL UNITS IN WEST AND PART NORTH CLASSROOMS ON THE 2ND LEVEL.

4. A 22 TON CU-4 OUTDOOR CONDENSING UNIT SERVING FCU-1-210, 211, 213, 214, 215, 216 FAN COIL UNITS IN NORTH AND EAST CLASSROOMS ON THE 2ND LEVEL.

TYPICAL HVAC SYSTEM - SAMPLE LINE DIAGRAM

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL, AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-6282 FAX: (323) 933-5589

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 A# 03-116407  
 AC: FLS SS  
 DATE:

REVISIONS:		
NO.	DESCRIPTION	DATE
13	BULLETIN 13	10/27/17

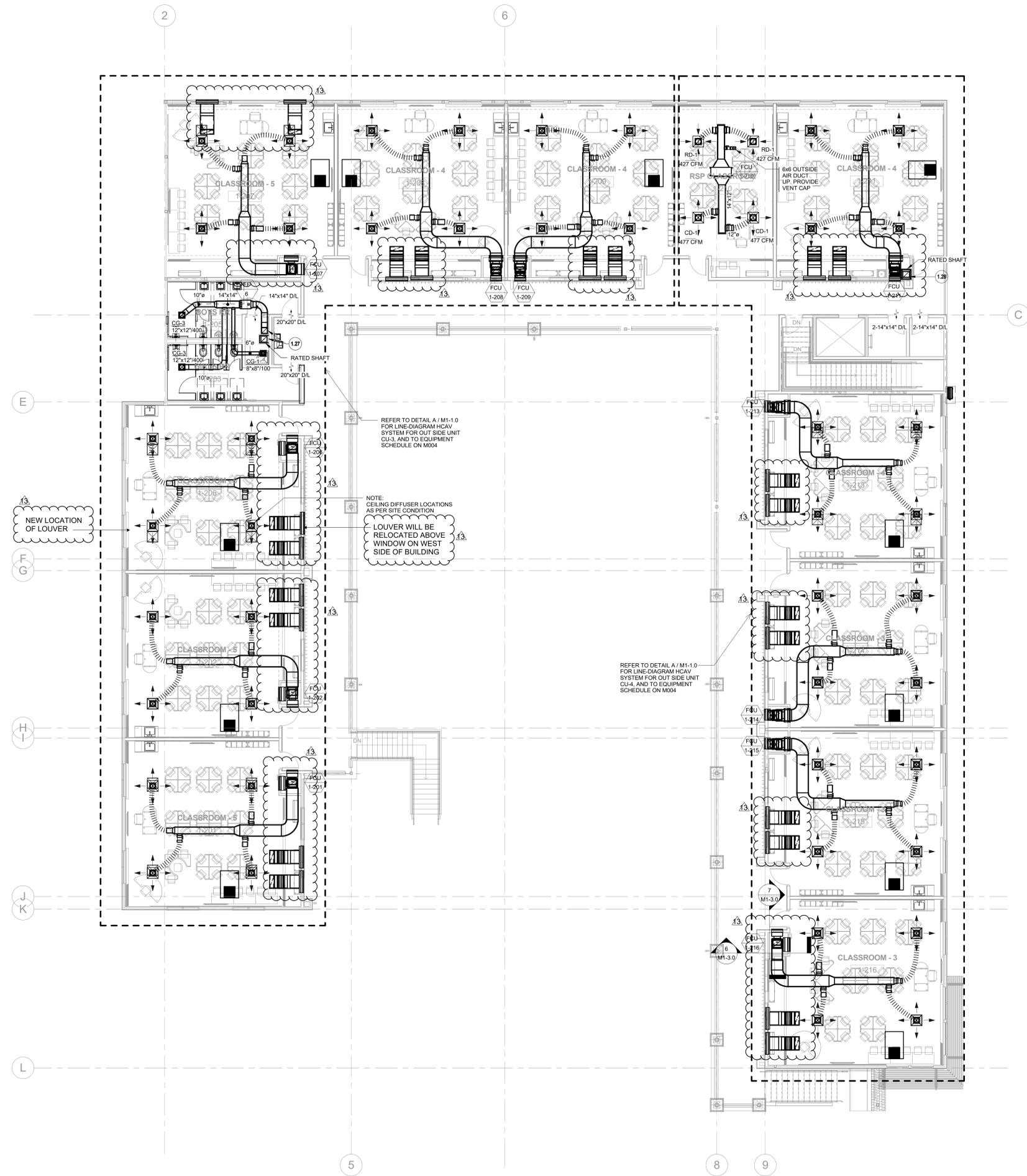
DATE ISSUED: 10/24/2014  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

**M1-1.0**  
 SHEET NUMBER:  
 SHEET TITLE:

**CLASSROOM BLDG - FIRST FLOOR - MECHANICAL PLAN**



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1 SECOND FLOOR - CLASSROOM BUILDING - MECHANICAL PLAN  
1/8" = 1'-0"

**KEYNOTES:**

MAR	DESCRIPTION
K	
1.27	12"x12" DUCT UP THRU ROOF
1.28	12"x14" DUCT UP THRU ROOF
4.11	3/4" CW DOWN TO L-2 (TYP.)
4.12	3/4" CW & HW DOWN TO SS-1
4.17	2" CW LINE UP TO RESTROOM GROUP ABOVE
4.18	3/4" HW LINE UP TO SS-1 ABOVE
4.20	1-1/2" CW DOWN TO WC-1 (TYP.)
4.21	1-1/2" CW DOWN TO WC-2
4.40	3/4" CW DOWN TO DRINKING FOUNTAINS
4.50	1" CW DOWN AND 1" HW UP FROM WATER HEATER
4.60	PROVIDE CW BALL VALVE IN CEILING WITH ACCESS HATCH
4.70	RESTROOM GROUP #1

OWNER: OXNARD SCHOOL DISTRICT

PROJECT NAME: ELM STREET ELEMENTARY SCHOOL

CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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DATE \_\_\_\_\_

REVISIONS:

NO.	DESCRIPTION	DATE
13	BULLETIN 13	10/27/17

DATE ISSUED: 10/24/2014  
PROJECT NO: 1340159  
SCALE: 1/8" = 1'-0"

**M1-2.0**

SHEET NUMBER:  
SHEET TITLE:

**CLASSROOM  
BLDG - SECOND  
FLOOR -  
MECHANICAL  
PLAN**

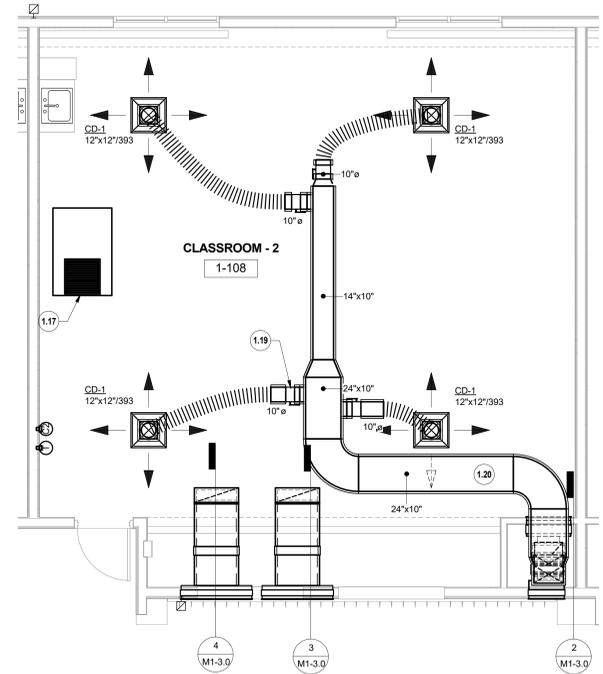


3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
T 949.808.3380 WWW.SVA-ARCHITECTS.COM

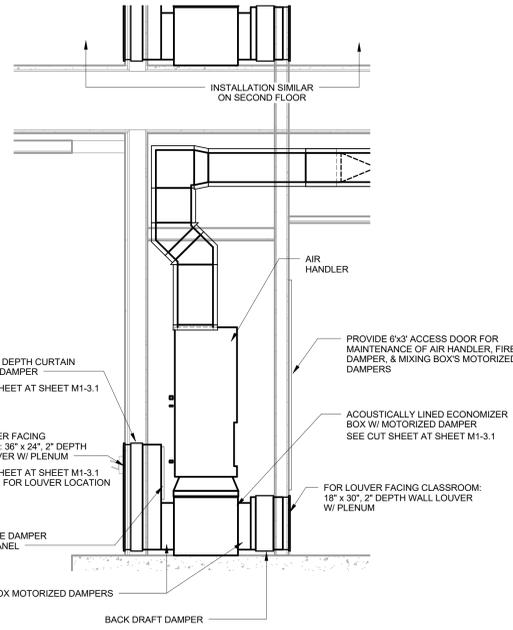
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**KEYNOTES :**

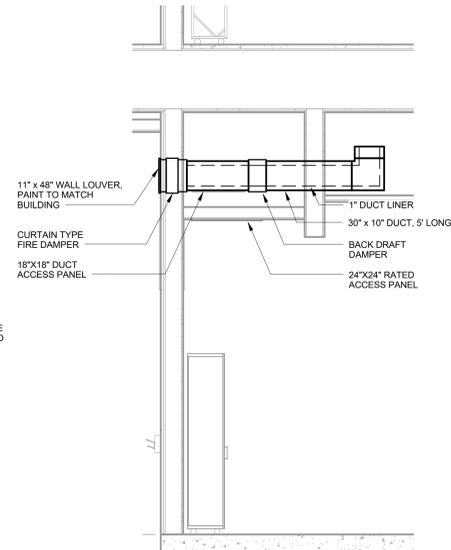
MARK	DESCRIPTION
1.17	22"x22" CEILING RELIEF GRILLE WITH A 5'-0" LONG LINED 40"x12" DUCT BOOT.
1.19	VOLUME DAMPER (TYPICAL).
1.20	WRAP ENTIRE SUPPLY AND RETURN DUCT WITH HIGH EFFICIENCY 2" INSULATION.



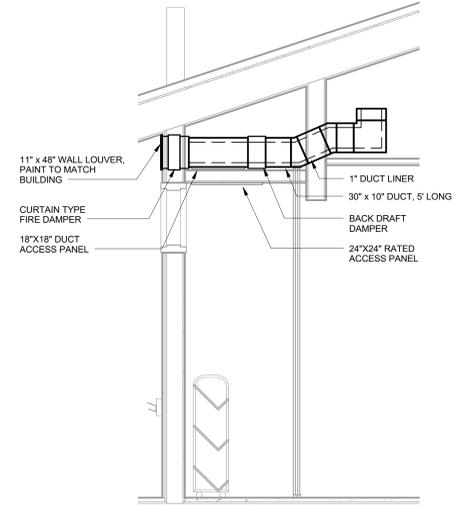
1 ENLARGED CLASSROOM 1-108 PLAN (TYPICAL)  
1/4" = 1'-0"



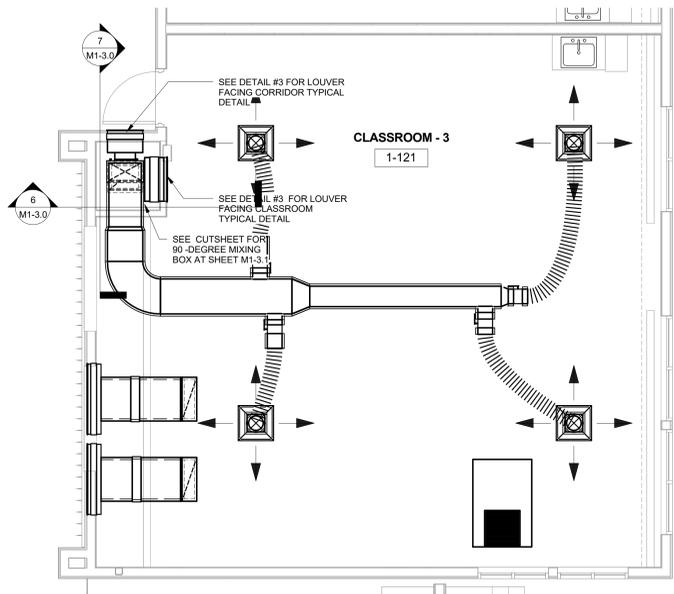
2 MECHANICAL CLOSET SECTION - LEFT & RIGHT MIXING BOX  
1/2" = 1'-0"



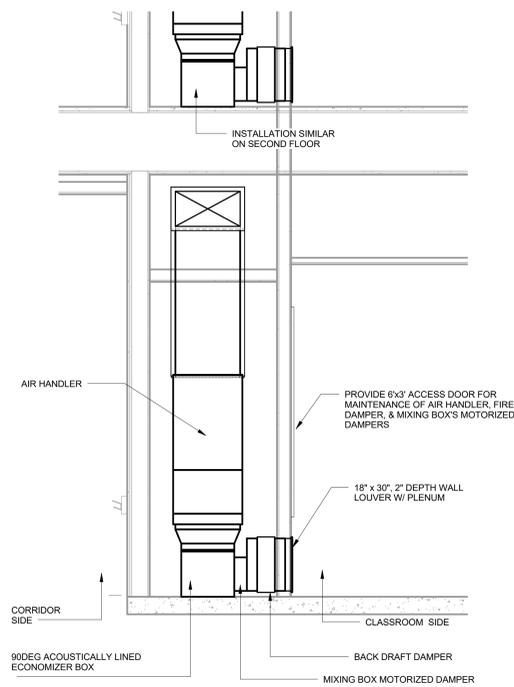
3 WALL LOUVER DETAIL - FIRST FLOOR  
1/2" = 1'-0"



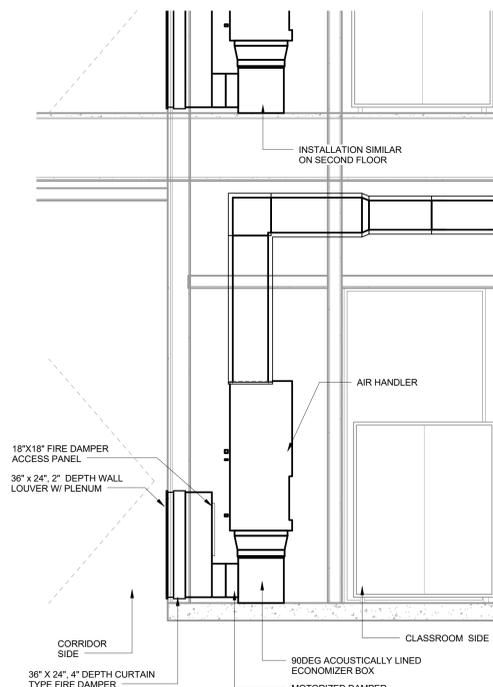
4 WALL LOUVER DETAIL - SECOND FLOOR  
1/2" = 1'-0"



5 ENLARGED CLASSROOM 1-121 PLAN (TYPICAL)  
1/4" = 1'-0"



6 MECHANICAL CLOSET SECTION - 90DEG MIXING BOX 1  
1/2" = 1'-0"



7 MECHANICAL CLOSET SECTION - 90DEG MIXING BOX 2  
1/2" = 1'-0"

**OWNER: OXNARD SCHOOL DISTRICT**  
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13	BULLETIN 13	10/27/17

DATE ISSUED: 10/24/2014

PROJECT NO: 1340159

SCALE: As indicated

SHEET NUMBER: M1-3.0

SHEET TITLE:

**CLASSROOM BLDG - TYPICAL ENLARGED CLASSROOM PLAN**



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.859.3380 WWW.SVA-ARCHITECTS.COM

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# CHANGE ORDER REQUEST

**COR No. 251 R0**

Date: 12/22/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

RFI 110

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to rerough plumbing to 1st Floor drinking fountain in the Classroom Building.		378
Reason: The furred wall was changed from a 2x4 wall to a 2x6 wall. This was rework required because of how RFI 110 was answered.		
Requested By: SVA Architects		
Ref: RFI 110		
		Subtotal: 378
<b>Contractual Costs</b>		
Overhead 15%		57
		Subtotal: 57
<b>Total Change Order Request Amount:</b>		<b>435</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

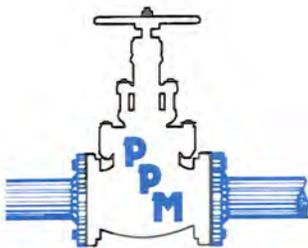
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Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

## Proposal

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

**WE PROPOSE** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ )

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

*Daniel Bascom*  
Daniel Bascom

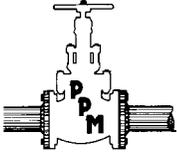
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



PRECISION PLUMBING-MECHANICAL

**COR #16 COST BREAKDOWN**

**JOB:** Elm St Elementary School (#215)

**DATE:** 9/5/2018

**DESCRIPTION:** Re-Rough Drinking Fountain Piping 1st Floor

**MATERIALS**

QTY.	ITEM DESCRIPTION	COST EACH	TOTAL
4	2" no hub 1/16 bends	\$4.94	\$19.76
8	2" no hub couplings	\$3.29	\$26.32
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00

SUB-TOTAL \$46.08  
 TAX 7.75% \$3.57  
 MATERIAL TOTAL \$49.65

**SUBCONTRACTOR**

SUBCONTRACTOR NAME	SERVICE	TOTAL

SUBCONTRACT TOTAL: \$0.00

**LABOR**

HOURS	CLASSIFICATION	RATE	TOTAL
2	Foreman	\$95.95	\$191.90
1	Journeyman	\$86.52	\$86.52
	Foreman overtime	\$127.30	\$0.00
	Journeyman overtime	\$113.86	\$0.00
	Foreman double-time	\$156.86	\$0.00
	Journeyman double-time	\$139.56	\$0.00
	Equipment rental (excavator)	\$25.00	\$0.00

LABOR TOTAL \$278.42  
 SUB-TOTAL \$328.07  
 15% M/U \$49.21  
**JOB TOTAL \$377.28**



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Foreman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2017      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 50.78	\$ 76.17	\$ 101.56
Vacation & Holiday Accrual	\$ 3.34	\$ 5.01	\$ 5.01
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 54.12</b>	<b>\$ 81.18</b>	<b>\$ 106.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 3.15	\$ 4.72	\$ 6.30
Medicare	\$ 0.74	\$ 1.10	\$ 1.47
FUI	\$ 0.06	\$ 0.09	\$ 0.12
SUI	\$ 0.45	\$ 0.67	\$ 0.89
Workers Compensation Insurance	\$ 10.73	\$ 10.73	\$ 10.73
General Liability Insurance (If Applicable)	\$ 4.19	\$ 6.29	\$ 8.26
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 19.32</b>	<b>\$ 23.61</b>	<b>\$ 27.78</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b><u>\$ 95.95</u></b>	<b><u>\$ 127.30</u></b>	<b><u>\$ 156.86</u></b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Journeyman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2016      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 44.16	\$ 66.24	\$ 88.32
Vacation & Holiday Accrual	\$ 3.03	\$ 4.55	\$ 4.55
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 47.19</b>	<b>\$ 70.79</b>	<b>\$ 92.87</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.74	\$ 4.11	\$ 5.48
Medicare	\$ 0.64	\$ 0.96	\$ 1.28
FUI	\$ 0.05	\$ 0.08	\$ 0.11
SUI	\$ 0.39	\$ 0.58	\$ 0.78
Workers Compensation Insurance	\$ 9.34	\$ 9.34	\$ 9.34
General Liability Insurance (If Applicable)	\$ 3.66	\$ 5.49	\$ 7.20
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 16.82</b>	<b>\$ 20.56</b>	<b>\$ 24.18</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b><u>\$ 86.52</u></b>	<b><u>\$ 113.86</u></b>	<b><u>\$ 139.56</u></b>

Factors NOT allowed in the above hourly labor cost rates:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Overhead</li> <li>2. Profit</li> <li>3. Vehicle &amp; transportation expenses</li> <li>4. Small tools</li> </ul> | <ul style="list-style-type: none"> <li>5. Consumables</li> <li>6. Bonus or incentive payments</li> <li>7. Communications</li> <li>8. Supervision</li> </ul> |
|--|---|



# REQUEST FOR INFORMATION

**RFI No.: 110**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project  
**Subject: Rough in plumbing and electrical in shear walls**

Date: 07-28-17  
Discipline: Structural

**Response Requested By: 08-04-2017**

### DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
-------------------------------	----------------------	----------

### QUESTION

Ref. A1-41.3

We have to rough-in waste lines to the sinks in Classroom restrooms-103, 105 and 110. Those sinks are on shear walls. Details 9,10 and 14 give requirements for cutting, notching, and boring sill plates and studs. Please verify with the structural engineer that it will be acceptable to rough-in both waste AND electrical through shear wall sill plates.

### ANSWER

Refer to attached revised sheets for furred walls at the sink locations in the restrooms and furred walls at drinking fountain at exterior of restrooms. Also, per discussion with Bernard's the plumbing chase wall studs changed from 2x6 to 2x4 to accommodate the required room for the furred wall and also to keep ADA standards met.

Response Provided By:	<u>Tom Bardwell</u>	<u>SVA Architects</u>	<u>8/4/2017</u>
	Name	Company	Date

**Question Initiated By:** Steve Johnson - Bernards

**Submitted By:** Steve Johnson - Bernards



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 AC [initials] FLS [initials] SS [initials]  
 DATE **AUG 01 2016**

7	DESCRIPTION
506	WATER HEATER PER PLUMBING DRAWINGS
516	CUSTOMER SINK PER PLUMBING DRAWINGS
518	ACCESSIBLE HIGH AND LOW DRINKING FOUNTAIN PER PLUMBING DRAWINGS AND 6/GEN-4
805	ROOM IDENTIFICATION SIGN, SEE DET. 6/GEN-3
806	TACTILE RESTROOM WALL SIGN, SEE DETAILS 6.7, 8/GEN-3
807	RESTROOM DOOR SIGNAGE, SEE DETAILS 1.2.3, 4/GEN-3

**KEYNOTE LEGEND**

- | KEYNOTE | DESCRIPTION   |
|---------|---|
| 1       | OVERHEAD BRACED PHENOLIC PARTITION, REF. SPECIFICATION  |
| 2       | WALL-HUNG SOLID PHENOLIC URINAL SCREEN, 42" HIGH X 18" DEEP   |
| 3       | 1-1/4" DIA. STAINLESS STEEL GRAB BAR, 36" X 54", BOBRICK B-5837. REFER TO DETAIL 5/GEN-4 AND 9/GEN-4 FOR ATTACHMENT |
| 4       | SURFACE MOUNTED LIQUID SOAP DISPENSER, BOBRICK B-2111   |
| 5       | RECESSED SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-3094                                       |
| 6       | RECESSED TOILET TISSUE DISPENSER, BOBRICK B-3888  |
| 7       | PARTITION-MOUNTED SEAT COVER DISPENSER, SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-307         |
| 8       | PARTITION-MOUNTED SEAT-COVER AND TOILET TISSUE DISPENSER, BOBRICK B-347   |
| 9       | RECESSED PAPER TOWEL DISPENSER AND TRASH RECEPTACLE, BOBRICK B-3044   |
| 10      | 24" X 36" FRAMED MIRROR, BOBRICK B-290 2436   |
| 11      | RECESSED TOILET SEAT-COVER DISPENSER, BOBRICK B-301   |
| 12      | RECESSED SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-3094                                       |
| 13      | SHELF WITH MOP AND BROOM HOLDERS, BOBRICK B-239 X 34  |
| 14      | HAND DRYER, BRADLEY AERIX 2902.287400   |
| 15      | WASH FOUNTAIN PER PLUMBING AND DETAIL 8/GEN-4   |

**RESTROOM ACCESSORY LEGEND**

- 1-4 WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
- WOOD STUD WALL PER SHEET A-61.1 & A-61.2
- WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9/ A-61.1
- 101 NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A1-52.1
- X NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A1-52.2
- F.E. PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

- FLOOR PLAN NOTES**
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
  - REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
  - REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
  - WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
  - REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS.
  - REFER TO A-64.3 FOR CABINETRY/CASEWORK
  - ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS. NO SHARP EDGES ANYWHERE.
  - REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
  - REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

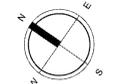
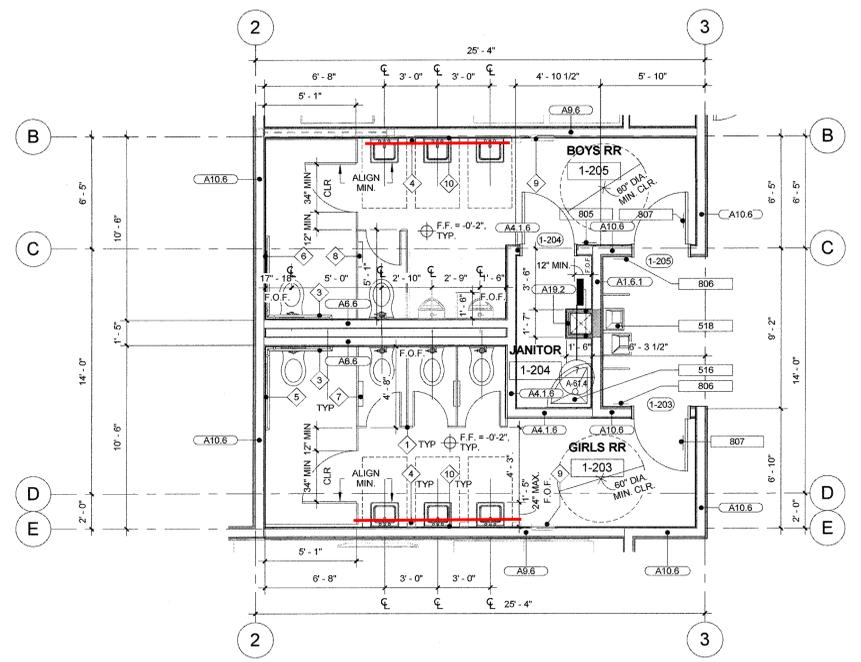
**REVISIONS:**

DESCRIPTION	DATE

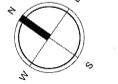
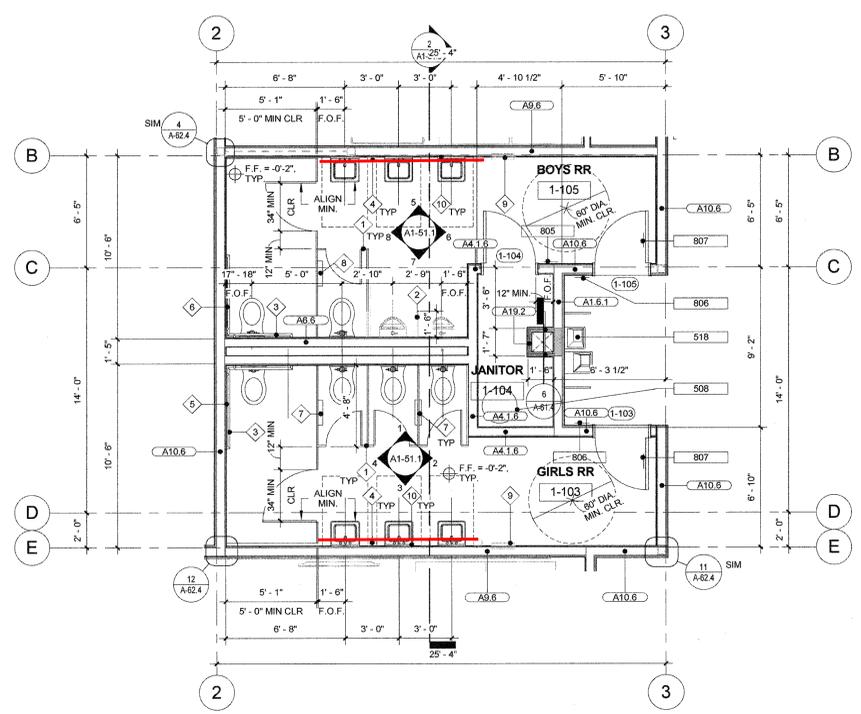
**DATE ISSUED:** APRIL 8, 2016  
**PROJECT NO:** 1340159-Bldg 1  
**SCALE:** As indicated

**SHEET NUMBER: A1-41.3**  
**SHEET TITLE:**

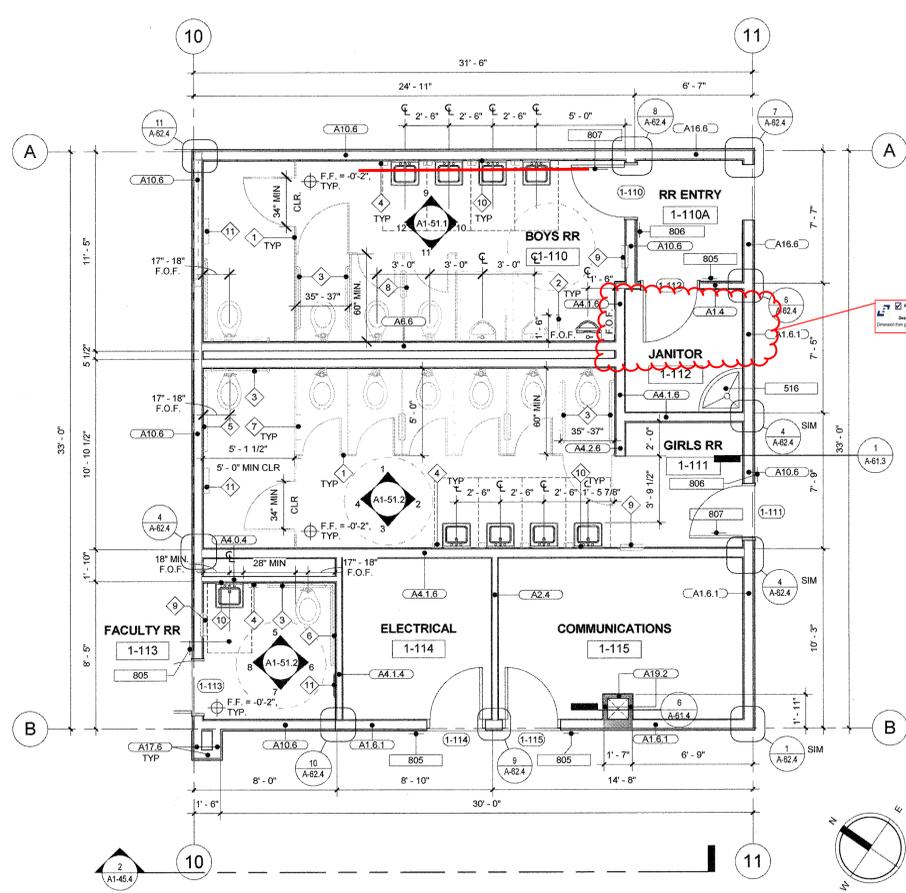
**CLASSROOM - BLDG 1 - ENLARGED PLANS**



**ENLARGED RESTROOMS AND JANITORIAL - SECOND FLOOR** 1/4" = 1'-0" **3**



**ENLARGED RESTROOMS AND JANITORIAL - FIRST FLOOR** 1/4" = 1'-0" **1**



**ENLARGED RESTROOMS, JANITORIAL AND FACULTY RR - FIRST FLOOR** 1/4" = 1'-0" **2**

**FLOOR PLAN LEGEND**

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407

AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_

DATE \_\_\_\_\_

**REVISIONS:**

DESCRIPTION	DATE
RFI 110	8/4/17

DATE ISSUED: APRIL 8, 2016

PROJECT NO: 1340159-Bldg 1

SCALE: As indicated

SHEET NUMBER: **A1-41.3**

SHEET TITLE:

**CLASSROOM - BLDG 1 - ENLARGED PLANS**



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949 809 3380 WWW.SVA-ARCHITECTS.COM

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?	DESCRIPTION
508	WATER HEATER PER PLUMBING DRAWINGS
516	CUSTODIAL SINK PER PLUMBING DRAWINGS
518	ACCESSIBLE HIGH AND LOW DRINKING FOUNTAIN PER PLUMBING DRAWINGS AND 6/GEN-4
805	ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3
806	TACTILE RESTROOM WALL SIGN, SEE DETAILS 6.7, 8/GEN-3
807	RESTROOM DOOR SIGNAGE, SEE DETAILS 1.2, 3, 4/GEN-3

**KEYNOTE LEGEND**

- ◇ FIXTURE
- 1 OVERHEAD BRACED PHENOLIC PARTITION, REF. SPECIFICATION
- 2 WALL-HUNG SOLID PHENOLIC URINAL SCREEN, 42" HIGH X 18" DEEP
- 3 1-1/4" DIA. STAINLESS STEEL GRAB BAR, 36" X 54", BOBRICK B-5837. REFER TO DETAIL SGEN-4 AND SGEN-4 FOR ATTACHMENT
- 4 SURFACE MOUNTED LIQUID SOAP DISPENSER, BOBRICK B-2111
- 5 RECESSED SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-3094
- 6 RECESSED TOILET TISSUE DISPENSER, BOBRICK B-3888
- 7 PARTITION-MOUNTED SEAT COVER DISPENSER, SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-357
- 8 PARTITION-MOUNTED SEAT-COVER AND TOILET TISSUE DISPENSER, BOBRICK B-347
- 9 RECESSED PAPER TOWEL DISPENSER AND TRASH RECEPTACLE, BOBRICK B-3944
- 10 24" X 36" FRAMED MIRROR, BOBRICK B-290 2436
- 11 RECESSED TOILET SEAT-COVER DISPENSER, BOBRICK B-301
- 12 RECESSED SANITARY NAPKIN DISPOSAL AND TOILET TISSUE DISPENSER, BOBRICK B-3094
- 13 SHELF WITH MOP AND BROOM HOLDERS, BOBRICK B-239 X 34
- 14 HAND DRYER, BRADLEY AERIX 2902-287400
- 15 WASH FOUNTAIN PER PLUMBING AND DETAIL 8/GEN-4

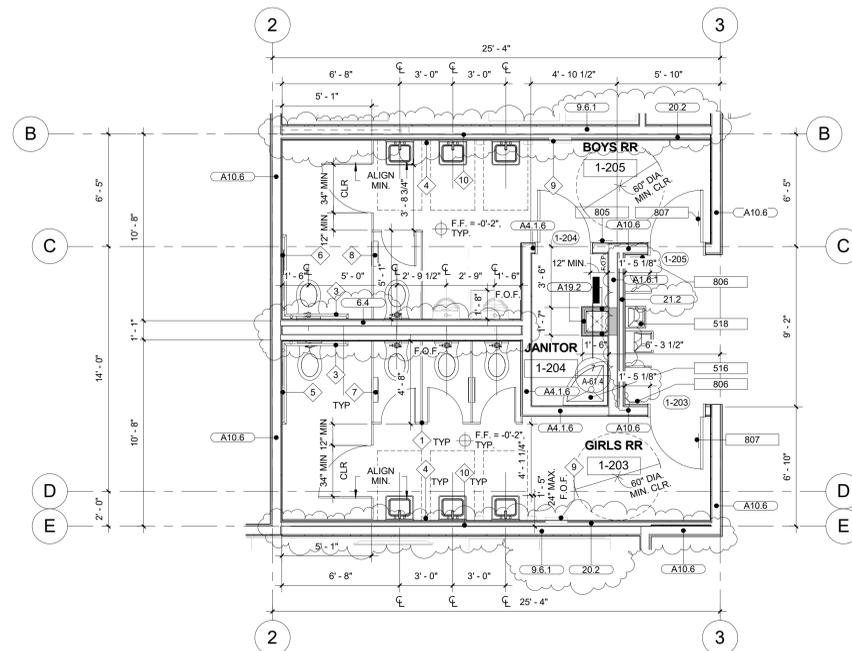
\* REFER SHEET GEN-4 FOR MOUNTING HEIGHTS AND LOCATIONS FOR ALL ACCESSIBLE RESTROOM ACCESSORIES AND FIXTURES.

**RESTROOM ACCESSORY LEGEND**

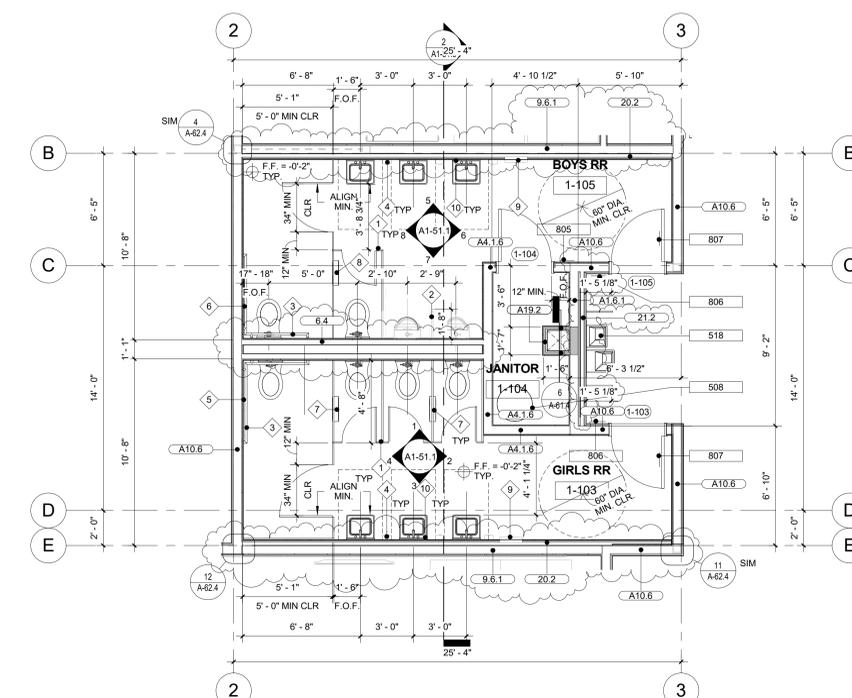
- (14) WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
- WOOD STUD WALL PER SHEET A-61.1 & A-61.2
- WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
- (101) NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A1-52.1
- (X) NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A1-52.2
- F.E. PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

**FLOOR PLAN NOTES**

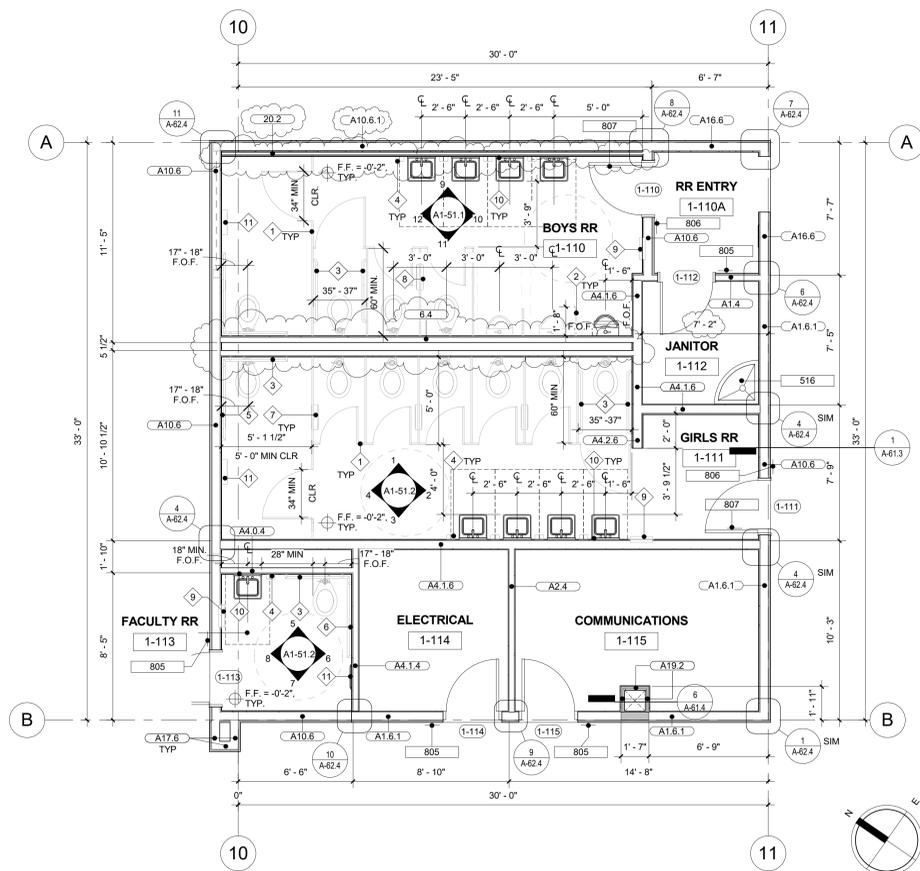
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING. U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
- REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
- REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
- WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
- REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS
- REFER TO A-64.3 FOR CABINETRY/CASEWORK
- ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES. REFER TO SPECIFICATIONS. NO SHARP EDGES ANYWHERE.
- REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
- REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.



**ENLARGED RESTROOMS AND JANITORIAL - SECOND FLOOR** 1/4" = 1'-0" 3



**ENLARGED RESTROOMS AND JANITORIAL - FIRST FLOOR** 1/4" = 1'-0" 1



**ENLARGED RESTROOMS, JANITORIAL AND FACULTY RR - FIRST FLOOR** 1/4" = 1'-0" 2

**FLOOR PLAN LEGEND**







# CHANGE ORDER REQUEST

**COR No. 254 R0**

Date: 11/30/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Hand Dryer For Mock Up

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost for hand dryer and recess kit for mock up.	Global Specialties Direct Inc	622
Requested By: SVA Architects and CFW		
		Subtotal:
		622
<b>Contractual Costs</b>		
Overhead 15%		93
		Subtotal:
		93
<b>Total Change Order Request Amount:</b>		<b>715</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## REQUEST FOR CHANGE ORDER

CONTRACTOR: BERNARDS BUILDERS

DATE: 5/10/18

ATTENTION: GINA SIERRA

JOB: ELEM ELEMENTRY  
OXNARD, CA

GLOBAL JOB#: 16359

CHANGE ORDER: 2

### REASON FOR CHANGE:

ADD TO PROVIDE HAND DRYER AND RECESS KIT FOR MOCK-UP ROOM.

### MATERIAL REQUESTED:

1 EA 0197-1-93 HAND DRYER  
1 EA 0119 RECESS KIT

TOTAL COST INCLUDING TAX	\$622.00
LABOR	INCLUDED
TOTAL CHANGE ORDER REQUEST	\$622.00

GLOBAL SPECIALTIES DIRECT INC

ACCEPTED BY: \_\_\_\_\_

BY: JOSHUA TOLLEFSON  
PROJECT MANAGER

TITLE: \_\_\_\_\_

**PLEASE NOTE: CHANGE ORDER  
WILL NOT BE PROCESSED UNTIL  
SIGNATURE IS RECEIVED**

**\*\*CHANGE ORDER(S) WILL NOT BE PROCESSED  
UNTIL GLOBAL SPECIALTIES DIRECT INC HAS  
RECEIVED APPROVAL FROM YOUR FIRM.**



# CHANGE ORDER REQUEST

**COR No. 265 R0**

Date: 1/17/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Protect Intumescent Painted Columns

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to finish paint intumescent painted columns to protect the intumescent paint from the elements.	Vanguard Painting	2,117
<p>Reason: Framing of Classroom Building was delayed due to changes. Columns needed to be painted with intumescent paint before framing began. To protect the intumescent paint from the elements while the design changes were being made, the columns were painted for protection.</p> <p>Requested By: SVA Architects</p> <p>Ref: RFI 224</p>		
		Subtotal: 2,117
<b>Contractual Costs</b>		
Overhead 15%		318
		Subtotal: 318
<b>Total Change Order Request Amount:</b>		<b>2,435</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

2541 Topaz Court  
Oxnard, CA 93030

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VANGUARD  
PAINTING INC.

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Phone: (805) 650-0111

Fax: (805) 650-0122

License #: 554570

September 15, 2017

Mr. Jaime Pace  
Bernards Bros  
555 First Street  
San Fernando, CA 91340

RE: Finish paint at intumescent columns  
Job: Elm Street ES

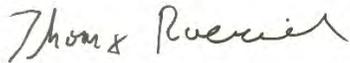
Mr. Pace:

As you know, we are apply a thin-film fire resistive coating to some 20 steel columns. Since, this coating will be exposed to the weather for some months after we complete out work, I recommend we finish paint them to protect from any rain.

My price is:

Labor = 24 MH (@ \$ 58.10/MH)	\$ 1,394.40
Materials = 7 gallons (@ \$ 40/gal)	\$ 280.00
Boom lift = 1 day (\$ 250/day)	\$ 250.00
Mark-up = 10%	\$ <u>192.44</u>
Total	\$ 2,116.84

Sincerely,



Thomas Roerich  
Elm 02

<b>PROJECT</b>	Elm Street ES (No GL)	<b>PROJECT NO.</b> _____
<b>CONTRACTOR</b>	Bernards Bros.	<b>CONTRACT NO.</b> _____
<b>SUBCONTRACTOR</b>	Vanguard Painting, Inc.	<b>DATE</b> 6/22/18

**HOURLY LABOR RATE WORKSHEET**  
*(Reference Contract General Conditions, Article 6.01-c)*

**TRADE:** Painter to 12/31/2018

**CLASSIFICATION:** Journeyman

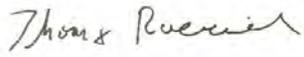
Item	% Rate	Prevailing Wage Rate			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate		\$ 31.09	\$ 46.64	\$ 62.18	
Vacation/Holiday		2.55	2.55	2.55	
Total Taxable Wage		\$ 33.64	\$ 49.19	\$ 64.73	
Fringe Benefits:					
Pension		3.04	3.04	3.04	
Health/Welfare		8.85	8.85	8.85	
Training/Certification		0.60	0.60	0.60	
Other		0.91	0.91	0.91	
Fringe Benefits Subtotal		\$ 13.40	\$ 13.40	\$ 13.40	
<b>Total Hourly Rate</b>		<b>\$ 47.04</b>	<b>\$ 62.59</b>	<b>\$ 78.13</b>	
Burden:					
Taxes & Insurance					
FICA	6.20%	2.09	3.05	4.01	
Medicare	1.45%	0.49	0.71	0.94	
Federal Unemployment	1.10%	0.37	0.54	0.71	
California Unemployment	6.20%	2.09	3.05	4.01	
Workers Compensation	17.93%	6.03	6.03	6.03	
Liability Ins. Premium (for labor only)	0.00%	-	-	-	
Other - Travel / Per Diem		-	1.15	1.15	
Burden Subtotal	32.88%	\$ 11.06	\$ 14.53	\$ 16.86	
Contractor Liability Insurance		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
Small Tools		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
Other (warranty, record drawings, payment bonds, performance bonds, etc.)		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
<b>TOTAL HOURLY RATE</b>		<b>\$ 58.10</b>	<b>\$ 77.12</b>	<b>\$ 94.99</b>	

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit) in accordance with the provisions of the Contract General Conditions, Article 6. Mark-up rates for utility repair work shall be adjusted in accordance with Article 4.08-e.

*By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

**Note: The above rates are scheduled to change on** 7/1/2018

Rates certified by: Thomas Roerich Company Name: Vanguard Painting, Inc.  
(print name)

Signature: 



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 224**

Project: Elm Elementary School Reconstruction Project

Date: 11-02-17

Discipline: Architectural

**Subject: Intumescent at Columns Bldg. 2,3,4**

## DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
07 8120		

## QUESTION

Ref. Spec. 07 81 20, detail 3,4 on A64-4

Please verify intumescent mastic fireproofing is not required at the exterior columns at Bldg. 2, 3 and 4.

## ANSWER

Intumescent mastic fireproofing is not required on the exterior columns at Building2, 3 an 4. Per the Project Summary section on the Gen-1 sheet, Buildings 2, 3 and 4 are Type V-B construction (non-rated construction).

## RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Vanguard Painting	Thomas Roerich	12/7/2017

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Jaime Pace - Bernards

**Submitted By:** Gina Sierra - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 224**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project  
**Subject: Intumescent at Columns Bldg. 2,3,4**

Date: 11-02-17  
Discipline: Architectural

**Response Requested By:**

### DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
07 8120		

### QUESTION

Ref. Spec. 07 81 20, detail 3,4 on A64-4

Please verify intumescent mastic fireproofing is not required at the exterior columns at Bldg 2, 3 and 4.

### ANSWER

Intumescent mastic fireproofing is not required on the exterior columns at Building 2, 3 and 4. Per the Project Summary section on the Gen-1 sheet, Buildings 2, 3 and 4 are Type V-B construction (non-rated construction).

Response Provided By:	<u>Tom Bardwell</u>	<u>SVA Architects</u>	<u>12/04/17</u>
	Name	Company	Date

**Question Initiated By:** Jaime Pace - Bernards

**Submitted By:** Gina Sierra - Bernards



# CHANGE ORDER REQUEST

**COR No. 267 R0**

Date: 12/17/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Paint Soffits Added In Bulletin 16

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to paint soffits added in Bulletin 16.	Vanguard Painting	4,036
Reason: Soffits were added.		
Requested By: SVA Architects		
Ref: Bulletin 16.		
		Subtotal:
		4,036
<b>Contractual Costs</b>		
Overhead 15%		605
		Subtotal:
		605
<b>Total Change Order Request Amount:</b>		<b>4,641</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

2541 Topaz Court  
Oxnard, CA 93030

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# VANGUARD

## PAINTING INC.

---

Phone: (805) 650-0111

Fax: (805) 650-0122

License #: 554570

April 16, 2018

Ms. Gina Sierra  
Bernards Bros  
555 First Street  
San Fernando, CA 91340

RE: RFI 374 Paint added soffits in Classrooms  
Job: Elm Street ES

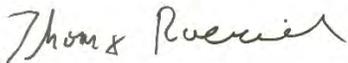
Ms. Sierra:

Cost to paint the soffits added in Bulletin 16.

My price is:

Labor = 48 MH (@ \$ 58.10/MH)	\$ 2,788.80
Materials = 22 gallons (@ \$ 40/gal)	\$ 880.00
Mark-up = 10%	<u>\$ 366.88</u>
Total	\$ 4,035.68

Sincerely,



Thomas Roerich  
Elm 04

<b>PROJECT</b>	Elm Street ES (No GL)	<b>PROJECT NO.</b> _____
<b>CONTRACTOR</b>	Bernards Bros.	<b>CONTRACT NO.</b> _____
<b>SUBCONTRACTOR</b>	Vanguard Painting, Inc.	<b>DATE</b> <u>6/22/18</u>

**HOURLY LABOR RATE WORKSHEET**  
*(Reference Contract General Conditions, Article 6.01-c)*

**TRADE:** Painter to 12/31/2018

**CLASSIFICATION:** Journeyman

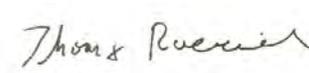
Item	% Rate	Prevailing Wage Rate			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate		\$ 31.09	\$ 46.64	\$ 62.18	
Vacation/Holiday		2.55	2.55	2.55	
Total Taxable Wage		\$ 33.64	\$ 49.19	\$ 64.73	
Fringe Benefits:					
Pension		3.04	3.04	3.04	
Health/Welfare		8.85	8.85	8.85	
Training/Certification		0.60	0.60	0.60	
Other		0.91	0.91	0.91	
Fringe Benefits Subtotal		\$ 13.40	\$ 13.40	\$ 13.40	
<b>Total Hourly Rate</b>		<b>\$ 47.04</b>	<b>\$ 62.59</b>	<b>\$ 78.13</b>	
Burden:					
Taxes & Insurance					
FICA	6.20%	2.09	3.05	4.01	
Medicare	1.45%	0.49	0.71	0.94	
Federal Unemployment	1.10%	0.37	0.54	0.71	
California Unemployment	6.20%	2.09	3.05	4.01	
Workers Compensation	17.93%	6.03	6.03	6.03	
Liability Ins. Premium (for labor only)	0.00%	-	-	-	
Other - Travel / Per Diem		-	1.15	1.15	
Burden Subtotal	32.88%	\$ 11.06	\$ 14.53	\$ 16.86	
Contractor Liability Insurance		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
Small Tools		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
Other (warranty, record drawings, payment bonds, performance bonds, etc.)		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
<b>TOTAL HOURLY RATE</b>		<b>\$ 58.10</b>	<b>\$ 77.12</b>	<b>\$ 94.99</b>	

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit) in accordance with the provisions of the Contract General Conditions, Article 6. Mark-up rates for utility repair work shall be adjusted in accordance with Article 4.08-e.

*By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

**Note: The above rates are scheduled to change on** 7/1/2018

Rates certified by: Thomas Roerich Company Name: Vanguard Painting, Inc.  
(print name)

Signature: 



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707 T  
949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 16 Narrative**

Revision:

12/04/2017

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architecture sheets:

SKA-1: Typical Classroom RCP - Addition of marker board soffit at classroom exterior window wall

SKA-2: RSP room RCP - Addition of marker board soffit in RSP room exterior window wall

SKA-3: Classroom RCP – Addition of marker board soffit at rooms 1-106/1-206 at exterior window wall with chase incorporated into soffit

SKA-4: Classroom RCP - Addition of marker board soffit at room 1-211 at exterior window wall with chase incorporated into soffit

SKA-5: Marker Board soffit detail – first floor

SKA-6: Marker Board soffit detail – second floor

Drawings

SKA-1

SKA-2

SKA-3

SKA-4

SKA-5

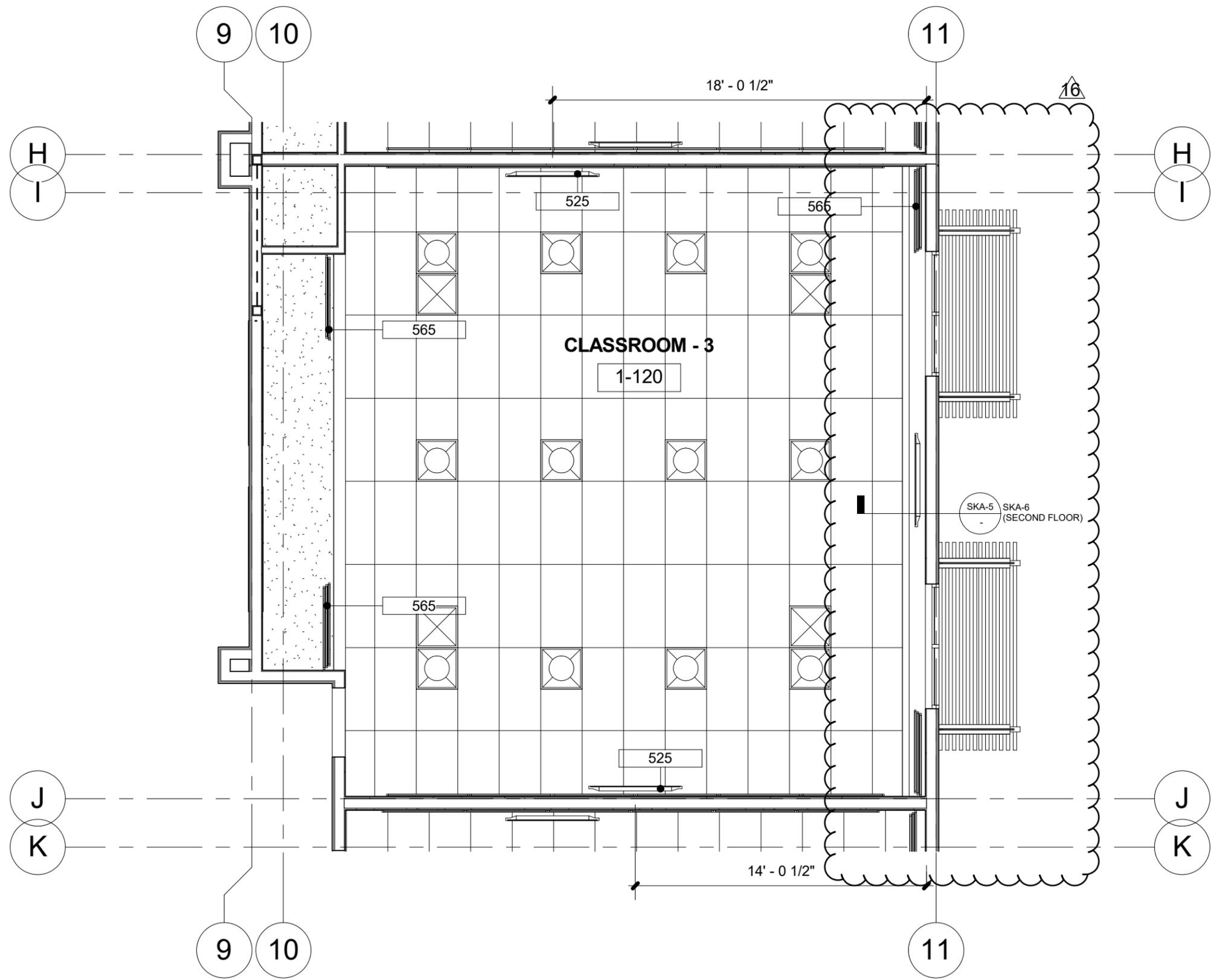
SKA-6

**Distribution:**

District

Contractor

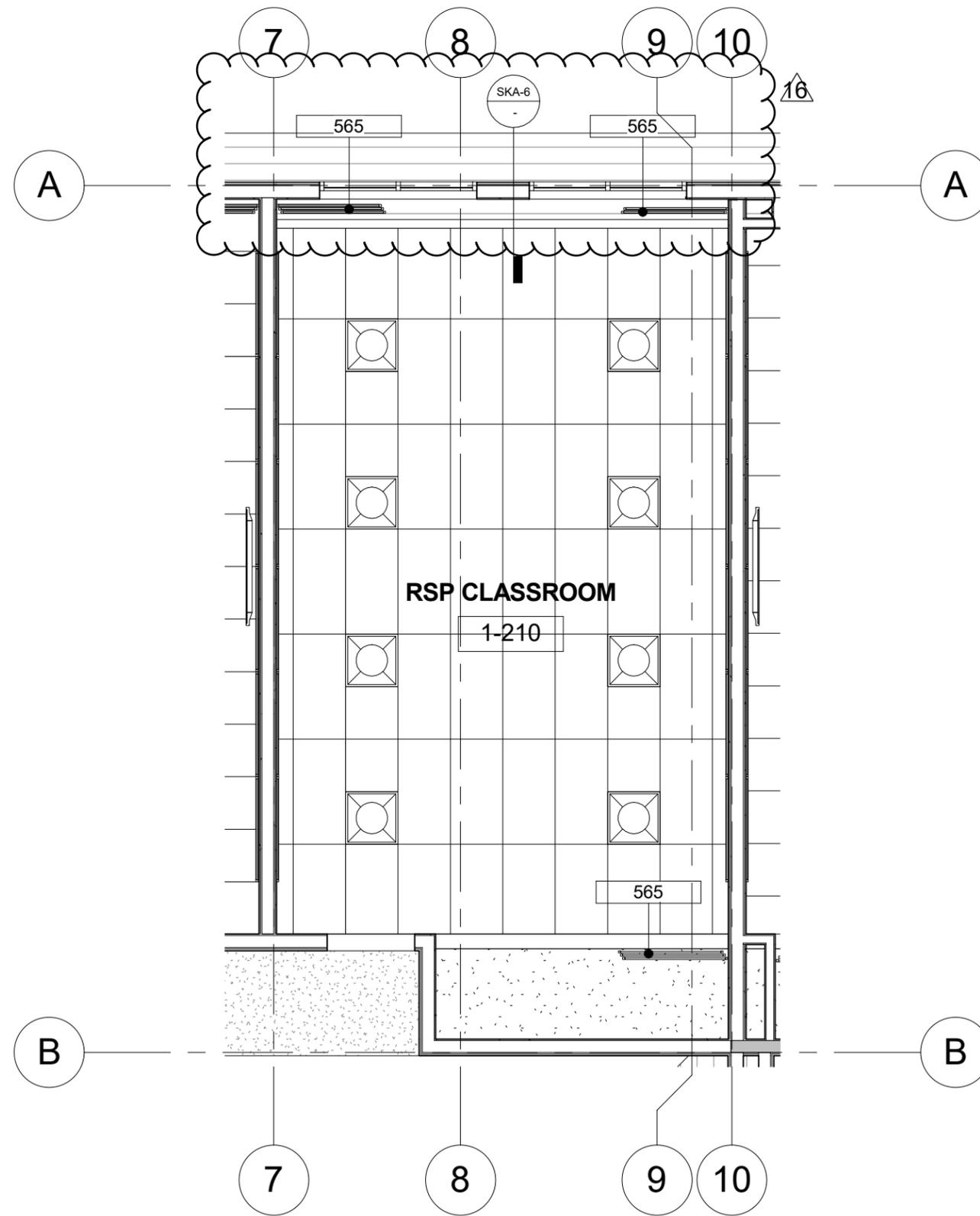
IOR



DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

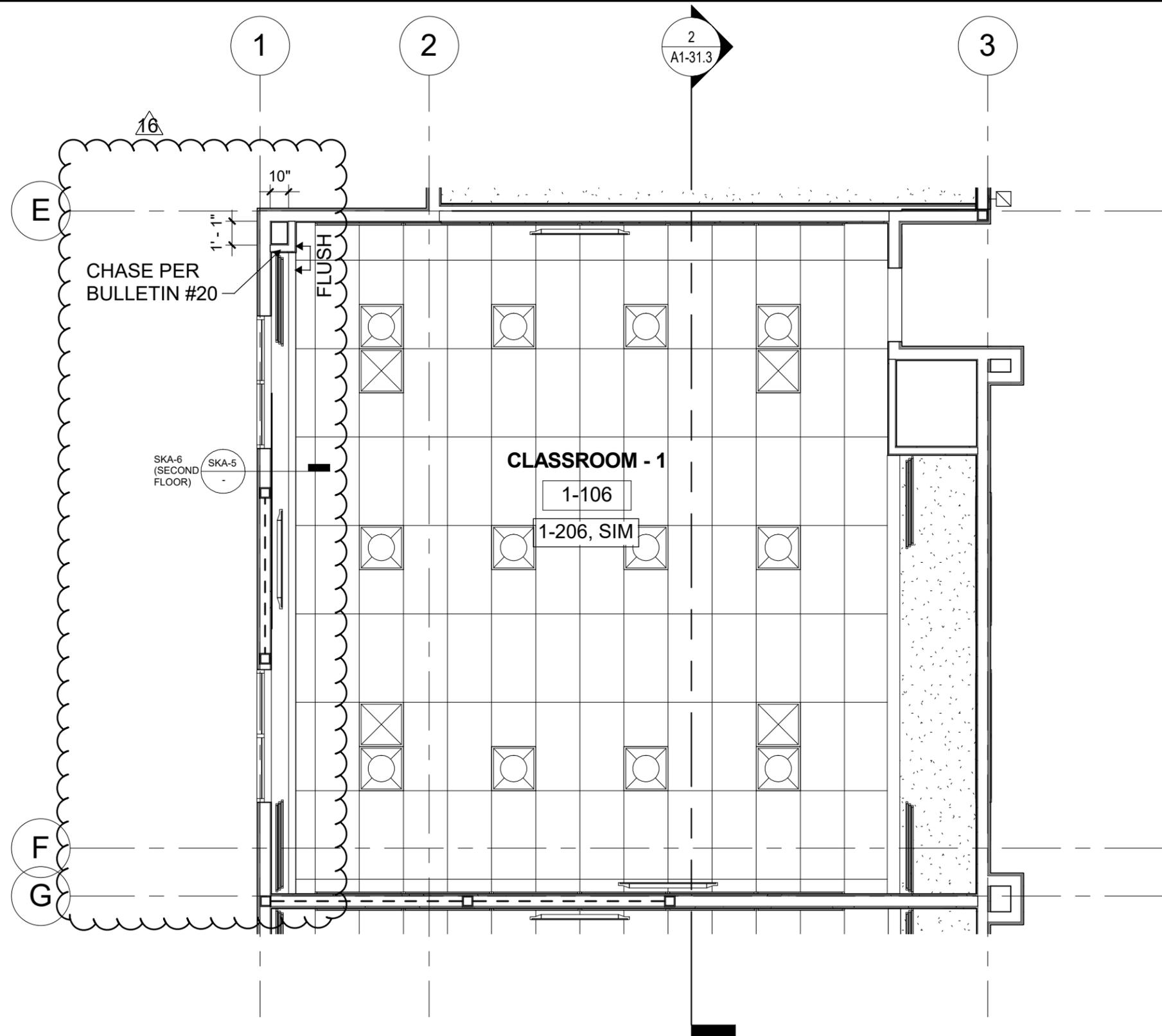
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DATE:	11/22/17
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DRAWN BY:	Author



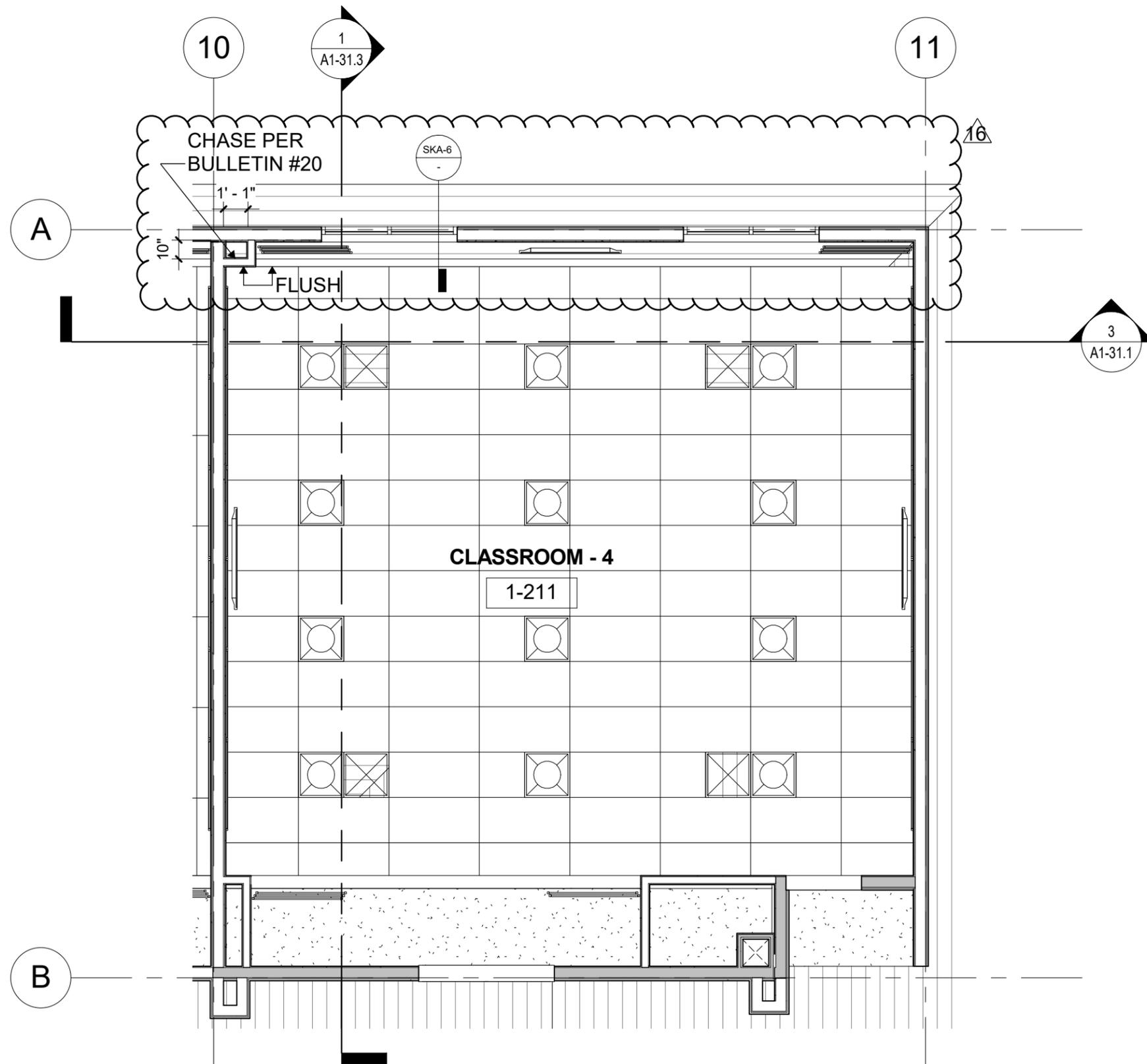
DESCRIPTION:	MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL
PROJECT NAME:	ELM STREET ELEMENTARY SCHOOL
PROJECT NUMBER:	1340159-Bldg 1

DRAWING REFERENCE:	
ISSUE REFERENCE:	BULLETIN #16

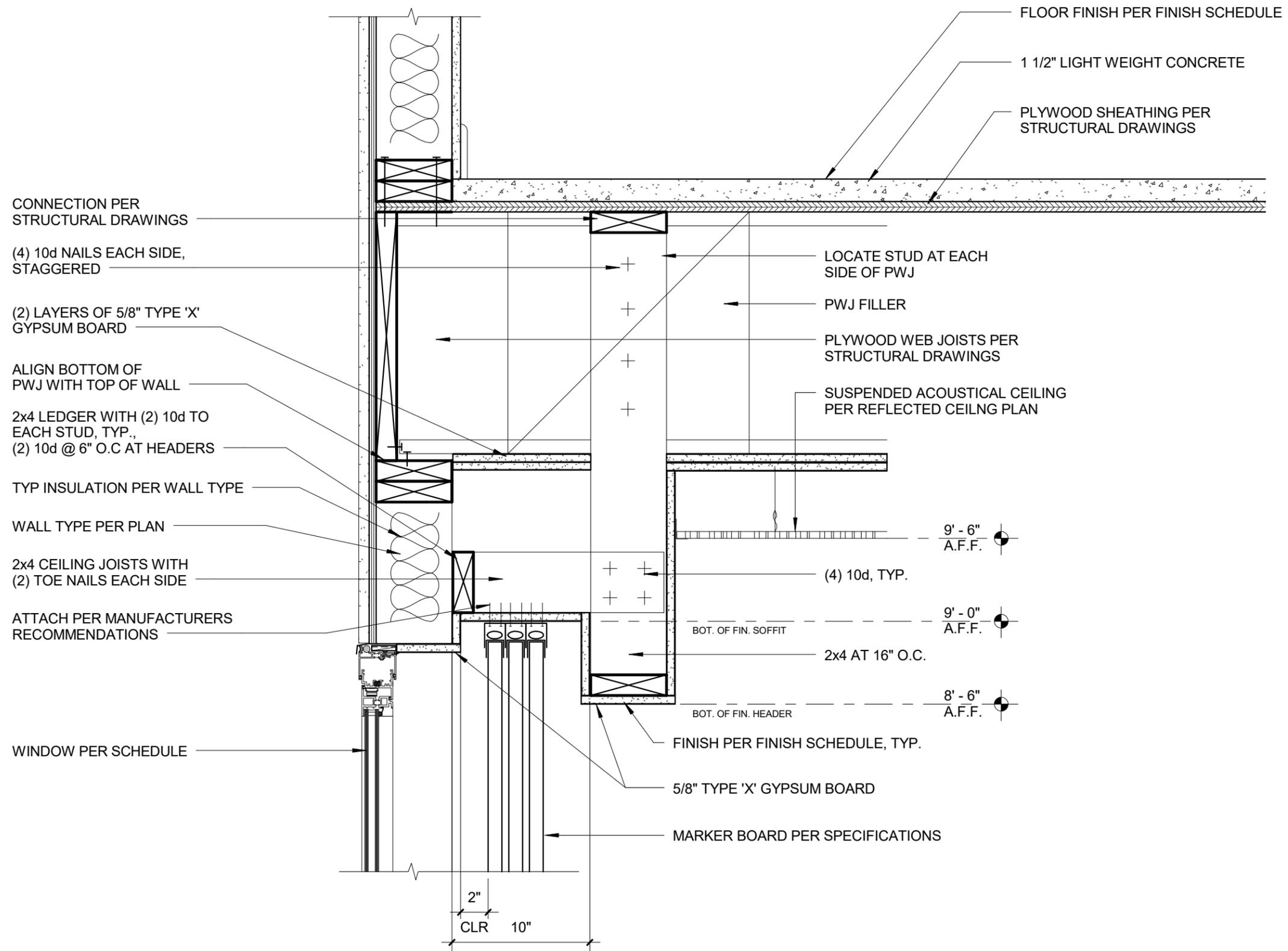
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DATE:	11/22/17
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DRAWN BY:	Author



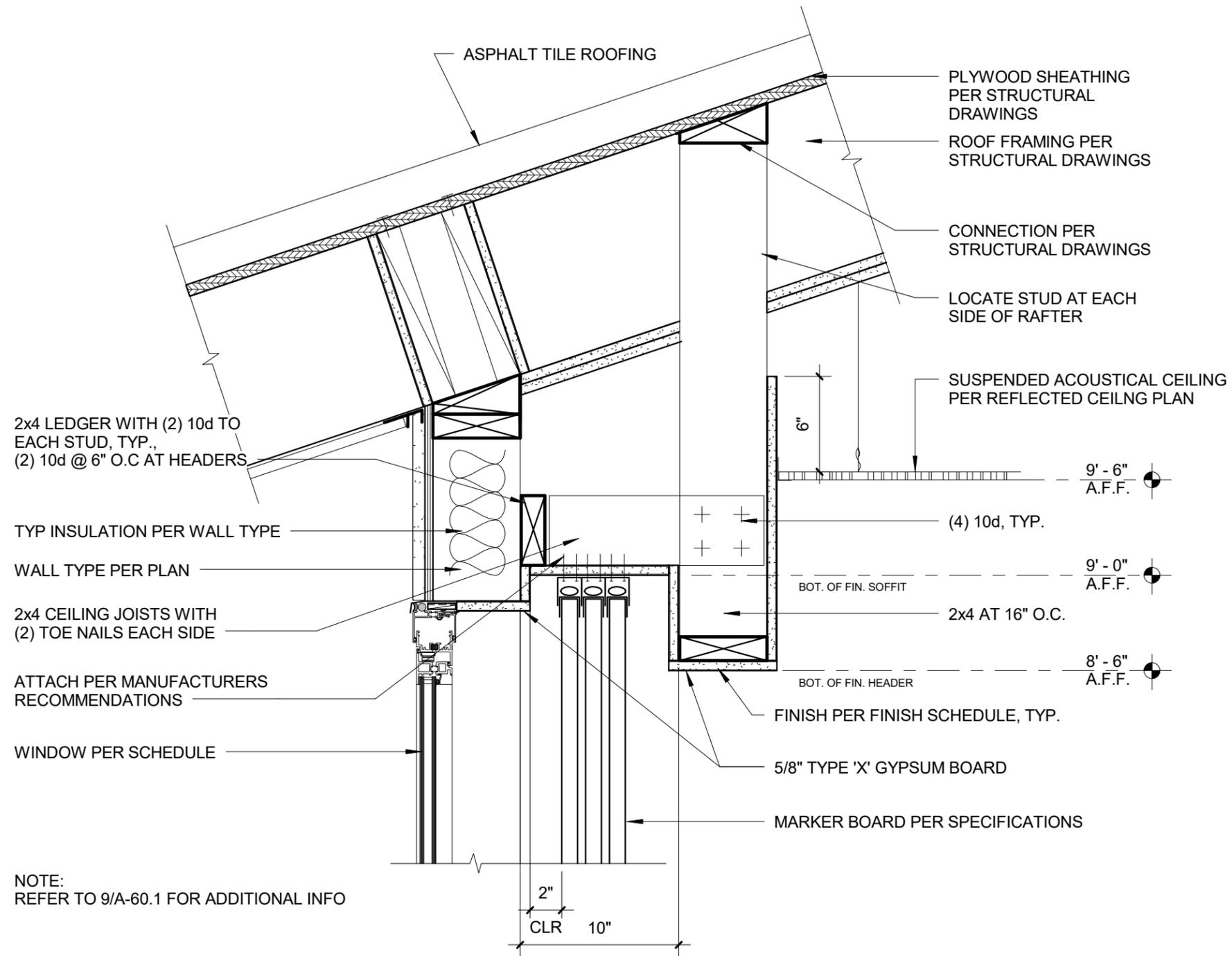
 <p>3 MacArthur Place, Suite 850 Santa Ana, California 92707 T. 949.809.3380 www.sva-arch.com</p>	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-3</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1	DRAWN BY: Author	



	DESCRIPTION: <b>MARKERBOARD SOFFIT AT EXTERIOR WINDOW WALL          (WITH MECHANICAL CHASE)</b>	DRAWING REFERENCE: 	ASK #: <b>SKA-4</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/27/17 SCALE: 3/16" = 1'-0"
	PROJECT NUMBER: 1340159-Bldg 1		DRAWN BY: Author



	DESCRIPTION: MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - FIRST FLOOR	DRAWING REFERENCE:	ASK #: SKA-5
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: BULLETIN #16	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0"
	PROJECT NUMBER: 1340159	DRAWN BY: Author	



	DESCRIPTION: <b>MARKER BOARD SOFFIT AT EXTERIOR WINDOW WALLS OF CLASSROOMS - SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-6</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE: <b>BULLETIN #16</b>	DATE: 11/22/17 SCALE: 1 1/2" = 1'-0"
	PROJECT NUMBER: 1340159	DRAWN BY: Author	



# CHANGE ORDER REQUEST

**COR No. 337 R1**

Date: 11/8/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Adv Landscape Bulletin 31

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add additional sleeves due to changes made in Bulletin 31.	Advanced Landscape 2000 Inc	6,025
Reason: Changes were made in Bulletin 31		
Requested By: SVA Architects		
Ref: Bulletin 31		
		Subtotal:
		6,025
<b>Contractual Costs</b>		
Overhead 15%		904
		Subtotal:
		904
<b>Total Change Order Request Amount:</b>		<b>6,929</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Request for Change

## Advanced Landscape 2000

5900 Canoga Ave. Suite 280  
Woodland Hills, CA 91367

RFC Number: 4  
Date: 08/20/2018

**Regarding:**

T&M - Additional sleeves 8/14 & 8/15

**To:**

Bernard Brothers Construction  
555 FIRST STREET  
SAN FERNANDO, CA 91340

**Job Site:**

Elm School  
450 East Elm St.  
Oxnard, CA 93033

Requested By:	Phone:	E-mail:
Rona Ross	(818) 591-2345	rona@advancedlandscape2000.com

Recipients:	Phone:	E-mail:
Gina Sierra	(818) 898-1521	GSierra@bernards.com

Requested Change:	Change to Contract
Labor - 40H @ \$63.24	\$ 2529.60
Equipment	\$ 1138.00
Material	\$ 1572.00
15% OHP	\$ 785.94

<b>RFC Total</b>	<b>\$ 6025.54</b>
------------------	-------------------

Please respond by: 08/24/2018

\_\_\_\_\_  
Rona Ross  
Advanced Landscape 2000

\_\_\_\_\_  
Gina Sierra  
Bernard Brothers Construction



**EXTRA WORK ORDER**

Date: 8-14-18

Project Name: ELM SCHOOL OXNARD

I, the undersigned, am authorized to sign on behalf of my company, hereby instruct, Advanced Landscape 2000 to perform the following Extra Work (Not included in their sub contract agreement):

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I understand the following:

By signing this form, I agree that my company will pay for the work/ material described above.

Extra work ordered by my company is not a part of the subcontract and therefore will not be included in the projects monthly progress billing but will be billed separately and will require payment at the end of the month in which the extra work was performed.

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_



Foreman: Beattie

Date: 8/14/18  
 Client Name: BERNARDS  
 Job Name: e-l-m-SCHOOL OXWARD  
 Description of work: SLAVINS  
FOY-THE IRRIGATION

INTRERNAL USE ONLY

Client Number: \_\_\_\_\_

Purchase/Work Order: \_\_\_\_\_

Item No.	Type of Labor, Equipment or Material Used	Hours of Quantity	Unit Cost	Total
<u>1</u>	<u>TRUCKS</u>	<u>8</u>		
<u>3</u>	<u>LAYBOR each one</u>	<u>8</u>		
<u>1</u>	<u>DINO</u>	<u>8</u>		
	<u>PIPE 6"</u>	<u>90 FT</u>		
	<u>ELECTRICK PIPE</u>	<u>90 FT</u>		
	<u>PIPE 3"</u>	<u>90 FT</u>		
	<u>Additional sleeves had to be installed due to changes from Bulletin 3.1. -AR</u>			

Verification of Time Only  
 Subject to the Terms and Conditions  
 of the Subcontract Agreement

By: \_\_\_\_\_  
 Signature: [Signature]  
 Print Name: \_\_\_\_\_  
 Date: 8/15/18

**THIS IS NOT AN INVOICE**

Work was performed as requested

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

Name : \_\_\_\_\_ Company : \_\_\_\_\_



**EXTRA WORK ORDER**

Date: 8-15-18

Project Name: e-L-M-SCHOOL OTWARD

**I, the undersigned, am authorized to sign on behalf of my company, hereby instruct, Advanced Landscape 2000 to perform the following Extra Work (Not included in their sub contract agreement):**

---

---

---

---

---

---

**I understand the following:**

**By signing this form, I agree that my company will pay for the work/ material described above.**

**Extra work ordered by my company is not a part of the subcontract and therefore will not be included in the projects monthly progress billing but will be billed separately and will require payment at the end of the month in which the extra work was performed.**

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_



Foreman: BENITEZ

Date: 8-15-18  
 Client Name: BERNARDS  
 Job Name: EL.M. SCHOOL OXNARD  
 Description of work: SLEEVING FOR THE IRRIGATION

INTRERNAL USE ONLY

Client Number: \_\_\_\_\_  
 Purchase/Work Order: \_\_\_\_\_

Item No.	Type of Labor, Equipment or Material Used	Hours of Quantity	Unit Cost	Total
2	LABORS 8 HOURS EACH ONE			
1	DINSO 8 HOURS			
1	TRUCK 8 HOURS			
1	COMPACTOR 8 HOURS			
60FT	THE 2" PIPE SCH 40			
60FT	THE 3" PIPE SCH 40			
	Additional sleeves had to be added due to changes from Bulletin 3.1. -AK			

Verification of Time Only  
 Subject to the Terms and Conditions  
 of the Subcontract Agreement  
 By: \_\_\_\_\_  
 Signature: [Signature]  
 Print Name: \_\_\_\_\_  
 Date: 8/15/18

**THIS IS NOT AN INVOICE**  
 Work was performed as requested

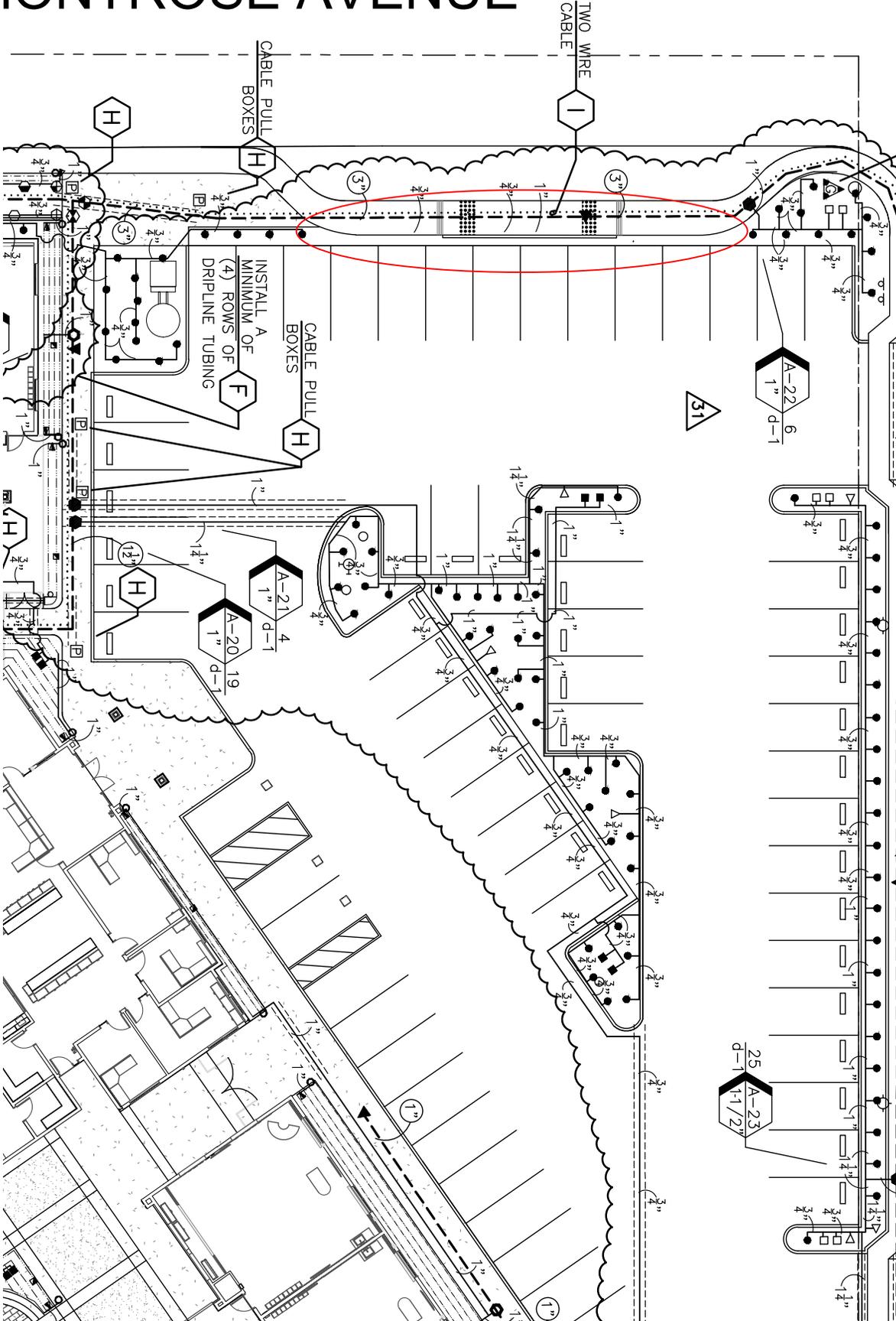
Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_ Company : \_\_\_\_\_

PERFORMING CONTRACTOR Advanced Landscape 2000, Inc. DATE 6/27/2018  
 PROJECT Elm School CONTRACT #. \_\_\_\_\_  
 PRIME CONTRACTOR Bernads CONTRACTOR JOB #. \_\_\_\_\_  
 LOCAL UNION  YES  NO #. \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ P.S.A.  YES  NO  
 CRAFT / TRADE Landscape CLASSIFICATION Laborers O.C.I.P.  YES  NO  
 WORKERS COMP. CLASS CODE CA0042 DATE WAGE EXPIRES \_\_\_\_\_

	STRAIGHT TIME Daily	Equipment operator	OVERTIME Sunday/Holiday
<b>(A) BASIC HOURLY RATE</b>	\$31.38	\$33.06	
<b>FRINGES (EMPLOYER PAYMENTS)</b>			
Health & Welfare _____ /Hr	\$7.06	\$11.20	
Pension _____ /Hr	\$7.53	\$9.65	
Vacation / Holiday _____ /Hr	\$4.59	\$2.95	
Training _____ /Hr	\$0.69	\$0.80	
Other Payments _____ /Hr	\$0.54	\$0.15	
Other (specify): _____ /Hr			
<b>(B) Total Fringes</b>	\$20.41	\$24.75	
<b>(C) TOTAL PREVAILING WAGE (A+B)</b>	\$51.79	\$57.81	
<b>(D) PAYROLL TAXES &amp; WORKERS' COMPENSATION</b>			
F.I.C.A. _____ 6.2 %			
Medicare _____ 1.45 %			
F.U.T.A. _____ 0.6 %			
S.U.T.A. _____ 6.2 %			
E.T.T. _____ 0 %			
Sub Total _____ <b>14.450</b> %			
Round up to _____ <b>14.500</b> %			
<b>Adder</b>			
Workers' Comp. * _____ 22 %			
GL INS _____ %			
<b>(E) Total _____ 36.50 x (A)</b>	\$11.45	\$12.07	
<b>TOTAL - HOURLY LABOR RATE (C+E)</b>	\$63.24	\$69.88	

# IONTROSE AVENUE





Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

6 Hutton Centre Drive, Suite 1150  
Santa Ana, California 92707  
T 949.809.3380

info@sva-architects.com  
www.sva-architects.com

## Elm Street Elementary School Bulletin # 31 Narrative

Revision:

09/05/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

### Changes to Drawings and/or Specifications:

Revisions to Civil, Architectural, Electrical and Landscape Sheets

1. C-06 – Precise Grading
  - a. Coordinated/updated plan to reflect revision to paving and landscaping.
2. A0-1.1 – Site Plan
  - a. Coordinated site plan with civil and landscape plans
  - b. Deleted landscape at North East corner of Classroom Bldg
  - c. Deleted mow strip along North East corner of Classroom Bldg
  - d. Added concrete paving along North East corner of Classroom Bldg.
  - e. Adjusted drop off area along Montrose Ave, deleted planting/irrigation in that area
  - f. Relocated gate and concrete paving from North side of Kindergarten play area to East side of Kindergarten play area. Relocated planting from East side to North side as well.
  - g. Added mechanical pad on West side of Kindergarten Bldg and deleted landscape in that area
  - h. Widened walkway along south side of Kindergarten Bldg
  - i. Revised walkway on East side of Kindergarten Bldg and added planter below windows
  - j. Shown Irrigation controller in service yard at MPR Bldg.
3. E-1.2 – Electrical Site Plan
  - a. Added power for the irrigation controller
4. E2-5.2 – Multi-Purpose Panel Schedule
  - a. Added Irrigation controller to panel schedule
5. L101 – Irrigation Plan
  - a. Revised Irrigation in areas shown on plan

6. L201 – Planting Plan

- a. Revised Planting in areas shown on plan
- b. Delete (3) 24" Box – Metrosideros excelsior
- c. Delete 619 square feet of turf
- d. Delete (14) 5 gal Cyrtomium falcatum
- e. Delete (5) 5 gal Rhapsiolepis u. 'Minor'
- f. Delete (13) 5 gal Dianella "Little Rev"
- g. Delete (86) 1 gal Harbor Dwarf
- h. Add (3) 5 gal Agave attenuate
- i. Add (3) 5 gal Rhapsiolepis 'Clara'
- j. Add (8) 64 gal Carissa 'Green Carpet'
- k. Add (3) 24" Box Rhapsiolepis 'Majestic Beauty' Standards
- l. Add (6) 5 gal Leymus c. 'Canyon Prince'
- m. Add approx. 46 linear feet of concrete mow strip
- n. Move concrete mow strip along Montrose to align with the concrete pad and chain link screen for heat pump.

Drawings

C-06 – Precise Grading

A0-1.1 – Site Plan

E-1.2 – Electrical Site Plan

E2-5.2 – Multi-Purpose Panel Schedule

L101 – Irrigation Plan

L201 – Planting Plan

**Distribution:**

District

Contractor

IOR

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



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 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC FLS SS  
 DATE

REVISIONS:

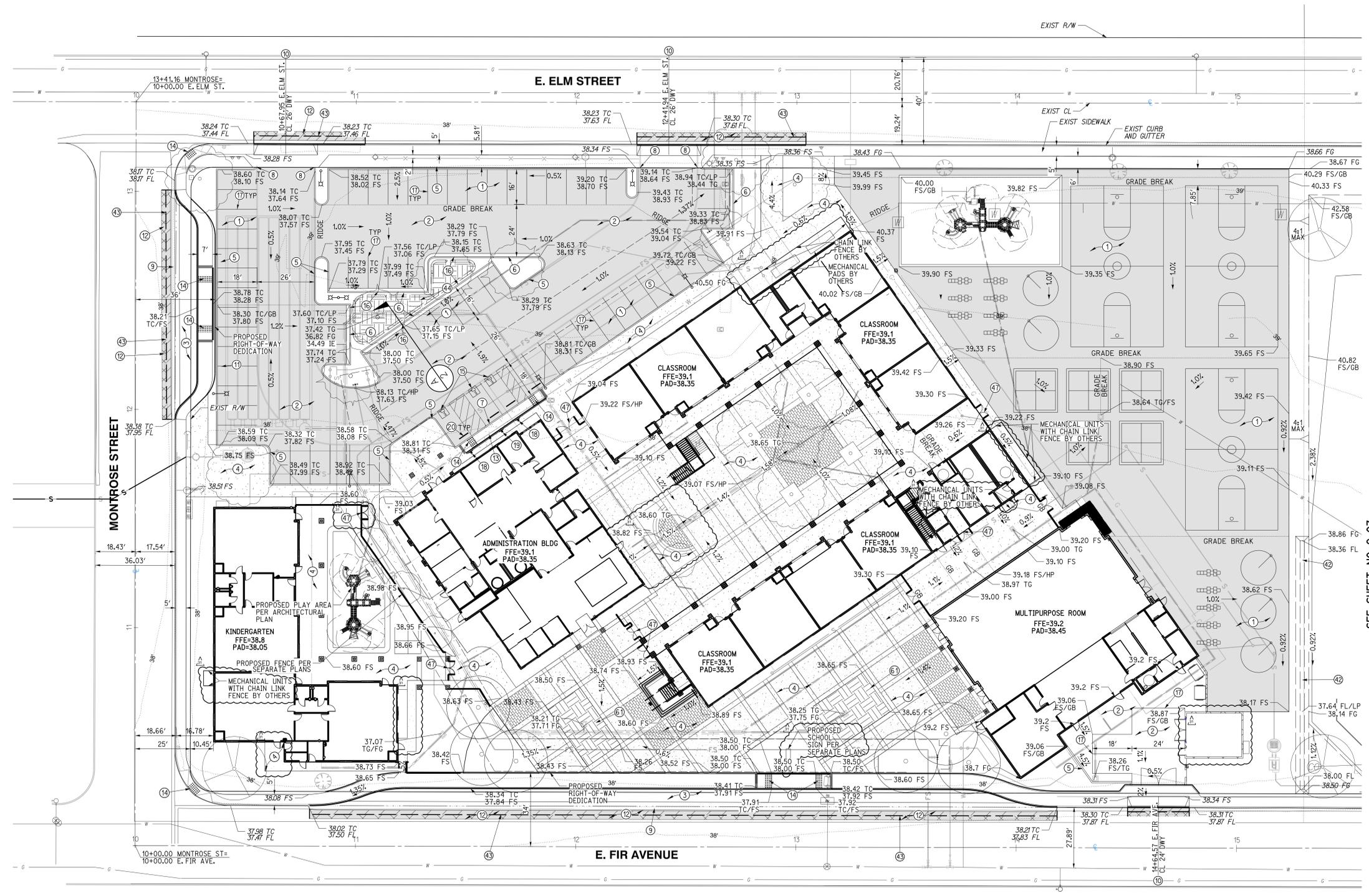
DESCRIPTION	DATE
▲ BULLETIN 3	5-12-2017
▲ BULLETIN 3.1	7-6-2017
▲ BULLETIN 22	2-5-2018
▲ BULLETIN 3R	3-5-2018
▲ BULLETIN 31	9-5-2018

DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: 1"=20'  
 SHEET NUMBER: C-06  
 SHEET TITLE:

PRECISE GRADING

**RICK**  
 ENGINEERING COMPANY  
 1770 IOWA AVENUE  
 SUITE 100  
 RIVERSIDE, CA 92507  
 951.782.0707  
 951.782.0707  
 (FAX) 951.782.0723  
 San Diego - Orange - San Luis Obispo  
 Sacramento - Bakersfield - Tucson - Phoenix  
 rick@rickeng.com

**SVA**  
 ARCHITECTS  
 3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM



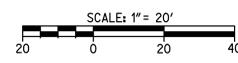
**GRADING CONSTRUCTION NOTES AND QUANTITY ESTIMATES**

\*SELECT SUBBASE COULD BE COMPOSED OF EXISTING PAVEMENT MATERIAL IF PROPERLY GROUND UP.

① PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 3.5" SELECT SUBBASE	33,000 SF	⑫ GRIND AND OVERLAY EXISTING PAVEMENT PER DETAIL 9 ON SHEET C-02	1,070 SF
② PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 4" SELECT SUBBASE	15,340 SF	⑬ CONSTRUCT ACCESSIBLE CURB RAMP PER DETAIL 6 ON SHEET C-02	525 SF
③ PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 8" SELECT SUBBASE	4,520 SF	⑭ INSTALL TRUNCATED DOMES PER DETAIL 6 ON SHEET C-02	250 SF
④ CONSTRUCT 4" PCC SIDEWALK WITH NO. 3 REBAR AT 18" OCED UNDERLINED BY 4" LAYER OF SAND, CONSTRUCT THICKENED EDGE WHEN ADJACENT TO LANDSCAPE AREAS PER DETAIL 8 ON SHEET C-02	37,600 SF	⑮ APPLY ACCESSIBLE PARKING STRIPING PER DETAIL 3 ON SHEET C-02	90 LF
⑤ CONSTRUCT 6" CURB (TYPE A1-6) PER CITY OF OXNARD STD DWG PLATE 111 ON SHEET C-03	900 LF	⑯ CONSTRUCT 1" CURB CUT WITH GRAVEL PAD PER DETAIL 14 ON SHEET C-02	4 EA
⑥ CONSTRUCT 6" CURB AND GUTTER (TYPE A2-6) PER CITY OF OXNARD STD DWG PLATE 111 ON SHEET C-03	240 LF	⑰ APPLY 4" WHITE PARKING STRIPING PER CA-MUTCD AND DETAIL 4 ON SHEET C-02	960 LF
⑦ CONSTRUCT 0" CURB PER DETAIL 12 ON SHEET C-02	31 LF	⑱ INSTALL ACCESSIBLE PARKING SIGNAGE PER DETAIL 1 ON SHEET C-02	2 EA
⑧ CONSTRUCT CURB END PER DETAIL 7 ON SHEET C-02	4 EA	⑲ INSTALL VAN ACCESSIBLE PARKING SIGNAGE PER DETAIL 2 ON SHEET C-02	1 EA
⑨ CONSTRUCT 4" RIBBON GUTTER PER CITY OF OXNARD STD DWG PLATE 117 ON SHEET C-03	400 LF	⑳ INSTALL WHEELSTOP PER DETAIL 7 ON SHEET GEN-5	4 EA
⑩ CONSTRUCT DRIVEWAY PER CITY OF OXNARD STD DWG PLATE 115 ON SHEET C-03	3 EA	㉑ CONSTRUCT VEGETATED SWALE PER DETAIL 15 ON SHEET C-02	200 LF
⑪ CONSTRUCT CONCRETE BLOCK RETAINING WALL PER CITY OF OXNARD STD DWG PLATE 600 ON SHEET C-04	60 LF	㉒ SAWCUT EXISTING PAVEMENT PER DETAIL 9 ON SHEET C-02	575 SF
		㉓ CONSTRUCT BIOFILTRATION AREA PER DETAIL 11 ON SHEET C-02	580 SF
		㉔ INSTALL GATE PER ARCHITECTURAL PLAN	7 EA
		㉕ CONSTRUCT BIOFILTRATION AREA PER DETAIL 16 ON SHEET C-02	1,360 SF



**CAUTION:**  
 EXACT LOCATION OF EXISTING UNDERGROUND FACILITIES IS UNKNOWN. CONTRACTOR TO VERIFY IN FIELD.



ZONE X

OTHER FLOOD AREAS

AREAS OF 0.2% ANNUAL CHANCE FLOOD;  
AREAS OF 1% ANNUAL CHANCE FLOOD WITH  
AVERAGE DEPTHS OF LESS THAN 1 FOOT OR  
WITH DRAINAGE AREAS LESS THAN 1 SQUARE  
MILE; AND AREAS PROTECTED BY LEVES  
FROM 1% ANNUAL CHANCE FLOOD.

### NOTES TO USERS

1. THE DESIGN OF THIS PROJECT IS BASED ON THE ASSUMPTIONS LISTED IN THE PROJECT DATA SHEET.
2. THE CLIENT IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED FOR THIS PROJECT.
3. THE DESIGNER ASSUMES NO LIABILITY FOR DAMAGE TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS DESIGN.
4. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
5. THE DESIGNER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS IDENTIFIED THE FEATURES SHOWN ON THIS PLAN.
6. THE DESIGNER HAS CONDUCTED VISUAL INSPECTIONS OF THE SURROUNDING AREAS AND HAS IDENTIFIED THE FEATURES SHOWN ON THIS PLAN.
7. THE DESIGNER HAS CONDUCTED VISUAL INSPECTIONS OF THE SURROUNDING AREAS AND HAS IDENTIFIED THE FEATURES SHOWN ON THIS PLAN.
8. THE DESIGNER HAS CONDUCTED VISUAL INSPECTIONS OF THE SURROUNDING AREAS AND HAS IDENTIFIED THE FEATURES SHOWN ON THIS PLAN.

### LEGEND

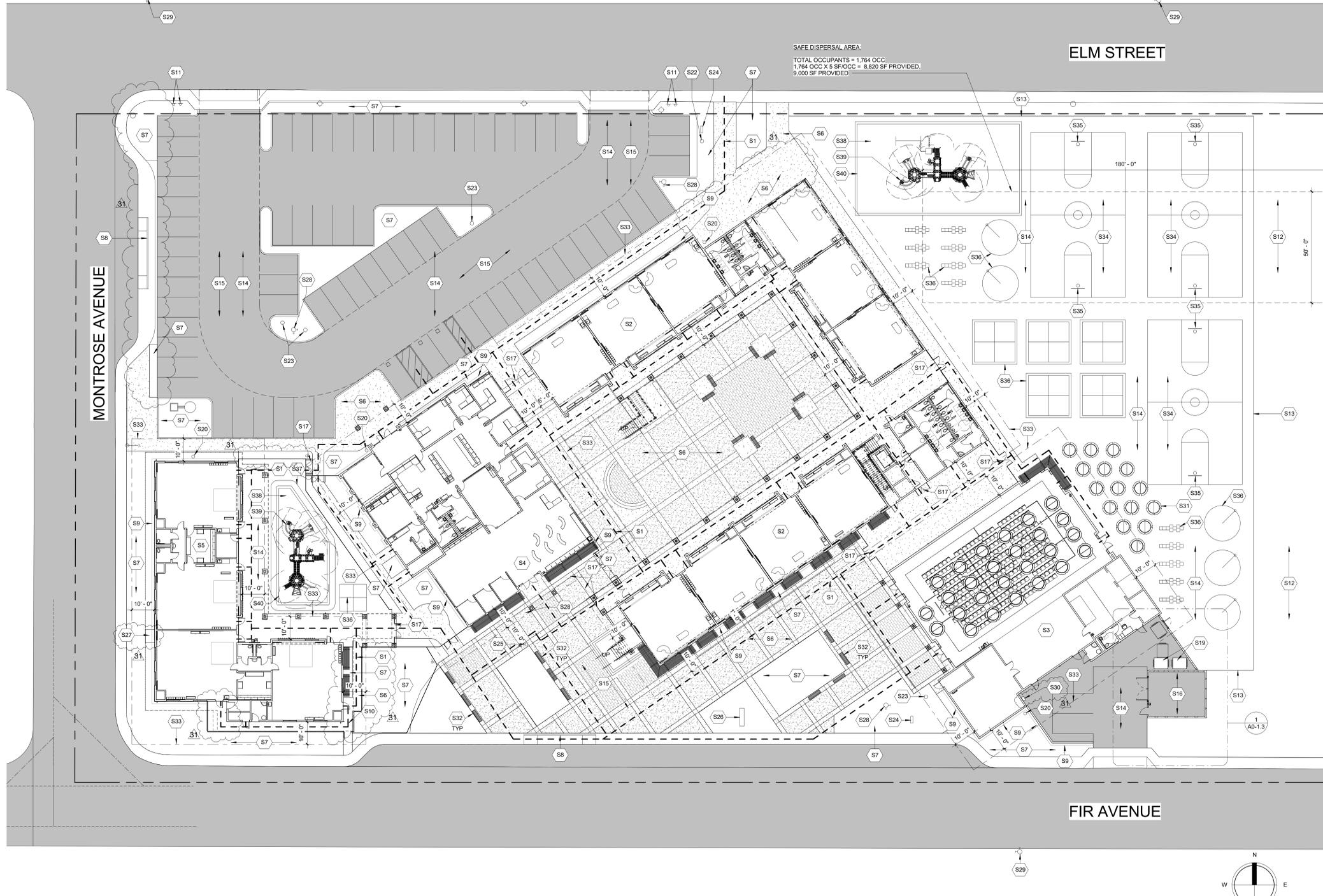
SEE SHEET A0-1.1 FOR DETAILED LEGEND

FIRM: SVA ARCHITECTS  
1540 WILSON AVENUE, SUITE 200  
SAN ANA, CALIFORNIA 92707  
PHONE: (949) 809-3380  
WWW.SVA-ARCHITECTS.COM

DATE: 01/08/16  
SCALE: AS SHOWN



- S1 PATH OF TRAVEL CONNECTION TO ACCESSIBLE PARKING SPACES, SEE NOTE BELOW
- S2 NEW CLASSROOM BUILDING (BLDG 1), SEE SHEET A1-11.1
- S3 NEW MULTIPURPOSE BUILDING (BLDG 2), SEE SHEET A2-11.1
- S4 NEW ADMINISTRATION BUILDING (BLDG 3), SEE SHEET A3-11.1
- S5 NEW KINDERGARTEN BUILDING (BLDG 4), SEE SHEET A4-11.1
- S6 NEW CONCRETE PAVING PER CIVIL DRAWINGS
- S7 NEW LANDSCAPE PER LANDSCAPE DRAWINGS
- S8 NEW DROP OFF ZONE PER DETAIL 10/GEN-5
- S9 NEW CONCRETE MAINTENANCE BAND PER DETAIL 3/A-63.6
- S10 NEW 3'-0" GATE AND FENCING PER DETAIL 1/A-63.5
- S11 NEW FIRE LANE SIGNAGE AND TOW AWAY SIGNAGE PER DETAIL 18/GEN-5
- S12 NEW PLAYFIELDS PER LANDSCAPE DRAWINGS
- S13 ASPHALT PAVING TO GRASS TRANSITION PER DETAIL 4/A-63.5
- S14 NEW AC PAVING PER CIVIL DRAWINGS
- S15 NEW FIRE ACCESS LANE, 26'-0" WIDE MIN.
- S16 MAIN ELECTRICAL ENCLOSURE, REFER TO ENLARGED PLANS
- S17 NEW 6'-0" GATE AND FENCING PER DETAIL 8/A-63.5
- S18 LIGHTING PER ELECTRICAL DRAWINGS
- S19 NEW TRASH CANS, DISTRICT TO SELECT, TRASH SERVICE TO PROVIDE
- S20 FIRE RISER PER FIRE SPRINKLER DRAWINGS
- S21 OVER EXCAVATION OF FOOTING (SHOWN DASHED)
- S22 NEW FDC PER CIVIL DRAWINGS
- S23 NEW PIV PER CIVIL DRAWINGS
- S24 NEW DOUBLE DETECTOR CHECK PER CIVIL DRAWINGS
- S25 NEW FLAGPOLE PER DETAIL 8/A-64.4
- S26 NEW MARQUEE SIGN PER DETAIL 15/A-64.4
- S27 CONCRETE PAD FOR MECHANICAL UNIT
- S28 NEW FIRE HYDRANT PER CIVIL DRAWINGS
- S29 EXISTING FIRE HYDRANT PER CIVIL DRAWINGS
- S30 IRRIGATION CONTROLLER PER LANDSCAPE DRAWINGS
- S31 ROUND TABLES WITH BENCH SEATS, O.F.O.I.
- S32 BENCHES PER SPECIFICATIONS
- S33 ASSUMED PROPERTY LINE
- S34 BASKETBALL COURT STRIPING PER DETAIL 8/A-63.6
- S35 BASKETBALL POLE PER DETAIL 7/A-63.6
- S36 PLAYGROUND STRIPING PER SHEET A-63.6
- S37 PLAYGROUND TRACK STRIPING, 3" WHITE STRIPING, 30" WIDE TRACK
- S38 PROVIDE AND INSTALL RUBBERIZED PLAY SURFACING, COLOR PER ARCHITECT'S DIRECTION, REFER TO DETAIL 7/A-63.5
- S39 RELOCATE AND INSTALL EXISTING PLAY EQUIPMENT RELOCATED FROM PLAY AREA TO PROPOSED LOCATION, CONTRACTOR TO REPAIR/REPLACE ANY DAMAGED PARTS DURING REMOVAL AND RELOCATION, PROVIDE NEW FOOTINGS AT ALL POST LOCATIONS.
- S40 CONSTRUCT 4" THICK X 12" WIDE NATURAL GREY CONCRETE BANDS AS SHOWN WITH MEDIUM BROOM FINISH, REFER TO DETAIL 10/A-63.5



### SITE PLAN LEGEND

LOT A:  
89 TOTAL PARKING SPACES  
2 ACCESSIBLE SPACES  
1 VAN ACCESSIBLE SPACE

### PARKING CALCULATION

PATH OF TRAVEL (P.O.T.) AS INDICATED IS A BARRIER FREE ACCESS WITHOUT ANY ABRUPT VERTICAL CHANGES EXCEEDING 1/2" BEVELED AT 1:2 MAXIMUM SLOPE EXCEPT THAT LEVEL CHANGES DO NOT EXCEED 1/4" VERTICAL, AS IS AT LEAST 4'-0" WIDE, SURFACE IS SLIP RESISTANT, STABLE, FIRM, AND SMOOTH, MAXIMUM CROSS SLOPE IS 2% MAX AND SLOPE IN THE DIRECTION OF TRAVEL IS LESS THAN 5%. PATH OF TRAVEL SHALL BE MAINTAINED FREE OF OVERHANGING OBSTRUCTIONS TO 8" MINIMUM AND PROTRUDING OBJECTS GREATER THAN 4" PROJECTION FROM WALL BETWEEN 2'-3" AND 6'-8" ABOVE SURFACE OF PATH OF TRAVEL. ARCHITECT SHALL VERIFY THAT ALL BARRIERS ON THE INDICATED PATH OF TRAVEL HAVE BEEN REMOVED AND PATH OF TRAVEL COMPLIES WITH CBC SECTION 11B-202.4.

### PATH OF TRAVEL NOTE

**OWNER:** OXNARD SCHOOL DISTRICT  
**PROJECT NAME:** ELM STREET ELEMENTARY SCHOOL  
**CLIENT ADDRESS:** 450 EAST ELM STREET, OXNARD, CALIFORNIA



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DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES

A# 03-116407

AC FLS SS

DATE

### REVISIONS:

NO.	DESCRIPTION	DATE
31	BULLETIN 31	9/05/18

DATE ISSUED: 01/08/16

PROJECT NO: 1340159

SCALE: As indicated

SHEET NUMBER: **A0-1.1**

SHEET TITLE:

### SITE PLAN

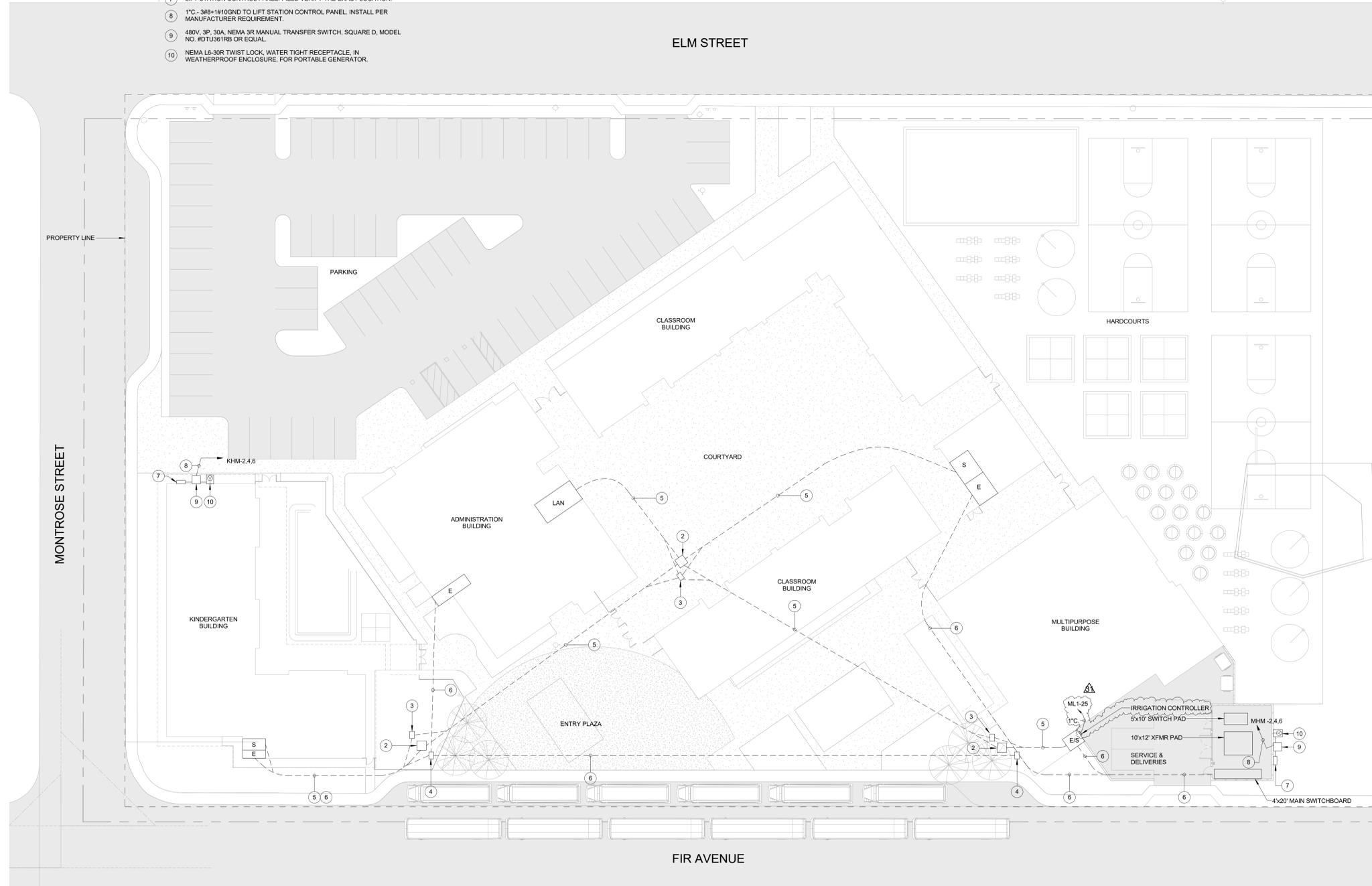


3 MCARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
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**REFERENCE NOTE:**

- 1 NOT USED.
- 2 48"x48"x36"D UNDERGROUND SIGNAL PULLBOX.
- 3 36"x24"x36"D UNDERGROUND FIRE ALARM PULLBOX.
- 4 36"x24"x36"D UNDERGROUND POWER PULLBOX.
- 5 UNDERGROUND SIGNAL CONDUIT DUCT BANK AS FOLLOWS:  
 (1) 4" - FIBER OPTIC DATA BACKBONE SYSTEM WITH (3) INNERDUCTS - (2) 1-1/2" AND (1) 1"  
 (1) 2" - PAINTERCOMMUNICATION/TELEPHONE SYSTEM  
 (1) 2" - INTRUSION ALARM SYSTEM/CCTV SYSTEM  
 (1) 2" - FIRE ALARM SYSTEM  
 (1) 2" - EMS AND LIGHTING CONTROLS BACKBONE SYSTEM  
 (1) 2" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE
- 6 UNDERGROUND POWER CONDUIT DUCT BANK AS INDICATED PLUS:  
 (1) 3" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE
- 7 LIFT STATION CONTROL PANEL. FIELD VERIFY THE EXACT LOCATION.
- 8 1" - 3/8"-1/16" IN D TO LIFT STATION CONTROL PANEL. INSTALL PER MANUFACTURER REQUIREMENT.
- 9 480V, 3P, 3ØA, NEMA 3R MANUAL TRANSFER SWITCH, SQUARE D, MODEL NO. #DTU581RB OR EQUAL.
- 10 NEMA 16-30R TWIST LOCK, WATER TIGHT RECEPTACLE, IN WEATHERPROOF ENCLOSURE, FOR PORTABLE GENERATOR.



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

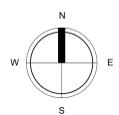
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 A# 03-116407  
 AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
 DATE \_\_\_\_\_

**REVISIONS:**

NO.	DESCRIPTION	DATE
2	BULLETIN #3.1	05/11/17
31	BULLETIN #31	9/5/18

**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:** 1" = 20'-0"  
**SHEET NUMBER:** E-1.2  
**SHEET TITLE:**

**ELECTRICAL SITE PLAN**



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**Branch Panel: ML1**

Location: ELECTRICAL ROOM 2-102  
Supply From: TR-M  
Mounting: Surface  
Enclosure: Type 1

Volts: 120/208 Wye  
Phases: 3  
Wires: 4

A.I.C. Rating:  
Mains Type: 400 A  
MCB Rating: 250 A

Notes:

CKT	Circuit Description	Trip	Poles	A	B	C	Poles	Trip	Circuit Description	CKT
1	MDR	100 A	3	10000 VA	15440 VA			3	150 A MLK	2
3	--	--	--					--	--	4
5	--	--	--					--	--	6
7	CER	20 A	1	1500 VA	900 VA			1	20 A RESTROOM 2-114	8
9	CONTROL ROOM	20 A	1		360 VA	180 VA		1	20 A WATER HEATER CONTROLS	10
11	MULTI-PURPOSE ROOM C.O.	20 A	1			900 VA	500 VA	1	20 A SCOREBOARD	12
13	MULTI-PURPOSE ROOM C.O.	20 A	1	900 VA	500 VA			1	20 A SCOREBOARD	14
15	MA-1	20 A	2		1404 VA	300 VA		1	20 A FA CABINETS (1)	16
17	--	--	--			1404 VA	500 VA	1	20 A ELECTRONIC MESSAGE SIGN	18
19	EF-11	20 A	1	1920 VA	180 VA			1	20 A Power	20
21	EF-12, EF-10	15 A	1		816 VA	200 VA		1	20 A CIRCULATION PUMP - JAN 2-115	22
23	Roof Receptacle	20 A	1			360 VA	408 VA	1	15 A EF-17	24
25	IRRIGATION CONTROLLER	20 A	1	900 VA						26
27	--	--	--					--	--	28
29	--	--	--					--	--	30
31	--	--	--					--	--	32
33	--	--	--					--	--	34
35	--	--	--					--	--	36
37	--	--	--					--	--	38
39	--	--	--					--	--	40
41	--	--	--					--	--	42
<b>Total Load:</b>				31840 VA	26665 VA	27340 VA				
<b>Total Amps:</b>				266 A	222 A	229 A				

Legend:

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals
HVAC	9648 VA	100.00%	9648 VA	
Kitchen Equipment - Non-Dwelling Unit	14966 VA	65.00%	9726 VA	
Other	3707 VA	100.00%	3707 VA	<b>Total Conn. Load:</b> 35845 VA
Power	21384 VA	65.00%	13900 VA	<b>Total Est. Demand:</b> 60052 VA
Receptacle	36140 VA	63.84%	23070 VA	<b>Total Conn.:</b> 238 A
				<b>Total Est. Demand:</b> 167 A

Notes:  
(1) PROVIDE LOCK ON DEVICE

**Branch Panel: MLK**

Location: ELECTRICAL ROOM 2-102  
Supply From: ML1  
Mounting: Surface  
Enclosure: Type 1

Volts: 120/208 Wye  
Phases: 3  
Wires: 4

A.I.C. Rating:  
Mains Type: 225 A  
MCB Rating:

Notes:

CKT	Circuit Description	Trip	Poles	A	B	C	Poles	Trip	Circuit Description	CKT
1	EXHAUST HOOD LIGHTS & SWITCH	20 A	1	720 VA	2280 VA			3	30 A REMOTE REFRIGERATION RACK	2
3	AIR CURTAIN	20 A	1		1140 VA	2280 VA		--	--	4
5	EXHAUST HOOD	30 A	1			1800 VA	2280 VA	--	--	6
7	FREEZER CART	20 A	1	600 VA	1728 VA			1	20 A CONVECTION OVENS (1)	8
9	CASH REGISTER	20 A	1		720 VA	168 VA		1	20 A TILT SKILLET	10
11	REFRIGERATOR CART	20 A	1			1680 VA	720 VA	1	20 A FIRE SUPPRESSION	12
13	CASH REGISTER	20 A	1	720 VA	1440 VA			1	20 A WORK TABLE RECEPTACLES	14
15	FREEZER CART	20 A	1		600 VA	1644 VA		1	20 A HEATED HOLDING CABINET	16
17	REFRIGERATOR CART	20 A	1			1680 VA	1644 VA	1	20 A HEATED HOLDING CABINET	18
19	WORK TABLE RECEPTACLES	20 A	1	1440 VA	720 VA			1	20 A WALK-IN FREEZER	20
21	WALK-IN REFRIGERATOR	20 A	1		720 VA	541 VA		2	20 A VEGETABLE WASHING SYSTEM	22
23	COUNTERTOP MIXER	20 A	1			1440 VA	541 VA	--	--	24
25	HEATED SERVING CART	30 A	1	2796 VA	2796 VA			1	30 A HEATED SERVING CART	26
27	HEATED SERVING CART	30 A	1		2796 VA	2796 VA		1	30 A HEATED SERVING CART	28
29	KITCHEN GAS VALVE	20 A	1			720 VA	763 VA	1	20 A MPR PROJECTOR	30
31	MPR PROJECTOR SCREEN	20 A	1	200 VA						32
33	--	--	--					--	--	34
35	--	--	--					--	--	36
37	--	--	--					--	--	38
39	--	--	--					--	--	40
41	--	--	--					--	--	42
<b>Total Load:</b>				15440 VA	13405 VA	13268 VA				
<b>Total Amps:</b>				129 A	112 A	111 A				

Legend:

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals
HVAC	6840 VA	100.00%	6840 VA	
Kitchen Equipment - Non-Dwelling Unit	14246 VA	65.00%	9260 VA	
Other	563 VA	100.00%	563 VA	<b>Total Conn. Load:</b> 42113 VA
Power	18824 VA	65.00%	12236 VA	<b>Total Est. Demand:</b> 30538 VA
Receptacle	1640 VA	100.00%	1640 VA	<b>Total Conn.:</b> 117 A
				<b>Total Est. Demand:</b> 85 A

Notes:  
1- PROVIDE A SHUNT TRIP CIRCUIT BREAKER, TO TRIPS BY FIRE SUPPRESSION SYSTEM ACTIVATION.

OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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REVISIONS:

NO.	DESCRIPTION	DATE
3	BULLETIN #5	06/07/2017
12	RFI #254	11/17/17
14	RFI #424	04/30/2018
16	MPR PROJECTOR	08/31/2018
REVISIONS		
31	BULLETIN #31	9/5/18
Δ		
Δ		
Δ		
Δ		
Δ		

DATE ISSUED: Mar. 06, 2015  
PROJECT NO: 1340159  
SCALE:

SHEET NUMBER: **E2-5.2**  
SHEET TITLE:

**MULTI-PURPOSE  
PANEL  
SCHEDULE**



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OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CA



LICENSURE ARCHITECT  
 ROBERT M. SIMONS  
 No. C-153811  
 JAN. 31, 2017  
 STATE OF CALIFORNIA

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 DATE \_\_\_\_\_

REVISIONS:

NO.	DESCRIPTION	DATE
31	BULLETIN 31	8/29/18

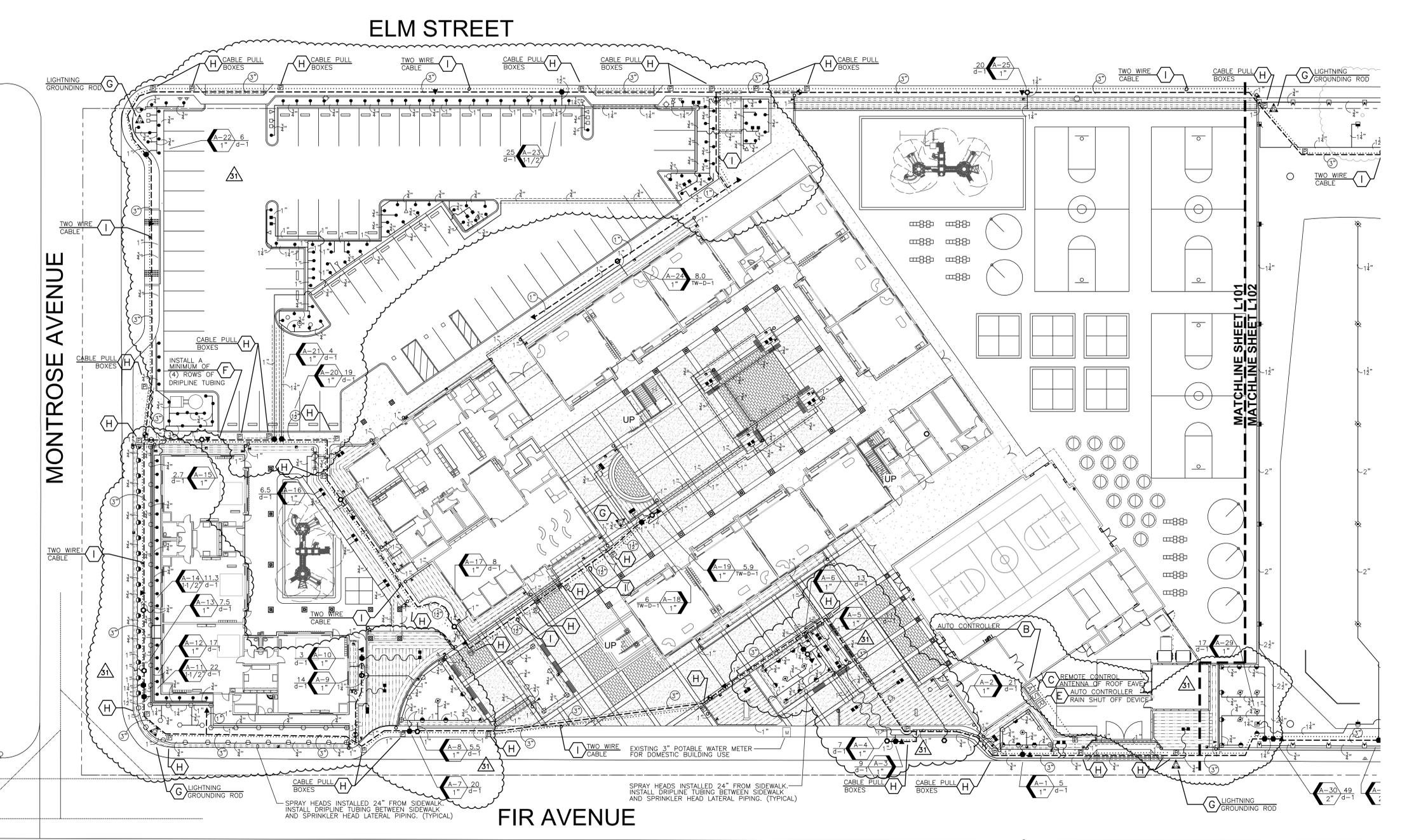
DATE ISSUED: JUNE 20, 2016  
 PROJECT NO: 14.05  
 SCALE: 1:20

SHEET NUMBER: L101  
 SHEET TITLE:

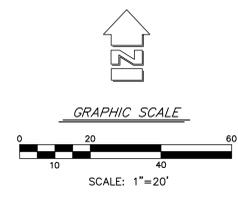
**IRRIGATION PLAN**



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NOTE:  
 SEE SHEET L103 FOR IRRIGATION LEGENDS AND PROJECT NOTES



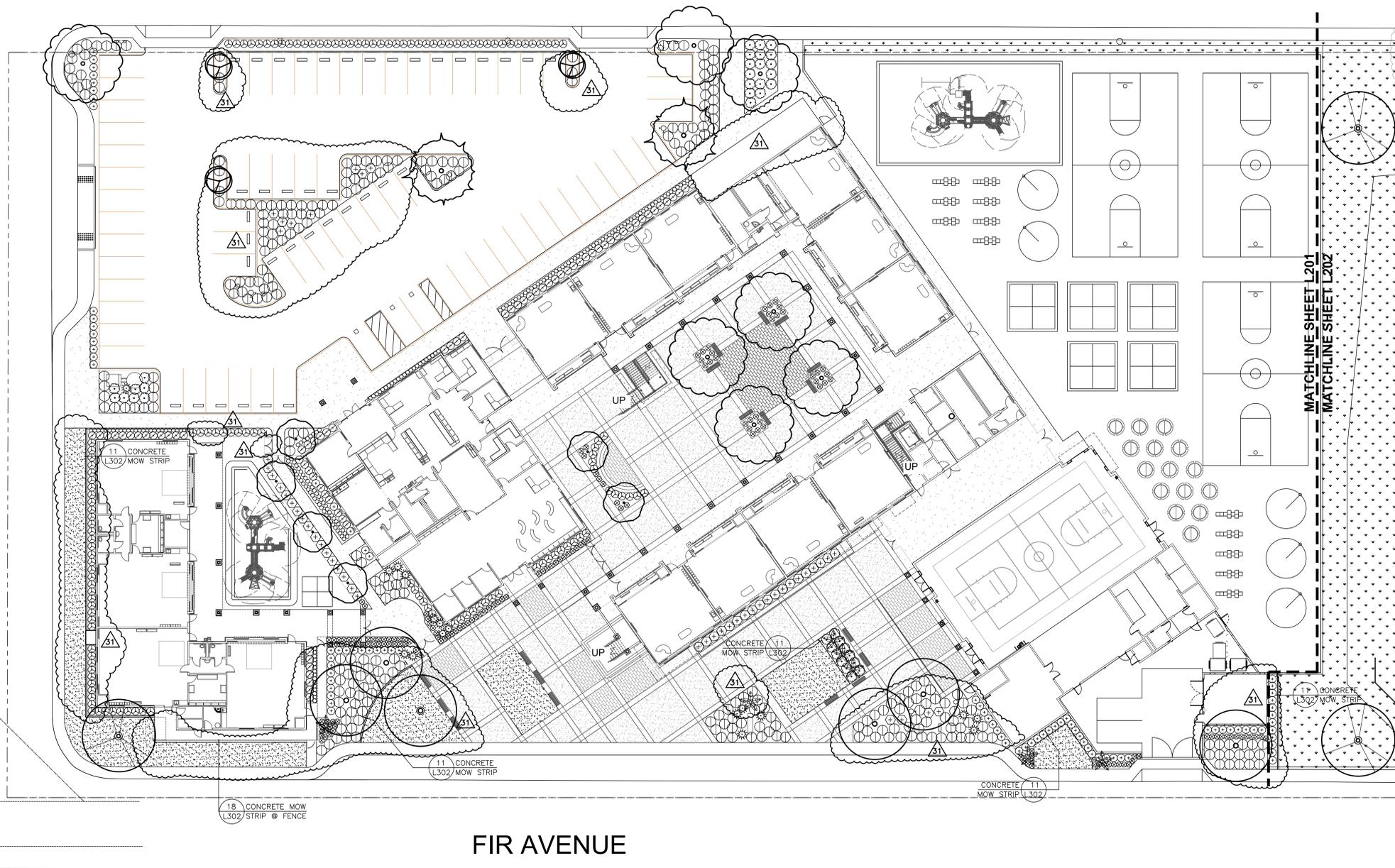
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 LANDSCAPE ARCHITECTS, INC.  
 459 NORTH VENTURA AVE., VENTURA CA 93001  
 (805) 642-3641 FAX (805) 653-7874

Jordan, Gilbert & Bain Landscape Architects, Inc. © 2016

ELM STREET

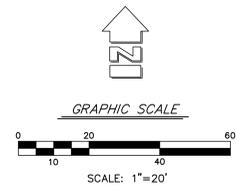
MONTROSE AVENUE

FIR AVENUE



PLANTING LEGEND

SYMBOL	QTY.	SIZE	BOTANICAL NAME/ COMMON NAME	HEIGHT/ SPREAD	DETAIL REF.	SYMBOL	QTY.	SIZE	BOTANICAL NAME/ COMMON NAME	DETAIL REF.
	6	24" BOX	PLATANUS ACERIFOLIA LONDON PLANE TREE	6-7'/ 4-5'	12/L302 13/L302		37	5 GAL	ROSA 'SEA FOAM' LANDSCAPE ROSE	12/L302
	7	24" BOX	SCHINUS TEREBINTHIFOLIUS BRAZILIAN PEPPER	6-7'/ 4-5'	12/L302 13/L302		17	5 GAL	AGAVE ATTENUATA FOX TAIL AGAVE	12/L302
	8	24" BOX	ULMUS PARVIFOLIA 'DRAKE' CHINESE EVERGREEN ELM	9-11'/ 4-5'	7/L302 12/L302 13/L302		114	5 GAL	RHIPHIOLEPIS UMBELLATA 'MINOR' DWARF 'YEDDO	12/L302
	2	24" BOX	METROSIDEROS EXCELSUS NEW ZEALAND CHRISTMAS TREE	9-10'/ 4-5'	7/L302 12/L302 13/L302		274	1 GAL	CARISSA 'GREEN CARPET' NATAL PLUM	12/L302
	6	24" BOX	CERCIS OCCIDENTALIS WESTERN REDBUD	9-11'/ 4-5'	7/L302 12/L302 13/L302		49	5 GAL	LEYMUS C. 'CANYON PRINCE' LYME GRASS	12/L302
	7	6" B.T.	TRACHYCARPUS FORTUNEI WINDMILL PALM	6-7'/ 2-3'	7/L302 10/L302		134	5 GAL	RHIPHIOLEPIS INDICA 'CLARA' INDIA HAWTHORN	12/L302
	3	24" BOX STANDARD	RHIPHIOLEPIS 'MAJESTIC BEAUTY' INDIAN HAWTHORN	5-6'/ 2-3'	7/L302 12/L302 13/L302		155	5 GAL	DIANELLA R. 'LITTLE REV' LITTLE REV FLAX LILY	12/L302
							189	1 GAL	NANDINA 'HARBOR DWARF' DWARF HEAVENLY BAMBOO	12/L302
							70	5 GAL	CYRTOMIUM FALCATUM HOLLY FERN	12/L302
									HYDROSEED SEE SPECS.	
									STOVER SEEDS 'SPORTSFIELD MIX'	
									SOD SEE SPECS.	
									SOUTHLAND SOD MARATHON II	



OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CA



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 DATE \_\_\_\_\_

REVISIONS:

NO.	DESCRIPTION	DATE
1	DELTA 31	8/29/18

DATE ISSUED: JUNE 20, 2016  
 PROJECT NO: 14.05  
 SCALE: 1:20

SHEET NUMBER: L201  
 SHEET TITLE:

PLANTING PLAN



JORDAN, GILBERT & BAIN  
 LANDSCAPE ARCHITECTS, INC.  
 459 NORTH VENTURA AVE., VENTURA CA 93001  
 (805) 642-3641 FAX (805) 653-7874

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# CHANGE ORDER REQUEST

**COR No. 345 R0**

Date: 12/22/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

RFI 484

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to reroute domestic cold water supply to the water heater in room 1-104 due to the hand dryer being relocated in restroom 1-103.	Precision Plumbing-Mechanical	1,177
Reason: Water line was already installed before location of hand dryer was changed in RFI 484. Water line needed to be moved because of conflict with hand dryer. This is additional work, not included in scope.		
Requested By: SVA Architects		
Ref: RFI 484		
		Subtotal: 1,177
<b>Contractual Costs</b>		
Overhead 15%		177
		Subtotal: 177
<b>Total Change Order Request Amount:</b>		<b>1,354</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

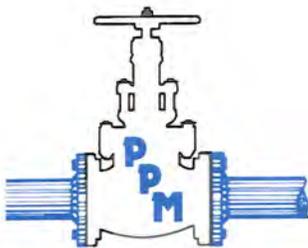
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\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

## Proposal

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

**WE PROPOSE** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ )

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

*Daniel Bascom*  
Daniel Bascom

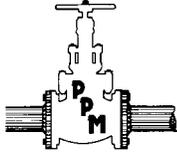
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



# PRECISION PLUMBING-MECHANICAL

## COR #19 COST BREAKDOWN

**JOB:** Elm St Elementary School (#215)

**DATE:** 9/5/2018

**DESCRIPTION:** Re-route domestic cold water in room #1-103

**MATERIALS**

QTY.	ITEM DESCRIPTION	COST EACH	TOTAL
4	1" copper press 90	\$7.80	\$31.20
2	1" copper press couplings	\$6.63	\$13.26
10	1" type L copper pipe	\$3.23	\$32.30
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

SUB-TOTAL	\$76.76
TAX 7.75%	\$5.95
<b>MATERIAL TOTAL</b>	<b>\$82.71</b>

**SUBCONTRACTOR**

SUBCONTRACTOR NAME	SERVICE	TOTAL

SUBCONTRACT TOTAL: \$0.00

**LABOR**

HOURS	CLASSIFICATION	RATE	TOTAL
8	Foreman	\$95.95	\$767.60
2	Journeyman	\$86.52	\$173.04
	Foreman overtime	\$127.30	\$0.00
	Journeyman overtime	\$113.86	\$0.00
	Foreman double-time	\$156.86	\$0.00
	Journeyman double-time	\$139.56	\$0.00
	Equipment rental (excavator)	\$25.00	\$0.00

LABOR TOTAL	\$940.64
SUB-TOTAL	\$1,023.35
15% M/U	\$153.50
<b>JOB TOTAL</b>	<b>\$1,176.85</b>



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Foreman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2017      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 50.78	\$ 76.17	\$ 101.56
Vacation & Holiday Accrual	\$ 3.34	\$ 5.01	\$ 5.01
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 54.12</b>	<b>\$ 81.18</b>	<b>\$ 106.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 3.15	\$ 4.72	\$ 6.30
Medicare	\$ 0.74	\$ 1.10	\$ 1.47
FUI	\$ 0.06	\$ 0.09	\$ 0.12
SUI	\$ 0.45	\$ 0.67	\$ 0.89
Workers Compensation Insurance	\$ 10.73	\$ 10.73	\$ 10.73
General Liability Insurance (If Applicable)	\$ 4.19	\$ 6.29	\$ 8.26
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 19.32</b>	<b>\$ 23.61</b>	<b>\$ 27.78</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 95.95</b>	<b>\$ 127.30</b>	<b>\$ 156.86</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Journeyman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2016      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 44.16	\$ 66.24	\$ 88.32
Vacation & Holiday Accrual	\$ 3.03	\$ 4.55	\$ 4.55
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 47.19</b>	<b>\$ 70.79</b>	<b>\$ 92.87</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.74	\$ 4.11	\$ 5.48
Medicare	\$ 0.64	\$ 0.96	\$ 1.28
FUI	\$ 0.05	\$ 0.08	\$ 0.11
SUI	\$ 0.39	\$ 0.58	\$ 0.78
Workers Compensation Insurance	\$ 9.34	\$ 9.34	\$ 9.34
General Liability Insurance (If Applicable)	\$ 3.66	\$ 5.49	\$ 7.20
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 16.82</b>	<b>\$ 20.56</b>	<b>\$ 24.18</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 86.52</b>	<b>\$ 113.86</b>	<b>\$ 139.56</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 484**

Project: Elm Elementary School Reconstruction Project

Date: 08-01-18

Discipline: Architectural

## Subject: Clarification on Hand dryer Locations in Classroom Bldg.

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-11.1	1	rooms 1-103, and 1-105
A1-11.2	1	rooms 1-203, and 1-205

### QUESTION

Per field walk on 7/24/18 with SVA, CFW, Bernards and the IOR, please confirm that the locations of the hand dryers in restrooms 103, 105, 203 and 205 are to be changed per the attached sketch. Also, please confirm additional insulation is to be installed in the metal furred plumbing walls per the sketch as requested.

### ANSWER

Confirmed hand dryer locations as shown in the sketch  
Confirmed added sound insulation in the furred walls between the restroom and classrooms as shown in the sketch.

Tom Bardwell SVA Architects 8/6/18

### RESPONSE DISTRIBUTION

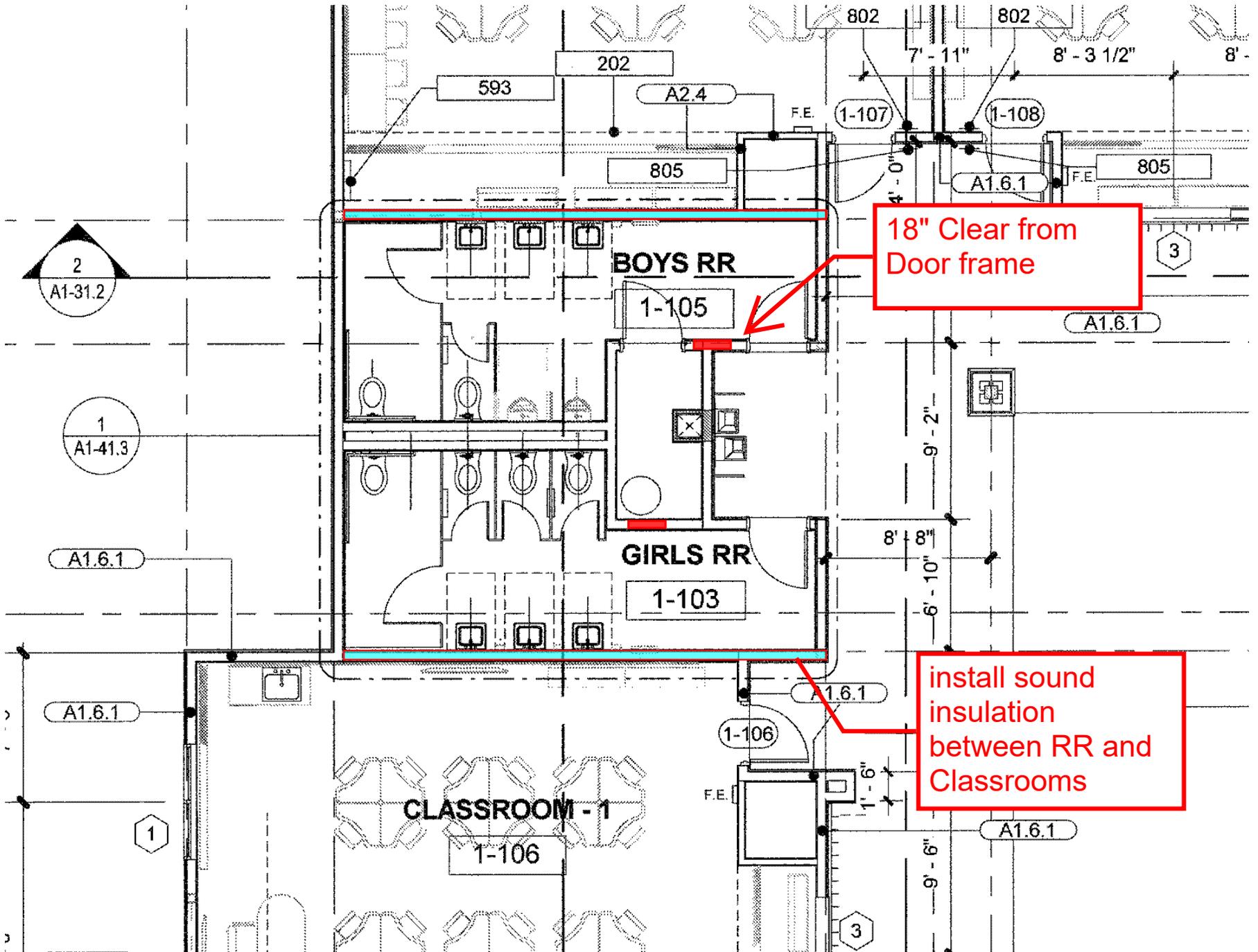
Company	Contact	Date Sent
DJ Insulation Inc	Hector Jimenez	8/7/2018
Taft Electric Co	Matt Gobuty	8/7/2018
Global Specialties Direct Inc	Sylvia Leandro	8/7/2018

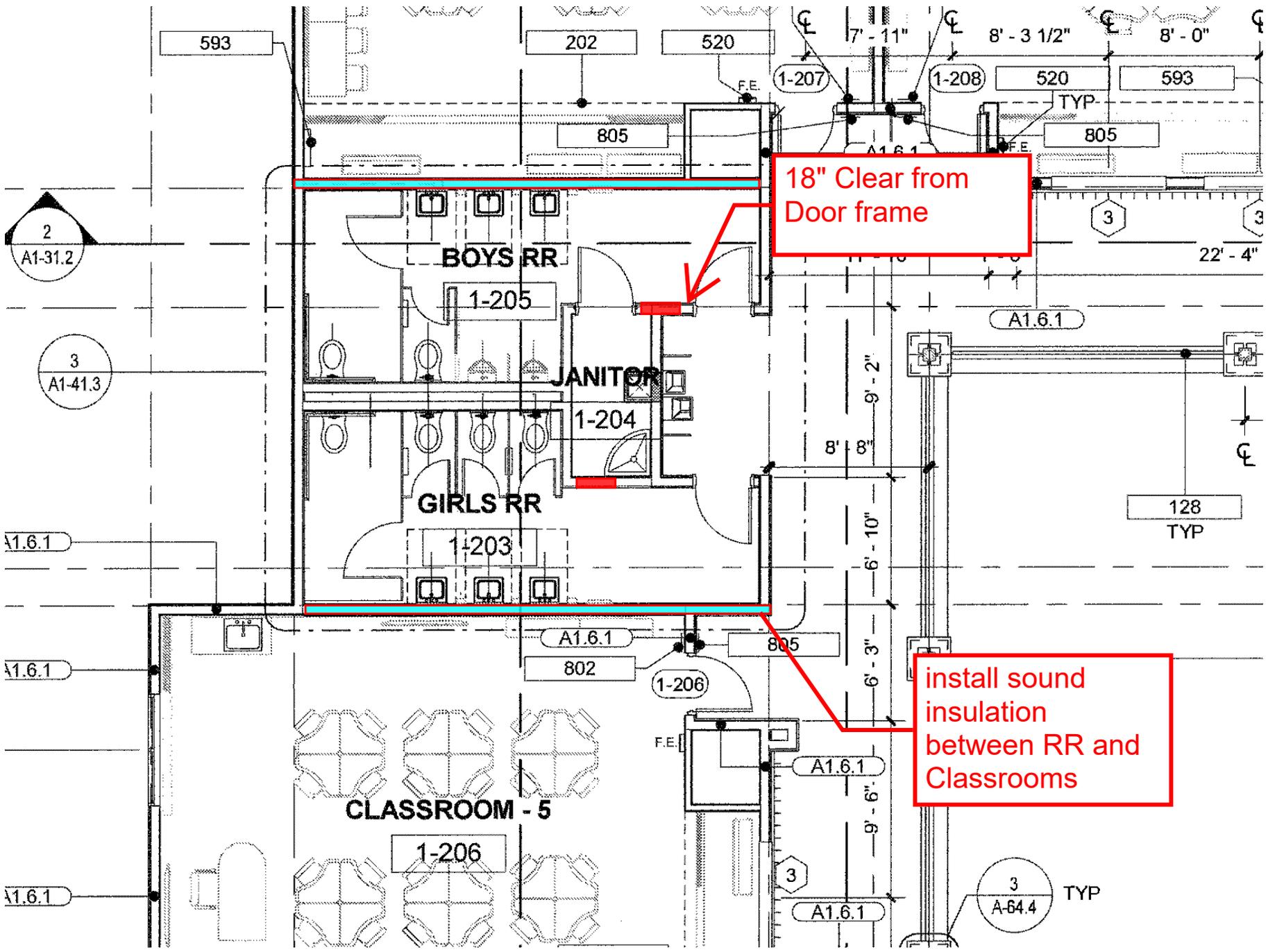
Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

Question Initiated By: Alex Rivera - Bernards

Submitted By: Arvind Balaji - Bernards







18" Clear from Door frame

install sound insulation between RR and Classrooms



# CHANGE ORDER REQUEST

**COR No. 382 R0**

Date: 1/11/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Second Story Wainscot

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add a smooth wainscot to the second story of the Classroom Building	Perlite Plastering Co Inc	4,562
Reason: Not shown on plans. This is additional work and not included in the original scope.		
Requested By: SVA Architects		
Ref: attached email		
	Subtotal:	4,562
<b>Contractual Costs</b>		
Overhead 15%		684
	Subtotal:	684
<b>Total Change Order Request Amount:</b>		<b>5,246</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PROJECT: Elm Elementary School  
 JOB NO. 1636

DATE: December 20, 2018  
 PTC: Perlite Plastering Co., Inc.  
 COST PROPOSAL# 5R

**COST PROPOSAL**

DESCRIPTION OF CHANGE: Price to smooth finish plaster at 2nd floor courtyards at classroom bldg. Not shown on plans, per Berndards direction.  
 See attached, signed T&M ticket.

ITEM DESCRIPTION	MATERIAL			EXTENSION	LABOR			MISC.		
	UNIT	QUANTITY	COST		HOURS	RATE	EXTENSION	QUANTITY	RATE	EXTENSION
Plaster Foreman Labor				\$ -	8	\$ 73.51	\$ 588.08			\$ -
Plaster Labor				\$ -	24	\$ 69.62	\$ 1,670.88			\$ -
Plaster Tender Labor				\$ -	16	\$ 67.87	\$ 1,085.92			\$ -
Shamrock Stucco	sks	20	\$ 11.50	\$ 230.00			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
<b>SUBTOTALS:</b>				\$ 230.00			\$ 3,344.88			\$ -

PTC MATERIAL	\$ 230.00
PTC SALES TAX (9%)	\$ 20.70
PTC LABOR	\$ 3,344.88
DAILY CLEAN UP LABOR (1%)	\$ 33.45
SUPERVISION LABOR (10%)	\$ 337.83
PTC EQUIPMENT	\$ -
<b>PTC SUBTOTAL DIRECT COSTS</b>	<b>\$ 3,966.86</b>
O.H. & P (15%)	\$ 595.03
<b>TOTAL</b>	<b>\$ 4,561.89</b>

PREPARED & SUBMITTED BY: Ron Casman  
 TITLE/COMPANY Project Manager

# Perlite Plastering Co., Inc.

2707 w Empire Ave

Burbank, California 91504

Telephone: (818) 333-5990 Fax: (818) 333-5999

## Order To Proceed

Date: 9/13/18  
Project: ELM ST. School  
Reference #: Smooth Finish

Please proceed with work as described hereinafter:

Smooth Finish @ Classroom Bldg.  
2nd Floor. THIS AREA WAS NOT  
shown on plans. Did this finish  
per Benward's Request

<u>1 Plaster Foreman</u>	<u>8 HRS</u>	<u>= 8</u>
<u>3 Plasterers</u>	<u>8 HRS EA</u>	<u>= 24</u>
<u>2 Plaster Tenders</u>	<u>8 HRS EA.</u>	<u>= 16</u>
<u>20 SIKS Shamrock Super Flex</u>		

It is hereby agreed by the undersigned, that unless specified above, this work shall be done on a cost plus basis (15% overhead and 10% profit) on material and labor.

Contractor BENWARD'S  
Authorized By \_\_\_\_\_  
Date 9/13/18

Verification of Time Only  
Subject to the Terms and Conditions  
of the Subcontract Agreement

By: \_\_\_\_\_  
Signature: [Signature]  
Print Name: \_\_\_\_\_  
Date: 9/13/18



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	<u>Perlite Plastering Co., Inc.</u>	<b>Trade:</b>	<u>Lathers</u>
<b>Date:</b>	<u>7/1/2018</u>	<b>Classification:</b>	<u>Foreman</u>
<b>Project:</b>	<u>Elm Elementary School</u>		
<b>Rate Effective Through:</b>	<u>June 30, 2019</u>	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 45.41	\$ 68.12	\$ 90.82
Vacation & Holiday Accrual	\$ 6.19	\$ 6.19	\$ 6.19
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 51.60</b>	<b>\$ 74.31</b>	<b>\$ 97.01</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.82	\$ 4.22	\$ 5.63
Medicare	\$ 0.66	\$ 0.99	\$ 1.32
FUI	\$ 0.05	\$ 0.08	\$ 0.11
SUI	\$ 0.40	\$ 0.60	\$ 0.80
Workers Compensation Insurance	\$ 9.60	\$ 9.60	\$ 9.60
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 13.53</b>	<b>\$ 15.49</b>	<b>\$ 17.46</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ 7.50	\$ 7.50
Pension & Retirement (or equivalent)	\$ 4.91	\$ 4.91	\$ 4.91
Training (or equivalent)	\$ 0.57	\$ 0.57	\$ 0.57
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 78.11</b>	<b>\$ 102.78</b>	<b>\$ 127.45</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

**Sub/Contractor:** Perlite Plastering Co., Inc.      **Trade:** Lathers  
**Date:** 7/1/2018      **Classification:** Journeyman  
**Project:** Elm Elementary School  
**Rate Effective Through:** June 30, 2019      **Union :**  **Non Union:**

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 42.41	\$ 63.62	\$ 84.82
Vacation & Holiday Accrual	\$ 6.19	\$ 6.19	\$ 6.19
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 48.60</b>	<b>\$ 69.81</b>	<b>\$ 91.01</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.63	\$ 3.94	\$ 5.26
Medicare	\$ 0.61	\$ 0.92	\$ 1.23
FUI	\$ 0.05	\$ 0.08	\$ 0.10
SUI	\$ 0.37	\$ 0.56	\$ 0.75
Workers Compensation Insurance	\$ 8.97	\$ 8.97	\$ 8.97
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 12.63</b>	<b>\$ 14.47</b>	<b>\$ 16.30</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ 7.50	\$ 7.50
Pension & Retirement (or equivalent)	\$ 4.91	\$ 4.91	\$ 4.91
Training (or equivalent)	\$ 0.57	\$ 0.57	\$ 0.57
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 74.21</b>	<b>\$ 97.26</b>	<b>\$ 120.29</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	Perlite Plastering Co., Inc.	<b>Trade:</b>	Plasterers
<b>Date:</b>	8/2/2018	<b>Classification:</b>	Foreman
<b>Project:</b>	Elm Elementary School	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>
<b>Rate Effective Through:</b>	July 29, 2019		

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 39.86	\$ 59.79	\$ 79.72
Vacation & Holiday Accrual	\$ 5.85	\$ 5.85	\$ 5.85
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 45.71</b>	<b>\$ 65.64</b>	<b>\$ 85.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.47	\$ 3.71	\$ 4.94
Medicare	\$ 0.58	\$ 0.87	\$ 1.16
FUI	\$ 0.05	\$ 0.07	\$ 0.10
SUI	\$ 0.35	\$ 0.53	\$ 0.70
Workers Compensation Insurance	\$ 8.43	\$ 8.43	\$ 8.43
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 11.87</b>	<b>\$ 13.60</b>	<b>\$ 15.32</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 9.38	\$ 9.38	\$ 9.38
Pension & Retirement (or equivalent)	\$ 4.84	\$ 4.84	\$ 4.84
Training (or equivalent)	\$ 1.71	\$ 1.71	\$ 1.71
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 73.51</b>	<b>\$ 95.17</b>	<b>\$ 116.82</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	Perlite Plastering Co., Inc.	<b>Trade:</b>	Plasterers
<b>Date:</b>	8/2/2018	<b>Classification:</b>	Journeyman
<b>Project:</b>	Elm Elementary School	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>
<b>Rate Effective Through:</b>	July 29, 2019		

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 36.86	\$ 55.29	\$ 73.72
Vacation & Holiday Accrual	\$ 5.85	\$ 5.85	\$ 5.85
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 42.71</b>	<b>\$ 61.14</b>	<b>\$ 79.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.29	\$ 3.43	\$ 4.57
Medicare	\$ 0.53	\$ 0.80	\$ 1.07
FUI	\$ 0.04	\$ 0.07	\$ 0.09
SUI	\$ 0.32	\$ 0.49	\$ 0.65
Workers Compensation Insurance	\$ 7.79	\$ 7.79	\$ 7.79
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 10.98</b>	<b>\$ 12.57</b>	<b>\$ 14.17</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 9.38	\$ 9.38	\$ 9.38
Pension & Retirement (or equivalent)	\$ 4.84	\$ 4.84	\$ 4.84
Training (or equivalent)	\$ 1.71	\$ 1.71	\$ 1.71
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 69.62</b>	<b>\$ 89.64</b>	<b>\$ 109.67</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

**Sub/Contractor:** Perlite Plastering Co., Inc.      **Trade:** Plaster Tenders  
**Date:** 8/2/2018      **Classification:** Foreman  
**Project:** Elm Elementary School  
**Rate Effective Through:** July 29, 2019      **Union :**  **Non Union:**

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 38.37	\$ 57.56	\$ 76.74
Vacation & Holiday Accrual	\$ 5.15	\$ 5.15	\$ 5.15
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 43.52</b>	<b>\$ 62.71</b>	<b>\$ 81.89</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.38	\$ 3.57	\$ 4.76
Medicare	\$ 0.56	\$ 0.83	\$ 1.11
FUI	\$ 0.05	\$ 0.07	\$ 0.09
SUI	\$ 0.34	\$ 0.51	\$ 0.68
Workers Compensation Insurance	\$ 8.11	\$ 8.11	\$ 8.11
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 11.43</b>	<b>\$ 13.09</b>	<b>\$ 14.75</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.32	\$ 7.32	\$ 7.32
Pension & Retirement (or equivalent)	\$ 7.18	\$ 7.18	\$ 7.18
Training (or equivalent)	\$ 1.02	\$ 1.02	\$ 1.02
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 70.47</b>	<b>\$ 91.32</b>	<b>\$ 112.16</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	<u>Perlite Plastering Co., Inc.</u>	<b>Trade:</b>	<u>Plaster Tenders</u>
<b>Date:</b>	<u>8/2/2018</u>	<b>Classification:</b>	<u>Journeyman</u>
<b>Project:</b>	<u>Elm Elementary School</u>	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>
<b>Rate Effective Through:</b>	<u>July 29, 2019</u>		

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 36.37	\$ 54.56	\$ 72.74
Vacation & Holiday Accrual	\$ 5.15	\$ 5.15	\$ 5.15
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 41.52</b>	<b>\$ 59.71</b>	<b>\$ 77.89</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.25	\$ 3.38	\$ 4.51
Medicare	\$ 0.53	\$ 0.79	\$ 1.05
FUI	\$ 0.04	\$ 0.07	\$ 0.09
SUI	\$ 0.32	\$ 0.48	\$ 0.64
Workers Compensation Insurance	\$ 7.69	\$ 7.69	\$ 7.69
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 10.83</b>	<b>\$ 12.41</b>	<b>\$ 13.98</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.32	\$ 7.32	\$ 7.32
Pension & Retirement (or equivalent)	\$ 7.18	\$ 7.18	\$ 7.18
Training (or equivalent)	\$ 1.02	\$ 1.02	\$ 1.02
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 67.87</b>	<b>\$ 87.64</b>	<b>\$ 107.39</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |

## Kyle Ramin

---

**From:** Tom Bardwell <tbardwell@sva-architects.com>  
**Sent:** Monday, September 10, 2018 2:15 PM  
**To:** Kyle Ramin  
**Subject:** RE: Second Story Wainscot

Yes your correct.

### Tom Bardwell

Project Lead

SVA Architects, Inc. | Santa Ana + Oakland + San Diego + Honolulu  
6 Hutton Centre Drive, Suite 1150, Santa Ana, California 92707 | T 949.809.3380  
[www.sva-architects.com](http://www.sva-architects.com)



 Please consider the environment before printing this email and/or any attachments

**ARCHITECTS**

---

**From:** Kyle Ramin <KRamin@bernards.com>  
**Sent:** September 10, 2018 1:27 PM  
**To:** Tom Bardwell <tbardwell@sva-architects.com>  
**Subject:** Second Story Wainscot

Hi Tom,

The District wants a wainscot on the second story of the Classroom Building, correct?

### Kyle Ramin, CCM

Project Manager



**An Employee Owned Company**

555 First Street | San Fernando, CA 91340  
T 818.898.1521 | F 818.365.0065 | C 747.219.7561  
[kramin@bernards.com](mailto:kramin@bernards.com) | [www.bernards.com](http://www.bernards.com)

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# CHANGE ORDER REQUEST

**COR No. 385 R0**

Date: 12/18/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Change Light Fixtures In Kitchen

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to change light fixtures in kitchen as detailed in Bulletin 29.	Taft Electric Co	9,493
Reason: Lights needed to be changed because ceiling was changed from a hard lid to a washable tile t-bar ceiling.		
Requested By: SVA Architects		
Ref: Bulletin 29		
		Subtotal: 9,493
<b>Contractual Costs</b>		
Overhead 15%		1,424
		Subtotal: 1,424
<b>Total Change Order Request Amount:</b>		<b>10,917</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

### Change Order Request #034: Bulletin 029 Kitchen Light Fixtures

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	034 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	9/19 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$9,493.00</b>

**POTENTIAL CHANGE ORDER TITLE:** Bulletin 029 Kitchen Light Fixtures

**CHANGE REASON:** Bulletin

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required as directed in Bulletin 29: provide 2x4 fixtures in kitchen area per revised fixture schedule and lighting plan.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

**Exclusions:**

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hours Monday-Friday between 7AM & 3:30PM  
Any and all parts and labor not specifically listed above or within.  
Any costs associated with the design, engineering (including wet stamps), or approval process.  
Any access panels.

**ATTACHMENTS:**

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction      JOB# 2551

TEC COR#: 034

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Bulletin 29 fixture changes

DATE: 9/12/2018

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Takeoff	\$87.44	1.34
Layout & Coordiantion	\$0.00	4.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$87.44</b>	<b>5.34</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	1.34	\$79.56	\$106.61
SUPERVISION	4.00	\$84.36	\$337.44
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$444.05</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$444.05</b>
15.00%		OVERHEAD & PROFIT	\$66.61
<b>TOTAL LABOR</b>			<b>\$510.66</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$2.62
7.75%	SALES TAX	\$6.98
3.00%	MATERIAL HANDLING	\$2.91
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$99.95</b>
15.00%	OVERHEAD & PROFIT	\$14.99
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$114.95</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
0.00%	AS BUILTS / O&M'S	\$0.00
0.00%	PERMIT FEES	\$0.00
2.50%	ESTIMATING	\$230.47
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
<b>SUBTOTAL DJE</b>		<b>\$230.47</b>
15.00%	OVERHEAD & PROFIT	\$34.57
<b>TOTAL DJE</b>		<b>\$265.04</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
Graybar		\$6,733.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$6,733.00</b>
7.75%	SALES TAX	\$521.81
3.00%	MATERIAL HANDLING	\$217.64
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$7,472.45</b>
15.00%	OVERHEAD & PROFIT	\$1,120.87
<b>TOTAL QUOTES</b>		<b>\$8,593.32</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL SUBCONTRACTS</b>		<b>\$0.00</b>

CHANGE REQUEST SUMMARY		
TAKEOFF MATERIAL	\$114.95	
QUOTED MATERIAL	\$8,593.32	
SUBCONTRACTORS	\$0.00	
LABOR EXPENSES	\$510.66	
DIRECT JOB EXPENSES	\$265.04	
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$9,483.97</b>
0.00%	\$0.00	
0.10%	TEXTURA \$9.48	
0.00%	BOND COSTS \$0.00	
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$9,493</b>

Job ID: 2551 ELM SCHOOL COR

Project: 2551 Elm School COR



### Takeoff

Vendor: TAFT

Labor Level: LABOR 1

19 Sep 2018 8:59:05

Region: COR 034 KITCHEN FIXTURES

Item #	Qty	U/M	Q/M	Size	Description	Material Unit	Material Result	Labor Unit	Labor Result
	0.00				<b>CREDIT: 0-10V LTG CTRL</b>				
70029	-196.00	FT	M	12	THHN/THWN CU (SOL)	0.1029	-20.18	0.0060	-1.18
	0.00				<b>ADD NLIGHT CAT5</b>				
72	14.00		M		CAT5E PATCH CABLE - NLIGHT	7.6870	107.62	0.1800	2.52
<b>Phase Totals:</b>							<b>87.44</b>		<b>1.34</b>
<b>Job Totals:</b>							<b>87.44</b>		<b>1.34</b>

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

**VENTURA COUNTY  
 LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 39.08	\$ 58.62	\$ 78.16	\$ 43.50	\$ 65.24	\$ 86.99	\$ 47.91	\$ 71.87	\$ 95.82
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.39	0.59	0.78	0.43	0.65	0.87	0.48	0.72	0.96
<b>NAT. PENSION (3%)</b>	1.17	1.76	2.34	1.30	1.96	2.61	1.44	2.16	2.87
<b>UNION BURDEN</b>	\$ 27.88	\$ 36.98	\$ 46.09	\$ 28.06	\$ 37.25	\$ 46.44	\$ 28.24	\$ 37.51	\$ 46.79
<b>F.I.C.A. (7.65%)</b>	\$ 2.99	\$ 4.48	\$ 5.98	\$ 3.33	\$ 4.99	\$ 6.65	\$ 3.67	\$ 5.50	\$ 7.33
<b>F.U.I. (0.8%)</b>	0.31	0.47	0.63	0.35	0.52	0.70	0.38	0.57	0.77
<b>S.U.I. (6.2%)</b>	2.42	3.63	4.85	2.70	4.05	5.39	2.97	4.46	5.94
<b>TAX BURDEN</b>	\$ 5.73	\$ 8.59	\$ 11.45	\$ 6.37	\$ 9.56	\$ 12.74	\$ 7.02	\$ 10.53	\$ 14.04
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.11	\$ 3.17	\$ 4.22	\$ 2.35	\$ 3.52	\$ 4.70	\$ 2.59	\$ 3.88	\$ 5.17
<b>WORKMAN'S COMP</b>	1.05	1.05	1.05	1.17	1.17	1.17	1.29	1.29	1.29
<b>INSURANCE BURDEN</b>	\$ 3.16	\$ 4.22	\$ 5.27	\$ 3.52	\$ 4.69	\$ 5.87	\$ 3.88	\$ 5.17	\$ 6.46
<b>DIRECT COST PER HOUR</b>	\$ 75.85	\$ 108.41	\$ 140.97	\$ 81.45	\$ 116.75	\$ 152.05	\$ 87.05	\$ 125.08	\$ 163.12
<b>DIRECT COST PER DAY</b>	\$ 606.81		\$ 65.12	\$ 651.59		\$ 70.60	\$ 696.36		\$ 76.07
<b>DIRECT COST PER WEEK</b>	\$ 3,034.05			\$ 3,257.93			\$ 3,481.81		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		<b>JOURNYMAN</b>			<b>FOREMAN</b>			<b>GEN. FOREMAN</b>		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$75.85</b>	<b>\$108.41</b>	<b>\$140.97</b>	<b>\$81.45</b>	<b>\$116.75</b>	<b>\$152.05</b>	<b>\$87.05</b>	<b>\$125.08</b>	<b>\$163.12</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90
Clean Up	<b>3.0%</b>	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28
Totals		\$80.02	\$112.58	\$145.14	\$85.62	\$120.92	\$156.22	\$91.22	\$129.25	\$167.29
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$80.02</b>	<b>\$112.58</b>	<b>\$145.14</b>	<b>\$85.62</b>	<b>\$120.92</b>	<b>\$156.22</b>	<b>\$91.22</b>	<b>\$129.25</b>	<b>\$167.29</b>

TAFT ELECTRIC COMPANY  
 Labor Rate  
 Jan 1 thru July 30 2018

VENTURA COUNTY  
 LOCAL 952  
 APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$75.85	\$29.46	\$31.99	\$51.66	\$56.73	\$61.80	\$68.42	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	2.5%	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90		
Clean Up (3%)	3%	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28		
Sub Total	\$80.02	\$33.63	\$36.16	\$55.83	\$60.90	\$65.97	\$72.59	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$80.02</b>	<b>\$33.63</b>	<b>\$36.16</b>	<b>\$55.83</b>	<b>\$60.90</b>	<b>\$65.97</b>	<b>\$72.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# TAFT ELECTRIC CHANGE REQUEST PROPOSAL

## LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 0  
 CUST RFP#: 0

STRAIGHT TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$85.62
JOURNEYMAN	2.00	\$80.02
APPRENTICE	1.00	\$72.59
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$79.56</b>

SHIFT WORK CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OVERTIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

GRAVEYARD CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

DOUBLE TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OTHER CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

VENTURA COUNTY  
 LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
<b>WAGES</b>	\$ 15.63	\$ 23.45	\$ 17.59	\$ 26.38	\$ 19.54	\$ 29.31	\$ 23.45	\$ 35.17	\$ 27.36	\$ 41.03	\$ 33.22	\$ 49.83
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.47	0.70	0.53	0.79	0.59	0.88	0.70	1.06	0.82	1.23	1.00	1.49
<b>N.E.I.F. (1%)</b>	<u>0.16</u>	<u>0.23</u>	<u>0.18</u>	<u>0.26</u>	<u>0.20</u>	<u>0.29</u>	<u>0.23</u>	<u>0.35</u>	<u>0.27</u>	<u>0.41</u>	<u>0.33</u>	<u>0.50</u>
<b>UNION BURDEN</b>	\$ 9.81	\$ 10.12	\$ 9.88	\$ 10.24	\$ 27.10	\$ 35.81	\$ 27.26	\$ 36.05	\$ 27.41	\$ 36.28	\$ 27.65	\$ 36.63
<b>F.I.C.A. (7.65%)</b>	\$ 1.20	\$ 1.79	\$ 1.35	\$ 2.02	\$ 1.49	\$ 2.24	\$ 1.79	\$ 2.69	\$ 2.09	\$ 3.14	\$ 2.54	\$ 3.81
<b>F.U.I. (.8%)</b>	0.13	0.19	0.14	0.21	0.16	0.23	0.19	0.28	0.22	0.33	0.27	0.40
<b>S.U.I. (6.2%)</b>	<u>0.97</u>	<u>1.45</u>	<u>1.09</u>	<u>1.64</u>	<u>1.21</u>	<u>1.82</u>	<u>1.45</u>	<u>2.18</u>	<u>1.70</u>	<u>2.54</u>	<u>2.06</u>	<u>3.09</u>
<b>TAX BURDEN</b>	\$ 2.29	\$ 3.44	\$ 2.58	\$ 3.86	\$ 2.86	\$ 4.29	\$ 3.44	\$ 5.15	\$ 4.01	\$ 6.01	\$ 4.87	\$ 7.30
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.84	\$ 1.27	\$ 0.95	\$ 1.42	\$ 1.06	\$ 1.58	\$ 1.27	\$ 1.90	\$ 1.48	\$ 2.22	\$ 1.79	\$ 2.69
<b>WORKMAN'S COMP</b>	<u>0.88</u>	<u>0.88</u>	<u>1.00</u>	<u>1.00</u>	<u>1.11</u>	<u>1.11</u>	<u>1.33</u>	<u>1.33</u>	<u>1.55</u>	<u>1.55</u>	<u>0.89</u>	<u>0.89</u>
<b>INSURANCE BURDEN</b>	\$ 1.73	\$ 2.15	\$ 1.94	\$ 2.42	\$ 2.16	\$ 2.69	\$ 2.59	\$ 3.23	\$ 3.03	\$ 3.76	\$ 2.69	\$ 3.59
<b>DIRECT COST PER HOUR</b>	\$ 29.46	\$ 39.15	\$ 31.99	\$ 42.90	\$ 51.66	\$ 72.10	\$ 56.73	\$ 79.60	\$ 61.80	\$ 87.09	\$ 68.42	\$ 97.34
	\$ 9.70	\$ 10.91	\$ 10.91	\$ 20.44	\$ 22.86	\$ 25.29	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92
<b>DIRECT COST PER DAY</b>	\$ 235.65	\$ 313.21	\$ 255.92	\$ 343.19	\$ 413.32	\$ 576.84	\$ 453.87	\$ 633.60	\$ 494.42	\$ 693.72	\$ 547.37	\$ 778.72
<b>DIRECT COST PER WEEK</b>	\$ 1,178.24	\$ 1,566.07	\$ 1,279.62	\$ 1,715.93	\$ 2,066.60	\$ 2,884.19	\$ 2,269.36	\$ 3,168.00	\$ 2,472.12	\$ 3,405.24	\$ 2,736.86	\$ 3,778.56

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

QUOTATION



ELECTRIC COMPANY, INC.
16301 RAYMER STREET
VAN NUYS, CA 91406

Date : 09/10/18

CONTACT: ANDREA CARRILLO
PH: 747-233-6001 FAX: 818-782-4014

WHEN ORDERING PLEASE MENTION : QUOTE NUMBER#

To: TAFT ELECTRIC
ATTN: MATT GOBUTY
JOB: ELM STREET
ELEMENTARY SCHOOL
CITY: OXNARD

(GRAYBAR - REFERENCE)

YOUR
REFERENCE #

SALES
REPRESENTATIVE

CUSTOMER SERVICE
REPRESENTATIVE ANDREA CARRILLO

WE APPRECIATE YOUR INQUIRY AND TAKE PLEASURE IN QUOTING AS FOLLOWS

Table with 7 columns: QUANTITY, DESCRIPTION OF MATERIAL AND/OR PART NUMBER, CASH DISCOUNT, F.O.B, UNIT PRICE, UM, TOTAL. Row 1: 1 LOT PRICE FOR THE ATTACHED BOM: 6,733.00 \$6,733.00. Row 2: QTY (3) TYPE E2. Row 3: QTY (8) TYPE G2. Row 4: QTY (4) TYPE G2E. Row 5: PRICING PER THE ABOVE FIXTURES ONLY. Row 6: Total \$6,733.00.

Shipment TO BE ADVISED UPON REQUEST

We hope that we shall be favored with your order, and assure you of prompt attention.

Quote expires 30 DAYS FROM DATE OF QUOTE.

See attached Graybar Electric Company's standard terms and conditions of sale.

Yours truly, ANDREA CARRILLO

NO SPARES ARE INCLUDED UNLESS NOTED ABOVE.

THE BID IS QUOTED ( AS SPECIFIED OR APPROVED EQUAL )

NO LAMPS, FUSES ETC, TAX, AND / OR ACCESSORIES ARE INCLUDED UNLESS OTHERWISE NOTED.

APPROXIMATE LEAD TIMES AND SHIPPING POINTS AVAILABLE UPON REQUEST.

THIS QUOTE MAY QUALIFY FOR GRAYBAR LEASING PROGRAM PLEASE CONTACT 800-241-7408.

QUOTE IS BASED STRICTLY ON INFORMATION SUPPLIED BY YOU AT BID TIME.

QUOTE IS LIMITED TO THE ABOVE AND/OR ATTACHED BILL OF MATERIAL.

SALES TAX IS NOT INCLUDED.

S.P. - Shipping Point

DEST - Destination

S.P.F.A. - Shipping Point Freight Allowed

S.P.P.P.D. - Shipping Point Prepaid and Bill the Freight

Graybar follows a thorough approval process for all suppliers in an effort to help our customers make the best purchasing decision.

There are occasions where the approval process requires more time than the quotation process. Additionally, this process sometimes

produces issues which may cause our original quotation to be altered or even cancelled due to circumstances beyond our control.

Consequently, we are making this quotation to you in the interest of time, but reserve the right to make changes to our quotation as a

result of the approval process.

GRAYBAR ELECTRIC COMPANY, INC.
TERMS AND CONDITIONS OF SALE
(CSM 6.1)
7/14/2011

1. **ACCEPTANCE OF ORDER; TERMINATION** -Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.
2. **PRICES AND SHIPMENTS** - Unless otherwise quoted, prices shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill.
3. **RETURN OF GOODS** - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling.
4. **TAXES** - Prices shown do not include sales or other taxes imposed on the sale of goods. Taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.
5. **DELAY IN DELIVERY** - Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery.
6. **LIMITED WARRANTIES** - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
7. **LIMITATION OF LIABILITY** - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment.
8. **WAIVER** - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.
9. **MODIFICATION OF TERMS AND CONDITIONS** - These terms and conditions supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.
10. **REELS** - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.
11. **CERTIFICATION** - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.
12. **FOREIGN CORRUPT PRACTICES ACT** - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§78dd-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.
13. **ASSIGNMENT** - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.
14. **GENERAL PROVISIONS** - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflicts of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.
15. **PAYMENT TERMS** - Payment terms be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.
16. **EXPORTING** - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.



# Quote

Job Name: Elm Street Elementary  
 Quote #: 18-21683-3  
 Quote Label: NLight fixtures  
 Job Location: Oxnard, California  
 Issue Date: 9/10/2018  
 Good Through: 11/3/2018  
 Quoted By: Dominguez, J.R.

MAR VISTA SALES  
 1650 PALMA DR  
 SUITE 108  
 VENTURA, CA 93003-5749  
 (Phn) 805-642-7714  
 (Fax) 805-642-0953

Quoted To: MAR VISTA SALES  
 1650 PALMA DR  
 SUITE 108  
 VENTURA, CA 93003-5749

Type	Qty	Manufacturer/Brand	Catalog #	Line Comment	Unit \$	Ext \$
E2	3	ABL-Lithonia Lighting	2WRTL G L48 3000LM OAW AFL 277 EZ1 40K 80CRI FPA NPS80EZ WH	P/N on schedule incomplete, verify nomenclature before ordering, quoting with FPA option per description on schedule		
G2	8	ABL-Lithonia Lighting	2WRTL G L48 5000LM OAW AFL 277 EZ1 40K 80CRI FPA NPS80EZ DWAM	P/N on schedule in complete, verify all nomenclature before ordering. Fixture N/A with stainless steel door or frame, quoting alum with antimicrobial finish		
G2E	4	ABL-Lithonia Lighting	2WRTL G L48 5000LM OAW AFL 277 EZ1 40K 80CRI E10WLCP FPA NPS80EZ DWAM	P/N on schedule in complete, verify all nomenclature before ordering. Fixture N/A with stainless steel door or frame, quoting alum with antimicrobial finish , quoting as 277v, verify voltage		

## Notes

- \* \*\* PLEASE REFERENCE QUOTE NUMBER ON ALL RELATED CORRESPONDENCE AND ORDERS. \*\*
- \* \*\*\* STANDARD FREIGHT TERMS APPLY \*\*\*
- \* \*\* PLEASE VERIFY ALL NOMENCLATURE PRIOR TO ORDERING \*\*
- \* QUOTING ABOVE BILL OF MATERIALS ONLY
- \* FREIGHT ALLOWED AT \$ 1000.00
- \* FREIGHT IS ALLOWED FOR ONE SHIPMENT TO ONE LOCATION ONLY
- \* QUOTING PER FIXTURE SCHEDULE ONLY, NO SPECIFICATIONS PROVIDED
- \* \*\* PLEASE VERIFY ALL NOMENCLATURE PRIOR TO ORDERING \*\*
- \* MATERIAL IS NON-STOCK AND IS NON-RETURNABLE.



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

6 Hutton Centre Drive, Suite 1150  
Santa Ana, California 92707  
T 949.809.3380

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www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 29 Narrative**

Revision:

08/13/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architectural and Landscape Sheets

1. A2-11.3 – MPR - Building 2 – Reflected Ceiling Plan
  - a. Revised Kitchen Ceiling from hard lid to suspended washable acoustical tile ceiling
2. A2-53.1 – MPR – Building 2 - Finish Schedule
  - a. Revised kitchen ceiling finish from hard lid to suspended washable tile ceiling
  - b. Updated Restroom and Janitor room floor finishes per Health Dept. Plans
3. E-0.5 – Lighting Fixture Schedule
  - a. Revised fixture types
4. E2-2.1L – Multipurpose Lighting Plan
  - a. Revised lighting plan
5. E2-2.1LC – Multipurpose Lighting Calc Normal
  - a. Revised lighting calc for the Kitchen
6. E2-2.1LCE – Multipurpose Lighting Calc Egress
  - a. Revised lighting calcs for the Kitchen
7. E2-5.1 – Multipurpose Panel Schedule
  - a. Revised panel schedule

Drawings

A2-11.3 – MPR – Building 2 – Reflected Ceiling Plan  
A2-53.1 – MPR – Building 2 – Finish Schedule  
E-0.5 – Lighting Fixture Schedule  
E2-2.1L – Multipurpose Lighting Plan  
E2-2.1LC – Multipurpose Lighting Calc  
E2-2.1LCE – Multipurpose Lighting Calc Egress  
E2-5.1 – Multipurpose Panel Schedule

**Distribution:**

District  
Contractor  
IOR

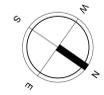


?	DESCRIPTION
211	2" TECTUM CEILING PANELS PER SPECIFICATIONS ATTACH PER DETAIL 2/A-64.2
218	TRELLIS AT MPR BUILDING PER DETAIL 1/A-64.5
219	SUN SHADE AT ENTRANCE OF MPR BUILDING PER DETAIL 2/A-64.5

### KEYNOTE LEGEND

- RECESSED SUPPLY AIR GRILL
- RECESSED RETURN AIR GRILL
- RECESSED EXHAUST AIR GRILL
- FLUORESCENT OR HID LIGHTING FIXTURE, CEILING OR WALL MOUNTED AS SHOWN, WALL MOUNTING TO BE 8'-0" TYP.
- 24" X 48" FLUORESCENT LIGHT FIXTURE
- 12" X 48" FLUORESCENT LIGHT FIXTURE
- PENDANT MOUNTED, EXPOSED FLUORESCENT STRIP LIGHT, MOUNT 7'-0" MIN. A.F.F.
- WALL MOUNTED, EXPOSED FLUORESCENT STRIP LIGHT
- EXIT SIGN WITH DIRECTION ARROWS AS INDICATED, SHADED QUADRANT INDICATES FACE ON EMERGENCY CIRCUIT
- DATA AND POWER OUTLET IN CEILING FOR LCD PROJECTOR
- CEILING MOUNTED LCD PROJECTOR, SECURE MOUNTING BRACKET TO STRUCTURE
- AV SYSTEM SPEAKER CEILING MOUNTED
- RECESSED CEILING INTERCOM SPEAKER
- SECURITY SENSOR CEILING MOUNTED
- WALL MOUNTED FIRE ALARM EQUIPMENT
- CEILING MOUNTED SMOKE DETECTOR
- LIGHT FIXTURE, WALL WASHER
- LIGHT FIXTURE, PENDANT, SUSPEND 24" FROM CEILING, BOTTOM OF FIXTURE NOT TO BE LESS THAN 7'-0" FROM FINISH FLOOR
- SCONCE, WALL MOUNTED, -7'-4"
- LIGHT TUBE WITH 2' X 2' DIFFUSER
- ACCESS DOOR, 24" X 24", U.N.O.
- 2' X 4' SUSPENDED CEILING TILES, SEE NOTE 2
- GYP BOARD CEILING, SEE NOTE 1

**NOTES:**  
 1. FOR SUSPENDED GYP BOARD CEILING REFER TO SHEET A-64.2  
 2. SUSPENDED ACOUSTICAL CEILING, REFER TO SHEET A-64.1  
 3. REFERENCE GEN SHEETS FOR ADDITIONAL INFORMATION  
 4. PLUMBING, MECHANICAL, ELECTRICAL, AND FIRE PROTECTION COMPONENTS ARE SHOWN FOR REFERENCE AND COORDINATION PURPOSES. PLEASE REFER TO PLUMBING, MECHANICAL, ELECTRICAL, AND FIRE PROTECTION DRAWINGS FOR COMPONENT & SYSTEM QUANTITIES, TYPES, AND REQUIREMENTS  
 5. CENTER LIGHTING FIXTURES FOR OPPOSITE WALLS IN BOTH DIRECTIONS, U.N.O.  
 6. ALL DIMENSIONS, NOTES, KEYNOTES, & DETAIL CALLOUTS ARE TYPICAL, U.N.O.  
 7. SEE A2-53.1 FOR INTERIOR FINISH LEGEND  
 8. ALL DUCTS SHALL BE PAINTED COLOR P-3, FLAT BLACK.  
 \* REFER TO ELECTRICAL DRAWINGS FOR LOCATIONS OF EMERGENCY LIGHTING.



OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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 A# 03-116407

AC FLS SS

DATE

REVISIONS:		
NO.	DESCRIPTION	DATE
29	BULLETIN #29	8/13/18

DATE ISSUED: APR. 08, 2016

PROJECT NO: 1340159-Bldg 2

SCALE: As indicated

SHEET NUMBER: A2-11.3

SHEET TITLE:

MPR - BUILDING 2 - REFLECTED CEILING PLAN



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FINISH SCHEDULE								
NUMBER	NAME	FLOOR	BASE	WALL		CEILING		COMMENTS
				MATERIAL	FINISH	MATERIAL	FINISH	
2-101	MULTIPURPOSE ROOM	RTF	RB	IRGB / TP	P-E	TP	-	
2-102	ELECTRICAL ROOM	VCT	RB	GB	P-E	GB	P-E	
2-103	CHAIR & TABLE STORAGE	VCT	RB	GB	P-E	GB	P-E	
2-104	CONTROL ROOM	VCT	RB	GB	P-E	GB	P-E	
2-105	PRESENTATION/SERVING AREA	RTF	RB	IRGB	P-E	TP	P-E	
2-106	COOKING	QT	QT	FRP	-	ACT-3	-	
2-107	PREP	QT	QT	FRP	-	ACT-3	-	
2-108	WAREWASH	QT	QT	FRP	-	ACT-3	-	
2-109	WALK-IN FRIDGE	CONC	SS	SS	-	SS	-	
2-110	WALK-IN FREEZER	CONC	SS	SS	-	SS	-	
2-111	DRY STORAGE	QT	QT	GB	P-SG	ACT-3	-	
2-112	WORK STATION	QT	QT	GB	P-SG	ACT-3	-	
2-113	LOCKER ALCOVE	QT	QT	GB	P-SG	ACT-3	-	
2-114	UNISEX RR	CT	CT	TB	CT	ACT-3	-	
2-115	JANITOR	CT	CT	GB	P-SG	EXP	-	

FLOOR MATERIAL  
 CONC CONCRETE  
 CT CERAMIC TILE  
 QT QUARRY TILE  
 SC STAINED CONCRETE  
 VCT VINYL COMPOSITION TILE  
 RTF RESILIENT TILE FLOORING

FLOOR FINISHES  
 SL SEALED  
 SR SLIP RESISTANT

WALL BASE MATERIAL  
 CT CERAMIC TILE  
 RB 4" HIGH RUBBER BASE

WALL MATERIAL  
 GB 5/8" TYPE "X" GYPSUM BOARD  
 MGB 5/8" TYPE "X" MOLD RESISTANT GYPSUM BOARD  
 IRGB 5/8" IMPACT RESISTANT GYPSUM BOARD  
 TB 5/8" PAPERLESS GYPSUM BOARD TILE BACKER  
 TP TECTUM PANELS  
 FRP FIBERGLASS REINFORCED PANELS  
 SS PREFABRICATED STAINLESS STEEL

WALL FINISHES  
 P-S PAINT SATIN  
 P-E PAINT EGG SHELL  
 P-SG PAINT SEMI-GLOSS  
 P-G PAINT GLOSS  
 P-SGE PAINT SEMI-GLOSS ENAMEL  
 MF MANUFACTURER'S FACTORY FINISH  
 TS TAPE & SEAL  
 TWS TACKLE WALL SURFACE (SEE INT. ELEVATIONS FOR LAYOUT)

CEILING MATERIAL  
 ACT1 IMPACT-RESISTANT ACOUSTICAL CEILING TILE - TYPE 1 (24" X 48")  
 ACT2 IMPACT-RESISTANT ACOUSTICAL CEILING TILE - TYPE 2 (24" X 24")  
 EXP EXPOSED STRUCTURE (SEE GENERAL NOTE #1)  
 GB GYPSUM BOARD  
 TP TECTUM PANELS  
 SS PREFABRICATED STAINLESS STEEL  
 ACT3 WASHABLE ACOUSTICAL CEILING TILE - TYPE 1 (24" X 48")

CEILING FINISHES  
 P-S PAINT SATIN  
 P-E PAINT EGG SHELL  
 P-SG PAINT SEMI-GLOSS  
 P-G PAINT GLOSS  
 MF MANUFACTURER'S FACTORY FINISH

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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INTERIOR FINISH LEGEND

1. SEE REFLECTED CEILING PLAN FOR MORE INFORMATION AND LAYOUT DETAILS ON GYPSUM BOARD AND ACT CEILING MATERIAL.

REVISIONS:

NO.	DESCRIPTION	DATE
29	BULLETIN #29	8/13/18

DATE ISSUED: APR. 08, 2016

PROJECT NO: 1340159-Bldg 2

SCALE: \_\_\_\_\_

SHEET NUMBER: **A2-53.1**

SHEET TITLE: \_\_\_\_\_

MPR - BUILDING  
 2 - FINISH  
 SCHEDULE

COMMENT LEGEND

1. AT ALL ROOMS WITH EXPOSED STRUCTURE INDICATED FOR CEILINGS AND PAINT INDICATED AS FINISH, PAINTING SHALL INCLUDE ALL EXPOSED DUCTWORK, CONDUITS, STRUCTURE AND OTHER ELEMENTS VISIBLE WITHIN ROOM.  
 2. INTERIOR WALL AND CEILING FINISH MATERIALS SHALL BE CLASSIFIED IN ACCORDANCE WITH ASTM E84 OR UL 723.

GENERAL NOTES



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949 859 3380 WWW.SVA-ARCHITECTS.COM

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**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

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 DATE \_\_\_\_\_

**REVISIONS:**

NO	DESCRIPTION	DATE
10	CCD # 10	09/21/2017
29	BULLETIN #29	08/09/2018

**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:** 1" = 1'-0"  
**SHEET NUMBER:** **E-0.5**  
**SHEET TITLE:**

**LIGHT FIXTURE SCHEDULE**



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ELM STREET ELEMENTARY									
TYPE	DESCRIPTION	FINISH	LAMP(S)	DRIVER	WATTAGE	VOLTS	MANUFACTURER & PART NUMBER	REMARKS	
O1E	1X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED CLASS1 CLEANROOM - STAINLESS STEEL HOUSING AND DOOR	WHITE	1-67W LED	0 - 10V DIMMING	67		KENALL - CSEDO-1467L40K-DCC-DV-XF-XH-LEL	RECESSED FLANGED TYPE	
H8	VAPORTITE ELEVATOR PIT LIGHT WITH CAGE	WHITE	1-14W LED	0 - 10V DIMMING	14		LEP1 - LEVP-14-LLS3-G1-WV	SURFACE WALL ELEVATOR PIT MSC	
H1	HIGH LUMEN LED PENDANT WITH WIRE GUARD CRI 85 OR HIGHER 100 DEGREE DISTRIBUTION DIFFUSER LENS	WHITE	1-160W LED	0 - 10V DIMMING	160		SPECORADE - HEP-150H-PM-150-MM-STD-VH-HQ-DM-CL CONTRACTOR TO VERIFY LENGTH OF PENDANT PRIOR TO ORDERING EMERGENCY ON INVERTER	PENDANT MULTIPURPOSE	
J	LOW PROFILE LED DOWNLIGHT 2000 LUMENS PENDANT T1	WHITE	1-23W LED	0 - 10V DIMMING	23		LITHONIA - LDN6-40G20-L06AR-LD-120-EZ1-NPS80EZ	RECESSED SERVING AREA	
JE	LOW PROFILE LED DOWNLIGHT 2000 LUMENS PENDANT T1	WHITE	1 - 23W LED	0 - 10V DIMMING	23		LITHONIA - LDN6-40G20-L06AR-LD-120-EZ1-ELR-NPS80EZ	RECESSED SERVING AREA	
K1	4" RECESSED LED DOWNLIGHT SPECIFICATION GRADE CUTOFF TYPE	COMFORT CLEAR	1-13W LED	0 - 10V DIMMING	13		LITHONIA - LDN4-40I0-L04AR-LD-120-EZ1-NPS80EZ	RECESSED RESTROOMS CLASSROOM LIBRARY / LOBBY	
K1E	4" RECESSED LED DOWNLIGHT SPECIFICATION GRADE CUTOFF TYPE	COMFORT CLEAR	1-13W LED	0 - 10V DIMMING	13		LITHONIA - LDN4-40I0-L04AR-LD-120-EZ1-NPS80EZ	RECESSED RESTROOMS CLASSROOM LIBRARY / LOBBY	
K2	4" RECESSED LED DOWNLIGHT SPECIFICATION GRADE CUTOFF TYPE	COMFORT CLEAR	1-9W LED	0 - 10V DIMMING	9		LITHONIA - LDN4-40G5-L04AR-LD-120-EZ1-NPS80EZ	RECESSED RESTROOMS ENTRY DOOR	
K2E	4" RECESSED LED DOWNLIGHT SPECIFICATION GRADE CUTOFF TYPE	COMFORT CLEAR	1-9W LED	0 - 10V DIMMING	9		LITHONIA - LDN4-40G5-L04AR-LD-120-EZ1-NPS80EZ	RECESSED RESTROOMS ENTRY DOOR	
L3	8" DIAMETER LED CYLINDER VET LISTED PENDANT WIDE DISTRIBUTION	ALUMINUM PAINT	1-18.5W LED	0 - 10V DIMMING	18.5		GOTHAM - EVO-CYL-40I15-6AR-VD-LD-120-EZ1-PM-NPS80EZ-DNA EMERGENCY ON INVERTER	PENDANT CORRIDOR CANOPY	
N1B	LED FULL CUTOFF WALL SCONCE DIE CAST ALUMINUM HOUSING	ALUMINUM PAINT	1 - 26W LED	0 - 10V DIMMING	26		LITHONIA - DSXW1-LED-10C-700-40K-T4M-MVOLT-DMG-DNAXD	SURFACE EXTERIOR WALL	
N2B	LED FULL CUTOFF WALL SCONCE DIE CAST ALUMINUM HOUSING	ALUMINUM PAINT	1-26W LED	0 - 10V DIMMING	26		LITHONIA - DSXW1-LED-10C-700-40K-T2M-MVOLT-DMG	SURFACE EXTERIOR WALL	
N3B	LED FULL CUTOFF WALL SCONCE DIE CAST ALUMINUM HOUSING	ALUMINUM PAINT	1 - 26W LED	0 - 10V DIMMING	26		LITHONIA - DSXW1-LED-10C-700-40K-T3M-MVOLT-DMG-DNAXD	SURFACE EXTERIOR WALL	
Y1	PARKING LOT LED HIGH PERFORMANCE TOOLLESS ENTRY OPTION	ALUMINUM PAINT	1-192W LED	0 - 10V DIMMING	192		LITHONIA - KAX1-LED-P2-40K-R4-MVOLT-SPA-DNAXD SSA-25-50-DM2BAS-DNAXD	PARKING AND OTHER GROUNDS	
Y2	PARKING LOT LED HIGH PERFORMANCE TOOLLESS ENTRY OPTION	ALUMINUM PAINT	1-96W LED	0 - 10V DIMMING	96		LITHONIA - KAX1-LED-P2-40K-R3-MVOLT-SPA-DNAXD SSA-25-50-DM2BAS-DNAXD	PARKING AND OTHER GROUNDS	
Y4	PARKING LOT LED HIGH PERFORMANCE TOOLLESS ENTRY OPTION	ALUMINUM PAINT	1-96W LED	0 - 10V DIMMING	96		LITHONIA - KAX1-LED-P2-40K-R4-MVOLT-SPA-DNAXD SSA-25-50-DM2BAS-DNAXD	PARKING AND OTHER GROUNDS	

ELM STREET ELEMENTARY									
TYPE	DESCRIPTION	FINISH	LAMP(S)	DRIVER	WATTAGE	VOLTS	MANUFACTURER & PART NUMBER	REMARKS	
B	2X2 RECESSED LED TROFFER WITH DUAL SOFT WHITE LOW GLARE OPAL LENS	WHITE	1-35W LED	0 - 10V DIMMING	35		LITHONIA - 2ALL2-40L-EZ1-LP840-N100	RECESSED CLASSROOM OFFICES ADMIN	
BE	2X2 RECESSED LED TROFFER WITH DUAL SOFT WHITE LOW GLARE OPAL LENS WITH BATTERY PACK	WHITE	1-35W LED	0 - 10V DIMMING	35		LITHONIA - 2ALL2-40L-EZ1-EL14L-LP840-N100	RECESSED CLASSROOM OFFICES ADMIN	
B1	2X2 RECESSED LED TROFFER WITH DUAL SOFT WHITE LOW GLARE OPAL LENS	WHITE	1-35W LED	0 - 10V DIMMING	35		LITHONIA - 2ALL2-40L-EZ1-LP840-N100	RECESSED WORK STATIONS	
B1E	2X2 RECESSED LED TROFFER WITH DUAL SOFT WHITE LOW GLARE OPAL LENS WITH BATTERY PACK	WHITE	1-35W LED	0 - 10V DIMMING	35		LITHONIA - 2ALL2-40L-EZ1-EL14L-LP840-N100	RECESSED WORK STATIONS	
C1	INDUSTRIAL STRIP LIGHT WITH WIRE GUARDS	WHITE	1-54W LED	0 - 10V DIMMING	54		LITHONIA - I8G-2R 8000LM SEF GND AFL 40K 80CRI	SURFACE	
C1E	INDUSTRIAL STRIP LIGHT WITH WIRE GUARDS	WHITE	1-54W LED	0 - 10V DIMMING	54		LITHONIA - I8G-2R 8000LM SEF GND AFL 40K 80CRI	SURFACE	
C2	INDUSTRIAL STRIP LIGHT WITH WIRE GUARDS	WHITE	1-25W LED	0 - 10V DIMMING	25		LITHONIA - ZL1N-L48-3000LM-FST-MVOLT-40K-80CRI-WH-WGZ48	SURFACE	
C3	INDUSTRIAL STRIP LIGHT WITH WIRE GUARDS	WHITE	1-77W LED	0 - 10V DIMMING	77		LITHONIA - I8G-2R 12000LM SEF GND AFL 40K 80CRI	SURFACE	
E1	4FT VANDAL RESISTANT WRAP WITH TP HARDWARE AND WHITE POLYCARBONATE LENS	WHITE	1-50W LED	0 - 10V DIMMING	50		KENALL - MLH48-48-R-MV-PP-45L-40K-DV	SURFACE RESTROOMS	
E2	2X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED SPLASH ZONE 2	WHITE	1-21.5 LED	0 - 10V DIMMING	21.5		LITHONIA - 2WRTL L48 3000LM AFL 40K 80CR	RECESSED FLANGED TYPE	
E1E	4FT VANDAL RESISTANT WRAP WITH TP HARDWARE AND WHITE POLYCARBONATE LENS WITH BATTERY PACK	WHITE	1-50W LED	0 - 10V DIMMING	50		KENALL - MLH48-48-R-MV-PP-45L-40K-DV-EL	SURFACE RESTROOMS	
EX1	DIE CAST ALUMINUM EXIT SIGN POLYCARBONATE FACETPLATE AND TAMPER RESISTANT SCREWS	WHITE	1-2W LED		2		LITHONIA - LE-SAV-1G-X2-VR	MSC	
EX2	SAME AS EX1 BUT MASTER REMOTE LOW LEVEL	WHITE	1-2W LED GREEN		2		LITHONIA - LE-SAV-1G-X2-VR	MSC	
F	2X4 RECESSED TROFFER WITH 1/8" THICK LENS	WHITE	1-31W LED	0 - 10V DIMMING	31		LITHONIA - 20TL-4-40L-A19-EZ1-LP840-N100	RECESSED	
G	1X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED CLASS1 CLEANROOM - STAINLESS STEEL HOUSING AND DOOR	WHITE	1-49W LED	0 - 10V DIMMING	49		KENALL - CSEDO-14-49L40K-DCC-DV-XF-XH-SYM	RECESSED FLANGED TYPE	
GE	1X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED CLASS1 CLEANROOM - STAINLESS STEEL HOUSING AND DOOR	WHITE	1-49W LED	0 - 10V DIMMING	49		KENALL - CSEDO-14-49L40K-DCC-DV-XF-XH-LEL	RECESSED FLANGED TYPE	
G1	1X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED CLASS1 CLEANROOM - STAINLESS STEEL HOUSING AND DOOR	WHITE	1-67W LED	0 - 10V DIMMING	67		KENALL - CSEDO-14-67L40K-DCC-DV-XF-XH	RECESSED FLANGED TYPE	
G2	2X4 RECESSED FLANGE TYPE FOOD PROCESSING NSF LISTED SPLASH ZONE 2 CLEANROOM - STAINLESS STEEL HOUSING AND DOOR	WHITE	1-38.7W LED	0 - 10V DIMMING	38.7		LITHONIA - 2WRTL L48 5000LM AFL 40K 80CRFPA	RECESSED FLANGED TYPE	

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

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A# 03-116407  
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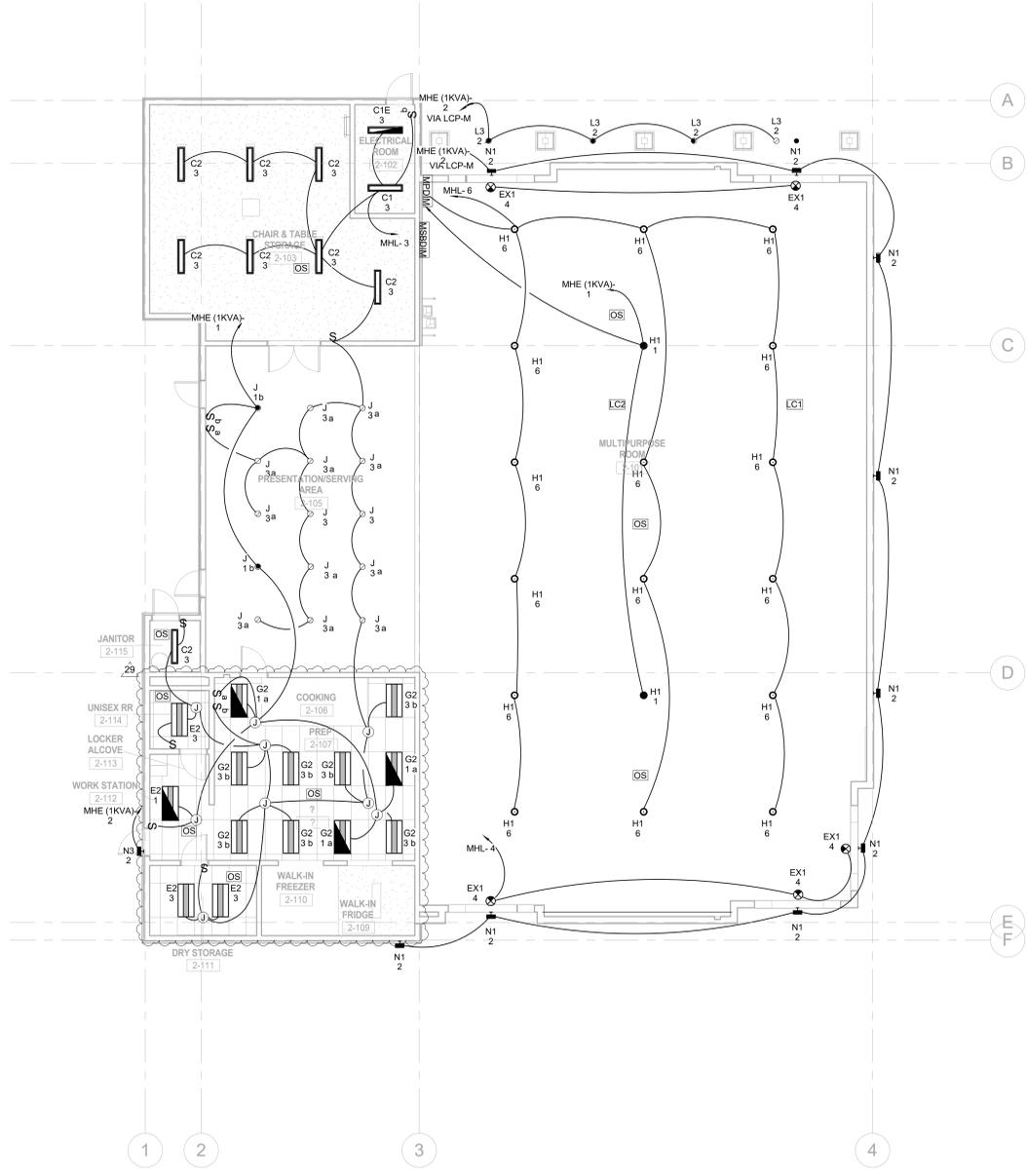
NO.	DESCRIPTION	DATE
29	Bulletin #29	08/09/2018

DATE ISSUED: Mar. 06, 2015  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"  
**E2-2.1L**  
 SHEET NUMBER:  
 SHEET TITLE:

**MULTI-PURPOSE LIGHTING PLAN**

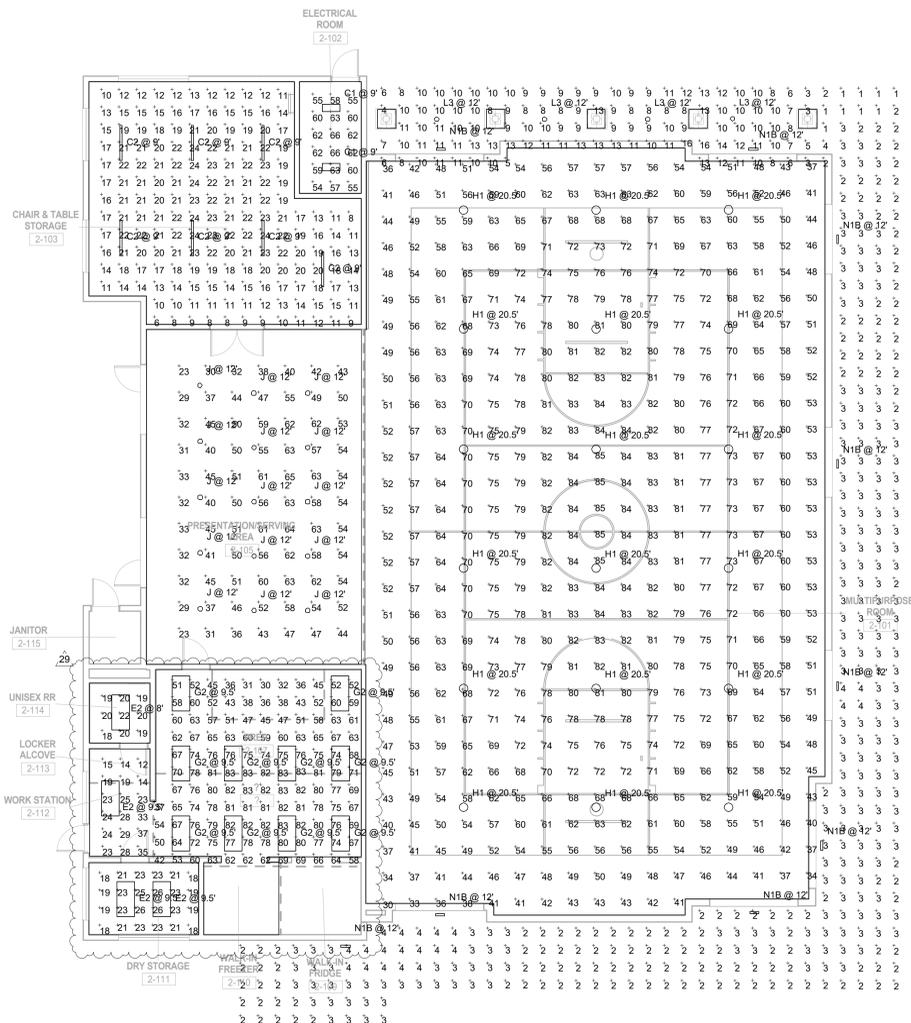


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1 LIGHTING PLAN  
 1/8" = 1'-0"





1 LIGHTING CALC NORMAL  
1/8" = 1'-0"

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage
	C2	7	Lithonia Lighting	ZL1N L48 3000LM FST M/VOLT 40K 80 CRI	ZL1N L48 3000LM FST M/VOLT 40K 80 CRI	LED	1	C2_ZL1N_L48_3000LM_FST_MVOLT_40K_80_CRI.ies	3275	0.9	25.15
	E1	0	Kenall Manufacturing	Millenium Stretch 8"	MLHAB-48-R-MV-PP-1-48L40K-DV	LED-QTY: 144, Nichia 757D, 4000K, 80 CRI	144	E1_MLHAB-48-F-MV-CP-1-48L40K-DCC-1-DV.ies	39	0.85	50.026
	E2	4	Lithonia Lighting	2WRTL XX L48 3000LM XX AFL XX 40K 80CRI	2WRTL L48 3000LM AFL 40K 80CRI	4000K 80CRI	1	2WRTL_XX_L48_3000LM_XX_AFL_XX_40K_80CRI.ies	2727	0.9	21.48
	G	0	KENALL	CSEDO-14-48L40K-DCC-DV-4F-4H-SYM	CSEDO-14 Series	KENALL	144	G_CSEDO-14-48L40K-DCC-DV-2F-2H-SYM.ies	36	0.9	49
	G1	0	KENALL	CSEDO-14-67L40K-DCC-DV-4F-4H-SYM	CSEDO-14 Series	KENALL	288	G1_CSEDO-14-67L40K-DCC-DV-2F-2H-SYM.ies	28	0.9	72
	G2	10	Lithonia Lighting	2WRTL XX L48 3000LM XX AFL XX 40K 80CRI	2WRTL L48 3000LM AFL 40K 80CRI	4000K 80CRI	1	2WRTL_XX_L48_3000LM_XX_AFL_XX_40K_80CRI.ies	4809	0.9	38.72
○	H1	18	SPECGRADELED	HBF-150-4000K-120	HBF SERIES LED HIGH BAY	LED	1	H1_HBF-150-4000K-120-Clear.ies	21599	0.9	199.4
○	J	15	Lithonia Lighting	LDN6 4020 LOGAR LD	6IN LDN6 4000K 2000LM 80CRI CLEAR, MATTE DIFFUSE REFLECTOR	LED	1	J_LDN6_40_20_LOGAR_LD.ies	1763	0.9	22.61
○	L3	4	Goham Architectural Lighting	EVO CYL 40/15 6AR WD LS	4000K 1500LM CRI90, 6IN CLEAR, WIDE DIST, SPECULAR	LED	1	L3_EVO_CYL_40_15_6AR_WD_LS.ies	1679	0.9	18.5

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
2-101	+	65 fc	85 fc	30 fc	2.8:1	2.2:1
2-102	+	80 fc	66 fc	54 fc	1.2:1	1.1:1
2-103	+	17 fc	24 fc	16 fc	4.0:1	2.8:1
2-106@WP	+	48 fc	85 fc	23 fc	2.8:1	2.1:1
2-106@WP	+	66 fc	83 fc	30 fc	2.8:1	2.2:1
2-111	+	22 fc	26 fc	18 fc	1.4:1	1.2:1
2-113	+	24 fc	37 fc	12 fc	3.1:1	2.0:1
2-114	+	20 fc	22 fc	18 fc	1.2:1	1.1:1
Outdoor	+	4 fc	16 fc	11 fc	16.0:1	4.0:1

OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
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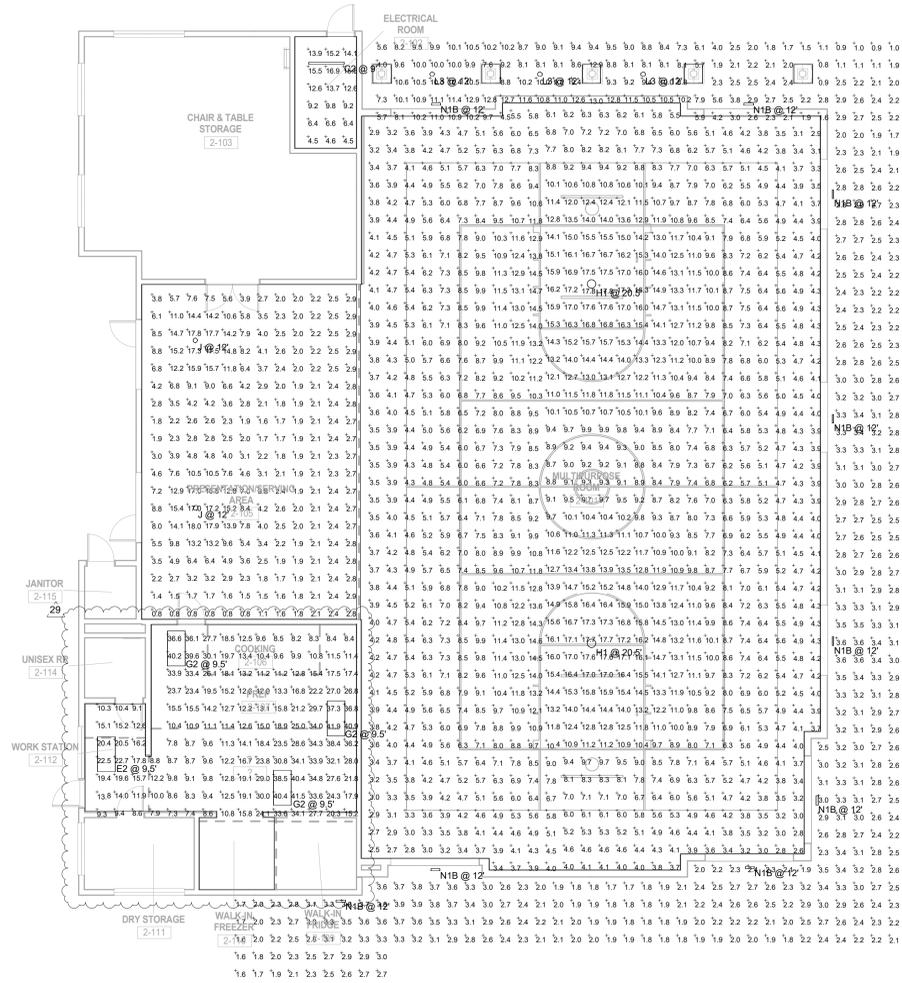
DATE ISSUED: Mar. 06, 2015  
PROJECT NO: 1340159  
SCALE: 1/8" = 1'-0"

**E2-2.1LC**  
SHEET NUMBER:  
SHEET TITLE:

**MULTI-PURPOSE LIGHTING CALC NORMAL**



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1 LIGHTING CALC EGRESS  
1/8" = 1'-0"

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage
C2		1	Lithonia Lighting	ZL1N L48 3000LM FST MVOLT 40K 80CRI	ZL1N 48" 3000 Lumens Frosted Diffuser MVOLT 4.000 W 80CRI	LED	1	C2_ZL1N_L48_3000LM_FST_MVOLT_40K_80_CRI.ies	3275	0.9	25.15
E2		1	Lithonia Lighting	2WRTL XX L48 3000LM XX AFL XX 40K 80CRI	2WRTL L48 3000LM AFL 40K 80CRI	4000K 80CRI	1	2WRTL_XX_L48_3000LM_XX_AFL_XX_40K_80CRI.ies	2727	0.9	21.48
G2		3	Lithonia Lighting	2WRTL XX L48 5000LM XX AFL XX 40K 80CRI	2WRTL L48 5000LM AFL 40K 80CRI FPA	4000K 80CRI	1	2WRTL_XX_L48_5000LM_XX_AFL_XX_40K_80CRI.ies	4809	0.9	38.72
H1		2	SPEC GRADELED	HBF-150-4000K-120	HBF SERIES LED HIGH BAY	LED	1	H1_HBF-150-4000K-120-Clear.ies	21559	0.9	159.4
J		2	Lithonia Lighting	LDN6 4020 LOGAR LD	6IN LDN1 4000K 2000LM 80CRI CLEAR MATTE DIFFUSE REFLECTOR	LED	1	J_LDN6_40_20_LOGAR_L.ies	1763	0.9	22.61
L3		3	Gotham Architectural Lighting	EVO CYL 4015 GAR WD LS	4000K 1500LM CR180 6IN CLEAR WIDE DIST SPECULAR	LED	1	L3_EVO_CYL_40_15_GAR_WD_LS.ies	1679	0.9	18.5

Description	Symbol	Avg	Max	Min	MaxMin	AvgMin
2-101	+	7.9 fc	17.8 fc	2.5 fc	7.1:1	3.2:1
2-102	+	10.6 fc	16.9 fc	4.5 fc	3.8:1	2.4:1
2-109	+	4.9 fc	18.0 fc	0.8 fc	22.5:1	6.1:1
2-108	+	19.1 fc	41.9 fc	7.3 fc	5.7:1	2.6:1
Outdoor	+	3.7 fc	13.0 fc	0.8 fc	16.3:1	4.6:1

OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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PROJECT NO: 1340159

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SHEET TITLE:

MULTI-PURPOSE LIGHTING CALC EGRESS



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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# CHANGE ORDER REQUEST

**COR No. 386 R0**

Date: 12/18/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Coring For Power To Lift Station

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to core into the Romtech Lift Station Vault so power could be run to the lift station pumps.	Taft Electric Co	1,217
Reason: There were no knockouts in the vault. The only way to run power to the pumps located inside the concrete vault was to core a hole.		
Requested By: SVA Architects		
Ref: Bulletin 3		
		Subtotal: 1,217
<b>Contractual Costs</b>		
Overhead 15%		183
		Subtotal: 183
<b>Total Change Order Request Amount:</b>		<b>1,400</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

### Change Order Request #038: Lift Station Vault Coring

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	038 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	9/19 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$1,217.00</b>

**POTENTIAL CHANGE ORDER TITLE:** Lift Station Vault Coring

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required to core the two lift station vaults for power and control conduits.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

**EXCLUSIONS**

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hours Monday-Friday between 7AM & 3:30PM  
Any and all parts and labor not specifically listed above or within.  
Any costs associated with the design, engineering (including wet stamps), or approval process.

**ATTACHMENTS:**

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction JOB# 2551 TEC COR#: 038

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Lif Station Vault Coiling DATE: 9/9/2018

TAKE OFF	DESCRIPTION	MATERIAL	HOURS
	Takeoff (Conest Attached)	\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
		\$0.00	0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	0.00	\$79.56	\$0.00
SUPERVISION	4.00	\$84.36	\$337.44
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$337.44</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$337.44</b>
15.00%	OVERHEAD & PROFIT		\$50.62
<b>TOTAL LABOR</b>			<b>\$388.06</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$0.00
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
0.00%	AS BUILTS / O&M'S	\$0.00
0.00%	PERMIT FEES	\$0.00
5.00%	ESTIMATING	\$57.47
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
<b>SUBTOTAL DJE</b>		<b>\$57.47</b>
15.00%	OVERHEAD & PROFIT	\$8.62
<b>TOTAL DJE</b>		<b>\$66.09</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	<b>SUBTOTAL QUOTES</b>	<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL QUOTES</b>		<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
Nelson	Coring	\$725.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$725.00</b>
5.00%	OVERHEAD & PROFIT	\$36.25
<b>TOTAL SUBCONTRACTS</b>		<b>\$761.25</b>

CHANGE REQUEST SUMMARY		
	TAKEOFF MATERIAL	\$0.00
	QUOTED MATERIAL	\$0.00
	SUBCONTRACTORS	\$761.25
	LABOR EXPENSES	\$388.06
	DIRECT JOB EXPENSES	\$66.09
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$1,215.39</b>
0.00%		\$0.00
0.10%	TEXTURA	\$1.22
0.00%	BOND COSTS	\$0.00
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$1,217</b>

# NELSON

Concrete Drilling & Sawing  
 State Lic.# 455732  
 4565 Industrial Street Unit A-8  
 Simi Valley, CA 93063

TEL.: (805) 578-9800  
 (818) 703-1744  
 Toll Free (800) 660-0692  
 FAX.: (805) 578-9802

JOB TICKET

52217

P.O. No. 2251D

JOB No. \_\_\_\_\_

DATE: 9-19-18

Customer Taft Electric

Job Address 400 E Elm St City: Oxnard

ZIP: \_\_\_\_\_

Bill Address \_\_\_\_\_ City: \_\_\_\_\_

Phone No.: \_\_\_\_\_

QUANT	DESCRIPTION	UNIT PRICE	NEW AMOUNT
	Hand Core		
2	2" x 6" Deep In c/c Vault Wall		
4	2 1/2" x 6" Deep In c/c Vault Wall		
	- 50' PWT & Hose Track supplied		
	- 2 Separate Vault Locations		
	- Heavy Steel		
	- Clean up OK		

Acknowledge [Signature]

Company: \_\_\_\_\_

**NELSON'S CONCRETE DRILLING AND SAWING ASSUME NO RESPONSIBILITY FOR LAYOUT AND/OR DAMAGES AS THE RESULT.**  
**TERMS:** Net 30 Days payment is due upon presentation of invoice. If any invoice is not paid in full within 30 days after its billing date, the customer hereby agrees to pay interest at the rate of 18% per annum upon the portion of the invoice. If action or suit is brought by NELSON'S CONCRETE DRILLING & SAWING to collect any amount due or owing under this bill, customer agrees to pay all costs of collection including reasonable attorney's fees.

**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

**VENTURA COUNTY  
 LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 39.08	\$ 58.62	\$ 78.16	\$ 43.50	\$ 65.24	\$ 86.99	\$ 47.91	\$ 71.87	\$ 95.82
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.39	0.59	0.78	0.43	0.65	0.87	0.48	0.72	0.96
<b>NAT. PENSION (3%)</b>	1.17	1.76	2.34	1.30	1.96	2.61	1.44	2.16	2.87
<b>UNION BURDEN</b>	\$ 27.88	\$ 36.98	\$ 46.09	\$ 28.06	\$ 37.25	\$ 46.44	\$ 28.24	\$ 37.51	\$ 46.79
<b>F.I.C.A. (7.65%)</b>	\$ 2.99	\$ 4.48	\$ 5.98	\$ 3.33	\$ 4.99	\$ 6.65	\$ 3.67	\$ 5.50	\$ 7.33
<b>F.U.I. (0.8%)</b>	0.31	0.47	0.63	0.35	0.52	0.70	0.38	0.57	0.77
<b>S.U.I. (6.2%)</b>	2.42	3.63	4.85	2.70	4.05	5.39	2.97	4.46	5.94
<b>TAX BURDEN</b>	\$ 5.73	\$ 8.59	\$ 11.45	\$ 6.37	\$ 9.56	\$ 12.74	\$ 7.02	\$ 10.53	\$ 14.04
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.11	\$ 3.17	\$ 4.22	\$ 2.35	\$ 3.52	\$ 4.70	\$ 2.59	\$ 3.88	\$ 5.17
<b>WORKMAN'S COMP</b>	1.05	1.05	1.05	1.17	1.17	1.17	1.29	1.29	1.29
<b>INSURANCE BURDEN</b>	\$ 3.16	\$ 4.22	\$ 5.27	\$ 3.52	\$ 4.69	\$ 5.87	\$ 3.88	\$ 5.17	\$ 6.46
<b>DIRECT COST PER HOUR</b>	\$ 75.85	\$ 108.41	\$ 140.97	\$ 81.45	\$ 116.75	\$ 152.05	\$ 87.05	\$ 125.08	\$ 163.12
<b>DIRECT COST PER DAY</b>	\$ 606.81		\$ 65.12	\$ 651.59		\$ 70.60	\$ 696.36		\$ 76.07
<b>DIRECT COST PER WEEK</b>	\$ 3,034.05			\$ 3,257.93			\$ 3,481.81		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		<b>JOURNYMAN</b>			<b>FOREMAN</b>			<b>GEN. FOREMAN</b>		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$75.85</b>	<b>\$108.41</b>	<b>\$140.97</b>	<b>\$81.45</b>	<b>\$116.75</b>	<b>\$152.05</b>	<b>\$87.05</b>	<b>\$125.08</b>	<b>\$163.12</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90
Clean Up	<b>3.0%</b>	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28
Totals		\$80.02	\$112.58	\$145.14	\$85.62	\$120.92	\$156.22	\$91.22	\$129.25	\$167.29
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$80.02</b>	<b>\$112.58</b>	<b>\$145.14</b>	<b>\$85.62</b>	<b>\$120.92</b>	<b>\$156.22</b>	<b>\$91.22</b>	<b>\$129.25</b>	<b>\$167.29</b>

TAFT ELECTRIC COMPANY  
 Labor Rate  
 Jan 1 thru July 30 2018

VENTURA COUNTY  
 LOCAL 952  
 APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$75.85	\$29.46	\$31.99	\$51.66	\$56.73	\$61.80	\$68.42	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	2.5%	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90		
Clean Up (3%)	3%	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28		
Sub Total	\$80.02	\$33.63	\$36.16	\$55.83	\$60.90	\$65.97	\$72.59	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$80.02</b>	<b>\$33.63</b>	<b>\$36.16</b>	<b>\$55.83</b>	<b>\$60.90</b>	<b>\$65.97</b>	<b>\$72.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# TAFT ELECTRIC CHANGE REQUEST PROPOSAL

## LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 0  
 CUST RFP#: 0

STRAIGHT TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$85.62
JOURNEYMAN	2.00	\$80.02
APPRENTICE	1.00	\$72.59
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$79.56

SHIFT WORK CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

OVERTIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

GRAVEYARD CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

DOUBLE TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

OTHER CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
COMPOSITE RATE		\$0.00

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

VENTURA COUNTY  
 LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
<b>WAGES</b>	\$ 15.63	\$ 23.45	\$ 17.59	\$ 26.38	\$ 19.54	\$ 29.31	\$ 23.45	\$ 35.17	\$ 27.36	\$ 41.03	\$ 33.22	\$ 49.83
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.47	0.70	0.53	0.79	0.59	0.88	0.70	1.06	0.82	1.23	1.00	1.49
<b>N.E.I.F. (1%)</b>	<u>0.16</u>	<u>0.23</u>	<u>0.18</u>	<u>0.26</u>	<u>0.20</u>	<u>0.29</u>	<u>0.23</u>	<u>0.35</u>	<u>0.27</u>	<u>0.41</u>	<u>0.33</u>	<u>0.50</u>
<b>UNION BURDEN</b>	\$ 9.81	\$ 10.12	\$ 9.88	\$ 10.24	\$ 27.10	\$ 35.81	\$ 27.26	\$ 36.05	\$ 27.41	\$ 36.28	\$ 27.65	\$ 36.63
<b>F.I.C.A. (7.65%)</b>	\$ 1.20	\$ 1.79	\$ 1.35	\$ 2.02	\$ 1.49	\$ 2.24	\$ 1.79	\$ 2.69	\$ 2.09	\$ 3.14	\$ 2.54	\$ 3.81
<b>F.U.I. (.8%)</b>	0.13	0.19	0.14	0.21	0.16	0.23	0.19	0.28	0.22	0.33	0.27	0.40
<b>S.U.I. (6.2%)</b>	<u>0.97</u>	<u>1.45</u>	<u>1.09</u>	<u>1.64</u>	<u>1.21</u>	<u>1.82</u>	<u>1.45</u>	<u>2.18</u>	<u>1.70</u>	<u>2.54</u>	<u>2.06</u>	<u>3.09</u>
<b>TAX BURDEN</b>	\$ 2.29	\$ 3.44	\$ 2.58	\$ 3.86	\$ 2.86	\$ 4.29	\$ 3.44	\$ 5.15	\$ 4.01	\$ 6.01	\$ 4.87	\$ 7.30
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.84	\$ 1.27	\$ 0.95	\$ 1.42	\$ 1.06	\$ 1.58	\$ 1.27	\$ 1.90	\$ 1.48	\$ 2.22	\$ 1.79	\$ 2.69
<b>WORKMAN'S COMP</b>	<u>0.88</u>	<u>0.88</u>	<u>1.00</u>	<u>1.00</u>	<u>1.11</u>	<u>1.11</u>	<u>1.33</u>	<u>1.33</u>	<u>1.55</u>	<u>1.55</u>	<u>0.89</u>	<u>0.89</u>
<b>INSURANCE BURDEN</b>	\$ 1.73	\$ 2.15	\$ 1.94	\$ 2.42	\$ 2.16	\$ 2.69	\$ 2.59	\$ 3.23	\$ 3.03	\$ 3.76	\$ 2.69	\$ 3.59
<b>DIRECT COST PER HOUR</b>	\$ 29.46	\$ 39.15	\$ 31.99	\$ 42.90	\$ 51.66	\$ 72.10	\$ 56.73	\$ 79.60	\$ 61.80	\$ 87.09	\$ 68.42	\$ 97.34
	\$ 9.70	\$ 10.91	\$ 10.91	\$ 20.44	\$ 22.86	\$ 25.29	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92
<b>DIRECT COST PER DAY</b>	\$ 235.65	\$ 313.21	\$ 255.92	\$ 343.19	\$ 413.32	\$ 576.84	\$ 453.87	\$ 633.60	\$ 494.42	\$ 683.82	\$ 547.37	\$ 778.72
<b>DIRECT COST PER WEEK</b>	\$ 1,178.24	\$ 1,566.07	\$ 1,279.62	\$ 1,715.93	\$ 2,066.60	\$ 2,884.19	\$ 2,269.36	\$ 3,112.80	\$ 2,472.12	\$ 3,378.54	\$ 2,736.86	\$ 3,665.44

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

3 MacArthur Place, Suite 850  
Santa Ana, California 92707  
T 949.809.3380

info@sva-architects.com  
www.sva-architects.com

### **Elm Street Elementary School Bulletin # 3 Narrative**

#### Civil

- C-01: added sheets C-08a and C-08b
- C-02: Revised detail 11 and added detail 16
- C-04: Added City Standard Plates
- C-05: Updated Legend
- C-06: Updated pad elevations, added note 61
- C-08: Updated utility lines layout around campus, updated utility tables, provided lift station info on plan
- C-08A: Updated utility lines layout around campus, provided lift station info on plan (new sheet)
- C-08B: Lift station details (new sheet)
- C-09: Updated storm drain lines and data tables, updated pad elevation at MPR building
- C-10: Updated storm drain details
- C-11: Updated storm drain details
- c-12: Update storm drain details
- C-13: Updated storm drain details

#### Electrical

- E-1.2: Added lift station control panel, electrical requirements and receptacle for portable generator for both lift stations locations. Locations of devices per plan.
- E4-5.1: Updated panel schedule
- E2-5.1: Updated panel schedule

#### Lift Station Product Data

- Product sheets 1-5
- Lift Station location diagram for each location

Note: Sewer line slopes of 1.2% are to be verified and accepted by the School District before proceeding with the work.



May 15, 2017

**Mr. Tom Bardwell**  
Project Lead  
**SVA Architects, Inc.**  
3 Mac Arthur Place, Suite 850  
Santa Ana, Ca 92707

**Re: Bulletin #3 - Sewer line slopes at Elm Street Elementary School**

Dear Tom,

As part of Bulletin #3, Rick Engineering has revised the utility layouts around the campus, including the sewer lines, as part of the coordination effort with Bernard's team to avoid the existing classroom building, footings/zone of influence around the new footing locations and crossing of other utility lines. Due to the shallow nature of the existing sewer lines around the neighborhood and existing off-site sewer point of connections, the new sewer layout was designed to a 1.2% slope. The 2013 California Plumbing Code, Section 708.0 reads as follows: " piping 4 inches or larger in diameter shall be permitted to have a slope of not less than 1/8" per foot or 1 percent, where first approved by the Authority having Jurisdiction (AHJ) which is the Design Team.

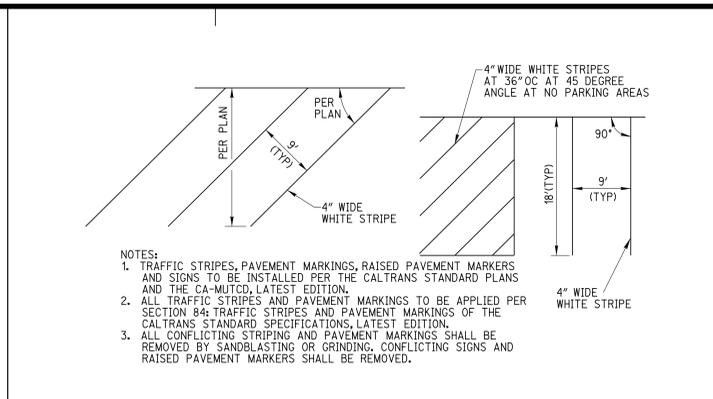
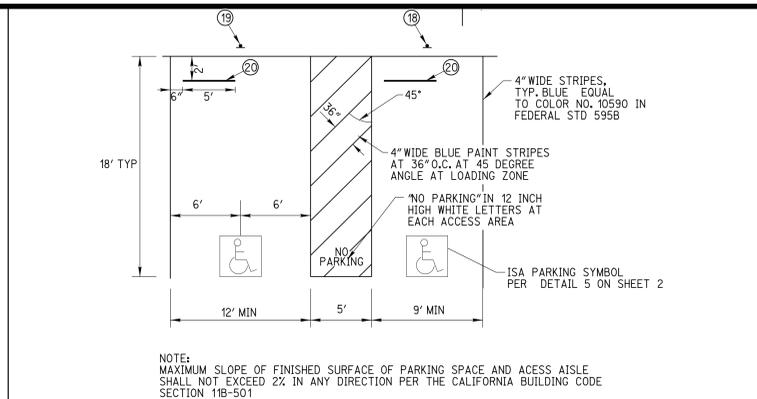
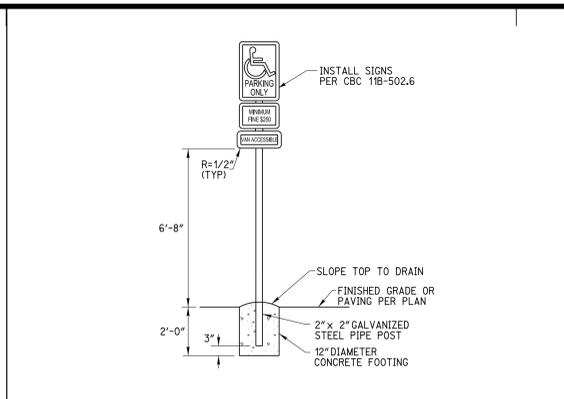
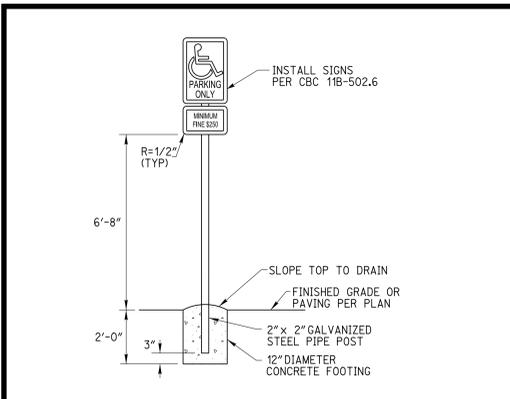
Rick Engineering has provided the current design, as shown in Bulletin #3, and approves the 1.2% slope for the sewer lines is in compliance with the California Plumbing Code and will work with the current design layout.

Sincerely,

Robert Stockton  
Principal, RCE# C033591  
Rick Engineering Company





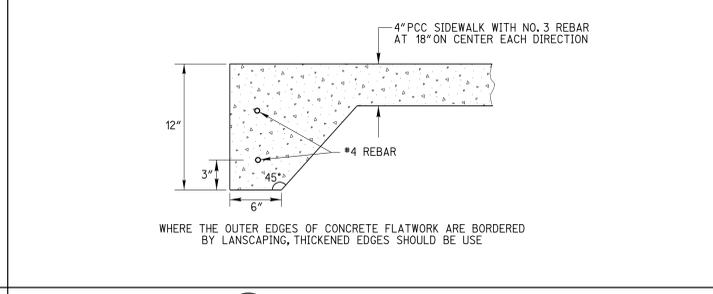
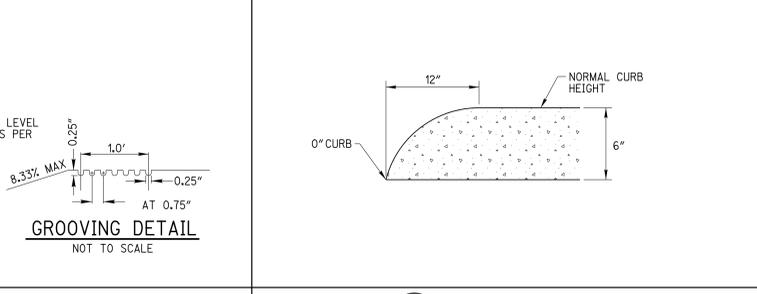
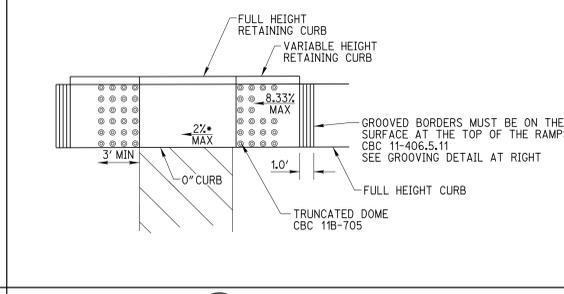
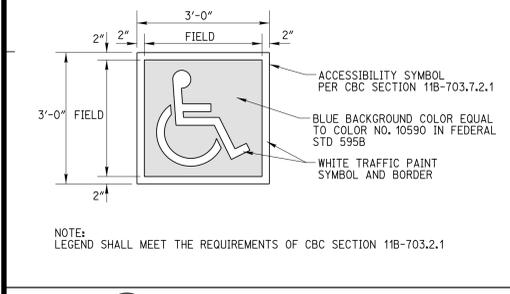


1 ACCESSIBLE PARKING SIGNAGE DETAIL  
2 NOT TO SCALE

2 VAN ACCESSIBLE PARKING SIGNAGE DETAIL  
2 NOT TO SCALE

3 ACCESSIBLE PARKING STRIPING DETAIL  
2 NOT TO SCALE

4 TYPICAL PARKING STRIPING DETAIL  
2 NOT TO SCALE

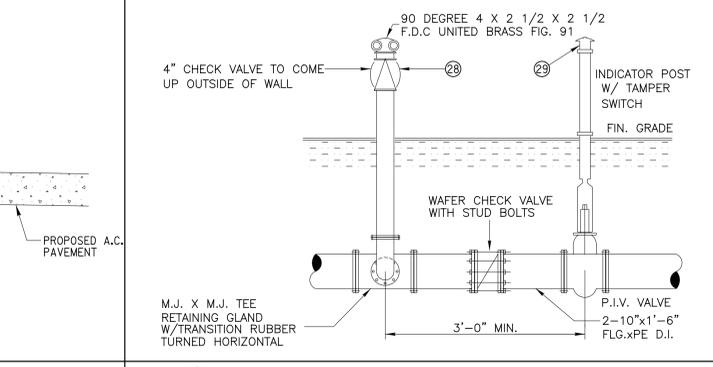
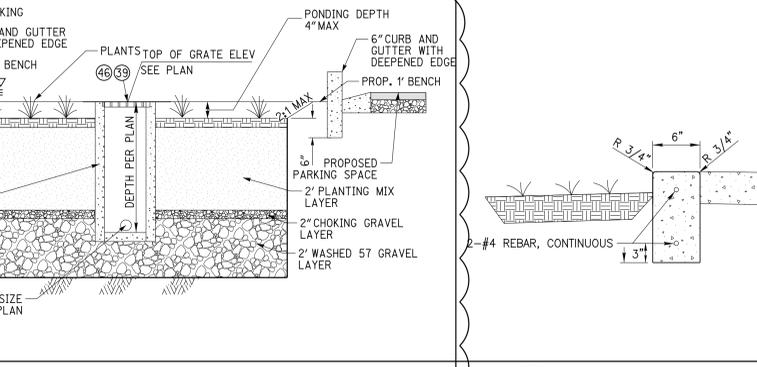
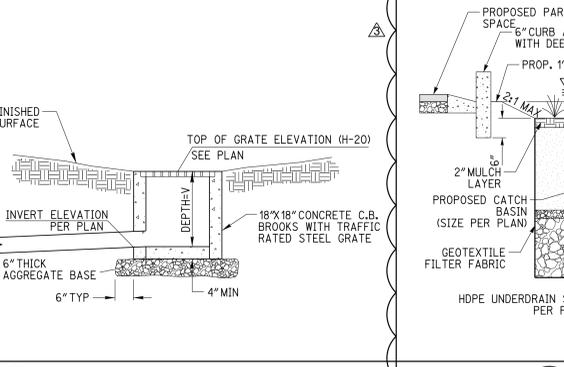
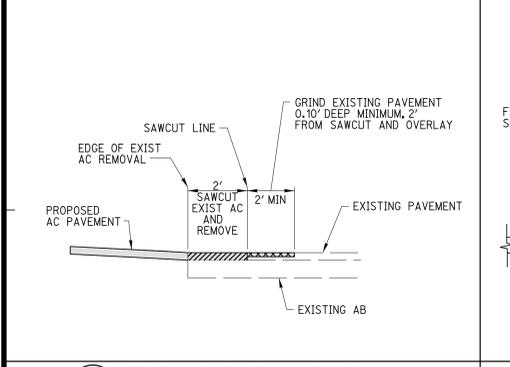


5 ISA PARKING SYMBOL DETAIL  
2 NOT TO SCALE

6 ACCESSIBLE CURB RAMP DETAIL  
2 NOT TO SCALE

7 CURB END DETAIL  
2 NOT TO SCALE

8 THICKENED EDGE DETAIL  
2 NOT TO SCALE

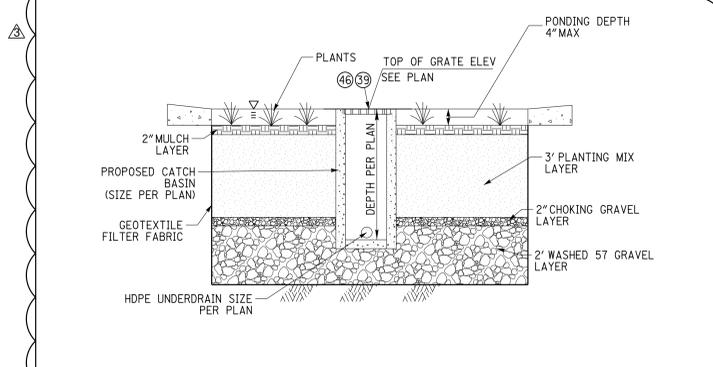
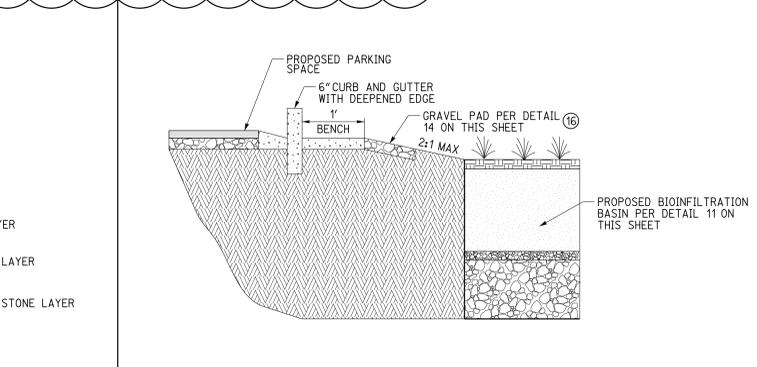
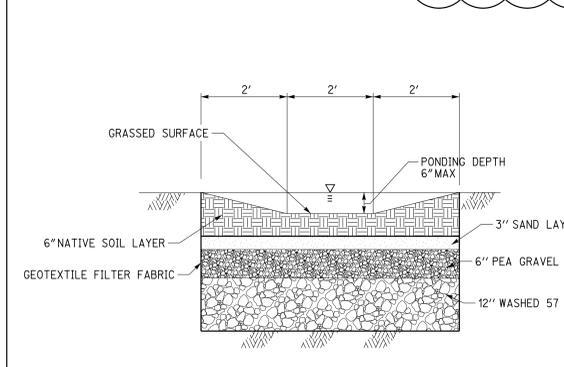
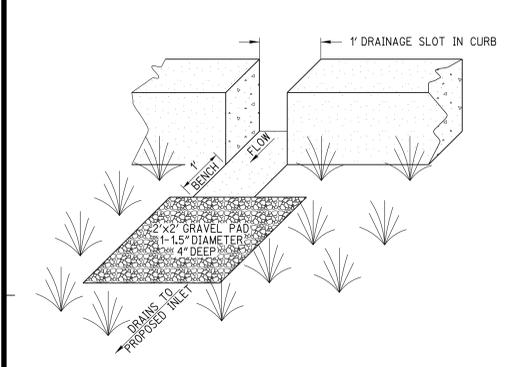


9 GRIND AND OVERLAY DETAIL  
2 NOT TO SCALE

10 CATCH BASIN DROP INLET DETAIL  
2 NOT TO SCALE

11 BIOINFILTRATION BASIN DETAIL  
2 NOT TO SCALE

13 POST INDICATOR/FIRE DEPARTMENT CONNECTION  
2 NOT TO SCALE



14 CURB CUT WITH GRAVEL PAD  
2 NOT TO SCALE

15 VEGETATED SWALE DETAIL  
2 NOT TO SCALE

A SECTION A  
2 NOT TO SCALE

16 BIOINFILTRATION BASIN DETAIL  
2 NOT TO SCALE



**CAUTION:**  
EXACT LOCATION OF EXISTING UNDERGROUND FACILITIES IS UNKNOWN. CONTRACTOR TO VERIFY IN FIELD.



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



IDENTIFICATION STAMP  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES  
A# 03-116407  
AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
DATE \_\_\_\_\_

**REVISIONS:**

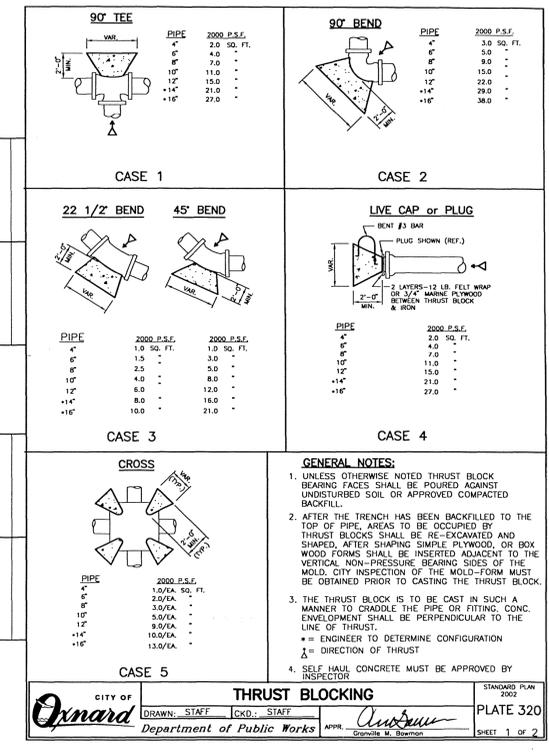
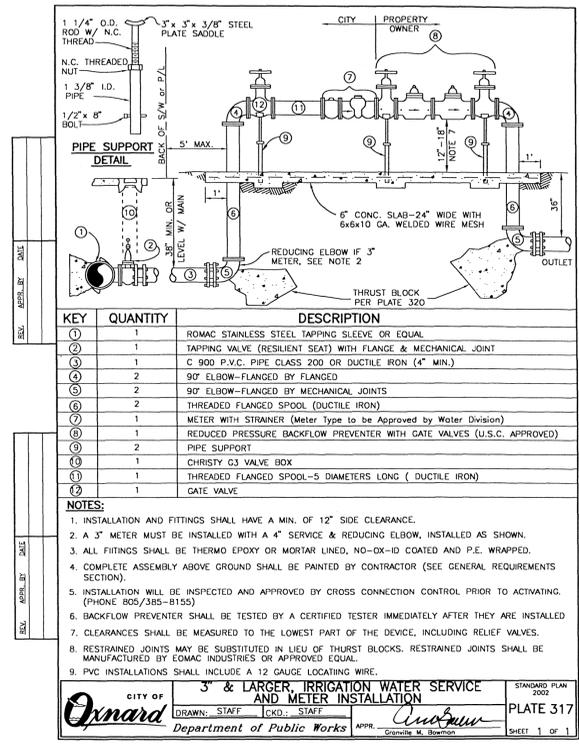
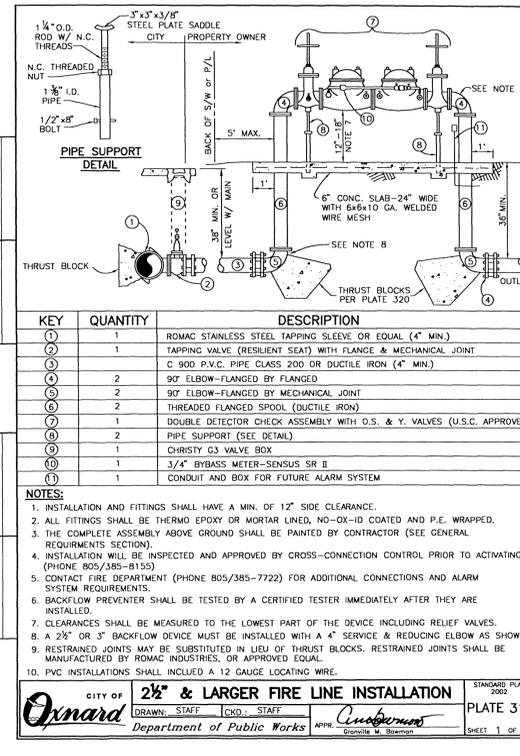
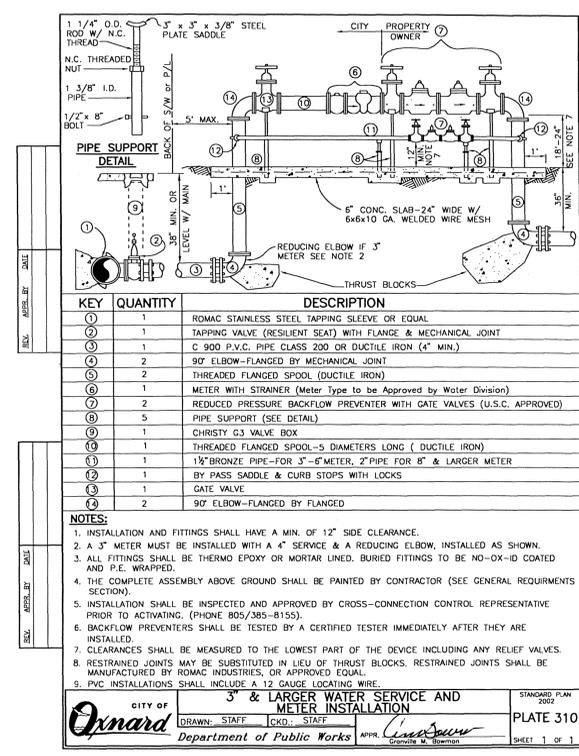
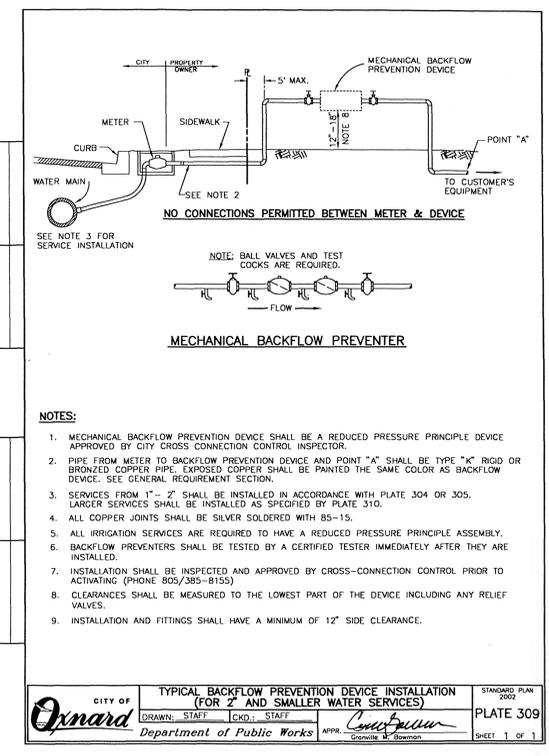
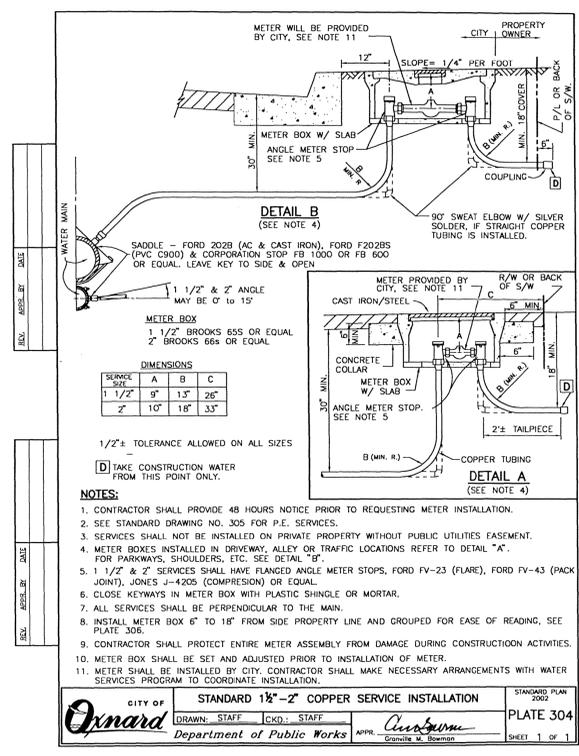
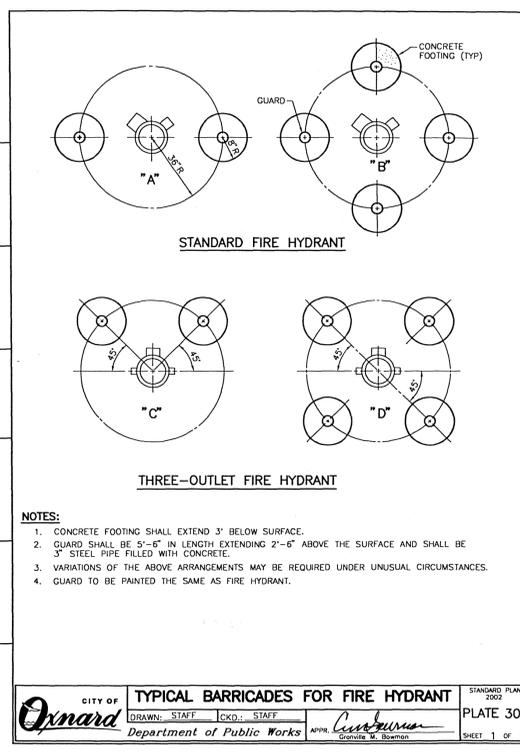
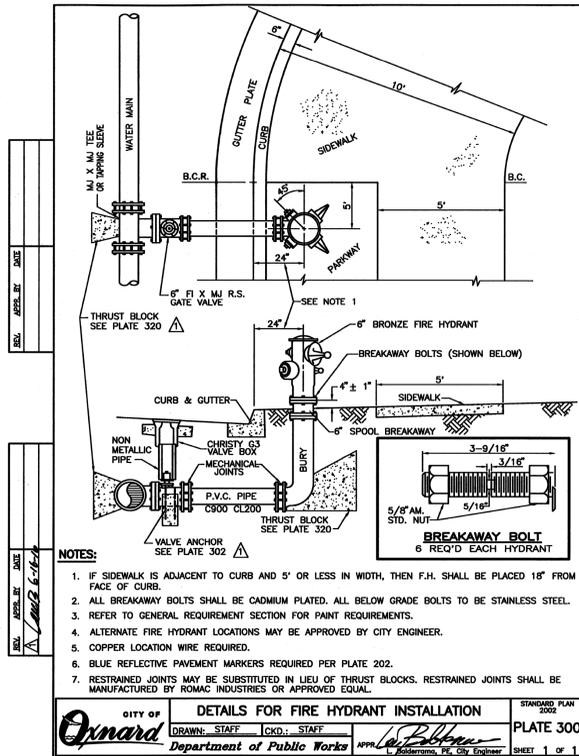
DESCRIPTION	DATE
BULLETIN 3	5-12-2017

DATE ISSUED: MAY 12, 2017  
PROJECT NO: 1340159  
SCALE: NONE  
SHEET NUMBER: **C-02**  
SHEET TITLE:

**DETAIL SHEET**

**RICK**  
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**CAUTION:**  
 EXACT LOCATION OF EXISTING UNDERGROUND FACILITIES IS UNKNOWN. CONTRACTOR TO VERIFY IN FIELD.

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



**IDENTIFICATION STAMP**  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# 03-116407  
 AC: FLS SS

**REVISIONS:**

DESCRIPTION	DATE
BULLETIN 3	5-12-2017

**DATE ISSUED:** MAY 12, 2017  
**PROJECT NO:** 1340159  
**SCALE:** NONE  
**SHEET NUMBER:** C-04  
**SHEET TITLE:**

**DETAIL SHEET**

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**REGISTERED PROFESSIONAL ENGINEER**  
 RICK M. AMADOR  
 No. C03359F  
 Exp. 6-30-18  
 CIVIL  
 STATE OF CALIFORNIA

**LEGEND**

- EXISTING ELECTRICAL BOX
- EXISTING ELECTRIC VAULT
- EXISTING WATER METER
- EXISTING LIGHT POLE
- EXISTING GAS VALVE
- EXISTING TELEPHONE MANHOLE
- EXISTING SEWER MANHOLE
- EXISTING STORM DRAIN MANHOLE
- EXISTING WATER VALVE
- EXISTING POWER POLE
- EXISTING GUY WIRE
- EXISTING CHAIN LINK FENCE
- CONTOUR (EXISTING)

- PROJECT BOUNDARY
- EXISTING CENTERLINE
- EXISTING CURB AND GUTTER
- EXISTING TREE
- EXISTING EDGE OF PAVEMENT
- EXISTING GAS MAIN
- EXISTING WATER MAIN
- EXISTING SEWER MAIN
- EXISTING FH

**DEMOLITION NOTES**

ALL EXISTING FACILITIES WITHIN PUBLIC RIGHT-OF-WAY TO BE PROTECTED IN PLACE UNLESS OTHERWISE NOTED ON PLANS

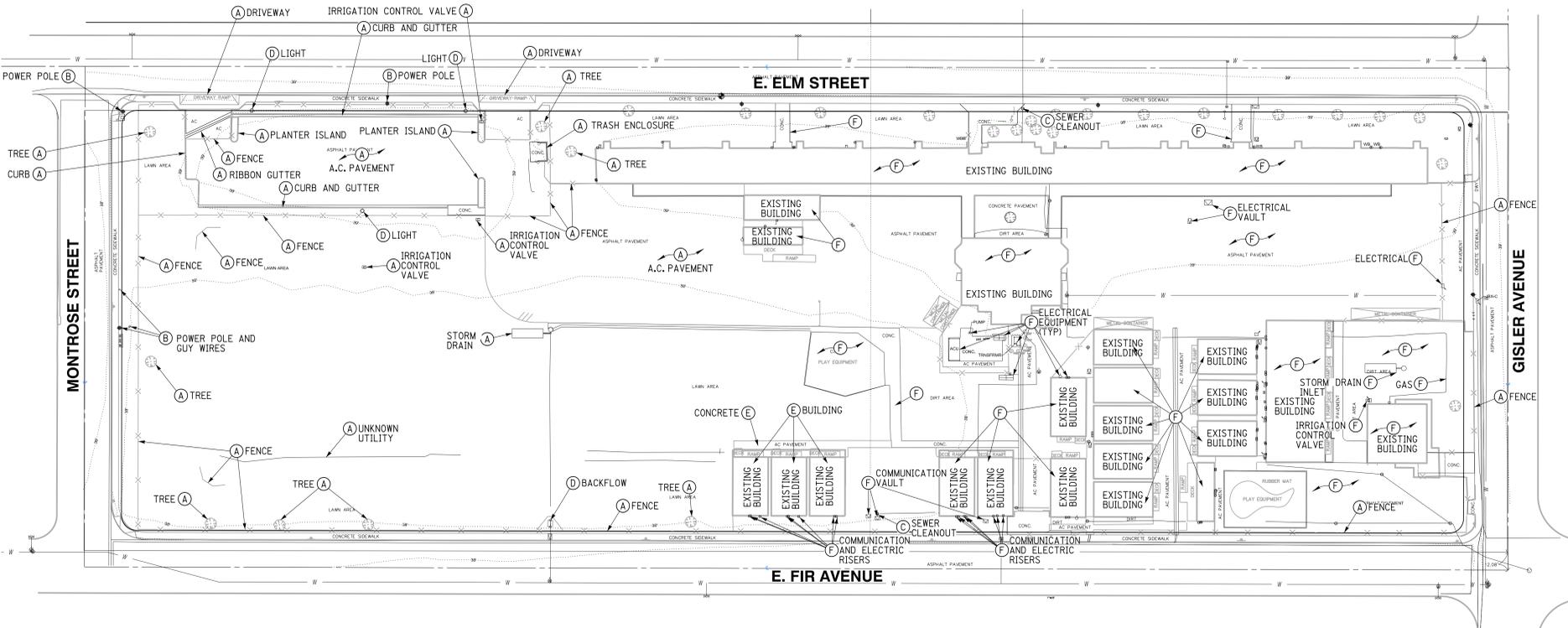
ALL EXISTING UNDERGROUND UTILITIES TO BE PROTECTED IN PLACE UNLESS OTHERWISE NOTED ON PLANS

**DEMOLITION NOTES**

EXISTING SCHOOL SITE TO REMAIN IN PLACE DURING CONSTRUCTION OF NEW SCHOOL SITE. CONTRACTOR TO COORDINATE WITH SCHOOL DISTRICT FOR DEMOLITION PHASING OF EXISTING SCHOOL BUILDINGS.

**CONSTRUCTION NOTES**

- (A) EXISTING TO BE REMOVED
- (B) EXISTING TO BE PROTECTED IN PLACE
- (C) EXISTING TO BE ADJUSTED TO GRADE
- (D) EXISTING TO BE SALVAGED AND RELOCATED
- (E) MODULAR BUILDINGS TO BE RELOCATED
- (F) EXISTING FACILITIES TO BE PROTECTED IN PLACE DURING CONSTRUCTION OF NEW SCHOOL TO BE REMOVED ONCE NEW SCHOOL IS COMPLETE



**OWNER: OXNARD SCHOOL DISTRICT**

**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**

**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033**



**IDENTIFICATION STAMP**  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES

**A# 03-116407**  
AC FLS SS  
DATE

**REVISIONS:**

REVISION	DESCRIPTION	DATE
(A)	BULLETIN 3	5-12-2017

**DATE ISSUED: MAY 12, 2017**

**PROJECT NO: 1340159**

**SCALE: 1"=40'**

**SHEET NUMBER: C-05**

**SHEET TITLE:**

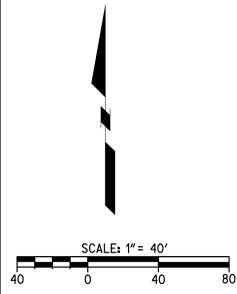
**DEMOLITION PLAN**

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**811 Know what's below. Call before you dig.**  
Call at least 2 working days prior to excavating.

**CAUTION:**  
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OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407  
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 DATE

REVISIONS:

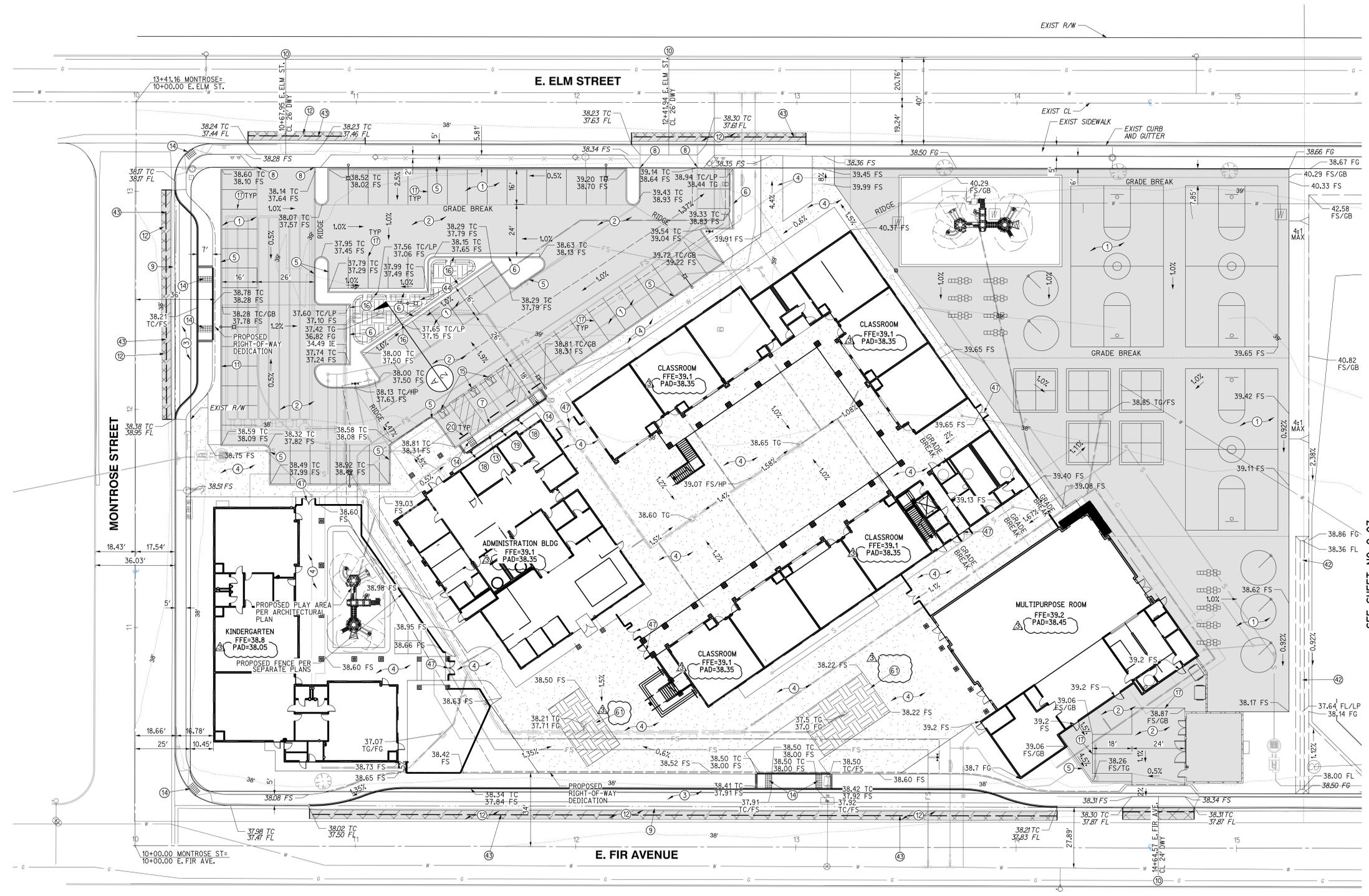
DESCRIPTION	DATE
▲ BULLETIN 3	5-12-2017
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DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: 1"=20'  
 SHEET NUMBER: C-06  
 SHEET TITLE:

PRECISE GRADING

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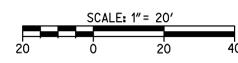
**GRADING CONSTRUCTION NOTES AND QUANTITY ESTIMATES**

\*SELECT SUBBASE COULD BE COMPOSED OF EXISTING PAVEMENT MATERIAL IF PROPERLY GROUND UP.

① PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 3.5" SELECT SUBBASE	33,000 SF	⑫ GRIND AND OVERLAY EXISTING PAVEMENT PER DETAIL 9 ON SHEET C-02	1,070 SF
② PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 4" SELECT SUBBASE	15,340 SF	⑬ CONSTRUCT ACCESSIBLE CURB RAMP PER DETAIL 6 ON SHEET C-02	525 SF
③ PLACE 0.25' A.C. OVER 5" CLASS II A.B. OVER 8" SELECT SUBBASE	4,520 SF	⑭ INSTALL TRUNCATED DOMES PER DETAIL 6 ON SHEET C-02	250 SF
④ CONSTRUCT 4" PCC SIDEWALK WITH NO. 3 REBAR AT 18" O.C. UNDERLINED BY 4" LAYER OF SAND. CONSTRUCT THICKENED EDGE WHEN ADJACENT TO LANDSCAPE AREAS PER DETAIL 8 ON SHEET C-02	37,600 SF	⑮ APPLY ACCESSIBLE PARKING STRIPING PER DETAIL 3 ON SHEET C-02	90 LF
⑤ CONSTRUCT 6" CURB (TYPE A1-6) PER CITY OF OXNARD STD DWG PLATE 111 ON SHEET C-03	900 LF	⑯ CONSTRUCT 1" CURB CUT WITH GRAVEL PAD PER DETAIL 14 ON SHEET C-02	4 EA
⑥ CONSTRUCT 6" CURB AND GUTTER (TYPE A2-6) PER CITY OF OXNARD STD DWG PLATE 111 ON SHEET C-03	240 LF	⑰ APPLY 4" WHITE PARKING STRIPING PER CA-MUTCD AND DETAIL 4 ON SHEET C-02	960 LF
⑦ CONSTRUCT 0" CURB PER DETAIL 12 ON SHEET C-02	31 LF	⑱ INSTALL ACCESSIBLE PARKING SIGNAGE PER DETAIL 1 ON SHEET C-02	2 EA
⑧ CONSTRUCT CURB END PER DETAIL 7 ON SHEET C-02	4 EA	⑲ INSTALL VAN ACCESSIBLE PARKING SIGNAGE PER DETAIL 2 ON SHEET C-02	1 EA
⑨ CONSTRUCT 4" RIBBON GUTTER PER CITY OF OXNARD STD DWG PLATE 117 ON SHEET C-03	400 LF	⑳ INSTALL WHEELSTOP PER DETAIL 7 ON SHEET GEN-5	4 EA
⑩ CONSTRUCT DRIVEWAY PER CITY OF OXNARD STD DWG PLATE 115 ON SHEET C-03	3 EA	㉑ CONSTRUCT VEGETATED SWALE PER DETAIL 15 ON SHEET C-02	200 LF
⑪ CONSTRUCT CONCRETE BLOCK RETAINING WALL PER CITY OF OXNARD STD DWG PLATE 600 ON SHEET C-04	60 LF	㉒ SAWCUT EXISTING PAVEMENT PER DETAIL 9 ON SHEET C-02	575 LF
		㉓ CONSTRUCT BIOFILTRATION AREA PER DETAIL 11 ON SHEET C-02	580 SF
		㉔ INSTALL GATE PER ARCHITECTURAL PLAN	7 EA
		㉕ CONSTRUCT BIOFILTRATION AREA PER DETAIL 16 ON SHEET C-02	1,360 SF

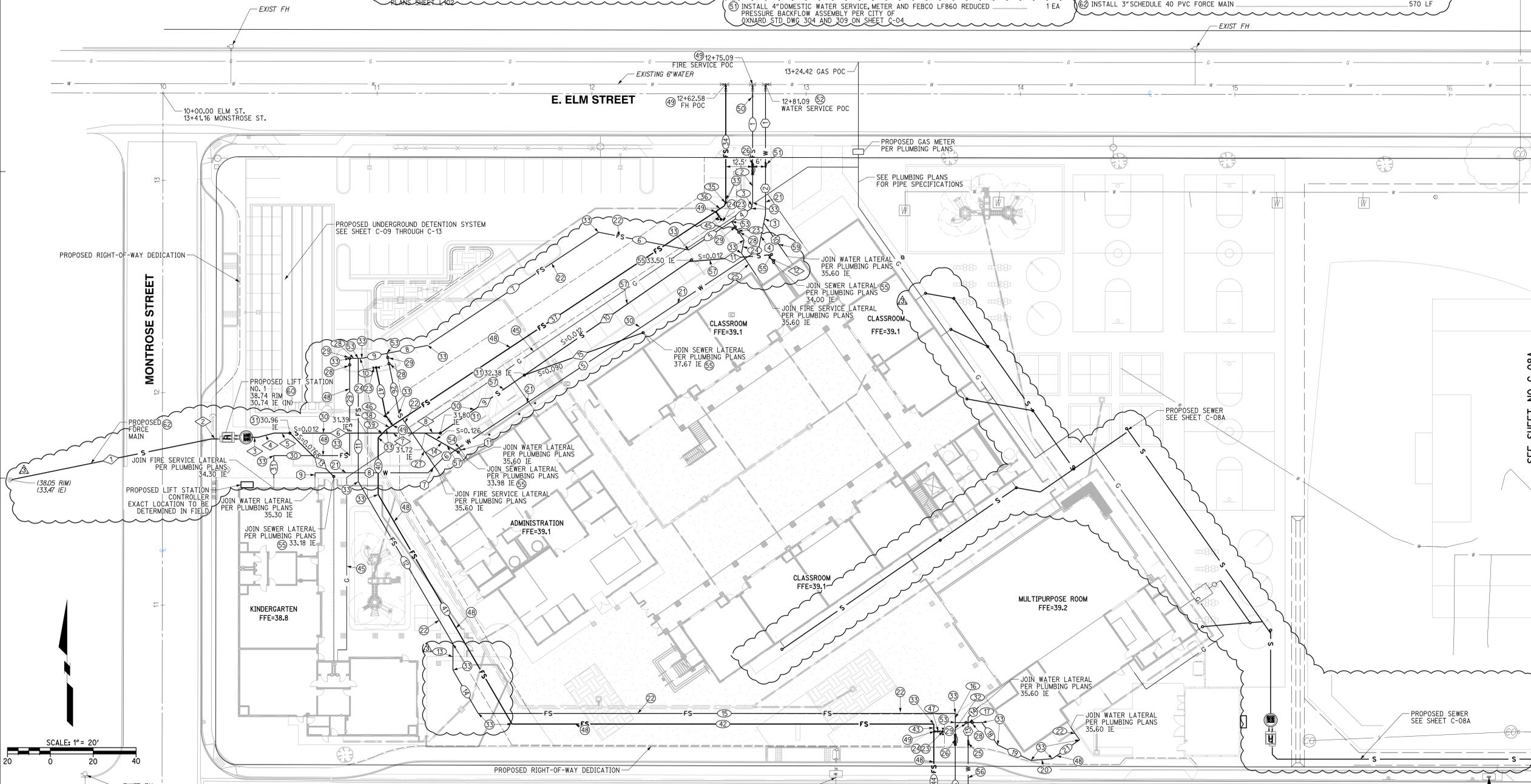


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UTILITY CONSTRUCTION NOTES AND QUANTITY ESTIMATES

21) INSTALL 4" C-900 PVC WATER SERVICE	250 LF	28) INSTALL FIRE DEPARTMENT CONNECTIONS (FDC) PER NFPA 24 STANDARDS	4 EA	62) INSTALL 6"x6"x4" TEE	1 EA
22) INSTALL 8" C-900 PVC FIRE SERVICE WATER LINE	1,000 LF	29) INSTALL POST INDICATOR VALVE (PIV) PER NFPA 24 STANDARDS	4 EA	63) INSTALL 8"x8"x8" TEE	5 EA
23) INSTALL FIRE HYDRANT PER CITY OF OXNARD STD DWG PLATE 300 ON SHEET C-04	2 EA	30) INSTALL 6" SDR-35 PVC SEWER	600 LF	64) INSTALL 4"x4"x4" TEE	1 EA
24) INSTALL TYPICAL BARRICADES FOR FIRE HYDRANTS CITY OF OXNARD STD DWG PLATE 301 ON SHEET C-04	2 EA	31) INSTALL 6" SEWER CLEANOUT PER CITY OF OXNARD STD DWG PLATE 407	13 EA	65) INSTALL 4" SEWER CLEANOUT PER CITY OF OXNARD STD DWG PLATE 407	10 EA
25) INSTALL 2.5" DOMESTIC WATER SERVICE, METER AND FEBCO LF860 REDUCED PRESSURE BACKFLOW ASSEMBLY PER CITY OF OXNARD STD DWG 310 ON SHEET C-04	1 EA	32) CONNECT TO EXISTING SEWER PER CITY OF OXNARD STD DWG PLATE 401	2 EA	66) INSTALL 2.5" COPPER WATER SERVICE	50 LF
26) INSTALL FIRE LINE SERVICE PER CITY OF OXNARD STD DWG PLATE 311	2 EA	33) INSTALL THRUST BLOCK PER CITY OF OXNARD STD DWG PLATE 320	30 EA	67) INSTALL 4" SDR-35 PVC SEWER	350 LF
27) CONNECT PROPOSED 2" IRRIGATION WATER SERVICE TO EXISTING WATER METER AND INSTALL REDUCED PRESSURE BACKFLOW PREVENTION DEVICE PER LANDSCAPE PLANS SHEET C-02	1 EA	40) INSTALL GAS SERVICE BY OTHERS	850 LF	68) INSTALL 2" D2241/1B PVC WATER SERVICE OR APPROVED EQUAL	95 LF
		41) INSTALL 6" C-900 PVC FIRE SERVICE	700 LF	69) INSTALL 2.5" D2241/1B PVC WATER SERVICE OR APPROVED EQUAL	25 LF
		42) INSTALL 6"x6"x6" TEE	7 EA	70) INSTALL ROMTEC UTILITIES LIFT STATION PER MANUFACTURER'S SPECIFICATION ON SHEET C-08B, OR APPROVED EQUAL	2 EA
		43) INSTALL 8" TO 6" REDUCER	2 EA	71) INSTALL 3" SCHEDULE 40 PVC FORCE MAIN	570 LF
		44) INSTALL 4" DOMESTIC WATER SERVICE, METER AND FEBCO LF860 REDUCED PRESSURE BACKFLOW ASSEMBLY PER CITY OF OXNARD STD DWG 304 AND 309 ON SHEET C-04	1 EA		



WATER DATA				
NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
1	N 0°00'00" E		36.78'	4" C-900 PVC
2	N 0°00'00" E		24.45'	4" C-900 PVC
3	N 11°15'00" E		4.17'	4" C-900 PVC
4	N 11°15'00" E		12.77'	4" C-900 PVC
5	N 56°15'00" E		167.84'	4" C-900 PVC
6	N 56°15'00" E		9.85'	2" D2241/1B PVC
7	N 45°00'00" E		8.95'	2" D2241/1B PVC
8	N 90°00'00" W		52.75'	2" D2241/1B PVC
9	N 0°00'00" E		2.00'	2" D2241/1B PVC
10	N 34°49'35" W		19.14'	2" D2241/1B PVC
11	N 33°45'00" W		1.47'	2.5" D2241/1B PVC
12	N 0°00'00" E		44.04'	2.5" COPPER
13	N 0°00'00" E		13.11'	2.5" D2241/1B PVC
14	N 45°00'00" E		6.93'	2.5" D2241/1B PVC

SEWER DATA				
NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
1	N 78°22'46" E		95.97'	3" SCH-40 PVC
2	N 90°00'00" W		3.00'	3" SCH-40 PVC
3	N 90°00'00" W		3.00'	6" SDR-35 PVC
4	N 75°00'00" E		7.73'	6" SDR-35 PVC
5	N 90°00'00" W		7.48'	6" SDR-35 PVC
6	N 90°00'00" W		35.66'	6" SDR-35 PVC
7	N 90°00'00" W		27.31'	6" SDR-35 PVC
8	N 90°00'00" W		7.16'	6" SDR-35 PVC
9	N 55°09'36" E		47.80'	6" SDR-35 PVC
10	N 55°09'36" E		93.53'	4" SDR-35 PVC
11	N 85°09'36" E		37.17'	4" SDR-35 PVC
12	N 34°50'24" W		3.83'	4" SDR-35 PVC
13	N 45°00'00" W		28.90'	4" SDR-35 PVC
14	N 34°50'24" W		17.97'	4" SDR-35 PVC
15	N 70°09'36" E		58.87'	4" SDR-35 PVC

FIRE SERVICE WATER DATA				
NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
1	N 0°00'00" E		37.71'	8" C-900 PVC
2	N 0°00'00" E		17.86'	8" C-900 PVC
3	N 11°15'00" E		2.89'	8" C-900 PVC
4	N 56°15'00" W		11.09'	8" C-900 PVC
5	N 56°15'00" W		24.07'	8" C-900 PVC
6	N 78°45'00" W		42.89'	8" C-900 PVC
7	N 56°15'00" E		95.92'	8" C-900 PVC
8	N 78°45'00" E		19.35'	8" C-900 PVC
9	N 78°45'00" E		12.00'	8" C-900 PVC
10	N 90°00'00" W		1.59'	8" C-900 PVC
11	N 0°00'00" E		57.99'	8" C-900 PVC
12	N 30°00'00" W		88.31'	8" C-900 PVC
13	N 0°00'00" E		12.34'	8" C-900 PVC
14	N 30°00'00" W		23.56'	8" C-900 PVC
15	N 90°00'00" W		222.53'	8" C-900 PVC
16	N 0°00'00" E		4.31'	8" C-900 PVC
17	N 90°00'00" W		12.44'	8" C-900 PVC
18	N 34°50'24" W		12.88'	8" C-900 PVC
19	N 64°50'24" W		17.13'	8" C-900 PVC

FIRE SERVICE WATER DATA				
NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
20	N 85°09'36" E		10.02'	8" C-900 PVC
21	N 55°09'36" E		15.51'	8" C-900 PVC
22	N 34°50'24" W		7.21'	8" C-900 PVC
23	N 33°45'00" W		10.44'	8" C-900 PVC
24	N 11°15'00" E		6.35'	8" C-900 PVC
25	N 33°45'00" W		12.39'	8" C-900 PVC
26	N 11°15'00" W		28.91'	8" C-900 PVC
27	N 33°45'00" W		32.73'	8" C-900 PVC
28	N 90°00'00" W		4.00'	8" C-900 PVC
29	N 0°00'00" E		45.79'	8" C-900 PVC
30	N 90°00'00" W		35.41'	8" C-900 PVC
31	N 0°00'00" E		10.55'	8" C-900 PVC
32	N 0°00'00" E		5.90'	8" C-900 PVC
33	N 0°00'00" E		48.75'	8" C-900 PVC
34	N 0°00'00" E		54.29'	8" C-900 PVC
35	N 11°15'00" E		2.89'	6" C-900 PVC
36	N 56°15'00" E		4.91'	6" C-900 PVC
37	N 56°15'00" E		181.33'	6" C-900 PVC
38	N 56°15'00" E		3.41'	6" C-900 PVC

FIRE SERVICE WATER DATA				
NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
39	N 45°00'00" E		5.47'	6" C-900 PVC
40	N 0°00'00" E		26.75'	6" C-900 PVC
41	N 30°00'00" W		124.82'	6" C-900 PVC
42	N 90°00'00" W		196.75'	6" C-900 PVC
43	N 0°00'00" E		3.50'	6" C-900 PVC
44	N 0°00'00" E		50.40'	6" C-900 PVC
45	N 33°45'00" W		5.84'	6" C-900 PVC
46	N 33°45'00" W		5.77'	6" C-900 PVC
47	N 11°15'00" W		22.89'	6" C-900 PVC



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**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# 03-116407  
 AC FLS SS  
 DATE

REVISIONS:

DESCRIPTION	DATE
BULLETIN 3	5-12-2017

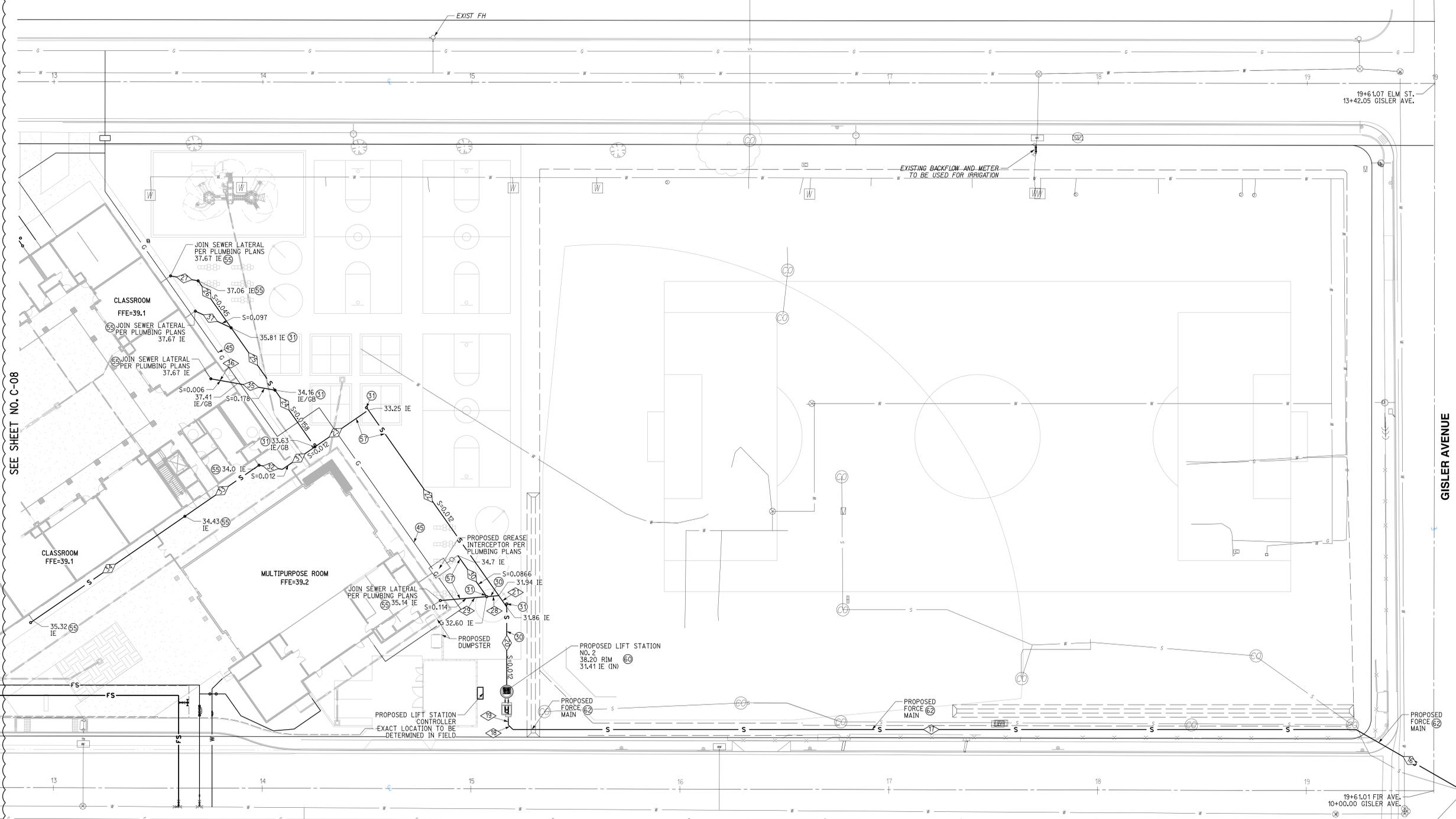
DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: 1"=20'  
 SHEET NUMBER: **C-08**  
 SHEET TITLE:

**UTILITY PLAN**



**UTILITY CONSTRUCTION NOTES AND QUANTITY ESTIMATES**

50	INSTALL 6" SDR-35 PVC SEWER	600 LF
51	INSTALL 6" SEWER CLEANOUT PER CITY OF OXNARD STD DWG PLATE 407	13 EA
49	INSTALL GAS SERVICE BY OTHERS	850 FL
57	INSTALL 4" SDR-35 PVC SEWER	350 LF
60	INSTALL ROMTECH UTILITIES LIFT STATION PER MANUFACTURER'S SPECIFICATION ON SHEET C-08B, OR APPROVED EQUAL	2 EA
62	INSTALL 3" SCHEDULE 40 PVC FORCE MAIN	570 LF



**OWNER: OXNARD SCHOOL DISTRICT**  
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DESCRIPTION	DATE
BULLETIN 3	5-12-2017

DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: 1"=20'  
 SHEET NUMBER: **C-08A**  
 SHEET TITLE:

**UTILITY PLAN**

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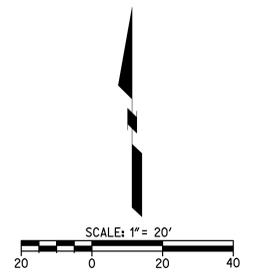
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**SEWER DATA**

NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
16	N 60°00'00" W	59.71'	3" SCH-40 PVC	
17	N 90°00'00" W	403.58'	3" SCH-40 PVC	
18	N 45°00'00" W	3.18'	3" SCH-40 PVC	
19	N 0°00'00" E	3.00'	3" SCH-40 PVC	
20	N 0°00'00" E	37.73'	6" SDR-35 PVC	
21	N 34°50'27" W	6.69'	6" SDR-35 PVC	
22	N 34°50'27" W	109.32'	6" SDR-35 PVC	
23	N 55°09'36" E	31.17'	6" SDR-35 PVC	
24	N 34°50'27" W	33.43'	6" SDR-35 PVC	
25	N 34°50'27" W	36.76'	6" SDR-35 PVC	

**SEWER DATA CONTINUED**

NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
26	N 34°50'24" W	27.68'	6" SDR-35 PVC	
27	N 79°50'24" W	13.44'	4" SDR-35 PVC	
28	N 85°09'33" E	5.27'	6" SDR-35 PVC	
29	N 85°09'33" E	21.28'	4" SDR-35 PVC	
30	N 34°50'25" W	23.76'	4" SDR-35 PVC	
31	N 55°09'36" E	18.99'	6" SDR-35 PVC	
32	N 79°50'24" W	11.35'	6" SDR-35 PVC	
33	N 65°09'36" E	43.24'	6" SDR-35 PVC	
34	N 55°09'36" E	88.47'	6" SDR-35 PVC	
35	N 79°50'24" W	18.22'	4" SDR-35 PVC	
36	N 79°50'24" W	12.99'	4" SDR-35 PVC	
37	N 64°50'24" W	19.00'	4" SDR-35 PVC	



**CAUTION:**  
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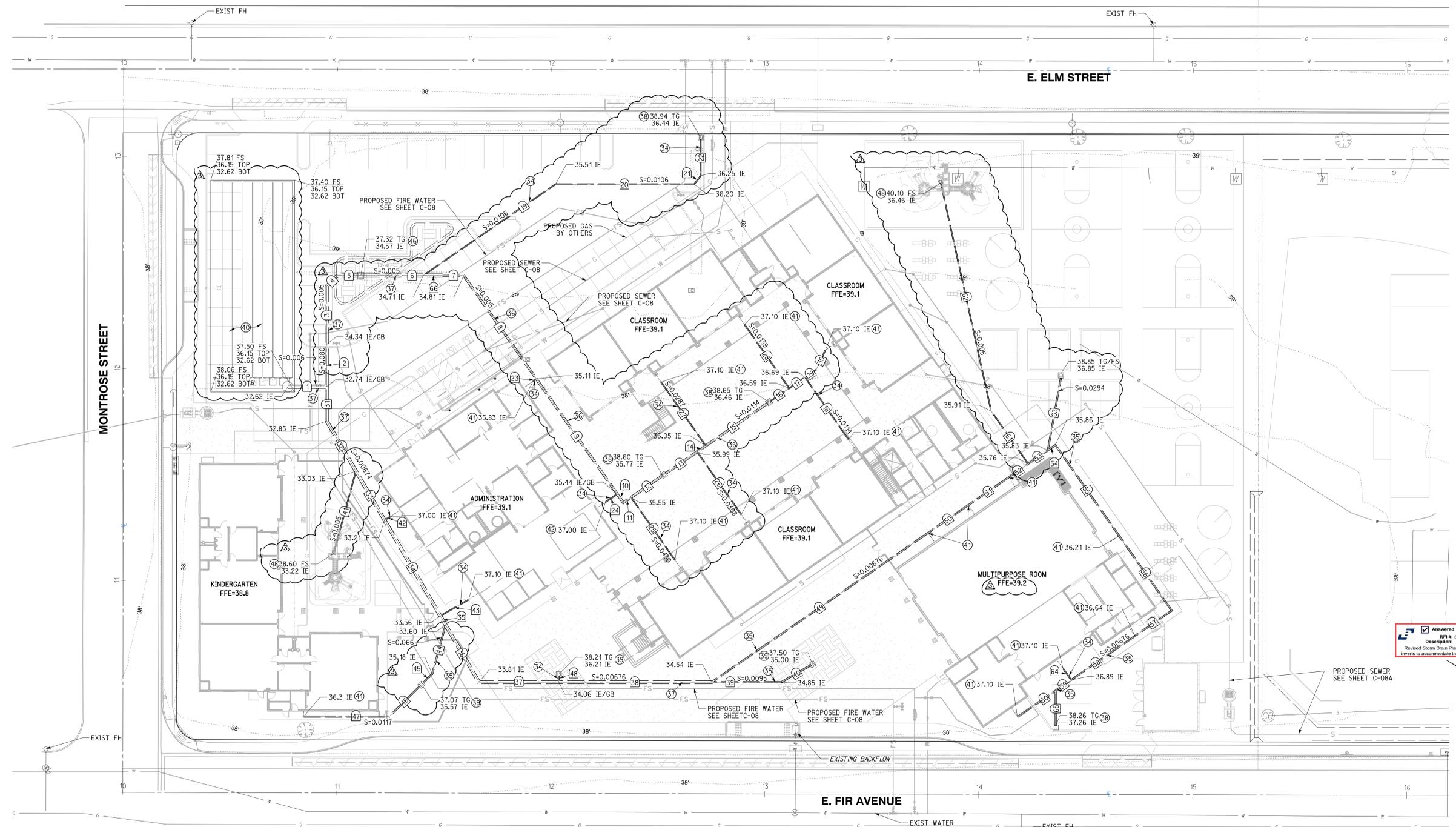
**811**  
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STORM DRAIN CONSTRUCTION NOTES AND QUANTITY ESTIMATES

54	INSTALL 6" HDPE STORM DRAIN PIPE	600 LF	39	INSTALL 18"X18" DROP INLET PER DETAIL 11 ON SHEET C-02	3 EA
55	INSTALL 8" HDPE STORM DRAIN PIPE	575 LF	40	INSTALL CONTECH UNDERGROUND DETENTION SYSTEM PER DETAILS ON SHEETS C-10 THROUGH C-13	1 EA
56	INSTALL 12" HDPE STORM DRAIN PIPE	225 LF	41	ROOF DRAIN CONNECTION	18 EA
57	INSTALL 18" HDPE STORM DRAIN PIPE	400 LF	42	INSTALL 24"X24" DROP INLET PER DETAIL 11 ON SHEET C-02	1 EA
58	INSTALL 18"X18" DROP INLET PER DETAIL 10 ON SHEET C-02	4 EA	49	INSTALL 12"X12" BROOKS BOX UNDER RUBBER PLAY SURFACE PER ARCHITECT'S PLANS	2 EA



OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



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REVISIONS:

NO.	DESCRIPTION	DATE
1	BULLETIN 3	5-12-2017

DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: 1"=20'  
 SHEET NUMBER: **C-09**  
 SHEET TITLE:

STORM DRAIN PLAN

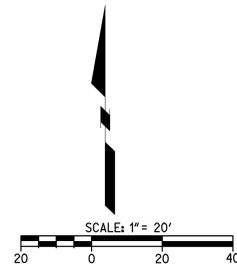


NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
1	N 90°00'00" W		18.27'	18" HDPE
2	N 0°00'00" E		20.00'	18" HDPE
3	N 0°00'00" E		27.41'	18" HDPE
4	N 45°00'00" E		7.07'	18" HDPE
5	N 90°00'00" W		10.85'	18" HDPE
6	N 90°00'00" W		29.19'	18" HDPE
7	N 90°00'00" W		9.48'	12" HDPE
8	N 34°50'24" W		59.41'	12" HDPE
9	N 34°50'24" W		66.13'	12" HDPE
10	N 34°50'24" W		4.98'	12" HDPE
11	N 55°09'36" E		4.38'	12" HDPE
12	N 55°09'36" E		18.73'	12" HDPE
13	N 55°09'36" E		18.92'	12" HDPE
14	N 55°09'36" E		4.93'	12" HDPE
15	N 55°09'36" E		36.00'	12" HDPE
16	N 55°09'36" E		11.51'	6" HDPE
17	N 55°09'36" E		8.98'	6" HDPE
18	N 34°50'24" W		35.82'	6" HDPE
19	N 55°09'36" E		75.37'	6" HDPE
20	N 90°00'00" W		64.82'	6" HDPE

NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
21	N 36°52'11" E		5.00'	6" HDPE
22	N 00°00'00" W		17.37'	6" HDPE
23	N 55°09'36" E		2.00'	6" HDPE
24	N 55°09'36" E		6.64'	6" HDPE
25	N 34°50'24" W		36.07'	6" HDPE
26	N 34°50'24" W		36.63'	6" HDPE
27	N 34°50'24" W		36.63'	6" HDPE
28	N 55°09'36" E		6.28'	6" HDPE
29	N 25°09'36" E		10.21'	6" HDPE
30	N 0°00'00" E		16.22'	6" HDPE
31	N 30°00'00" W		27.24'	18" HDPE
32	N 30°00'00" W		26.70'	18" HDPE
33	N 30°00'00" W		52.16'	18" HDPE
34	N 30°00'00" W		4.90'	18" HDPE
35	N 30°00'00" W		31.20'	18" HDPE
36	N 90°00'00" W		37.32'	18" HDPE
37	N 90°00'00" W		71.44'	18" HDPE
38	N 90°00'00" W		32.53'	8" HDPE
39	N 60°00'00" E		16.07'	8" HDPE

NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
41	N 15°00'00" E		38.91'	6" HDPE
42	N 60°00'00" E		3.17'	6" HDPE
43	N 60°00'00" E		15.34'	6" HDPE
44	N 15°00'00" E		23.94'	8" HDPE
45	N 45°00'00" E		7.15'	8" HDPE
46	N 45°00'00" E		21.33'	8" HDPE
47	N 90°00'00" W		39.98'	8" HDPE
48	N 0°00'00" E		3.00'	6" HDPE
49	N 55°09'36" E		123.23'	8" HDPE
50	N 55°09'36" E		22.90'	8" HDPE
51	N 55°09'36" E		22.97'	8" HDPE
52	N 55°09'36" E		11.16'	8" HDPE
53	N 55°09'36" E		11.16'	8" HDPE
54	N 55°09'36" E		4.32'	8" HDPE
55	N 34°50'24" W		52.11'	8" HDPE
56	N 34°50'24" W		43.02'	8" HDPE
57	N 55°09'36" E		20.91'	8" HDPE
58	N 55°09'36" E		36.33'	8" HDPE
59	N 55°09'36" E		8.83'	8" HDPE
60	N 55°09'36" E		21.62'	8" HDPE

NO.	DELTA OR BRG.	RADIUS	LENGTH	REMARK
61	N 34°50'24" W		30.33'	6" HDPE
62	N 12°20'24" W		109.81'	6" HDPE
63	N 10°09'36" E		34.63'	8" HDPE
64	N 34°50'24" W		6.50'	6" HDPE
65	N 0°00'00" E		16.61'	8" HDPE
66	N 90°00'00" W		9.48'	18" HDPE



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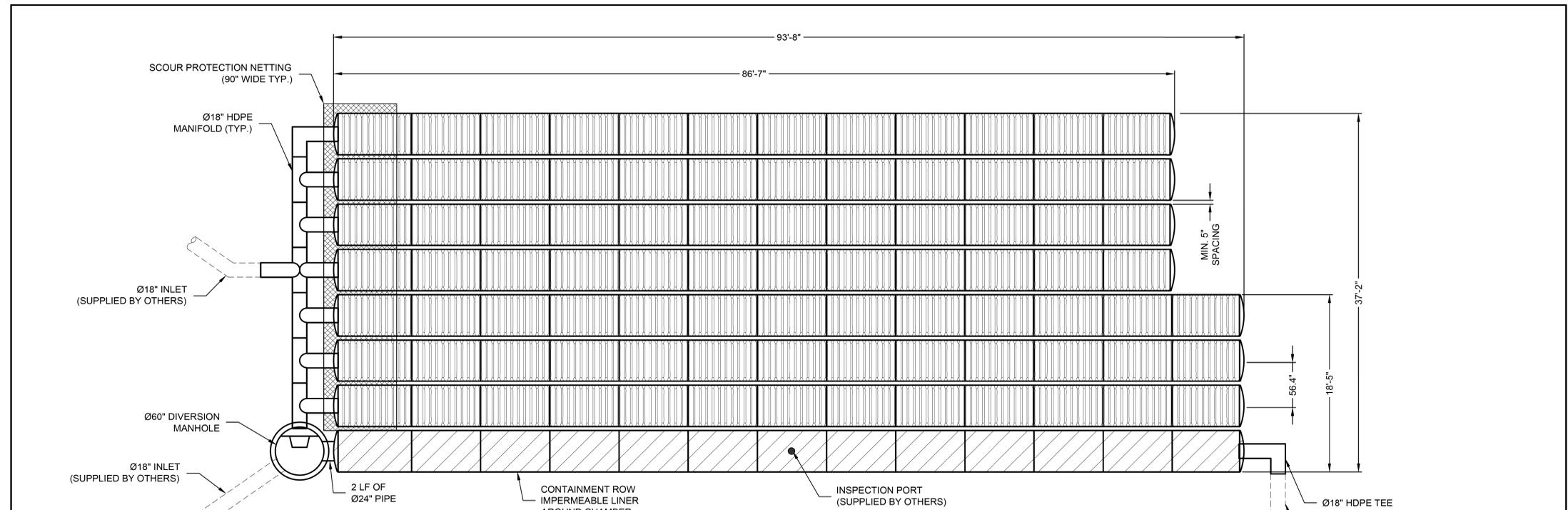
DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: NONE

SHEET NUMBER: **C-10**  
 SHEET TITLE:

**STORM DRAIN DETAILS**

**RICK ENGINEERING COMPANY**  
 1770 IOWA AVENUE  
 SUITE 100  
 RIVERSIDE, CA 92507  
 951.782.0707  
 (FAX) 951.782.0723  
 San Diego - Orange - San Luis Obispo  
 Sacramento - Bakersfield - Tucson - Phoenix  
 rickeng@rickeng.com

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**ASSEMBLY**   
 SCALE: 1" = 10'  
 CHAMBER VOLUME: 4,948 C.F.  
 STONE VOID VOLUME: 3,152 C.F.  
 TOTAL VOLUME: 8,101 C.F.  
 LOADING: HS20/HS25

ITEM NUMBER	ITEM DESCRIPTION	CCP PART NUMBER	QTY	UNITS
1	CHAMBERMAXX START CHAMBER	APCM 003.3051.001	8	EA
2	CHAMBERMAXX MIDDLE CHAMBER	APCM 003.3051.002	84	EA
3	CHAMBERMAXX END CHAMBER	APCM 003.3051.003	8	EA
4	CONTECH C-40 NON-WOVEN GEOTEXTILE 12.5 FT X 360 FT	APCM 007.0125.001	2	ROLL
5	SCOUR PROTECTION NETTING, 7.5 FT WIDE	APCM 007.0075.001	1 @ 34'	QTY @ LF
6	Ø18" HDPE TEE	APCM 001.0018.001	5	EA
7	Ø18" 90 DEGREE HDPE ELBOW	APCM 001.0018.002	2	EA
8	Ø18" HDPE CROSS OVER	APCM 001.0018.004	1	EA

ITEM NUMBER	ITEM DESCRIPTION	CCP PART NUMBER	QTY	UNITS
9	Ø18" MARMAC COUPLER	APCM 001.0018.003	8	EA
10	CONTAINMENT ROW LINER, 150 FT x 15 FT	APCM 007.0015.150	1	ROLL
11	CONTAINMENT ROW 24" HDPE CONNECTOR PIPE	APCM 001.0024.004	1 @ 2'	QTY @ LF
12	DIVERSION MH DRAIN DOWN ORIFICE COVER	APCM 003.0221.000	1	EA
13	DIVERSION MANHOLE WITH WEIR AND ORIFICE	APCM 100.0048.001	1	EA
14	INSTALLATION GUIDE	N/A	1	EA

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 www.ContechES.com  
 11815 NE Glenn Widing Drive, Portland, OR 97220  
 800-548-4667 503-240-3393 800-561-1271 FAX

**CHAMBERMaxx**  
 PATENT PENDING  
 CONTECH PROPOSAL DRAWING

CHAMBERMAXX UNDERGROUND RETENTION SYSTEM -  
 512582-010  
 ELM STREET ELEMENTARY  
 OXNARD, CA  
 SITE DESIGNATION: 27

PROJECT No.: 512582	SEQ. No.: 010	DATE: 11/19/2014
DESIGNED: CDH	DRAWN: FCS	
CHECKED:	APPROVED:	
SHEET NO.: 1 OF 4		

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**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033**



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DESCRIPTION	DATE
BULLETIN 3	5-12-2017

**DATE ISSUED:** MAY 12, 2017  
**PROJECT NO.:** 1340159  
**SCALE:** NONE  
**SHEET NUMBER:** C-11  
**SHEET TITLE:**

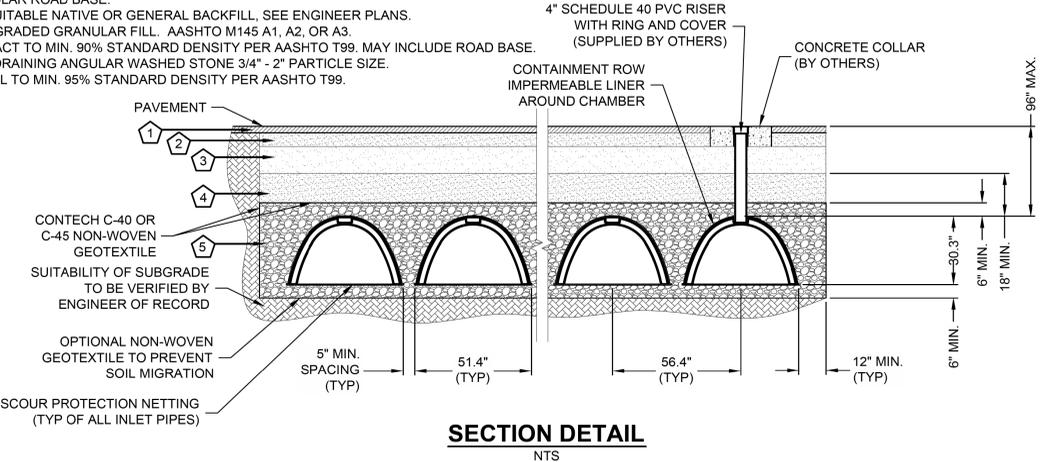
**STORM DRAIN DETAILS**

**RICK ENGINEERING COMPANY**  
 1770 IOWA AVENUE  
 SUITE 100  
 RIVERSIDE, CA 92507  
 951.782.0707  
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 rickeng@rickeng.com

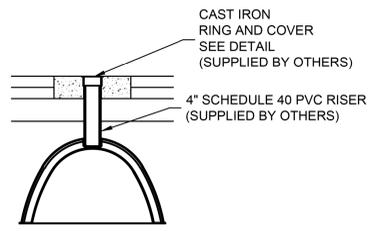
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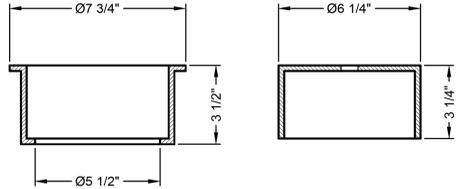
- KEY**
1. FLEXIBLE PAVEMENT.
  2. GRANULAR ROAD BASE.
  3. ANY SUITABLE NATIVE OR GENERAL BACKFILL, SEE ENGINEER PLANS.
  4. WELL GRADED GRANULAR FILL. AASHTO M145 A1, A2, OR A3. COMPACT TO MIN. 90% STANDARD DENSITY PER AASHTO T99. MAY INCLUDE ROAD BASE.
  5. FREE DRAINING ANGULAR WASHED STONE 3/4" - 2" PARTICLE SIZE. INSTALL TO MIN. 95% STANDARD DENSITY PER AASHTO T99.



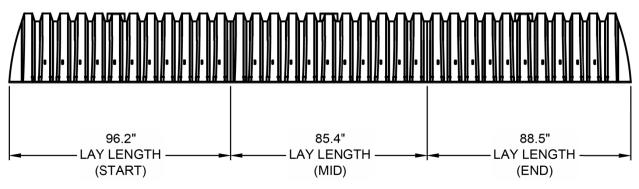
**SECTION DETAIL**  
NTS



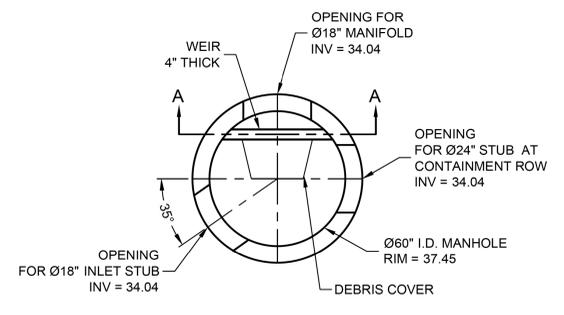
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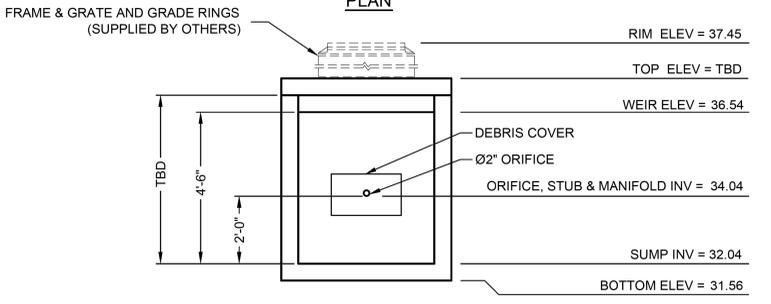
**RING AND COVER DETAIL**  
NTS



**TYPICAL ELEVATION VIEW**  
NTS



**PLAN**



**SECTION A-A**  
**DIVERSION MANHOLE DETAIL**  
NTS

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**CHAMBERMaxx**  
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**CONTECH PROPOSAL DRAWING**

**CHAMBERMAXX UNDERGROUND RETENTION SYSTEM -**  
**512582-010**  
**ELM STREET ELEMENTARY**  
**OXNARD, CA**  
**SITE DESIGNATION: 27**

PROJECT No.: 512582	SEQ. No.: 010	DATE: 11/19/2014
DESIGNED: CDH	DRAWN: FCS	
CHECKED:	APPROVED:	
SHEET NO.: 2	OF 4	



**CAUTION:**  
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**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



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**DATE ISSUED:** MAY 12, 2017  
**PROJECT NO.:** 1340159  
**SCALE:** NONE  
**SHEET NUMBER:** C-12  
**SHEET TITLE:**

**STORM DRAIN DETAILS**



CHAMBERMAXX DESIGN DETAILS			
FEATURE	START CHAMBER	MIDDLE CHAMBER	END CHAMBER
OVERALL CHAMBER HEIGHT - IN	30.3	30.3	30.3
OVERALL CHAMBER WIDTH - IN	51.4	51.4	51.4
ACTUAL LENGTH - IN	98.4	91.0	92.0
INSTALLED LAY LENGTHS - IN	96.2	85.4	88.5
CHAMBER STORAGE VOLUME - CF	52.5	49.3	48.2
CHAMBER STORAGE PER LINEAR FOOT - CF/LF	6.5	6.9	6.5
*MIN. INSTALLED CHAMBER VOLUME - CF	78.7	76.7	76.1
*MIN. INSTALLED CHAMBER VOLUME PER LINEAR FOOT - CF/LF	9.8	10.8	10.3
CHAMBER WEIGHT - LB	85	77	76
*6" OF STONE ABOVE AND BELOW CHAMBER, 5" CHAMBER SPACING AND 40% POROSITY			

**GENERAL NOTES**

- ALL ELEVATIONS, DIMENSIONS AND LOCATIONS OF RISERS AND INLETS SHALL BE VERIFIED BY THE ENGINEER OF RECORD.
- PRIOR TO INSTALLATION OF THE CHAMBERMAXX SYSTEM A PRE-CONSTRUCTION MEETING SHALL BE CONDUCTED. THOSE REQUIRED TO ATTEND ARE THE SUPPLIER OF THE SYSTEM, THE GENERAL CONTRACTOR, SUB-CONTRACTORS AND THE ENGINEER.
- CHAMBERMAXX CHAMBERS ARE MANUFACTURED FROM POLYPROPYLENE PLASTIC.
- CHAMBERMAXX SYSTEM TO MEET AASHTO HS20/HS25 LIVE LOADING, PER AASHTO LRFD SECTION 12.
- ACCESS COVERS TO MEET AASHTO HS20/HS25 LIVE LOADING.
- MINIMUM COVER IS 18-INCHES TO BOTTOM OF FLEXIBLE PAVEMENT OR TO TOP OF RIGID PAVEMENT. FOR COVER HEIGHTS GREATER THAN 96-INCHES CONTACT YOUR LOCAL REPRESENTATIVE.
- ALL PARTS PROVIDED BY CONTECH UNLESS OTHERWISE NOTED.
- CONTAINMENT ROW COMPRISED OF CHAMBERS SURROUNDED BY IMPERMEABLE LINER WITH A DIVERSION MANHOLE CONNECTED BY A Ø24" PIPE.
- CHAMBERMAXX BY CONTECH CONSTRUCTION PRODUCTS (800) 925-5240

**INSTALLATION NOTES**

- CHAMBERMAXX INSTALLATION GUIDE TO BE REVIEWED BY CONTRACTOR PRIOR TO INSTALLATION.
- PRIOR TO PLACING BEDDING, THE FOUNDATION MUST BE CONSTRUCTED TO A UNIFORM AND STABLE GRADE. IN THE EVENT THAT UNSUITABLE FOUNDATION MATERIALS ARE ENCOUNTERED DURING EXCAVATION, A TENSAR BX GEOGRID SHALL BE UTILIZED OR UNSUITABLE MATERIAL SHALL BE REMOVED AND BROUGHT BACK TO GRADE WITH FILL MATERIAL AS APPROVED BY THE ENGINEER OF RECORD. ONCE THE FOUNDATION PREPARATION IS COMPLETE, THE BEDDING MATERIAL CAN BE PLACED.
- THE SCOUR PROTECTION NETTING TO EXTEND 1'-0" BEYOND OUTSIDE EDGE OF INLET CHAMBERS.
- COVER ANY OPEN VOID SPACES GREATER THAN 3/4" ON CHAMBERS WITH A NON-WOVEN GEOTEXTILE TO PREVENT INFILTRATION OF BACKFILL MATERIAL.
- STONE EMBEDMENT MATERIAL SHALL BE INSTALLED TO 95% STANDARD PROCTOR DENSITY AND PLACED IN 6-INCH TO 8-INCH LIFTS SUCH THAT THERE IS NO MORE THAN A TWO LIFT DIFFERENTIAL BETWEEN ANY OF THE CHAMBERS AT ANY TIME. GRANULAR BACKFILL MATERIAL SHALL BE COMPACTED TO 90% SPD. BACKFILLING SHALL BE ADVANCED ALONG THE LENGTH OF THE CHAMBER ROWS AT THE SAME RATE TO AVOID DIFFERENTIAL LOADING AND DISPLACEMENT OF THE CHAMBERS. THE MINIMUM CHAMBER SPACING MUST BE MAINTAINED.
- REFER TO CHAMBERMAXX INSTALLATION GUIDE FOR TEMPORARY CONSTRUCTION LOADING GUIDELINES.
- IT IS ALWAYS THE CONTRACTOR'S RESPONSIBILITY TO FOLLOW OSHA GUIDELINES FOR SAFE PRACTICES.
- GENERAL INSTALLATION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH ASTM D2321.

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**CHAMBERMAXX UNDERGROUND RETENTION SYSTEM -**  
 512582-010  
 ELM STREET ELEMENTARY  
 OXNARD, CA  
 SITE DESIGNATION: 27

PROJECT No.:	512582	SEQ. No.:	010	DATE:	11/19/2014
DESIGNED:	CDH	DRAWN:	FCS		
CHECKED:		APPROVED:			
SHEET NO.:	3		OF 4		



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OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA, 93033



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407  
 AC FLS SS  
 DATE

REVISIONS:

MARK	DESCRIPTION	DATE
A	BULLETIN 3	5-12-2017

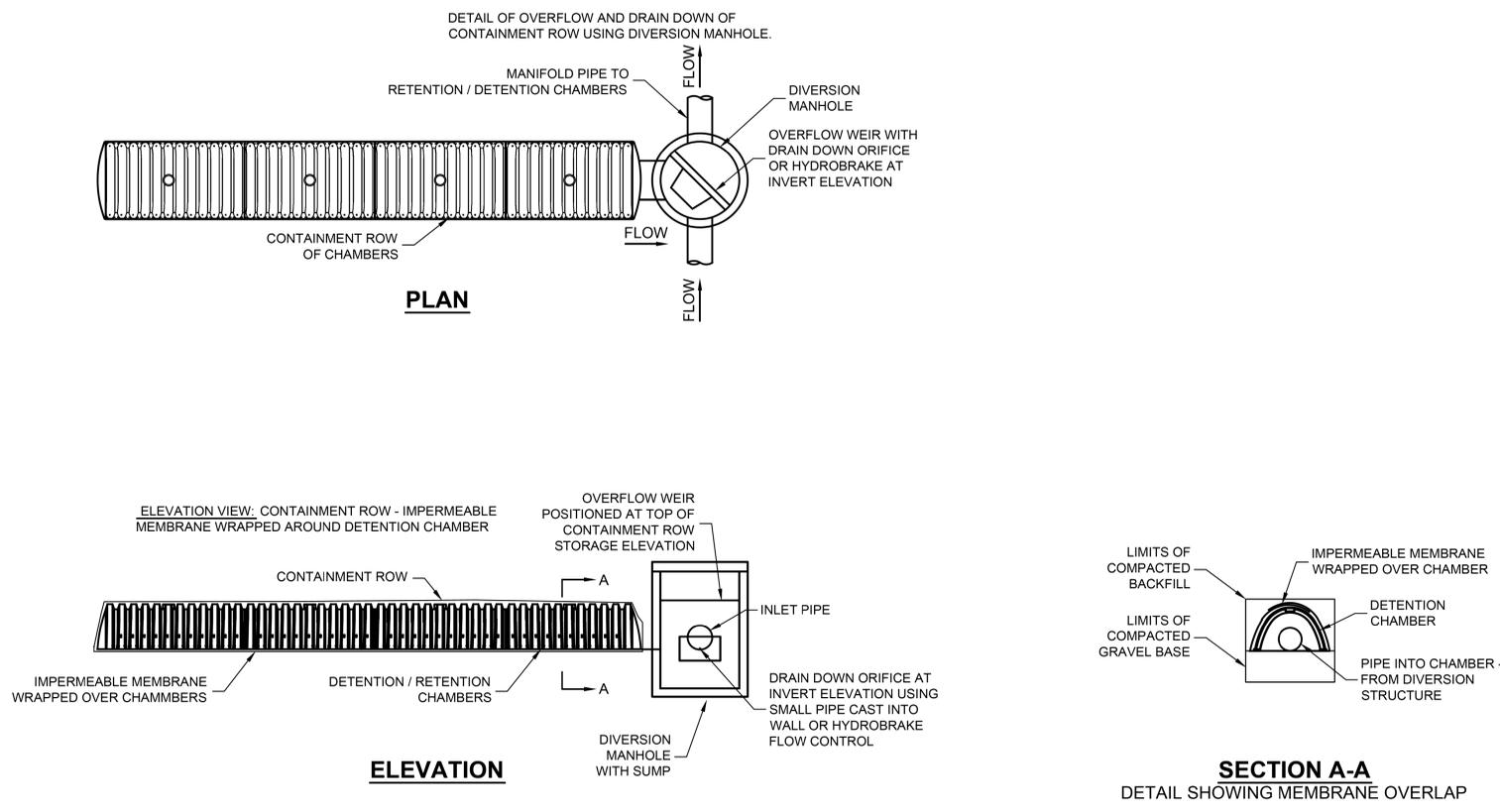
DATE ISSUED: MAY 12, 2017  
 PROJECT NO: 1340159  
 SCALE: NONE  
 SHEET NUMBER: C-13  
 SHEET TITLE:

**STORM DRAIN DETAILS**

**RICK**  
 ENGINEERING COMPANY  
 1770 IOWA AVENUE  
 SUITE 100  
 RIVERSIDE, CA 92507  
 951.782.0707  
 (FAX) 951.782.0723  
 San Diego - Orange - San Luis Obispo  
 Sacramento - Bakersfield - Tucson - Phoenix  
 rickeng@earthlink.net

**SVA**  
 ARCHITECTS  
 3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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**CONTAINMENT ROW DETAILS**  
 NTS

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If discrepancies between the supplied information upon which the drawing is based and actual field conditions are encountered as the work progresses, these discrepancies must be reported to Contech immediately for re-evaluation of the design. Contech accepts no liability for designs based on missing, incomplete or inaccurate information supplied by others.

MARK	DATE	REVISION DESCRIPTION	BY
1	11/09/16	ENGINEER OF RECORD	CLB

**CONTECH**  
 ENGINEERED SOLUTIONS LLC  
 www.ContechES.com  
 11815 NE Glenn Widing Drive, Portland, OR 97220  
 800-548-4667 503-240-3393 800-561-1271 FAX

**CHAMBERMaxx**  
 PATENT PENDING  
 CONTECH PROPOSAL DRAWING

CHAMBERMAXX UNDERGROUND RETENTION SYSTEM -  
 512582-010  
 ELM STREET ELEMENTARY  
 OXNARD, CA  
 SITE DESIGNATION: 27

PROJECT No:	512582	SEG. No.:	010	DATE:	11/19/2014
DESIGNED:	CDH	DRAWN:	FCS		
CHECKED:		APPROVED:			
SHEET NO.:	4 OF 4				

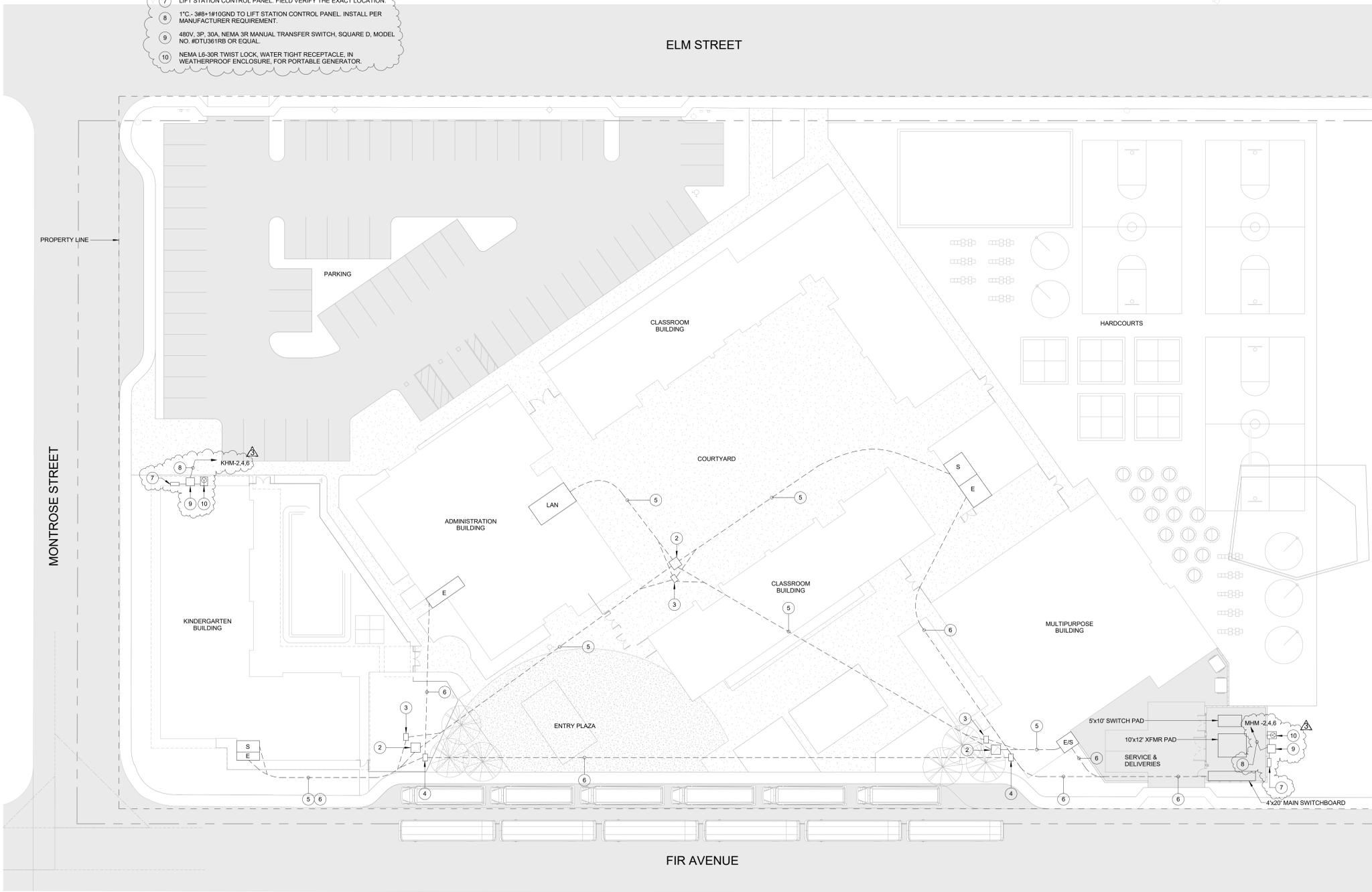


**CAUTION:**  
 EXACT LOCATION OF EXISTING UNDERGROUND FACILITIES IS UNKNOWN. CONTRACTOR TO VERIFY IN FIELD.



**REFERENCE NOTE:**

- 1 NOT USED.
- 2 48"x48"x36"D UNDERGROUND SIGNAL PULLBOX.
- 3 36"x24"x36"D UNDERGROUND FIRE ALARM PULLBOX.
- 4 36"x24"x36"D UNDERGROUND POWER PULLBOX.
- 5 UNDERGROUND SIGNAL CONDUIT DUCT BANK AS FOLLOWS:  
 (1) 4" - FIBER OPTIC DATA BACKBONE SYSTEM WITH (3) INNERDUCTS - (2) 1-1/2" AND (1) 1"  
 (1) 2" - PAINTER COMMUNICATION/TELEPHONE SYSTEM  
 (1) 2" - INTRUSION ALARM SYSTEM/CCTV SYSTEM  
 (1) 2" - FIRE ALARM SYSTEM  
 (1) 2" - EMS AND LIGHTING CONTROLS BACKBONE SYSTEM  
 (1) 2" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE
- 6 UNDERGROUND POWER CONDUIT DUCT BANK AS INDICATED PLUS:  
 (1) 3" - FUTURE SOLAR SYSTEM  
 (1) 2" - SPARE
- 7 LIFT STATION CONTROL PANEL. FIELD VERIFY THE EXACT LOCATION.
- 8 1" - 3/8"x1/4" IODGND TO LIFT STATION CONTROL PANEL. INSTALL PER MANUFACTURER REQUIREMENT
- 9 480V, 3P, 30A, NEMA 3R MANUAL TRANSFER SWITCH, SQUARE D, MODEL NO. #DTU581RB OR EQUAL.
- 10 NEMA 16-30R TWIST LOCK, WATER TIGHT RECEPTACLE, IN WEATHERPROOF ENCLOSURE, FOR PORTABLE GENERATOR.



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

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 OFFICE OF REGULATION SERVICES

A# 03-116407

AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_

DATE \_\_\_\_\_

**REVISIONS:**

DESCRIPTION	DATE
BULLETIN #3	05/11/17

DATE ISSUED: Mar. 06, 2015

PROJECT NO: 1340159

SCALE: 1" = 20'-0"

**SHEET NUMBER: E-1.2**

SHEET TITLE:

**ELECTRICAL SITE PLAN**

**SVA ARCHITECTS**  
 3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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18240 N. BANK RD  
ROSEBURG, OR, 97470  
P: 541-496-9678  
F: 541-496-0804  
INFO@ROMTECUTILITIES.COM

## PART 1: GENERAL

### 1.1 Description

Project Name: Elm Street Elementary Lift Stations  
Owner: Oxnard Elementary School District  
Location: Oxnard, CA  
Date: 5/10/2017

### OVERVIEW

Romtec Utilities is proposing to design and supply two wastewater lift stations (Fir and Montrose) for the Elm Street Elementary improvement project. These lift stations are very similar in design with the Montrose lift station being deeper and having a high pumping rate.

Romtec Utilities is suggesting that both force mains be 3" SCH40 PVC.

**The following is the overview of Romtec Utilities scope of supply and services for both the Montrose and Fir lift stations. We will provide the same scope for each. Please see attached layouts for reference.**

### 1.2 Overview of Scope

- A. Romtec Utilities work shall include designing and supplying the piping, mechanical, and appurtenances within and adjacent to the wet well as a complete, pre-designed, packaged pump station as described herein. Romtec Utilities shall be solely responsible for proper integration, supply, performance, and warranty of all package pump station components provided by Romtec Utilities.
- B. Romtec Utilities will provide complete submittal documentation for review including mechanical and electrical component drawings, data sheets and the layout of the Romtec Utilities supplied components on the customer supplied AutoCAD site plan.
- C. Romtec Utilities will work with the site engineer, reviewing entity, and all other associated parties through the review, comment, and approval process for the pump station.
- D. Romtec Utilities will manufacture and deliver the pump station as described below to the job site for the contractor. A representative of Romtec Utilities will be present the day the pump station is installed to provide technical advice to the contractor.
- E. After installation, pump station start-up will be performed by Romtec Utilities.
- F. Romtec Utilities will provide the Operation & Maintenance manual and as-built drawings for the pump station at start-up of the system.

- G. The installing contractor is responsible for pump station installation. Contractor work will generally include site preparation, excavations, backfill, compacted foundation construction, and all mechanical and electrical component installation.
- H. Romtec Utilities does not perform any construction at the site.

### **1.3 Pump Station Design and Submittals**

- A. Romtec Utilities will provide the complete lift station design and submittal package for the pump station for review and comment by the reviewing entity. Romtec Utilities' submittal will include the complete lift station design for all structural, mechanical, electrical, and communication aspects of each pump station.
- B. Romtec Utilities will provide the Scope of Supply and Design Submittal in electronic form and we will work with all parties through review and approval by the reviewing entity.

## **PART 2: PRODUCTS**

### **2.1 Prefabricated Wet Well and Mechanical**

**Romtec Utilities will prefabricate the wet well structure and associated interior wet well mechanical equipment prior to shipment to your jobsite. The following aspects are included as part of the prefabricated wet well:**

- A. Romtec Utilities will supply the 5' diameter precast wet well including the top slab with hatch, base, and all associated risers.
- B. The hatch will be pedestrian rated and will include a mushroom cap vent.
- C. Each cored hole shall have an associated Kor-N-Seal for each particular pipe size entering and exiting the wet well to ensure no water leakage outside the wet well.
- D. Sealant and tapecoat shall be provided for each section of the wet well to ensure no water leakage through the joints.
- E. The wet well will include a drop bowl to direct incoming flow to the wet well sump in order to minimize turbulence within the well.
- F. Romtec Utilities will provide alignment brackets for proper orientation during installation.
- G. Romtec Utilities will be supplying all in-well 3" SCH80 PVC discharge piping and fittings from the pump discharge elbow up and through the wet well structure.
- H. The approximate wet well depth from the rim to the sump floor for Montrose is 14.0' and 11.0' is Fir.
- I. The wet well will need to be assembled on site by the installing contractor.
- J. The heaviest section is the base slab, at 10,000#.

### **2.2 Pump Package**

**Romtec Utilities will be integrating the pump package into the wet well structure and control panel prior to shipment to the jobsite. The following are the associated pump items Romtec Utilities will be supplying and integrating:**

- A. Romtec Utilities will supply (2) 3HP Ebara submersible pumps and associated discharge elbows, stainless steel brackets, stainless steel lifting slings, cord grips and guiderails.
- B. The pump discharge elbows and mounting brackets will be pre-installed at the correct location and orientation prior to shipment to the jobsite.
- C. The pumping rate will be **150gpm at 17.8' TDH for Montrose and 100gpm at 17.8' TDH for Fir**. These higher pumping rates are needed to help with finding a suitable pump selections.
- D. The pumps have been quoted with 33' power cables.

### 2.3 Prefabricated Valve Vault Structure and Assembly

**Romtec Utilities will be designing and supplying a prefabricated valve vault structure and valve assembly, preassembled and pressure tested prior to shipment to your jobsite. The following components are included in the prefabricated vault assembly:**

- A. Romtec Utilities will supply a precast valve vault including the top slab with hatch.
  - 1. The rough dimensions of the valve vault are 4' x 4' x 5'.
  - 2. The hatch will be pedestrian rated.
- B. Romtec Utilities is supplying, pre-installing, and pressure testing the complete valve manifolds prior to shipment to the site. This includes the following items pre-installed:
  - 1. Pipe supports and stands
  - 2. Check valves
  - 3. Nut operated gate valve.
  - 4. Couplings, elbows and tees
- C. The discharge piping and valves will be 3" ductile iron through the valve vault.

### 2.4 Level Control System

- A. Romtec Utilities is supplying and integrating all in well level sensing for the pump station. This includes four (4) floats as the level sensing for the pump station.
- B. Romtec Utilities will configure the pump station controls to operate on the specified level sensing devices, and set the levels of the supplied devices at the time of pump station start-up and testing.

### 2.5 Control Panel

- A. Romtec Utilities is designing and supplying the control panel and associated field devices for the pump station. The control panel will be prewired, factory tested and UL listed.
- B. The control panel will be configured with an alternator controller and will be housed in a NEMA 4 painted steel enclosure.
- C. The control panel will include an auto-dialer for integration into a SCADA system and an alarm beacon, to alert in the event of pump station error.
- D. Romtec Utilities will provide all programming for the pump station controller.

- E. The control panel and pump station are configured for 480V, three phase power.

## **2.6 Delivery and Installation Services**

- A. A representative of Romtec Utilities will be present the day the pump station is installed to provide technical advice to the Contractor.
- B. The Contractor shall be responsible for coordinating the required field services with Romtec Utilities.

## **2.7 Start-up/Testing and Owner Training**

- A. After installation, pump station start-up shall be performed by the installing contractor under the supervision of Romtec Utilities' start-up technician.
- B. Start-up to include two (2) days of on-site field service.
- C. Romtec Utilities will provide the Operation & Maintenance manual and as-built drawings for the pump station at start-up of the system.
- D. O&M manual will include all submittal documentation modified if required, to reflect the as-built condition along with parts lists, maintenance manuals, and electrical schematics.

## **2.8 Electrical Support and Consulting**

- A. Romtec Utilities provides support for the installing electrician over the phone both prior to and during installation of the pumps station.
- B. Romtec Utilities electrical engineering staff will help troubleshoot issues encountered on-site during construction as well as during normal operation of the pump station. This service is available to both the installing contractor as well as the owner and their maintenance personnel.

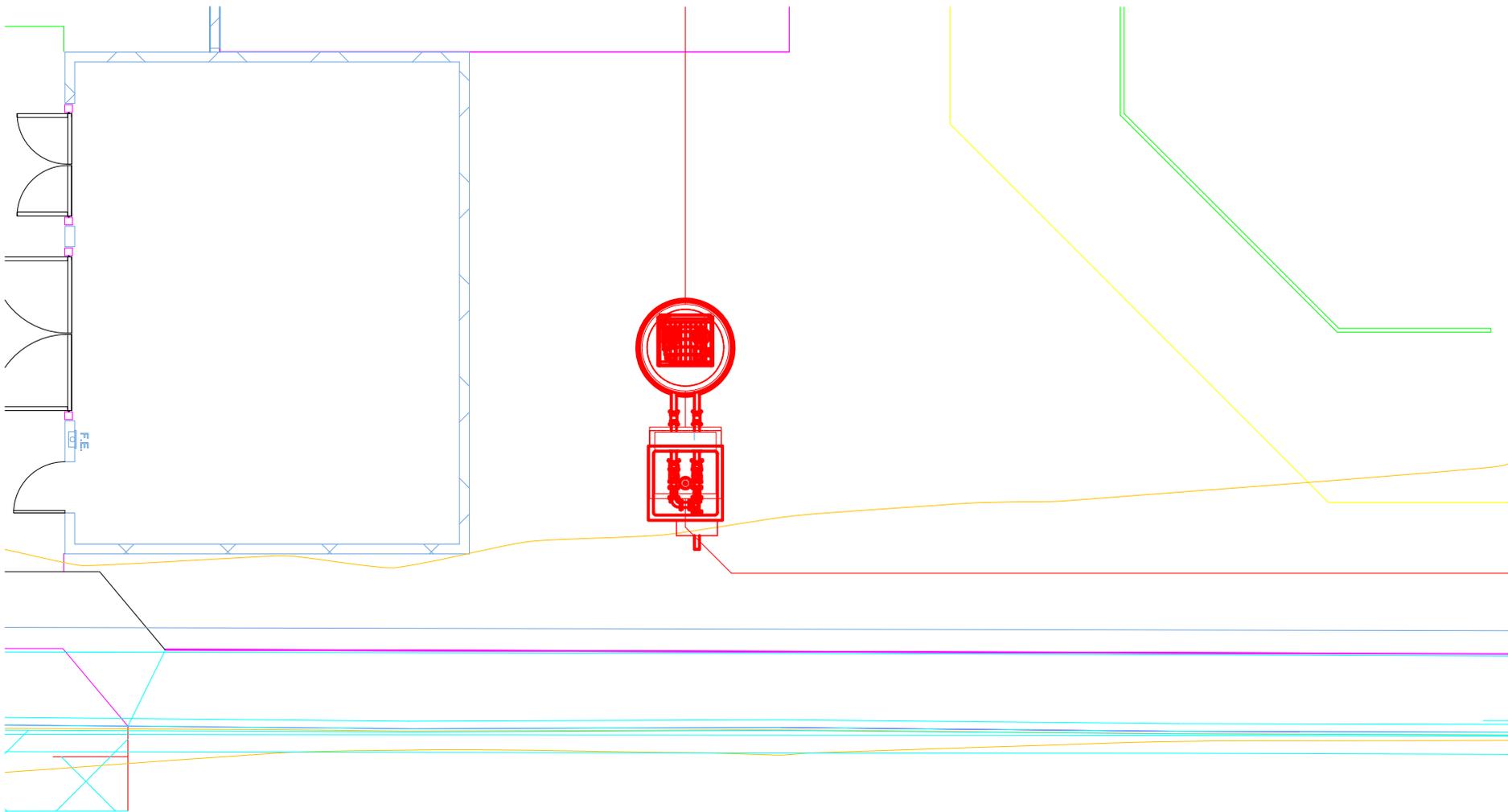
## **2.9 Exclusions**

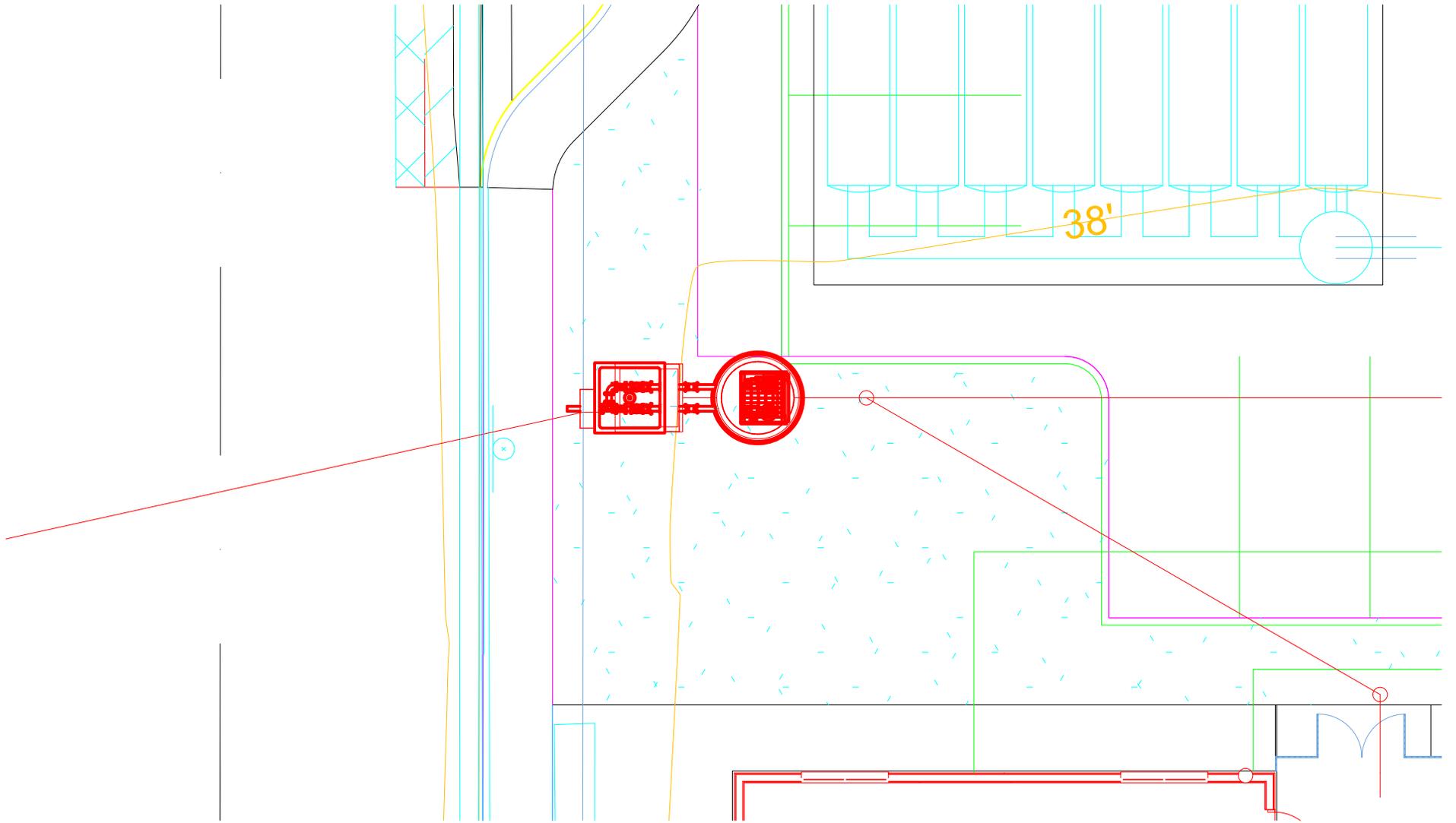
- A. Romtec Utilities is only supplying the items that are specifically stated in this scope letter. All other components are Contractor supplied. Please contact Romtec Utilities if there is any question regarding scope of supply or services.
- B. Romtec Utilities quote does not meet any "Buy America" standards. If required, Romtec can requote to meet a "Buy America" standard.
- C. Romtec Utilities will not be providing any structural calculations associated with the pump station.

*Note: Romtec Utilities can provide structural calculations if a geotechnical report is provided to Romtec Utilities by the customer. The addition of structural calculations as a requirement will result in an increased lead time to produce the full submittal package.*

- D. The installing contractor is responsible for all of the following:

1. Any fasteners not associated with the pre-assembled systems.
2. Unloading trucks, traffic control, site safety
3. Securing materials delivered to project site: dunnage, fencing, storage
4. Excavation, shoring, dewatering, sub-base rock, backfill material
5. Installation of supplied pump station systems and components
6. Piping to and from pump station.
7. Electrical conduit and wiring (except wires attached to supplied components)
8. Concrete poured in place, crushed rock, asphalt paving
9. Site lighting, signage, fencing, bollards and drainage control
10. Actual concrete dimensions will be within +/- 0.5" for major dimensions (height, length, width, core locations, wall thickness, etc) of the approved production drawing.
11. Supply of Coaxial cable







# CHANGE ORDER REQUEST

**COR No. 398 R0**

Date: 11/14/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Skidmore - Changed Caps RFI 405

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to change the column caps at Stair 3 of the Classroom Building	Skidmore Masonry Inc	1,578
Reason: Changes were made so handrails were ADA code compliant.		
Requested By: SVA Architects		
Ref: RFI 40		
		Subtotal: 1,578
<b>Contractual Costs</b>		
Overhead 15%		237
		Subtotal: 237
<b>Total Change Order Request Amount:</b>		<b>1,815</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Skidmore Masonry, Inc.

LC# 831162

425 Constitution Ave. Ste. J  
Camarillo, CA 93012  
Phone - (805) 484-4881  
Fax - (805) 484-4836

# PROPOSAL

Date: 10/24/2018

Proposal #: 6-21-416

## Name / Address

Bernards  
555 First St.  
San Fernando, Ca. 91340

## Job Address

450 E. Elm St.  
Oxnard, Ca. 93033

Project: Elm Street Elementary

Description	Qty	Cost	Total
RFI 405		0.00	0.00
Credit 4 caps	4	-133.00	-532.00
Shop drawing	1	250.00	250.00
Mold	1	585.00	585.00
Full Cap	1	510.00	510.00
1/2 Cap	2	210.00	420.00
15%	1	344.55	344.55

*This proposal is good for 30 days only.*

**Total**

\$1,577.55

*Member of Ventura County Contractors Association*

*Member of Western Regional Master Builders Association*

Signature & Date



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 405**

Project: Elm Elementary School Reconstruction Project

Date: 03-26-18

Discipline: Architectural

## Subject: Columns at Stair 3

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-45.3		

### QUESTION

The (3) columns at stair #3 shown on details 2 & 3 of A1-45.3 are called out to be framed per detail(s) 3 & 4/A-64.4. However, if they are framed per the details they will interfere with the handrails of stair #3 and create ADA issues. Please provide an alternate detail for all (3) columns in question.

### ANSWER

Refer to attached sketches

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Abdellatif Enterprises Inc	Cecil Rodriguez	5/4/2018
Pacific Interiors Enterprise	Curtis Dowell	5/4/2018
Abdellatif Enterprises Inc	Hazem Abdellatif	5/4/2018
Skidmore Masonry Inc	John Skidmore	5/4/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Alex Rivera - Bernards

**Submitted By:** Alex Rivera - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 405**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 03-26-18  
Discipline: Architectural

**Subject: Columns at Stair 3**

**Response Requested By: 04-02-2018**

## DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-45.3		

## QUESTION

The (3) columns at stair #3 shown on details 2 & 3 of A1-45.3 are called out to be framed per detail(s) 3 & 4/A-64.4. However, if they are framed per the details they will interfere with the handrails of stair #3 and create ADA issues. Please provide an alternate detail for all(3) columns in question.

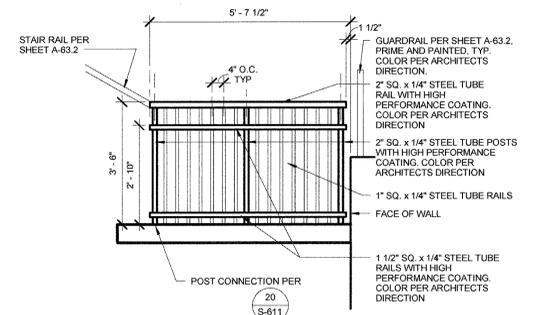
## ANSWER

Refer to attached sketches

Response Provided By:	<u>Tom Bardwell</u>	<u>SVA Architects</u>	<u>5/3/18</u>
	Name	Company	Date

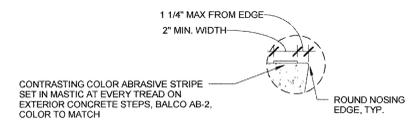
**Question Initiated By:** Alex Rivera - Bernards

**Submitted By:** Alex Rivera - Bernards

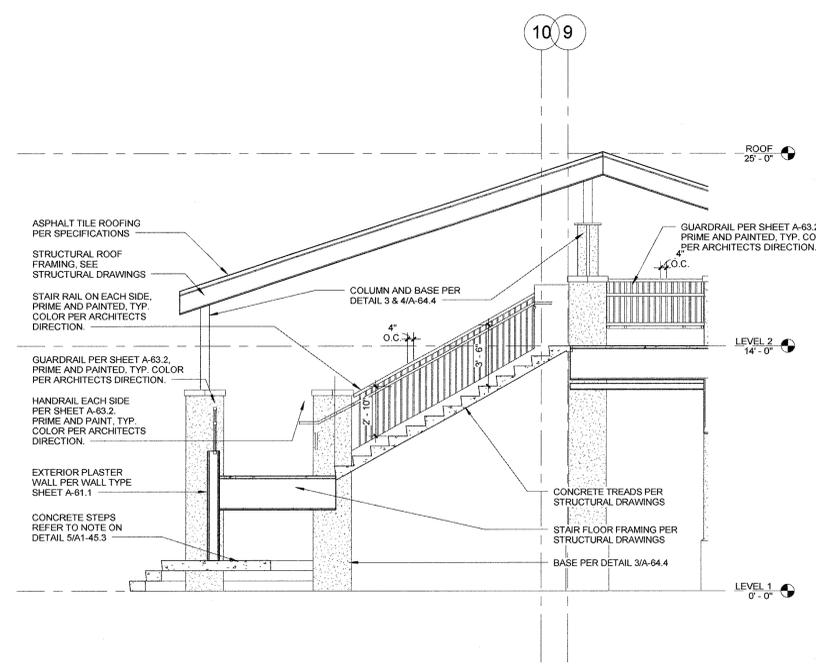


- NOTE: PICKETS TO BE SPACED SUCH THAT A SPHERE 4" IN DIAMETER CAN NOT PASS THROUGH IT
- NOTES:
1. ALL CONNECTIONS, UNLESS NOTED OTHERWISE, SHALL BE BY CONTINUOUS FILLET WELD
  2. ALL COMPONENTS TO BE HOP DIPPED GALVANIZED AFTER FABRICATION
  3. FACTORY PAINT WITH HIGH GLOSS ENAMEL
  4. NO FIELD CUTTING OR WELDING
  5. NUTS, BOLTS AND WASHERS TO BE STAINLESS STEEL
  6. FIELD TOUCH-UP PAINT TO MATCH FACTORY FINISH

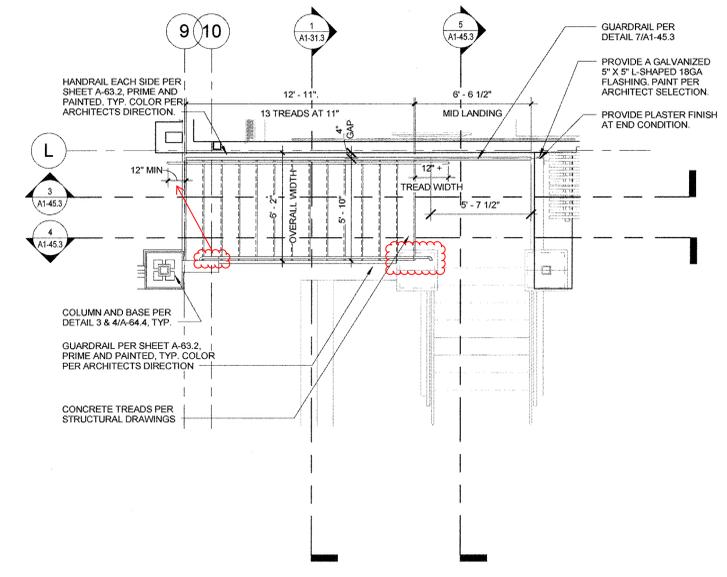
GUARDRAIL AT MIDLANDING STAIR 1/2" = 1'-0" 7



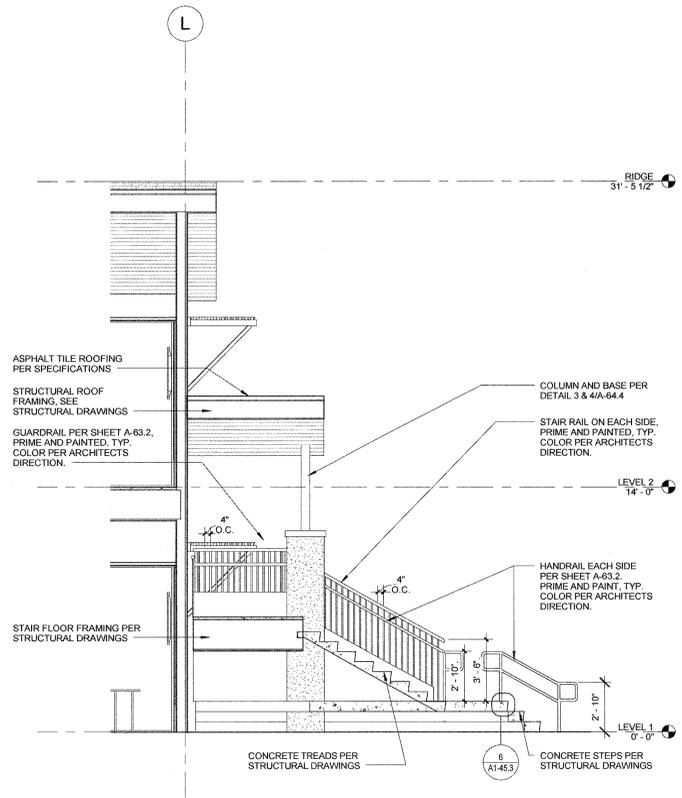
CONCRETE STEPS NOSING DETAIL 1" = 1'-0" 6



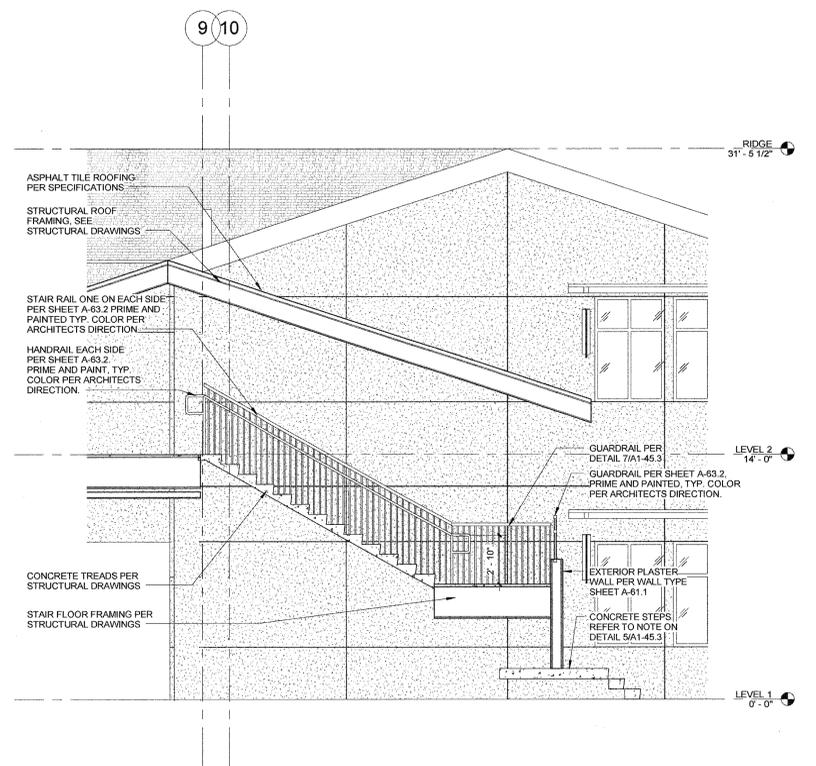
STAIR #3 - SECTION 2 1/4" = 1'-0" 4



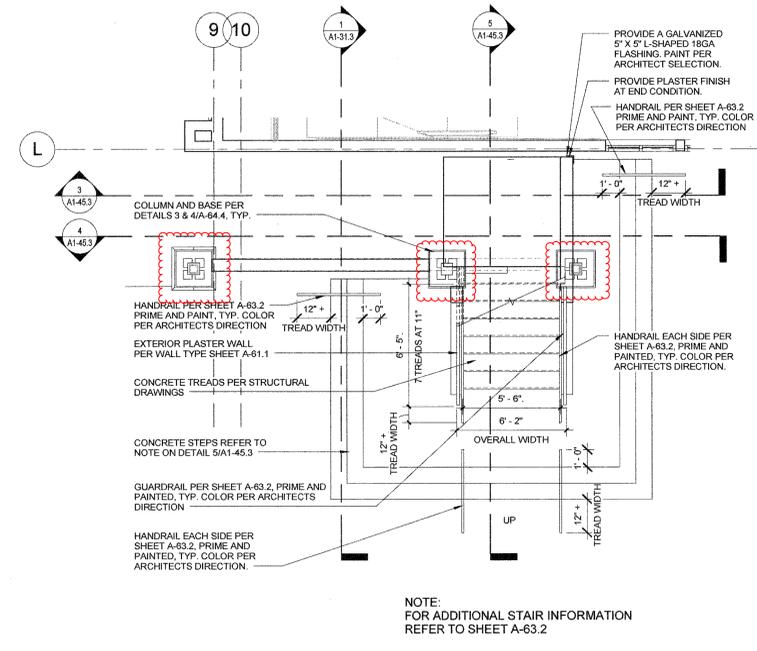
ENLARGED STAIR #3 PLAN - SECOND FLOOR 1/4" = 1'-0" 2



STAIR #3 - SECTION 3 1/4" = 1'-0" 5



STAIR #3 - SECTION 1 1/4" = 1'-0" 3



ENLARGED STAIR #3 PLAN - FIRST FLOOR 1/4" = 1'-0" 1

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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 A# 03-116407  
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 DATE AUG 01 2016

REVISIONS:

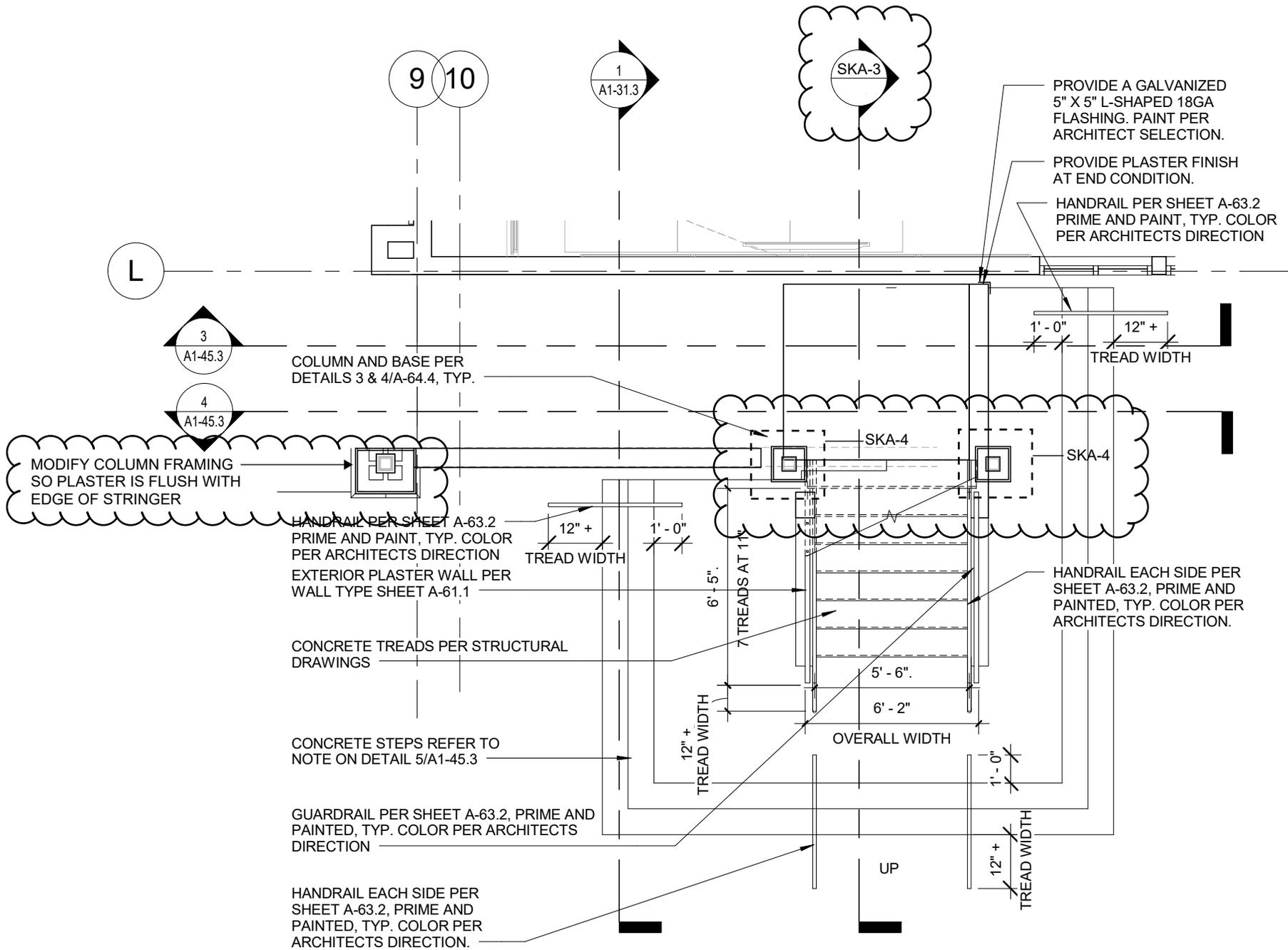
NO.	DESCRIPTION	DATE

DATE ISSUED: APRIL 8, 2016  
 PROJECT NO: 1340159-Bldg  
 SCALE: As indicated  
 SHEET NUMBER: A1-45.3  
 SHEET TITLE:

CLASSROOM - BLDG 1 - ENLARGED STAIR #3 PLANS



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PROVIDE A GALVANIZED 5" X 5" L-SHAPED 18GA FLASHING. PAINT PER ARCHITECT SELECTION.

PROVIDE PLASTER FINISH AT END CONDITION.

HANDRAIL PER SHEET A-63.2 PRIME AND PAINT, TYP. COLOR PER ARCHITECTS DIRECTION

COLUMN AND BASE PER DETAILS 3 & 4/A-64.4, TYP.

MODIFY COLUMN FRAMING SO PLASTER IS FLUSH WITH EDGE OF STRINGER

HANDRAIL PER SHEET A-63.2 PRIME AND PAINT, TYP. COLOR PER ARCHITECTS DIRECTION

EXTERIOR PLASTER WALL PER WALL TYPE SHEET A-61.1

CONCRETE TREADS PER STRUCTURAL DRAWINGS

CONCRETE STEPS REFER TO NOTE ON DETAIL 5/A1-45.3

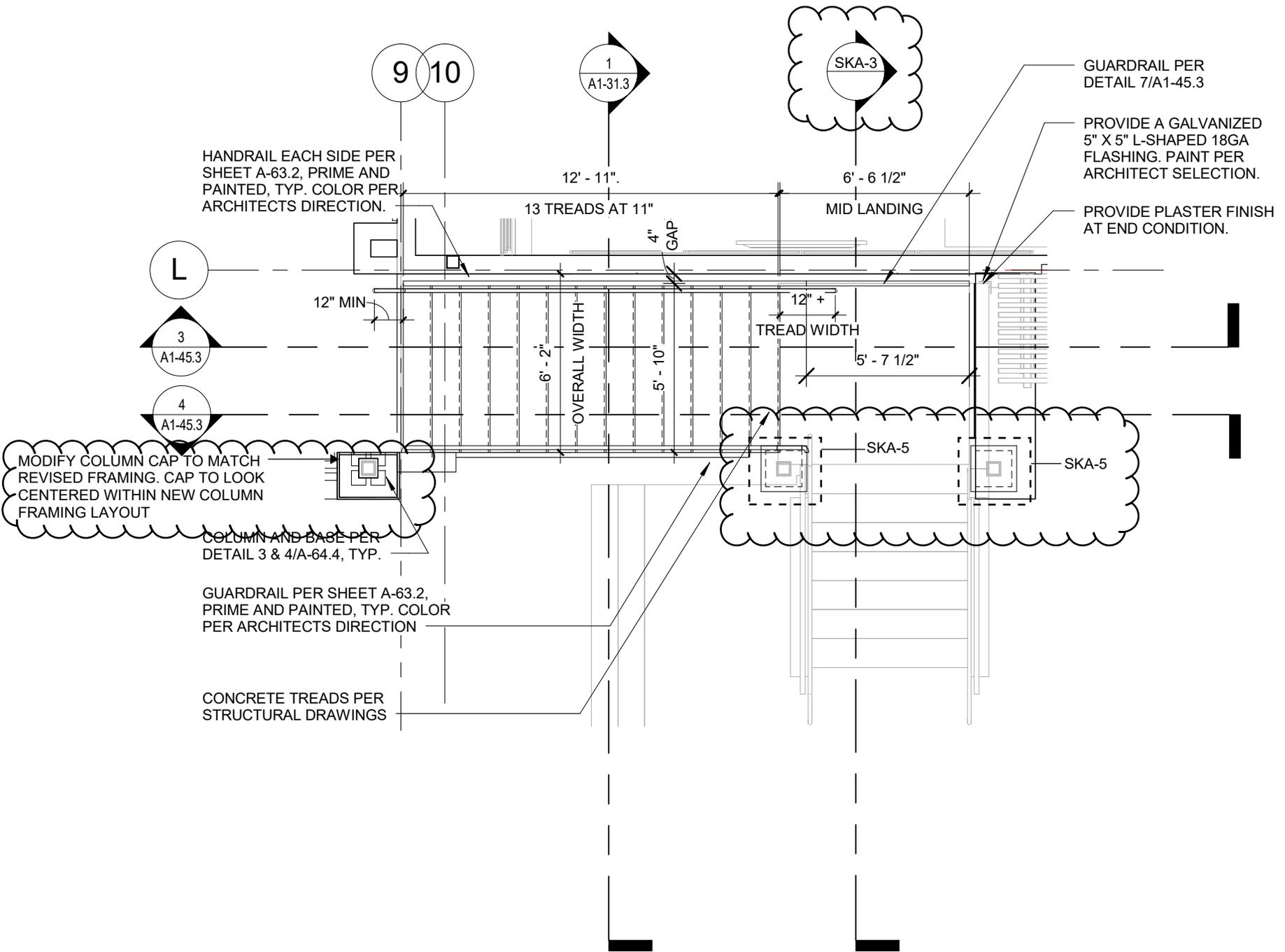
GUARDRAIL PER SHEET A-63.2, PRIME AND PAINTED, TYP. COLOR PER ARCHITECTS DIRECTION

HANDRAIL EACH SIDE PER SHEET A-63.2, PRIME AND PAINTED, TYP. COLOR PER ARCHITECTS DIRECTION.

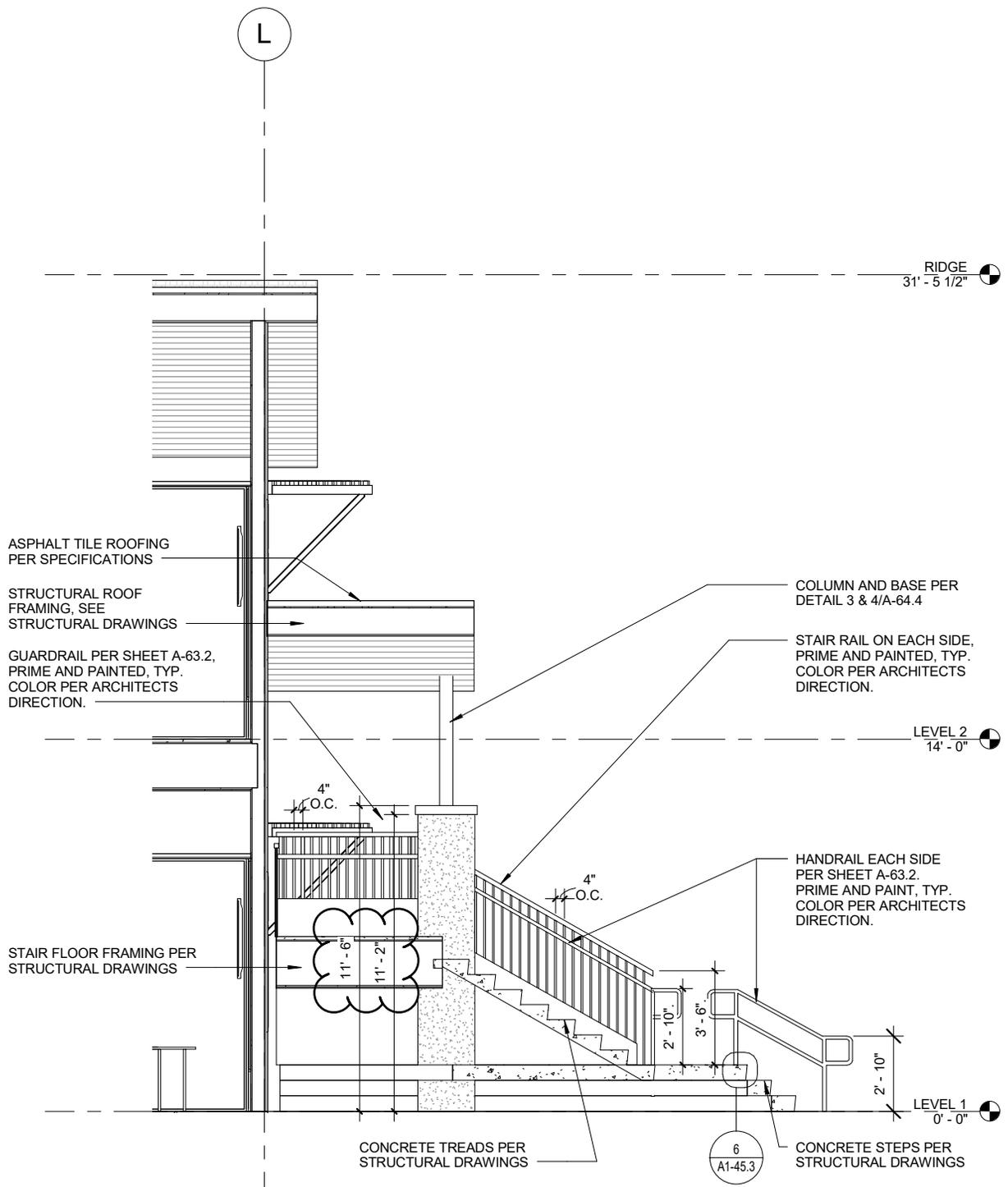
HANDRAIL EACH SIDE PER SHEET A-63.2, PRIME AND PAINTED, TYP. COLOR PER ARCHITECTS DIRECTION.

NOTE:  
FOR ADDITIONAL STAIR INFORMATION  
REFER TO SHEET A-63.2

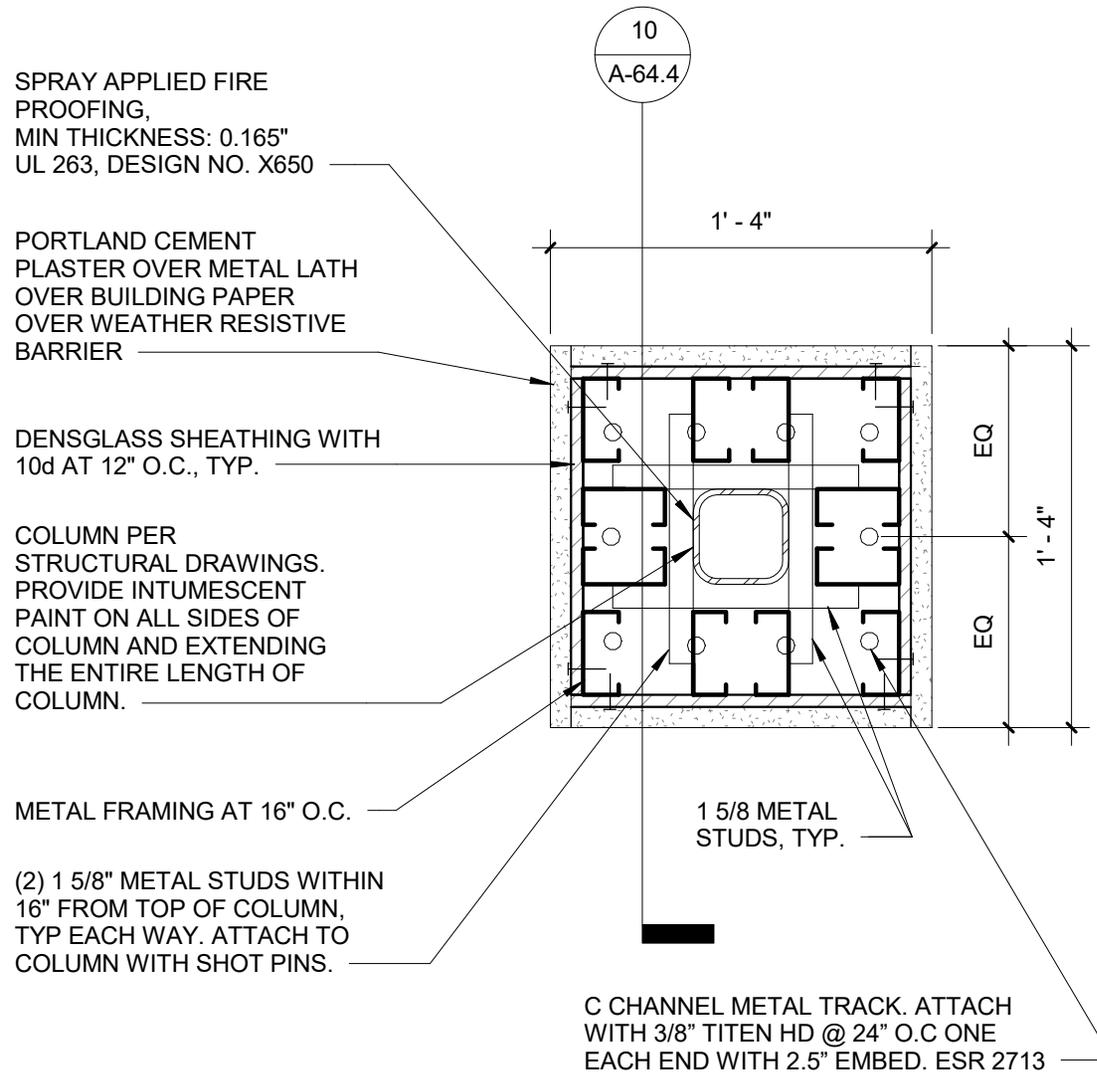
**STAIR #3 - SECOND FLOOR**  
**SKA-1**



**STAIR #3 - SECOND FLOOR**  
**SKA-2**

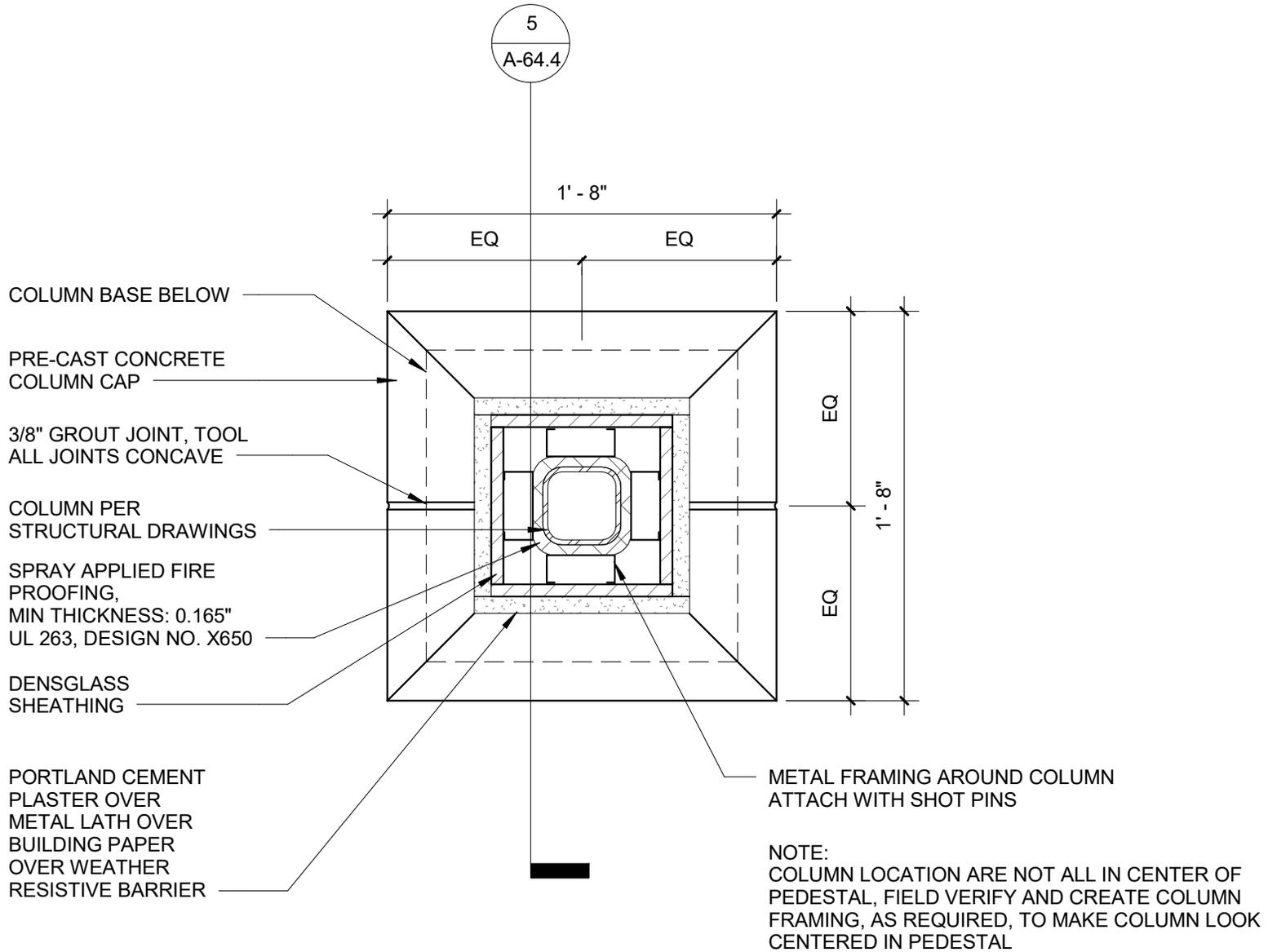


**STAIR #3 - SECTION**  
SKA-3



**NOTE:**  
REFER TO DETAIL 4/A-64.4 FOR COLUMN CAP

**STAIR #3 - COLUMN BASE**  
SKA-4



**STAIR #3 - COLUMN CAP**  
SKA-5



# CHANGE ORDER REQUEST

**COR No. 399 R0**

Date: 11/14/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Skidmore - Cap Straps RFI 414

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add straps for precast column caps.	Skidmore Masonry Inc	1,086
Reason: Straps were added for a more secure attachment method.		
Requested By: SVA Architects		
Ref: RFI 414		
		Subtotal:
		1,086
<b>Contractual Costs</b>		
Overhead 15%		163
		Subtotal:
		163
<b>Total Change Order Request Amount:</b>		<b>1,249</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Skidmore Masonry, Inc.

LC# 831162

425 Constitution Ave. Ste. J

Camarillo, CA 93012

Phone - (805) 484-4881

Fax - (805) 484-4836

# PROPOSAL

Date: 10/24/2018

Proposal #: 6-21-418

## Name / Address

Bernards  
555 First St.  
San Fernando, Ca. 91340

## Job Address

450 E. Elm St.  
Oxnard, Ca. 93033

Project: Elm Street Elementary

Description	Qty	Cost	Total
RFI 415 adding strap detail	1	944.00	944.00
15%	1	141.60	141.60

*This proposal is good for 30 days only.*

**Total**

\$1,085.60

*Member of Ventura County Contractors Association*

*Member of Western Regional Master Builders Association*

Signature & Date



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 414**

Project: Elm Elementary School Reconstruction Project

Date: 04-13-18

Discipline: Architectural

## Subject: Confirming RFI - Modify Precast Cap Attachment

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A64.4	5	

### QUESTION

Ref. Sketch 414-SK-1 (attached), 5/A64.4

Please confirm the attached sketch (414-SK-1) for the precast cap attachment modification is acceptable, and have stamped by SEOR.

### ANSWER

Response

Proposed structurally acceptable.  
PSE - 04/13/18

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Abdellatif Enterprises	Hazem Abdellatif	4/17/2018
Skidmore Masonry Inc	John Skidmore	4/17/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

Question Initiated By: Steve Johnson - Bernards

Submitted By: Gina Sierra - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 414**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 04-13-18  
Discipline: Architectural

**Subject: Confirming RFI - Modify Precast Cap Attachment**

**Response Requested By: 04-19-2018**

## DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A64.4	5	

## QUESTION

Ref. Sketch 414-SK-1 (attached), 5/A64.4

Please confirm the attached sketch (414-SK-1) for the precast cap attachment modification is acceptable, and have stamped by SEOR.

## ANSWER

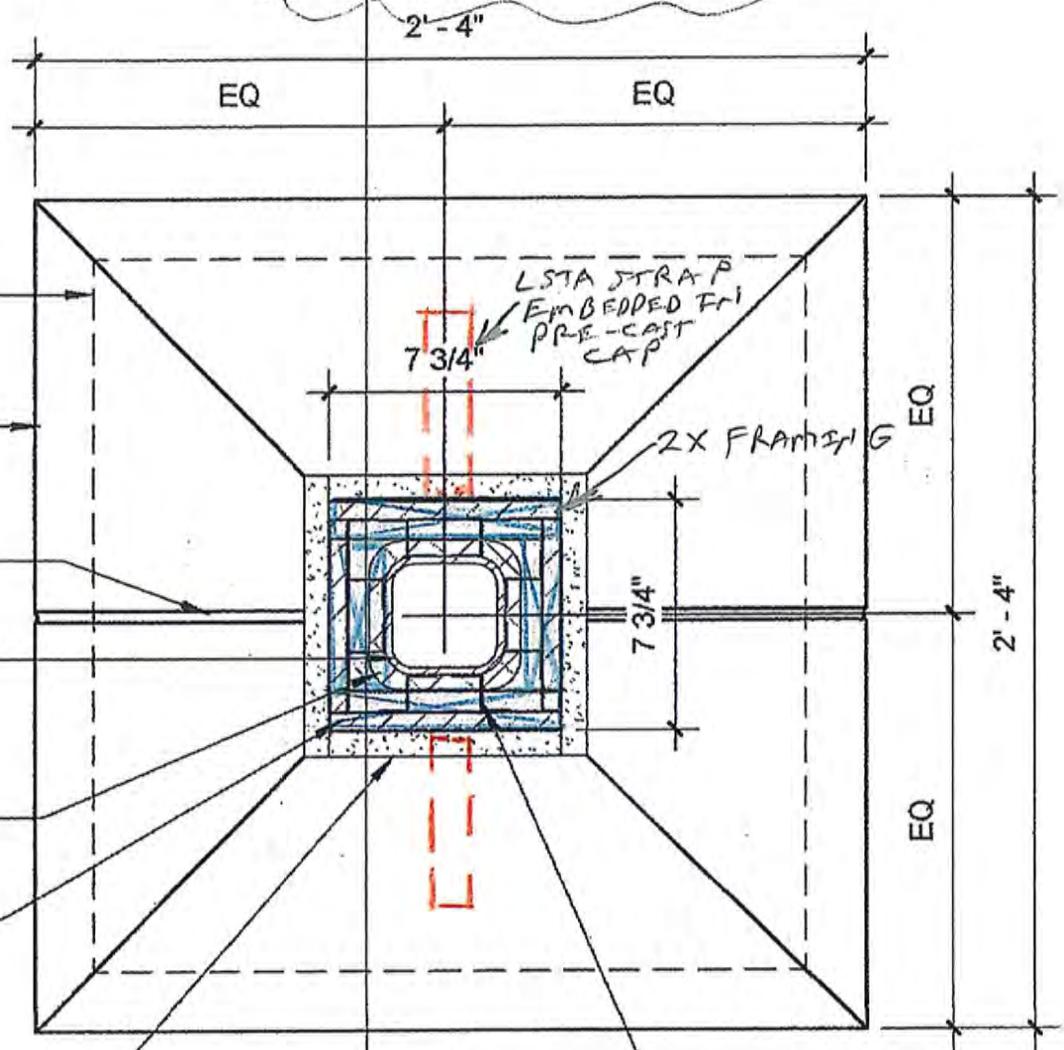
Proposed structurally acceptable.  
PSE-04/13/18

Response Provided By: \_\_\_\_\_  
Name Company Date

**Question Initiated By:** Steve Johnson - Bernards

**Submitted By:** Gina Sierra - Bernards

5  
A-64.4 ← SEE REVISED PROPOSED DETAIL



COLUMN BASE BELOW

PRE-CAST CONCRETE COLUMN CAP

3/8" GROUT JOINT, TOOL ALL JOINTS CONCAVE

COLUMN PER STRUCTURAL DRAWINGS

SPRAY APPLIED FIRE PROOFING, MIN THICKNESS: 0.165" UL 263, DESIGN NO. X650

EXTERIOR PLYWOOD SHEATHING

PORTLAND CEMENT PLASTER OVER METAL LATH OVER BUILDING PAPER OVER WEATHER RESISTIVE BARRIER

LSTA STRAP EMBEDDED IN PRE-CAST CAP

2X FRAMING

16 GA. Z "SHAPED" CLIPS WELDED TO COLUMN PRIOR TO FIREPROOFING

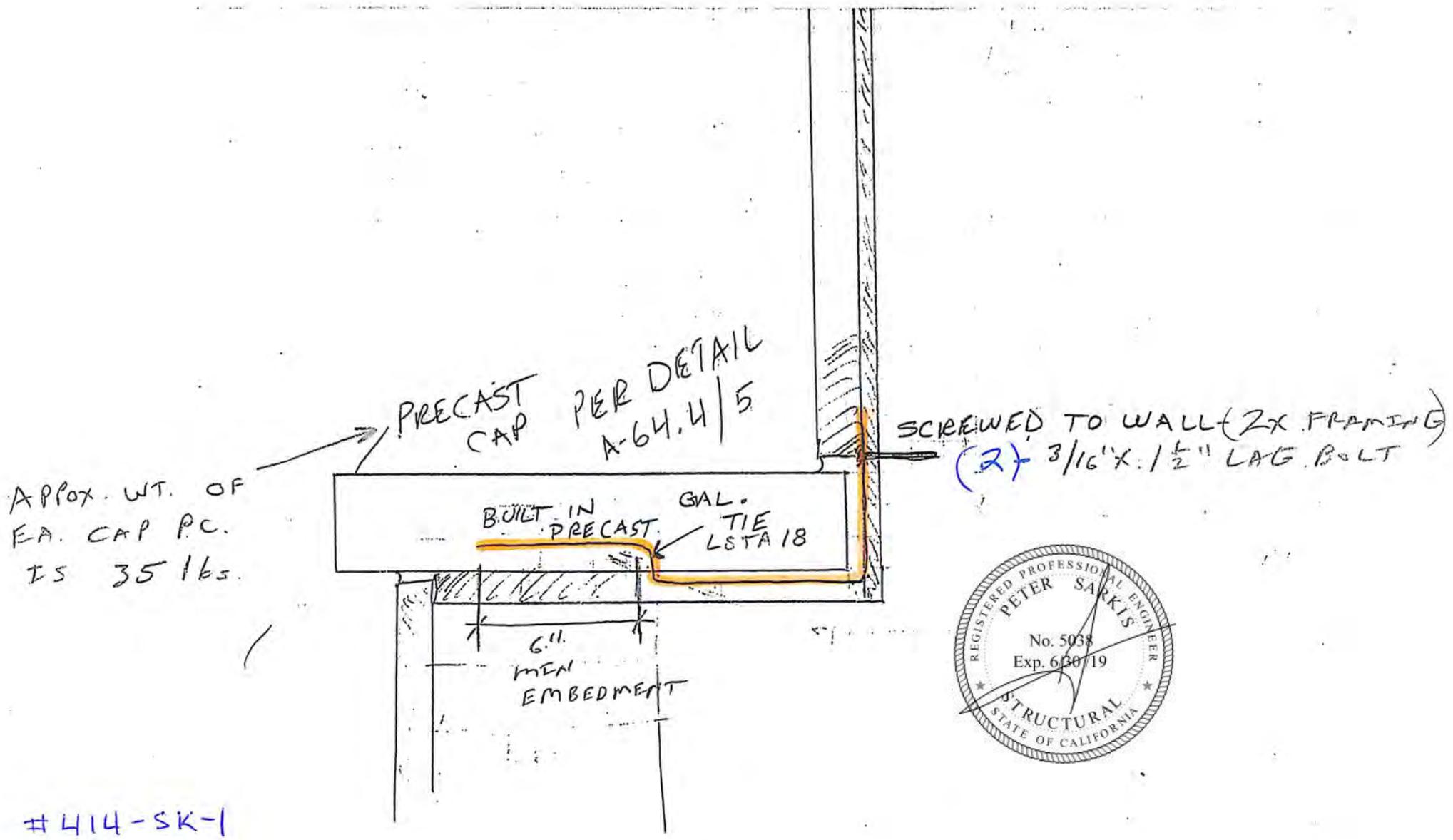


**COLUMN CAP**

1 1/2" = 1'-0"

PROPOSED ALTERNATE CONNECTION FOR PRE-CAST CAP - 5/A64.4

- 1) CAST-IN A GALVANIZED STRAP - SIMPSON LSTA
- 2) BEND STRAP UP AND ATTACH TO 2X WOOD FRAMING THAT WILL SURROUND T.S. WALKWAY COL.
- 3) ATTACH STRAP USING 3/16" x 1/2" LAG BOLTS



#414-SK-1



# CHANGE ORDER REQUEST

**COR No. 411 COR**

Date: 11/28/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Axiom Panel For Kitchen Soffit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add axiom panels to create soffit on north side of kitchen ceiling.	Cali USA Acoustics Inc	663
Reason: To hide HVAC duct. Both supply and return HVAC duct for MPR needed to be routed under beam running at 8' AFF along grid line 3. Ceiling in Kitchen is at 9' AFF. A soffit was built to conceal duct.		
Requested By: CFW during onsite walk.		
		Subtotal:
		663
<b>Contractual Costs</b>		
Overhead 15%		99
		Subtotal:
		99
<b>Total Change Order Request Amount:</b>		<b>762</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CHANGE ORDER**

**CHANGE ORDER**

**CALI U.S.A. ACOUSTICS, INC.**

**8**

**1111 RANCHO CONEJO BLVD, SUITE #501 ; THOUSAND OAKS ,CA 91320  
PHONE(805)376-9300, Fax (805)376-9306**

To: **BERNARD BROTHERS  
555 FIRST STREET  
SAN FERNANDO , CA 91340**  
ATTN: **MR.ALEX RIVERA**

Date: **16-Nov-18**  
**Project:** **ELM E.SCHOOL**  
Address **450 E.ELM STREET  
OXNARD , CA 93033**

The following change from the original contract is hereby authorized:

**LABOR & MATERIAL TO INSTALL 2PCES OF 16" AXIOM  
AT THE KITCHEN TO HIDE THE HVAC**

**MATERIALS:** 2 PIECES OF AXIOM 16" **\$300.00** |

**LABOR:** 4 HOURS X \$78.96 **\$315.84** |  
PLUS 15% OVERHEAD & PROFIT **\$47.37** |

**TOTAL:** **\$663.21**

**NOTE:**

This change order represents a supplementary agreement between the Contractor and the Subcontractor. ther terms and conditions of the original Subcontract agreement shall apply to this change order.

**Cali U.S.A Acoustics, Inc.**

Subcontractor

Contractor

By \_\_\_\_\_  
Diego Velasquez, President

By \_\_\_\_\_

*After July 1/18*



### HOURLY LABOR COST RATES

**Sub/Contractor:** Call USA Acoustics, Inc.      **Trade:** Acoustical Ceilings  
**Date:** 9/21/2018      **Classification:** 5020  
**Project:** ELM ES  
**Rate Effective Through:** June 30, 2019      **Union:**  **Non Union:**

	<u>JOURNEYMAN Straight Time</u>	<u>JOURNEYMAN Time &amp; 1/2</u>	<u>JOURNEYMAN Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 42.41	\$ 63.62	\$ 84.82
Vacation & Holiday Accrual	\$ 6.19	\$ 6.19	\$ 6.19
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 48.60</b>	<b>\$ 69.81</b>	<b>\$ 91.01</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 3.01	\$ 4.33	\$ 5.64
Medicare	\$ 0.70	\$ 1.01	\$ 1.32
FUI	\$ 0.39	\$ 0.56	\$ 0.73
SUI	\$ 3.01	\$ 4.33	\$ 5.64
Workers Compensation Insurance	\$ 10.27	\$ 14.76	\$ 19.24
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 17.38</b>	<b>\$ 24.99</b>	<b>\$ 32.57</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ 7.50	\$ 7.50
Pension & Retirement (or equivalent)	\$ 4.91	\$ 4.91	\$ 4.91
Training (or equivalent)	\$ 0.57	\$ 0.57	\$ 0.57
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 78.96</b>	<b>\$ 107.77</b>	<b>\$ 136.56</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or Incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



# CHANGE ORDER REQUEST

**COR No. 429 R0**

Date: 12/22/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

RFI 520

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to rerough in plumbing to add a sink in classroom 118.	Precision Plumbing-Mechanical	1,795
Reason: No sink was called out in the original bid documents. This is rework/additional material not part of the original scope.		
Requested By: SVA Architects		
Ref: RFI 520		
		Subtotal: 1,795
<b>Contractual Costs</b>		
Overhead 15%		269
		Subtotal: 269
<b>Total Change Order Request Amount:</b>		<b>2,064</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

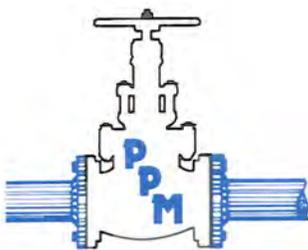
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

## Proposal

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

**WE PROPOSE** hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ )

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

*Daniel Bascom*  
Daniel Bascom

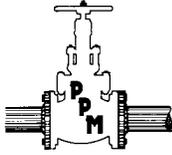
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



# PRECISION PLUMBING-MECHANICAL

## COR #25 COST BREAKDOWN

**JOB:** Elm St Elementary School (#215)

**DATE:** 12/5/2018

**MATERIALS**

QTY.	ITEM DESCRIPTION	COST EACH	TOTAL
10	1/2" type L copper pipe	\$1.19	\$11.90
1	1/2" copper press couplings	\$5.49	\$5.49
3	1/2" copper press 90	\$2.75	\$8.25
1	1/2" copper press tee	\$2.86	\$2.86
2	1/2" copper caps	\$0.53	\$1.06
1	2" x 2" x 1-1/2" x 1-1/2" figure 1 fitting	\$51.70	\$51.70
2	2" no hub couplings	\$3.30	\$6.60
1	support	\$5.65	\$5.65
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

SUB-TOTAL \$93.51  
 TAX 7.75% \$7.25  
**MATERIAL TOTAL \$100.76**

**SUBCONTRACTOR**

SUBCONTRACTOR NAME	SERVICE	TOTAL

SUBCONTRACT TOTAL: \$0.00

**LABOR**

HOURS	CLASSIFICATION	RATE	TOTAL
8	Foreman	\$95.95	\$767.60
8	Journeyman	\$86.52	\$692.16
	Foreman overtime	\$127.30	\$0.00
	Journeyman overtime	\$113.86	\$0.00
	Foreman double-time	\$156.86	\$0.00
	Journeyman double-time	\$139.56	\$0.00
	Equipment rental (excavator)	\$25.00	\$0.00

LABOR TOTAL \$1,459.76  
 SUB-TOTAL \$1,560.52  
 15% M/U \$234.08  
**JOB TOTAL \$1,794.59**



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Foreman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2017      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 50.78	\$ 76.17	\$ 101.56
Vacation & Holiday Accrual	\$ 3.34	\$ 5.01	\$ 5.01
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 54.12</b>	<b>\$ 81.18</b>	<b>\$ 106.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 3.15	\$ 4.72	\$ 6.30
Medicare	\$ 0.74	\$ 1.10	\$ 1.47
FUI	\$ 0.06	\$ 0.09	\$ 0.12
SUI	\$ 0.45	\$ 0.67	\$ 0.89
Workers Compensation Insurance	\$ 10.73	\$ 10.73	\$ 10.73
General Liability Insurance (If Applicable)	\$ 4.19	\$ 6.29	\$ 8.26
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 19.32</b>	<b>\$ 23.61</b>	<b>\$ 27.78</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b><u>\$ 95.95</u></b>	<b><u>\$ 127.30</u></b>	<b><u>\$ 156.86</u></b>

Factors NOT allowed in the above hourly labor cost rates:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Overhead</li> <li>2. Profit</li> <li>3. Vehicle &amp; transportation expenses</li> <li>4. Small tools</li> </ul> | <ul style="list-style-type: none"> <li>5. Consumables</li> <li>6. Bonus or incentive payments</li> <li>7. Communications</li> <li>8. Supervision</li> </ul> |
|--|---|



## HOURLY LABOR COST RATES

**Sub/Contractor:** Precision Plumbing Mechanical      **Trade:** Plumber  
**Date:** 5/8/2017      **Classification:** Journeyman  
**Project:** Elm Street Elementary School  
**Rate Effective Through:** July 1, 2016      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 44.16	\$ 66.24	\$ 88.32
Vacation & Holiday Accrual	\$ 3.03	\$ 4.55	\$ 4.55
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 47.19</b>	<b>\$ 70.79</b>	<b>\$ 92.87</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.74	\$ 4.11	\$ 5.48
Medicare	\$ 0.64	\$ 0.96	\$ 1.28
FUI	\$ 0.05	\$ 0.08	\$ 0.11
SUI	\$ 0.39	\$ 0.58	\$ 0.78
Workers Compensation Insurance	\$ 9.34	\$ 9.34	\$ 9.34
General Liability Insurance (If Applicable)	\$ 3.66	\$ 5.49	\$ 7.20
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 16.82</b>	<b>\$ 20.56</b>	<b>\$ 24.18</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 8.16	\$ 8.16	\$ 8.16
Pension & Retirement (or equivalent)	\$ 7.65	\$ 7.65	\$ 7.65
Training (or equivalent)	\$ 6.70	\$ 6.70	\$ 6.70
<b>Hourly Benefits Subtotal</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>	<b>\$ 22.51</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b><u>\$ 86.52</u></b>	<b><u>\$ 113.86</u></b>	<b><u>\$ 139.56</u></b>

Factors NOT allowed in the above hourly labor cost rates:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Overhead</li> <li>2. Profit</li> <li>3. Vehicle &amp; transportation expenses</li> <li>4. Small tools</li> </ul> | <ul style="list-style-type: none"> <li>5. Consumables</li> <li>6. Bonus or incentive payments</li> <li>7. Communications</li> <li>8. Supervision</li> </ul> |
|--|---|



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 520**

Project: Elm Elementary School Reconstruction Project

Date: 10-08-18  
Discipline: Plumbing

## Subject: Sink in Classroom 118

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-11.1		
P-1.1.1		
P-1.1.2		

### QUESTION

Per the original drawings, no sink is shown to be installed in room 118 of the classroom building. However, per conversation with SVA a sink is required in this room. Please see attached sheets for clarification. Please advise.

### SUGGESTION

Cold Water and Sanitary sewer are roughed-in the wall for the sink in room 119, we can cut open the drywall and attach to those lines to service the sink in room118. Please advise.

### ANSWER

Provide sink in Room 118, as requested by architect, and tie into cold water and sanitary sewer lines in wall roughed-in for adjacent room 119, as proposed.

H. Mozaffari, R&A      October8, 2018

The sink in room 1-213 was switched to room 1-118 as the classroom layouts switched for those two classrooms.

SVA 10/12/18

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Precision Plumbing-Mechanical	Daniel Bascom	10/12/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

Question Initiated By: Alex Rivera - Bernards

Submitted By: Alex Rivera - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 520**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 10-08-18  
Discipline: Plumbing

**Subject: Sink in Classroom 118**

**Response Requested By: 10-15-2018**

### DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-11.1		
P-1.1.1		
P-1.1.2		

### QUESTION

Per the original drawings, no sink is shown to be installed in room 118 of the classroom building. However, per conversation with SVA a sink is required in this room. Please see attached sheets for clarification. Please advise.

### SUGGESTION

Cold Water and Sanitary sewer are roughed-in the wall for the sink in room 119, we can cut open the drywall and attach to those lines to service the sink in room 118. Please advise.

### ANSWER

Provide sink in Room 118, as requested by architect, and tie into cold water and sanitary sewer lines in wall roughed-in for adjacent room 119, as proposed.

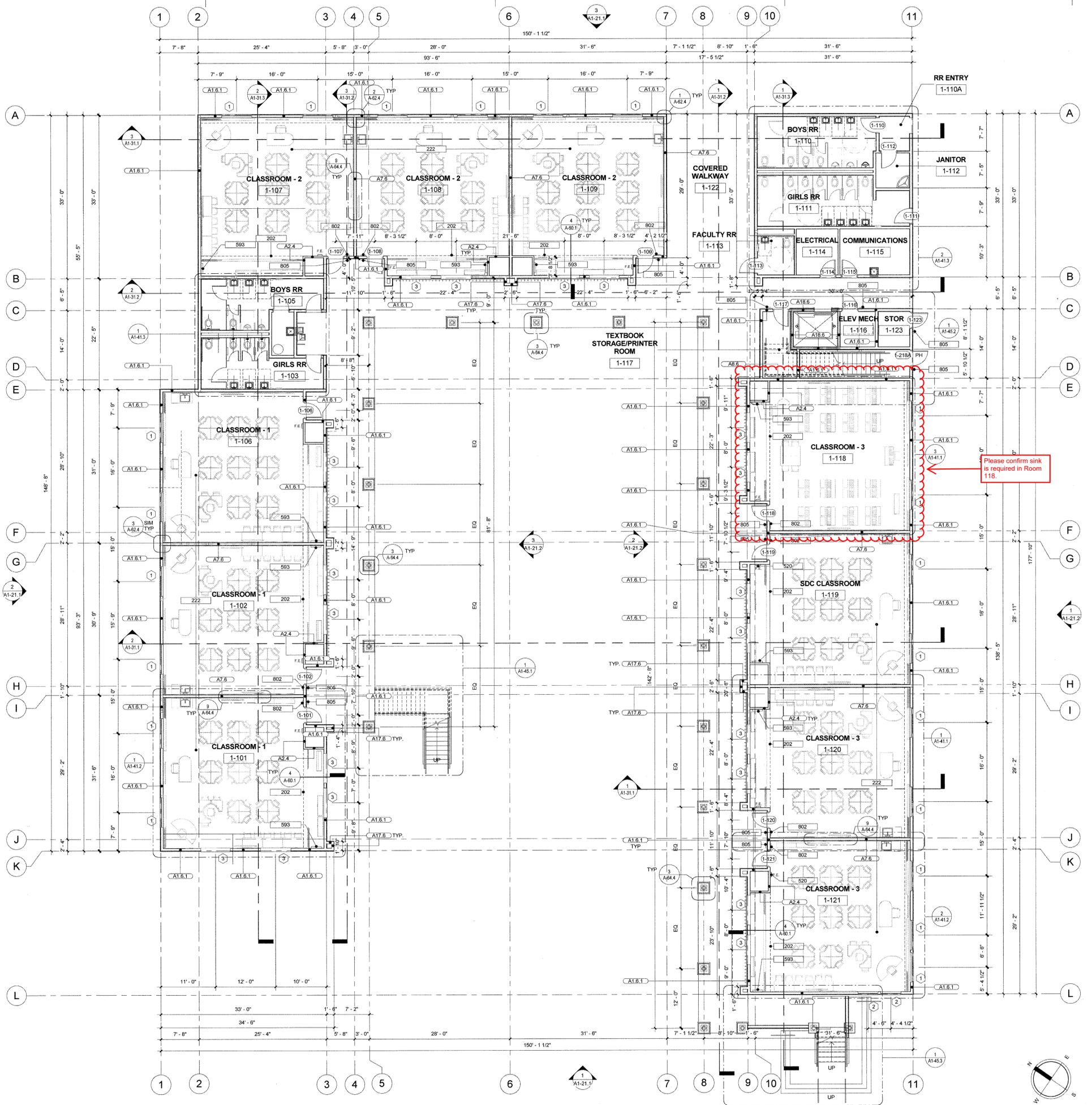
The sink in room 1-213 was switched to room 1-118 as the classroom layouts switched for those two classrooms.

SVA 10/12/18

Response Provided By: H. Mozaffari, R&A \_\_\_\_\_ October 8, 2018  
Name Company Date

**Question Initiated By:** Alex Rivera - Bernards

**Submitted By:** Alex Rivera - Bernards



DESCRIPTION
202 SOFFIT ABOVE - REFER TO REFLECTED CEILING PLANS
222 ONE HOUR RATED HORIZONTAL ASSEMBLY PER DETAIL 9/A-60.1
520 SEMI-RECESSED FIRE EXTINGUISHER CABINET W/ EXTINGUISHER (20A, 120B-C) SEE DETAIL 1/A-64.4 MIN. 30" X 48" CLR. FLOOR SPACE REQ'D AT EACH LOCATION
593 WALL RACK PER ELECTRICAL DRAWINGS
802 TACTILE EXIT SIGN, SEE DET. 9/GEN-3
805 ROOM IDENTIFICATION SIGN, SEE DET. 5/GEN-3

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
 A# 03-116407  
 AC: [Signature] FLS: [Signature] SS: [Signature]  
 DATE: AUG 01 2016

**KEYNOTE LEGEND**

(1,4)	WALL TYPE ANNOTATION, SEE SHEET A-61.1 & A-61.2 FOR DETAILS
(A1.6.1)	WOOD STUD WALL PER SHEET A-61.1 & A-61.2
(A1.6.2)	WOOD STUD WALL - RATED PER SHEET 1, 3, 4 & 9 / A-61.1
(101)	NUMBER INDICATES DOOR PER SCHEDULE, REFER TO A1-52.1
(X)	NUMBER INDICATES WINDOW PER SCHEDULE, REFER TO A1-52.2
F.E.	PORTABLE FIRE EXTINGUISHER CABINET, SEE DETAIL 1/A-64.4

- FLOOR PLAN NOTES**
- ALL DIMENSIONS ARE TO CENTER LINE OF THE GRID LINES AND OR TO FACE OF STUDS U.N.O. FINISH FLOOR ELEVATIONS ARE TO TOP OF CONCRETE SLAB OR TOP OF INTERIOR PAVING, U.N.O. CEILING HEIGHT DIMENSIONS ARE TO FINISH SURFACES U.N.O. ALL WALLS FULL HEIGHT U.N.O.
  - REFER TO GEN-4 FOR ACCESSIBILITY REQUIREMENTS.
  - REFER TO A-61.4 FOR PENETRATION ASSEMBLIES / DETAILS.
  - WALL TYPES: REFER TO A-61.1 & A-61.2. ALL WALL ASSEMBLIES TO BE FULL HEIGHT U.N.O.
  - REFER TO GEN-3 FOR ACCESSIBILITY AND ROOM SIGNAGE DETAILS.
  - REFER TO A-64.3 FOR CABINETRY/CASEWORK
  - ALL OUTSIDE CORNERS SHALL HAVE EASED EDGES, REFER TO SPECIFICATIONS, NO SHARP EDGES ANYWHERE.
  - REFER TO ENLARGED PLANS FOR WALL TYPES AND ADDITIONAL INFORMATION.
  - REFER TO ALL LEVEL PLANS FOR ADDITIONAL DOOR LOCATIONS.

**REVISIONS:**

DESCRIPTION	DATE

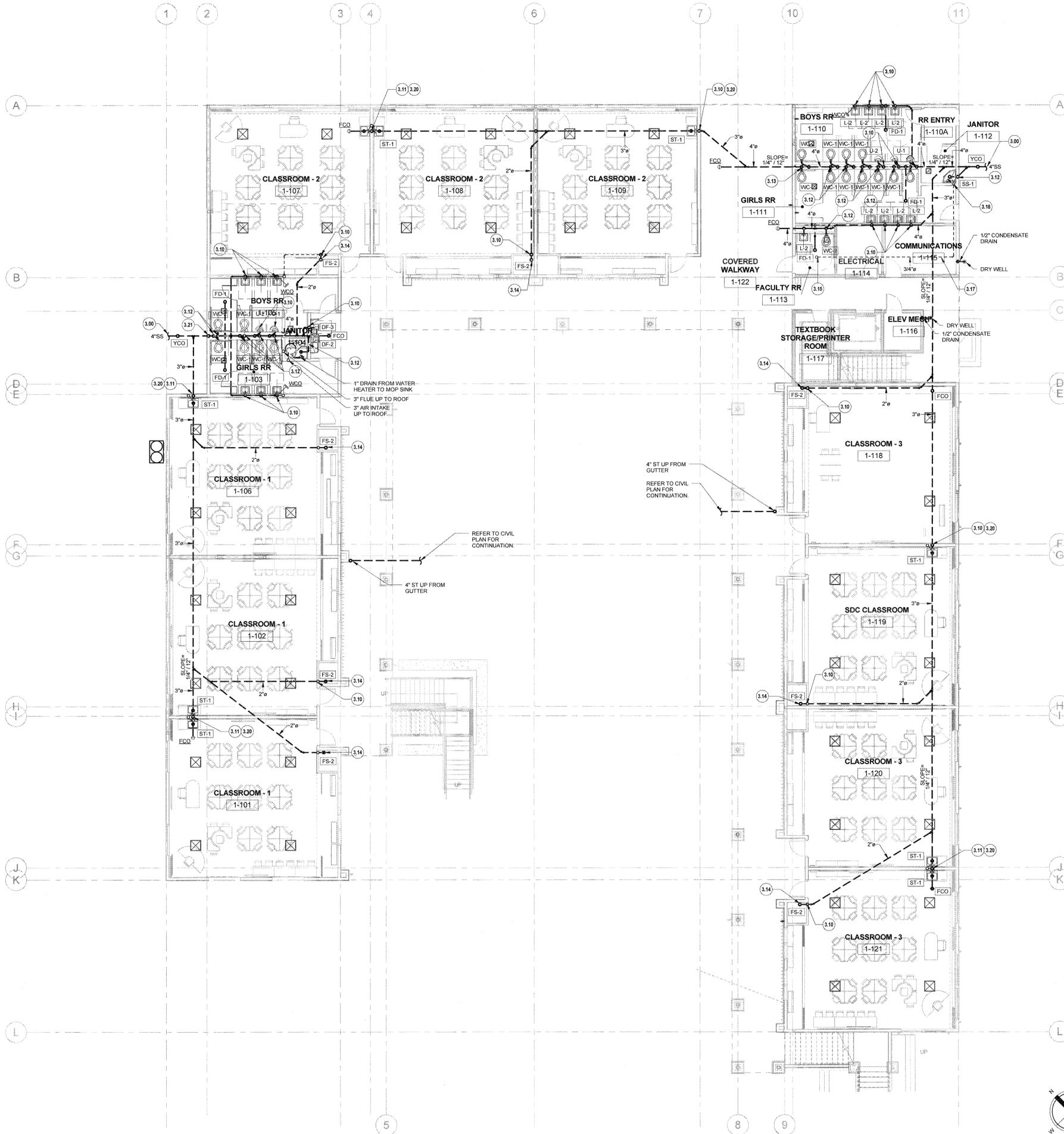
DATE ISSUED: APRIL 8, 2016  
 PROJECT NO: 1340159-Bldg 1  
 SCALE: As indicated

SHEET NUMBER: **A1-11.1**  
 SHEET TITLE:

**CLASSROOM - BLDG 1 - FLOOR PLAN - LEVEL 1**



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**KEYNOTES:**

MARK	DESCRIPTION
3.00	SEE SITE PLAN FOR CONTINUATION
3.10	2" SANITARY DOWN AND 1-1/2" VENT UP
3.11	2" SANITARY DOWN AND 2" VENT UP
3.12	3" SANITARY DOWN AND 2" VENT UP
3.13	4" SANITARY DOWN AND 2" VENT UP
3.14	ROUTE 3/4" CONDENSATE DRAINS FROM FAN COIL UNITS TO FLOOR SINK - PROVIDE AIR GAP
3.15	3/4" CONDENSATE FROM FAN COIL UNIT ON SECOND FLOOR
3.16	3/4" CONDENSATE DOWN TO MOP SINK - PROVIDE AIR GAP
3.17	3/4" CONDENSATE IN CEILING
3.20	2" WASTE FROM ABOVE SEE SECOND FLOOR PLAN
3.21	4" WASTE FROM ABOVE SEE SECOND FLOOR PLAN

1-1 FIRST FLOOR SANITARY PIPING PLAN  
1/8" = 1'-0"

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-6252 FAX: (323) 933-5989

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
**A# 03-116407**  
 AC: [Signature] FLS: [Signature] SS: [Signature]  
 DATE: AUG 01 2016

**REVISIONS:**

NO.	DESCRIPTION	DATE

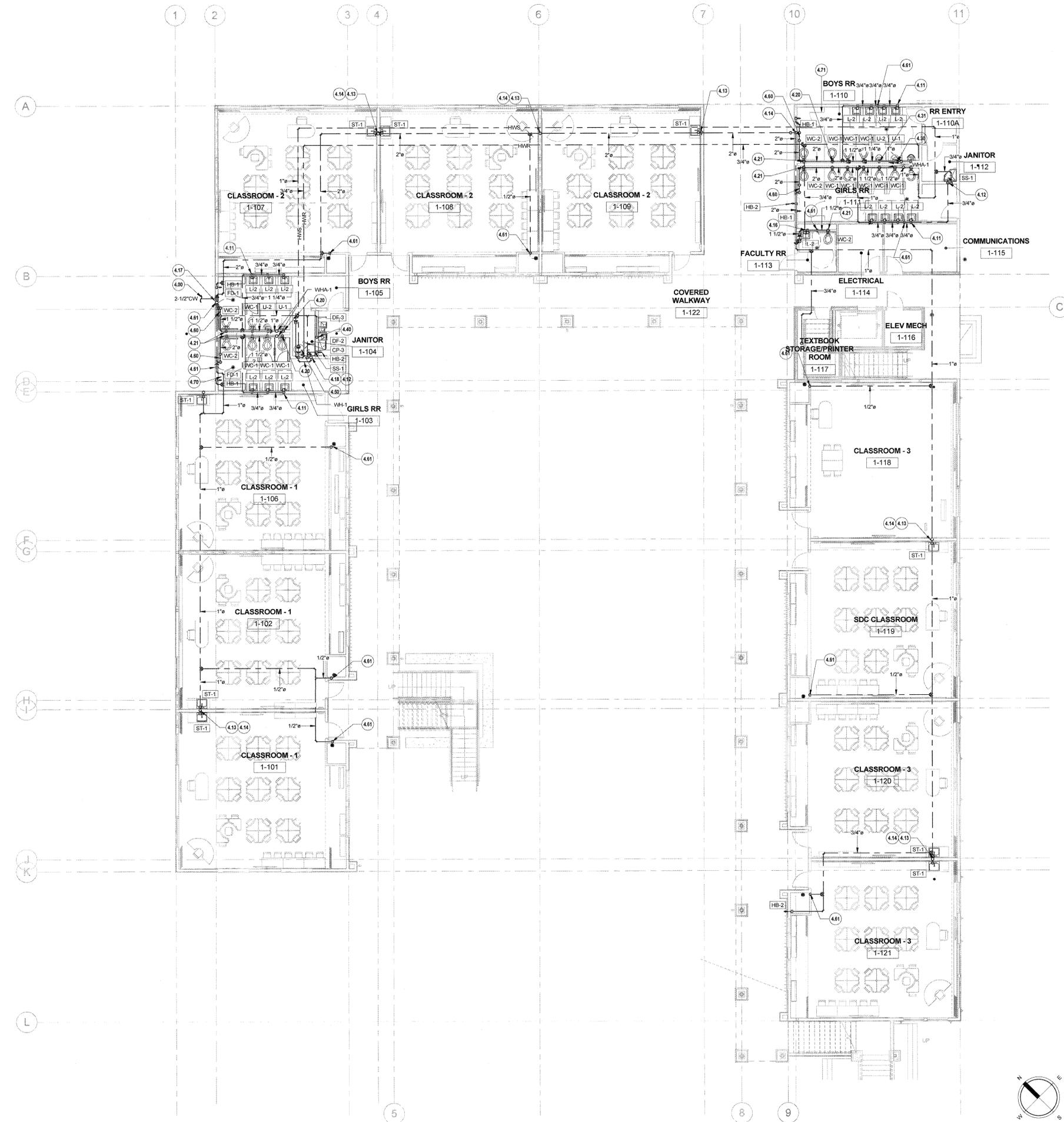
DATE ISSUED: 10/24/2014  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

**P1-1.1**  
 SHEET NUMBER:  
 SHEET TITLE:

**CLASSROOM BLDG - FIRST FLOOR - SANITARY**



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**KEYNOTES:**

MARK	DESCRIPTION
4.00	SEE SITE PLAN FOR CONTINUATION
4.11	3/4" CW DOWN TO L2 (TYP.)
4.12	3/4" CW & HW DOWN TO SS-1
4.13	3/4" CW DOWN TO ST-1
4.14	3/4" CW WATER UP TO SECOND FLOOR SINK
4.16	3/4" CW & HW DOWN TO L2
4.17	2" CW LINE UP TO RESTROOM GROUP ABOVE
4.18	3/4" HW LINE UP TO SS-1 ABOVE
4.20	1-1/2" CW DOWN TO WC-1 (TYP.)
4.21	1-1/2" CW DOWN TO WC-2
4.30	1" CW DOWN TO U-1
4.31	1" CW DOWN TO U-2
4.40	3/4" CW DOWN TO DRINKING FOUNTAINS
4.50	1" CW DOWN AND 1" HW UP FROM WATER HEATER
4.60	PROVIDE CW BALL VALVE IN CEILING WITH ACCESS HATCH
4.61	1/2" CW DOWN TO TRAP PRIMER - SEE DETAIL 8P9501
4.70	RESTROOM GROUP #1
4.71	RESTROOM GROUP #2

1 FIRST FLOOR WATER&GAS PIPING PLAN  
1/8" = 1'-0"

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #910 LOS ANGELES, CA 90048  
 TEL: (323) 933-6282 FAX: (323) 933-6889

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
**A# 03-116407**  
 AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
 DATE AUG 01 2016

**REVISIONS:**

NO.	DESCRIPTION	DATE

DATE ISSUED: 10/24/2014  
 PROJECT NO: 1340159  
 SCALE: 1/8" = 1'-0"

**P1-1.2**  
 SHEET NUMBER:  
 SHEET TITLE:

**CLASSROOM BLDG - FIRST FLOOR - DOMESTIC WATER & GAS**



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# CHANGE ORDER REQUEST

**COR No. 432 R0**

Date: 12/19/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Stair 2 Sheet Metal Closures

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Cost to add sheet metal closure at Stair 2 stringers in the Classroom Building.	Merit Metal Products Inc	2,010
Reason: To close up the gap between the stair stringer and the wall. The gap would have allowed debris to fall below the stairs and it would be difficult for the District to maintain. This is additional work not included in the original scope.		
Requested By: SVA Architects		
Ref: Attached email		
	Subtotal:	2,010
<b>Contractual Costs</b>		
Overhead 15%		302
	Subtotal:	302
<b>Total Change Order Request Amount:</b>		<b>2,312</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Merit Metal Products, Inc.

3461 Galaxy Place, Oxnard, CA 93030  
Phone: (805)981-9747 Fax (805)981-9659  
Contractors License # 475878 C39 & C43  
Dir Registration # 1000005443  
[www.meritmetalproducts.com](http://www.meritmetalproducts.com)



Stephen Reno Estimator (c)805-377-5761  
sreno@meritmetalproducts.com

## CHANGE ORDER # 9A

Date: December 5, 2018

To: Bernards  
555 First Street  
San Fernando, CA 91340

818-898-1521

310-909-9763

Job: Elm Street Elementary School Reconstruction  
Job Address: 450 E. Elm Street  
Oxnard, CA 93033

Change order includes the additional cost to Fabricate & install the following:

Closure at stringer and landing at Bldg. 1, CL 10-11 D-C

### BREAKDOWN

Materials	\$ 258.98
Labor 18 hrs. @ \$84.59 =	\$ 1,522.62
Labor 15% Markup	\$ 228.40
<b>TOTAL</b>	<b>\$ 2,010.00</b>



## HOURLY LABOR COST RATES

**Sub/Contractor:** Merit Metal Products, Inc.      **Trade:** Sheet Metal  
**Date:** 8/17/2017      **Classification:** Journeyman  
**Project:** Elm Elementary School  
**Rate Effective Through:** August 1, 2018      **Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 42.28	\$ 60.75	\$ 81.00
Vacation & Holiday Accrual	\$ 1.50	\$ 1.50	\$ 1.50
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 43.78</b>	<b>\$ 62.25</b>	<b>\$ 82.50</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.62	\$ 3.77	\$ 5.02
Medicare	\$ 0.61	\$ 0.88	\$ 1.17
FUI	\$ 0.05	\$ 0.07	\$ 0.10
SUI	\$ 0.37	\$ 0.53	\$ 0.71
Workers Compensation Insurance	\$ 8.94	\$ 8.94	\$ 8.94
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 12.60</b>	<b>\$ 14.19</b>	<b>\$ 15.94</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 9.85	\$ 9.85	\$ 9.85
Pension & Retirement (or equivalent)	\$ 17.04	\$ 17.04	\$ 17.04
Training (or equivalent)	\$ 1.32	\$ 1.32	\$ 1.32
<b>Hourly Benefits Subtotal</b>	<b>\$ 28.21</b>	<b>\$ 28.21</b>	<b>\$ 28.21</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 84.59</b>	<b>\$ 104.65</b>	<b>\$ 126.65</b>

Factors NOT allowed in the above hourly labor cost rates:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Overhead</li> <li>2. Profit</li> <li>3. Vehicle &amp; transportation expenses</li> <li>4. Small tools</li> </ul> | <ul style="list-style-type: none"> <li>5. Consumables</li> <li>6. Bonus or incentive payments</li> <li>7. Communications</li> <li>8. Supervision</li> </ul> |
|--|---|

## Kyle Ramin

---

**From:** Tom Bardwell <tbardwell@sva-architects.com>  
**Sent:** Wednesday, December 19, 2018 12:18 PM  
**To:** Kyle Ramin  
**Cc:** Gina Sierra; Alex Rivera  
**Subject:** RE: Closure Plates At Stair 2

Kyle,

Confirmed. The closure plates will match the stair paint color.

Thanks,

### Tom Bardwell

Project Lead

SVA Architects, Inc. | Santa Ana + Oakland + San Diego + Honolulu  
6 Hutton Centre Drive, Suite 1150, Santa Ana, California 92707 | T 949.809.3380  
[www.sva-architects.com](http://www.sva-architects.com)



Please consider the environment before printing this email and/or any attachments

**ARCHITECTS**

---

**From:** Kyle Ramin <KRamin@bernards.com>  
**Sent:** December 19, 2018 11:49 AM  
**To:** Tom Bardwell <tbardwell@sva-architects.com>  
**Cc:** Gina Sierra <GSierra@bernards.com>; Alex Rivera <ARivera@bernards.com>  
**Subject:** Closure Plates At Stair 2

Tom,

Please confirm we are to add closure plates at Stair 2.

Thanks,

### Kyle Ramin, CCM

Project Manager



**An Employee Owned Company**

555 First Street | San Fernando, CA 91340  
T 818.898.1521 | F 818.365.0065 | C 747.219.7561

[kramin@bernards.com](mailto:kramin@bernards.com) | [www.bernards.com](http://www.bernards.com)

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# CHANGE ORDER REQUEST

**COR No. 447 R0**

Date: 1/11/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Plaster 2nd Story Stemwalls

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to plaster two stem walls on second story walkway.	Perlite Plastering Co Inc	2,202
<p>Reason: Weld plates were added on the second story walkway because at one time a gate was to going to be added for the gate posts. The gate and gate posts were not added and the weld plates were a potential tripping hazard. Stem walls were added to remedy the situation and were plastered. This is additional work not included i the original scope.</p> <p>Requested By: SVA Architects</p> <p>Ref: Bulletin 24</p>		
		Subtotal: 2,202
<b>Contractual Costs</b>		
Overhead 15%		330
		Subtotal: 330
<b>Total Change Order Request Amount:</b>		<b>2,532</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PROJECT: Elm Elementary School  
 JOB NO. 1636

DATE: December 20, 2018  
 PTC: Perlite Plastering Co., Inc.  
 COST PROPOSAL# 7R

**COST PROPOSAL**

DESCRIPTION OF CHANGE: Per Bulletin #24 instructions, lath & plaster two stem walls at classroom Bldg. 2nd Floor. See attached, signed T&M tickets.

ITEM DESCRIPTION	MATERIAL			EXTENSION	LABOR			MISC.		
	UNIT	QUANTITY	COST		HOURS	RATE	EXTENSION	QUANTITY	RATE	EXTENSION
Lath Foreman Labor				\$ -	4	\$ 78.11	\$ 312.44			\$ -
Lath Apprentice Labor				\$ -	4	\$ 44.36	\$ 177.44			\$ -
Plaster Foreman Labor				\$ -	10	\$ 73.51	\$ 735.10			\$ -
Plaster Tender Labor				\$ -	2	\$ 67.87	\$ 135.74			\$ -
Eisenwall	sks	5	\$ 33.75	\$ 168.75			\$ -			\$ -
Sand	sks	17	\$ 7.00	\$ 119.00			\$ -			\$ -
HydroTex	roll	1	\$ 34.00	\$ 34.00			\$ -			\$ -
Milcor	LF	10	\$ 0.30	\$ 3.00			\$ -			\$ -
Fortiflash SAM	LF	15	\$ 0.80	\$ 12.00			\$ -			\$ -
#15 CJ	LF	20	\$ 0.90	\$ 18.00			\$ -			\$ -
Lath	yds	4	\$ 3.75	\$ 15.00			\$ -			\$ -
				\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -
<b>SUBTOTALS:</b>				\$ 369.75			\$ 1,360.72			\$ -

PTC MATERIAL	\$ 369.75
PTC SALES TAX (9%)	\$ 33.28
PTC LABOR	\$ 1,360.72
DAILY CLEAN UP LABOR (1%)	\$ 13.61
SUPERVISION LABOR (10%)	\$ 137.43
PTC EQUIPMENT	\$ -
<b>PTC SUBTOTAL DIRECT COSTS</b>	<b>\$ 1,914.79</b>
O.H. & P (15%)	\$ 287.22
<b>TOTAL</b>	<b>\$ 2,202.01</b>

PREPARED & SUBMITTED BY: Ron Casman  
 TITLE/COMPANY Project Manager

# Perlite Plastering Co., Inc.

2707 w Empire Ave

Burbank, California 91504

Telephone: (818) 333-5990 Fax: (818) 333-5999

## Order To Proceed

Date: 11/15/18

Project: ELM ELEMENTARY SCHOOL

Reference #: \_\_\_\_\_  
\_\_\_\_\_

Please proceed with work as described hereinafter:

THE COLOR COAT ON TWO STEM WALLS  
ON 2ND FLOOR SOUTH BLDG A SAND FINISH  
ON 1 & SMOOTH FINISH ON THE OTHER  
THEN CLEAN UP 4 SACKS EISEN WAIL 14 SACKS SAND  
2 FOREMAN 3 HRS  
6 HRS TOTAL

It is hereby agreed by the undersigned, that unless specified above, this work shall be done on a cost-plus basis (15% overhead and 10% profit) on material and labor.

Contractor Bernards

Authorized By [Signature]

Date 11-16-18

General Mastering Co., Inc.  
2707 W Empire Ave  
Burbank, California 91504  
Telephone: (818) 333-5990 Fax: (818) 333-5999

Order To Proceed

Per bulletin #24

Date: 11/14/18  
Project: ELM ST. ELEMENTARY  
Reference #: \_\_\_\_\_

Please proceed with work as described hereinafter:

THE MASKING & SCRATCH & BROWN COAT  
ON TWO LITTLE STEM WALLS ON 2ND FLOOR  
SOUTH WEST, 1 SACK RESEAL WALL  
3 SACKS WASHED PLASTER  
2 FOREMAN 2 HRS EACH  
1 HOOD CARRIER 2 HRS  
6 HRS. TOTAL

It is hereby agreed by the undersigned, that unless specified above, this work shall be done on a cost-plus basis (15% overhead and 10% profit) on material and labor.

Contractor \_\_\_\_\_  
Authorized By \_\_\_\_\_  
Date \_\_\_\_\_

Verification of Time Only  
Subject to the Terms and Conditions  
of the Subcontract Agreement  
By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: 11/14/18

**Perlite Plastering Co., Inc.**  
2707 W Empire Ave  
Burbank, California 91504  
Telephone: (818) 333-5990 Fax: (818) 333-5999

Order To Proceed

Per bulletin #24

Date: 11-13-18  
Project: ELM ST. ELEMENTARY  
Reference #: \_\_\_\_\_

Please proceed with work as described hereinafter:

LATH TWO PLASTER ON CLASSROOM BUILDING  
ON 2<sup>ND</sup> FLOOR SKA-1 AT EXTERIOR WALL AND  
SKA-2 AT COLUMN  
MATERIALS - ONE ROLL OF HYDROTEX, 10 FT OF  
MILCOR (#66), 15 FT OF FORTIFLASH, 20 FT OF CORNER-AND  
20 FT OF DOUBLE "V" (CONTROL JOINT) 4 YARDS OF LATH  
4 HOURS ONE FOREMAN AND ONE APPRENTICE

It is hereby agreed by the undersigned, that unless specified above, this work shall be done on a cost plus basis (15% overhead and 10% profit) on material and labor.

Contractor \_\_\_\_\_  
Authorized By \_\_\_\_\_  
Date \_\_\_\_\_

Verification of Time Only  
Subject to the Terms and Conditions  
of the Subcontract Agreement  
By: \_\_\_\_\_  
Signature: [Signature]  
Print Name: \_\_\_\_\_  
Date: 11/14/18



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	<u>Perlite Plastering Co., Inc.</u>	<b>Trade:</b>	<u>Lathers</u>
<b>Date:</b>	<u>7/1/2018</u>	<b>Classification:</b>	<u>Foreman</u>
<b>Project:</b>	<u>Elm Elementary School</u>		
<b>Rate Effective Through:</b>	<u>June 30, 2019</u>	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 45.41	\$ 68.12	\$ 90.82
Vacation & Holiday Accrual	\$ 6.19	\$ 6.19	\$ 6.19
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 51.60</b>	<b>\$ 74.31</b>	<b>\$ 97.01</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.82	\$ 4.22	\$ 5.63
Medicare	\$ 0.66	\$ 0.99	\$ 1.32
FUI	\$ 0.05	\$ 0.08	\$ 0.11
SUI	\$ 0.40	\$ 0.60	\$ 0.80
Workers Compensation Insurance	\$ 9.60	\$ 9.60	\$ 9.60
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 13.53</b>	<b>\$ 15.49</b>	<b>\$ 17.46</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ 7.50	\$ 7.50
Pension & Retirement (or equivalent)	\$ 4.91	\$ 4.91	\$ 4.91
Training (or equivalent)	\$ 0.57	\$ 0.57	\$ 0.57
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 78.11</b>	<b>\$ 102.78</b>	<b>\$ 127.45</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

**Sub/Contractor:** Perlite Plastering Co., Inc.      **Trade:** Lathers  
**Date:** 7/1/2018      **Classification:** Journeyman  
**Project:** Elm Elementary School  
**Rate Effective Through:** June 30, 2019      **Union :**  **Non Union:**

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 42.41	\$ 63.62	\$ 84.82
Vacation & Holiday Accrual	\$ 6.19	\$ 6.19	\$ 6.19
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 48.60</b>	<b>\$ 69.81</b>	<b>\$ 91.01</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.63	\$ 3.94	\$ 5.26
Medicare	\$ 0.61	\$ 0.92	\$ 1.23
FUI	\$ 0.05	\$ 0.08	\$ 0.10
SUI	\$ 0.37	\$ 0.56	\$ 0.75
Workers Compensation Insurance	\$ 8.97	\$ 8.97	\$ 8.97
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 12.63</b>	<b>\$ 14.47</b>	<b>\$ 16.30</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ 7.50	\$ 7.50
Pension & Retirement (or equivalent)	\$ 4.91	\$ 4.91	\$ 4.91
Training (or equivalent)	\$ 0.57	\$ 0.57	\$ 0.57
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>	<b>\$ 12.98</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 74.21</b>	<b>\$ 97.26</b>	<b>\$ 120.29</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	<u>Perlite Plastering Co., Inc.</u>	<b>Trade:</b>	<u>Plasterers</u>
<b>Date:</b>	<u>8/2/2018</u>	<b>Classification:</b>	<u>Foreman</u>
<b>Project:</b>	<u>Elm Elementary School</u>		
<b>Rate Effective Through:</b>	<u>July 29, 2019</u>	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 39.86	\$ 59.79	\$ 79.72
Vacation & Holiday Accrual	\$ 5.85	\$ 5.85	\$ 5.85
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 45.71</b>	<b>\$ 65.64</b>	<b>\$ 85.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.47	\$ 3.71	\$ 4.94
Medicare	\$ 0.58	\$ 0.87	\$ 1.16
FUI	\$ 0.05	\$ 0.07	\$ 0.10
SUI	\$ 0.35	\$ 0.53	\$ 0.70
Workers Compensation Insurance	\$ 8.43	\$ 8.43	\$ 8.43
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 11.87</b>	<b>\$ 13.60</b>	<b>\$ 15.32</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 9.38	\$ 9.38	\$ 9.38
Pension & Retirement (or equivalent)	\$ 4.84	\$ 4.84	\$ 4.84
Training (or equivalent)	\$ 1.71	\$ 1.71	\$ 1.71
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 73.51</b>	<b>\$ 95.17</b>	<b>\$ 116.82</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	<u>Perlite Plastering Co., Inc.</u>	<b>Trade:</b>	<u>Plasterers</u>
<b>Date:</b>	<u>8/2/2018</u>	<b>Classification:</b>	<u>Journeyman</u>
<b>Project:</b>	<u>Elm Elementary School</u>		
<b>Rate Effective Through:</b>	<u>July 29, 2019</u>	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 36.86	\$ 55.29	\$ 73.72
Vacation & Holiday Accrual	\$ 5.85	\$ 5.85	\$ 5.85
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 42.71</b>	<b>\$ 61.14</b>	<b>\$ 79.57</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.29	\$ 3.43	\$ 4.57
Medicare	\$ 0.53	\$ 0.80	\$ 1.07
FUI	\$ 0.04	\$ 0.07	\$ 0.09
SUI	\$ 0.32	\$ 0.49	\$ 0.65
Workers Compensation Insurance	\$ 7.79	\$ 7.79	\$ 7.79
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 10.98</b>	<b>\$ 12.57</b>	<b>\$ 14.17</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 9.38	\$ 9.38	\$ 9.38
Pension & Retirement (or equivalent)	\$ 4.84	\$ 4.84	\$ 4.84
Training (or equivalent)	\$ 1.71	\$ 1.71	\$ 1.71
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>	<b>\$ 15.93</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 69.62</b>	<b>\$ 89.64</b>	<b>\$ 109.67</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	Perlite Plastering Co., Inc.	<b>Trade:</b>	Plaster Tenders
<b>Date:</b>	8/2/2018	<b>Classification:</b>	Foreman
<b>Project:</b>	Elm Elementary School	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>
<b>Rate Effective Through:</b>	July 29, 2019		

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 38.37	\$ 57.56	\$ 76.74
Vacation & Holiday Accrual	\$ 5.15	\$ 5.15	\$ 5.15
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 43.52</b>	<b>\$ 62.71</b>	<b>\$ 81.89</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.38	\$ 3.57	\$ 4.76
Medicare	\$ 0.56	\$ 0.83	\$ 1.11
FUI	\$ 0.05	\$ 0.07	\$ 0.09
SUI	\$ 0.34	\$ 0.51	\$ 0.68
Workers Compensation Insurance	\$ 8.11	\$ 8.11	\$ 8.11
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 11.43</b>	<b>\$ 13.09</b>	<b>\$ 14.75</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.32	\$ 7.32	\$ 7.32
Pension & Retirement (or equivalent)	\$ 7.18	\$ 7.18	\$ 7.18
Training (or equivalent)	\$ 1.02	\$ 1.02	\$ 1.02
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 70.47</b>	<b>\$ 91.32</b>	<b>\$ 112.16</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



## HOURLY LABOR COST RATES

<b>Sub/Contractor:</b>	Perlite Plastering Co., Inc.	<b>Trade:</b>	Plaster Tenders
<b>Date:</b>	8/2/2018	<b>Classification:</b>	Journeyman
<b>Project:</b>	Elm Elementary School	<b>Union :</b>	<input checked="" type="checkbox"/> <b>Non Union:</b> <input type="checkbox"/>
<b>Rate Effective Through:</b>	July 29, 2019		

	Straight Time	Time & 1/2	Double Time
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 36.37	\$ 54.56	\$ 72.74
Vacation & Holiday Accrual	\$ 5.15	\$ 5.15	\$ 5.15
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 41.52</b>	<b>\$ 59.71</b>	<b>\$ 77.89</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.25	\$ 3.38	\$ 4.51
Medicare	\$ 0.53	\$ 0.79	\$ 1.05
FUI	\$ 0.04	\$ 0.07	\$ 0.09
SUI	\$ 0.32	\$ 0.48	\$ 0.64
Workers Compensation Insurance	\$ 7.69	\$ 7.69	\$ 7.69
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 10.83</b>	<b>\$ 12.41</b>	<b>\$ 13.98</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.32	\$ 7.32	\$ 7.32
Pension & Retirement (or equivalent)	\$ 7.18	\$ 7.18	\$ 7.18
Training (or equivalent)	\$ 1.02	\$ 1.02	\$ 1.02
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>	<b>\$ 15.52</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 67.87</b>	<b>\$ 87.64</b>	<b>\$ 107.39</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

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Santa Ana, California 92707  
T 949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 24 Narrative**

Revision:

08/24/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architectural Sheets:

Ao-1.00 – Campus Fencing Plan

Updated inner core metal fencing and added perimeter chain link fencing around the campus

Ao-1.3 – Enlarged Site Plans

Replaced CMU wall next to utility enclosure with chain link fence and gate

A63.5 – Gate Details

Revised/Added metal fence gate details

A-64.8 – Gate Details

Added sheet for chain link/metal fence details

SK-1 – Fence/Gate Post Footing

Added detail to accommodate field conditions

SK-2 – Fence/Gate Post Base

Added detail to accommodate field conditions

SKA-0 – Classroom Second Floor Partial Plan

Showing locations of pilasters at curbs on second floor walkway

SKA-1 – Pilasters at Exterior Wall

Added Pilasters at Classroom second floor curbs

SKA-2 – Pilasters at Columns

Added Pilasters at Classroom second floor curbs

Drawings

Ao-1.00 – Campus Fencing Plan

Ao-1.3 – Enlarged Site Plans

A-63.5 – Gate Details

A-64.8 – Gate Details

SK-1 – Fence/Gate Post Footing

SK-2 – Fence/Gate Post Base

SKA-0 – Classroom Second Floor Partial Plan

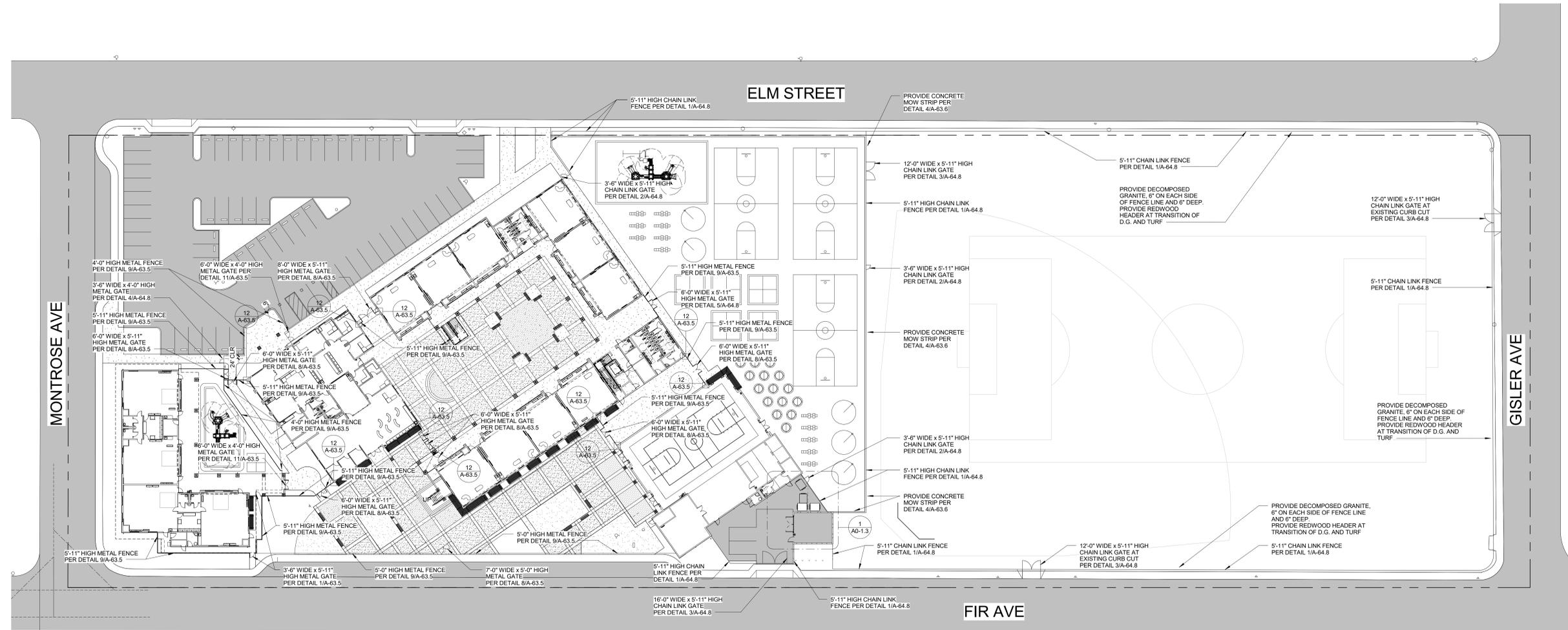
SKA-1 – Pilasters at Exterior Wall  
SKA-2 – Pilasters at Columns

**Distribution:**

District

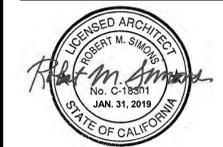
Contractor

IOR



ALL METAL FENCING/GATES TO BE BLACK VINYL COATED  
ALL CHAIN LINK FENCING/GATES TO BE GALVANIZED

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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A# 03-116407

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**REVISIONS:**

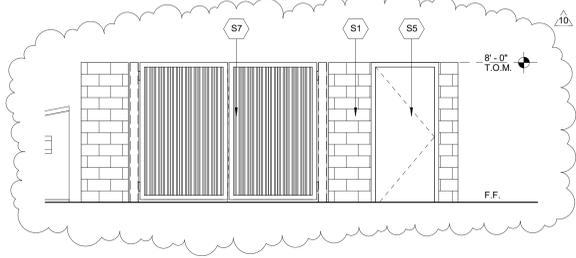
NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

DATE ISSUED: 01/08/16  
PROJECT NO: 1340159  
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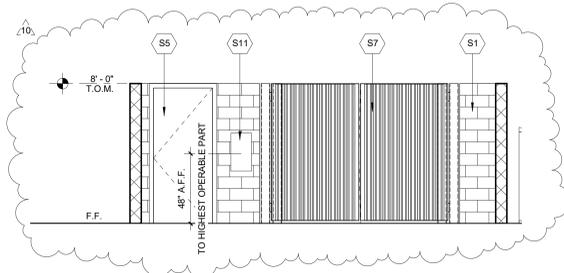
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SHEET TITLE:

**CAMPUS FENCING PLAN**



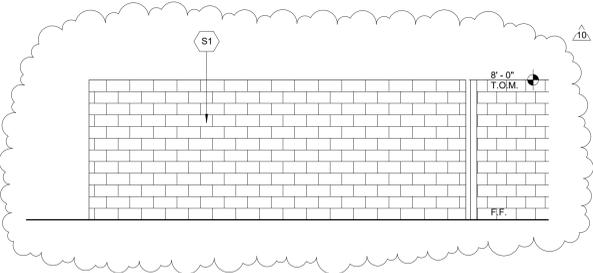


WEST ELEVATION 1/4" = 1'-0" 8

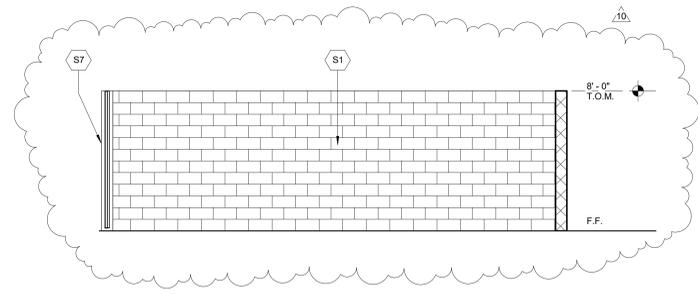


SECTION 2 1/4" = 1'-0" 3

- S1 8" CMU WALL
- S2 NOT USED
- S3 ELECTRICAL EQUIPMENT PER ELECTRICAL DRAWINGS
- S4 AC PAVING PER CIVIL DRAWINGS
- S5 3'-4" WIDE X 8'-0" HIGH HOLLOW METAL DOOR WITH HOLLOW METAL FRAME, FACTORY PRIME AND FIELD PAINT BOTH DOOR AND FRAME.
- S6 NOT USED
- S7 10'-0" WIDE X 8'-0" HIGH METAL GATE PER DETAIL 4-
- S8 GRAVEL FLOOR COVER
- S9 PLANTING PER LANDSCAPE DRAWINGS
- S10 TRASH CANS, DISTRICT TO SELECT, TRASH SERVICE TO PROVIDE
- S11 SURFACE MOUNTED FIRE EXTINGUISHER CABINET WITH EXTINGUISHER (4A/20B.C) SEE DETAIL 16/A-64.4
- S12 8' x 10' CONCRETE PAD PER STRUCTURAL DETAIL 16/S301
- S13 CONCRETE FOOTINGS PER STRUCTURAL DETAIL 10/S303

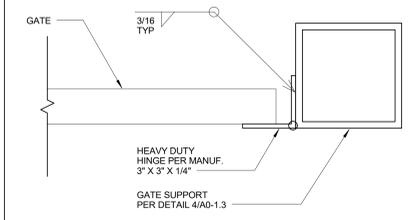


EAST ELEVATION 1/4" = 1'-0" 7

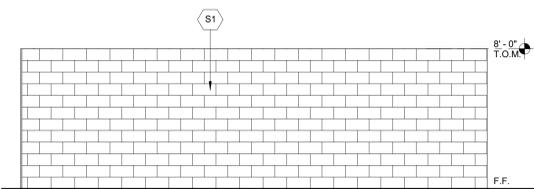


SECTION 1 1/4" = 1'-0" 2

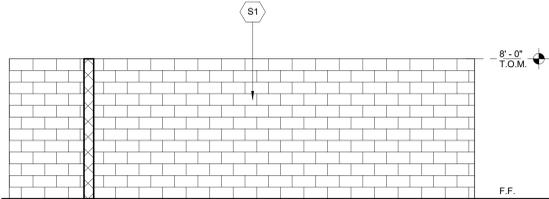
ENLARGED PLAN KEYNOTES



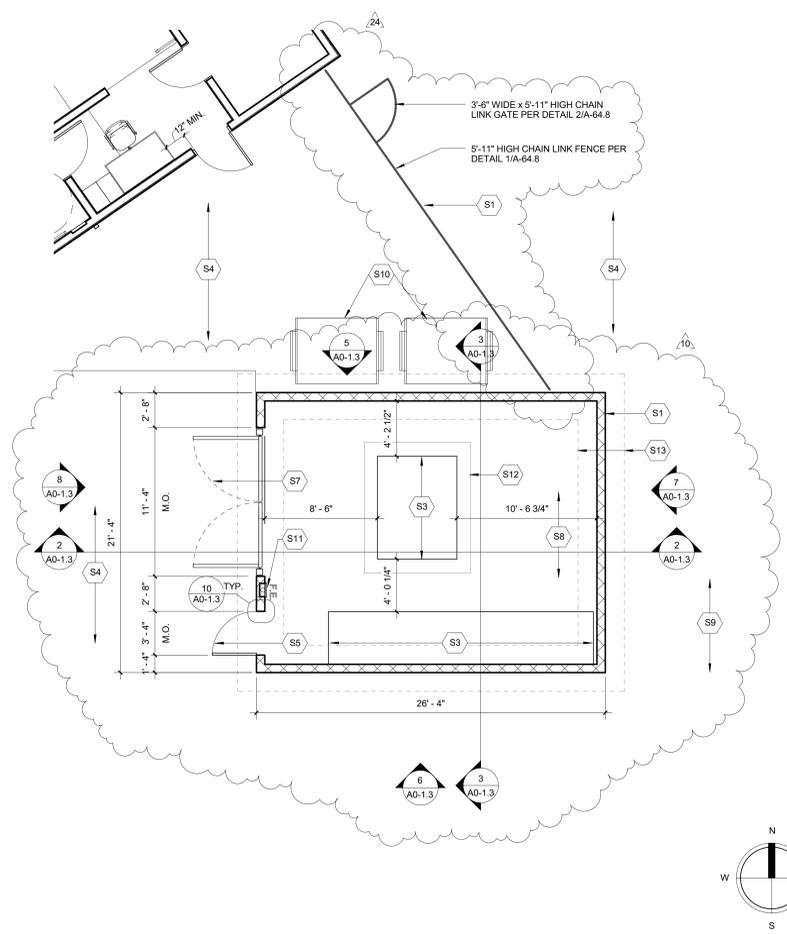
GATE HINGE 3" = 1'-0" 11



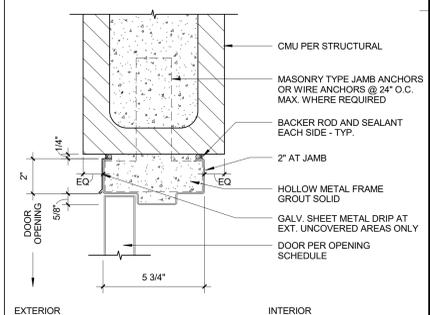
SOUTH ELEVATION 1/4" = 1'-0" 6



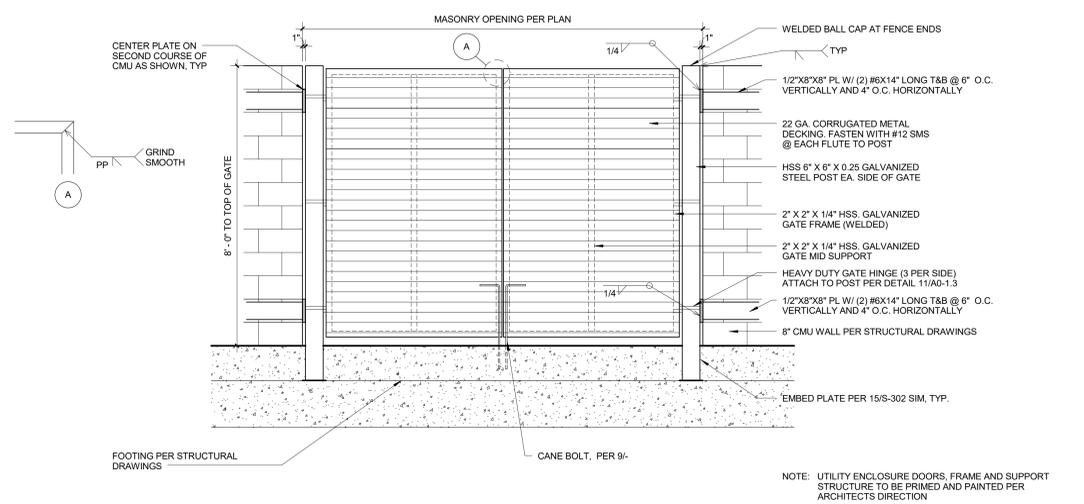
NORTH ELEVATION 1/4" = 1'-0" 5



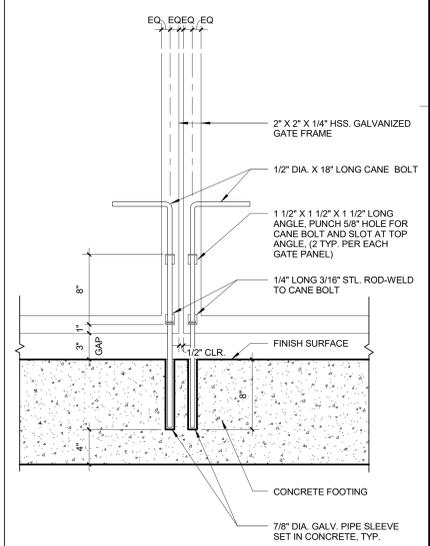
ENLARGED ELECTRICAL ENCLOSURE 3/16" = 1'-0" 1



DOOR JAMB AT CMU WALL 3" = 1'-0" 10



ELECTRICAL ENCLOSURE GATES 1/2" = 1'-0" 4



CANE BOLT 1 1/2" = 1'-0" 9

OWNER: OXNARD SCHOOL DISTRICT  
 PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



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NO.	DESCRIPTION	DATE
10	BULLETIN #10	8/16/17
24	BULLETIN 24	8/24/18

DATE ISSUED: 01/08/16  
 PROJECT NO: 1340159  
 SCALE: As indicated

SHEET NUMBER: **A0-1.3**  
 SHEET TITLE:

ENLARGED SITE PLANS



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NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

DATE ISSUED: 01/08/16  
 PROJECT NO: 1340159  
 SCALE: As indicated

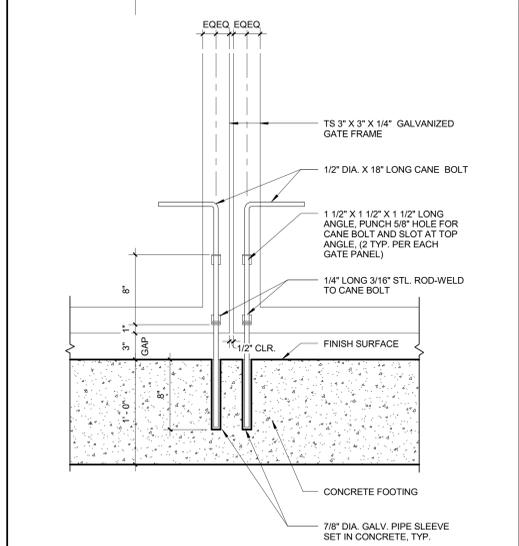
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 SHEET TITLE:

**GATE DETAILS**

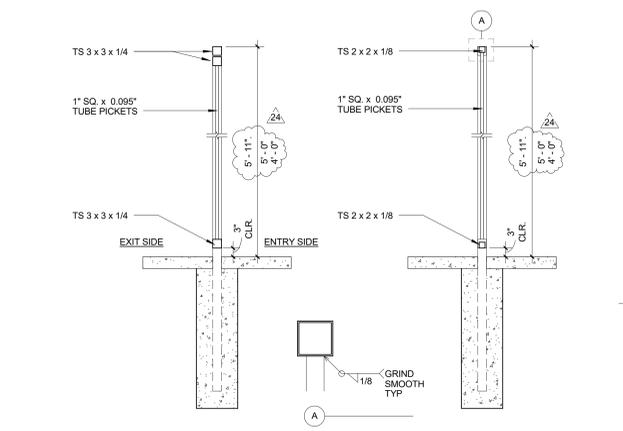


3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.899.3380 WWW.SVA-ARCHITECTS.COM

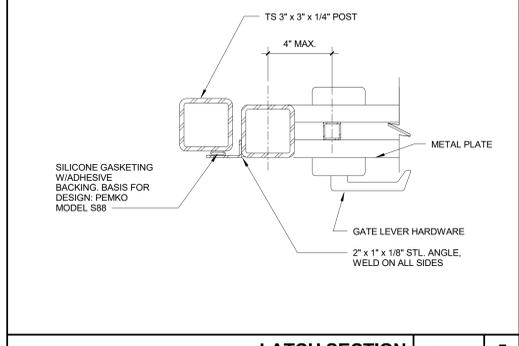
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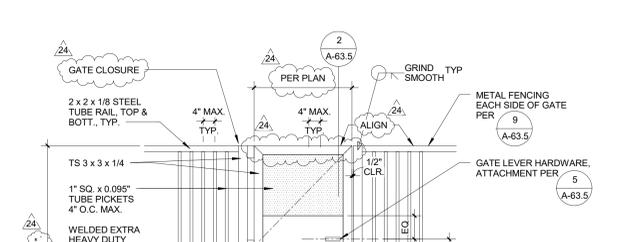
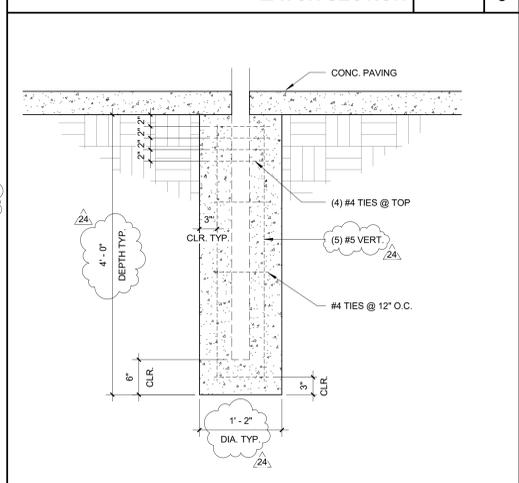
- GENERAL GATE NOTES:**
- ALL WELDS SHALL BE 1/8" CONTINUOUS FILLET WELDS ALL AROUND - GRIND SMOOTH. WELDS TO BE FREE OF SHARP OR ABRASIVE SURFACE PER CBC 11B-404.2.10. PROVIDE FULL PENETRATION WELD ALL AROUND AT GATE FRAMES
  - ALL TUBULAR STEEL MEMBERS ARE TO HAVE A SHOP APPLIED 8515 ZINC GALVANIZED, AND COATED WITH URETHANE PAINT SYSTEM
  - ALL FENCING, GATES, COMPONENTS, AND HARDWARE ARE TO HAVE A SHOP APPLIED 8515 ZINC GALVANIZED, AND COATED WITH URETHANE PAINT SYSTEM
  - ALL TUBULAR STEEL PICKETS AND POSTS SHALL HAVE WELDED CAPS AND FLUSH AT TOP
  - ALL TUBULAR STEEL MEMBERS TO BE 11 GAUGE MIN., UNLESS OTHERWISE NOTED
  - POST LOCATIONS NOT TO EXCEED 8' - 0" O.C. MAX
  - FIELD GALVANIZATION ALL WELDS
  - MAINTAIN POSTS AND ALL PICKETS VERTICAL ON ALL SLOPED AREAS
  - PROVIDE SLEEVE FOR BOTH OPEN AND CLOSED POSITION
  - SEE DETAIL 6/A-63.5 FOR DOUBLE CANE BOLT



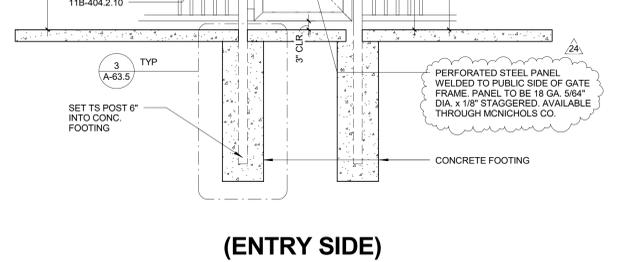
**PANIC GATE SECTION** 1/2" = 1'-0" 2



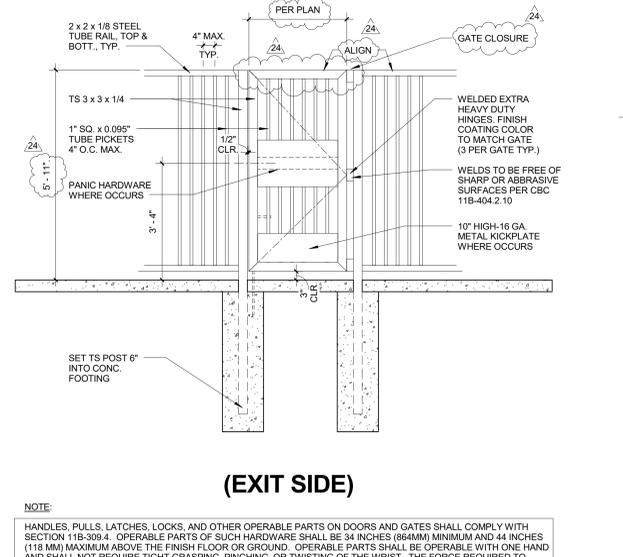
**LATCH SECTION** 3" = 1'-0" 5



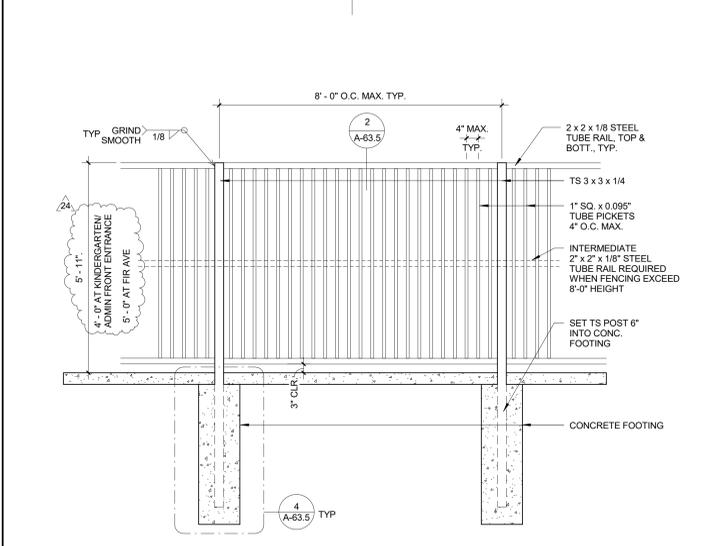
**FOOTING @ POST** 1" = 1'-0" 4



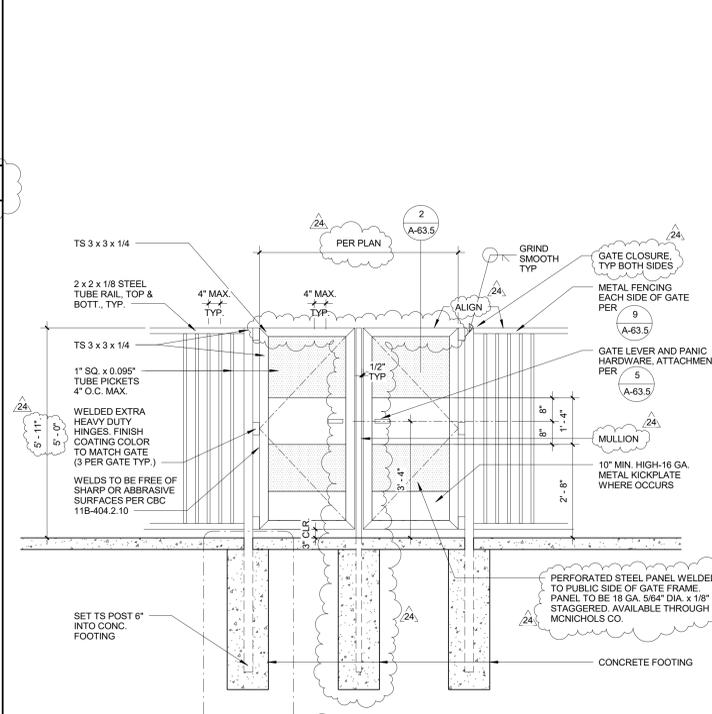
**FOOTING @ POST** 1" = 1'-0" 4



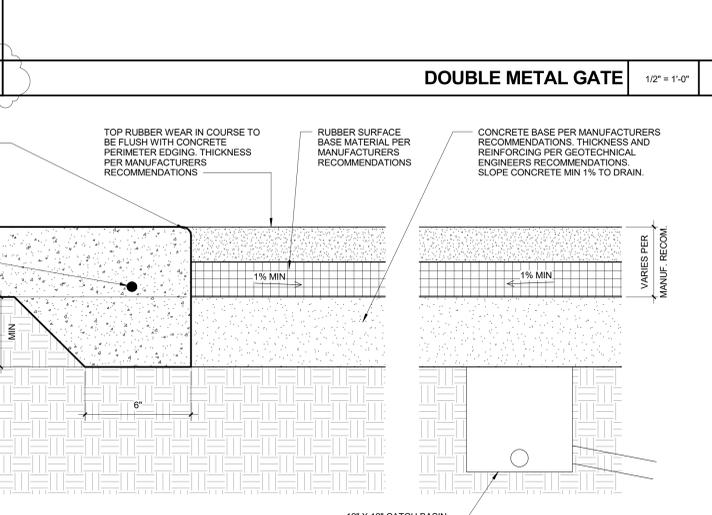
**SINGLE METAL GATE** 1/2" = 1'-0" 1



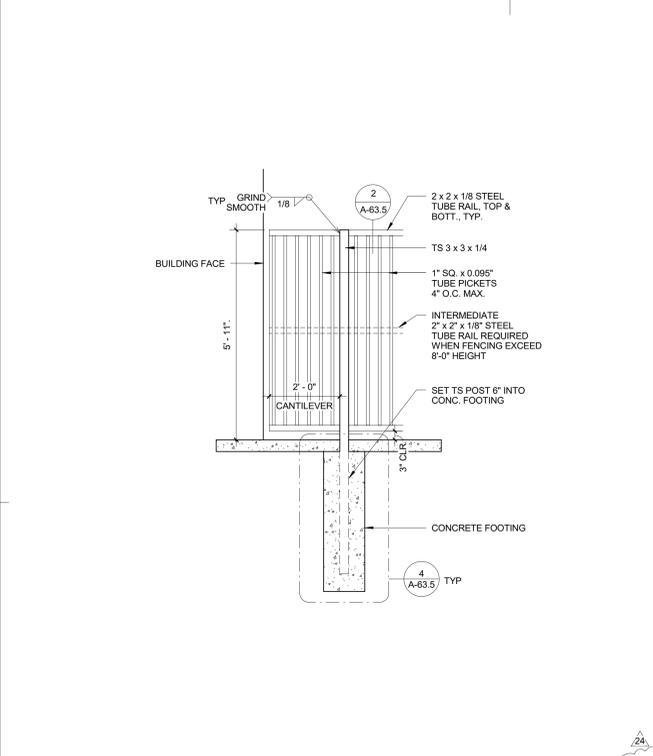
**TYP. METAL FENCE** 1/2" = 1'-0" 9



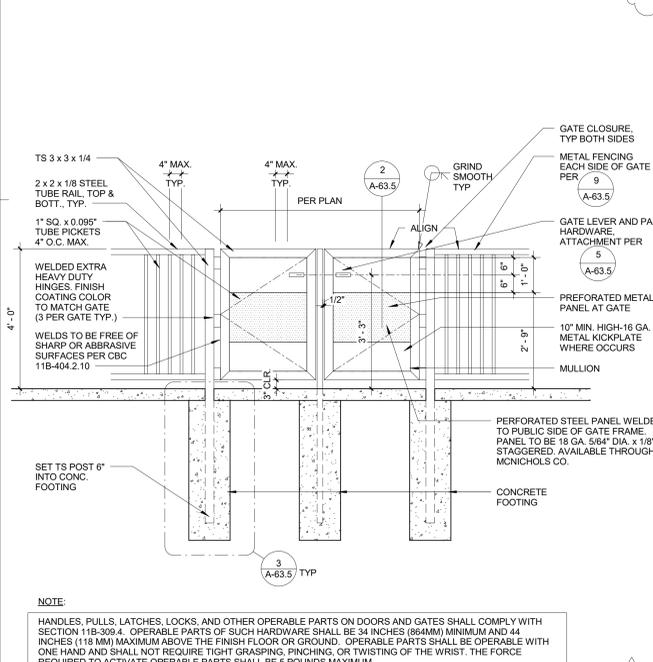
**NOTE:**  
 HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 11B-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (86MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



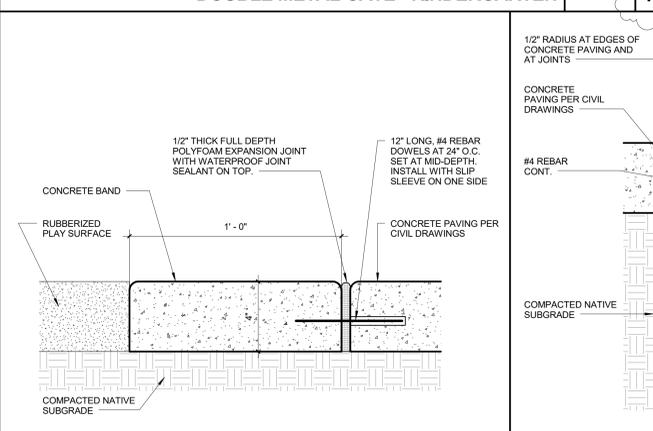
**RUBBER PLAY SURFACING** 3" = 1'-0" 7



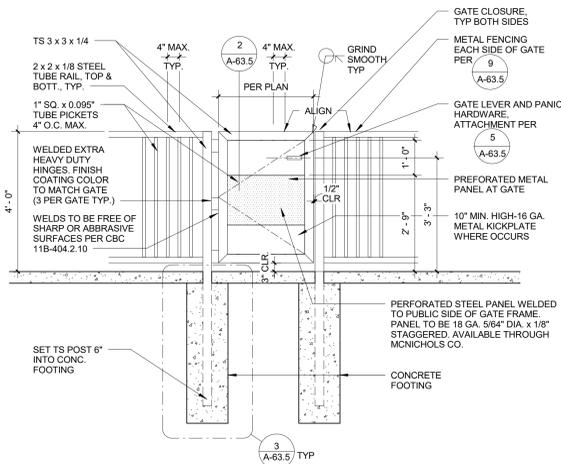
**TYP. METAL FENCE - CANTILEVER** 1/2" = 1'-0" 12



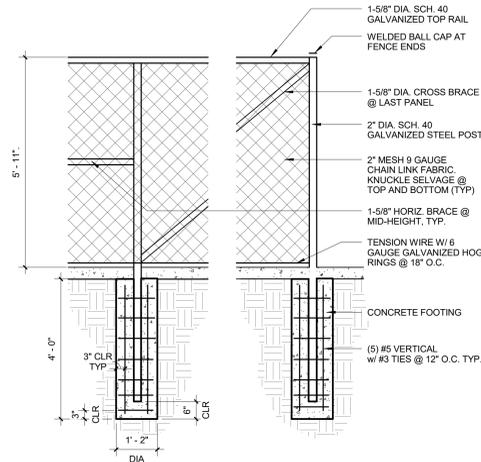
**DOUBLE METAL GATE - KINDERGARTEN** 1/2" = 1'-0" 11



**CONCRETE BANDS** 3" = 1'-0" 10



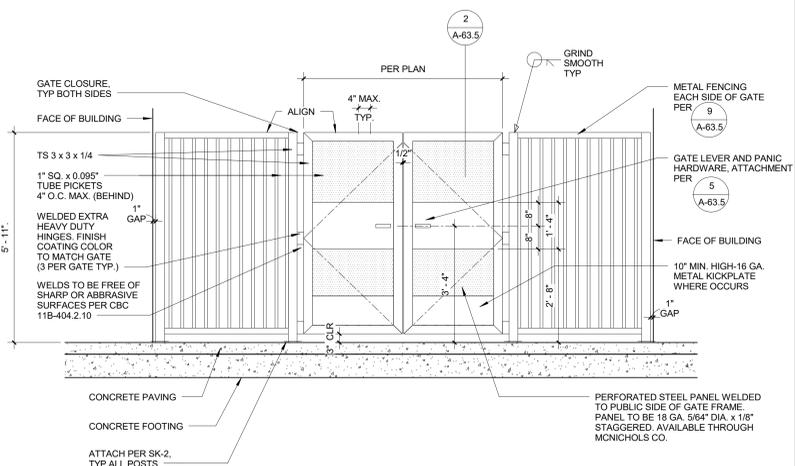
**NOTE:**  
HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 11B-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (19MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



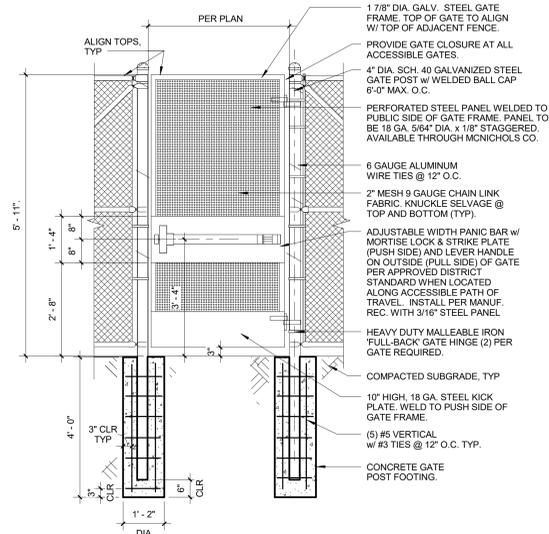
**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**SINGLE METAL GATE - 4'-0" HIGH** 1/2" = 1'-0" 4

**CHAIN LINK FENCE** 1/2" = 1'-0" 1



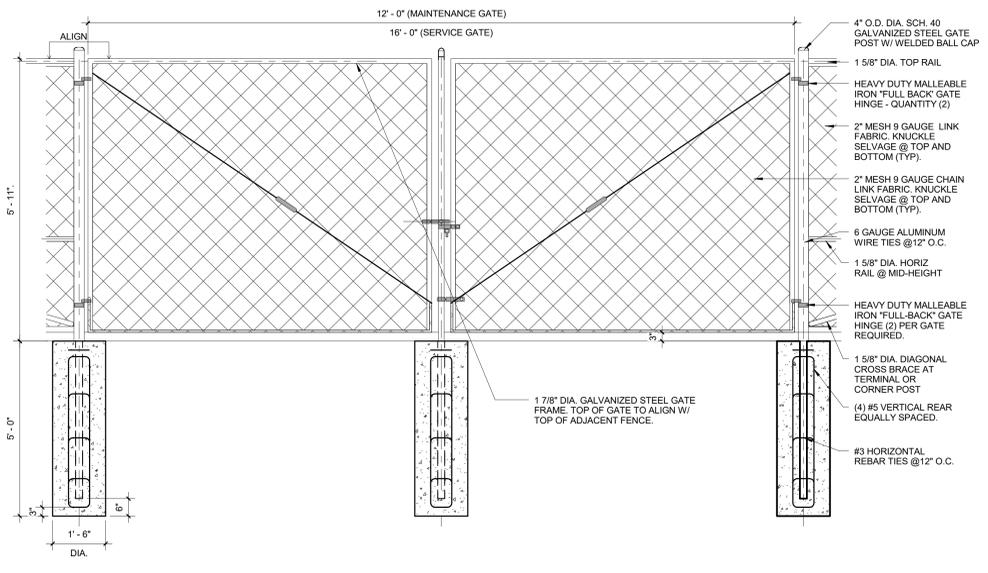
**NOTE:**  
HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 11B-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (19MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**DOUBLE METAL GATE - CLASSROOM BREEZEWAY** 1/2" = 1'-0" 5

**CHAIN LINK GATE (PEDESTRIAN)** 1/2" = 1'-0" 2



**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**CHAIN LINK GATE (VEHICLE)** 1/2" = 1'-0" 3

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



**IDENTIFICATION STAMP**  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES  
**A# 03-116407**  
AC FLS SS  
DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

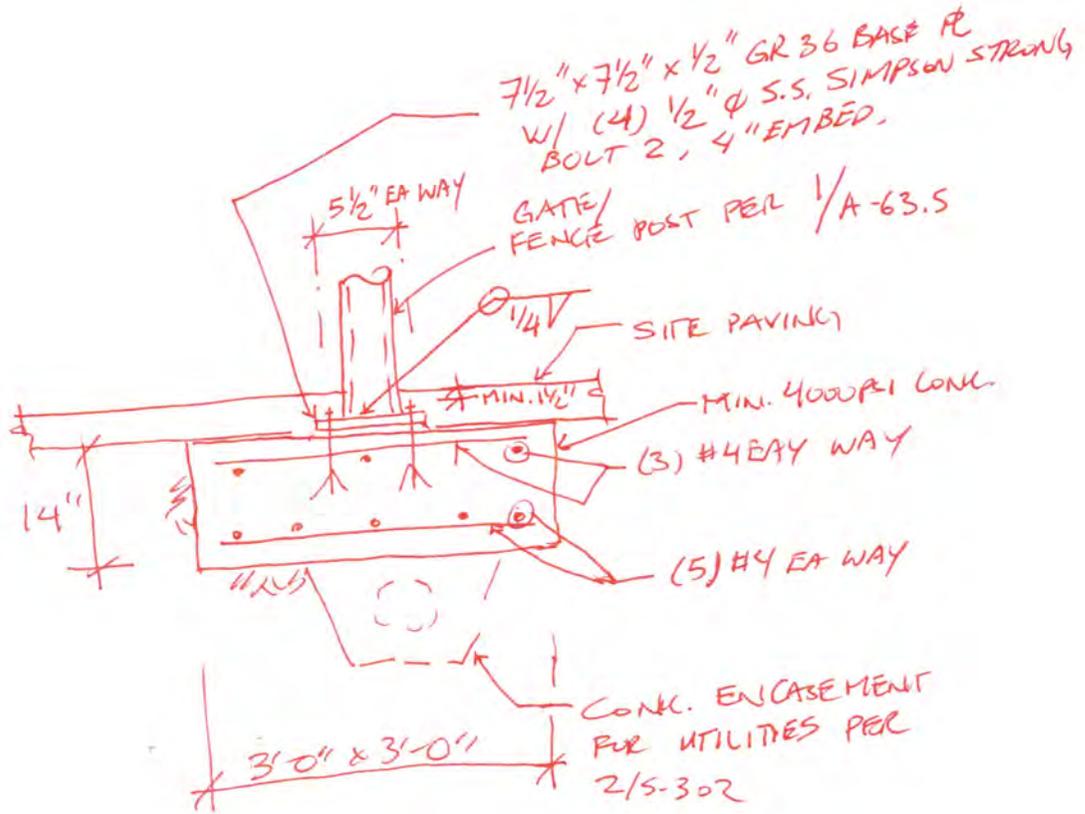
**DATE ISSUED:** 01/08/16  
**PROJECT NO:** 1340159  
**SCALE:** 1/2" = 1'-0"  
**SHEET NUMBER:** A-64.8  
**SHEET TITLE:**

**GATE DETAILS**

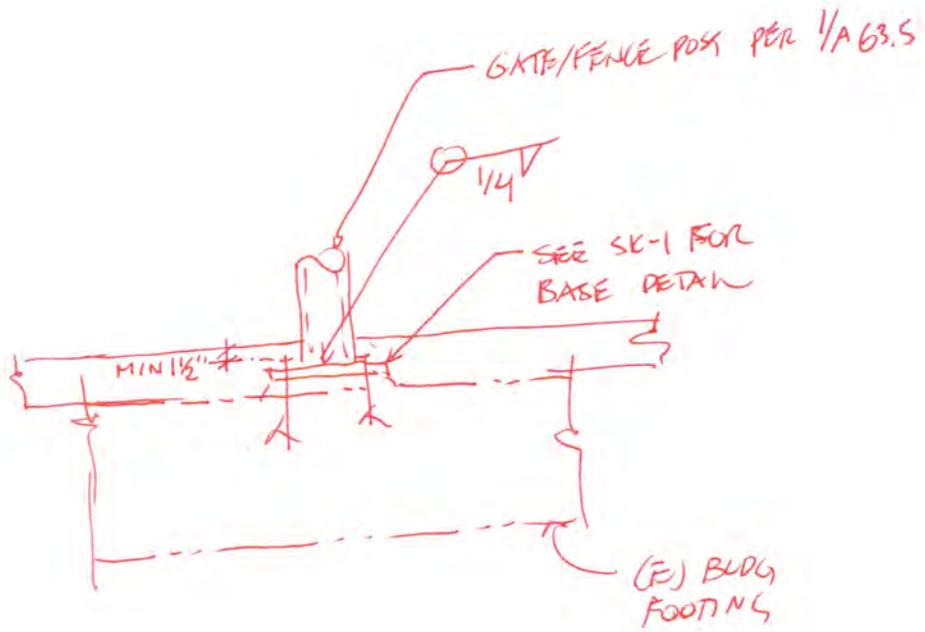


3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
T 949 859 3380 WWW.SVA-ARCHITECTS.COM

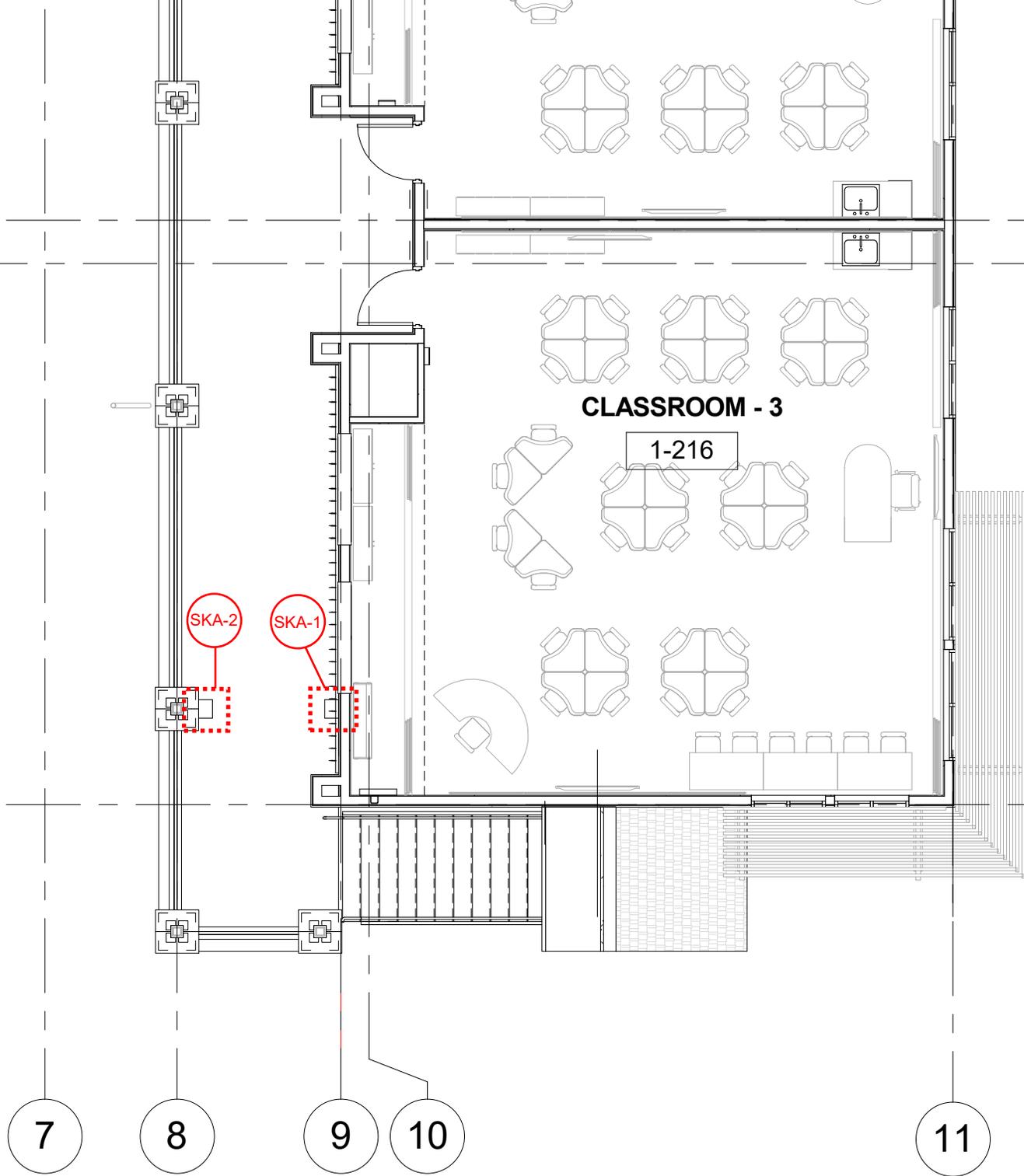
THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO SVA ARCHITECTS AND IS TO BE USED ONLY FOR THE LIMITED PURPOSES OF EVALUATION, BIDDING OR REVIEW. THIS DOCUMENT OR ITS CONTENTS MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF SVA ARCHITECTS INC. ALL RIGHTS RESERVED. © COPYRIGHT 2014



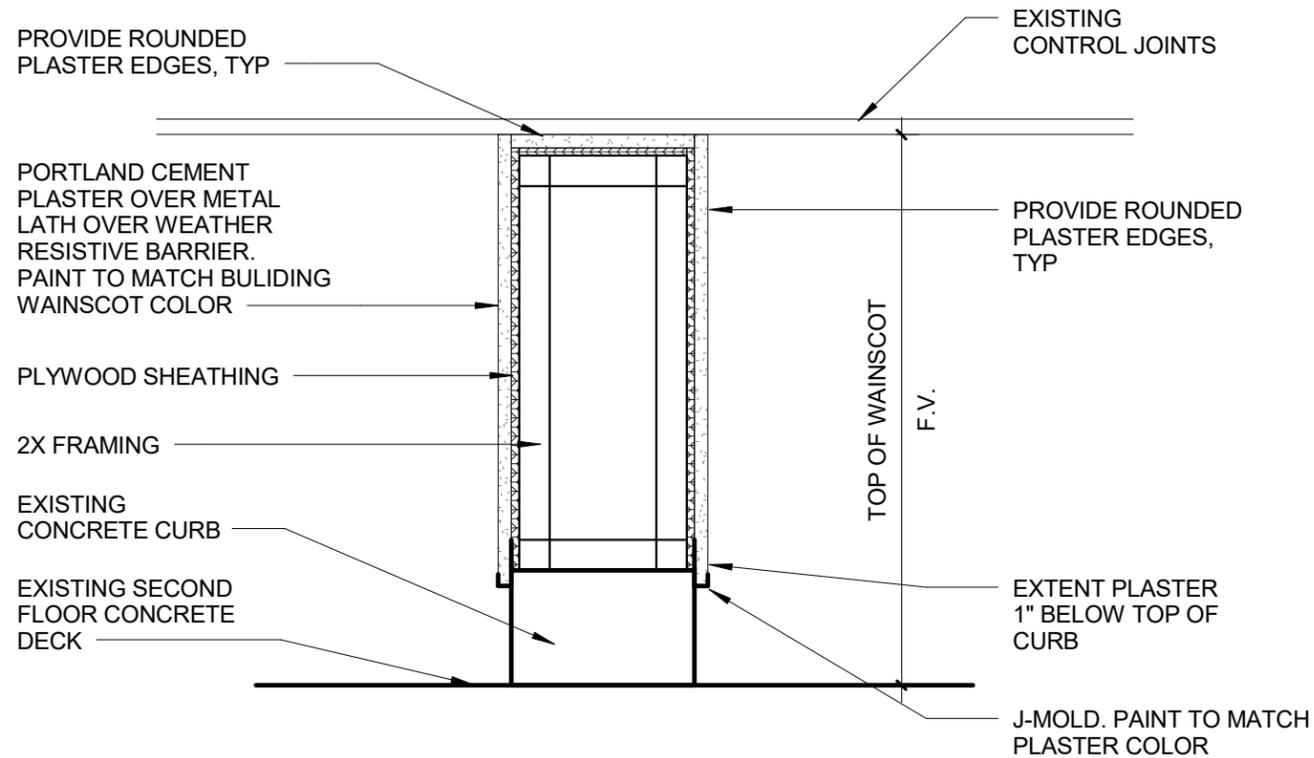
FENCE/GATE POST FOOTING SK-1



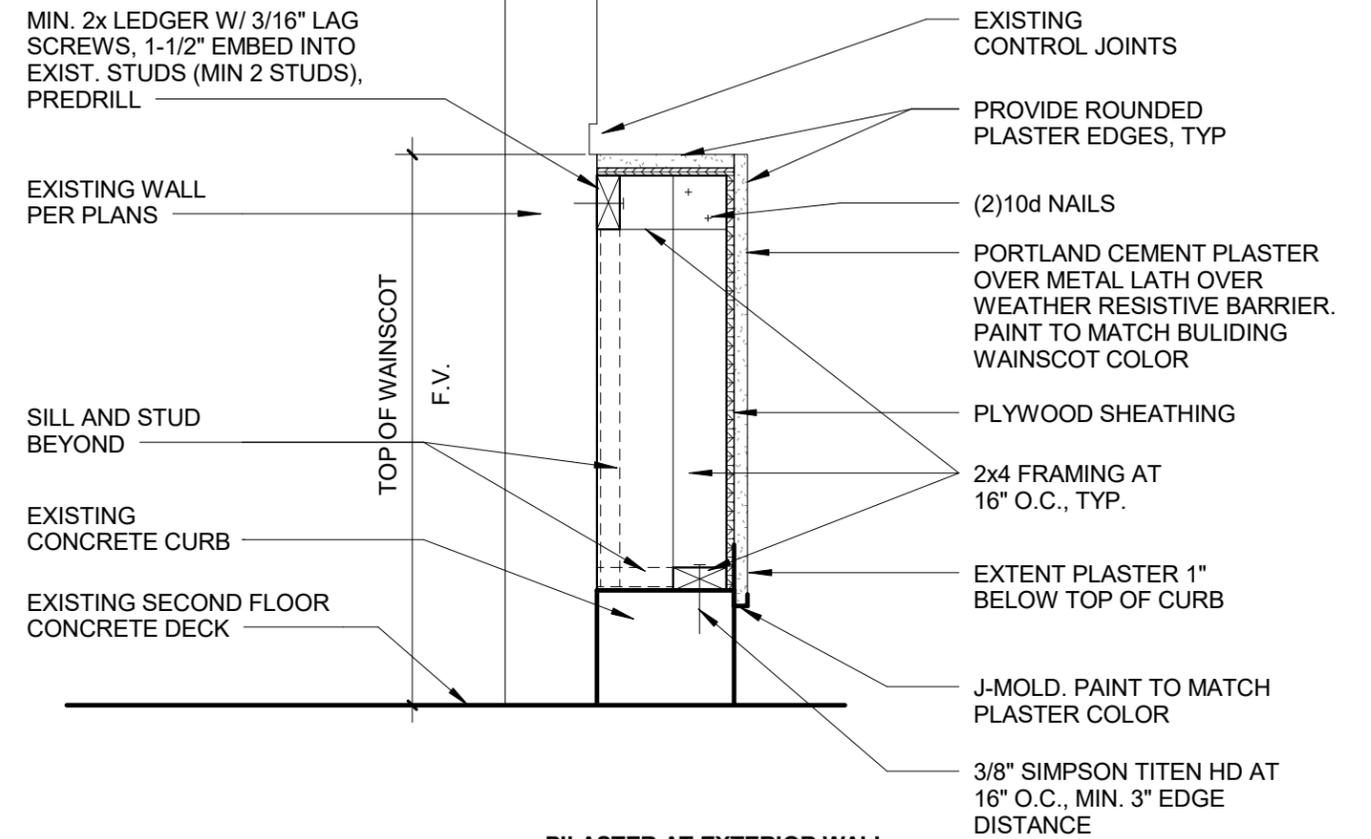
FENCE / GATE POST BASE (SK 2)



CLASSROOM - 2ND FLOOR PLAN  
SKA-0

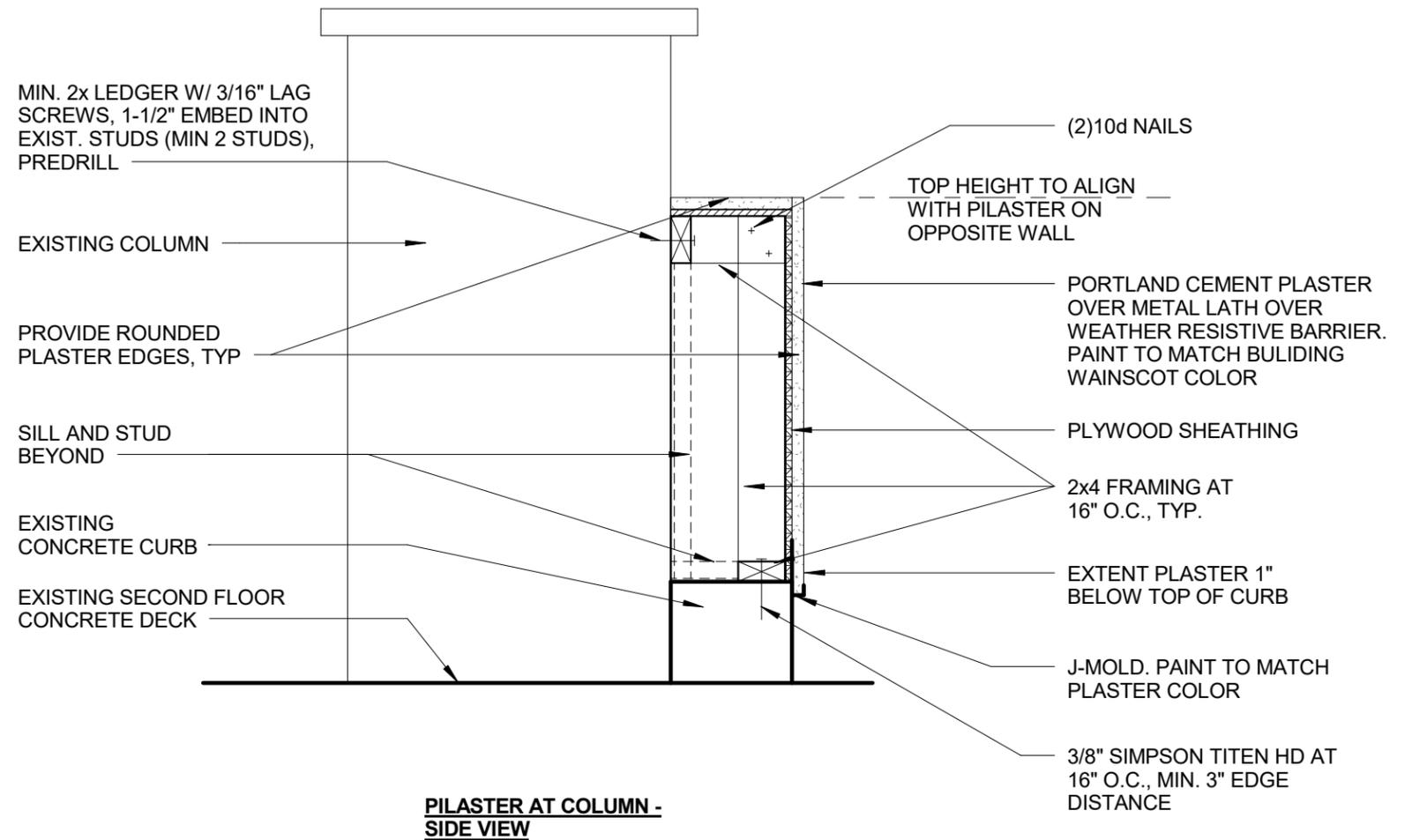
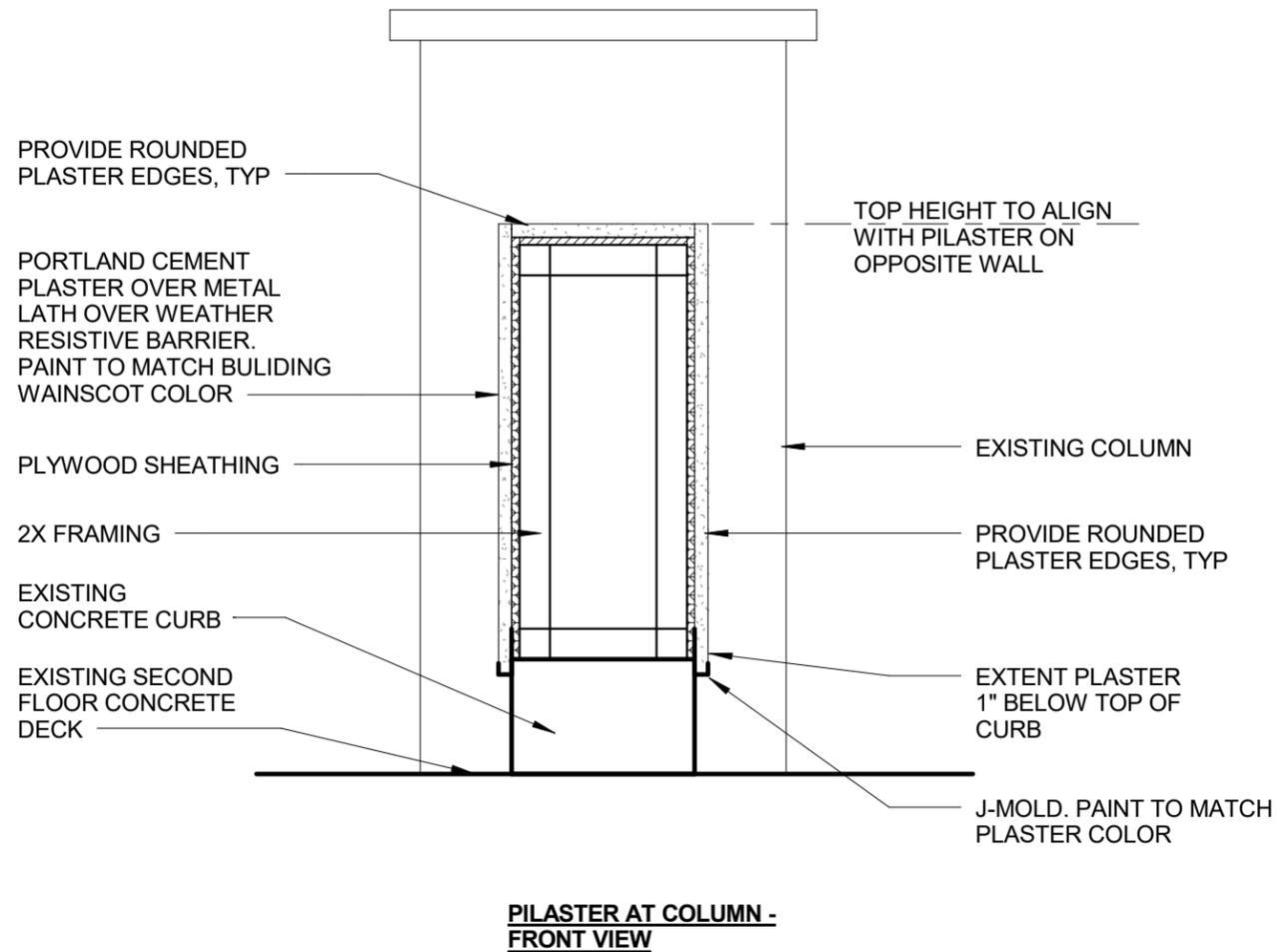


**PILASTER AT EXTERIOR WALL - FRONT VIEW**



**PILASTER AT EXTERIOR WALL - SIDE VIEW**

	DESCRIPTION: <b>PILASTER AT EXTERIOR WALL - CLASSROOM SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-1</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE:	DATE: 08/15/18
	PROJECT NUMBER: 1340159-Bldg 1		SCALE: 1" = 1'-0" DRAWN BY: Author



	DESCRIPTION: <b>PILASTER AT COLUMN - CLASSROOM SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-2</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE:	DATE: 08/15/18
	PROJECT NUMBER: 1340159-Bldg 1		SCALE: 1" = 1'-0"
			DRAWN BY: Author



# CHANGE ORDER REQUEST

**COR No. 454 R0**

Date: 12/18/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Luminescent Exit Signs

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add luminescent exit signs.	Taft Electric Co	1,852
<p>Reason: Requested by Project Inspector. Exits signs shown on plans were not sufficient to meet code requirements. Adding the luminescent exit signs is the least expensive option to meet code requirements. This is added work, not included in original scope.</p> <p>Requested By: Project Inspector/SVA Architects</p> <p>Ref: Attached email</p>		
		Subtotal: 1,852
<b>Contractual Costs</b>		
Overhead 15%		278
		Subtotal: 278
<b>Total Change Order Request Amount:</b>		<b>2,130</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

---

## Change Order Request #044: CE #070 - Luminescent Exit signs

---

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	044 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Matt Gobuty (Taft Electric Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	12/4 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$1,852.00</b>

---

**POTENTIAL CHANGE ORDER TITLE:** CE #070 - Luminescent Exit signs

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required to provide & install 4 non-powered luminescent exit signs per attached sketch.

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration. We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal

This quote is valid for 30 calendar days from the above date. we reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

Excluded:  
Warranty on non-powered exterior exit signs  
Code compliance TBD by others  
Patching/painting

**ATTACHMENTS:**

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction     JOB# 2551

TEC COR#: 044

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: \_\_\_\_\_

DATE: 12/4/2018

TAKE OFF DESCRIPTION	MATERIAL	HOURS
4 Exits	\$0.00	8.00
Layout & Coordination	\$0.00	2.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>10.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
COMPOSITE RATE	10.00	\$79.56	\$795.63
SUPERVISION	2.00	\$84.36	\$168.72
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$964.35</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$964.35</b>
15.00%		OVERHEAD & PROFIT	\$144.65
<b>TOTAL LABOR</b>			<b>\$1,109.00</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$0.00
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
2.50%	AS BUILTS / O&M'S	\$40.43
0.00%	PERMIT FEES	\$0.00
10.00%	ESTIMATING	\$161.72
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
0.00%		\$0.00
<b>SUBTOTAL DJE</b>		<b>\$202.15</b>
15.00%	OVERHEAD & PROFIT	\$30.32
<b>TOTAL DJE</b>		<b>\$232.47</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL QUOTES</b>		<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
Graybar	Exits	\$484.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$484.00</b>
5.00%	OVERHEAD & PROFIT	\$24.20
<b>TOTAL SUBCONTRACTS</b>		<b>\$508.20</b>

CHANGE REQUEST SUMMARY		
TAKEOFF MATERIAL	\$0.00	
QUOTED MATERIAL	\$0.00	
SUBCONTRACTORS	\$508.20	
LABOR EXPENSES	\$1,109.00	
DIRECT JOB EXPENSES	\$232.47	
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$1,849.67</b>
0.00%	\$0.00	
0.10%	TEXTURA \$1.85	
0.00%	BOND COSTS \$0.00	
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$1,852</b>

QUOTATION



ELECTRIC COMPANY, INC.  
 16301 RAYMER STREET  
 VAN NUYS, CA 91406  
 CONTACT: ANDREA CARRILLO  
 PH: 747-233-6001 FAX: 818-782-4014

Date : 11/30/18

WHEN ORDERING PLEASE MENTION : QUOTE NUMBER#

To: TAFT ELECTRIC  
 ATTN: MATT GOBUTY  
 JOB: ELM ES  
 RECONSTRUCTION  
 CITY: OXNARD

YOUR  
 REFERENCE #

SALES  
 REPRESENTATIVE

CUSTOMER SERVICE  
 REPRESENTATIVE

ANDREA CARRILLO

(GRAYBAR - REFERENCE)

WE APPRECIATE YOUR INQUIRY AND TAKE PLEASURE IN QUOTING AS FOLLOWS

QUANTITY	DESCRIPTION OF MATERIAL AND/OR PART NUMBER	CASH DISCOUNT	F.O.B	UNIT PRICE	UM	TOTAL
4	LUMINESCENT EXITS MERIT PL-924-*-75U			121.00		\$484.00
	IN STOCK					
	PLUS FREIGHT					
<b>Total</b>						<b>\$484.00</b>

Shipment TO BE ADVISED UPON REQUEST

We hope that we shall be favored with your order, and assure you of prompt attention.

Quote expires 30 DAYS FROM DATE OF QUOTE.

See attached Graybar Electric Company's standard terms and conditions of sale.

Yours truly, ANDREA CARRILLO

NO SPARES ARE INCLUDED UNLESS NOTED ABOVE.

THE BID IS QUOTED ( AS SPECIFIED OR APPROVED EQUAL )

NO LAMPS, FUSES ETC, TAX, AND / OR ACCESSORIES ARE INCLUDED UNLESS OTHERWISE NOTED.

APPROXIMATE LEAD TIMES AND SHIPPING POINTS AVAILABLE UPON REQUEST.

THIS QUOTE MAY QUALIFY FOR GRAYBAR LEASING PROGRAM PLEASE CONTACT 800-241-7408.

QUOTE IS BASED STRICTLY ON INFORMATION SUPPLIED BY YOU AT BID TIME.

QUOTE IS LIMITED TO THE ABOVE AND/OR ATTACHED BILL OF MATERIAL.

SALES TAX IS NOT INCLUDED.

S.P. - Shipping Point

DEST - Destination

S.P.F.A. - Shipping Point Freight Allowed

S.P.P.P.D. - Shipping Point Prepaid and Bill the Freight

Graybar follows a thorough approval process for all suppliers in an effort to help our customers make the best purchasing decision.

There are occasions where the approval process requires more time than the quotation process. Additionally, this process sometimes produces issues which may cause our original quotation to be altered or even cancelled due to circumstances beyond our control.

Consequently, we are making this quotation to you in the interest of time, but reserve the right to make changes to our quotation as a result of the approval process.

GRAYBAR ELECTRIC COMPANY, INC.

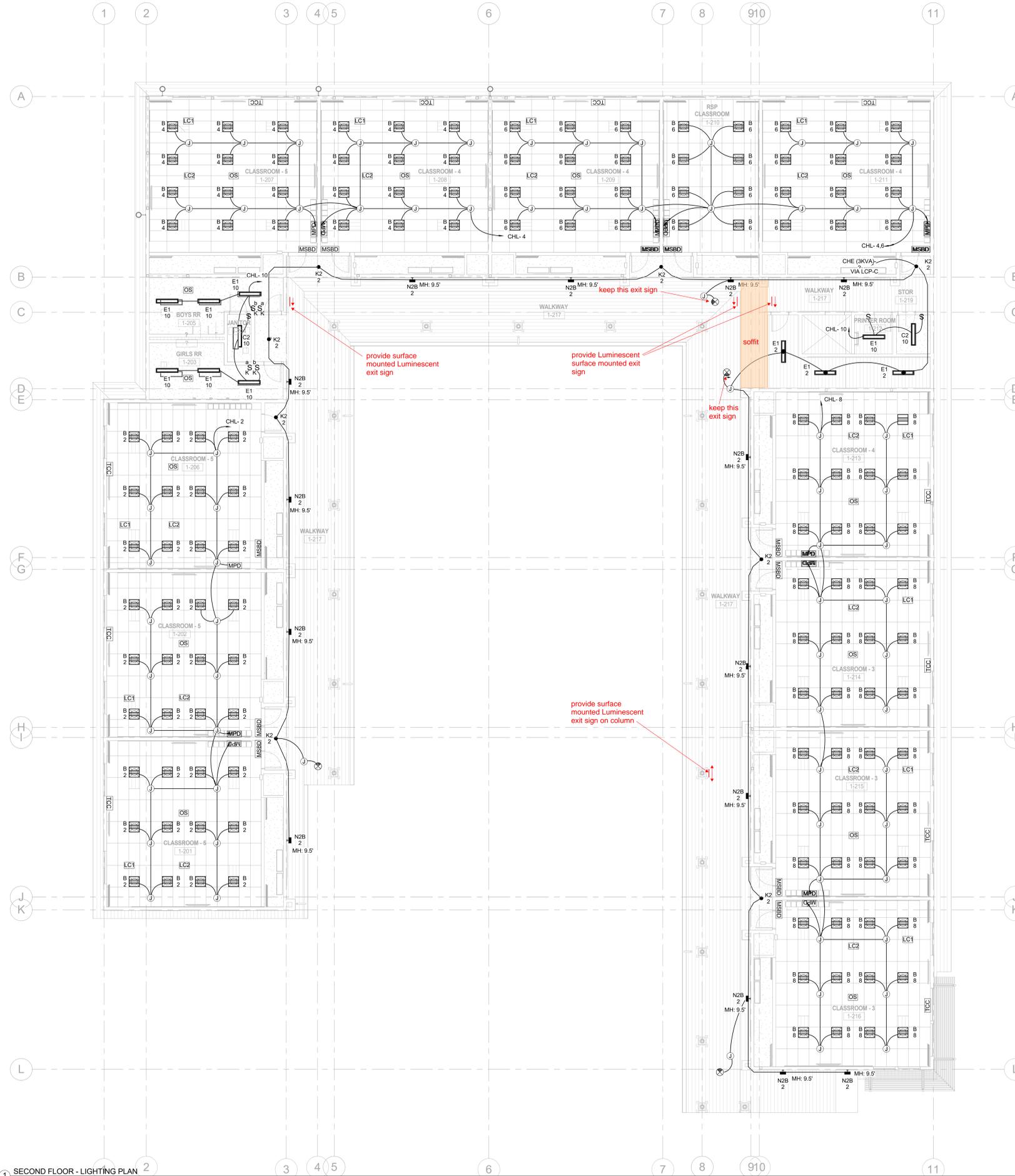
TERMS AND CONDITIONS OF SALE

(CSM 6.1)

7/14/2011

1. ACCEPTANCE OF ORDER; TERMINATION -Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.

2. **PRICES AND SHIPMENTS** - Unless otherwise quoted, prices shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill.
3. **RETURN OF GOODS** - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling.
4. **TAXES** - Prices shown do not include sales or other taxes imposed on the sale of goods. Taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.
5. **DELAY IN DELIVERY** - Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery.
6. **LIMITED WARRANTIES** - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
7. **LIMITATION OF LIABILITY** - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment.
8. **WAIVER** - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.
9. **MODIFICATION OF TERMS AND CONDITIONS** - These terms and conditions supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.
10. **REELS** - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.
11. **CERTIFICATION** - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.
12. **FOREIGN CORRUPT PRACTICES ACT** - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§78dd-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.
13. **ASSIGNMENT** - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.
14. **GENERAL PROVISIONS** - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflicts of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.
15. **PAYMENT TERMS** - Payment terms be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.
16. **EXPORTING** - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.



1 SECOND FLOOR - LIGHTING PLAN  
1/8" = 1'-0"



OWNER: OXNARD SCHOOL DISTRICT  
PROJECT NAME: ELM STREET ELEMENTARY SCHOOL  
CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
TEL: (323) 933-5252 FAX: (323) 933-5589

IDENTIFICATION STAMP  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES

A# 03-116407

AC FLS SS

DATE

REVISIONS:

DESCRIPTION	DATE

DATE ISSUED: Mar. 06, 2015

PROJECT NO: 1340159

SCALE: 1/8" = 1'-0"

**E1-2.2L**

SHEET NUMBER:

SHEET TITLE:

**CLASSROOM  
SECOND FLOOR  
LIGHTING PLAN**



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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**TAFT ELECTRIC CO.**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

**VENTURA COUNTY  
 LOCAL 952**

	JOURNEYMAN			FOREMAN			GEN. FOREMAN		
	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
<b>WAGES</b>	\$ 39.08	\$ 58.62	\$ 78.16	\$ 43.50	\$ 65.24	\$ 86.99	\$ 47.91	\$ 71.87	\$ 95.82
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	16.64	24.96	33.28	16.64	24.96	33.28	16.64	24.96	33.28
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>N.E.I.F. (1%)</b>	0.39	0.59	0.78	0.43	0.65	0.87	0.48	0.72	0.96
<b>NAT. PENSION (3%)</b>	1.17	1.76	2.34	1.30	1.96	2.61	1.44	2.16	2.87
<b>UNION BURDEN</b>	\$ 27.88	\$ 36.98	\$ 46.09	\$ 28.06	\$ 37.25	\$ 46.44	\$ 28.24	\$ 37.51	\$ 46.79
<b>F.I.C.A. (7.65%)</b>	\$ 2.99	\$ 4.48	\$ 5.98	\$ 3.33	\$ 4.99	\$ 6.65	\$ 3.67	\$ 5.50	\$ 7.33
<b>F.U.I. (0.8%)</b>	0.31	0.47	0.63	0.35	0.52	0.70	0.38	0.57	0.77
<b>S.U.I. (6.2%)</b>	2.42	3.63	4.85	2.70	4.05	5.39	2.97	4.46	5.94
<b>TAX BURDEN</b>	\$ 5.73	\$ 8.59	\$ 11.45	\$ 6.37	\$ 9.56	\$ 12.74	\$ 7.02	\$ 10.53	\$ 14.04
<b>LIABILITY INSURANCE 5.4%</b>	\$ 2.11	\$ 3.17	\$ 4.22	\$ 2.35	\$ 3.52	\$ 4.70	\$ 2.59	\$ 3.88	\$ 5.17
<b>WORKMAN'S COMP</b>	1.05	1.05	1.05	1.17	1.17	1.17	1.29	1.29	1.29
<b>INSURANCE BURDEN</b>	\$ 3.16	\$ 4.22	\$ 5.27	\$ 3.52	\$ 4.69	\$ 5.87	\$ 3.88	\$ 5.17	\$ 6.46
<b>DIRECT COST PER HOUR</b>	\$ 75.85	\$ 108.41	\$ 140.97	\$ 81.45	\$ 116.75	\$ 152.05	\$ 87.05	\$ 125.08	\$ 163.12
<b>DIRECT COST PER DAY</b>	\$ 606.81		\$ 65.12	\$ 651.59		\$ 70.60	\$ 696.36		\$ 76.07
<b>DIRECT COST PER WEEK</b>	\$ 3,034.05			\$ 3,257.93			\$ 3,481.81		

NOTES:  
 WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%  
 WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

**TAFT ELECTRIC CO.**  
**Labor Rate**  
**Jan 1 thru July 30 2018**

**VENTURA COUNTY**  
**LOCAL 952**

		<b>JOURNYMAN</b>			<b>FOREMAN</b>			<b>GEN. FOREMAN</b>		
		St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time	St. Time	1.5 Time	2 Time
Direct Cost p/ hour		<b>\$75.85</b>	<b>\$108.41</b>	<b>\$140.97</b>	<b>\$81.45</b>	<b>\$116.75</b>	<b>\$152.05</b>	<b>\$87.05</b>	<b>\$125.08</b>	<b>\$163.12</b>
Small Tools	<b>0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety	<b>2.5%</b>	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90
Clean Up	<b>3.0%</b>	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28
Totals		\$80.02	\$112.58	\$145.14	\$85.62	\$120.92	\$156.22	\$91.22	\$129.25	\$167.29
Mark Up	<b>0.0%</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$80.02</b>	<b>\$112.58</b>	<b>\$145.14</b>	<b>\$85.62</b>	<b>\$120.92</b>	<b>\$156.22</b>	<b>\$91.22</b>	<b>\$129.25</b>	<b>\$167.29</b>

TAFT ELECTRIC COMPANY  
 Labor Rate  
 Jan 1 thru July 30 2018

VENTURA COUNTY  
 LOCAL 952  
 APPRENTICES

	JRYM	40%	45%	50%	60%	70%	85%			
Direct Cost	\$75.85	\$29.46	\$31.99	\$51.66	\$56.73	\$61.80	\$68.42	\$0.00	\$0.00	\$0.00
Small Tools (3%)	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Safety (2.5%)	2.5%	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90		
Clean Up (3%)	3%	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28	\$2.28		
Sub Total	\$80.02	\$33.63	\$36.16	\$55.83	\$60.90	\$65.97	\$72.59	\$0.00	\$0.00	\$0.00
Mark Up	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$80.02</b>	<b>\$33.63</b>	<b>\$36.16</b>	<b>\$55.83</b>	<b>\$60.90</b>	<b>\$65.97</b>	<b>\$72.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# TAFT ELECTRIC CHANGE REQUEST PROPOSAL

## LABOR RATE CALCULATIONS

PROJECT: Elm School Reconstruction      JOB# 2551      TEC CR#: 0  
 CUST RFP#: 0

STRAIGHT TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$0.00
FOREMAN	1.00	\$85.62
JOURNEYMAN	2.00	\$80.02
APPRENTICE	1.00	\$72.59
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$79.56</b>

SHIFT WORK CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$74.93
FOREMAN	0.00	\$69.80
JOURNEYMAN	0.00	\$64.65
APPRENTICE	0.00	\$53.56
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OVERTIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

GRAVEYARD CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$87.83
FOREMAN	0.00	\$92.70
JOURNEYMAN	0.00	\$85.40
APPRENTICE	0.00	\$74.65
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

DOUBLE TIME CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

OTHER CALCULATIONS		
CLASS	HOURS	RATE
G. FOREMAN	0.00	\$109.30
FOREMAN	0.00	\$115.60
JOURNEYMAN	0.00	\$106.15
APPRENTICE	0.00	\$89.95
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
	0.00	\$0.00
<b>COMPOSITE RATE</b>		<b>\$0.00</b>

\* THE ABOVE RATES ARE IN EFFECT UNTIL 9/25/2005

**TAFT ELECTRIC COMPANY**  
**LABOR BURDEN REPORT**  
 Period of July 30, 2018 to December 30, 2018

VENTURA COUNTY  
 LOCAL 952

APPRENTICES - Indentured after 10/01/2012

	40%		45%		50%		60%		70%		85%	
<b>WAGES</b>	\$ 15.63	\$ 23.45	\$ 17.59	\$ 26.38	\$ 19.54	\$ 29.31	\$ 23.45	\$ 35.17	\$ 27.36	\$ 41.03	\$ 33.22	\$ 49.83
<b>HEALTH &amp; WELFARE</b>	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18	\$ 8.18
<b>LOCAL PENSION</b>	-	-	-	-	16.64	24.96	16.64	24.96	16.64	24.96	16.64	24.96
<b>TRAINING FUND</b>	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>LMCC</b>	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>NAT. PENSION (3%)</b>	0.47	0.70	0.53	0.79	0.59	0.88	0.70	1.06	0.82	1.23	1.00	1.49
<b>N.E.I.F. (1%)</b>	<u>0.16</u>	<u>0.23</u>	<u>0.18</u>	<u>0.26</u>	<u>0.20</u>	<u>0.29</u>	<u>0.23</u>	<u>0.35</u>	<u>0.27</u>	<u>0.41</u>	<u>0.33</u>	<u>0.50</u>
<b>UNION BURDEN</b>	\$ 9.81	\$ 10.12	\$ 9.88	\$ 10.24	\$ 27.10	\$ 35.81	\$ 27.26	\$ 36.05	\$ 27.41	\$ 36.28	\$ 27.65	\$ 36.63
<b>F.I.C.A. (7.65%)</b>	\$ 1.20	\$ 1.79	\$ 1.35	\$ 2.02	\$ 1.49	\$ 2.24	\$ 1.79	\$ 2.69	\$ 2.09	\$ 3.14	\$ 2.54	\$ 3.81
<b>F.U.I. (.8%)</b>	0.13	0.19	0.14	0.21	0.16	0.23	0.19	0.28	0.22	0.33	0.27	0.40
<b>S.U.I. (6.2%)</b>	<u>0.97</u>	<u>1.45</u>	<u>1.09</u>	<u>1.64</u>	<u>1.21</u>	<u>1.82</u>	<u>1.45</u>	<u>2.18</u>	<u>1.70</u>	<u>2.54</u>	<u>2.06</u>	<u>3.09</u>
<b>TAX BURDEN</b>	\$ 2.29	\$ 3.44	\$ 2.58	\$ 3.86	\$ 2.86	\$ 4.29	\$ 3.44	\$ 5.15	\$ 4.01	\$ 6.01	\$ 4.87	\$ 7.30
<b>LIABILITY INSURANC 5.4%</b>	\$ 0.84	\$ 1.27	\$ 0.95	\$ 1.42	\$ 1.06	\$ 1.58	\$ 1.27	\$ 1.90	\$ 1.48	\$ 2.22	\$ 1.79	\$ 2.69
<b>WORKMAN'S COMP</b>	<u>0.88</u>	<u>0.88</u>	<u>1.00</u>	<u>1.00</u>	<u>1.11</u>	<u>1.11</u>	<u>1.33</u>	<u>1.33</u>	<u>1.55</u>	<u>1.55</u>	<u>0.89</u>	<u>0.89</u>
<b>INSURANCE BURDEN</b>	\$ 1.73	\$ 2.15	\$ 1.94	\$ 2.42	\$ 2.16	\$ 2.69	\$ 2.59	\$ 3.23	\$ 3.03	\$ 3.76	\$ 2.69	\$ 3.59
<b>DIRECT COST PER HOUR</b>	\$ 29.46	\$ 39.15	\$ 31.99	\$ 42.90	\$ 51.66	\$ 72.10	\$ 56.73	\$ 79.60	\$ 61.80	\$ 87.09	\$ 68.42	\$ 97.34
	\$ 9.70	\$ 10.91	\$ 10.91	\$ 20.44	\$ 22.86	\$ 25.29	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92	\$ 28.92
<b>DIRECT COST PER DAY</b>	\$ 235.65	\$ 313.21	\$ 255.92	\$ 343.19	\$ 413.32	\$ 576.84	\$ 453.87	\$ 633.60	\$ 494.42	\$ 683.82	\$ 547.37	\$ 778.72
<b>DIRECT COST PER WEEK</b>	\$ 1,178.24	\$ 1,566.07	\$ 1,279.62	\$ 1,715.93	\$ 2,066.60	\$ 2,884.19	\$ 2,269.36	\$ 3,112.80	\$ 2,472.12	\$ 3,368.52	\$ 2,736.86	\$ 3,665.44

**NOTES:**

WORKMAN'S COMP RATES: LESS THAN \$32.00/HOUR = 5.658%

WORKMAN'S COMP RATES: GREATER THAN \$32.00/HOUR = 2.693%

## Kyle Ramin

---

**From:** Tom Bardwell <tbardwell@sva-architects.com>  
**Sent:** Monday, October 29, 2018 2:31 PM  
**To:** Alex Rivera  
**Cc:** Kyle Ramin; Gina Sierra  
**Subject:** Elm ES Classroom Exit Signs  
**Attachments:** 2016-07-07 - Electrical - DSA Backcheck 19.pdf

Alex,

Based on the response to RFI 517, Tim has some comments regarding exit sign locations that need to be installed by code. I'm proposing to add surface mounted Luminescent exit signs in the areas indicated to meet the exit sign requirements. Can you please confirm with Taft that we can use Luminescent exit signs as indicated on the sketch. (vs trying to hard wire exit signs in the walls when they are already closed up). This has already been discussed with Tim and the proposed layout is acceptable to him.

See email below from Engineer.

Tom,  
Luminescent exit signs do not need any electrical connections. You can just add them.

Thank you,

Bahram Roshanian, MSEE, MBA, P.E.  
Principal



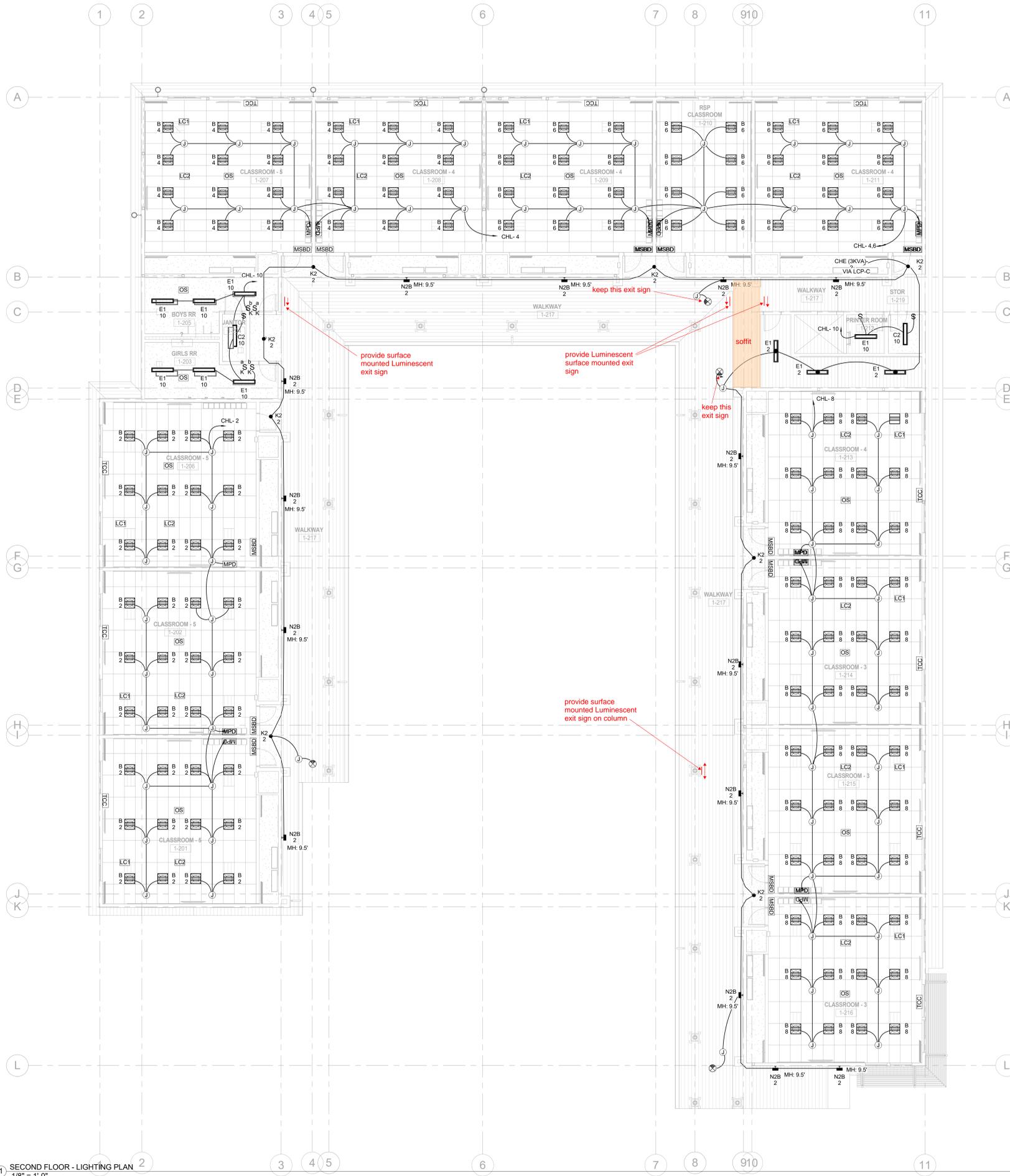
6404 Wilshire Blvd., Ste. 610  
Los Angeles, CA 90048  
T: (323) 933-5252  
F: (323) 933-5589  
[About](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) |

**Tom Bardwell**  
Project Lead

SVA Architects, Inc. | Santa Ana + Oakland + San Diego + Honolulu  
6 Hutton Centre Drive, Suite 1150, Santa Ana, California 92707 | T 949.809.3380  
[www.sva-architects.com](http://www.sva-architects.com)



Please consider the environment before printing this email and/or any attachments



1 SECOND FLOOR - LIGHTING PLAN  
1/8" = 1'-0"

OWNER: OXNARD SCHOOL DISTRICT

PROJECT NAME: ELM STREET ELEMENTARY SCHOOL

CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



ROSHANIAN & ASSOCIATES, INC.  
ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
TEL: (323) 933-5252 FAX: (323) 933-5589

IDENTIFICATION STAMP  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES

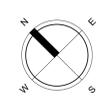
A# 03-116407  
AC FLS SS  
DATE

REVISIONS:

DESCRIPTION	DATE

DATE ISSUED: Mar. 06, 2015  
PROJECT NO: 1340159  
SCALE: 1/8" = 1'-0"  
SHEET NUMBER: E1-2.2L  
SHEET TITLE:

**CLASSROOM SECOND FLOOR LIGHTING PLAN**



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# CHANGE ORDER REQUEST

**COR No. 461 R0**

Date: 12/17/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Stair Nosing Epoxy Paint

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to paint stair nosings with wear resistant paint.	Vanguard Painting	610
Reason: District Request		
Requested By: OSD		
		Subtotal:
		610
<b>Contractual Costs</b>		
Overhead 15%		92
		Subtotal:
		92
<b>Total Change Order Request Amount:</b>		<b>702</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

---

---

**VANGUARD**  
**PAINTING INC.**

---

2541 Topaz Court  
Oxnard, CA 93030

Phone: (805) 650-0111

Fax: (805) 650-0122

License #: 554570

June 29, 2018

Mr. Jaime Pace  
Bernards Bros  
555 First Street  
San Fernando, CA 91340

RE: RFI 447, stairway nosing  
Job: Elm Street ES

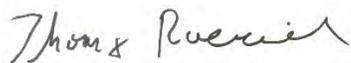
Mr. Pace:

This RFI adds an epoxy coating (with mini-sand additive) to the stairway nosing.

My price is:

Labor = 8 MH (@ \$ 58.10/MH)	\$ 464.00
Materials = 1 gallon (@ \$ 90/gal)	\$ 90.00
Mark-up = 10%	<u>\$ 56.00</u>
Total	\$ 610.00

Sincerely,



Thomas Roerich  
Elm 09

<b>PROJECT</b>	Elm Street ES (No GL)	<b>PROJECT NO.</b> _____
<b>CONTRACTOR</b>	Bernards Bros.	<b>CONTRACT NO.</b> _____
<b>SUBCONTRACTOR</b>	Vanguard Painting, Inc.	<b>DATE</b> 6/22/18

**HOURLY LABOR RATE WORKSHEET**  
*(Reference Contract General Conditions, Article 6.01-c)*

**TRADE:** Painter to 12/31/2018

**CLASSIFICATION:** Journeyman

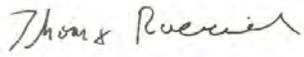
Item	% Rate	Prevailing Wage Rate			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate		\$ 31.09	\$ 46.64	\$ 62.18	
Vacation/Holiday		2.55	2.55	2.55	
Total Taxable Wage		\$ 33.64	\$ 49.19	\$ 64.73	
Fringe Benefits:					
Pension		3.04	3.04	3.04	
Health/Welfare		8.85	8.85	8.85	
Training/Certification		0.60	0.60	0.60	
Other		0.91	0.91	0.91	
Fringe Benefits Subtotal		\$ 13.40	\$ 13.40	\$ 13.40	
<b>Total Hourly Rate</b>		<b>\$ 47.04</b>	<b>\$ 62.59</b>	<b>\$ 78.13</b>	
Burden:					
Taxes & Insurance					
FICA	6.20%	2.09	3.05	4.01	
Medicare	1.45%	0.49	0.71	0.94	
Federal Unemployment	1.10%	0.37	0.54	0.71	
California Unemployment	6.20%	2.09	3.05	4.01	
Workers Compensation	17.93%	6.03	6.03	6.03	
Liability Ins. Premium (for labor only)	0.00%	-	-	-	
Other - Travel / Per Diem		-	1.15	1.15	
Burden Subtotal	32.88%	\$ 11.06	\$ 14.53	\$ 16.86	
Contractor Liability Insurance		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
Small Tools		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
Other (warranty, record drawings, payment bonds, performance bonds, etc.)		N/A	N/A	N/A	Included in OH&P per CGC, 6.01-b(4)
<b>TOTAL HOURLY RATE</b>		<b>\$ 58.10</b>	<b>\$ 77.12</b>	<b>\$ 94.99</b>	

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit) in accordance with the provisions of the Contract General Conditions, Article 6. Mark-up rates for utility repair work shall be adjusted in accordance with Article 4.08-e.

*By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

**Note: The above rates are scheduled to change on** 7/1/2018

Rates certified by: Thomas Roerich Company Name: Vanguard Painting, Inc.  
(print name)

Signature: 



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 447**

Project: Elm Elementary School Reconstruction Project

Date: 06-18-18

Discipline: Architectural

## Subject: Epoxy Paint on Stair Nosing (round) Edge

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-11.1		

### QUESTION

Per the request of district representative to paint the stair nosing, attached are the product data for stair nosing paint. Dunn Edwards representative recommends "Seal-Krete" Floor Tex, since it is tintable, and 'slip resistant'. Though it is primarily used for concrete, it can also be used over primed metal surface. On the other hand, for epoxy, Devthane 379HS is recommended. The problem with epoxy is that it will be slick when wet.

Please choose a product to apply on stair nosing.

### ANSWER

Provide the epoxy Devthane 379HS with a little silica sand sprinkled in when wet for the stair treads. Color to be determined by architect.

Tom Bardwell  
SVA Architects  
6/29/18

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Vanguard Painting	Thomas Roerich	6/29/2018

Please review and advise Bernards, WITHIN 7 days, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

Question Initiated By: Jaime Pace - Bernards  
Submitted By: Arvind Balaji - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 447**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 06-18-18  
Discipline: Architectural

**Subject: Epoxy Paint on Stair Nosing (round Edge)**

**Response Requested By: 06-25-2018**

## DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A1-11.1		

## QUESTION

Per the request of district representative to paint the stair nosing, attached are the product data for stair nosing paint. Dunn Edwards representative recommends "Seal-Krete" Floor Tex, since it is tintable, and 'slip resistant'. Though it is primarily used for concrete, it can also be used over primed metal surface. On the other hand, for epoxy, Devthane 379HS is recommended. The problem with epoxy is that it will be slick when wet.

Please choose a product to apply on stair nosing.

## ANSWER

Provide the epoxy Devthane 379HS with a little silica sand sprinkled in when wet for the stair treads. Color to be determined by architect.

Response Provided By: Tom Bardwell                      SVA Architects                      6/29/18  
Name    Company    Date

**Question Initiated By:** Jaime Pace - Bernards

**Submitted By:** Arvind Balaji - Bernards

## Arvind Balaji

---

**From:** Thomas Roerich <troer727@aol.com>  
**Sent:** Monday, June 18, 2018 9:20 AM  
**To:** Arvind Balaji  
**Cc:** Jaime Pace; Kyle Ramin; Alex Rivera; Gina Sierra; Terry Root; Joseph Teresi  
**Subject:** Re: Epoxy paint for Elm ES  
**Attachments:** Seal Krete Floor Tex.pdf; Devthane 379HS.pdf

Arvind:

So, the product they recommend is "Seal-Krete" Floor Tex. It is a tintable, slip-resistant floor paint.

While it says its for concrete, we can use it over properly primed metal as well.

If you need to use an epoxy, I recommend using "Devthane 379HS".

**The problem with using a normal epoxy, is that it will be slick when wet.**

However, the advantage is in its {the epoxies} durability. Very good.

I've attached both PI sheets.

Sincerely,

Thomas Roerich  
Vanguard Painting, Inc.  
(805) 650-0111  
(805) 650-0122 FAX



# FLOOR-TEX<sup>®</sup>

## TEXTURED CONCRETE COATING

PRODUCT  
DATA SHEET

**DESCRIPTION:** Durable & decorative non-slip textured coating for concrete & masonry surfaces; premium water-based acrylic.

**Typical Uses:**

- ✓ Pool Decks
- ✓ Patios & Porches
- ✓ Driveways
- ✓ Ramps & Walkways
- ✓ Concrete Steps
- ✓ Carports

**Important:** Read all directions thoroughly. Recommended: Wear gloves and safety glasses.

**SURFACE PREP<sup>®</sup>:** **Note:** Proper surface prep is critical to product performance. The surface should be clean, dry, sound and free of dirt, dust, oil, wax and grease. You may need an oil stain remover such as SEAL-KRETE Oil Stain Remover to lift stubborn oil stains.

**Bare Concrete:** Concrete must have cured for a minimum of 30 days before application. Etch the surface with SEAL-KRETE Clean-N-Etch to allow for proper penetration and adhesion. Etching is especially important for smooth-troweled concrete surfaces and is also recommended for rough finished surfaces. After etching, rinse thoroughly and let dry. For best results apply one thin coat of SEAL-KRETE Lock-Down Concrete Bonding Primer.

**Surface Cracks:** Use a paintable acrylic or urethane caulk to repair hairline cracks. For other cracks (up to 3/8" wide) use a flexible, acrylic concrete patch or filler. Let all materials cure fully.

**Previously Stained or Painted Concrete:** For use over one-part water-based coatings only; not recommended over oil-based coatings. Remove loose or peeling paint and degloss surface by sanding (150–200 grit sandpaper).\* Follow with a general cleaning. Rinse thoroughly and let dry. Then coat the surface with SEAL-KRETE Lock-Down Concrete Bonding Primer.

**APPLICATION:** Read "LIMITATIONS" section before use. This product is ready to use; do not dilute. Use only when air and surface temperatures are 50° to 90°F (10° to 32°C). A minimum of 2 coats is recommended. Apply first coat and let dry to touch, then apply second coat in a direction perpendicular to the first.

**Brush:** Use a high quality, nylon bristle brush.

**Roller:** Use a short nap (1/8", 3/16" or 1/4") cover – synthetic or mohair blend.

**COVERAGE:** 1 gallon covers approx. 120 sq.ft./1 coat; 60 sq. ft./2 coats, depending on substrate and thickness applied.

**DRY TIME:** Dry to touch in 1–4 hours. Dry to foot traffic in 24 hours. Will accept vehicular traffic in 3–5 days. Note: Dry times vary depending on temperature and humidity.

**TOPCOATING:** To finish the system and for easier maintenance, wait 24 hours before applying one thin coat of SEAL-KRETE Clear-Seal.

**TINT LIMITS:** Up to 4 oz. colorant per gallon – white base; up to 5 oz. colorant per gallon – deep base.

**CLEAN-UP & STORAGE:** Clean all tools immediately after use with soap and water. Store unused product in a dry place above 32°F (0°C). KEEP FROM FREEZING.

**MAINTENANCE:** Clean occasionally with a mild soap and water solution. Do not use solvent, citrus or oil-based cleaners. If needed, scrub surface with a soft bristle brush or shop broom. Rinse with a garden hose or power washer (less than 1200 psi) held at least 18 inches from the surface, using a fan spray pattern. Re-apply sealer every 2 years, or as needed.

**LIMITATIONS:** Temperature should be 50° to 90°F (10° to 32°C) and should not fall below 50°F (10°C) within 24 hours of application. Do not apply if rain is expected within 24 hours. Do not apply below grade. Do not use on basement walls or in areas subject to hydrostatic pressure or standing water. Do not apply to concrete that has not fully cured. Areas subject to vehicular traffic should be coated with an approved SEAL-KRETE clear sealer.

*\*Sanding or removing paint containing lead may be hazardous. For information contact the National Lead Information Center at 1-800-424-LEAD or www.epa.gov/lead.*

**CAUTION: EYE IRRITANT.**

Contains Dipropylene Glycol N-Propyl Ether. Avoid contact with eyes and prolonged contact with skin. Do not ingest.

**FIRST AID:** In case of eye contact, flush with water for 15 minutes. If irritation persists, get medical attention. In case of skin contact, wash thoroughly with soap and water. If swallowed, drink 1-2 glasses of water and immediately contact medical services regarding any instructions to induce vomiting.

**KEEP OUT OF REACH OF CHILDREN – DO NOT TAKE INTERNALLY.**



Also Available  
in a Low VOC Formula  
and premixed colors

Product	No.	Unit	UPC Code	Carton Bar Code	Carton Size (W x D x H)	Cube / Wt. (cubic ft / lb)	Carton Qty	Pallet Qty
Floor-Tex White Base	440001	1 gallon	0 15944 44001 0	1 00 15944 44001 7	14.38 x 14.38 x 8.5	1.02 / 49.33 lb	4	45 cs
Floor-Tex White Base	440005	5 gallon	0 15944 44005 8	–	–	1.35 / 59.74 lb	1	36 ea
Floor-Tex Deep Base	450001	1 gallon	0 15944 45001 9	1 00 15944 45001 6	14.38 x 14.38 x 8.5	1.02 / 48.33 lb	4	45 cs
Floor-Tex Deep Base	450005	5 gallon	0 15944 45005 7	–	–	1.35 / 58.49 lb	1	36 ea
Floor-Tex Wicker Low VOC	462701	1 gallon	0 15944 46271 5	1 00 15944 46271 2	14.38 x 14.38 x 8.5	1.02 / 48.95 lb	4	45 cs
Floor-Tex Nantucket Low VOC	462201	1 gallon	0 15944 46221 0	1 00 15944 46221 7	14.38 x 14.38 x 8.5	1.02 / 47.61 lb	4	45 cs
Floor-Tex Low VOC White Base No. 460	460001	1 gallon	0 15944 46001 8	1 00 15944 46001 5	14.38 x 14.38 x 8.5	1.02 / 47.79 lb	4	45 cs
Floor-Tex Low VOC White Base No. 460	460005	5 gallon	0 15944 46005 6	–	–	1.35 / 57.49 lb	1	36 ea
Floor-Tex Low VOC Deep Base No. 470	470001	1 gallon	0 15944 47001 7	1 00 15944 47001 4	14.38 x 14.38 x 8.5	1.02 / 46.79 lb	4	45 cs
Floor-Tex Low VOC Deep Base No. 470	470005	5 gallon	0 15944 47005 5	–	–	1.35 / 56.24 lb	1	36 ea



# FLOOR-TEX<sup>®</sup>

## TEXTURED CONCRETE COATING

- EXCELLENT DURABILITY
- TINTABLE
- FOR COATED & UNCOATED HORIZONTAL SURFACES

### TECHNICAL INFORMATION

- Acrylic Resin: Proprietary
- Water-based
- Odor: Low
- Clean-up: Soap and water
- Shelf Life: > 2 years (closed container)

#### #440, 450

- VOC < 150 g/L – EPA Method 24 – Floor Coatings Category (Not approved for SCAQMD)

#### #460, 462, 470

- VOC < 50 g/L – EPA Method 24 – Floor Coatings Category

### ASTM TESTING

(on smooth, bare, etched concrete)

- ASTM G-23 UV-resistance: 1200 hours
- ASTM E-84 Flame Spread: Pass
- ASTM C-355-64 Water Vapor Transmission: 10.9 perms
- ASTM D-412-75 Tensile Strength: 2239 psi, 50% Elongation
- ASTM D-5590-00 Mildew Resistance: Excellent
- ASTM D-2241 Abrasion Resistance: .0195 grams lost

### CHEMICAL/SOLVENT RESISTANCE

- ASTM D-1308 (One hour spot test)
- Water: resistant
- Gas: resistant
- Oil: resistant
- Salt: resistant
- Chlorine: resistant

**LIMITED WARRANTY:** Manufacturer/Seller makes no warranty of any kind except that this product is free from defect and is of merchantable quality. Buyer remedy for breach of warranty is limited to replacement of SEAL-KRETE product or refund of purchase price. Convenience Products will not be responsible for labor or the cost of labor for removal or application of any product.

**TECHNICAL SUPPORT:** For more information on surface prep or application guidelines, or to obtain a Material Safety Data Sheet, call 1-800-323-7357, M-F (8:00 am–5:00 pm EST) or visit our website at [www.seal-krete.com](http://www.seal-krete.com).

### NON-SLIP DECORATIVE FINISH FOR CONCRETE & MASONRY SURFACES

### RESISTANT TO MOISTURE, SALT, CHLORINE & OIL

### HIDES IMPERFECTIONS, STAINS & DISCOLORATIONS

IDEAL FOR STAIRS



GREAT FOR PORCHES AND PATIOS



MEETS ADA REQUIREMENTS FOR NON-SLIP SURFACES



# Devthane® 379H



## Polyurethane

### PRODUCT DESCRIPTION

A high performance, low VOC, two-component chemically-cured aliphatic urethane gloss finish.

### INTENDED USES

For use on properly prepared and primed steel, concrete or steel floors, masonry, drywall, plaster, metal, concrete block, galvanized, aluminum, poured concrete and glazed brick. Ideal for use on exterior or interior structural steel, piping, metal buildings, control cabinetry, conveyors, pumps, storage tank exteriors, motors, machinery, and transportation vehicles.

Can also be used in the hard service areas of food processing plants, dairies, schools, restaurants, hospitals, correctional facilities, factories, stadiums, arenas, and amusement parks.

### PRACTICAL INFORMATION FOR DEVTHANE 379H

<b>Color</b>	White, custom and ready-mix colors
<b>Gloss Level</b>	Gloss
<b>Volume Solids</b>	69%± 2%
<b>Typical Thickness</b>	2-3 mils (50-75 microns) dry equivalent to 2.9-4.4 mils (72-109 microns) wet
<b>Theoretical Coverage</b>	439 sq.ft/US gallon at 2.5 mils d.f.t and stated volume solids 11 m <sup>2</sup> /liter at 63 microns d.f.t and stated volume solids
<b>Practical Coverage</b>	Allow appropriate loss factors
<b>Method of Application</b>	Airless Spray, Roller, Air Spray, Brush

### Drying Time

Temperature	Touch Dry	Hard Dry	Overcoating interval with self	
			Minimum	Maximum
41°F (5°C)	*1	32 hours	13 hours	2 weeks
59°F (15°C)	*1	24 hours	10 hours	2 weeks
77°F (25°C)	*1	16 hours	6 hours	2 weeks

<sup>1</sup> \* not applicable

### REGULATORY DATA

**Flash Point (Typical)** Part A 72°F (22°C); Part B 124°F (51°C); Mixed 81°F (27°C)

**Product Weight** 11.2 lb/gal (1.34 kg/l)

**VOC** 0.36 lb/gal (44 g/l) EPA Method 24

See Product Characteristics section for further details

## Protective Coatings

## Polyurethane

### SURFACE PREPARATION

Surfaces must be dry, clean, free of oil, grease, form release agents, curing compounds, laitance, other foreign matter and be structurally sound. Remove all loose paint, mortar spatter, mill scale, and rust. Please see Systems Compatibility section for approved primers. To ensure optimum appearance, any primer or undercoat should be smooth and free of any surface defects such as runs, dry spray or heavy orange peel.

#### New Surfaces:

##### Steel

Apply over surfaces which have been suitably prepared and primed. Consult the relevant primer datasheet for advice on surface preparation requirements. Prime using: Devran 203, Devran 223, Bar-Rust 231, Bar-Rust 231 LV, Bar-Rust 233H, Bar-Rust 233H LV, Bar-Rust 235V or Tru-Glaze-WB 4030

##### Galvanized Steel and Aluminum

Remove dirt, grease, oil or other surface contamination by solvent cleaning or with Devprep 88 cleaner or other suitable cleaner, followed by a thorough water rinsing. Prime using: Devran 203 or Tru-Glaze-WB 4030. Galvanized substrates must be test patched for adhesion prior to use, due to the high variability of surface treatments.

##### Concrete Block

Remove loose aggregate and repair major voids. Fill with: Bar-Rust 231, Bar-Rust 231 LV, Bar-Rust 235V, Bar-Rust 233H, Bar-Rust 233H LV, or Tru-Glaze-WB 4015.

##### Concrete Floors, Poured Concrete

Cure at least 30 days. pH must be 10.0 or lower before painting. Acid etch or abrasive blast slick, glazed concrete or concrete with laitance. Prime using: Bar-Rust 231, Bar-Rust 231 LV, Bar-Rust 233H, Bar-Rust 233H LV, Bar-Rust 235V, Tru-Glaze-WB 4030 or Pre-Prime 167

##### Drywall:

Prime with a premium acrylic latex vapor barrier primer sealer.

##### Previously Painted Surfaces:

Poorly adhering old coatings should be removed. Wash to remove contaminants. Rinse thoroughly with water and allow to dry. Dull glossy areas by light sanding. Remove all debris. Prime bare areas with primer specified under New Surfaces.

##### Fibreglass

Solvent wipe, scuff sand and solvent wipe again. Prime using: Bar-Rust 233H or Bar-Rust 233H LV

## APPLICATION

<b>Mixing</b>	Material is supplied in two containers as a unit. Always mix a complete unit in the proportions supplied. Once the unit has been mixed, it must be used within the working pot life specified.		
	(1)	Agitate Base (Part A) with a power agitator.	
	(2)	Combine entire contents of Curing Agent (Part B) with Base (Part A) and mix thoroughly with power agitator.	
<b>Mix Ratio</b>	4 part(s) : 1 part(s) by volume		
<b>Working Pot Life</b>	41°F (5°C)	59°F (15°C)	77°F (25°C)
	3.5 hours	3 hours	2.5 hours
<b>Airless Spray</b>	Recommended	Tip Range 11-17 thou (0.27-0.43 mm) See Product Characteristics section for further details	
<b>Air Spray (Conventional)</b>	Recommended	See Product Characteristics section for further details	
<b>Brush</b>	Suitable		
<b>Roller</b>	Suitable		
<b>Thinner</b>	If necessary, use T-9 Thinner See Product Characteristics section for further details		
<b>Cleaner</b>	T-9 Thinner		
<b>Work Stoppages</b>	Do not allow material to remain in hoses, gun or spray equipment. Thoroughly flush all equipment with T-9 Thinner. Once units of paint have been mixed they should not be resealed and it is advised that after prolonged stoppages work recommences with freshly mixed units.		
<b>Clean Up</b>	Clean all equipment immediately after use with T-9 Thinner. It is good working practice to periodically flush out spray equipment during the course of the working day. Frequency of cleaning will depend upon amount sprayed, temperature and elapsed time, including any delays. All surplus material and empty containers should be disposed of in accordance with appropriate regional regulations/legislation.		

## Polyurethane

### PRODUCT CHARACTERISTICS

#### Advantages:

- Excellent gloss and color retention
- Excellent abrasion and chemical resistance
- Easily applied by brush, roller or spray
- Wide color selection
- Excellent resistance to marring, chipping, and scratching
- Contains ultraviolet light absorber

Cure Acceleration: Urethane catalyst 070A0000 may be used to accelerate cure at or below 40°F (5°C). The addition of one or two ounces per gallon will decrease the dry hard time approximately one-third to one-half respectively at 40°F (5°C). The pot life will be reduced one-half to three-fourths.

#### VOC Note:

VOC (TBAC Exempt) when thinned:

<100 g/l (0.83lbs/gall) calculated when thinned with T-0 Thinner

VOC (TBAC Non-Exempt) when thinned:

<250g/l (2.08lbs/gall) calculated when thinned with T-0 Thinner

For compliance to VOC regulations, thin or clean as follows:

South Coast Air Quality Management District (SCAQMD): Thinning is not required, however, if thinning is desired, add #800 VOC Compliant Reducer or T-0 Thinner at no more than 10% by volume. For cleaning, use #4267 low VOC cleaning thinner or other solvent in compliance with local VOC or air quality regulations.

California outside of SCAQMD: Thinning is not required, however, if thinning is desired, add T-0 Thinner at no more than 10% by volume. For cleaning, use T-9 Thinner or other solvent in compliance with local VOC or air quality regulations.

Devthane 379H reacts with atmospheric moisture, and as such when in the can should remain covered at all times. Failure to keep tin covered will result in skinning of unused material and loss of pot life.

Maximum continuous dry temperature resistance for Devthane 379H is 250°F (121°C). Exposure to continuous operating temperatures towards the maximum dry temperature resistance of this product may induce some discoloration.

Devthane 379H may be tinted with industrial colorants; contact International Paint for further information. Add colorants only to the base portion and mix thoroughly before adding the converter portion.

For airless spray application: Ideally, fluid hoses should not be less than 3/8" ID and not longer than 50 feet to obtain optimum results. Longer hose length may require an increase in pump capacity, pressure, and/or thinning.

For air spray application: Use a professional grade conventional gun with a 0.070" (1.78mm) fluid tip or larger. Adjust fluid and air pressure to achieve a good spray pattern.

Care should be taken that proper and uniform film thicknesses are obtained. Brushing and rolling may require multiple coats to achieve correct film thickness and/or hiding.

Note: VOC values are typical and are provided for guidance purpose only. These may be subject to variation depending on factors such as differences in color and normal manufacturing tolerances.

### SYSTEMS COMPATIBILITY

The following primers are recommended for Devthane 379H:

Bar-Rust 231	Bar-Rust 231LV
Bar-Rust 233H	Bar-Rust 233H LV
Bar-Rust 235V	Cathacoat 302H
Cathacoat 302HB	Cathacoat 303H
Cathacoat 313	Devran 203
Devran 223	Devran 261QC
Tru-Glaze-WB 4015	Tru-Glaze-WB 4030

## Polyurethane

### ADDITIONAL INFORMATION

Further information regarding industry standards, terms and abbreviations used in this data sheet can be found in the following documents available at [www.international-pc.com](http://www.international-pc.com):

- Definitions & Abbreviations
- Surface Preparation
- Paint Application
- Theoretical & Practical Coverage

Individual copies of these information sections are available upon request.

### SAFETY PRECAUTIONS

This product is intended for use only by professional applicators in industrial situations in accordance with the advice given on this sheet, the Material Safety Data Sheet and the container(s), and should not be used without reference to the Material Safety Data Sheet (MSDS) which International Protective Coatings has provided to its customers.

All work involving the application and use of this product should be performed in compliance with all relevant national, Health, Safety & Environmental standards and regulations.

In the event welding or flame cutting is performed on metal coated with this product, dust and fumes will be emitted which will require the use of appropriate personal protective equipment and adequate local exhaust ventilation.

If in doubt regarding the suitability of use of this product, consult International Protective Coatings for further advice.

PACK SIZE	Unit Size	Part A		Part B	
		Vol	Pack	Vol	Pack
	1 US gal	0.8 US gal	1 US gal	0.2 US gal	1 US quart
	5 US gal	4 US gal	5 US gal	1 US gal	1 US gal
For availability of other pack sizes contact International Protective Coatings					
SHIPPING WEIGHT (TYPICAL)	Unit Size	Part A		Part B	
	1 US gal	13.2 lb		3.3 lb	
	5 US gal	47.2 lb		11.9 lb	
STORAGE	Shelf Life	24 months minimum at 77°F (25°C). Subject to re-inspection thereafter. Store in dry, shaded conditions away from sources of heat and ignition.			

### Disclaimer

*The information in this data sheet is not intended to be exhaustive; any person using the product for any purpose other than that specifically recommended in this data sheet without first obtaining written confirmation from us as to the suitability of the product for the intended purpose does so at their own risk. All advice given or statements made about the product (whether in this data sheet or otherwise) is correct to the best of our knowledge but we have no control over the quality or the condition of the substrate or the many factors affecting the use and application of the product. Therefore, unless we specifically agree in writing to do so, we do not accept any liability at all for the performance of the product or for (subject to the maximum extent permitted by law) any loss or damage arising out of the use of the product. We hereby disclaim any warranties or representations, express or implied, by operation of law or otherwise, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose. All products supplied and technical advice given are subject to our Conditions of Sale. You should request a copy of this document and review it carefully. The information contained in this data sheet is liable to modification from time to time in the light of experience and our policy of continuous development. It is the user's responsibility to check with their local representative that this data sheet is current prior to using the product.*

*This Technical Data Sheet is available on our website at [www.international-marine.com](http://www.international-marine.com) or [www.international-pc.com](http://www.international-pc.com), and should be the same as this document. Should there be any discrepancies between this document and the version of the Technical Data Sheet that appears on the website, then the version on the website will take precedence.*

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# CHANGE ORDER REQUEST

**COR No. 465 R0**

Date: 1/17/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Paint For Added Window In Health Office

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to repaint the walls in the Administration Building because a window was added to the Nurses Office.	Vanguard Painting	554
Reason: Window was added after wall was finished and painted. Wall needs to be repainted. This is additional work, not included in the original scope.		
Requested By; SVA Architects		
Ref: RFI 358R		
		Subtotal:
		554
<b>Contractual Costs</b>		
Overhead 15%		83
		Subtotal:
		83
<b>Total Change Order Request Amount:</b>		<b>637</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**VANGUARD**  
**PAINTING INC.**

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2541 Topaz Court  
Oxnard, CA 93030

Phone: (805) 650-0111

Fax: (805) 650-0122

License #: 554570

December 22, 2018

Ms. Gina Sierra  
Bernards Bros  
555 First Street  
San Fernando, CA 91340

RE: RFI 358R, window in room 3-113 Health  
Job: Elm Street ES

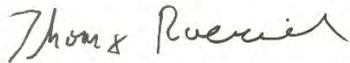
Ms. Sierra:

This RFI adds a window to room 3-113. I believe, after the window is installed, I will need to prime (any new drywall patches), and paint both sides of the wall. This wall has already been painted. Note: In order to paint the wall, we will need to cover all adjacent surfaces, to protect them from paint splatters.

My price is:

Labor = 8 MH (@ \$ 58.10/MH)	\$ 464.00
Materials = 1 gallon (@ \$ 40/gal)	\$ 40.00
Mark-up = 10%	<u>\$ 50.00</u>
Total	\$ 554.00

Sincerely,



Thomas Roerich  
Elm 11

<b>PROJECT</b>	Elm Street ES (No GL)	<b>PROJECT NO.</b> _____
<b>CONTRACTOR</b>	Bernards Bros.	<b>CONTRACT NO.</b> _____
<b>SUBCONTRACTOR</b>	Vanguard Painting, Inc.	<b>DATE</b> 6/22/18

**HOURLY LABOR RATE WORKSHEET**  
*(Reference Contract General Conditions, Article 6.01-c)*

**TRADE:** Painter to 12/31/2018

**CLASSIFICATION:** Journeyman

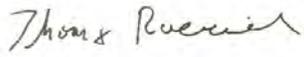
Item	% Rate	Prevailing Wage Rate			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate		\$ 31.09	\$ 46.64	\$ 62.18	
Vacation/Holiday		2.55	2.55	2.55	
Total Taxable Wage		\$ 33.64	\$ 49.19	\$ 64.73	
Fringe Benefits:					
Pension		3.04	3.04	3.04	
Health/Welfare		8.85	8.85	8.85	
Training/Certification		0.60	0.60	0.60	
Other		0.91	0.91	0.91	
Fringe Benefits Subtotal		\$ 13.40	\$ 13.40	\$ 13.40	
Total Hourly Rate		\$ 47.04	\$ 62.59	\$ 78.13	
Burden:					
Taxes & Insurance					
FICA	6.20%	2.09	3.05	4.01	
Medicare	1.45%	0.49	0.71	0.94	
Federal Unemployment	1.10%	0.37	0.54	0.71	
California Unemployment	6.20%	2.09	3.05	4.01	
Workers Compensation	17.93%	6.03	6.03	6.03	
Liability Ins. Premium (for labor only)	0.00%	-	-	-	
Other - Travel / Per Diem		-	1.15	1.15	
Burden Subtotal	32.88%	\$ 11.06	\$ 14.53	\$ 16.86	
Contractor Liability Insurance		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
Small Tools		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
Other (warranty, record drawings, payment bonds, performance bonds, etc.)		N/A	N/A	N/A	<i>Included in OH&amp;P per CGC, 6.01-b(4)</i>
<b>TOTAL HOURLY RATE</b>		<b>\$ 58.10</b>	<b>\$ 77.12</b>	<b>\$ 94.99</b>	

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit) in accordance with the provisions of the Contract General Conditions, Article 6. Mark-up rates for utility repair work shall be adjusted in accordance with Article 4.08-e.

*By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

**Note: The above rates are scheduled to change on** 7/1/2018

Rates certified by: Thomas Roerich Company Name: Vanguard Painting, Inc.  
(print name)

Signature: 



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 358R**

Project: Elm Elementary School Reconstruction Project

Date: 11-19-18

Discipline: Architectural

**Subject: Add window back in to Health Office**

## DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A3-52.2		

## QUESTION

Per the OAC Meeting on 11/6/18, please confirm we are to provide a window in room 3-113 Health Office, between casework and the door frame. Please provide a size and detail. See attached.

## ANSWER

Confirmed to add w window in the nurses room. See attached sketch.

Tom Bardwell - SVA Architects  
12/21/18

## RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Pacific Interiors Enterprise	Curtis Dowell	12/21/2018
Santa Barbara Glass Co	Dan Hope	12/21/2018
Abdellatif Enterprises Inc	Hazem Abdellatif	12/21/2018
Vanguard Painting	Thomas Roerich	12/21/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Gina Sierra - Bernards  
**Submitted By:** Gina Sierra - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 358R**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project  
**Subject: Add window back in to Health Office**

Date: 11-19-18  
Discipline: Architectural

**Response Requested By: 11-19-2018**

### DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
A3-52.2		

### QUESTION

Per the OAC Meeting on 11/6/18, please confirm we are to provide a window in room 3-113 Health Office, between casework and the door frame. Please provide a size and detail. See attached

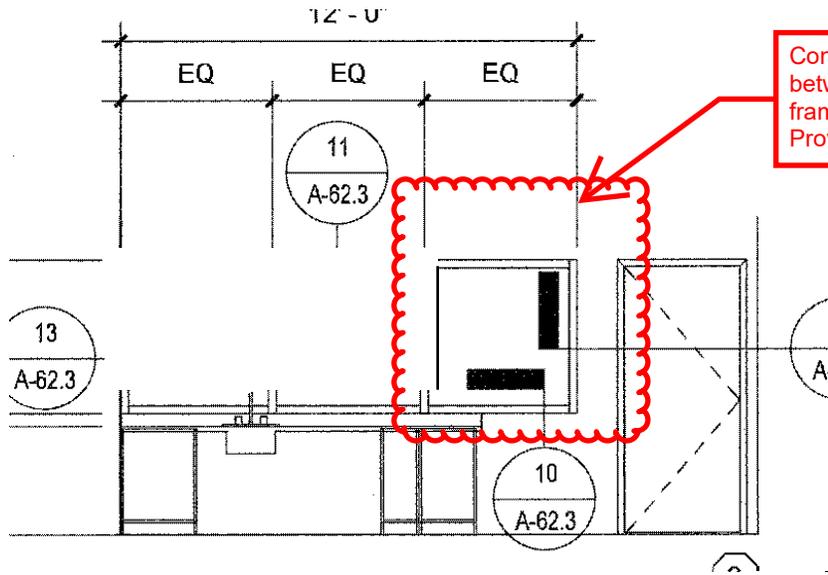
### ANSWER

Confirmed to add a window in the nurses room. See attached sketch.

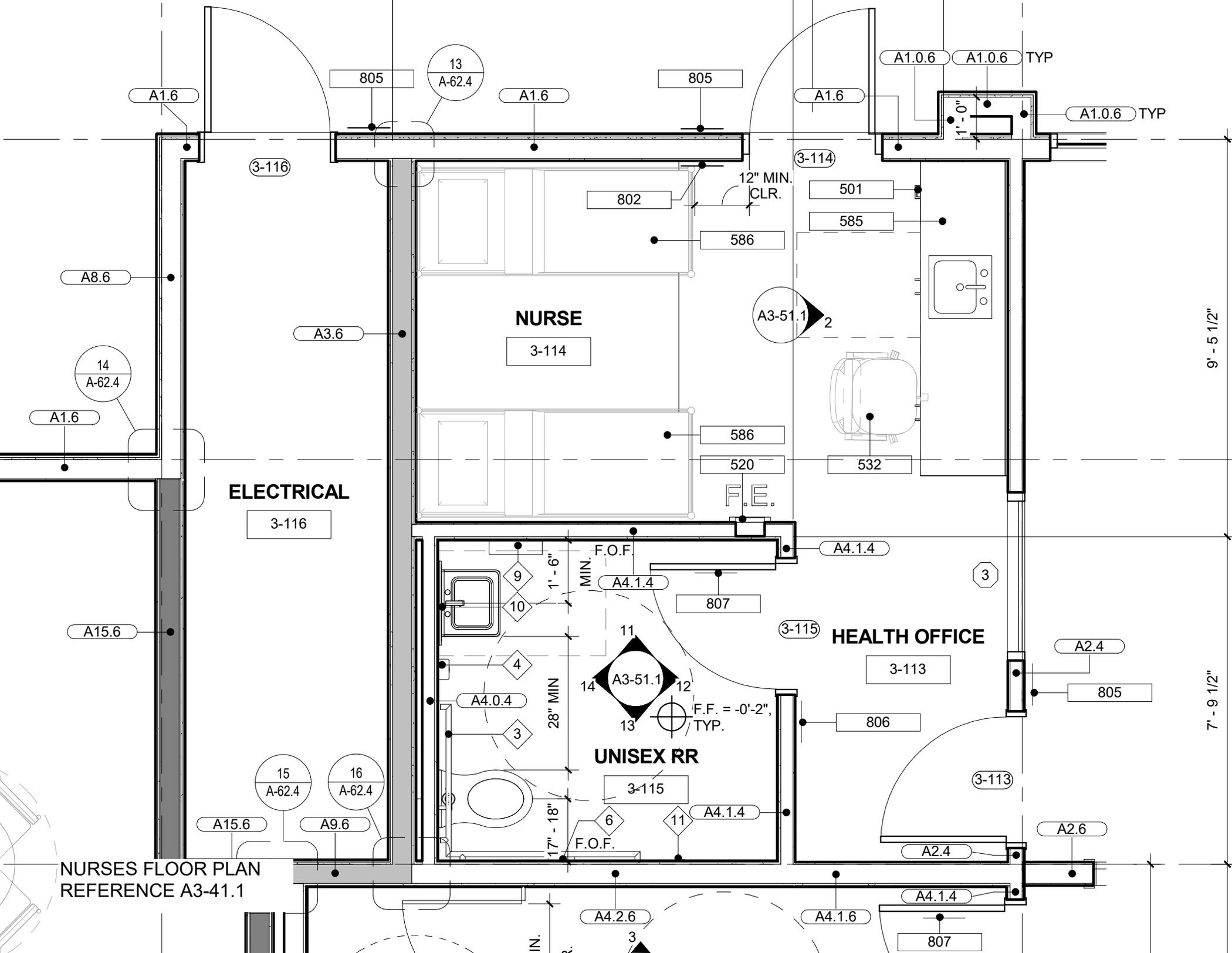
Response Provided By:	<u>Tom Bardwell</u>	<u>SVA Architects</u>	<u>12/21/18</u>
	Name	Company	Date

**Question Initiated By:** Gina Sierra - Bernards

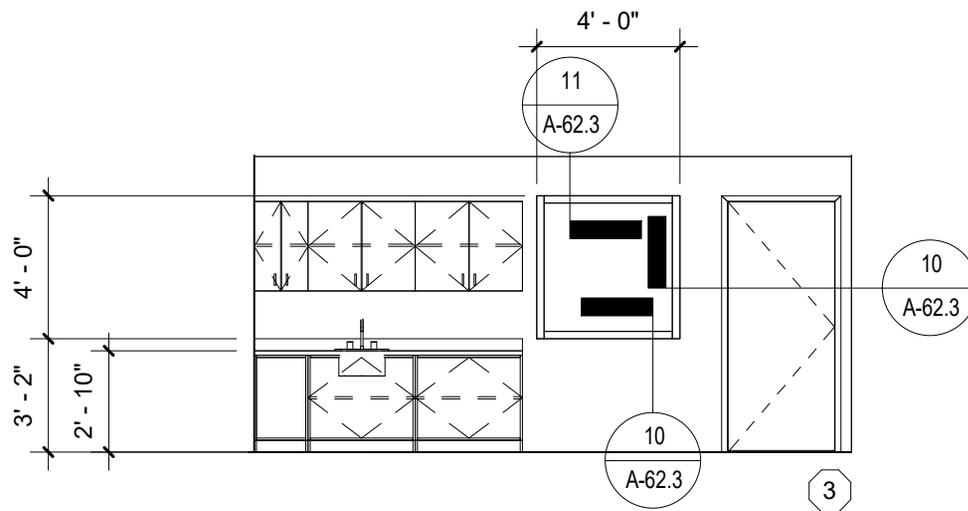
**Submitted By:** Gina Sierra - Bernards



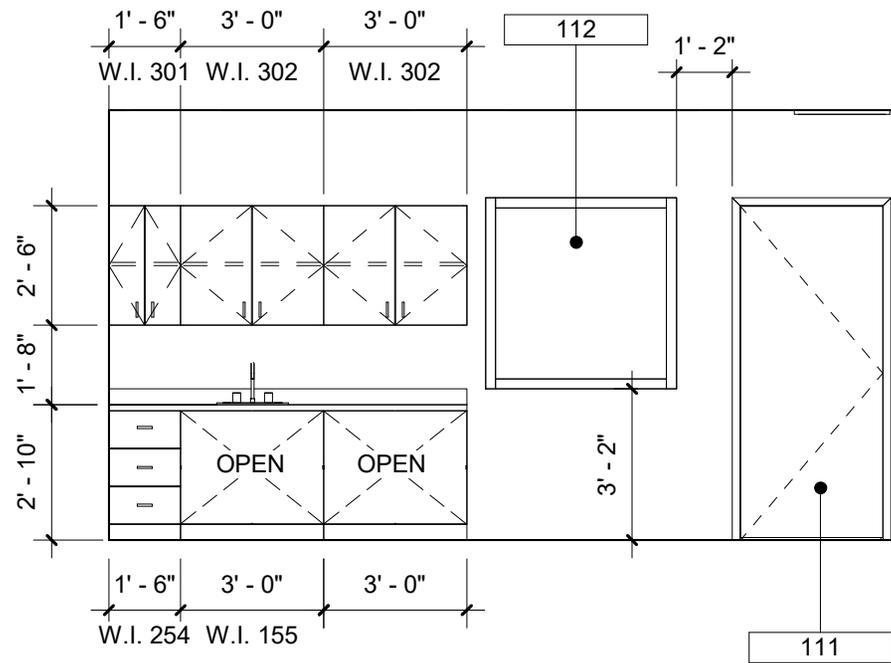
Confirm add window  
between casework and door  
frame in Health Office.  
Provide size & detail.



NURSES FLOOR PLAN  
REFERENCE A3-41.1



STOREFRONT ELEVATION  
 REFERENCE A3-52.2



NURSES INTERIOR ELEVATION  
 REFERENCE A3-51.1



# CHANGE ORDER REQUEST

**COR No. 476 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

VAV Circuits In Admin

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to rework overhead conduit for changes made to power the VAV units in the Admin Building.	Taft Electric Co	1,368
Reason: Changes were made per direction given in RFI 413. This is additional work, not included in the original scope.		
Requested By: EEOR		
Ref: RFI 413		
		Subtotal: 1,368
<b>Contractual Costs</b>		
Overhead 15%		205
		Subtotal: 205
<b>Total Change Order Request Amount:</b>		<b>1,573</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

**Change Order Request #046: CE #073 - Overhead Rework Per RFI 413**

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	046 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	David Donelson (Taft Electric Company)
<b>STATUS:</b>	Pending - Proceeding	<b>CREATED DATE:</b>	12/13 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$1,368.00</b>

POTENTIAL CHANGE ORDER TITLE: CE #073 - Overhead Rework Per RFI 413

CHANGE REASON: RFI Directive

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required:

Rework Overhead Conduits per RFI #413

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration.

We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal.

This quote is valid for 30 calendar days from the above date. We reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

EXCLUSIONS:

- Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hours Monday-Friday between 7AM & 3:30PM
- Any and all parts and labor not specifically listed above or within.
- Any abatement including asbestos removal or containment.
- Any permits or fees.
- Any costs associated with the design, engineering (including wet stamps), or approval process.
- Any access panels.

**ATTACHMENTS:**

[CE 073 Overhead Rework Per RFI 413.pdf](#)

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction JOB# 2251

TEC COR#: 073

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Overhead Rework Per RFI 413

DATE: 12/13/2018

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Rework of Overhead Conduit Per RFI 413	\$0.00	16.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>16.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
Foreman	0.00	\$85.62	\$0.00
Apprentice	16.00	\$72.59	\$1,161.44
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$1,161.44</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$1,161.44</b>
15.00%	OVERHEAD & PROFIT		\$174.22
<b>TOTAL LABOR</b>			<b>\$1,335.66</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$0.00
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$13.36
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$13.36
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
0.00%		\$0.00
<b>SUBTOTAL DJE</b>		<b>\$26.71</b>
15.00%	OVERHEAD & PROFIT	\$4.01
<b>TOTAL DJE</b>		<b>\$30.72</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL QUOTES</b>		<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL SUBCONTRACTS</b>		<b>\$0.00</b>

CHANGE REQUEST SUMMARY	
TAKEOFF MATERIAL	\$0.00
QUOTED MATERIAL	\$0.00
SUBCONTRACTORS	\$0.00
LABOR EXPENSES	\$1,335.66
DIRECT JOB EXPENSES	\$30.72
<b>SUBTOTAL CHANGE REQUEST</b>	<b>\$1,366.38</b>
0.00%	\$0.00
0.10%	\$1.37
0.00%	\$0.00
<b>CHANGE PROPOSAL TOTAL</b>	
	<b>\$1,368</b>



**TAFT ELECTRIC COMPANY** ELECTRICAL CONTRACTORS  
 HOME OFFICE: 1694 EASTMAN AVE., VENTURA, CA 93003, PHONE (805) 642-0121  
 P.O. BOX 3416, VENTURA, CA 93006

STATE LICENSE  
 NO. 772245

Date Ordered October 25, 2025 Date Completed 10/25/2018  
 Job No. 2251 W.O. No. \_\_\_\_\_  
 Job Name ELM Elementary F.A. No. \_\_\_\_\_  
 Address 450 E Elm St, Oxnard, Ca 93033

**- CHARGE ACCUMULATION -**

Rework overhead for clearance to VAV's - RFI # 413

MATERIAL	QUANTITY	UNIT PRICE	PER	EXTENSION
<i>This was @ request by the IOR - AR</i>				
<i>Verify time only - AR 11/5/18</i>				
<div style="border: 1px solid red; padding: 5px; margin: 5px;"> <p style="text-align: center; color: red;">Verification of Time Only            Subject to the Terms and Conditions            of the Subcontract Agreement</p> <p>By: _____            Signature: <u><i>[Signature]</i></u>            Print Name: _____            Date: <u>11/5/18</u></p> </div>				

EQUIPMENT CHARGES				
Date	Description	Hours	Rate	Amount
				-
				-
				-
				-
				-
TOTAL EQUIPMENT CHARGE				\$0.00
LABOR				
Date	Name	Hours	Rate	Amount
10/25	James Pettit	8		-
10/25	Mike Gooding	8		-
				-
				-
				-
				-
				-
				-
				-
TOTAL LABOR CHARGE				\$0.00

Above work authorized by the undersigned; charges therefore to be billed to the undersigned for payment on regular 30 day terms.



# REQUEST FOR INFORMATION FOR SUBCONTRACTOR ACTION

**RFI No. : 413**

Project: Elm Elementary School Reconstruction Project

Date: 04-13-18

Discipline: Electrical

## Subject: Admin. VAV Circuits and Controller

### DRAWING & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
M003		
M3-1.1		

### QUESTION

Ref. M003, M3-1.1

It has been brought to our attention that there are (11) VAV units in the Admin Building that require 120v power.

1. Please provide an updated panel schedule providing 120v 20A circuits for these VAVs. We will install a 20A motor rated switch in a 4S box with raised cover at each unit as a means of disconnect.

2. Please also provide a location and circuit for the Mitsubishi AE-200A HVAC controllers.

### ANSWER

Power for VAV and HVAC controller location per attached drawing

Bahram Roshanian

04/26/2018

### RESPONSE DISTRIBUTION

Company	Contact	Date Sent
Sheldon Mechanical Corp	Dillion Boute	4/30/2018
Taft Electric Co	Matt Gobuty	4/30/2018

Please review and advise Bernards, **WITHIN 7 days**, if there are any additional costs or schedule impacts associated with incorporating the RFI response with the Contract Work. (Include a brief description and rough order estimate of the change with this notification. If no response is received within 7 days, Bernards shall trust that there is no impact to your Contract Price or Schedule.

**Question Initiated By:** Matt Gobuty - Taft Electric Co - Author Number: 114

**Submitted By:** Gina Sierra - Bernards



# REQUEST FOR INFORMATION

**RFI No.: 413**

To: Tom Bardwell  
Company: SVA Architects  
Project: Elm Elementary School Reconstruction Project

Date: 04-13-18  
Discipline: Electrical

**Subject: Admin. VAV Circuits and Controller**

**Response Requested By: 04-20-2018**

## DRAWINGS & SPECIFICATION REFERENCES

Drawing Sheet / Specification	Detail / Sub Section	Comments
M003		
M3-1.1		

## QUESTION

Ref. M003, M3-1.1

It has been brought to our attention that there are (11) VAV units in the Admin Building that require 120v power.

1. Please provide an updated panel schedule providing 120v 20A circuits for these VAVs. We will install a 20A motor rated switch in a 4S boxe with raised cover at each unit as a means of disconnect.
2. Please also provide a location and circuit for the Mitsubishi AE-200A HVAC controllers.

## ANSWER

Power for VAV and HVAC controller location per attached drawing.

Bahram Roshanian  
04/26/2018

Response Provided By: \_\_\_\_\_  
Name Company Date

**Question Initiated By:** Matt Gobuty - Taft Electric Co- Author Number: 114

**Submitted By:** Gina Sierra - Bernards



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

**Project:** 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

### Admin VAV Circuits and Controller

<b>TO:</b>	Gina Sierra (Bernards )	<b>FROM:</b>	Matt Gobuty (Taft Electric Company) 1694 Eastman Avenue Ventura, California 93003
<b>DATE INITIATED:</b>	04/12/2018	<b>STATUS:</b>	Open
<b>LOCATION:</b>		<b>DUE DATE:</b>	04/17/2018
<b>COST CODE:</b>		<b>REFERENCE:</b>	
<b>COST IMPACT:</b>	Yes (Unknown)	<b>SCHEDULE IMPACT:</b>	Yes (Unknown)
<b>DRAWING NUMBER:</b>		<b>SPEC SECTION:</b>	
<b>LINKED DRAWINGS:</b>			
<b>RECEIVED FROM:</b>			
<b>COPIES TO:</b>			

**Question from Matt Gobuty (Taft Electric Company) at 03:03 PM on 04/12/2018**

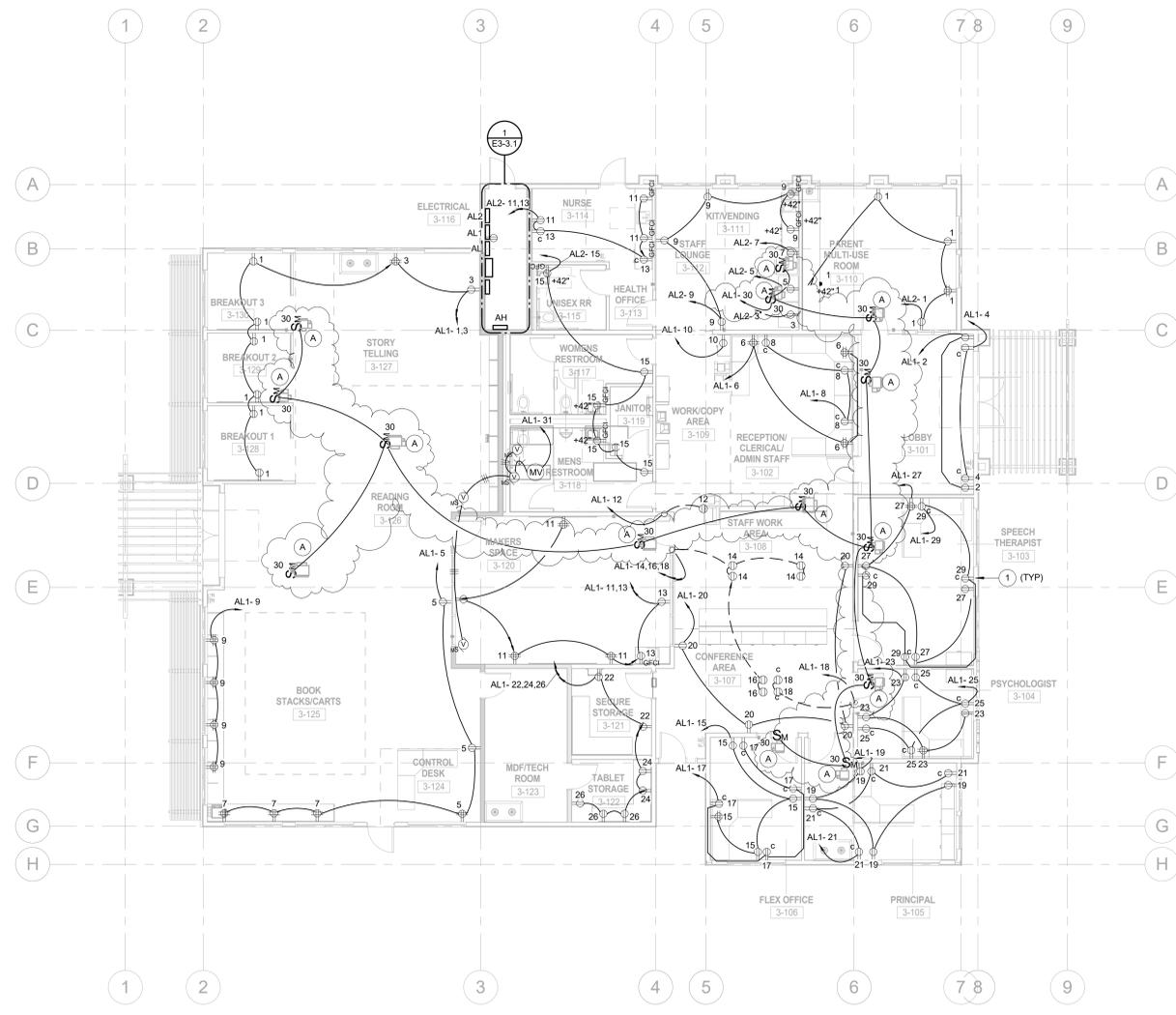
It has been brought to our attention that there are (11) VAV units in the Admin Building that require 120v power. Please provide an updated panel schedule providing 120v 20A circuits for these VAVs.  
We will install a 20A motor rated switch in a 4S boxe with raised cover at each unit as a means of disconnect.

Please also provide a location and circuit for the Mitsubishi AE-200A HVAC controllers.

Awaiting an Official Response

**All Replies:**

BY \_\_\_\_\_ DATE \_\_\_\_\_ COPIES TO \_\_\_\_\_



**REFERENCE NOTE:**  
 1 ROUTE CONTROLLED RECEPTACLES VIA LIGHTING CONTROL.



**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
 CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA



**ROSHANIAN & ASSOCIATES, INC.**  
 ELECTRICAL, MECHANICAL AND TECHNOLOGY ENGINEERS  
 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

**IDENTIFICATION STAMP**  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

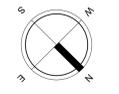
A# 03-116407  
 AC \_\_\_\_\_ FLS \_\_\_\_\_ SS \_\_\_\_\_  
 DATE \_\_\_\_\_

**REVISIONS:**

NO.	DESCRIPTION	DATE
14	RFI 413	04/23/2018

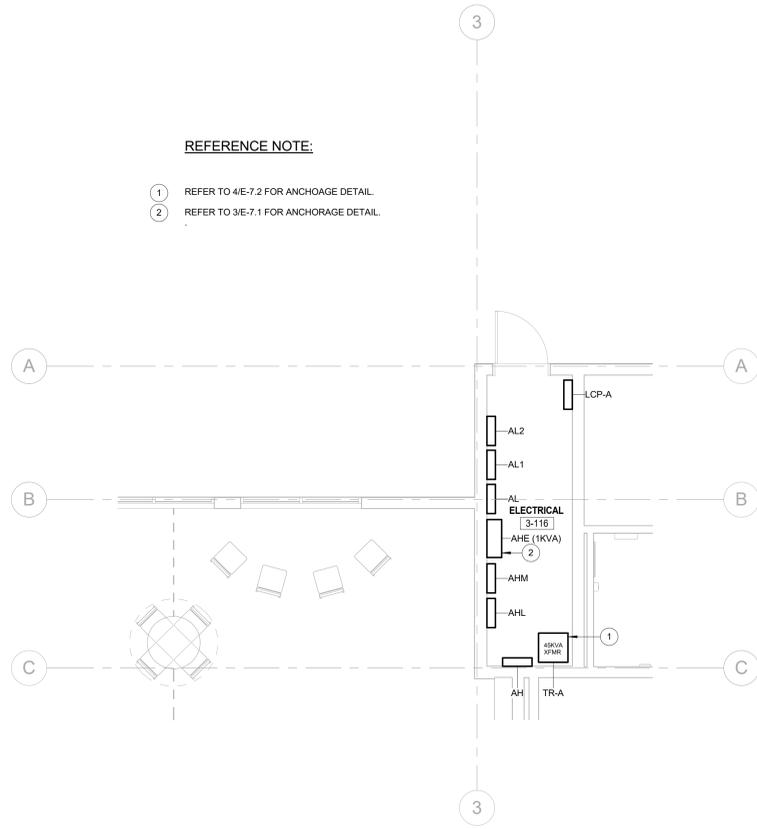
**DATE ISSUED:** Mar. 06, 2015  
**PROJECT NO:** 1340159  
**SCALE:** 1/8" = 1'-0"  
**SHEET NUMBER:** **E3-2.1P**  
**SHEET TITLE:**

**ADMINISTRATION POWER PLAN**



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM

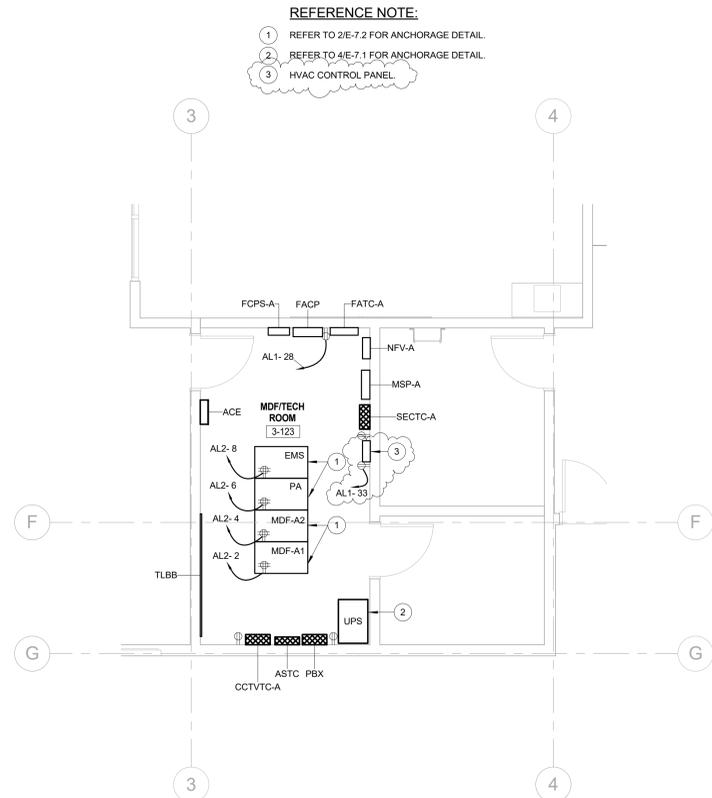
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**REFERENCE NOTE:**

- 1 REFER TO 4/E-7.2 FOR ANCHORAGE DETAIL.
- 2 REFER TO 3/E-7.1 FOR ANCHORAGE DETAIL.

1 ENLARGED ELECTRICAL ROOM 3-116  
1/4" = 1'-0"



**REFERENCE NOTE:**

- 1 REFER TO 2/E-7.2 FOR ANCHORAGE DETAIL.
- 2 REFER TO 4/E-7.1 FOR ANCHORAGE DETAIL.
- 3 HVAC CONTROL PANEL.

2 ENLARGED MDF/TECH ROOM 3-123  
1/4" = 1'-0"

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



**ROSHANIAN & ASSOCIATES, INC.**  
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 6404 WILSHIRE BLVD, SUITE #610 LOS ANGELES, CA 90048  
 TEL: (323) 933-5252 FAX: (323) 933-5589

IDENTIFICATION STAMP  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407

AC FLS SS

DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
14	RFI 413	04/23/2018

DATE ISSUED: Mar. 06, 2015

PROJECT NO: 1340159

SCALE: 1/4" = 1'-0"

**E3-3.1**

SHEET NUMBER:

SHEET TITLE:

**ADMINISTRATION BUILDING ENLARGED PLAN**



3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.809.3380 WWW.SVA-ARCHITECTS.COM

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# CHANGE ORDER REQUEST

**COR No. 478 R0**

Date: 1/22/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

RFI 511

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to layout and re rough in electrical in added furred walls in MPR and Presentation Room.	Taft Electric Co	947
Reason: Furred walls were added to conceal electrical and plumbing that would have been surface mounted due to structural restrictions about penetrating base plates on shear walls. This is additional work not included in the original scope.		
Requested By: SVA Architects		
Ref: RFI 511		
		Subtotal: 947
<b>Contractual Costs</b>		
Overhead 15%		142
		Subtotal: 142
<b>Total Change Order Request Amount:</b>		<b>1,089</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Taft Electric  
1694 Eastman Avenue  
Ventura, California 93003  
Phone: (805) 642-0121

Project: 2251 - Elm School  
450 E Elm St,  
Oxnard, California 93033  
Phone: 805-654-7994

## Change Order Request #049: CE #076 - CE 076 Layout and Rough-in Furred Walls at MPR

<b>TO:</b>	Bernards 555 1st St San Fernando, California, 91340	<b>FROM:</b>	Taft Electric Company 1694 Eastman Avenue Ventura California, 93003
<b>PCO NUMBER/REVISION:</b>	049 / 0	<b>CONTRACT:</b>	1 - Elm School Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	David Donelson (Taft Electric Company)
<b>STATUS:</b>	Pending - Proceeding	<b>CREATED DATE:</b>	12/13 /2018
<b>REFERENCE:</b>		<b>FIELD CHANGE:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>LOCATION:</b>	
		<b>TOTAL AMOUNT:</b>	<b>\$947.00</b>

**POTENTIAL CHANGE ORDER TITLE:** CE #076 - CE 076 Layout and Rough-in Furred Walls at MPR

**CHANGE REASON:** RFI Directive

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

We are submitting the above cost for the additional work required:

Layout and Rough-in Furred Walls in MPR

This change proposal is based on the usual cost elements such as labor, materials and markup and does not include any amount for impacts such as interference, trade stacking, disruptions, rescheduling, changes in the sequence of work, delays and or associated acceleration.

We expressly reserve our right to submit our request for any of these items should we be faced with performing work under any of these conditions.

This cost proposal supersedes all previously submitted cost proposals relating to this same work. The work of other trades which may be required to complete this change order is not part of this proposal.

This quote is valid for 30 calendar days from the above date. We reserve our right to re-quote this proposal should the approval take longer than 30 days.

Attached is the back up for your review. Please call should you have any questions.

**EXCLUSIONS:**

Any shift work, holiday work, or overtime labor, all work is to be performed during normal working hours Monday-Friday between 7AM & 3:30PM

Any and all parts and labor not specifically listed above or within.

Any abatement including asbestos removal or containment.

Any permits or fees.

Any costs associated with the design, engineering (including wet stamps), or approval process.

Any access panels.

**ATTACHMENTS:**

[CE 076 Layout and Rough-in Furred Walls at MPR.pdf](#)

# TAFT ELECTRIC CHANGE ORDER REQUEST

PROJECT: Elm School Reconstruction JOB# 2251

TEC COR#: 076

CUST RFP#: \_\_\_\_\_

COR DESCRIPTION: Layout and Rough-in Furred Walls at MPR

DATE: 12/13/2018

TAKE OFF		
DESCRIPTION	MATERIAL	HOURS
Layout and Rough-in Furred Walls at MPR	\$0.00	10.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
	\$0.00	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>10.00</b>

LABOR EXPENSES			
TYPE	HOURS	RATE	AMOUNT
Foreman	6.00	\$85.62	\$513.72
Apprentice	4.00	\$72.59	\$290.36
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$804.08</b>
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
0.00%			\$0.00
<b>SUBTOTAL LABOR</b>			<b>\$804.08</b>
15.00%	OVERHEAD & PROFIT		\$120.61
<b>TOTAL LABOR</b>			<b>\$924.69</b>

TAKEOFF MATERIAL		
%	DESCRIPTION	AMOUNT
3.00%	CONSUMABLES	\$0.00
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
<b>SUBTOTAL MATERIAL</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL TAKEOFF MATERIAL</b>		<b>\$0.00</b>

DIRECT JOB EXPENSES		
%	DESCRIPTION	AMOUNT
1.00%	AS BUILTS / O&M'S	\$9.25
0.00%	PERMIT FEES	\$0.00
1.00%	ESTIMATING	\$9.25
0.00%	CAD / DRAFTING	\$0.00
0.00%	REPRODUCTION COSTS	\$0.00
0.00%		\$0.00
0.00%	EQUIPMENT RENTAL	\$0.00
0.00%	CRANE / FORKLIFT	\$0.00
0.00%	JOB TRUCK	\$0.00
0.00%	MANLIFTS	\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%		\$0.00
0.00%	WARRANTY	\$0.00
0.00%		\$0.00
<b>SUBTOTAL DJE</b>		<b>\$18.49</b>
15.00%	OVERHEAD & PROFIT	\$2.77
<b>TOTAL DJE</b>		<b>\$21.27</b>

QUOTED MATERIAL		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
7.75%	SALES TAX	\$0.00
3.00%	MATERIAL HANDLING	\$0.00
0.00%		\$0.00
0.00%		\$0.00
<b>SUBTOTAL QUOTES</b>		<b>\$0.00</b>
15.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL QUOTES</b>		<b>\$0.00</b>

SUBCONTRACTORS		
VENDOR	DESCRIPTION	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>SUBTOTAL SUBCONTRACTS</b>		<b>\$0.00</b>
5.00%	OVERHEAD & PROFIT	\$0.00
<b>TOTAL SUBCONTRACTS</b>		<b>\$0.00</b>

CHANGE REQUEST SUMMARY		
TAKEOFF MATERIAL	\$0.00	
QUOTED MATERIAL	\$0.00	
SUBCONTRACTORS	\$0.00	
LABOR EXPENSES	\$924.69	
DIRECT JOB EXPENSES	\$21.27	
<b>SUBTOTAL CHANGE REQUEST</b>		<b>\$945.96</b>
0.00%	\$0.00	
0.10%	TEXTURA \$0.95	
0.00%	BOND COSTS \$0.00	
<b>CHANGE PROPOSAL TOTAL</b>		<b>\$947</b>



**TAFT ELECTRIC COMPANY** ELECTRICAL CONTRACTORS  
 HOME OFFICE: 1694 EASTMAN AVE., VENTURA, CA 93003, PHONE (805) 642-0121  
 P.O. BOX 3416, VENTURA, CA 93006

STATE LICENSE  
 NO. 772245

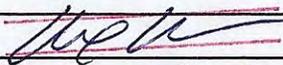
Date Ordered October 24, 2018 Date Completed \_\_\_\_\_  
 Job No. 2251 W.O. No. \_\_\_\_\_  
 Job Name ELM Elementary F.A. No. \_\_\_\_\_  
 Address 450 E Elm St, Oxnard, Ca 93033

**- CHARGE ACCUMULATION -**

Layout/Rough-In furred walls MPR

MATERIAL	QUANTITY	UNIT PRICE	PER	EXTENSION
This was for rough-in for the fur walls that were added to accommodate the AV changes. TV's, projector control panels, etc..				

Verification of Time Only  
 Subject to the Terms and Conditions  
 of the Subcontract Agreement

By: \_\_\_\_\_  
 Signature:   
 Print Name: \_\_\_\_\_  
 Date: 10/31/18

EQUIPMENT CHARGES				
Date	Description	Hours	Rate	Amount
				-
				-
				-
				-
				-
TOTAL EQUIPMENT CHARGE				\$0.00
LABOR				
Date	Name	Hours	Rate	Amount
10/24	Brandon Vidal	2		-
10/25	Brandon Vidal	4		-
10/26	James Pettit	4		-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL LABOR CHARGE				\$0.00

Above work authorized by the undersigned; charges therefore to be billed to the undersigned for payment on regular 30 day terms.



REQUEST FOR INFORMATION

RFI No.: 511

To: Tom Bardwell
Company: SVA Architects
Project: Elm Elementary School Reconstruction Project
Subject: Furred Walls on MPR at Presentation Room and Gym

Date: 09-21-18
Discipline: Architectural

Response Requested By: 09-28-2018

DRAWINGS & SPECIFICATION REFERENCES

Table with 3 columns: Drawing Sheet / Specification, Detail / Sub Section, Comments. Rows include A-61.2 and A2-11.1.

QUESTION

Ref. RFIR 111 MPR Plumbing Sewer Rough In

Per the response to RFIR 111, please confirm the furred wall adjustments in the MPR,(gym and presentation room wall) that the furred wall is to be full height and width of wall. See clouded on attached sketch511-SK-1.

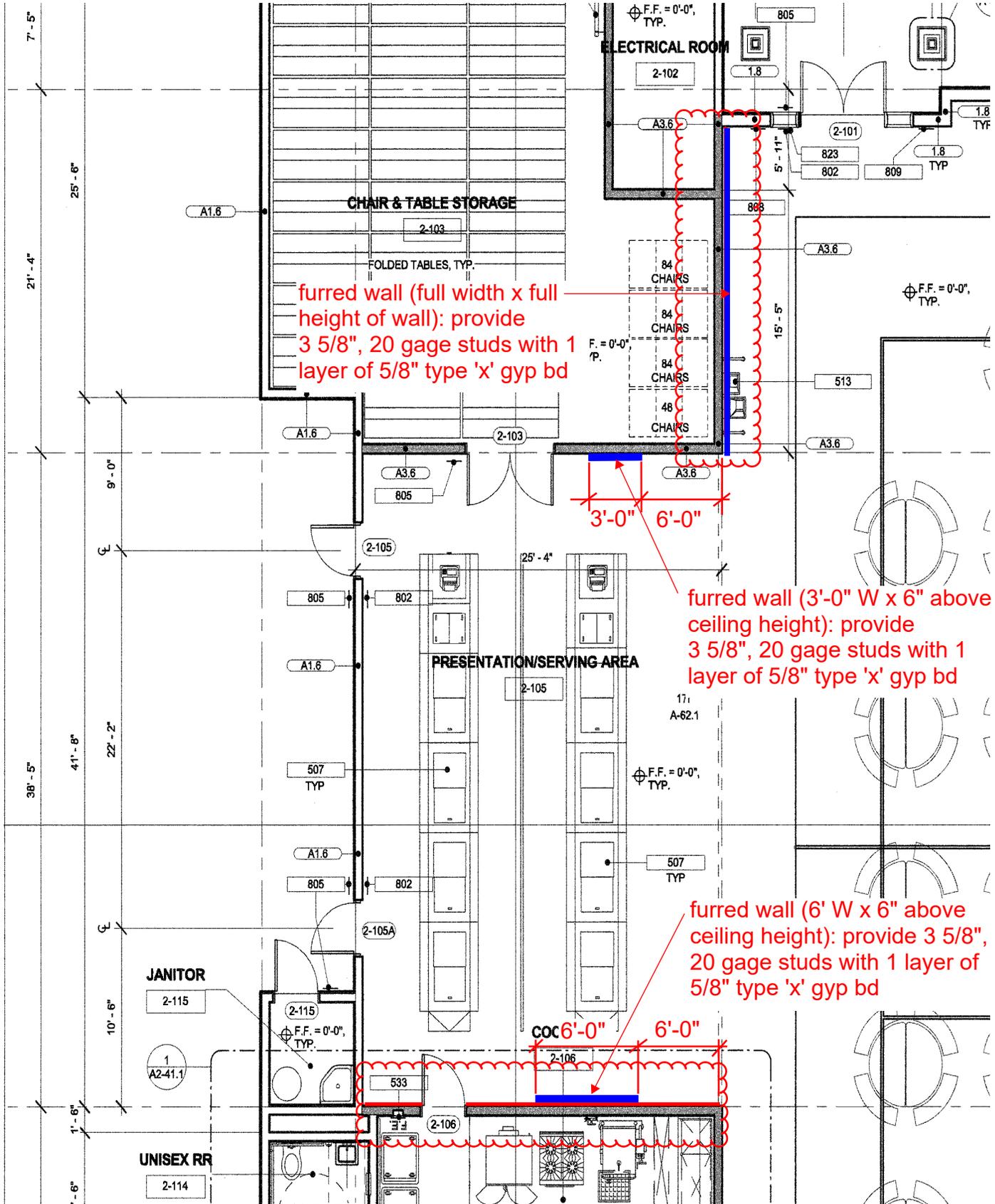
ANSWER

Please see the attached sketch for the furred wall sizes and locations

Response Provided By: Tom Bardwell, SVA Architects, 10/8/18
Name, Company, Date

Question Initiated By: Gina Sierra - Bernards

Submitted By: Gina Sierra - Bernards



511-SK-1



# CHANGE ORDER REQUEST

**COR No. 505 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Upper/Lower Casework Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Upper/Lower Casework Allowance		-1,570
	Subtotal:	-1,570
<b>Total Change Order Request Amount:</b>		<b>-1,570</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 506 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

T8 Lamps To LED Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For T8 Lamps To LED Allowance		-60,489
	Subtotal:	-60,489
<b>Total Change Order Request Amount:</b>		<b>-60,489</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 507 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Plumbing System Design Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Plumbing System Design Allowance		-72,201
	Subtotal:	-72,201
<b>Total Change Order Request Amount:</b>		<b>-72,201</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 508 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Door Hardware Revision Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Door Hardware Revisions Allowance		-20,045
	Subtotal:	-20,045
<b>Total Change Order Request Amount:</b>		<b>-20,045</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 509 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

VCHD Corrections Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For VCHD Corrections Allowance		-44,923
	Subtotal:	-44,923
<b>Total Change Order Request Amount:</b>		<b>-44,923</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 510 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

SCE Design Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For SCE Design Allowance		-6,923
	Subtotal:	-6,923
<b>Total Change Order Request Amount:</b>		<b>-6,923</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CONSTRUCTION SERVICES AGREEMENT**

This Construction Services Agreement (hereinafter referred to as the "Agreement") is entered into this Fourteenth (14<sup>th</sup>) day of December, 2016, by and between the Oxnard School District, a California school district organized and existing under the laws of the State of California (hereinafter referred to as the "District") and Bernards which is a contractor licensed by the State of California, with its principal place of business at 555 First Street, San Fernando, CA 91340 (hereinafter referred to as "Contractor").

WHEREAS, the District operates Elm Street Elementary School, located at 450 East Elm Street, Oxnard, California 93033 (hereinafter referred to as the "School Facility"); and

WHEREAS, the District desires to construct and modernize facilities and improvements (as more fully described below) at those portions of the School Facility identified in the Site Lease, as defined in Section 1G below (the "Site"); and

WHEREAS, the District has determined that it is in its best interests to pursue the improvements to the School Facility through the lease-leaseback method of project delivery pursuant to California Education Code §17406 which permits the governing board of the District, without advertising for bids, to lease to Contractor property owned by the District if the instrument by which property is leased requires the lessee to construct, or provide for the construction, on the leased property, of a facility for the use of the District during the term of the lease, and provides that title to that facility shall vest in the District at the expiration of the lease; and

WHEREAS, the District desires to finance a portion of the improvements utilizing the lease/leaseback methodology; and

WHEREAS, the District has conducted an RFQ process by which it selected Contractor; and

WHEREAS, the District intends to undertake work to improve the School Facility, the scope of which is generally described in **Exhibits A and B** attached hereto and incorporated by reference herein; and

WHEREAS, in connection with the approval of this Agreement, the District will enter into a site lease with Contractor, under which it will lease to Contractor the Site in order for Contractor to construct the Project as described in the Scope of Work set forth generally in **Exhibits A and B** (hereinafter referred to as the "Scope of Work"); and

WHEREAS, assuming that the District and Contractor can agree on the terms, including the price, for the additional scope of work, the District and Contractor anticipate that the scope of the Project may be amended to include additional work; and

## #16-199

WHEREAS, Contractor will lease the Site back to the District pursuant to a sublease agreement, under which the District will be required to make payments to Contractor for the use and occupancy of the Site, including the Project (hereinafter the "Financing"); and

WHEREAS, Contractor represents that it is sufficiently experienced in the construction of the type of facility and type of work sought by the District and is willing to perform said work for lease and the Financing to the District, all as more fully set forth herein; and

WHEREAS, at the expiration of the Site Lease, title to the Site and the improvements thereon will vest with the District;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the District and Contractor agree as follows:

### SECTION 1. DEFINITIONS

- A. **Construction.** The term "Construction" as used in this Agreement includes all labor and services necessary for the construction of the Project, and all materials, equipment, tools, supplies and incidentals incorporated or to be incorporated in such construction as fully described in the Scope of Work set forth in **Exhibits A and B** attached hereto. Unless otherwise expressly stipulated, Contractor shall perform all work and provide and pay for all materials, labor tools and equipment, including, but not limited to, light, water, and power, necessary for the proper execution and completion of the Project shown on the drawings and described in the specifications developed pursuant to this Agreement.
- B. **Construction Documents.** The term "Construction Documents" means the final drawings, profiles, cross sections, design development drawings, construction drawings, and supplemental drawings based on the plans and specifications developed for the Project pursuant to the Scope of Work set forth in **Exhibits A and B** attached hereto, including any reference specifications or reproductions prepared by the architect hired by the District (the "Architect") and specifications approved by the District, the Division of the State Architect ("DSA"), and the local agencies having jurisdiction or other regulatory agencies whose approval may be required, which show or describe the location, character, dimensions or details for the Project and specifications for construction thereof.
- C. **Contract Documents.** The term "Contract Documents" as used in this Agreement refers to those documents which form the entire agreement by and between the District and Contractor. The Contract Documents consist of this Agreement, including the exhibits and attachments hereto, the Site Lease, including the exhibits and attachments thereto, the Sublease, including the exhibits and attachments thereto, the Project Manual including the General Conditions thereto, as amended,

- 2 -

## #16-199

which is incorporated herein (the "General Conditions"), and the Construction Documents. The term "Contract Documents" shall include all modifications and addenda thereto.

- D. **Guaranteed Maximum Price.** The term "Guaranteed Maximum Price" or "GMP" as used in this Agreement means the Guaranteed Maximum Price established pursuant to Section 5 of this Agreement to be used to calculate the Tenant Improvement Payments and the Sublease Payments to be paid by the District to Contractor pursuant to the Sublease, subject only to any adjustments for Extra Work/Modifications as provided in Section 10 of this Agreement.
- E. **Project.** The term "Project" shall mean the improvements and facilities to be constructed and installed by Contractor at the School Facility which will result in complete and fully operational facilities as more fully set forth on **Exhibits A and B** attached hereto.
- F. **Project Manual.** The term "Project Manual" shall mean the compilation of the Specification sections including Division 0, Procurement and Contracting Requirements, Division 1 General Requirements, and technical specifications Division 2 through 33 prepared by the Architect and approved by the District, the DSA, or other regulatory agencies which show or describe the location, character, dimensions or details for the Project, which shall be delivered to Contractor upon execution of this Agreement.
- G. **Site.** The term "Site" as used in this Agreement shall mean those certain parcels of real property and improvements thereon (if any) more particularly described in **Exhibit A** to the Site Lease.
- H. **Site Lease.** The term "Site Lease" as used in this Agreement shall mean the certain Site Lease dated of even date herein between the District and Contractor, together with any duly authorized and executed amendment(s) thereto, pursuant to which the District leases the Site to Contractor.
- I. **Specifications.** The term "Specifications" shall mean those numbered specifications set forth in the Project Manual which shall accompany this Agreement and which are incorporated by reference herein. Individual Specifications may be referred to by their specification number as set forth in the Project Manual.
- J. **Subcontractor.** As used in this Agreement, the term "Subcontractor" means any person or entity, including trade contractors, who have a contract with Contractor to perform any of the Construction.

## #16-199

- K. **Sublease.** The term "Sublease" as used in this Agreement shall mean the certain Sublease dated of even date herein between the District and Contractor, together with any duly authorized and executed amendment(s) thereto, pursuant to which the District subleases the Site from Contractor.
- L. **Sublease Payments.** The term "Sublease Payments" as used in this Agreement shall mean the payments made by the District to Contractor pursuant to Section 6 of the Sublease.
- M. **Tenant Improvement Payments.** The term "Tenant Improvement Payments" as used in this Agreement shall mean the payments made by the District to Contractor pursuant to Section 6 of the Sublease.

### **SECTION 2. CONTRACTOR'S DUTIES AND STATUS**

Contractor covenants with the District to furnish reasonable skill and judgment in constructing the Project. Contractor agrees to furnish efficient business administration and superintendence and to furnish at all times an adequate supply of professionals, workers, and materials and to perform the work appropriately, expeditiously, economically, and consistent with the Contract Documents.

### **SECTION 3. ADDITIONAL SERVICES**

If the District requests Contractor to perform additional services not described in this Agreement, Contractor shall provide a cost estimate and a written description of the additional work necessary to complete such additional services. The cost for such additional services shall be negotiated and agreed upon in writing in advance of Contractor performing or contracting for such additional services, and such cost shall be used to adjust the GMP established pursuant to Section 5 hereof. In the absence of a written agreement, the District will not compensate Contractor for additional services, will not adjust the GMP for such additional services, and Contractor will not be required to perform them. It is understood and agreed that if Contractor performs any services that it claims are additional services without receiving prior written approval from the District Board of Education, Contractor shall not be paid for such claimed additional services and the GMP will not be adjusted. Nothing in this Agreement shall be construed as limiting the valuation of such additional services and amount that the GMP will be adjusted for such additional services, should a written agreement for such services be executed by the parties. Notwithstanding the foregoing, Contractor shall not be entitled to compensation, nor will the GMP be adjusted, for additional services required as a result of Contractor's acts, errors or omissions.

**SECTION 4. OWNERSHIP OF PLANS AND DOCUMENTS**

All original field notes, written reports, drawings, specifications, Construction Documents, and other documents, produced or developed for the Project are the property of the District, regardless of whether the Project is constructed, and shall be furnished to the District. Such documents are not to be used by Contractor or by the Subcontractors on other work nor shall Contractor nor the Subcontractors claim any right to such documents. This shall not deprive Contractor from retaining electronic data or other reproducible copies of the Construction Documents or the right to reuse information contained in them in the normal course of Contractor's professional activities.

**SECTION 5. ESTABLISHMENT OF GUARANTEED MAXIMUM PRICE**

The "GMP" for the Project shall be Twenty-Three Million Three Hundred Six Thousand Eight Hundred Eighty-Six Dollars and No Cents (\$23,306,886.00). The GMP consists of (1) a Sublease Tenant Improvement Payment in the amount of Twenty-One Million Four Hundred Sixty-Two Thousand Seven Hundred One Dollars and No Cents (\$21,462,701.00) and, (2) a Contractor Contingency in the amount of Six Hundred Seventy-Eight Thousand Eight Hundred Forty-One Dollars, and No Cents (\$678,841.00), and, (3) Sublease Payments in the amount of \$97,112.00 per month for 12 months, for a total lease value of One Million One Hundred Sixty-Five Thousand Three Hundred Forty-Four Dollars and No Cents (\$1,165,344.00) pursuant to terms and payment schedule as set forth in the Sublease.

The GMP is based upon the plans and specifications existing at the time this Agreement is entered into between Contractor and the District, and more fully described and referenced in the Scope of Work set forth in **Exhibits A and B** attached hereto. Contractor shall assume the risk of cost overruns which were not foreseeable at the time this Agreement is entered into and the GMP determined, except for undocumented events of the type set forth in Section 19 hereof, work mandated by an outside agency after issuance of Construction Documents that could not have been reasonably foreseen from review of the Contract Documents, or costs arising from undocumented geotechnical issues. Contractor acknowledges that (i) Contractor has conducted a site inspection and is familiar with the site conditions based on records, studies and visible conditions relating to construction and labor and (ii) Contractor has reviewed the Contract Documents and is familiar with the contents thereof. District directed changes to the scope of the Project not contemplated in the Scope of Work shall be deemed Extra Work/Modifications pursuant to the procedures set forth in Section 10 of this Agreement. The GMP shall include, but not be limited to, increases in labor and materials. The GMP has been used to calculate the Tenant Improvement Payments and the Sublease Payments to be paid by the District to Contractor pursuant to the Sublease. The GMP includes the cost of all labor, materials, equipment, general conditions, overhead, profit and a Contractor Contingency as indicated above.

## #16-199

The Contractor Contingency is for the purpose of covering the cost of very specific issues that may arise during construction and it may be used only upon the written agreement of the Contractor, the architect of record, and the District. The Contractor Contingency is to be used only to pay Contractor for the following enumerated reasons: (1) additional costs resulting from discrepancies in the bid buy-out process; (2) conflicts, discrepancies or errors in the Construction Documents; (3) work required by the Inspector of Record or any governmental agency involved in the permitting or approval/certification process that is not otherwise shown in the Construction Documents; and (4) any other items of cost agreed to in writing by the Contractor and District to be included in the Contractor Contingency. The Contractor Contingency shall not be used for costs incurred as a result of Contractor's acts, errors or omissions.

Contractor shall be responsible for tracking expenditures of the Contractor Contingency and shall provide periodic written updates to the District as directed. Unused Contractor Contingency and Allowances at Project completion will reduce the GMP and will result in an adjustment of the Tenant Improvement Payments and possibly the Sublease Payments.

The District shall at all times have the right to reduce the scope of the Project. If the District reduces the scope of the Project, the GMP shall be reduced commensurate with the reduced Scope of Work pursuant to the provisions of Section 10, below, and will result in an adjustment of the Tenant Improvement Payments and, if applicable, the Sublease Payments.

### **SECTION 6. NOTICE TO PROCEED WITH CONSTRUCTION**

Upon receipt of an approved GMP, the District shall issue a notice to Contractor to proceed with the Construction of the Project. In the event that a Notice to Proceed with Construction is not issued for the Project, the Site Lease and the Sublease shall terminate upon written notice from the District to Contractor that a Notice to Proceed will not be issued.

### **SECTION 7. SAVINGS**

If Contractor realizes a savings on one aspect of the Project, such savings shall be tracked and Contractor shall provide periodic written updates of such savings. Such savings shall be added to the Contractor Contingency and the use of such savings shall be as set forth in Section 5. However, if such savings are not so utilized, the amount of such savings shall reduce the GMP and will result in an adjustment of the Tenant Improvement Payments and, if applicable, the Sublease Payments.

### **SECTION 8. SELECTION OF SUBCONTRACTORS**

In the interest of minimizing the expenditure of funds for the construction of the Project, Contractor agrees to select Subcontractors who are appropriately licensed by the State of California for each trade component of the Project in a manner that fosters competition. Contractor agrees that it will either solicit bids from potential subcontractors pursuant to the

## #16-199

competitive bid procedures set forth in the California Public Contract Code, including specifically Public Contract Code section 20110, et seq., or that it will utilize an informal bidding process established by Contractor which also incorporates competitive bid procedures. Regardless of the method Contractor employs, Contractor will make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project in accordance with the procedures set forth in Section 1.77 of the General Conditions. In the event that Contractor chooses to select Subcontractors pursuant to an informal bidding process, Contractor shall ensure that it receives at least three competitive quotes from potential subcontractors for each trade component of the Project, unless the parties agree otherwise on a trade-by-trade basis. The District reserves the right to oversee the bidding process. Contractor shall inform all bidders that the District will not be a party to any contracts for construction services executed by Contractor and selected bidders. Contractor shall submit a listing of proposed subcontractors to the District for the District's review. In no case, will Contractor award any sub-contracts until the District has concurred in the scope and price of the sub-contracted services. In addition, Contractor shall provide the District with full documentation regarding the bids or competitive quotes received by Contractor. In no event, shall such documentation be redacted or obliterated. In the event Contractor does not comply with this provision, the District may terminate this Agreement in accordance with the provisions of the General Conditions. Subcontractors awarded contracts by Contractor shall be afforded all the rights and protections of listed subcontractors under the provisions of the Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100, et seq.).

### **SECTION 9. CONSTRUCTION SCOPE OF WORK**

- A. Prior to commencing Construction, Contractor shall comply with the initial schedule requirements set forth in the General Conditions.
- B. Contractor shall complete the Construction pursuant to the Construction Documents as amended subject to any additional DSA or other regulatory approvals as may be required, performing all work set forth in the Scope of Work, and shall make reasonable efforts in scheduling to prevent disruption to classes.
- C. Contractor shall be responsible for complying with all applicable building codes, including without limitation mechanical codes, electrical codes, plumbing codes and fire codes, each of the latest edition, required by the regulatory agencies and for arranging and overseeing all necessary inspections and tests including inspections by the DSA or regulatory agencies, permits and occupancy permits, and ensuring compliance with any Federal and State laws, including, but not limited to, safety procedures and requirements, and construction employee training programs which cover among other items, hazardous chemicals and materials.

**#16-199**

- D. Contractor shall establish procedures for the protection of all existing structures, equipment, utilities, and other existing improvements, both on-site and off-site. Contractor assumes all risk of loss of vandalism, theft of property or other property damage ("Vandalism") which occurs at a site at which Contractor is undertaking construction of the Project. Contractor assumes all risk of loss which occurs where Contractor is undertaking construction of the Project from causes due to negligence or misconduct by Contractor, its officers, employees, subcontractors, licensees and invitees. Contractor shall replace District property damaged by such Vandalism or theft or compensate the District for such loss, including payment of out of pocket expenses such as insurance deductibles the District might incur under such circumstances.
- E. Contractor shall develop a mutually agreed upon program with the District to abate and minimize noise, dust, and disruption to normal activities at the existing facilities at the School Facility, including procedures to control on-site noise, dust, and pollution during construction.
- F. The District shall cause the appropriate professionals to stamp and sign, as required, the original Construction Documents or parts thereof and coordinate the Project's design with all utilities.
- G. Contractor shall, for the benefit of the Subcontractors, attend pre-construction orientation conferences in conjunction with the Architect to set forth the various reporting procedures and site rules prior to the commencement of actual construction. Contractor shall also attend construction and progress meetings with District representatives and other interested parties, as requested by the District, to discuss such matters as procedures, progress problems and scheduling. Contractor shall prepare and promptly distribute official minutes of such meetings to all parties in attendance, including without limitation the District, the Architect and the District Inspector of Record.
- H. Contractor shall incorporate approved changes as they occur, and develop cash flow reports and forecasts for submittal to the District as requested. Contractor shall provide regular monitoring of the approved estimates for Construction costs, showing actual costs for activities in progress, and estimates for uncompleted tasks. Contractor shall maintain cost accounting records on authorized additional services or work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, and for other work requiring accounting records.
- I. Contractor shall record the progress of the Project and shall submit monthly written progress reports to the District and the Architect including information on the entire Project, showing percentages of completion and the number and amounts of

- 8 -

## #16-199

proposed Extra Work/Modifications and their effect on the construction costs as of the date of each respective report.

- J. Contractor shall keep a log containing a record of weather, Subcontractors, work on the site, number of workers, work accomplished, problems encountered, and other similar relevant data as the District may require. Contractor shall make the log available to the District, the Architect, and the District's project manager. The District shall be promptly advised on all anticipated delays in the Project.
- K. The District shall bear the cost for the DSA Inspector, soils testing, DSA or other regulatory agency fees, and special testing required in the construction of the Project. If additional review or permits become necessary for reasons not due to Contractor's fault or because of DSA or regulatory agency requirements or regulations implemented after the date the Final GMP is established and not reasonably anticipated at the time the Final GMP is established, Contractor may seek additional compensation for the cost of that review as an additional cost. In the alternative, the District may pay such costs directly.

### **SECTION 10. EXTRA WORK/MODIFICATIONS**

- A. The District may prescribe or approve additional work or a modification of requirements or of methods of performing the Construction which differ from the work or requirements set forth in the Construction Documents ("Extra Work/Modifications"); and for such purposes the District may at any time during the life of this Agreement, by written order, make such changes as it shall find necessary in the design, line, grade, form, location, dimensions, plan, or material of any part of the work or equipment specified in this Agreement or in the Construction Documents, or in the quantity or character of the work or equipment to be furnished. In the event conditions develop which, in the opinion of Contractor, makes strict compliance with the specifications impractical, Contractor shall notify the District of the need for Extra Work/Modifications by placing the matter on the agenda of regularly scheduled construction meetings with the District for discussion as soon as practicable after the need for the Extra Work/Modifications is determined. Additionally, Contractor shall submit to the District for its consideration and approval or disapproval, a written request for Extra Work/Modifications before such work is performed. If the District approves the request in writing, the costs of the Extra Work/Modification shall be added to or deducted from the GMP or the Scope of Work shall be modified to complete the Project within the GMP, as applicable. Any adjustments to the GMP will result in an adjustment of the Tenant Improvement Payment and, if applicable, the Sublease Payments.

## #16-199

- B. Extra Work/Modifications include work related to unforeseen underground conditions if, and only if, such conditions are not visible or identified on plans, reports or other documents available to Contractor. Extra Work/Modifications do not include underground conditions that are identified on plans, reports or other documents available to Contractor but are in a location different than is set forth on such plans, reports or other documents available to Contractor. It should be noted, however, that the District has advised and provided Contractor with information regarding the shallow water table and recent projects experience with encountering water when digging. Contractor has included in its calculation of the GMP an amount to mitigate for encountering water when completing the scope of work contemplated herein. Therefore, Extra Work/Modifications do not include expenses incurred by, and/or work performed by, Contractor in connection with such shallow water table and with encountering water when digging.
- C. Should Contractor claim that any instruction, request, drawing, specification, action, condition, omission, default or other situation (i) obligates the District to increase the GMP; or (ii) obligates the District to grant an extension of time for the completion of this Agreement; or (iii) constitutes a waiver of any provision in this Agreement, CONTRACTOR SHALL NOTIFY THE DISTRICT, IN WRITING, OF SUCH CLAIM AS SOON AS POSSIBLE, BUT IN NO EVENT WITHIN MORE THAN TEN (10) DAYS FROM THE DATE CONTRACTOR HAS ACTUAL OR CONSTRUCTIVE NOTICE OF THE CLAIM. CONTRACTOR SHALL ALSO PROVIDE THE DISTRICT WITH SUFFICIENT WRITTEN DOCUMENTATION SUPPORTING THE FACTUAL BASIS OF THE CLAIM including items used in valuing said claim. Contractor shall be required to certify under penalty of perjury the validity and accuracy of any claims submitted. Contractor's failure to notify the District within such ten (10) day period shall be deemed a waiver and relinquishment of the claim against the District.
- D. Expenses of reconstruction and/or costs to replace and/or repair damaged materials and supplies, provided that Contractor is not fully compensated for such expenses and/or costs by insurance or otherwise, shall be included in an increase to the GMP if said expenses are the result of the negligent acts or omissions of the District, or its principals, agents, servants, or employees.

### SECTION 11. NOT USED

### SECTION 12. PERSONNEL ASSIGNMENT

- A. Contractor shall assign **Jaime Pace** as Project Manager/Superintendent for the Project. So long as **Jaime Pace** remains in the employ of Contractor, such person shall not be changed or substituted from the Project, or cease to be fully committed to

## #16-199

the Project except as provided in this Section. In the event Contractor deems it necessary, Contractor shall replace the manager and/or the superintendent for the Project with a replacement with like qualifications and experience, subject to the prior written consent of the District, which consent shall not be unreasonably withheld. Any violation of the terms of paragraph A of this Section 12 shall entitle the District to terminate this Agreement for breach, pursuant to the provisions of the General Conditions.

- B. Notwithstanding the foregoing provisions of paragraph A of Section 12, above, if any manager and/or superintendent proves not to be satisfactory to the District, upon written notice from the District to Contractor, such person(s) shall be promptly replaced by a person who is acceptable to the District in accordance with the following procedures: Within five (5) business days after receipt of a notice from the District requesting replacement of any manager and/or superintendent or discovery by Contractor that any manager and/or superintendent is leaving their employ, as the case may be, Contractor shall provide the District with the name of an acceptable replacement/substitution together with such information as the District may reasonably request about such replacement/substitution. The replacement/substitution shall commence work on the Project no later than five (5) business days following the District's approval of such replacement, which approval shall not be unreasonably withheld. If the District and Contractor cannot agree as to the replacement/substitution, the District shall be entitled to terminate this Agreement for breach pursuant to the provisions of the General Conditions.

### **SECTION 13. BONDING REQUIREMENTS**

Contractor shall fully comply with the requirements set forth in Section 6.9 of the General Conditions.

### **SECTION 14. PAYMENTS TO CONTRACTOR**

- A. Contractor shall finance the cost of construction of the Project which costs shall not exceed the GMP, which shall not be adjusted except as otherwise provided in this Agreement. The District shall pay Contractor Tenant Improvement Payments and Sublease Payments pursuant to the terms and conditions of Section 6 of the Sublease. In the event of a dispute between the District and Contractor, the District may withhold from the Tenant Improvement Payments and the Sublease Payments an amount not to exceed one hundred fifty percent (150%) of the disputed amount.
- B. This Agreement is subject to the provisions of California Public Contract Code Sections 7107, 7201 and 20104.50 as they may from time to time be amended.

## #16-199

- C. For purposes of this Agreement, the acceptance by the District means acceptance made only by an action of the governing body of the District in session. Acceptance by Contractor of the final Tenant Improvement Payment or the Sublease Payment, as the case may be, shall constitute a waiver of all claims against the District related to those amounts.

### **SECTION 15. CONTRACTOR'S CONTINUING RESPONSIBILITY**

Neither the final payment nor any provision in the Contract Documents shall relieve Contractor of responsibility for faulty materials or workmanship incorporated in the Project or for any failure to comply with the requirements of the Contract Documents.

### **SECTION 16. INSURANCE**

Contractor shall provide, during the life of this Agreement, the types and amounts of insurance set forth in Article 6 of the General Conditions, which are incorporated by reference herein.

### **SECTION 17. USE OF PREMISES**

Contractor shall confine operations at the Site to areas permitted by law, ordinances, permits and the Construction Documents and shall not unreasonably encumber the Site or existing School Facilities at the Site with any materials or equipment. Contractor shall not load or permit any part of the work to be loaded with a weight so as to endanger the safety of persons or property at the Site.

### **SECTION 18. SITE REPRESENTATIONS**

The District warrants and represents that the District has, and will continue to retain at all times during the course of construction, legal title to the Site and that said land is properly subdivided and zoned so as to permit the construction and use of said Site with respect to the Project. The District further warrants and represents that title to said land is free of any easements, conditions, limitation, special permits, variances, agreements or restrictions which would prevent, limit or otherwise restrict the construction or use of said Site pursuant to this Agreement. Reference is made to the fact that the District has provided information on the Site to Contractor. Such information shall not relieve Contractor of its responsibility; and the interpretation of such data regarding the Site, as disclosed by any borings or other preliminary investigations, is not warranted or guaranteed, either expressly or implicitly, by the District. Contractor shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the Site and for having satisfied itself as to the conditions under which the work is to be performed. No claim for any allowances because of Contractor's error or negligence in acquainting itself with the conditions at the Site will be recognized.

**SECTION 19. HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS**

Contractor shall comply with the District's Hazardous Materials Procedures and Requirements as set forth herein.

- A. If the District has identified the presence of hazardous materials on or in proximity to the Site (the "Pre-existing Hazardous Materials"), Contractor shall review all information provided by the District that characterizes the Pre-existing Hazardous Materials and shall take the actions approved by DTSC and issued by the District necessary to address the Pre-existing Hazardous Materials in the performance of the work. Contractor shall conduct the work based on this information issued at the time contract documents are executed. Contractor shall immediately communicate, in writing, any variances from available information to the District.
- B. The District will retain an additional independent environmental consultant to perform the investigation, inspection, testing, assessment, sampling and analysis necessary to prepare and recommend a remediation plan for the Pre-existing Hazardous Materials for the District's approval (the "Remediation Plan").
- C. The District will retain title to all Pre-existing Hazardous Materials encountered during the work. This does not include hazardous material generated by Contractor, including but not limited to used motor oils, lubricants, cleaners, etc. Contractor shall dispose of such hazardous waste in accordance with the provisions of the Contract Documents, as well as local, State and Federal laws and regulations. The District will be shown as the hazardous waste generator and will sign all hazardous waste shipment manifests for non-Contractor generated hazardous waste. Nothing contained within these Contract Documents shall be construed or interpreted as requiring Contractor to assume the status of owner or generator of hazardous waste substances for non-Contractor generated hazardous wastes.
- D. Except as otherwise provided herein, it is the responsibility of Contractor to obtain governmental approvals relating to Hazardous Materials Management, including Federal and State surface water and groundwater discharge permits and permits for recycling and reuse of hazardous materials for all work noted in the contract documents. Contractor shall be responsible for coordinating compliance with such governmental approvals and applicable governmental rules with the District's hazardous materials consultant, including those governing the preparation of waste profiles, waste manifests, and bills of lading. If Contractor encounters hazardous materials, it shall immediately notify the District in writing. The District, Consultant and Contractor shall jointly establish the plan for disposition and actions to be taken with respect to the hazardous materials, subject to final written approval by the District.

## #16-199

E. If, during construction, Contractor encounters materials, conditions, waste, contaminated groundwater or substances, not identified in the District's assessment report, that Contractor reasonably suspects are hazardous materials, Contractor shall stop the affected portion of the work, secure the area, promptly notify the District, and take reasonable measures to mitigate the impact of such work stoppage. The District shall retain the services of an environmental consultant to perform investigation, inspection, testing, assessment, sampling and analysis of the suspect materials, conditions, waste, groundwater or substances.

(1) Found Not to be Hazardous Materials. If the environmental consultant determines that the materials, conditions, waste, contaminated groundwater or substances do not constitute hazardous materials, Contractor shall recommence the suspended work.

(2) Found to be Hazardous Materials. If the environmental consultant determines that the materials, conditions, waste, contaminated groundwater or substances constitute hazardous materials and such hazardous materials require remediation and disposal, then the District, Consultant and Contractor shall jointly establish the plan for disposition and actions to be taken with respect to the hazardous materials, subject to final written approval by the District. All such costs shall be the responsibility of the District.

F. Exacerbation of Pre-Existing Hazardous Materials.

If during construction Contractor encounters pre-existing environmental conditions that it knew or should have known involve hazardous materials (the "Point of Discovery") (which encounters may include an unavoidable release or releases of hazardous materials) then Contractor must immediately stop the affected portion of the work. If Contractor fails to immediately stop the affected portion of the work after the Point of Discovery, then Contractor is solely responsible for any resultant Exacerbation Cost. "Exacerbate," in all its forms, means the worsening effects of Contractor's failure to stop the affected portion of work after the Point of Discovery. "Exacerbation Cost" means the differential between (i) the actual increase in the cost of remediation and delays to the Project attributable to pre-existing environmental conditions involving hazardous substances, and (ii) the cost thereof or delays thereto had Contractor immediately stopped the affected portion of the work after the Point of Discovery. The standard of "should have known" applies to Contractor's supervisory personnel, whether or not on the Site. Contractor's supervisory personnel must have had the hazardous material training required by applicable OSHA and Cal OSHA rules or regulations.

**SECTION 20. INDEPENDENT CONTRACTOR**

- A. Contractor is retained as an independent contractor and is not employed by the District. No employee or agent of Contractor shall become, or be considered to be, an employee of the District for any purpose. It is agreed that the District is interested only in the results obtained from service under this Agreement and that Contractor shall perform as an independent contractor with sole control of the manner and means of performing the services required under this Agreement. Contractor shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of Contractor and which shall not be subject to control or supervision by the District except as to results of the work. It is expressly understood and agreed that Contractor and its employees shall in no event be entitled to any benefits to which the District employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, worker's compensation benefits, sick or injury leave or other benefits.
- B. Contractor shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement.

**SECTION 21. ACCOUNTING RECORDS**

Contractor, and all Subcontractors, shall check all materials, equipment and labor entering into the work and shall keep or cause to be kept such full and detailed accounts as may be necessary for proper financial management under this Agreement, including true and complete books, records and accounts of all financial transactions in the course of their activities and operations related to the Project. These documents include sales slips, invoices, payrolls, personnel records, requests for Subcontractor payment, and other data relating to all matters covered by the Contract Documents (the "Data"). The Data shall be maintained for ten (10) years from the latest expiration of the term (as such may be extended) of any of the Contract Documents. Contractor shall use its best efforts to cause its Subcontractors to keep or cause to be kept true and complete books, records and accounts of all financial transactions in the course of its activities and operations related to the Project. Upon completion of the Project, Contractor shall provide the District with one (1) complete copy of the Data.

The District, at its own costs, shall have the right to review and audit, upon reasonable notice, the books and records of Contractor and any Subcontractors concerning any monies associated with the Project.

**SECTION 22. PERSONAL LIABILITY**

Neither the trustees, officers, employees, or agents of District, the District's representative, or Architect shall be personally responsible for any liability arising under the Contract Documents.

**SECTION 23. AGREEMENT MODIFICATIONS**

No waiver, alteration or modification of any of the provisions of this Agreement shall be binding upon either the District or Contractor unless the same shall be in writing and signed by both the District and Contractor.

**SECTION 24. NOTICES**

Any notices or filings required to be given or made under this Agreement shall be served, given or made in writing upon the District or Contractor, as the case may be, by personal delivery or registered mail (with a copy sent via fax or regular mail) to the respective addresses given below or at such other address as such party may provide in accordance with the provisions herein. Any change in the addresses noted herein shall not be binding upon the other party unless preceded by no less than thirty (30) days prior written notice.

If to Contractor:

Bernards  
555 First Street  
San Fernando, CA 91340  
Attn: Rick Fochtman

If to the District:

Oxnard School District  
1051 South A Street  
Oxnard, California 93030

Attn: Dr. Cesar Morales, Superintendent

With a copy to Nitasha Sawhney,  
Garcia, Hernandez, Sawhney & Bermudez LLP  
2490 Mariner Square Loop, Suite 140  
Alameda, CA 94501

And with an additional copy to Scott Burkett,

Caldwell Flores Winters, Inc.  
6425 Christie Ave., Suite 270  
Emeryville, CA 94608

Notices under this Agreement shall be deemed to have been given, and shall be effective upon actual receipt by the other parties, or, if mailed, upon the earlier of the fifth (5<sup>th</sup>) day after mailing or actual receipt by the other party.

**SECTION 25. ASSIGNMENT**

Neither party to this Agreement shall assign this Agreement or sublet it as a whole without the written consent of the other, nor shall Contractor assign any monies due or to become due to it hereunder without the prior written consent of the District.

**SECTION 26. PROVISIONS REQUIRED BY LAW**

Each and every provision of law and clause required to be inserted in these Contract Documents shall be deemed to be inserted herein and the Contract Documents shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract Documents shall forthwith be physically amended to make such insertion or correction.

**SECTION 27. 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.

**SECTION 28. APPLICABLE LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. The parties irrevocably agree that any action, suit or proceeding by or among the District and Contractor shall be brought in whichever of the Superior Courts of the State of California, Ventura County, or the Federal Court for the Central District of California in Los Angeles, California, has subject matter jurisdiction over the dispute and waive any objection that they may now or hereafter have regarding the choice of forum whether on personal jurisdiction, venue, forum non conveniens or on any other ground.

**SECTION 29. SUCCESSION OF RIGHTS AND OBLIGATIONS**

All rights and obligations under this Agreement shall inure to and be binding upon the successors and assigns of the parties hereto.

**SECTION 30. NOTIFICATION OF THIRD PARTY CLAIMS**

The District shall provide Contractor with timely notification of the receipt by the District of any third-party claim relating to this Agreement, and the District may charge back to Contractor the cost of any such notification.

**SECTION 31. SEVERABILITY**

If any one or more of the terms, covenants or conditions of this Agreement shall to any extent be declared invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, the finding or order or decree of which becomes final, none of the remaining terms, provisions, covenants and conditions of the Contract Documents shall be affected thereby, and each provision of the Contract Documents shall be valid and enforceable to the fullest extent permitted by law.

**SECTION 32. ENTIRE AGREEMENT**

This Construction Services Agreement and the additional Contract Documents as defined in paragraph C of Section 1 herein, including the Site Lease, the Sublease, and the Specifications, drawings, and plans constitute the entire agreement between Contractor and the District. The Contract Documents shall not be amended, altered, changed, modified or terminated without the written consent of both parties hereto, except as otherwise provided in Section 10 hereof.

**SECTION 33. 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.

IN WITNESS, WHEREOF the parties hereto, intending to be legally bound thereby, have executed this Agreement effective as of the date first above written.

CONTRACTOR

Bernards



THE DISTRICT

Oxnard School District,  
a California school district

OXNARD SCHOOL DISTRICT

Elm Street Elementary School Project

CONSTRUCTION SERVICES AGREEMENT

December 14, 2016

#16-199

By: Rick Fochtman

Title: Senior Vice President

Date: 01/12/2017

By: Lisa A. Franz

Title: Director, Purchasing

Date: 1-24-17

#16-199

## **EXHIBITS A and B**

### Scope of Work

## EXHIBIT A

### Scope of Work

Plan Sheets Prepared by SVA Architects, Arch. Project No. 1340159, DSA No. 03-116407, DSA Approval 8/1/2016

#### PROJECT DESCRIPTION

DEMOLITION OF EXISTING SCHOOL, AND NEW CONSTRUCTION OF KINDERGARTEN, CLASSROOM, ADMIN/MEDIA, AND MULTI-PURPOSE BUILDINGS, AND BOTH ON AND OFF SITE IMPROVEMENTS

The Project will be completed in two (2) Phases over a twenty-one (22) month duration. **Phase 1**, (construction of new campus facilities), shall commence in January 2017 and complete in June 2018. **Phase 2**, (demolition of the existing campus and completion of the new sports field) shall commence in June 2018 and complete in October 2018. A total duration of Six-Hundred Sixty-One (661) Calendar Days. The total of the Guaranteed Maximum Price ("GMP") for the Elm E.S. Reconstruction Project shall be: **Twenty-Three Million Three Hundred Six Thousand Eight Hundred Eighty-Six Dollars and No Cents (\$23,306,886.00)**.

#### GENERAL PLAN SHEETS

	PLAN SHEET DATE
GEN-1 SHEET INDEX, PROJECT SUMMARY & GENERAL INFORMATION	1/8/2016
GEN-2 GENERAL NOTES	1/8/2016
GEN-3 PROJECT COMPLIANCE SIGNAGE	1/8/2016
GEN-4 COMMON AREA ACCESSIBILITY NOTES & DETAILS	1/8/2016
GEN-5 SITE ACCESSIBILITY COMPLIANCE	1/8/2016
GEN-6 ELEVATOR ACCESSIBILITY DETAILS AND NOTES	1/8/2016

#### CIVIL PLAN SHEETS

C-01 TITLE SHEET	4/8/2016
C-02 DETAIL SHEET	4/8/2016
C-03 DETAIL SHEET	4/8/2016
C-04 DETAIL SHEET	4/8/2016
C-05 DEMOLITION PLAN	4/8/2016
C-06 PRECISE GRADING	4/8/2016
C-07 PRECISE GRADING	4/8/2016
C-08 UTILITY PLAN	4/8/2016
C-09 STORM DRAIN PLAN	4/8/2016
C-10 STORM DRAIN DETAILS	4/8/2016
C-11 STORM DRAIN DETAILS	4/8/2016
C-12 STORM DRAIN DETAILS	4/8/2016
C-13 STORM DRAIN DETAILS	4/8/2016

#### ARCHITECTURE PLAN SHEETS

A0-0.1 PROJECT DATA	1/8/2016
A0-1.0 CAMPUS PLAN	1/8/2016
A0-1.1 SITE PLAN	1/8/2016
A0-1.2 FIRE ACCESS PLAN	1/8/2016
A0-1.3 ENLARGED SITE PLANS	1/8/2016
A0-2.1 CLASSROOM OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.2 MPR OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.3 ADMIN OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.4 KINDERGARTEN OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A1-11.1	CLASSROOM BLDG 1 - FLOOR PLAN - LEVEL 1	4/8/2016
A1-11.2	CLASSROOM BLDG 1 - FLOOR PLAN - LEVEL 2	4/8/2016
A1-11.3	CLASSROOM BLDG 1 - ROOF PLAN	4/8/2016
A1-11.4	CLASSROOM BLDG 1 - REFLECTED CEILING PLAN	4/8/2016
A1-11.5	CLASSROOM BLDG 1 - REFLECTED CEILING PLAN	4/8/2016
A1-21.1	CLASSROOM BLDG 1 - BUILDING ELEVATIONS	4/8/2016
A1-21.2	CLASSROOM BLDG 1 - BUILDING ELEVATIONS	4/8/2016
A1-31.1	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-31.2	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-31.3	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-32.1	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.2	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.3	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.4	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.5	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.6	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-41.1	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-41.2	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-41.3	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-45.1	CLASSROOM BLDG 1 - ENLARGED STAIR #1 PLANS	4/8/2016
A1-45.2	CLASSROOM BLDG 1 - ENLARGED STAIR #2 PLANS AND ELEVATOR	4/8/2016
A1-45.3	CLASSROOM BLDG 1 - ENLARGED STAIR #3 PLANS	4/8/2016
A1-45.4	CLASSROOM BLDG 1 - ELEVATOR SECTIONS	4/8/2016
A1-51.1	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.2	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.3	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.4	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-52.1	CLASSROOM BLDG 1 - DOOR SCHEDULE	4/8/2016
A1-52.2	CLASSROOM BLDG 1 - WINDOW SCHEDULE	4/8/2016
A1-53.1	CLASSROOM BLDG 1 - FINISH SCHEDULE	4/8/2016
A2-11.1	MPR BUILDING 2 - FLOOR PLAN	4/8/2016
A2-11.2	MPR BUILDING 2 - ROOF PLAN	4/8/2016
A2-11.3	MPR BUILDING 2 - REFLECTED CEILING PLAN	4/8/2016
A2-11.4	MPR BUILDING 2 - UPPER REFLECTED CEILING PLAN	4/8/2016
A2-21.1	MPR BUILDING 2 - EXTERIOR ELEVATIONS	4/8/2016
A2-31.1	MPR BUILDING 2 - BUILDING SECTIONS	4/8/2016
A2-32.1	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.2	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.3	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.4	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-41.1	MPR BUILDING 2 - ENLARGED PLANS	4/8/2016
A2-51.1	MPR BUILDING 2 - INTERIOR ELEVATIONS	4/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A2-52.1	MPR BUILDING 2 - DOOR SCHEDULE	4/8/2016
A2-52.2	MPR BUILDING 2 - WINDOW SCHEDULE	4/8/2016
A2-53.1	MPR BUILDING 2 - FINISH SCHEDULE	4/8/2016
A3-11.1	ADMIN - BLDG. 3 - FLOOR PLAN	1/8/2016
A3-11.2	ADMIN - BLDG. 3 - ROOF PLAN	1/8/2016
A3-11.3	ADMIN - BLDG. 3 - REFLECTED CEILING PLAN	1/8/2016
A3-21.1	ADMIN - BLDG. 3 - BUILDING ELEVATIONS	1/8/2016
A3-31.1	ADMIN - BLDG. 3 - BUILDING SECTIONS	1/8/2016
A3-31.2	ADMIN - BLDG. 3 - BUILDING SECTIONS	1/8/2016
A3-32.1	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.2	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.3	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.4	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.5	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-41.1	ADMIN - BLDG. 3 - ENLARGED PLANS	1/8/2016
A3-41.2	ADMIN - BLDG. 3 - ENLARGED PLANS	1/8/2016
A3-51.1	ADMIN - BLDG. 3 - INTERIOR ELEVATIONS	1/8/2016
A3-52.1	ADMIN - BLDG. 3 - DOOR SCHEDULE	1/8/2016
A3-52.2	ADMIN - BLDG. 3 - WINDOW SCHEDULE	1/8/2016
A3-53-1	ADMIN - BLDG. 3 - FINISH SCHEDULE	1/8/2016
A4-11.1	KINDERGARTEN BLDG 4 - FLOOR PLAN	1/8/2016
A4-11.2	KINDERGARTEN BLDG 4 - ROOF PLAN	1/8/2016
A4-11.3	KINDERGARTEN BLDG 4 - REFLECTED CEILING PLAN	1/8/2016
A4-21.1	KINDERGARTEN BLDG 4 - BUILDING ELEVATIONS	1/8/2016
A4-31.1	KINDERGARTEN BLDG 4 - BUILDING SECTIONS	1/8/2016
A4-32.1	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.2	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.3	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.4	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-41.1	KINDERGARTEN BLDG 4 - ENLARGED PLANS	1/8/2016
A4-41.2	KINDERGARTEN BLDG 4 - ENLARGED PLANS	1/8/2016
A4-51.1	KINDERGARTEN BLDG 4 - INTERIOR ELEVATIONS	1/8/2016
A4-51.2	KINDERGARTEN BLDG 4 - INTERIOR ELEVATIONS	1/8/2016
A4-52.1	KINDERGARTEN BLDG 4 - DOOR SCHEDULE	1/8/2016
A4-52.2	KINDERGARTEN BLDG 4 - WINDOW SCHEDULE	1/8/2016
A4-53.1	KINDERGARTEN BLDG 4 - FINISH SCHEDULE	1/8/2016
A-60.1	FLOOR/CEILING AND ROOF/CEILING ASSEMBLIES	1/8/2016
A-61.1	WALL TYPES - WOOD FRAMING	1/8/2016
A-61.2	WALL TYPES - WOOD FRAMING	1/8/2016
A-61.3	WALL DETAILS - WOOD FRAMING	1/8/2016
A-61.4	PENETRATION ASSEMBLIES	1/8/2016
A-62.1	DOOR DETAILS	1/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A-62.2	WINDOW DETAILS	1/8/2016
A-62.3	STOREFRONT DETAILS	1/8/2016
A-62.4	WALL TERMINATION DETAILS	1/8/2016
A-63.1	ROOF DETAILS	1/8/2016
A-63.2	STAIR/GUARDRAIL DETAILS	1/8/2016
A-63.3	GYMNASIUM STRIPING PLAN	1/8/2016
A-63.4	RAILING DETAILS	1/8/2016
A-63.5	GATE DETAILS	1/8/2016
A-63.6	SITE DETAILS	1/8/2016
A-64.1	CEILING DETAIL (LAY-IN PANELS)	1/8/2016
A-64.2	CEILING DETAILS (GYP BD) & WALL DETAILS	1/8/2016
A-64.3	CASEWORK DETAILS	1/8/2016
A-64.4	MISCELLANEOUS DETAILS	1/8/2016
A-64.5	MISCELLANEOUS DETAILS	1/8/2016
A-64.6	MISCELLANEOUS DETAILS	1/8/2016

#### STRUCTURAL PLAN SHEETS

S-001	GENERAL NOTES	1/8/2016
S-002	ABBREVIATIONS	1/8/2016
S-111	CLASSROOM BLDG 1 - FOUNDATION PLAN	1/8/2016
S-112	CLASSROOM BLDG 1 - FLOOR FRAMING PLAN	1/8/2016
S-113	CLASSROOM BLDG 1 - ROOF FRAMING PLAN	1/8/2016
S-114	STAIR FRAMING PLANS	1/8/2016
S-121	MPR - BLDG 2 - FOUNDATION PLAN	1/8/2016
S-122	MPR - BLDG 2 - ROOF FRAMING PLAN	1/8/2016
S-131	ADMIN - BLDG 3 - FOUNDATION PLAN	1/8/2016
S-132	ADMIN - BLDG 3 - ROOF FRAMING PLAN	1/8/2016
S-141	KINDER - BLDG 4 - FOUNDATION PLAN	1/8/2016
S-142	KINDER - BLDG 4 - ROOF FRAMING PLAN	1/8/2016
S-301	TYPICAL CONCRETE DETAILS	1/8/2016
S-302	TYPICAL CONCRETE DETAILS	1/8/2016
S-303	TYPICAL CONCRETE DETAILS	1/8/2016
S-501	TYPICAL STEEL DETAILS	1/8/2016
S-601	TYPICAL WOOD DETAILS	1/8/2016
S-602	TYPICAL WOOD DETAILS	1/8/2016
S-603	WOOD DETAILS	1/8/2016
S-611	TYPICAL FLOOR FRAMING DETAILS	1/8/2016
S-612	WOOD DETAILS	1/8/2016
S-613	TYPICAL WOOD DETAILS	1/8/2016
S-621	TYPICAL SHEAR WALL DETAILS	1/8/2016
S-622	TYPICAL DIAPHRAGM DETAILS, SHEER WALL & DRAG CONNECTIONS	1/8/2016
S-701	TYPICAL WOOD DETAIL	1/8/2016
S-801	TYPICAL STEEL STAIR DETAILS	1/8/2016

## EXHIBIT A

### Scope of Work

#### STRUCTURAL PLAN SHEETS, continued

SWSB1	STRONG-WALL SB SHEARWALL ANCHORAGE DETAILS	9/1/2014
SWSB2	STRONG-WALL SB SHEARWALL FRAMING DETAILS	9/1/2014
1 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - MPR BLDG 2 - ROOF	5/25/2016
2 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - ADMIN BLDG 3 - ROOF	5/25/2016
3 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - CLASSROOM BLDG 1 - FLOOR	5/25/2016
4 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - RED-W DETAILS	5/25/2016
5 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - RED-W PROFILES	5/25/2016

#### PLUMBING PLAN SHEETS

P001	PLUMBING GENERAL NOTES	10/24/2014
P002	PLUMBING SITE PLAN	10/24/2014
P003	PLUMBING WATER CALCULATIONS	10/24/2014
P004	PLUMBING SCHEDULES	10/24/2014
P005	SITE GAS RISER DIAGRAM	10/24/2014
P1-1.1	CLASSROOM BLDG - FIRST FLOOR - SANITARY	10/24/2014
P1-1.2	CLASSROOM BLDG - FIRST FLOOR - DOMESTIC WATER & GAS	10/24/2014
P1-1.3	CLASSROOM BLDG - SECOND FLOOR SANITARY	10/24/2014
P1-1.4	CLASSROOM BLDG - SECOND FLOOR - DOMESTIC WATER & GAS	10/24/2014
P1-1.5	CLASSROOM BLDG - ROOF PLAN	10/24/2014
P1-2.1	CLASSROOM BLDG - SANITARY RISER DIAGRAM	10/24/2014
P1-2.2	CLASSROOM BLDG - OVERALL WATER RISER DIAGRAM	10/24/2014
P1-2.3	CLASSROOM BLDG - RESTROOM WATER RISER DIAGRAMS	10/24/2014
P2-1.1	MPR BLDG - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P2-1.2	MPR BLDG - PLUMBING FLOOR PLAN - DOMESTIC WATER	10/24/2014
P2-1.3	MPR BLDG - PLUMBING ROOF PLAN	10/24/2014
P2-2.1	MPR BLDG - PLUMBING - SANITARY, WATER, & GAS RISER DIAGRAM	10/24/2014
P3-1.1	ADMIN BLDG - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P3-1.2	ADMIN BLDG - PLUMBING FLOOR PLAN - DOMESTIC WATER & GAS	10/24/2014
P3-1.3	ADMIN BLDG - PLUMBING ROOF PLAN - SANITARY	10/24/2014
P3-1.4	ADMIN BLDG - PLUMBING ROOF PLAN - DOMESTIC WATER	10/24/2014
P3-2.1	ADMIN BLDG - PLUMBING - WATER RISER DIAGRAM	10/24/2014
P3-2.2	ADMIN BLDG - PLUMBING - SANITARY & GAS RISER DIAGRAM	10/24/2014
P4-1.1	KINDERGARTEN - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P4-1.2	KINDERGARTEN - PLUMBING FLOOR PLAN - DOMESTIC WATER & GAS	10/24/2014
P4-1.3	KINDERGARTEN - PLUMBING ROOF PLAN	10/24/2014
P4-2.1	KINDERGARTEN PLUMBING - SANITARY & WATER RISER DIAGRAM	10/24/2014
P501	PLUMBING DETAILS	10/24/2014
P502	PLUMBING DETAILS	10/24/2014
P503	PLUMBING DETAILS	10/24/2014

#### FIRE SPRINKLER PLAN SHEETS

FP01	SITE PLAN	5/25/2016
FP02	CLASSROOM BLDG 1 - LEVEL 1 SPRINKLER PIPING PLAN	7/1/2016
FP03	CLASSROOM BLDG 1 - LEVEL 2 SPRINKLER PIPING PLAN	7/1/2016

## EXHIBIT A

### Scope of Work

#### FIRE SPRINKLER PLAN SHEETS, continued

FP04	MULTI-PURPOSE BLDG 2 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP05	ADMIN BLDG 3 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP06	KINDERGARTEN BLDG 4 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP07	DETAILS	7/1/2016

#### MECHANICAL PLAN SHEETS

M001	GENERAL NOTES	10/24/2014
M002	SYMBOLS/ABBREVIATIONS	10/24/2014
M003	MECHANICAL SCHEDULES	10/24/2014
M004	MECHANICAL SCHEDULES	10/24/2014
M005	MECHANICAL SCHEDULES	10/24/2014
M010	VRF DIAGRAM	10/24/2014
M011	VRF DIAGRAM	10/24/2014
M012	VRF DIAGRAM	10/24/2014
M013	VRF DIAGRAM	10/24/2014
M014	VRF DIAGRAM	10/24/2014
M1-1.1	CLASSROOM BLDG - FIRST FLOOR MECHANICAL PLAN	10/24/2014
M1-1.2	CLASSROOM BLDG - TYPICAL ENLARGED CLASSROOM PLAN	10/24/2014
M1-1.3	CLASSROOM BLDG - SECOND FLOOR - MECHANICAL PLAN	10/24/2014
M1-1.4	CLASSROOM BLDG - MECHANICAL ROOF PLAN	10/24/2014
M2-1.1	MPR BLDG - HVAC FLOOR PLAN	10/24/2014
M2-1.2	MPR BLDG - HVAC ROOF PLAN	10/24/2014
M3-1.1	ADMIN BLDG - MECHANICAL FLOOR PLAN	10/24/2014
M3-1.2	ADMIN BLDG - MECHANICAL ROOF PLAN	10/24/2014
M4-1.1	KINDERGARTEN - MECHANICAL FLOOR PLAN	10/24/2014
M4-1.2	KINDERGARTEN - TYPICAL ENLARGED CLASSROOM PLAN	10/24/2014
M4-1.3	KINDERGARTEN MECHANICAL ROOF PLAN	10/24/2014
M501	MECHANICAL DETAILS	10/24/2014
M502	MECHANICAL DETAILS	10/24/2014
M503	MECHANICAL DETAILS	10/24/2014
M504	MECHANICAL DETAILS	10/24/2014
M505	MECHANICAL DETAILS	10/24/2014
M506	MECHANICAL DETAILS	10/24/2014
M507	MECHANICAL DETAILS	10/24/2014
M508	MECHANICAL DETAILS	10/24/2014
M509	MECHANICAL DETAILS	10/24/2014
M510	MECHANICAL DETAILS	10/24/2014
M511	MECHANICAL DETAILS	10/24/2014
M611	CLASSROOM BLDG. TITLE 24 COMPLIANCE	10/24/2014
M612	CLASSROOM BLDG. TITLE 24 COMPLIANCE	10/24/2014
M621	MPR BLDG. TITLE 24 COMPLIANCE	10/24/2014
M622	MPR BLDG. TITLE 24 COMPLIANCE	10/24/2014
M631	ADMINISTRATION BLDG. TITLE 24 COMPLIANCE	10/24/2014

## EXHIBIT A

### Scope of Work

#### MECHANICAL PLAN SHEETS, continued

M632	ADMINISTRATION BLDG. TITLE 24 COMPLIANCE	10/24/2014
M641	KINDERGARTEN BLDG. TITLE 24 COMPLIANCE	10/24/2014

#### ELECTRICAL PLAN SHEETS

E-0.1	GENERAL NOTES AND ABBREVIATIONS	3/6/2015
E-0.2	ELECTRICAL SYMBOL LIST	3/6/2015
E-0.3	FIRE ALARM SYMBOL LIST	3/6/2015
E-0.4	CABLE SCHEDULE	3/6/2015
E-0.5	LIGHT FIXTURE SCHEDULE	3/6/2015
E-0.6	MECHANICAL SCHEDULE	3/6/2015
E-1.1	SITE UTILITY PLAN	3/6/2015
E-1.2	ELECTRICAL SITE PLAN	3/6/2015
E-1.3	SITE LIGHTING PLAN	3/6/2015
E-1.4	SITE LIGHTING CALC. PLAN	3/6/2015
E-1.6	SIGNAL SITE PLAN	3/6/2015
E1-2.1F	CLASSROOM FIRST FLOOR FIRE ALARM PLAN	3/6/2015
E1-2.1L	CLASSROOM FIRST FLOOR LIGHTING PLAN	3/6/2015
E1-2.1LC	CLASSROOM FIRST FLOOR LIGHTING CALCS NORMAL	3/6/2015
E1-2.1LCE	CLASSROOM FIRST FLOOR LIGHTING CALCS EGRESS	3/6/2015
E1-2.1P	CLASSROOM FIRST FLOOR POWER PLAN	3/6/2015
E1-2.1S	CLASSROOM FIRST FLOOR SIGNAL PLAN	3/6/2015
E1-2.2F	CLASSROOM SECOND FLOOR FIRE ALARM PLAN	3/6/2015
E1-2.2L	CLASSROOM SECOND FLOOR LIGHTING PLAN	3/6/2015
E1-2.2LC	CLASSROOM SECOND FLOOR LIGHTING CALC. NORMAL	3/6/2015
E1-2.2LCE	CLASSROOM SECOND FLOOR LIGHTING CALCS EGRESS	3/6/2015
E1-2.2P	CLASSROOM SECOND FLOOR POWER PLAN	3/6/2015
E1-2.2S	CLASSROOM SECOND FLOOR SIGNAL PLAN	3/6/2015
E1-3.1	CLASSROOM BUILDING ENLARGED PLAN	3/6/2015
E1-5.1	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-5.2	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-5.3	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-6.1	CLASSROOM BLDG F.A. RISER	3/6/2015
E1-6.2	CLASSROOM FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E1-8.1	CLASSROOM TITLE 24	3/6/2015
E1-8.2	CLASSROOM TITLE 24	3/6/2015
E1-8.3	CLASSROOM TITLE 24	3/6/2015
E2-2.1F	MULTI-PURPOSE FIRE ALARM PLAN	3/6/2015
E2-2.1L	MULTI-PURPOSE LIGHTING PLAN	3/6/2015
E2-2.1LC	MULTI-PURPOSE LIGHTING CALC NORMAL	3/6/2015
E2-2.1LCE	MULTI-PURPOSE LIGHTING PLAN EGRESS	3/6/2015
E2-2.1P	MULTI-PURPOSE POWER PLAN	3/6/2015
E2-2.1S	MULTI-PURPOSE SIGNAL PLAN	3/6/2015
E2-2.1T	MULTI-PURPOSE THEATRICAL LIGHTING PLAN	3/6/2015

## EXHIBIT A

### Scope of Work

#### ELECTRICAL PLAN SHEETS, continued

E2-3.1	MULTI-PURPOSE ROOF POWER PLAN	3/6/2015
E2-4.1	MULTI-PURPOSE ENLARGED PLAN	3/6/2015
E2-5.1	MULTI-PURPOSE PANEL SCHEDULE	3/6/2015
E2-5.2	MULTI-PURPOSE PANEL SCHEDULE	3/6/2015
E2-6.1	MULTI-PURPOSE F. A. RISER DIAGRAM	3/6/2015
E2-6.2	MULTI-PURPOSE FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E2-8.1	MULTI-PURPOSE TITLE 24	3/6/2015
E2-8.2	MULTI-PURPOSE TITLE 24	3/6/2015
E3-2.1F	ADMINISTRATION FIRE ALARM PLAN	3/6/2015
E3-2.1L	ADMINISTRATION LIGHTING PLAN	3/6/2015
E3-2.1LC	ADMINISTRATION LIGHTING CALC NORMAL	3/6/2015
E3-2.1LCE	ADMINISTRATION LIGHTING CALC EGRESS	3/6/2015
E3-2.1P	ADMINISTRATION POWER PLAN	3/6/2015
E3-2.1S	ADMINISTRATION SIGNAL PLAN	3/6/2015
E3-2.2P	ADMINISTRATION ROOF POWER PLAN	3/6/2015
E3-3.1	ADMINISTRATION BUILDING ENLARGED PLAN	3/6/2015
E3-5.1	ADMINISTRATION PANEL SCHEDULE	3/6/2015
E3-5.2	ADMINISTRATION PANEL SCHEDULE	3/6/2015
E3-6.1	ADMINISTRATION F. A. RISER DIAGRAM	3/6/2015
E3-6.2	ADMINISTRATION FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E3-8.1	ADMINISTRATION TITLE 24	3/6/2015
E3-8.2	ADMINISTRATION TITLE 24	3/6/2015
E4-2.1F	KINDERGARTEN FIRE ALARM PLAN	3/6/2015
E4-2.1L	KINDERGARTEN LIGHTING PLAN	3/6/2015
E4-2.1LC	KINDERGARTEN LIGHTING CALC NORMAL	3/6/2015
E4-2.1LCE	KINDERGARTEN LIGHTING CALC EGRESS	3/6/2015
E4-2.1P	KINDERGARTEN POWER PLAN	3/6/2015
E4-2.1S	KINDERGARTEN SIGNAL PLAN	3/6/2015
E4-3.1	KINDERGARTEN ENLARGED PLAN	3/6/2015
E4-5.1	KINDERGARTEN PANEL SCHEDULE	3/6/2015
E4-5.2	KINDERGARTEN PANEL SCHEDULE	3/6/2015
E4-6.1	KINDERGARTEN F. A. RISER DIAGRAM	3/6/2015
E4-6.2	KINDERGARTEN FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E4-8.1	KINDERGARTEN TITLE 24	3/6/2015
E4-8.2	KINDERGARTEN TITLE 24	3/6/2015
E-4.0	SINGLE LINE DIAGRAM	3/6/2015
E-6.0	ELECTRICAL BLOCK DIAGRAMS	3/6/2015
E-7.1	MOUNTING DETAILS	3/6/2015
E-7.2	MOUNTING DETAILS	3/6/2015
E-7.3	MOUNTING DETAILS	3/6/2015
E-7.4	PENETRATION DETAIL	3/6/2015
E-7.5	GROUNDING DETAIL	3/6/2015

**EXHIBIT A**  
Scope of Work

**ELECTRICAL PLAN SHEETS, continued**

E-7.6	MISC. DETAIL	3/6/2015
E-7.7	MISC. DETAIL	3/6/2015
E-7.8	FIRE ALARM DETAILS	3/6/2015
E-7.9	FIRE ALARM DETAILS	3/6/2015
E-7.10	SIGNAL DETAILS	3/6/2015
E-8.1	OUTDOOR LIGHTING TITLE 24	3/6/2015

**FOOD SERVICE PLAN SHEETS**

FS-001	SYMBOLS, NOTES & INDEX	6/8/2016
FS-101	EQUIPMENT FLOOR PLAN	6/8/2016
FS-201	EQUIPMENT SCHEDULE	6/8/2016
FS-301	PLUMBING PLAN	6/8/2016
FS-401	ELECTRICAL PLAN	6/8/2016
FS-501	REFRIGERATION & CONDUIT PLAN	6/8/2016
FS-502	REFRIGERATION DETAILS	6/8/2016
FS-503	WALK-IN DETAILS	6/8/2016
FS-601	BUILDING WORKS & EXHAUST PLAN	6/8/2016
FS-602	HOOD DETAILS	6/8/2016
FS-603	HOOD DETAILS	6/8/2016
FS-604	VEGETABLE WASHING SYSTEM	6/8/2016
FS-701	EQUIPMENT ELEVATIONS	6/8/2016
FS-801	CONSTRUCTION DETAILS & SECTIONS	6/8/2016

**THEATRICAL LIGHTING PLAN SHEETS**

TL2.1.1	STAGE LIGHTING PLAN	4/8/2016
TL2.1.2	STAGE LIGHTING RCP	4/8/2016
TL6.0.1	STAGE LIGHTING SECTION	4/8/2016
TL8.1.1	STAGE LIGHTING DETAILS	4/8/2016
TL9.1.1	CONTROL RISER & SCHEDULES	4/8/2016
TL9.2.1	STAGE LIGHTING PLOT	4/8/2016

**LANDSCAPE PLAN SHEETS**

L101	IRRIGATION PLAN	6/20/2016
L102	IRRIGATION PLAN	6/20/2016
L103	IRRIGATION LEGEND & NOTES	6/20/2016
L201	PLANTING PLAN	6/20/2016
L202	PLANTING PLAN	6/20/2016
L301	LANDSCAPE DETAILS	6/20/2016
L301	LANDSCAPE DETAILS	6/20/2016

**EXHIBIT A****Scope of Work**

Prepared by SVA Architects

**PROJECT SPECIFICATIONS****DIVISION 1 - GENERAL REQUIREMENTS**

00 00 02	TABLE OF CONTENTS	8/1/2016
00 07 00	GENERAL CONDITIONS	8/1/2016
01 11 00	SUMMARY OF WORK	8/1/2016
01 20 00	PRICE AND PAYMENT PROCEDURES	8/1/2016
01 30 00	ADMINISTRATIVE REQUIREMENTS	8/1/2016
01 31 00	PROJECT MANAGEMENT AND COORDINATION	8/1/2016
01 32 00	CONSTRUCTION SCHEDULE - NETWORK ANALYSIS	8/1/2016
01 33 00	SUBMITTAL PROCEDURES	8/1/2016
01 42 30	REFERENCE STANDARDS	8/1/2016
01 45 00	QUALITY CONTROL	8/1/2016
01 45 80	TESTING LABORATORY SERVICES	8/1/2016
01 50 00	TEMPORARY FACILITIES AND CONTROLS	8/1/2016
01 60 00	PRODUCT REQUIREMENTS	8/1/2016
01 61 16	VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS	8/1/2016
01 63 00	PRODUCT SUBSTITUTION PROCEDURES	8/1/2016
01 73 00	EXECUTION REQUIREMENTS	8/1/2016
01 73 20	CUTTING AND PATCHING	8/1/2016
01 77 00	CLOSEOUT PROCEDURES	8/1/2016

**DIVISION 2 - EXISTING CONDITIONS**

02 41 00	DEMOLITION	8/1/2016
02 43 00	STRUCTURE MOVING	8/1/2016

**DIVISION 3 - CONCRETE**

03 10 00	CONCRETE FORMWORK	8/1/2016
03 20 00	CONCRETE REINFORCEMENT	8/1/2016
03 30 00	CAST-IN -PLACE CONCRETE	8/1/2016

**DIVISION 4 - MASONRY**

04 22 00	CONCRETE MASONRY UNITS (CMU)	8/1/2016
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**DIVISION 5 - METAL WORK**

05 12 00	STRUCTURAL STEEL	8/1/2016
05 50 00	MISCELLANEOUS METAL FABRICATIONS	8/1/2016
05 51 00	METAL STAIRS	8/1/2016
05 52 13	PIPE AND TUBE RAILINGS	8/1/2016

**DIVISION 6 - WOOD AND PLASTIC**

06 10 00	ROUGH CARPENTRY	8/1/2016
06 18 00	GLUED-LAMINATED CONSTRUCTION	8/1/2016
06 18 10	STRUCTURAL COMPOSITE MEMBERS	8/1/2016
06 20 00	FINISH CARPENTRY	8/1/2016
06 41 00	ARCHITECTURAL WOOD CASEWORK	8/1/2016

**EXHIBIT A****Scope of Work**

Prepared by SVA Architects

**PROJECT SPECIFICATIONS****DIVISION 6 - WOOD AND PLASTIC, continued**

06 50 00	OPEN WEB TRUSS	8/1/2016
06 60 00	RED-I JOIST	8/1/2016
06 70 00	REDLAM LVL	8/1/2016

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

07 14 00	FLUID-APPLIED WATERPROOFING	8/1/2016
07 16 16	CRYSTALLINE WATERPROOFING	8/1/2016
07 21 00	THERMAL INSULATION	8/1/2016
07 25 00	WEATHER BARRIERS	8/1/2016
07 28 00	BUILDING ENVELOPE UNDERLAYMENT	8/1/2016
07 31 10	ASPHALT SHINGLES	8/1/2016
07 54 23	THERMOPLASTIC-POLYOLEFIN ROOFING (TPO)	8/1/2016
07 62 00	SHEET METAL FLASHING AND TRIM	8/1/2016
07 71 23	MANUFACTURED GUTTERS AND DOWNSPOUTS	8/1/2016
07 72 00	ROOF ACCESSORIES	8/1/2016
07 81 00	APPLIED FIREPROOFING	8/1/2016
07 84 00	FIRE STOPPING	8/1/2016
07 90 05	JOINT SEALERS	8/1/2016

**DIVISION 8 - DOORS AND WINDOWS**

08 11 13	HOLLOW METAL DOORS AND FRAMES	8/1/2016
08 14 16	FLUSH WOOD DOORS	8/1/2016
08 31 00	ACCESS DOORS AND PANELS	8/1/2016
08 43 13	ALUMINUM-FRAMED STOREFRONTS	8/1/2016
08 5 113	ALUMINUM WINDOWS	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 1	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 2	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 3	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 4	8/1/2016
08 80 00	GLAZING	8/1/2016

**DIVISION 9 - FINISHES**

09 05 61	COMMON WORK RESULTS FOR FLOORING PREPARATION	8/1/2016
09 21 16	GYPSUM BOARD ASSEMBLIES	8/1/2016
09 22 16	NON-STRUCTURAL METAL FRAMING	8/1/2016
09 22 36	METAL LATH	8/1/2016
09 24 00	PORTLAND CEMENT PLASTERING	8/1/2016
09 30 00	TILING	8/1/2016
09 51 00	ACOUSTICAL CEILINGS	8/1/2016
09 65 00	RESILIENT FLOORING	8/1/2016
09 65 66	RESILIENT ATHLETIC FLOORING	8/1/2016

## EXHIBIT A

### Scope of Work

Prepared by SVA Architects

#### PROJECT SPECIFICATIONS

##### DIVISION 9 - FINISHES, continued

09 68 00	CARPET TILE	8/1/2016
09 77 33	FIBER REINFORCED PANELS	8/1/2016
09 84 00	ACOUSTIC ROOM COMPONENTS	8/1/2016
09 84 13	FIXED SOUND-ABSORPTIVE PANELS	8/1/2016
09 90 00	PAINTING AND COATING	8/1/2016
09 93 00	CONCRETE STAINING	8/1/2016

##### DIVISION 10 - SPECIALTIES

10 11 01	VISUAL DISPLAY BOARDS	8/1/2016
10 14 00	SIGNAGE	8/1/2016
10 21 13	PLASTIC TOILET COMPARTMENTS	8/1/2016
10 22 29	FULL HEIGHT GLAZED PARTITION SYSTEM	8/1/2016
10 28 00	TOILET ACCESSORIES	8/1/2016
10 44 00	FIRE PROTECTION SPECIALTIES	8/1/2016
10 51 00	LOCKERS	8/1/2016
10 71 13	FIXED SUN SCREENS	8/1/2016
10 75 00	FLAGPOLES	8/1/2016

##### DIVISION 11 - EQUIPMENT

11 40 00	FOOD SERVICE EQUIPMENT	8/1/2016
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##### DIVISION 12 - FURNISHING

12 21 13	HORIZONTAL LOUVER BLINDS	8/1/2016
12 36 00	COUNTERTOPS	8/1/2016
12 48 13	ENTRANCE FLOOR MATS AND FRAMES	8/1/2016
12 68 23	FOLDING CAFETERIA TABLES	8/1/2016

##### DIVISION 13 - SPECIAL CONSTRUCTION

13 00 00	NOT USED -	N/A
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##### DIVISION 14 - CONVEYING EQUIPMENT

14 20 10	PASSENGER ELEVATORS	8/1/2016
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##### DIVISION 21 - FIRE SUPPRESSION

21 20 00	FIRE SUPPRESSION SYSTEMS	8/1/2016
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##### DIVISION 22 - PLUMBING

22 05 00	COMMON WORK RESULTS FOR PLUMBING	8/1/2016
22 05 13	BASIC PLUMBING MATERIALS AND METHODS	8/1/2016
22 05 53	PLUMBING IDENTIFICATION	8/1/2016
22 07 00	PLUMBING INSULATION	8/1/2016
22 10 00	PLUMBING	8/1/2016

**EXHIBIT A****Scope of Work**

Prepared by SVA Architects

**PROJECT SPECIFICATIONS****DIVISION 23 - MECHANICAL**

23 05 00	COMMON WORK RESULTS FOR HVAC	8/1/2016
23 05 13	BASIC HVAC MATERIALS AND METHODS	8/1/2016
23 05 48	HVAC SOUND, VIBRATION, AND SEISMIC CONTROLS	8/1/2016
23 05 53	HVAC IDENTIFICATION	8/1/2016
23 07 00	HVAC INSULATION	8/1/2016
23 08 00	HVAC SYSTEMS COMMISSIONING	8/1/2016
23 08 13	ENVIRONMENTAL CONTROLS & ENERGY MGMT. SYSTEMS COMMISSIONING	8/1/2016
23 09 23	ENVIRONMENTAL CONTROLS AND ENERGY MANAGEMENT SYSTEMS	8/1/2016
23 30 00	AIR DISTRIBUTION	8/1/2016
23 33 19	DUCT SILENCERS	8/1/2016
23 38 13	KITCHEN VENTILATION SYSTEM	8/1/2016
23 80 00	HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT	8/1/2016

**DIVISION 26 - ELECTRICAL**

26 05 00	COMMON WORK RESULTS FOR ELECTRICAL	8/1/2016
26 05 13	BASIC ELECTRICAL MATERIALS AND METHODS	8/1/2016
26 05 19	LOW VOLTAGE WIRES	8/1/2016
26 05 26	GROUNDING BONDING	8/1/2016
26 05 33	RACEWAYS, BOXES, FITTINGS, AND SUPPORTS	8/1/2016
26 08 00	ELECTRICAL SYSTEMS COMMISSIONING	8/1/2016
26 09 23	LIGHTING CONTROL SYSTEMS	8/1/2016
26 10 00	SERVICE ENTRANCE	8/1/2016
26 22 00	LOW-VOLTAGE TRANSFORMERS	8/1/2016
26 24 13	SWITCHBOARDS	8/1/2016
26 24 16	PANELBOARDS AND SIGNAL TERMINAL CABINETS	8/1/2016
26 50 00	LIGHTING	8/1/2016
26 52 00	EMERGENCY POWER	8/1/2016
26 55 61	THEATRICAL LIGHTING AND STAGE DIMMING EQUIPMENT	8/1/2016

**DIVISION 27 - COMMUNICATIONS**

27 05 36	CABLE TRAYS FOR COMMUNICATIONS	8/1/2016
27 51 16	PUBLIC ADDRESS/CLOCK SYSTEM	8/1/2016
27 5123.50	ASSISTIVE LISTENING SYSTEM	8/1/2016

**DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**

28 16 00	INTRUSION ALARM SYSTEM	8/1/2016
28 23 00	VIDEO SURVEILLANCE (CCTV) SYSTEM	8/1/2016
28 31 00	FIRE DETECTION ALARM	8/1/2016

## EXHIBIT A

### Scope of Work

Prepared by SVA Architects

#### PROJECT SPECIFICATIONS

##### DIVISION 31 - EARTHWORK

31 10 00	SITE CLEARING	8/1/2016
31 22 00	GRADING	8/1/2016
31 23 33	TRENCHING AND BACKFILLING	8/1/2016
31 25 00	EROSION AND SEDIMENTATION CONTROLS	8/1/2016

##### DIVISION 32 - EXTERIOR IMPROVEMENTS

32 11 26	ASPHALTIC BASE COURSES	8/1/2016
32 12 16	ASPHALT PAVING	8/1/2016
32 13 13	CONCRETE PAVING	8/1/2016
32 16 13	CURBS AND GUTTERS	8/1/2016
32 17 13	PARKING CURBS	8/1/2016
32 17 23	PAVEMENT MARKINGS	8/1/2016
32 30 00	MAINTENANCE	8/1/2016
32 84 00	IRRIGATION	8/1/2016
32 90 00	PLANTING AND MAINTENANCE	8/1/2016
32 90 10	HYDRO-SEEDED LAWN	8/1/2016

##### DIVISION 33 - UTILITIES

33 10 00	WATER UTILITIES	8/1/2016
33 30 00	SEWERAGE UTILITIES	8/1/2016
33 40 00	STORM DRAINAGE UTILITIES	8/1/2016

##### APPENDICES

ACM SURVEY	EORM -Environmental & Occupational Risk Management, Inc.	1/17/2014
AHERA REPORT 2011	ATC Associates Inc.	9/16/2011
HAZMAT SURVEY REPORT	EORM -Environmental & Occupational Risk Management, Inc.	1/10/2014
LEAD SURVEY	EORM -Environmental & Occupational Risk Management, Inc.	2/11/2014
LIMITED SOIL TESTING	EORM -Environmental & Occupational Risk Management, Inc.	2/14/2014
UPDATED LIMITED SOIL TESTING	EORM -Environmental & Occupational Risk Management, Inc.	2/14/2014
GEO-TECHNICAL REPORT	Earth Systems Southern California	3/4/2014
MEPF CONTRACTOR QUALIFICATION PROCESS	Oxnard School District	
SWPPP REPORT	Rick Engineering Company	10/25/2016
SWPPP Plan	Rick Engineering Company	11/17/2016
Pre Bid RFI's - #1 - 52	SVA Architects, Inc.	11/15/2016



555 First Street  
San Fernando, California 91340  
T 818.898.1521 F 818.838.7956  
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## OXNARD SCHOOL DISTRICT



## ELM STREET ELEMENTARY SCHOOL GMP PROPOSAL

December 7, 2016

To: Marlene Hickle  
Caldwell Flores Winters, Inc.  
1901 S. Victoria Avenue #106  
Oxnard, CA 93035

# BID SUMMARY

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**BID SUMMARY**  
 Elm Street Elementary School Reconstruction  
 450 East Elm Street, Oxnard, CA 93033

Lease/Leaseback  
 December 9, 2016

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**Building Summary**

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**Elm Street Elementary School Reconstruction**

New Elementary School	53,296 sf	\$ 351 /sf	\$ 18,681,807	
				18,681,807

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<b>Subtotal</b>				<b>\$ 18,681,807</b>
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General Conditions				1,755,609
General Requirements				365,885
Contractors Bond		0.64%		148,101
CCIP		1.25%		287,739
Builders Risk		1.15%		268,303
Subcontractor Default Insurance		1.20%		224,182
General Contractor's Fee		4.00%		896,419

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<b>SUBTOTAL</b>				<b>\$ 22,628,045</b>
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Contractors Contingency		3.00%		678,841
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<b>TOTAL</b>				<b>\$ 23,306,886</b>
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Notes:

1. GMP is Based off DSA Approved Plans dated 8/1/16 and Specs Dated 4/22/16
2. Geotechnical Report Dated 3/2014 and Hazmat, Lead & Asbestos Reports Dated, 1/10/14, 1/17/14, 2/11/14 & 2/14/14
3. Pre-Bid RFI's 1-52, Excluding RFI #9 & #43



**SCHEDULE OF VALUES**

**Elm Street Elementary School Reconstruction  
450 East Elm Street, Oxnard, CA 93033**

**Lease/Leaseback  
December 9, 2016**

Description		Recommended Subcontractor	Bids Received	Amount
01000	ALLOWANCES			\$ 960,000
01570	EROSION CONTROL	Whitson CM / Bernards	1	\$ 67,646
01730	SURVEYING	Hunsaker & Assoc.	5	\$ 58,648
03200	REINFORCING STEEL	Stantru	3	\$ 182,550
03300	CAST IN PLACE CONCRETE	JT Wimsatt	2	\$ 1,032,700
N/A	INSULATING AND LIGHTWEIGHT CONCRETE	Insul-Flow	2	\$ 43,195
04200	MASONRY	Skidmore Masonry	2	\$ 79,044
05120	STRUCTURAL STEEL & MISC METALS	Ironman, Inc	2	\$ 501,400
05700	ORNAMENTAL METALS			w/ Structural Steel
06100	ROUGH CARPENTRY	WS Klem	2	\$ 2,984,977
06200	MILLWORK / CABINERY / COUNTERTOPS	ICI Millwork	4	\$ 65,042
07140	WATERPROOFING	Systems WP	4	\$ 95,436
07200	INSULATION	DJ Insulation	3	\$ 80,000
07540	ROOFING	Eberhard	4	\$ 344,200
07600	SHEET METAL	R&J SM	2	\$ 220,506
08100	DOORS / FRAMES / HARDWARE	Construction Hardware	3	\$ 236,830
08800	ALUMINUM STOREFRONT / GLASS AND GLAZING	Santa Barbara Glass	1	\$ 317,025
09220	PLASTER & DRYWALL	Pacific Int. / Perlite Plaster	6	\$ 1,516,532
09300	CERAMIC TILE	Stoneware Tile	3	\$ 118,809
09510	ACOUSTICAL CEILINGS	Cali-USA Acoustics	10	\$ 190,736
09650	CARPET AND RESILIENT FLOORING	Reliable Flooring	5	\$ 114,964
09900	PAINTING	Vanguard	8	\$ 329,600
10000	BUILDING SPECIALTIES	Various Trades	10	\$ 335,176
10110	VISUAL DISPLAY BOARDS	Claridge	3	\$ 525,000
10140	SIGNAGE	Kendall Sign	6	\$ 60,785
10280	TOILET PARTITIONS / BATHROOM ACCESORIES	SDI	4	\$ 48,061
11400	FOOD SERVICE EQUIPMENT	Kamran and Co.	5	\$ 349,000
12240	WINDOW SHADES	Sheward & Son & Sons	2	\$ 24,950
14200	ELEVATORS	Otis	1	\$ 143,500
21000	FIRE SPRINKLER	Superior Fire	2	\$ 283,790
22000	PLUMBING	Precision Plumbing	5	\$ 728,974
23000	HVAC	Sheldon Mech.	5	\$ 1,226,000
26000	ELECTRICAL / LOW VOLTAGE	Taft Elec.	3	\$ 2,415,989
31220	DEMO, EARTHWORK AND SITE CLEARING	Damar Const.	6	\$ 936,383
32122	ASPHALT PAVING	Onyx Paving	3	\$ 239,302
32131	SITE AND OFF-SITE CONCRETE	Lopez Eng.	3	\$ 671,962
N/A	FENCING AND GATES	Pilgrim Fence	1	\$ 270,872
32900	LANDSCAPE AND IRRIGATION	Advanced Land. 2000	5	\$ 363,185
33000	SITE UTILITIES	J. Vega Eng.	4	\$ 519,039

**SCHEDULE OF VALUES**  
**Elm Street Elementary School Reconstruction**  
**450 East Elm Street, Oxnard, CA 93033**

Lease/Leaseback  
 December 9, 2016

Description	Recommended Subcontractor	Bids Received	Amount
<b>Subcontracted Direct Costs</b>			
		140	\$ 18,681,807
General Conditions			\$ 1,755,609
General Requirements			\$ 365,885
General Contractor Bond		0.64%	\$ 148,101
CCIP		1.25%	\$ 287,739
Builders Risk		1.15%	\$ 268,303
Subcontractor Default Insurance		1.20%	\$ 224,182
General Contractor's Fee		4.00%	\$ 896,419
Contractor Contingency		3.00%	\$ 678,841
<b>Total Contract Amount</b>			<b>\$ 23,306,886</b>

# ALLOWANCES

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ALLOWANCES



**ALLOWANCES**

**Elm Street Elementary School Reconstruction**  
 450 East Elm Street, Oxnard, CA 93033

**Lease/Leaseback**  
**December 9, 2016**

Schedule of Allowances Included in Proposal		
1	Offsite Utilities Permits / Fees (Part of General Conditions Requirements 4.7.1)	\$ 15,000
2	B-Permit Offsite Plans - Hardscape (City Sidewalks, Curbs, Etc.) and Utilities (Sewer) - Plans Not Issued / Approved yet by City, Sewer Design Issues, Etc.	\$ 100,000
3	Unforeseen Utility Removal / Demolition	\$ 50,000
4	Site Fencing at New Field - 6' High Galvanized Chain-link	\$ 60,000
5	Remove and Replace City Sidewalk per General Note 8 on C-01 (Noted as Directed by City Engineer; QTY TBD) Assume 7' Wide at Montrose Ave	\$ 55,000
6	Remove and Relocate (2) Existing Portables and Demolish (1) Existing Portable Including Hookups (Elec, Plumbing, HVAC, Low Voltage)	\$ 60,000
7	Lead and Pesticide Abatement of Soil (No Recommendation Provided Within Hazardous Report)	\$ 125,000
8	Possible Additional Asbestos / Hazardous Material at Existing Buildings When Demolishing (Concealed Items Not Within Report)	\$ 25,000
9	Plumbing System Design Issues	\$ 100,000
10	Shoring at NE Corner of New Classroom Building and West End of Existing Classroom Building	\$ 20,000
11	Door Hardware Revisions to Comply with District Standards	\$ 45,000
12	Site Concrete Enhancements at Courtyard and Site Paving Areas per Pre-Bid RFI #57	\$ 20,000
13	School & Address Signage at the Admin Bldg. Not Shown. Reference 11/A-64.4 for 18" Aluminum Letters	\$ 12,000
14	Mitigate/Dewatering as Required for Shallow Water Table	\$ 18,000
15	Change Specified T8 Lamps to LED Light Fixtures/Controls	\$ 100,000
16	Add Upper & Lower Casework at Kitchen, Workrooms and Storage Rooms per SVA	\$ 45,000
17	Environmental and Geotechnical Testing of Imported Soil for District's Testing Lab	\$ 15,000
18	Kitchen Design Corrections to Meet Health Department Requirements	\$ 50,000
19	SCE Design Enhancements	\$ 45,000
<b>TOTAL ALLOWANCES</b>		<b>\$ 960,000</b>

# QUALIFICATIONS

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# SUBCONTRACTOR EVALUATIONS

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Bid Evaluation Report



Erosion Control	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Whitson CM / Bernards				Date Printed	12/6/2016
Base Bid						
Spec #: 312500	Included					
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included					
Acknowledgment of Addendum 1	Included					
Bid Good for 60 Days						
Prevailing Wage	Included					
Prequalification per Bid Invite	N/A					
Attachment C Acknowledgement	N/A					
<b>Erosion Control</b>						
Silt Fencing	15,109					
Fiber Rolls	1,600					
Construction Entrances	21,000					
Storm Drain Inlet Protection	1,375					
SWPPP Implementation	28,562					
TOTALS	67,646	0	0	0	0	0
Recommendation:	Amount					
Whitson CM / Bernards	67,646					

Bid Evaluation Report



Surveying	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Adkan	Hunsaker & Assoc.	Brenner & Carpenter	Precision	Stantec	Gromatici
Base Bid	42,000	39,504	65,100	44,975	76,000	Incomplete
Spec #: 017300	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	Included	Included	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Set-up</b>	Included	Included	Included	Included	Included	
Travel Costs	5,000	5,000	5,000	5,000	5,000	
Horizontal Control	Included	Included	Included	Included	Included	
Survey Boundary Map	5,800	5,920	5,800	5,800	5,800	
<b>Excavation</b>	Included	Included	Included	Included	Included	
Rough Grade Staking	Included	5,920	Included	Included	Included	
Location and Existing Elevation at Future Driveways, Access Ramps	2,320	Included	Included	Included	Included	
Bluetop Stakes at Bottom of Excavation for Fine Grading	Included	Included	Included	Included	Included	
Gridlines at Elevator	1,160	1,184	Included	1,120	Included	
<b>Buildings</b>	Included	Included	Included	Included	Included	
Building Corner Stakes (All Bldgs)	Included	Included	Included	Included	Included	
Utility Sleeve Layout for Sanitary Sewer, Storm Drain, Domestic and Fire Water, and Permanent Electrical Service	Included	Included	Included	Included	Included	
Final Verification Upon Project Completion	Included	Included	Included	Included	Included	
<b>Site</b>	Included	Included	Included	Included	Included	
Stakes for Sanitary Sewer, Storm Drain and Domestic Fire	Included	Included	Included	Included	Included	
Stakes for CMU Enclosure Footings	Included	560	Included	420	Included	
Line and Grade Stakes for Underground Electrical Devices, POCs and Duct Banks	3,480	Included	Included	1,680	Included	
Line and Grade Stakes Outlining all B-Permit Concrete, AC Paving, Swales, Etc.	Included	Included	Included	Included	Included	
Parking Lot Lights	Included	560	Included	Included	Included	

Bid Evaluation Report



Surveying	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Subcontractors					Date Printed	12/6/2016
Description	Adkan	Hunsaker & Assoc.	Brenner & Carpenter	Precision	Stantec	Gromatici
TOTALS	59,760	58,648	75,900	58,995	86,800	0
<b>Recommendation:</b>		<b>Amount</b>				
Hunsaker & Assoc.		58,648				

Bid Evaluation Report



Demo & Earthwork	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Triangle Ent.	Damar Const.	Ground Breakers	Leko Const.	Sharma Gen. Eng.	Toro Ent.
Base Bid	See Below	See Below	See Below	See Below	See Below	See Below
Spec #: 024300, 311000, 312200, 312333	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	10 Days	30 Days	30 Days	30 Days	60 Days	30 Days
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Abatement</b>						
Potential Inaccessible Asbestos Materials	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Asbestos as Surveyed	N/A	N/A	N/A	N/A	N/A	N/A
<b>Abatement for Grading</b>	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Unquantifiable Soils with Potential Lead Contamination at Existing Buildings	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
<b>Demo - Standard Industries</b>	<b>297,500</b>	<b>331,603</b>	<b>322,000</b>	<b>331,603</b>	<b>331,603</b>	<b>331,603</b>
Phase 1	Included	Included	Included	Included	Included	Included
Offsite per Page 4 of 4	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) PCC Curb and Gutter	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) Sidewalks	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) 2' AC Paving in Street Along Elm, Montrose and Fir - 9/C02	Included	Included	Included	Included	Included	Included
Sawcut AC in Street for New Utilities - C08	4,608	4,608	4,608	4,608	4,608	4,608
Sawcut and Remove (E) Curb Ramps for New ADA Ramps with Truncated Domes	Included	Included	Included	Included	Included	Included
Onsite Clearing / Demolition - C05	Included	Included	Included	Included	Included	Included
Underground Utility Location	2,400	2,400	2,400	2,400	2,400	2,400
Remove Existing Trees	Included	Included	Included	Included	Included	Included
Sawcut & Remove AC Paving Parking Lot	Included	Included	Included	Included	Included	Included
Remove Fencing and Gates	Included	Included	Included	Included	Included	Included
Remove (E) Utilities, SD & Irrigation	Included	Included	Included	Included	Included	Included
(E) Drywell per RFI 35	Included	Included	Included	Included	Included	Included
Remove Trash Enclosure	Included	Included	Included	Included	Included	Included
Phase 2	Included	Included	Included	Included	Included	Included
Remove All Existing Facilities - Portables & Classroom Building	Included	Included	Included	Included	Included	Included

Bid Evaluation Report



Demo & Earthwork	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Triangle Ent.	Damar Const.	Ground Breakers	Leko Const.	Date Printed	12/6/2016
					Sharma Gen. Eng.	Toro Ent.
AC Paving and Play Areas	Included	Included	Included	Included	Included	Included
Fencing	Included	Included	Included	Included	Included	Included
Concrete Pavement	Included	Included	Included	Included	Included	Included
Electrical Equipment	Included	Included	Included	Included	Included	Included
Salvage & Relocate	Included	Included	Included	Included	Included	Included
Light Poles (3)	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical
Backflow (1)	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities
Adjust to Height - Sewer Cleanouts (2)	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities
<b>Grading</b>	<b>579,100</b>	<b>536,995</b>	<b>533,500</b>	<b>720,118</b>	<b>748,340</b>	<b>589,068</b>
Water Meter and Construction Watering for Own Scope	21,000	21,000	21,000	21,000	21,000	21,000
Move-Ins	Included	Included	Included	Included	Included	Included
April '17 Movie-In for MPR Bldg Due to Portables	Included	Included	Included	Included	Included	Included
Mass Excavation and Fine Grade Subgrade	Included	Included	Included	Included	Included	Included
Temp Soil Stabilization	7,500	7,500	7,500	7,500	7,500	7,500
Over-Ex 4' or 3' Below Footings (Phase 1) per RFI 39	Included	Included	Included	Included	Included	Included
Extend 5' from Perimeter Edges - RFI 7	Included	Included	Included	Included	Included	Included
Geogrid - Tensar Tri-Axial TX160 or Equal - RFI 7	Included	Included	Included	Included	Included	Included
1" Crushed Rock	Included	Included	Included	Included	Included	Included
Over-Ex at Elevator Pit, 1.5' Below Bottom and 3' Lateral per RFI 40	Included	Included	Included	Included	Included	Included
Over-Ex 6" at Site Conditions	Included	Included	Included	Included	Included	Included
Sub-Grade Compaction of 95%	Included	Included	Included	Included	Included	Included
Over-Ex 6" at Play Field (Phase 2)	Included	Included	Included	Included	Included	Included
Import per Geotech +/- 8,000 CY	Included	Included	Included	Included	Included	Included
Export Spoils Stockpiled by Others	\$19 / CY	\$20.30 / CY	\$29 / CY	\$25.57 / CY	\$26.10 / CY	\$28.80 / CY
Concrete Spoils	18,810	20,097	28,710	25,314	25,839	28,512
Site Utilities	9,500	10,150	14,500	12,785	13,050	14,400
Plumbing, Electrical	1,900	2,030	2,900	2,557	2,610	2,880
Structure Moving	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Relocate 2 (E) Portables - (Phase 1A)	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
<b>TOTALS</b>	<b>942,318</b>	<b>936,383</b>	<b>937,118</b>	<b>1,127,885</b>	<b>1,156,950</b>	<b>1,001,971</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Damar Const.</b>	<b>936,383</b>					

Bid Evaluation Report



Asphalt Paving & Striping	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Terra Pave	Onyx Paving	Toro Ent.	Date Printed	12/6/2016
Base Bid	384,000	221,230	205,557		
Spec #: 321126, 321216, 321723	Included	Included	Included		
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included		
Bid Good for 60 Days					
Prevailing Wage	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A		
<b>AC Paving</b>	Included	Included	Included		
Phase 1	Included	Included	Included		
Road Work at Elm, Montrose & Fir	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 8" Sub Base	Included	Included	10,981		
4" AC o/ 5" Class II Base o/ 8" Sub Base at Bus Drop Offs in Street	Included	Included	23,150		
Grind and Overlay 0.20" AC (2' Wide Min.) in Street - Elm, Montrose & Fir - 9/C02	Included	Included	1,426		
Parking Lot	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" & 4" Sub Base	Included	Included	Included		
Phase 1A	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" & 4" Sub Base at Elec Yard	Included	Included	Included		
Phase 2	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" Sub Base at Playground	Included	Included	Included		
Redwood Header at Grass	Included	1,908	1,908		
<b>Striping</b>	ABC Resources	Included	ABC Resources		
Parking Lot - 4/C02	14,368	9,800	14,368		
Concrete Wheel Stops - 7/Gen2	Included	Included	Included		
Stripe Crosshatch Areas	Included	Included	Included		
Standard Parking Spaces	Included	Included	Included		
Fire Lane Curbs Red - F12/A01.2	Included	Included	Included		
Handicap Parking Spaces	Included	Included	Included		
Arrows and Stall Numbers	Included	Included	Included		
Signage - Parking & Fire Lane w/ Posts - 1&2/C02	Included	Included	Included		
Signage - Fire Lane - 1&9/Gen 5	Included	Included	Included		

Bid Evaluation Report



Asphalt Paving & Striping	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Terra Pave	Onyx Paving	Toro Ent.		Date Printed	12/6/2016
Signage - Stop Sign, District Signs and Fence Signs w/ Posts	Included	Included	Included			
Post Footings 12" Dia x 24" Deep	Included	3,200	Included			
Playground Track Striping at Kindergarten 3" White - 30" Wide per A0-1.1	Included	Included	Included			
Site Basketball, Tetherball, Hopscotch and Foursquare Striping per 6,8-12/A63.6	Included	Included	Included			
Elec Yard Striping per Note 17/C-06	824	824	824			
<b>Offsite</b>						
Paint Top of Curb and Curb Face Red / Yellow / Green as Required	2,340	2,340	2,340			
<b>TOTALS</b>	<b>401,532</b>	<b>239,302</b>	<b>260,553</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Onyx Paving</b>	<b>239,302</b>					

Bid Evaluation Report



Site & Off-Site Concrete	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Lopez Eng.	A&S Cement	Santa Clarita Conc.	Toro Ent.		
Base Bid	See Below	625,000	479,000	Incomplete		
Spec #: 321213, 321613, 321713	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	30 Days	30 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>On Site</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>			
Flat Work	282,765	Included	Included			
4" PCC with #3 Rebar at Site Walkways and Building Courtyards - C06	Included	Included	Included			
Accessible Curb Ramps at ADA Stalls/Admin Bldg with Truncated Domes- 6/C02	2,040	Included	Included			
Curb & Gutters	21,890	Included	Included			
Parking Lot per C06	Included	Included	Included			
6" Curb and Gutter - 111/C03	Included	Included	Included			
6" PCC Curb - 111/C03	Included	Included	Included			
0" Curb - 12/C02	Included	Included	Included			
Curb Ends - 7/C02	Included	Included	Included			
Concrete Mow Curbs at Site Fencing and Site Landscape - L201 & L302 (RFI 34)	6,750	6,750	Included			
Concrete Maint. Bands at Bldg Perimeters per A01.1 & 3/A63.6 (RFI 46)	8,664	Included	Included			
2"x6" Conc Header at AC to Grass Transition per A01.1 & 4/A63.6	3,578	3,578	3,578			
Misc	Included	Included	Included			
Bldg 1 - Classroom	Included	Included	Included			
6" Conc Pads for HVAC Equip - M1-1.1 & 16/S301	2,256	2,256	2,256			
Concrete Stairs at Stair 3 Per 1/A1-45.3	17,680	18,000	Included			
Fire Hydrant Bollards/Footings - 301/C04 (12)	Included	Included	Included			
3' Deep Footings	3,600	3,600	3,600			
Footings for Site Fencing and Gates - 3&4/A63.5	Included	Included	Included			
Kindergarten Bldg per RFI 41	Included	Included	Included			

Bid Evaluation Report



Site & Off-Site Concrete	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Lopez Eng.	A&S Cement	Santa Clarita Conc.	Toro Ent.	Date Printed	12/6/2016
Throughout Site per A0-1.1	Included	Included	Included			
Post Footing - 4/A-63.5	9,702	9,702	9,702			
Gate Footing - 3/A-63.5	7,560	7,560	7,560			
Flag Pole Footing 4' Dia x 6' Deep - 20/S303 (1)	1,250	1,250	Included			
Marquee Sign Footing & Cap per 18/S303	4,320	Included	Included			
Conc Base Under Rubber Play Surface at Kindergarten per 7/A63.5 & A0-1.1	29,869	29,869	29,869			
1' Conc Band Around Playgrounds at Kindergarten and Playground - A0-1.1 & 10/A63.5	4,512	Included	4,512			
Footing for Basketball Poles 84" Deep x 2' Dia - 7/A63.6 (6)	5,100	Included	5,100			
Footing for Tetherball Poles 12/A63.6 (2)	1,700	Included	1,700			
Concrete Footing for CMU Walls at Elec Yard - 1/A0-1.3 & 9&10/S303 - (3'-6" x 1'-4")	17,380	Included	17,380			
9" Conc Pad for Elec Equip at Elec Yard per 1/A0-1.3 & 16/S301	2,544	Included	2,544			
Light Pole Footings - 5&6/E7.3	6,800	Included	Included			
Base for all Paving	41,045	Included	Included			
Reinforcing Steel for All Work	37,762	Included	39,300			
Control and Expansion Joints / Sealants	20,070	20,070	20,070			
Washout Bins	2,500	2,500	2,500			
<b>Off Site</b>	Included	Included	Included			
4" PCC Sidewalks (8' Wide)	14,372	Included	Included			
Detectable Warning Surfaces (Truncated Domes) at Street Corner Curb Ramps - Yellow - 6/C02	3,720	Included	Included			
Loading Zone Ramp w/ Truncated Domes, Curbs and Ramp per 10/Gen 5 & C06 (2)	Included	Included	Included			
Join and Match (E) Curb, Gutter, Sidewalk	10,724	Included	Included			
Driveway Entrances per 115/C03 (3)	6,732	Included	Included			
4' Ribbon Gutter in Street Drop Off - 117/C03	10,800	Included	Included			
8" PCC Turnouts per Pg 4of4 & 200/Pg 2	39,101	Included	38,000			
<b>Site Pavers (MFR TBD)</b>	45,177	45,177	45,177			
Pavers Outside MPR & Admin Bldg	In Above	In Above	In Above			
Pavers in Classroom Courtyard	In Above	In Above	In Above			
Sand Base	In Above	In Above	In Above			
<b>TOTALS</b>	<b>671,962</b>	<b>775,311</b>	<b>711,847</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Lopez Eng.</b>	<b>671,962</b>					

Bid Evaluation Report



Fencing & Gates	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Pilgrim Fence					
Base Bid	270,872					
Spec #: N/A	Included					
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included					
Acknowledgment of Addendum 1	Included					
Bid Good for 60 Days	Included					
Prevailing Wage	Included					
Prequalification per Bid Invite	N/A					
Attachment C Acknowledgement	N/A					
<b>Chain Link Fencing</b>	See Allowances					
Chain Link Fence, 6' Tall at New Play Field Perimeter	See Allowances					
Footings for Fence Posts	See Allowances					
<b>Steel Fence and Gates - (A0-1.1, No Spec)</b>	Included					
Steel Fencing at Kindergarten Bldg per RFI 41 - 9/S63.5	Included					
Fencing Throughout Site per 9/A63.5	Included					
Single Gates Throughout Site - 1/A63.5 (1)	Included					
Double Gates Throughout Site - 8/A63.5 (9)	Included					
Panic Hardware at All Gates	Included					
<b>TOTALS</b>	<b>270,872</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Pilgrim Fence	270,872					

Bid Evaluation Report



Landscape & Irrigation	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Pierre Land.	Advanced Land. 2000	Venco Western	Marina	Date Printed	12/6/2016
					Dafau Land.	
Base Bid	21,277	See Below	See Below	See Below	See Below	
Spec #: 323000, 328400, 329000, 329010	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	60 Days	30 Days	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Planting</b>	<b>146,171</b>	<b>117,918</b>	<b>113,905</b>	<b>186,000</b>	<b>105,213</b>	
Furnish/Install all Project Landscape Planting (Trees, Shrubs, Groundcover, Flowers, Sod, Vines, etc.)	Included	Included	Included	Included	Included	
Planting Legend per L201	Included	Included	Included	Included	Included	
Hydroseed New Field "Sportsfield Mix"	Included	Included	Included	Included	Included	
Staking, Tree Trunk Guards, Headers and Root Barriers	Included	Included	Included	Included	Included	
Backfill Mix for Use of Planting	Included	Included	Included	Included	Included	
Planting Details per L302	Included	Included	Included	Included	Included	
<b>Irrigation</b>	<b>169,413</b>	<b>149,757</b>	<b>143,545</b>	<b>178,000</b>	<b>189,247</b>	
Irrigation Legend per L103	Included	Included	Included	Included	Included	
All Piping - Sch 40 PVC or Class 315 / Class 200 PVC	Included	Included	Included	Included	Included	
Irrigation POC on Fir Ave per L102 - RFI 12	Included	Included	Included	Included	Included	
Auto Controllers, Backflow Device, Master Valve and Flow Sensor, Rain Shut off Device	Included	Included	Included	Included	Included	
Drip/line Tubing, Lighting Equipment, Pull Boxes, and Wire Cable	Included	Included	Included	Included	Included	
Temporary Watering w/ GC Supplied Water	Included	Included	Included	Included	Included	
Irrigation Tie-Ins and sleeves	Included	Included	Included	Included	Included	
Irrigation Details per L301	Included	Included	Included	Included	Included	
<b>Misc</b>						
Gravel Floor Covering at Elec Enclosure - 1/A0-1.3	3,426	3,426	3,426	3,426	3,426	
Gravel Pads at Curb Cuts in Parking Lot - 14/C02	2,939	3,000	3,000	3,000	3,000	
2x2 Gravel 1-1.5" Dia x 4" Deep (4)	In Above	In Above	In Above	In Above	In Above	
DG - 2.5 Tons	Included	5,471	6,000	6,000	6,000	

Bid Evaluation Report



Landscape & Irrigation	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Pierre Land.	Advanced Land. 2000	Venco Western	Marina	Date Printed	12/6/2016
					Dafau Land.	
Biofiltration Basins - 11/C02 (3)	48,586	33,041	41,000	41,000	41,000	
Vegetated Swale at Field - 15/C02 (Phase 2)	6,416	11,452	12,000	12,000	12,000	
Vegetated Swale at Field - SE Corner Not Identified on C-07	9,999	18,120	18,120	18,120	18,120	
12" Stone Layer, 6" Pea Gravel, 3" Sand & Geotextile Fabric	Included	In Above	In Above	In Above	In Above	
90 Day Maintenance	17,790	18,000	15,600	16,000	15,900	
(1) Year Warranty	Included	Included	Included	Included	Included	
Spoils Removal	2,275	3,000	3,000	3,000	3,000	
Move-Ins (2)	Included	Included	10,000	Included	Included	
<b>TOTALS</b>	<b>428,292</b>	<b>363,185</b>	<b>369,596</b>	<b>466,546</b>	<b>396,906</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Advanced Land. 2000	363,185					

Bid Evaluation Report



Reinforcing Steel	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Quality Reinforcing	Vista Steel	Stantru	Rebar Eng.	Date Printed	12/6/2016
Base Bid	154,165	201,542	148,400	No Bid		
Spec #: 032000	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	30 Days				
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Rebar</b>	Included	Included	Included			
Buildings 1-4	Included	Included	Included			
Rebar for Footings	Included	Included	Included			
Rebar for Spread Footings	Included	Included	Included			
Rebar for Column Footings	Included	Included	Included			
Rebar for Stair Footings	Included	Included	Included			
Rebar for Pad Footings	Included	Included	Included			
Rebar for Slab on Grade	Included	Included	Included			
Site Concrete Reinforcing	In Site Conc	In Site Conc	In Site Conc			
Site CMU Wall Reinforcing	In CMU	In CMU	In CMU			
Hoisting as Required	7,500	7,500	7,500			
Allowance - 5 Tons/2% per 7/S303	12,000	11,347	14,900			
Misc Site Work	11,750	11,750	11,750			
Conc Pads for HVAC Equip - 16/S301	In Above	In Above	In Above			
Conc Pad for Elec Equip at Elec Yard - 16/S301	In Above	In Above	In Above			
Conc Base Under Rubber Play Surface at Kindergarten per 7/A63.5	In Above	In Above	In Above			
Fire Hydrant Bollards/Footings - 301/C04	In Above	In Above	In Above			
<b>TOTALS</b>	<b>185,415</b>	<b>232,139</b>	<b>182,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Stantru</b>	<b>182,550</b>					

Bid Evaluation Report



Building Concrete	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Santa Clarita Concrete	JT Wimsatt		Date Printed	12/6/2016
	Base Bid	988,000	955,000		
Spec #: 031000, 033000-AD1	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Structural Concrete</b>	Included	Included			
Base - 2" Sand Fill over Vapor Barrier	Included	Included			
15 mil. Vapor Barrier by Stego Ind.	Included	Included			
Bentonite Water Stop at Ext Wall Curbs - 1/A61.3	Included	Included			
Install Anchor/Sill Bolts for Wood Framing per Wall Framing Details - A-61.3	Included	Included			
Bldg 1 - Classroom (S-111 to 13)	Included	Included			
Spread Footings per Schedule on Foundation Pages S-111, 121, 131, 141 (W-1 to W-6)	Included	Included			
Column Footings (F-2 & F-3) - 10/S302	Included	Included			
5" SOG - 3&4/S301	Included	Included			
24" Conc Footing at Stair 1 per Note on S111	Included	Included			
10'x10'x2' Deep Footing at Exterior Stairs on Grade per Note on S111	Included	Included			
10'x10'x2' Deep Footing at Elevator Pit per S-111	Included	Included			
1-6" W x 1'-6" D Continuous Footing Between Ext. Column Footings - 8/S303	Included	Included			
2' D Footing by Width as Shown on S111 at Classrooms	Included	Included			
Elevator Pit per 13/S301	Included	Included			
Lt Wt Concrete Fill at Balconies on 2nd Floor of Classroom Bldg - 3/A63.4	60,000	56,000			
Concrete Fill at Pan Filled Metal Stair Treads and Landings w/ W4x4 Reinforcing - 2&6/S801	Included	18,000			
Balco Stair Strips AB-2 per 6/A1-45.3	3,250	3,250			
Bldg 2-4	Included	Included			
Spread Footings per Schedule on Foundation Pages S-111, 121, 131, 141 (W-1 to W-6)	Included	Included			

Bid Evaluation Report



Building Concrete		Elm Street Elementary School Reconstruction			Job Number	Elm
					Bid Date	12/7/2016
		Subcontractors			Date Printed	12/6/2016
Description	Santa Clarita Concrete	JT Wimsatt				
5" SOG - 384/S301	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at MPR Bldg 2 per 14/S303 (5)	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at Admin Bldg 3 per 14/S303 (4)	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at Kinder Bldg 4 per 14/S303 (10)	Included	Included				
4" Conc Curb at Locker Alcove at MPR Bldg per 6/A64.4	450	450				
Dewatering as Required	See Allowances	See Allowances				
Setting Anchor Bolt Templates	Included	Included				
Curing and Sealing Compounds per Specs as Required	Included	Included				
Wash Out Bins	Included	Included				
<b>TOTALS</b>	<b>1,051,700</b>	<b>1,032,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
JT Wimsatt	1,032,700					

Bid Evaluation Report



Lightweight Concrete	Elm Street Elementary School Reconstruction			Job Number	Elm
				Bid Date	12/7/2016
Description	Subcontractors			Date Printed	12/6/2016
	Insul-Flow	JT Whimsatt	Cell-Crete		
Base Bid	43,195	80,000	No Bid		
Spec #: N/A	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	Included	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Lt. Weight Concrete</b>	Included	Included			
1-1/2" Lt Weight Concrete over Enkasonic Sound Mat on 2nd Floor of Classroom Building 1 - 16/S601 & 13&15/S612 & 8/A60.1	Included	Included			
Lt Wt Concrete Fill at Balconies on 2nd Floor of Classroom Bldg - 3/A63.4	In Concrete	In Concrete			
Lt Wt Concrete Fill at Pan Filled Metal Stair Treads and Landings w/ W4x4 Reinforcing - 2&6/S801	In Concrete	In Concrete			
Balco Stair Strips AB-2 per 6/A1-45.3	In Concrete	In Concrete			
<b>TOTALS</b>	<b>43,195</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>				
<b>Insul-Flow</b>	<b>43,195</b>				

Bid Evaluation Report



Masonry	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Loyd Tansing Masonry	Skidmore Masonry				
Base Bid	35,910	39,697				
Spec #: 042000	Included	Included				
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included				
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included				
Acknowledgment of Addendum 1	Included	Included				
Bid Good for 60 Days	45 Days	30 Days				
Prevailing Wage	Included	Included				
Prequalification per Bid Invite	N/A	N/A				
Attachment C Acknowledgement	N/A	N/A				
<b>Site Masonry</b>						
MFR - Basalite, Crystalline or Orco	Included	Included				
8x8x16 Grey Precision	Included	Included				
8' High 8" CMU Walls at Electrical Enclosure per 1/A0 1.3 & 9&10/S303	Included	Included				
Grouting as Required	Included	Included				
Furnish & Install Rebar for All CMU Site Walls	3,500	Included				
Scaffolding as Required	Included	Included				
Washout Bins	850	Included				
Mock-Up	2,500	2,500				
<b>Precast Column Covers - 4/A64.4</b>						
Bldg 1 - (22)	In Above	In Above				
Bldg 2 - (5)	In Above	In Above				
Bldg 3 - (4)	In Above	In Above				
Bldg 4 - (10)	In Above	In Above				
<b>TOTALS</b>	<b>79,607</b>	<b>79,044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Skidmore Masonry	79,044					

Bid Evaluation Report



Structural Steel	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Ironman, Inc	Golden State Steel		Date Printed	12/6/2016
Base Bid	481,000	475,480			
Spec #: 051200, 055000, 055100, 055213	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	14 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Structural Steel</b>	Included	Included			
Contractor to Pay for Inspector Travel Expenses if Fabricator is outside of 25 Miles of Project Site	TBD	TBD			
Bldg 1 - Classroom	Included	Included			
HSS Steel Columns on First & Second Levels - 4x4, 5x5 & 6x6	Included	Included			
HSS Beams at Elevator - 4/S501	Included	Included			
"C" Channel Framing at Elevator - S111	Included	Included			
Pipe Columns at Roof Hip Beams - 19/S602	Included	Included			
"W" Steel Beams at Elevator - S113 & 2/S501	Included	Included			
Bldg 2 - MPR	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (5)	Included	Included			
1-1/2" Dia Pipe at Ea End of Parapet Screen Walls and MC10x25 per 19A/S613	Included	2,850			
Bldg 3 - Admin	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (4)	Included	Included			
1-1/2" Dia Pipe at Ea End of Parapet Screen Walls and MC10x25 per 19A/S613	Included	2,850			
Bldg 4 - Kindergarten	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (10)	Included	Included			
Pipe Column at Roof Hip Beams - 19/S602 (1)	Included	Included			
Safety Cable Railing as Required	6,500	6,500			
FOB Anchor Bolts/ Templates for Own Work	Included	Included			
FOB Embeds, Weld Plates, etc. for Own Work	Included	Included			
Hoisting for All Work	Included	Included			
<b>Steel Stairs</b>	Included	Included			
Shop Primed and Painted	Included	Included			

Bid Evaluation Report



Structural Steel	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Ironman, Inc	Golden State Steel				
Stairs 1-3 at Classroom Bldg 1 - S114 & S801	Included	Included				
Stair 1 - A1-45.4	Included	Included				
Stair 2 - A1-45.2	Included	Included				
Stair 3 - A1-45.3	Included	Included				
Steel Stairs (Pan Filled Concrete)	Included	Included				
HSS, MC, C Stringers, L Brackets and Metal Pan Landings	Included	Included				
Conc Nosing at Stairs - 6/A1-45.3	2,500	2,500				
Stair Railings and Guardrails	Included	Included				
<b>Railings &amp; Guardrails</b>	Included	Included				
Bldg 1 - Classroom - A1-45.1, 2 & 3	Included	Included				
Stair Railings and Guardrails	Included	Included				
1-1/2" Handrail Both Sides - A63.2	Included	Included				
Guardrail at Midlandings - A63.2	Included	Included				
Guardrail at Top of Stairs - A63.2	Included	Included				
Stair 1 - A1-45.1	Included	Included				
Stair 2 - A1-45.2	Included	Included				
Stair 3 - A1-45.3	Included	Included				
Guardrails at 2nd Floor Walkways - A1-11.2	Included	Included				
Elevations - 12/A63.2	Included	Included				
Bldg 2 - MPR	Included	Included				
Roof Guardrail -16/A63.1	Included	Included				
1" & 1-1/2" Dia Galv. Tube Steel	Included	Included				
<b>Site</b>	Included	Included				
Steel Bollards at Fire Hydrants - 301/C04	4,800	4,800				
Metal Gates are Site Elec Yard - 4/A0-1.3	Included	Included				
6'-8"Wx8'H Gate (1)	Included	Included				
10'Wx8'H Gate (1)	Included	Included				
HSS Posts, 22 GA Corrugated Panels, Hinges, Cane Bolts and Embed Plates	Included	Included				
<b>Misc. Metal</b>	Included	Included				
L2x2 Bracket for Countertops in Bldg 3 Admin	Included	Included				
Rms 3-121 & 3-122 - 8/A64.3	Included	Included				
Ridge Connection Plates per 12/S612	Included	4,200				
Drinking Fountain Cane Rails per 11/Gen-5 (2)	900	Included				
Drinking Fountain Cane Rails per 6/Gen-4 (1)	450	Included				
Bldg 3 - 12GA Bent Plates at 8" OC at Wall Popout - 13/A64.2	4,500	4,500				
Elevator Pit Ladder (1) - 1/A1-45.2 (None Shown)	750	Included				

Bid Evaluation Report



Structural Steel		Elm Street Elementary School Reconstruction				Job Number	Elm	
		Subcontractors				Bid Date	12/7/2016	
						Date Printed	12/6/2016	
Description	Ironman, Inc	Golden State Steel						
Elevator Sill Angle & Threshold	Included	1,200						
Roof Access Ladders - 2/A64.4	Included	Included						
Bldg 1 - Classroom (1)	Included	Included						
Bldg 2 - MPR (1)	Included	Included						
Bldg 3 - Admin (1)	Included	Included						
Fixed Sun Screens	Included	Included						
HSS 4x4 Sleeve w/ 3/8" Steel Plate & 6x15" Plate at each Side of Kickers at Window Shades - 20/S602, A64.5, A64.6	Included	Included						
Bldg 1 - Classroom (8)	Included	Included						
Bldg 2 - MPR (6)	Included	Included						
Bldg 3 - Admin (2)	Included	Included						
Bldg 4 - Kindergarten (2)	Included	Included						
<b>TOTALS</b>	<b>501,400</b>	<b>504,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Recommendation:</b>	<b>Amount</b>							
<b>Ironman, Inc</b>	<b>501,400</b>							

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	WS Klem	Abdellatif Ent.	JF Construction	Date Printed	12/6/2016
Base Bid	2,903,000	2,895,000	Incomplete		
Spec #: 061000, 061800, 061810, 065000, 066000	Included	Included			
Spec #: 067000, 097733, 107113.43	Included	Included			
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Rough Framing</b>	Included	Included			
Wall Schedule per A61.1	Included	Included			
Plywood Sheathing as Shown on Wall Types	Included	Included			
MFR - Standard Structures	Included	Included			
Glu-Laminated Beams & Struc Eng. Beams	Included	Included			
MFR - RedBuilt Drawings 1-5	Included	Included			
Open Web Trusses, I-Joists, LVL	Included	Included			
Simpson HDW as Scheduled	Included	Included			
Supply Anchor/Sill Bolts for Wood Framing per Wall Framing Details - A-61.3	61,173	62,000			
Hold Down Schedule (A-H4)	Included	Included			
Shear Wall Panels per 2/S621	Included	Included			
Mechanical Platforms at Roof on Bldg 2 & 3 - 8/S602	Included	Included			
Wall Framing - 2x4, 2x6, 2x8	Included	Included			
Wood Backing for All Wall Items - Millwork, TV's, Marker/Tackboards, Handrails, B-RM Acc.	Included	Included			
Plywood Backboards - Electrical / Low Voltage	1,250	1,250			
Wood Nailers at Roof Parapet Coping - 7/A63.1	Included	Included			
Storage of Lumber and Delivery to Site	Included	Included			
Safety Railing as Required at Bldg 1 2nd Floor Bldg 1 - Classroom	3,200	3,200			
Plywood Floor Sheathing - 18/S622	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	WS Kiem	Abdellatif Ent.	JF Construction	Date Printed	12/6/2016
Flooring & Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
T1-11 Siding at Underside of Roof Overhang per 2.1/A60.1, 15/A64.2 & A1-11.5	Included	Included			
Hardie Board Fascia per Wall Sections on A1-32.1 through A1-32.6	Included	Included			
Install Pipe Columns at Roof Hip Beams - 5&19/S602 (3)	0	0			
Bldg 2 - MPR	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Kitchen Ceiling Joists - 5701 & 3/A2-41.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
2x Furring Strips at Tetcum Panel Ceiling at Presentation/Serving Area Rm 105	In ACT	In ACT			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
2x6 Framing and Plywood Sheathing at Parapet Screen Wall - 19A/S613 & 11/A64.2	Included	Included			
1x8 Wood Board at Coat Hooks on 1st and 2nd Floors - 14/A64.4	5,304	5,304			
Roof Crickets per A2-11.2 & S-122	Included	12,000			
Bldg 3 - Admln	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
Simpson Strong Walls - SWS B1 & B2	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
2x6 Framing and Plywood Sheathing at Parapet Screen Wall - 19A/S613 & 11/A64.2	Included	Included			
Roof Crickets per A3-11.2 & S-132	Included	7,200			
Bldg 4 - Kindergarten	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
Subcontractors				Date Printed	12/6/2016	
Description	WS Kiem	Abdellatif Ent.	JF Construction			
T1-11 Siding at Underside of Roof Overhang per 2.1/A60.1, 15/A64.2 & A4-11.3	Included	Included				
Hardie Board Fascia per Wall Sections on A4-32.1 through A4-32.4	Included	Included				
Install Pipe Column at Roof Hip Beams - 5&19/S602 (1)	650	650				
<b>Fixed Sun Screens</b>	Included	Included				
Fire Treated Lumber	Included	Included				
Window Shades per 20/S602 & A64.5 & A64.6	Included	Included				
4x4 & 4x6 Beams	Included	Included				
3x3 @ 8" OC	Included	Included				
4x4 Kickers w/ 3/8" Steel Plate & 6x15" Plate at each Side of Kicker	Included	Included				
4x6 & 4x10 Blocking per 3/S601	Included	Included				
Entrance Canopies per 17/S602 & A64.5 & A64.6	Included	Included				
4x10 & 6x10 Beams	Included	Included				
3x3 @ 8" OC	Included	Included				
Simpson Hardware	Included	Included				
4x Blocking	Included	Included				
Bldg 1 - Classroom	Included	Included				
Window Shades (8)	Included	Included				
Bldg 2 - MPR	Included	Included				
Window Shades (6)	Included	Included				
Entrance Canopies (1)	Included	Included				
Bldg 3 - Admin	Included	Included				
Window Shades (2)	Included	Included				
Entrance Canopies (2)	Included	Included				
Bldg 4 - Kindergarten	Included	Included				
Window Shades (2)	Included	Included				
<b>FRP Panels - Miller Paneling</b>	10,400	10,400				
MFR - Glasteel, Kemlite, Lasco, Marlite, Nudo	Included	Included				
Janitors Closets (Not Shown)	Included	Included				
Bldg 1 - Janitors Closets - 104, 112, 204	Included	Included				
Bldg 4 - Janitors Closet - 114	Included	Included				
<b>TOTALS</b>	<b>2,984,977</b>	<b>2,997,004</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>WS Kiem</b>	<b>2,984,977</b>					

Bid Evaluation Report



Cabinets / Millwork	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Stolo Cab.	Fremont Millwork	Dennis Reeves	ICI Millwork		
Base Bid	67,190	68,530	62,974	62,042		
Spec #: 062000, 064100, 123600	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	45 Days	30 Days	30 Days	90 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Millwork</b>						
Lower Cabinets with Hardware	Included	Included	Included	Included		
Plastic Laminate Finish	Included	Included	Included	Included		
Plastic Laminate Countertops	Included	Included	Included	Included		
Details per A64.3	Included	Included	Included	Included		
Bldg 1 - Classroom per A1-51.3 & 4	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rms - 101,2,6,7,8,9,18,19,20,21	Included	Included	Included	Included		
Rms - 201,2,6,7,8,9,11,13,14,15,16	Included	Included	Included	Included		
Bldg 3 - Admin per A3-11.1	Included	Included	Included	Included		
Countertops per 8/A64.3	Included	Included	Included	Included		
Rms - 3-121 & 3-122	Included	Included	Included	Included		
Rm - 3-125 - 1/A3-41.1	Included	Included	Included	Included		
Rm - 3-108 - 1/A3-41.2	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rm - 3-113 - 2/A3-51.1	Included	Included	Included	Included		
Rm - 3-111 - 1/A3-51.1	Included	Included	Included	Included		
Bldg 4 - Kindergarten per A4-51.1	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rms - 4-101,2,3,4 - A4-41.2 & A4-51.1	Included	Included	Included	Included		
Install Countertop Supports	3,000	3,000	3,000	3,000		
<b>TOTALS</b>	<b>70,190</b>	<b>71,530</b>	<b>65,974</b>	<b>65,042</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>ICI Millwork</b>	<b>65,042</b>					

Bid Evaluation Report



Waterproofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Systems WP	Angelus WP	Eberhard	Letner	Date Printed	12/6/2016
Base Bid	33,200	43,500	63,115	45,630		
Spec #: 071400, 071616, 079005	Included	Included	Included	Included		
Spec #: 099723	Included	Included	Included	Included		
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	Included	30 Days	60 Days	Included		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Waterproofing</b>	Included	Included	Included	Included		
Hot Fluid Applied	Included	Included	Included	Included		
MFR - Tremco, American Hydrotech, Barrett	Included	Included	Included	Included		
At Exterior Decks on Bldg 1 Classroom - 3/A63.4	Included	Included	Included	Included		
Under Topping Slabs at Exterior Decks	Included	Included	Included	Included		
Crystalline	Included	Included	Included	Included		
MFR - Euclid, Gemite, Koster or Vandez	Included	Included	Included	Included		
Inside of Elevator Pit	Included	Included	Included	Included		
Misc	Included	Included	Included	Included		
2" Thick WP at Flag Pole per 8/A64.4	2,000	2,000	2,000	2,000		
<b>Caulking &amp; Sealants</b>	Included	Included	Included	Included		
Per Schedule in Specs 3.3	Included	Included	Included	Included		
Windows, Doors, Walls, As Shown	34,642	34,642	34,642	34,642		
<b>Sealed Concrete per RFI 10</b>	Included	Included	Included	Included		
Conc - Natural Concrete Sealed	Included	Included	Included	Included		
MFR - Concrete Coatings Inc. - CCI SuperSeal 20-WB	Included	Included	Included	Included		
Storage, Data, Elec, Custodian, Control and Fire Riser Rooms per Finish Schedule	25,594	25,594	25,594	25,594		
Bldg 1- Classroom	In Above	In Above	In Above	In Above		
Rms - 104, 110A, 112, 116, 122, 204, 212, 217	In Above	In Above	In Above	In Above		
Bldg 2 - MPR	In Above	In Above	In Above	In Above		
Rms - 109 & 110	In Above	In Above	In Above	In Above		
Bldg 3 - Admin	In Above	In Above	In Above	In Above		
Rms - 116, 119, 123	In Above	In Above	In Above	In Above		

Bid Evaluation Report



Waterproofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Systems WP	Angelus WP	Eberhard	Letner	Date Printed	12/6/2016
Bldg 4 - Kindergarten Rms - 114, 115, 116	In Above In Above	In Above In Above	In Above In Above	In Above In Above		
<b>TOTALS</b>	<b>95,436</b>	<b>105,736</b>	<b>125,351</b>	<b>107,866</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Systems WP</b>	<b>95,436</b>					

Bid Evaluation Report



Insulation	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
				Subcontractors		
Description	DJ Insulation	Viking Insulation	ALCAL		Date Printed	12/6/2016
Base Bid	80,000	89,860	56,152			
Spec #: 72100	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	60 Days	Included	30 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Thermal and Blanket Insulation</b>	Included	Included	Included			
Interior, Exterior Walls, Ceilings, Roof	Included	Included	Included			
R19 & 8" Batts at Int & Ext Walls	Included	Included	Included			
R30 at Roof	Included	Included	30,000			
Walls with "A" Designation to Receive Insulation per A61.1	Included	Included	Included			
Insulation at All Buildings 1-4	Included	Included	Included			
<b>TOTALS</b>	<b>80,000</b>	<b>89,860</b>	<b>86,152</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>DJ Insulation</b>	<b>80,000</b>					

Bid Evaluation Report



Sheet Metal & Metal Panels	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	R&J SM	Merit Metal Products		Date Printed	12/6/2016
Base Bid	151,100	147,000			
Spec #: 076200, 077123, 077200	Included	Included			
Spec #: 034900	Included	Included			
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Sheet Metal</b>	Included	Included			
All General Sheet Metal: Roof, Decking, Walls	Included	Included			
Flashings	Included	Included			
Trim	Included	Included			
Flexible Flashing and Underlayment	Included	Included			
Flashing at Mechanical Pads	Included	Included			
SS Sill Pan at Ext. Storefront Base - 19/A62.3	Included	Included			
Bldg 1 - Classroom	Included	Included			
Balcony Flashing at 2nd Floor - 3/A63.4	Included	Included			
Bldg 2 - MPR	Included	Included			
Parapet Coping - 22 Ga - 7/A63.1	Included	Included			
SM Flashing at Parapet Top - 11/A64.2	Included	Included			
Bldg 3 - Admin	Included	Included			
Parapet Coping - 22 Ga - 7/A63.1	Included	Included			
SM Flashing at Parapet Top - 11/A64.2	Included	Included			
GSM Flashing at Wall Popout - 13/A64.2	Included	Included			
Door & Window Sill/Head Flashings	42,582	50,000			
Gutters & Downspouts - 12&13/A64.4 - RF1 26	Included	Included			
Galvanized, Rectangular Shaped - Painted	Included	Included			
Bldg 1 - Classroom	Included	Included			
Bldg 4 - Kindergarten	Included	Included			
Splash Blocks at Downspouts per Elevations	Included	Included			
Roof Hatch - 9/A63.1	Included	Included			
MFR - Acudor, Bilco, Dur-Red, Milcor	Included	Included			
Prefab Curb by MFR	Included	Included			
Bldg 1 - Classroom - (1)	Included	Included			

Bid Evaluation Report



Sheet Metal & Metal Panels		Elm Street Elementary School Reconstruction				Job Number	Elm
						Bid Date	12/7/2016
		Subcontractors				Date Printed	12/6/2016
Description	R&J SM	Merit Metal Products					
Bldg 2 - MPR (1)	Included	Included					
Bldg 3 - Admin (1)	Included	Included					
<b>GFRC Panels - RFI 50</b>							
Bldg 2 - MPR - A2-11.2	12,697	12,697					
GFRC Panels at Parapet Overhang - 11/A64.2	In Above	In Above					
Bldg 3 - Admin	14,127	14,127					
GFRC Panels at Parapet Top - 11/A64.2	In Above	In Above					
<b>TOTALS</b>	<b>220,506</b>	<b>223,824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recommendation:</b>		<b>Amount</b>					
R&J SM		220,506					

Bid Evaluation Report



Roofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Eberhard	Letner	Best Cont.	Commercial Roofing	Date Printed	12/6/2016
Base Bid	344,200	422,350	472,000	352,124	Incomplete	
Spec #: 073110, 075423, 072800	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	60 Days	Included	90 Days	30 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Asphalt Shingles</b>	Included	Included	Included	Included		
MFR - GAF, Owens-Corning, CertainTeed	Included	Included	Included	Included		
Underlayment per 072800	Included	Included	Included	Included		
Bldg 1 - Classroom - A1-11.3	Included	Included	Included	Included		
Bldg 4 - Kindergarten - A4-11.2	Included	Included	Included	Included		
<b>TPO Roofing</b>	Included	Included	Included	Included		
MFR - Firestone or Equal per RFI 1	Included	Included	Included	Included		
Single Ply Roofing System	Included	Included	Included	Included		
Fully Adhered	Included	Included	Included	Included		
Mechanically Fastened	Included	Included	Included	Included		
R30 Rigid Insulation - RFI 22	Included	Included	Included	Included		
5/8" Coverboard at Roof per RFI 21	Included	Included	Included	Included		
Walk Pads - Per Roofing Plans	Included	Included	Included	Included		
Parapet Walls	Included	Included	Included	Included		
Bldg 2 - MPR - A2-11.2	Included	Included	Included	Included		
Bldg 3 - Admin - A3-11.2	Included	Included	Included	Included		
<b>TOTALS</b>	<b>344,200</b>	<b>422,350</b>	<b>472,000</b>	<b>352,124</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Eberhard</b>	<b>344,200</b>					

Bid Evaluation Report



Doors, Frames & Hardware	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Design Hardware	Star Hardware	Construction Hardware	Date Printed	12/6/2016
Base Bid	277,648	225,035	222,820		
Spec #: 081113, 081416, 087100 1-4	Included	Included	Included		
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included		
Bid Good for 60 Days	60 Days	Included	30 Days		
Prevailing Wage	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A		
<b>Hollow Metal Doors and Frames</b>	Included	Included	Included		
MFR per Specs	Included	Included	Included		
Frame Details - A62.1	Included	Included	Included		
Site					
Site 3'-4"x8' HM Door & Frame at Elec Enclosure per 1/A0-1.3 (1)	1,250	1,250	1,250		
Bldg 1 - Classroom - A1-52.1	Included	Included	Included		
Bldg 2 - MPR - A2-52.1	Included	Included	Included		
Bldg 3 - Admin - A3-52.1	Included	Included	Included		
Bldg 4 - Kindergarten - A4-52.1	Included	Included	Included		
Install HM Doors	Included	Included	Included		
Install HM Frames	In Drywall	In Drywall	In Drywall		
Install Wood Doors	Included	Included	Included		
<b>Door Hardware</b>	Included	Included	Included		
Hardware per Schedule in Specs per Bldg 1-4	Included	Included	Included		
Door Thresholds	Included	Included	Included		
<b>Misc. Door Hardware</b>	Included	Included	Included		
Storefront Doors	13,000	11,550	12,760		
Panic Hardware at Gates - 9 Doubles & 1 Single	In Fencing	In Fencing	In Fencing		
<b>TOTALS</b>	<b>291,898</b>	<b>237,835</b>	<b>236,830</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>				
<b>Construction Hardware</b>	<b>236,830</b>				

Bid Evaluation Report



Glass & Glazing	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Santa Barbara Glass	Coast to Coast		Date Printed	12/6/2016
	Base Bid	259,650	No Bid		
Spec #: 084313, 085113, 088000, 102229	Included				
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included				
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included				
Acknowledgment of Addendum 1	Included				
Bid Good for 60 Days	Included				
Prevailing Wage	Included				
Prequalification per Bid Invite	N/A				
Attachment C Acknowledgement	N/A				
<b>Aluminum-Framed Storefronts</b>	Included				
MFR - Coral, CR Laurence, EFCO or Kawneer	Included				
SS Sill Pan at Ext. Storefront Base - 19/A62.3	In Sheet Metal				
Bldg 2- MPR	Included				
Alum Storefront Entrance Doors 101 per 1/A2-52.2 per RFI 51	Included				
Bldg 3 - Admin	Included				
Breakout Rooms 128, 129, 130 - 1/A3-52.2	Included				
Makers Space Room 120 - 3/A3-52.2	Included				
Health Office Room 113 - 2/A3-52.2	Included				
Entrances 101 & 126 - 4/A3-52.2	Included				
Storefront Hardware	33,125				
<b>Aluminum Windows</b>	Included				
BOD - Arcadia or EFCO, Wausau, YKK	Included				
Arcadia Series T200 - Factory Finish	Included				
1/4" Safety Glass at Window Types 1,2,3,4,5 - RFI 23	Included				
Bldg 1 - Classroom - A1-52.2	Included				
Type 1 - 6x6 (46)	Included				
Type 2 - 4x6 (4)	Included				
Type 3 - 6x2 (42)	Included				
Bldg 2 - MPR - A2-52.1	Included				
Type 1 - 8x2 (2)	Included				
Type 2 - 6x2 (4)	Included				
Type 3 - 8x4 (2)	Included				
Type 4 - 10x4 (5)	Included				



Bid Evaluation Report

Glass & Glazing	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Santa Barbara Glass	Coast to Coast				
Type 5 - 8x4 (3)	Included					
Bldg 3 - Admin - A3-52.1	Included					
Type 1 - 6'-10"x6 (16)	Included					
Type 2 - 4x6 (4)	Included					
Type 3 - 5x6 (1)	Included					
Type 4 - 6x6 (4)	Included					
Type 5 - 4x4 (1)	Included					
Bldg 4 - Kindergarten - A4-52.1	Included					
Type 1 - 6x4 (20)	Included					
Sealing and Caulking for All Window/Door Systems per Arch Details	24,250					
<b>Glazing</b>	Included					
Glass for Vision Lites, Storefronts & Windows	Included					
Admin Bldg - Office Doors - 103, 104, 105, 106, 107, 110	Included					
<b>Full Height Glazed Partition System</b>	N/A					
MFR - Avanti Solare	N/A					
Breakout Room 1, 2 & 3 per A3-11.1	N/A					
<b>TOTALS</b>	<b>317,025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Santa Barbara Glass</b>	<b>317,025</b>					

Bid Evaluation Report



Plaster & Drywall	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Church and Larsen	Berger Bros.	Rutherford Co.	Premier Drywall	Date Printed	12/6/2016
					Pacific Int. / Perlite Plaster	Jade, Inc / Perlite Plaster
Base Bid	2,269,000	1,510,081	1,799,990	1,625,947	1,467,580	1,640,988
Spec #: 092116, 092216, 092236.23, 092400	Included	Included	Included	Included	Included	Included
Spec #: 078400, 083100, 072500	Included	Included	Included	Included	Included	Included
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	30 Days	Included	30 Days	30 Days	Included	30 Days
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Plaster</b>	Included	Included	Included	Included	Included	Included
Exterior Elevations of All Buildings 1-4	Included	Included	Included	Included	Included	Included
Bldg 1 - A1-21.1 & 2	Included	Included	Included	Included	Included	Included
Bldg 2 - A2-21.1	Included	Included	Included	Included	Included	Included
Bldg 3 - A3-21.1	Included	Included	Included	Included	Included	Included
Bldg 4 - A4-21.1	Included	Included	Included	Included	Included	Included
Ext. Column Covers per 3/A64.4	Included	Included	Included	Included	Included	Included
Texture - Smooth Finish	Included	Included	Included	Included	Included	Included
Exterior Plaster Ceilings and Soffits - A64.2	Included	Included	Included	Included	Included	Included
Foam Trim Pieces at Windows per Details 5&8/A62.2	Included	Included	Included	Included	Included	Included
Wainscoting at Exterior of Buildings up to 3' High per Elevations	Included	Included	Included	Included	Included	Included
Weather or Air Barrier per Section 072500 & 072800	Included	Included	Included	Included	Included	Included
MFR - Tyvek, Fiberweb or Vaprosheild	Included	Included	Included	Included	Included	Included
2-Layers Grade D Kraft Paper	Included	Included	Included	Included	Included	Included
3-Coat System	Included	Included	Included	Included	Included	Included
Glass Fiber Reinforcement	Included	Included	Included	Included	Included	Included
Lath & Paper	Included	Included	Included	Included	Included	Included
Ribbed Lath at Plaster Ceilings & Soffits	Included	Included	Included	Included	Included	Included
Expansion/Control Joints	Included	Included	Included	Included	Included	Included
Plaster Trim	Included	Included	Included	Included	Included	Included
Vent & Weep Screeds	Included	Included	Included	Included	Included	Included
Flexible Membrane Waterproofing	Included	Included	Included	Included	Included	Included
Patching, Taping, Floating as Required	Included	Included	Included	Included	Included	Included

Bid Evaluation Report



Plaster & Drywall	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Church and Larsen	Berger Bros.	Rutherford Co.	Premier Drywall	Pacific Int. / Perlite Plaster	Jade, Inc / Perlite Plaster
All Required Caulking and Sealants at Penetrations	Included	Included	Included	Included	Included	Included
Scaffolding for Own Work	90 Days	90 Days	Included	Included	Included	Included
Trade Damage - Plaster (40 Hours)	5,400	5,400	5,400	5,400	5,400	5,400
<b>Drywall</b>	Included	Included	Included	Included	Included	Included
Drywall per Wall Schedule - A61.1 & A61.2	Included	Included	Included	Included	Included	Included
Drywall Ceilings per A60.2 & A64.2	Included	Included	Included	Included	Included	Included
Bldg 2 - No Notes for Gyp on Roof Joists	Included	Included	Included	Included	Included	Included
Bldg 3 - 2/A3-32.2 notes detail 15/A-61.3	Included	Included	Included	Included	Included	Included
Bldg 4 - 2 Layers Gyp on Ceiling Joists - 2 & 3/A4-32.1 & A4-32.2 notes detail 15/A-61.3	Included	Included	Included	Included	Included	Included
5/8" Drywall Vertical Surfaces	Included	Included	Included	Included	Included	Included
Cement Backerboard at Restroom Walls	Included	Included	Included	Included	Included	Included
Level 1-4 Finish at Locations per Specifications Based on Paint or Wall Finish	Included	Included	Included	Included	Included	Included
Fire Resistant Sealants at Head and Base of Walls per A61.1	Included	Included	Included	Included	Included	Included
Acoustic Sealants as Shown and Spec'd	Included	Included	Included	Included	Included	Included
Installation of HM Door Frames Supplied by Others	25,250	25,250	25,250	25,250	25,250	25,250
Supply and Install of Access Panels 12x12	4,500	4,500	4,500	4,500	4,500	4,500
Installation of FEC Supplied by Others	3,000	3,000	3,000	3,000	3,000	3,000
Drywall Pickup	Included	Included	Included	Included	Included	Included
Hoisting for Own Work	Included	Included	Included	Included	Included	Included
Trade Damage - Drywall (80 Hours)	10,800	10,800	10,800	10,801	10,802	10,803
<b>TOTALS</b>	<b>2,317,950</b>	<b>1,559,031</b>	<b>1,848,940</b>	<b>1,674,898</b>	<b>1,516,532</b>	<b>1,689,941</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Pacific Int. / Perlite Plaster</b>	<b>1,516,532</b>					

Bid Evaluation Report



Tile Flooring	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
Description	Subcontractors			Date Printed	12/6/2016	
	Stoneware Tile	J. Colavin & Son	Stonerock Tile			
Base Bid	118,809	145,690	171,350			
Spec #: 093000, 090561	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	90 Days	60 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Tile</b>	Included	Included	Included			
MFR - Dal-Tile, Groups 2 & 3	Included	Included	Included			
DalTile Keysontes 2"x2" Mosaic - Floors	Included	Included	Included			
DalTile Ceramic 4-1/4"x4-1/4" - Walls in Checkerboard Pattern - RFI 25	Included	Included	Included			
Tile on Cement Backer Board	In Drywall	In Drywall	In Drywall			
Cold Applied Waterproofing Membrane	Included	Included	Included			
Men's & Women's Restrooms	Included	Included	Included			
Faculty Restrooms	Included	Included	Included			
Bldg 1 - Classroom per A1-41.3 & A1-51.1 & 2	Included	Included	Included			
Rms - 103, 105, 110, 111, 113, 203, 205	Included	Included	Included			
Bldg 2 - MPR per 2/A2-41.1 & A2-51.1	Included	Included	Included			
Rm - 114	In Above	Included	Included			
Quarry Tile in Rms 106, 107, 108, 111, 112, 113, 114	In Above	Included	Included			
Bldg 3 - Admin per A3-41.1 & A3-51.1	Included	Included	Included			
Rms - 115, 117, 118	Included	Included	Included			
Bldg 4 - Kindergarten per A4-41.1 & 2 & A4-51.2	Included	Included	Included			
Rms - 107, 108, 112, 113	Included	Included	Included			
Sink Vestibule 106 & 111	Included	Included	Included			
<b>TOTALS</b>	<b>118,809</b>	<b>145,690</b>	<b>171,350</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Stoneware Tile</b>	<b>118,809</b>					

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Southwest Acoustical Int.	Sound Control	Commercial Interiors	Eljay Acoustics	Date Printed	12/6/2016
					Calli-USA Acoustics	Prime Acoustics
Base Bid	174,760	212,000	196,568	282,000	178,000	221,000
Spec #: 095100, 098400, 098413	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	30 Days	60 Days	Included	Included	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Acoustical Panel Ceilings</b>	Included	Included	Included	Included	Included	Included
MFR - Armstrong, ACP, CerainTeed, Hunter Douglas or USG	Included	Included	Included	Included	Included	Included
Armstrong Fine Fissured, White, No Pattern, 3/4" Thick 24"x48"	Included	Included	Included	Included	Included	Included
Grid - Prelude XL 15/16" Exposed Tee by Armstrong	Included	Included	Included	Included	Included	Included
Prefinished Aluminum Capping (White) per Specs 095100, 2.03, C. 3	17,000	17,900	16,058	17,000	10,000	17,000
Unistrut per 13&14/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
Install Wire Through Blocking per 10/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
Expansion Joints at Ceiling per 7/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
ACT Details per A64.1 & 2	Included	Included	Included	Included	Included	Included
Bldg 1 - Classroom - A1-11.4 & 5	Included	Included	Included	Included	Included	Included
Bldg 3 - Admin - A3-11.3	Included	Included	Included	Included	Included	Included
Bldg 4 - Kinder - A4-11.3	Included	Included	Included	Included	Included	Included
<b>Fixed Sound-Absorptive Panels</b>	Included	Included	Included	Included	Included	Included
ACP-1 MPR/Gym	Included	Included	Included	Included	Included	Included
MFR - Tectum 2" Thick Panels	Included	Included	Included	Included	Included	Included
Hat Channel and Furring Strips - A64.2	Included	Included	Included	Included	Included	Included
Bldg 2 -MPR	Included	Included	Included	Included	Included	Included
2" Tectum Ceiling Panels	Included	Included	Included	Included	Included	Included
Presentation Area - 8/A64.2	Included	Included	Included	Included	Included	Included
2x Furring at Presentation Ceiling - 8/A64.2	2,736	2,736	2,736	2,736	2,736	2,736
Multi-Purpose Room -2/A64.2	Included	Included	Included	Included	Included	Included
2" x 4' High Tectum Wall Panels - A2-51.1	Included	Included	Included	Included	Included	Included
<b>Acoustic Room Components</b>	N/A	N/A	N/A	N/A	N/A	N/A

Bid Evaluation Report



<b>Acoustical Ceilings</b>		<b>Elm Street Elementary School Reconstruction</b>				<b>Job Number</b>	<b>Elm</b>
		<b>Subcontractors</b>				<b>Bid Date</b>	<b>12/7/2016</b>
						<b>Date Printed</b>	<b>12/6/2016</b>
<b>Description</b>	<b>Southwest Acoustical Int.</b>	<b>Sound Control</b>	<b>Commercial Interiors</b>	<b>Eljjay Acoustics</b>	<b>Cali-USA Acoustics</b>	<b>Prime Acoustics</b>	
Mineral Fiber Core Ceiling Baffles	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>194,496</b>	<b>232,636</b>	<b>215,362</b>	<b>301,736</b>	<b>190,736</b>	<b>240,736</b>	
<b>Recommendation:</b>		<b>Amount</b>					
<b>Cali-USA Acoustics</b>		<b>190,736</b>					

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Hamilton Ceiling Systems	CG Acoustics	Chaney Company	Cooustic-Glo		
Base Bid	200,370	201,500	248,200	366,593		
Spec #: 095100, 098400, 098413	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	30 Days	Included	60 Days	60 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
Acoustical Panel Ceilings	Included	Included	Included	Included		
MFR - Armstrong, ACP, CerainTeed, Hunter Douglas or USG	Included	Included	Included	Included		
Armstrong Fine Fissured, White, No Pattern, 3/4" Thick 24"x48"	Included	Included	Included	Included		
Grid - Prelude XL 15/16" Exposed Tee by Armstrong	Included	Included	Included	Included		
Prefinished Aluminum Capping (White) per Specs 095100, 2.03, C. 3	17,000	17,000	17,000	17,000		
Unistrut per 13&14/A64.1	N/A	N/A	N/A	N/A		
Install Wire Through Blocking per 10/A64.1	N/A	N/A	N/A	N/A		
Expansion Joints at Ceiling per 7/A64.1	N/A	N/A	N/A	N/A		
ACT Details per A64.1 & 2	Included	Included	Included	Included		
Bldg 1 - Classroom - A1-11.4 & 5	Included	Included	Included	Included		
Bldg 3 - Admin - A3-11.3	Included	Included	Included	Included		
Bldg 4 - Kinder - A4-11.3	Included	Included	Included	Included		
Fixed Sound-Absorptive Panels	Included	Included	Included	Included		
ACP-1 MPR/Gym	Included	Included	Included	Included		
MFR - Tectum 2" Thick Panels	Included	Included	Included	Included		
Hat Channel and Furring Strips - A64.2	Included	Included	Included	Included		
Bldg 2 -MPR	Included	Included	Included	Included		
2" Tectum Ceiling Panels	Included	Included	Included	Included		
Presentation Area - 8/A64.2	Included	Included	Included	Included		
2x Furring at Presentation Ceiling - 8/A64.2	2,736	2,736	2,736	2,736		
Multi-Purpose Room -2/A64.2	Included	Included	Included	Included		
2" x 4' High Tectum Wall Panels - A2-S1.1	Included	Included	Included	Included		
Acoustic Room Components	N/A	N/A	N/A	N/A		

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Hamilton Ceiling Systems	CG Acoustics	Chaney Company	Cooustic-Glo	Date Printed	12/6/2016
Mineral Fiber Core Ceiling Baffles	N/A	N/A	N/A	N/A		
<b>TOTALS</b>	<b>220,106</b>	<b>221,236</b>	<b>267,936</b>	<b>386,329</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Call-USA Acoustics	190,736					

Bid Evaluation Report



Carpet & Resilient Flooring	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Hur Flooring	JJJ Flooring	Floor Tech America	Continental Flooring	Date Printed	12/6/2016
					Reliable Flooring	
Base Bid	115,000	191,618	152,745	102,721	108,814	
Spec #: 096500, 096566, 096800, 090561	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	30 Days	60 Days	Included	60 Days	30 Days	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Flooring</b>						
Minor Floor Prep	Included	Included	Included	Included	Included	
Testing for PH and Moisture	Included	Included	Included	6,500	Included	
Remediation if Applicable	\$3.70 / SF	\$5.25 / SF	\$5.00 / SF	\$5.00 / SF	\$5.00 / SF	
<b>Resilient Flooring</b>						
MFR - Armstrong, Exelon, Imperial Textures 12"x12" - RFI 10	Included	Included	Included	Included	Included	
Resilient Base - Rubber, Cove, 4"	Included	Included	Included	Included	Included	
Bldg 1 - Classroom	Included	Included	Included	Included	Included	
All Classrooms	650	650	650	650	650	
VCT in Elevator Cab per 7/Gen-6	Included	Included	Included	Included	Included	
Bldg 2 - MPR	Included	Included	Included	Included	Included	
Rms - 102, 103, 104, 115	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
Rms - 101, 102, 107-114, 120-122	Included	Included	Included	Included	Included	
Bldg 4 - Kindergarten	Included	Included	Included	Included	Included	
Rms - 101-105, 109, 110	Included	Included	Included	Included	Included	
<b>Carpet Tile</b>						
MFR - Shaw, Tandus, Aladdin	Included	Included	Included	Included	Included	
Broadloom Carpet: Patcraft - 10129 Night Moves, 29701 Romance - RFI 16	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
Rms - 103-106, 124-130	Included	Included	Included	Included	Included	
<b>Resilient Athletic Flooring</b>						
MFR - AFP, No Fault Sport, Pawling, Robbins	Included	Included	Included	Included	Included	
24x24, 1/4" Thick	Included	Included	Included	Included	Included	

Bid Evaluation Report



Carpet & Resilient Flooring		Elm Street Elementary School Reconstruction				Job Number	Elm
						Bid Date	12/7/2016
Description		Subcontractors				Date Printed	12/6/2016
		Hur Flooring	JJJ Flooring	Floor Tech America	Continental Flooring	Reliable Flooring	
Color A & B - A63.3		Included	Included	Included	Included	Included	
Bldg 2 - MPR		Included	Included	Included	Included	Included	
Rm - 101 & 105		Included	Included	Included	Included	Included	
Basketball Court Striping - 1&2/A63.3		5,500	5,500	5,500	5,500	5,500	
Volleyball Court		In Above	In Above	In Above	In Above	In Above	
Basketball Court		In Above	In Above	In Above	In Above	In Above	
<b>TOTALS</b>		<b>121,150</b>	<b>197,768</b>	<b>158,895</b>	<b>115,371</b>	<b>114,964</b>	<b>0</b>
<b>Recommendation:</b>		<b>Amount</b>					
<b>Reliable Flooring</b>		<b>114,964</b>					

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Triumph Painting	Borbon Inc	Channel Coast Corp	Vanguard	Date Printed	12/6/2016
	Triumph Painting	Borbon Inc	Channel Coast Corp	Vanguard	Prime Painting	Valley Painting
Base Bid	280,734	238,650	249,822	219,600	220,000	353,465
Spec #: 099000	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	90 Days	Included	Included	30 Days	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Painting and Coating</b>						
BOD - Dunn Edwards or EM, PPG, SW, Vista	Included	Included	Included	Included	Included	Included
Colors TBD - RF1 10	Included	Included	Included	Included	Included	Included
Bldg 1 Finish Sch - A1-53.1	Included	Included	Included	Included	Included	Included
Bldg 2 Finish Sch - A2-53.1	Included	Included	Included	Included	Included	Included
Bldg 3 Finish Sch - A3-53.1	Included	Included	Included	Included	Included	Included
Bldg 4 Finish Sch - A4-53.1	Included	Included	Included	Included	Included	Included
(2) Top Coats and (1) Coat Primer	Included	Included	Included	Included	Included	Included
Exterior Plaster All Bldgs	Included	Included	Included	Included	Included	Included
Walls and Ceilings	Included	Included	Included	Included	Included	Included
Insulated and Exposed Pipes, Ducts, Conduit, Hangers, Brackets, Collars and Supports, Mechanical and Electrical Equipment	Included	Included	Included	Included	Included	Included
Shop-Primed Items	Included	Included	Included	Included	Included	Included
High Performance Coating at Ext. Hand and Guardrails - A63.2	Included	Included	14,500	Included	Included	Included
Exterior Stairs Shop Primed and Painted	Included	Included	Included	Included	Included	Included
<b>Intumescent Fireproofing</b>	110,000	93,125	110,000	110,000	110,000	110,000
HSS Steel at Ext. Column Covers per 3/A64.4	In Above	Included	In Above	In Above	In Above	In Above
Bldg 1 - (22)	In Above	Included	In Above	In Above	In Above	In Above
Bldg 2 - (5)	In Above	Included	In Above	In Above	In Above	In Above
Bldg 3 - (4)	In Above	Included	In Above	In Above	In Above	In Above
Bldg 4 - (10)	In Above	Included	In Above	In Above	In Above	In Above
HSS Columns at 2nd Floor - 18/A64.4	In Above	5,000	In Above	In Above	In Above	In Above

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Triumph Painting	Borbon Inc	Channel Coast Corp	Vanguard	Date Printed	12/6/2016
					Prime Painting	Valley Painting
TOTALS	390,734	336,775	374,322	329,600	330,000	463,465
Recommendation:	Amount					
Vanguard	329,600					

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Guy Smithson	Pacific Painting Co	ISR Painting	Date Printed	12/6/2016
Base Bid	368,123	343,000	Incomplete		
Spec #: 099000	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	Included	Included			
Prevailing Wage	N/A	N/A			
Prequalification per Bid Invite	N/A	N/A			
<b>Painting and Coating</b>					
BOD - Dunn Edwards or EM, PPG, SW, Vista	Included	Included			
Colors TBD - RFI 10	Included	Included			
Bldg 1 Finish Sch - A1-53.1	Included	Included			
Bldg 2 Finish Sch - A2-53.1	Included	Included			
Bldg 3 Finish Sch - A3-53.1	Included	Included			
Bldg 4 Finish Sch - A4-53.1	Included	Included			
(2) Top Coats and (1) Coat Primer	Included	Included			
Exterior Plaster All Bldgs	Included	Included			
Walls and Ceilings	Included	Included			
Insulated and Exposed Pipes, Ducts, Conduit, Hangers, Brackets, Collars and Supports, Mechanical and Electrical Equipment	Included	Included			
Shop-Primed Items	Included	Included			
High Performance Coating at Ext. Hand and Guardrails - A63.2	Included	Included			
Exterior Stairs Shop Primed and Painted	Included	Included			
<b>Intumescent Fireproofing</b>	110,000	110,000			
HSS Steel at Ext. Column Covers per 3/A64.4	In Above	In Above			
Bldg 1 - (22)	In Above	In Above			
Bldg 2 - (5)	In Above	In Above			
Bldg 3 - (4)	In Above	In Above			
Bldg 4 - (10)	In Above	In Above			

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Guy Smithson	Pacific Painting Co	ISR Painting			
<b>TOTALS</b>	478,123	453,000	0	0	0	0
<b>Recommendation:</b>	<b>Amount</b>					
Vanguard	329,600					

Bid Evaluation Report



Visual Display Boards	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Subcontractors					
	ABC School Equip	Claridge	SDI			
Base Bid	398,807	525,000	527,666			
Spec #: 101101	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	60 Days	90 Days	Included			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Visual Display Boards</b>						
MFR - MooreCo, Claridge or Polyvision	Polyvision	Claridge	Per Specs			
Marker & Tack Boards	Included	Included	Included			
Mounting Details 12/A64.3	Included	Included	Included			
Bldg 1 - Classroom	Included	Included	Included			
Horizontal Sliding Unit Wall System by Claridge per 13/A64.3	Included	Included	Included			
(4) per Classroom & (3) in RSP Rm = (87) Total	53,650	Included	Included			
Markerboards 4x8 (164)	58,000	Included	Included			
Markerboards 4x5.5 (8)	Included	Included	Included			
Tackboards 4x8 (40)	Included	Included	Included			
Tackboards 4x6 (20)	Included	Included	Included			
Tackboards 4x5.5 (4)	Included	Included	Included			
Bldg 4 - Kindergarten	Included	Included	Included			
Horizontal Sliding Unit Wall System by Claridge per 13/A64.3	Included	Included	Included			
(3) per Classroom = (12) Total	17,400	Included	Included			
Markerboards 4x8 (12)	Included	Included	Included			
Markerboards 4x6 (4)	Included	Included	Included			
Tackboards 4x8 (10)	Included	Included	Included			
Tackboards 4x6 (6)	Included	Included	Included			
<b>TOTALS</b>	<b>527,857</b>	<b>525,000</b>	<b>527,666</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Claridge	525,000					

Bid Evaluation Report



Signage	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	A2Z Sign Co	CA Signs	Kendall Sign	A Good Sign	CA Signs - San Diego	John Pence Bldg Spec.
Base Bid	21,174	38,617	13,128	62,975	16,205	21,860
Spec #: 101400	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	Included	Included	Included	Included	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Signage</b>						
Signage at Each Bldg per Floor Plans and Elevations	Included	Included	Included	Included	Included	Included
Sign Schedule per Gen-3 Sheet & Specs	Included	Included	Included	Included	Included	Included
Room Signs	Included	Included	Included	Included	Included	Included
Exit Signs	Included	Included	Included	Included	Included	Included
Stair Signs at Classroom Bldg	Included	Included	Included	Included	Included	Included
Restroom Signs	Included	Included	Included	Included	Included	Included
Assistive Listening Signage	Included	Included	Included	Included	Included	Included
Occupancy Signs	Included	Included	Included	Included	Included	Included
ADA Signage	Included	Included	Included	Included	Included	Included
Bldg 3 - Ext. Aluminum Letters - 11/A64.4 (No Callouts on Elevations)	6,500	Included	6,500	6,500	6,500	6,500
<b>Site Signage</b>	Included	Included	Included	Included	Included	Included
Marquee Sign - 15/A64.4	12,330	12,330	12,330	Included	12,330	12,330
Install Daktronic Sign	5,600	5,600	5,600	Included	5,600	5,600
<b>Electronic Sign</b>	Included	Included	Included	Included	Included	Included
MFR - Daktronics Galaxy G6 Series 19.8 mm (6'-9" x 3'-8")	Included	Included	Included	Included	Included	Included
Electronic Message Board at MPR Bldg per 1/A2-21.1 & 17/A64.4	17,627	17,627	17,627	Included	17,627	17,627
Install Daktronic Sign	5,600	5,600	5,600	Included	5,600	5,600
<b>TOTALS</b>	<b>68,831</b>	<b>79,774</b>	<b>60,785</b>	<b>69,475</b>	<b>63,862</b>	<b>69,517</b>
<b>Recommendation:</b>	Amount					
<b>Kendall Sign</b>	<b>60,785</b>					

Bid Evaluation Report



Toilet Compartments & Accessories	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Inland Empire Arch	SDI	Russco	John Pence Bldg Spec.		
Base Bid	43,157	48,061	51,001	54,200		
Spec #: 102113.19, 102800	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	30 Days	30 Days	30 Days	90 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Toilet Compartments &amp; Accessories</b>						
MFR - Ampco, Metpar, PSI, Scranton or Bradley	Included	Included	Included	Included		
Urinal & Vestibule Screens	Included	Included	Included	Included		
Solid Plastic Compartments	Included	Included	Included	Included		
Accessories, Hand Dryers, Mirrors, Shower Curtain Rods, Clothes Hooks, Utility Shelves Shower Curtains Mop/Broom Holder	5,600	Included	5,600	5,600		
Bldg 1 - Classroom per A1-41.3 & A1-51.1 & 2	Included	Included	Included	Included		
Rms - 103, 105, 110, 111, 203, 205	Included	Included	Included	Included		
Rm - 113	Included	Included	Included	Included		
Janitors Closets - 104, 112, 204	Included	Included	Included	Included		
Bldg 2 - MPR per 2/A2-41.1 & A2-51.1	Included	Included	Included	Included		
Rm - 114	Included	Included	Included	Included		
Bldg 3 - Admin per A3-41.1 & A3-51.1	Included	Included	Included	Included		
Rms - 117, 118	Included	Included	Included	Included		
Rm - 115	Included	Included	Included	Included		
Bldg 4 - Kindergarten per A4-41.1 & 2 & A4-51.2	Included	Included	Included	Included		
Rms - 107, 108, 112, 113	Included	Included	Included	Included		
Sink Vestibules 106 & 111	Included	Included	Included	Included		
Janitors Closet - 114	Included	Included	Included	Included		
<b>TOTALS</b>	<b>48,757</b>	<b>48,061</b>	<b>56,601</b>	<b>59,800</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>SDI</b>	<b>48,061</b>					

Bid Evaluation Report



Food Service Equipment	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Subcontractors					
	Kamran and Co.	Kitcor	RW Smith	East Bay	Boelter	
Base Bid	349,000	373,116	389,400	396,000	353,000	
Spec #: 114000	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	90 Days	Included	60 Days	30 Days	30 Days	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Food Service Equipment</b>						
Equip Schedule per Specs & FS-201	Included	Included	Included	Included	Included	
Kitchen In MPR Bldg 2 - A2-41.1	Included	Included	Included	Included	Included	
Remote Refrigeration Rack on Roof - A2-11.2 & FS-502	Included	Included	Included	Included	Included	
Walk-In Freezer & Cooler - FS-503	Included	Included	Included	Included	Included	
Hood Details - FS-602 & 3	Included	Included	Included	Included	Included	
Substitutions Allowed per RFI 29	Included	Included	Included	Included	Included	
<b>TOTALS</b>	<b>349,000</b>	<b>373,116</b>	<b>389,400</b>	<b>396,000</b>	<b>353,000</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Kamran and Co.</b>	<b>349,000</b>					

Bid Evaluation Report



Window Coverings	Elm Street Elementary School Reconstruction					Job Number	Elm
	Subcontractors					Bid Date	12/7/2016
						Date Printed	12/6/2016
Description	Sheward & Son & Sons	Diversified Window					
Base Bid	24,950	41,006					
Spec #: 122113	Included	Included					
Spec #:							
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included					
Acknowledgment of Addendum 1	Included	Included					
Bid Good for 60 Days	90 Days	90 Days					
Prevailing Wage	Included	Included					
Prequalification per Bid Invite	N/A	N/A					
Attachment C Acknowledgement	N/A	N/A					
	Included	Included					
<b>Window Coverings</b>	Included	Included					
MFR - Levelor, HD, Spring	Included	Included					
Bldg 3 - Admin	Included	Included					
All Windows Interior and Exterior per Note 134/A3-11.1	Included	Included					
Bldg 4 - Kindergarten	Included	Included					
Windows per Floor Plan on A4-11.1, Note 134	Included	Included					
<b>TOTALS</b>	<b>24,950</b>	<b>41,006</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>						
Sheward & Son & Sons	<b>24,950</b>						

Bid Evaluation Report



Elevators		Elm Street Elementary School Reconstruction				Job Number	Elm
Description		Subcontractors				Bid Date	12/7/2016
		Otis				Date Printed	12/6/2016
Base Bid	135,000						
Spec #: 142010-AD1	Included						
Spec #:							
Furnished, Installed, FOB Jobsite, Tax Included	Included						
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included						
Acknowledgment of Addendum 1	Included						
Bid Good for 60 Days	30 Days						
Prevailing Wage	Included						
Prequalification per Bid Invite	N/A						
Attachment C Acknowledgement	N/A						
<b>Elevators</b>							
Deferred Approval	Included						
MFR - ThyssenKrupp, Otis or Schindler	Included						
Hydraulic Elevator	Included						
Bldg 1 - Classroom	Included						
Elevator No. 1: 3500#, 100ft/min, 2 Stops, 2							
Openings per AD1 Specs	8,500						
Standard Interior Finishes per 2/Gen-6	Included						
Make Connection Between Fire Alarm Relay and							
Elevator Controller	Included						
Elevator Hostway Scaffolding	Included						
Hoisting	Included						
<b>TOTALS</b>	143,500	0	0	0	0	0	
<b>Recommendation:</b>	<b>Amount</b>						
Otis	143,500						



Bid Evaluation Report

Fire Sprinklers	Elm Street Elementary School Reconstruction				Job Number	Elm	
					Bid Date	12/7/2016	
				Subcontractors		Date Printed	12/6/2016
Description	Apex Fire Protection	Superior Fire					
Base Bid	501,200	268,790					
Spec #: 212000	Included	Included					
Spec #:							
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included					
Acknowledgment of Addendum 1	Included	Included					
Bid Good for 60 Days	60 Days	Included					
Prevailing Wage	Included	Included					
Prequalification per Bid Invite	Yes	Yes					
Attachment C Acknowledgement	N/A	N/A					
<b>Fire Sprinklers</b>	Included	Included					
MFR - Tyco	Included	Included					
Standard Upright, Pendent, Sidewall Sprinklers	Included	Included					
Bldg 1 - Classroom - FP02 & 3	Included	Included					
Bldg 2 - MPR - FP04	Included	Included					
Bldg 3 - Admin - FP05	Included	Included					
Bldg 4 - Kinder - FP06	Included	Included					
4" Fire Riser at Each Bldg - 1/FP07	Included	Included					
POC 5" Outside of Bldg	Included	Included					
Upright Sprinkler Deflectors as Shown	Included	Included					
Brass or White Finish	Included	Included					
Heads to be Centered in ACT Panels	Included	Included					
Furnish & Install Sleeves	Included	Included					
All Seismic Bracing, Hangers, Embeds as Required	Included	Included					
Hydrostatic Testing at 200 PSI for (2) Hours	Included	Included					
All Gauges, Valves, Flow and Tamper Switches	Included	Included					
Sound and Vibration Control	Included	Included					
All Bracing and Hangers - FP07	Included	Included					
Firestopping & Sealants as Required at Penetrations	Included	Included					
BIM Requirements	18,700	15,000					
<b>TOTALS</b>	<b>519,900</b>	<b>283,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recommendation:</b>	<b>Amount</b>						
<b>Superior Fire</b>	<b>283,790</b>						

Bid Evaluation Report



Site Utilities	Elm Street Elementary School Reconstruction				Job Number	Elm
	Description	Subcontractors				Bid Date
		Ground Breakers	Toro Ent.	J. Vega Eng.	Burns Pacific Const.	Date Printed
Base Bid	671,450	513,546	456,457	526,000		
Spec #: 331000, 333000, 334000	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	Included	Included	Included	Included		
Prevailing Wage	Included	60 Days	Included	Included		
Prequalification per Bid Invite	Included	Included	Included	Included		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
	N/A	N/A	N/A	N/A		
<b>Site Utilities</b>						
Utility Location (C Below)	Included	Included	Included	Included		
Cutting and Capping of Existing Utilities	2,450	2,450	2,450	2,450		
Layout and Trenching	Included	Included	Included	Included		
Sawcutting for New Utilities	Included	Included	Included	Included		
Traffic Control	3,584	3,584	3,584	3,584		
Traffic Rated Trench Plates	Included	Included	Included	Included		
Temp Asphalt Patching	Included	Included	Included	Included		
Excavation Spoils Stockpile	2,048	2,048	2,048	2,048		
Pressure Test and Flush System	Included	Included	Included	Included		
<b>Sewer</b>						
6" SDR 35 PVC Sewer Line	Included	Included	Included	Included		
Cleanouts (8)	Included	Included	Included	Included		
All Piping and Connections to Main line (2)	Included	Included	Included	Included		
<b>Storm Drain</b>	3,000	3,000	3,000	3,000		
6", 8", 12" & 18" HDPE Storm Drain Pipe	Included	Included	Included	Included		
18"x18" Prefabricated Catch Basins - 10/C02 (3)	Included	Included	Included	Included		
18"x18" Prefabricated Catch Basin at Biofiltration - 11/C02 (3)	Included	Included	Included	Included		
24"x24" Prefabricated Catch Basin at Biofiltration - 11/C02 (1)	Included	Included	Included	Included		
Storm Drain Manhole per Riverside County Flood Control, STD, MH251 (C4.4)	Included	Included	Included	Included		
Contech Detention System at Parking Lot per C10 - C13	Included	Included	Included	Included		



Bid Evaluation Report

Site Utilities	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Subcontractors					
	Ground Breakers	Toro Ent.	J. Vega Eng.	Burns Pacific Const.		
(2) Catch Basins Under Each Playground Rubber Surface and Tied Into SD System per 7/A63.5 & (RFI 47)	3,500	3,500	3,500	Included		
Roof Drain Connections (15)	9,000	9,000	Included	8,245		
<b>Street Work (Sewer and Storm Trench Repairs Only)</b>	See Allowances	See Allowances	See Allowances	See Allowances		
Base Pavement Trenches	See Allowances	See Allowances	See Allowances	See Allowances		
Trench Repair	See Allowances	See Allowances	See Allowances	See Allowances		
Grind Existing	See Allowances	See Allowances	See Allowances	See Allowances		
Overlay with 1-1/2" Asphalt	See Allowances	See Allowances	See Allowances	See Allowances		
Lane Closure/Traffic Control	See Allowances	See Allowances	See Allowances	See Allowances		
<b>Fire Water per C-08 (RFI 4)</b>	Included	Included	Included	Included		
6" & 8" Class 150 C900 PVC Water Line	Included	Included	Included	Included		
Thrust Blocks - 320/C04	Included	Included	Included	Included		
Fire Hydrants per 300/C04 (3)	Included	Included	Included	Included		
8" Double Check Detector Backflow - 311/C04	Included	Included	Included	Included		
Post Indicator Valves (3)	Included	Included	Included	Included		
FDC (3)	In Site Conc	In Site Conc	In Site Conc	In Site Conc		
Fire Hydrant Bollards/Footings - 301/C04 (12)	3,000	3,000	3,000	2,600		
Fire Sprinkler Connections - 5' Outside Bldg	Included	Included	Included	Included		
<b>Domestic Water and Irrigation</b>	Included	Included	Included	Included		
6" Class 150 C900 Water Line	Included	Included	Included	Included		
6" Meter and Backflow - 310/C04 (2)	Included	Included	Included	Included		
Connect to Existing Water Line	Included	40,000	Included	Included		
<b>Gas</b>	Included	Included	Included	Included		
Gas Lines per Plumbing P005	N/A	N/A	45,000	N/A		
Performance Contingency						
<b>TOTALS</b>	<b>698,032</b>	<b>580,128</b>	<b>519,039</b>	<b>541,895</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>J. Vega Eng.</b>	<b>519,039</b>					

Bid Evaluation Report



Plumbing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Smith Elec.	HL Moe Co.	Suttles Plumbing	City Commercial	Date Printed	12/6/2016
					Precision Plumbing	
Base Bid	744,973					
Spec #: 220500, 220513, 220553, 220700, 221000	Included	879,641	780,000	722,000	706,474	
Spec #:		Included	Included	Included	Included	
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	Included	Included	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	Included	Included	Included	Included	15 Days	
Attachment C Acknowledgement	Yes	Yes	Yes	Yes	Included	
	Included	Included	Included	Included	Yes	
					Included	
<b>Plumbing</b>						
Temporary Water Service & Distribution	Included	Included	Included	Included	Included	
All Related Trenching / Backfill	7,500	7,500	7,500	7,500	7,500	
Sewer and Storm Stub Out to 5' - P002	Included	Included	Included	Included	Included	
Site Gas Riser Plans - P005	Included	Included	Included	Included	Included	
Plumbing Fixtures per Sch on P004	Included	Included	Included	Included	Included	
Water Heaters - WH1-4 per 1/P503	Included	Included	Included	Included	Included	
Floor Mounted WC per RFI 44	Included	Included	Included	Included	Included	
Custodial Sinks - 4/P502	Included	Included	Included	Included	Included	
Grease Interceptor - 1200 GA at MPR Bldg 2 - 8/P502 & 2/P503	Included	Included	Included	Included	Included	
Domestic Water	Included	Included	Included	Included	Included	
Sanitary Sewer	Included	Included	Included	Included	Included	
Storm Drain	Included	Included	Included	Included	Included	
Gas Piping (Shown at MPR per P2-2.1 & Admin per P3-2.2) **Missing Plan/Risers at Classroom Bldg** (RFI 45 - Not Answered With Correct Info)	Included	Included	Included	Included	Included	
HW / CW Piping	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	
2, 3, 4" Sewer & Vent Piping	Included	Included	Included	Included	Included	
Storm Drain Piping	Included	Included	Included	Included	Included	
Roof / Overflow Drain Piping - Bldg 2 MPR & Bldg. 3 Admin - P2-1.3 & P3-1.3	Included	Included	Included	Included	Included	
1.5, 2" VTR Piping at Bldg 1 Classroom & Bldg 4 Kindergarten	Included	Included	Included	Included	Included	
3/4" Condensate Drain Piping	Included	Included	Included	Included	Included	
Connect Sewer, DW, FW & Storm Drain Service	Included	Included	Included	Included	Included	
POC to 5' Outside of Bldg.	Included	Included	Included	Included	Included	



Bid Evaluation Report

Plumbing	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Smith Elec.	HL Moe Co.	Suttles Plumbing	City Commercial	Precision Plumbing	
Piping Insulation	Included	Included	Included	Included	Included	
Supports / Anchors / Seismic Bracing	Included	Included	Included	Included	Included	
Access Panels - Furnish Only	Included	Included	Included	Included	Included	
Sheet Metal Flashings for all Plumbing Penetrations	Included	Included	Included	Included	Included	
Furnish and install all Metal Sleeves	Included	Included	Included	Included	Included	
Flashings at Roof Penetrations	Included	Included	Included	Included	Included	
Earthquake Shut-Off Valves	Included	Included	Included	Included	Included	
All Related Caulking / Sealants	Included	Included	Included	Included	Included	
Fire Caulking / Sleeves / Fire Stopping	Included	Included	Included	Included	Included	
Coring, as Required	Included	Included	Included	Included	Included	
Equipment / Lifts / Hoisting	Included	Included	Included	Included	Included	
Flush / Chlorinate / Disinfect Domestic Water	Included	Included	Included	Included	Included	
Ansul Gas valve	Included	Included	Included	2,500	Included	
BIM Requirements	15,000	15,000	15,000	15,000	15,000	
<b>TOTALS</b>	<b>767,473</b>	<b>902,141</b>	<b>802,500</b>	<b>747,000</b>	<b>728,974</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Precision Plumbing</b>	<b>728,974</b>					

Bid Evaluation Report



HVAC	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Smith Elec.	Acco Eng.	United Mech.	Sheidon Mech.	Climate Control	
Base Bid	1,258,955	1,391,229	1,384,230	1,211,000	2,104,673	
Spec #: 230500, 230513, 230548, 230553, 230700, 230800, 230813, 230923, 233000, 233319, 233813	Included	Included	Included	Included	Included	
Spec #: 238000	Included	Included	Included	Included	Included	
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days		Included	30 Days	90 Days	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	Yes	Yes	No	Yes	No	
Attachment C Acknowledgement	Included	Included	Included	Included	Included	
<b>HVAC</b>	Included	Included	Included	Included	Included	
<b>Equipment</b>	Included	Included	Included	Included	Included	
VAV - Anemostat	Included	Included	Included	Included	Included	
Fan Coil Units - Trane	Included	Included	Included	Included	Included	
Condensate Drain Piping - 1/M505	Included	Included	Included	Included	Included	
VRF Diagrams M010 - M014	Included	Included	Included	Included	Included	
Exhaust Fans - Greenheck	Included	Included	Included	Included	Included	
Makeup Air - Greenheck	Included	Included	Included	Included	Included	
Air Handling Unit - Trane	Included	Included	Included	Included	Included	
Split AC Units - Trane	Included	Included	Included	Included	Included	
Supply Fans - Anemostat	Included	Included	Included	Included	Included	
Sound Traps - IAC Acoustic	Included	Included	Included	Included	Included	
Factory Curbs/ Install	Included	Included	Included	Included	Included	
<b>Buildings</b>	Included	Included	Included	Included	Included	
Enviro Controls and EMS (DDC)	Included	Included	Included	Included	Included	
MFR - Alerton, Auto Logic, Honeywell, Johnson, TAC, Trane, Carrier	Included	Included	Included	Included	Included	
Bldg 1 - Classroom	Included	Included	Included	Included	Included	
6" Conc Pads for Equip - 16/S301	Included	Included	Included	Included	Included	
Bldg 2 - MPR	Included	Included	Included	Included	Included	
3 Makeup Air Units on Roof with Curbs	Included	Included	Included	Included	Included	
Kitchen Exhaust Ducting and Fans - M504 (Hood by Food Service Contractor)	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
2 Roof Units with Factory Curbs	Included	Included	Included	Included	Included	

Bid Evaluation Report



HVAC	Elm Street Elementary School Reconstruction					Job Number	Elm
	Subcontractors					Bid Date	12/7/2016
Description	Smith Elec.	Acco. Eng.	United Mech.	Sheldon Mech.	Climate Control	Date Printed	12/6/2016
All Duct Supports, Seismic Restraints and Bracing	Included	Included	Included	Included	Included		
Spring Isolation Hangers	Included	Included	Included	Included	Included		
Hydronic / Refrigerant Piping	Included	Included	Included	Included	Included		
Metal Ducts / Duct Work	Included	Included	Included	Included	Included		
Duct Liner	Included	Included	Included	Included	Included		
Supply & Return Air Plenums	Included	Included	Included	Included	Included		
Registers / Grilles / Diffusers	Included	Included	Included	Included	Included		
Wall Louvers	Included	Included	Included	Included	Included		
Duct Insulation	Included	Included	Included	Included	Included		
Fire / Smoke Dampers	Included	Included	Included	Included	Included		
HVAC Mounting - Mason Ind Type MC w/ Spring Mounts	Included	Included	Included	Included	Included		
Mechanical Identification	Included	Included	Included	Included	Included		
Supports / Anchors / Seismic Bracing	Included	Included	Included	Included	Included		
Flashings / Roof Jacks at Roof Penetrations	Included	Included	Included	Included	Included		
Fire Caulking / Sleeves / Firestopping	Included	Included	Included	Included	Included		
Equipment / Lifts / Hoisting	Included	Included	Included	Included	Included		
BIM Requirements	15,000	15,000	15,000	15,000	15,000		
<b>TOTALS</b>	<b>1,273,955</b>	<b>1,406,229</b>	<b>1,399,230</b>	<b>1,226,000</b>	<b>2,119,673</b>		<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>						
<b>Sheldon Mech.</b>	<b>1,226,000</b>						

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description				Date Printed	12/6/2016
	Venco Elec.	Taft Elec.	Oilfield Elec.		
Base Bid	2,440,000	2,385,000	2,440,275		
Spec #: 260500, 260513, 260519, 260526, 260533, 260800, 260923, 261000, 262200, 262413, 262416, 265000, 265200, 265561	Included	Included	Included		
Spec #: 270536, 275116, 275123.50, 281600, 282300, 283100	Included	Included	Included		
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included		
Bid Good for 60 Days	30 Days	30 days	30 Days		
Prevailing Wage	Included	Included	Included		
Prequalification per Bid Invite	Yes	Yes	Yes		
Attachment C Acknowledgement	Included	Included	Included		
<b>Electrical</b>	Included	Included	Included		
Temporary Power - Install, Maintain, Relocate for Construction Offices	Included	Included	Included		
Temporary Power - Install, Maintain, Relocate for Building Areas & Site	Included	Included	Included		
Temp Power Boxes and Cords	10,659	10,659	10,659		
Temporary Lighting	5,330	5,330	5,330		
<b>Site</b>	Included	Included	Included		
2" & 4" Conduits for Site Utilities - E1.1	Included	Included	Included		
Conduit Runs as Shown Site Plan - E1.2	Included	Included	Included		
Encase All Underground Conduits in Concrete per Note 6 on E0.1	Included	Included	Included		
Pour Back of Utility Trenches	Included	Included	Included		
Signal, Fire and Power Pull Boxes - 1/E7.7	Included	Included	Included		
Site Lighting Plan - E1.3	Included	Included	Included		
Site Lighting Fixtures, per Schedule	Included	Included	Included		
Site Signal, CCTV, FA Speakers - E1.6	Included	Included	Included		
U/G Power Distribution for Site Power	Included	Included	Included		
Electrical Vaults / Pull Boxes, as required	Included	Included	Included		
Traffic Rated Covers / Frames, as required	Included	Included	Included		
U/G Power Distribution for Site Lighting	Included	Included	Included		
<b>Buildings 1-4</b>	Included	Included	Included		
Lighting Fixtures per Schedule on E0.5	Included	Included	Included		
Mechanical Schedule - E0.6	Included	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Venco Elec.	Taft Elec.	Oilfield Elec.	Date Printed	12/6/2016
				Cable Schedule - E0.4	Included
Main Switchboard, 1200A, 277/480V, 3PH, 4W	Included	Included	Included		
Distribution Panelboards	Included	Included	Included		
Panel Boards	Included	Included	Included		
Power Distribution	Included	Included	Included		
Conduits & Raceways	Included	Included	Included		
Terminal Cabinets & Racks	Included	Included	Included		
Cable Trays & Supports	Included	Included	Included		
Wiring / Conductors	Included	Included	Included		
Floor boxes	Included	Included	Included		
Outlet & Junction Boxes, Pull Boxes	Included	Included	Included		
Connections to Existing Generator	Included	Included	Included		
Lighting Control Panel / System	Included	Included	Included		
Emergency Lighting / Exit Signs	Included	Included	Included		
Power to Mechanical & Plumbing Equipment	Included	Included	Included		
Bldg 1 - Classroom	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Elec & Comm Rooms 114 & 115 - E1-3.1	Included	Included	Included		
Bldg 2 - MPR	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Connections for all Kitchen Equipment	Included	Included	Included		
Conduit for Theatrical Lighting	Included	Included	Included		
Elec Room 102 - E2-4.1	Included	Included	Included		
Bldg 3 - Admin	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Power for VAV & Rooftop Equipment	Included	Included	Included		
Elec Rooms 116 & 123 - E3-3.1	Included	Included	Included		
Bldg 4 - Kindergarten	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Elec & Comm Rooms 115 & 116 - E4-3.1	Included	Included	Included		
Single Line Diagram - E4.0	Included	Included	Included		
Mounting & Anchoring Details - E7.1 & 7.2	Included	Included	Included		
Pendent Mounted Fixtures - 4/E7.3	Included	Included	Included		
Light Pole Footings - 5&6/E7.3	In Site Conc	In Site Conc	In Site Conc		
Theatrical Lighting and Stage Dimming Equip	Included	Included	Included		
MPR - Electronic Theatre Controls (ETC)	Included	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
				Bid Date	12/7/2016
Description	Subcontractors			Date Printed	12/6/2016
	Venco Elec.	Taft Elec.	Oilfield Elec.		
Bldg 2 - MPR (TL2.1.1 & 2)	Included	Included	Included		
Dimmer Racks and Controls	Included	Included	Included		
Stage Lighting Control System	Included	Included	Included		
Lighting Track & Fixtures - 10/TL8.1.1	Included	Included	Included		
Panels & Receptacles	Included	Included	Included		
<b>Miscellaneous</b>	Included	Included	Included		
Plywood Backboards	In Rough Framing	In Rough Framing	In Rough Framing		
Flashings at Penetrations	Included	Included	Included		
Caulking / Sealants	Included	Included	Included		
Sleeves / Fire Caulking / Firestopping - 1/E0.7	Included	Included	Included		
BIM Requirements	15,000	15,000	15,000		
<b>Low Voltage Systems</b>	Included	Included	Included		
<b>Computer Network Cabling</b>	Included	Included	Included		
Communications Cabinets, Racks, Frames and Enclosures - E7.10	Included	Included	Included		
Communications Cabling	Included	Included	Included		
Devices, Equipment, Conduit & Conductors	Included	Included	Included		
<b>Public Address/Clock System</b>	Included	Included	Included		
MFR - Atlas Sound Wall Speaker/Clock Combo	Included	Included	Included		
Alt by Valcom	Included	Included	Included		
<b>Assistive Listening System</b>	Included	Included	Included		
MFR - Listen Technologies	Included	Included	Included		
FM Transmitters - LT-700 LT-800	Included	Included	Included		
Receiver - LR-100 & LR-400	Included	Included	Included		
(1) 8-Hour Training Session	Included	Included	Included		
<b>Intrusion Alarm System</b>	26,080	Included	26,080		
Contractor to Have C7 and C10 License	In Above	Included	In Above		
MFR - Digital Monitoring Products (DMP)	In Above	Included	In Above		
Complete System - Devices, Equipment, Conduit, Cameras & Installation	In Above	Included	In Above		
<b>Video Surveillance (CCTV) System</b>	72,395	Included	72,395		
Complete System - Devices, Equipment, Conduit, Cameras & Installation	In Above	Included	In Above		
MFRs - Per Specs	In Above	Included	In Above		
<b>Fire Detection Alarm</b>	88,292	Included	Included		
<b>Fire Alarm System</b>	In Above	Included	Included		
MFR - Notifier, Simens, Simplex, Johnson or Gamewill-FCI	In Above	Included	Included		
Complete Addressable Fire Alarm System	In Above	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
				Date Printed	12/6/2016	
Description	Subcontractors					
	Venco Elec.	Taft Elec.	Oilfield Elec.			
FACP, Annunciator, Devices, Equipment & Conductors	In Above	Included	Included			
Fire Alarm Details - E7.8 & 7.9	In Above	Included	Included			
Elevator System - E0.4	In Above	Included	Included			
Horns, Strobes, Pull Stations, Detectors	In Above	Included	Included			
Conduit & Back Boxes	In Above	Included	Included			
Submittals / Shop Drawings / As-Built	In Above	Included	Included			
<b>TOTALS</b>	<b>2,657,756</b>	<b>2,415,989</b>	<b>2,569,739</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Taft Elec.</b>	<b>2,415,989</b>					

Bid Evaluation Report



Building Specialties		Elm Street Elementary School Reconstruction		Job Number	Elm
				Bid Date	12/7/2016
				Date Printed	12/6/2016
Div	Description	Amount	Recommended Subcontractor	Bids Received	
104400	<b>Fire Extinguishers &amp; Specialties</b> FEC at Elec Yard - Surface Mount per 16/A64.4 (1) Bldg 1 - FEC 1/A64.4 (22) Bldg 2 - FEC 1/A64.4 (3) Bldg 3 - FEC 1/A64.4 (3) Bldg 4 - FEC 1/A64.4 (2)	6,150	Glendon Co.	5	
105100	<b>Lockers</b> MFR - Art Metal, Penco, Republic Locker Alcove 2-113 2-Tier Lockers per 6&7/A64.4	1,650	John Pence	3	
107500	<b>Flagpoles</b> Flag Pole 35' per 8/A64.4 (1) Set Pole Footing per Site Concrete	4,293	Pole Tech	2	
114800	<b>Physical Education Equipment</b> MFR - Jaypro, Cassidy, Draper Volleyball Sleeves, Standards, Net, Antenna Ref Stand and Pad	5,150	Bernards		
124813	<b>Entrance Floor Mats</b> MFR - AFP, RC Musson, Pawling Rubber Mat 1/4" Thick, 48x72	N/A	N/A		
126823	<b>Folding Cafeteria Tables</b>	OFOI	OFOI		
N/A	<b>Misc Site Furnishings</b> Benches at Site per S32/A0-1.1 (18) Rubber Play Surface at Playgrounds - Kindergarten & Playground - 7/A63.5 Relocate Existing Playground Equipment and Reinstall at New Areas - S39/A0-1.1 New Conc Footings (TBD) Basketball Pole & Basket - 7/A63.6 (6) Coat Hooks - 14/A64.4 Dull Chrome - Single MFR - McMaster-Carr 1760A2 Wall-Mount Hook, Chrome-Plated Brass, 1-1/4" Wide x 1-1/2" High x 1-5/8" Deep Bldg 1 = 544 Bldg 4 = 60	128,099	Bernards		
N/A	<b>Misc Equipment (TV's)</b> TV's in Classrooms MFR - Sharp 50" & 60" LE65OU Wall Mount - Chief TS318TU Ceiling Mount - Chief MCM1U Bldg 1 - Classroom 60" TV's in Classroom Bldg per 9/A64.4 (62) TV Mounts (62) Bldg 4 - Kindergarten 50" TV's in Classroom Bldg per 11/A64.3 (4) TV Mounts (4)	121,300	Bernards		
N/A	<b>Final Cleanup</b> Exterior Interior	68,534	Bernards		
<b>Total</b>		<b>335,176</b>	<b>Bids Received</b>	<b>10</b>	

**BOARD AGENDA ITEM**

Name of Contributor: Janet Penanhoat

Date of Meeting: 2/20/19

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

**Ratification of Change Order No. 005 to Construction Services Agreement #16-199 with Bernards Bros Inc. to adjust costs for the Elm Elementary School Reconstruction Project (Penanhoat/Fateh/CFW)**

---

The need for chain link fencing at the perimeter of the future play field of the Elm Elementary School Reconstruction Project is recognized by the district. This change order provides funding to address this concern. The entire cost of this change order is offset by eight (8) credit change orders from the project allowance. Change Order No. 005 provides for the Board's consideration and ratification of nine (9) change order requests with the following scope of work.

- COR No. 363 R1 – Added Chain Link Fencing
- CREDIT COR No. 497 - Offsite Utility Allowance Credit
- CREDIT COR No. 498 - B Permit Allowance Credit
- CREDIT COR No. 499 - Site Fencing Allowance Credit
- CREDIT COR No. 500 - Soil Abatement Allowance Credit
- CREDIT COR No. 501 - Shoring Allowance Credit
- CREDIT COR No. 502 - Site Concrete Allowance Credit
- CREDIT COR No. 503 - Mitigate-Dewatering Allowance Credit
- CREDIT COR No. 504 - Upper-Lower Casework Allowance Credit

**FISCAL IMPACT**

**Zero Dollars and Zero Cents (\$0.00).**

**RECOMMENDATION**

It is the recommendation of the Assistant Superintendent, Business & Fiscal Services, and the Director of Facilities, in conjunction with Caldwell Flores Winters, Inc., that the Board of Trustees ratify Change Order No. 005 to Construction Services Agreement #16-199 with Bernards Bros Inc. to provide Construction Services related to the Elm Elementary School Reconstruction Project

## **ADDITIONAL MATERIAL**

### **Attached:**

- Change Order #005, Bernards Bros Inc. (3 Pages)
- COR No. 363 R1 (15 Pages)
- CREDIT COR No. 497 (1 Pages)
- CREDIT COR No. 498 (1 Page)
- CREDIT COR No. 499 (1 Page)
- CREDIT COR No. 500 (1 Page)
- CREDIT COR No. 501 (1 Page)
- CREDIT COR No. 502 (1 Page)
- CREDIT COR No. 503 (1 Page)
- CREDIT COR No. 504 (1 Page)
- Construction Services Agreement #16-199 (108 Pages)



# CHANGE ORDER

Date: 2.20.2019

CHANGE ORDER NO. 005

PROJECT: ELM E.S. RECONSTRUCTION PROJECT  
O.S.D. BID No. N/A  
O.S.D. Agreement No. 16-199

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

ARCHITECT SVA Architects, Inc.  
6 Hutton Centre Drive, Ste. 1150  
Santa Ana, CA 92707

CONTRACTOR:  
Bernards Bros. Inc.  
555 First Street  
San Fernando, CA 91340  
Attn: Carl Magness

Architects Proj. No.: 2013-40159  
D.S.A. File No.: 56-22  
D.S.A. App. No.: 03-116407

CONFORMANCE WITH CONTRACT DOCUMENTS, PROJECT MANUAL, DRAWINGS AND SPECIFICATION. All Change Order work shall be in strict conformance with the Contract Documents, Project Manual, Drawings, and Specifications as they pertain to work of a similar nature.

ORIGINAL CONTRACT SUM.....	\$ 23,306,886.00
NET CHANGE - ALL PREVIOUS CHANGE ORDERS.....	\$ 2,467,621.00
ADJUSTED CONTRACT SUM.....	\$ 25,774,507.00
<b>NET CHANGE -</b>	<b>\$ 0.00</b>

Total Change Orders to Date: 005.....\$ 2,467,621.00

ADJUSTED CONTRACT SUM THROUGH CHANGE ORDER NO.: 005.....\$ 25,774,507.00

Commencement Date: .....January 30, 2017  
Original Completion Date: .....October 16, 2018  
Original Contract Time: .....661 Calendar Days  
Time Extension for all Previous Change Orders: .....000 Calendar Days  
Time Extension for this Change Order: .....000 Calendar Days  
Adjusted Completion Date: .....October 16, 2018

Percentage ..... (10.58%)

Item	Description	Unforeseen Condition (UFO)	Additional Scope (AS)	Design Clarification (DC)	Code Requirement
1.	COR No. 363 R1 – Added Chain Link Fencing		\$245,647		
2.	COR No. 497 - Offsite Utility Allowance Credit			(\$15,000)	
3.	COR No. 498 - B Permit Allowance Credit			(\$76,374)	
4.	COR No. 499 - Site Fencing Allowance Credit			(\$60,000)	
5.	COR No. 500 - Soil Abatement Allowance Credit			(\$15,129)	
6.	COR No. 501 - Shoring Allowance Credit			(\$20,000)	
7.	COR No. 502 - Site Concrete Allowance Credit			(\$20,000)	
8.	COR No. 503 - Mitigate-Dewatering Allowance Credit			(\$18,000)	
9.	COR No. 504 - Upper-Lower Casework Allowance Credit			(\$21,144)	
	Totals		\$245,647	(\$245,647)	

Total Change Order No. 005 ..... \$ 0.00

**\*NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND ASST. SUPT. BUSINESS SERVICES OR PURCHASING DIRECTOR**

**APPROVAL (REQUIRED):**

ARCHITECT: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

OSD DSA INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
ASSISTANT SUPERINTENDENT BUSINESS AND FISCAL SERVICES

DATE: \_\_\_\_\_

**APPROVAL (REQUIRED):**

**BOARD APPROVAL**

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

**DIRECTOR OF PURCHASING: \_\_\_\_\_**

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

**DSA APPROVAL**

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



# CHANGE ORDER REQUEST

**COR No. 363 R1**

Date: 11/20/2018

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Pilgrim Fence Added Chain Link Per Bulletin 24

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Subcontract Costs</b>		
Cost to add chain link fencing per Bulletin 24.	Pilgrim Fence Co	213,606
Reason: Chain link fencing not shown on plans. Added for security of students.		
Requested By: SVA Architects		
RefL Bulletin 24		
		Subtotal: 213,606
<b>Contractual Costs</b>		
Overhead 15%		32,041
		Subtotal: 32,041
<b>Total Change Order Request Amount:</b>		<b>245,647</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CHANGE ORDER

**Pilgrim Fence Company**  
 3275 East Florence Avenue  
 Huntington Park, CA 90255  
 (323) 582-2016 Fax (323) 582-5057

<b>To</b>	BERNARDS	<b>Change #</b>	
<b>Address</b>		<b>Job #</b>	
<b>Project Name</b>	ELM SCHOOL	<b>Date Submitted</b>	10/15/2018
<b>Project Location</b>	OXNARD, CA.		
<b>Requested By</b>	KYLE	<b>Date of Contract</b>	

Description of Change	
ADD NEW CHAINLINK FENCE AND GATE PLAN (PERIMETER FENCE) 1,714 LN. FT. OF 6' TALL CHAINLINK & 4EA. PR. OF DOUBLE SWING GATES & 2EA. SINGLE SWING GATES	
CHAINLINK 2oz. FENCE MATERIALS: -----	\$32,490.00
GATES: -----	\$20,233.00
REBAR CAGES (243EA.) / CONCRETE: (APPROX 47YARDS) -----	\$29,648.00
LABOR @ \$70.49 per hr x 1200 hrs -----	\$84,588.00
LABOR ON GATES: @ 70.49 per hr. x 144 hrs-----	\$10,151.00
EQUIP RENTAL: Bob-cat, Auger Attach.,15" Auger, Bucket, Forklift-----	\$8,634.00
15% MARK-UP: -----	\$27,862.00
<b>TOTAL JOB COST FOR ADDITIONAL FENCE AND GATES: -----</b>	<b>-\$213,606.00</b>

**Note: This revision becomes part of, and in conformance with, the existing contract.**

Effect on Schedule and Project Cost			
<b>WE AGREE</b> hereby to make changes as specified above, at this price →			\$213,606.00
DATE:	10/15/2018	PREVIOUS CONTRACT AMOUNT	
Pilgrim Fence Company Authorized Signature		REVISED CONTRACT TOTAL	
Revised Project End Date			

**ACCEPTED:** The above schedule and project cost of this change order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



### HOURLY LABOR COST RATES

**Sub/Contractor:** Pilgrim Fence  
**Date:** 6/25/2018  
**Project:** Elem Elem School - Oxnard  
**Rate Effective Through:** \_\_\_\_\_

**Trade:** Fence / Gates  
**Classification:** Fence Builder - (Carpenter)  
**Union :**  **Non Union:**

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 38.22	\$ -	\$ -
Vacation & Holiday Accrual	\$ 5.62	\$ -	\$ -
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 43.84</b>	<b>\$ -</b>	<b>\$ -</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.72	\$ -	\$ -
Medicare	\$ 0.64	\$ -	\$ -
FUI	\$ 0.05	\$ -	\$ -
SUI	\$ 0.34	\$ -	\$ -
Workers Compensation Insurance	\$ 8.79	\$ -	\$ -
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 12.54</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ -	\$ -
Pension & Retirement (or equivalent)	\$ 4.91	\$ -	\$ -
Training (or equivalent)	\$ 2.70	\$ -	\$ -
<b>Hourly Benefits Subtotal</b>	<b>\$ 15.11</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 71.49</b>	<b>\$ -</b>	<b>\$ -</b>

Factors NOT allowed in the above hourly labor cost rates:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Overhead                          | 5. Consumables                 |
| 2. Profit                            | 6. Bonus or incentive payments |
| 3. Vehicle & transportation expenses | 7. Communications              |
| 4. Small tools                       | 8. Supervision                 |



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

6 Hutton Centre Drive, Suite 1150  
Santa Ana, California 92707  
T 949.809.3380

info@sva-architects.com  
www.sva-architects.com

**Elm Street Elementary School  
Bulletin # 24 Narrative**

Revision:

08/24/2018

*Note: This Bulletin is issued for clarification of the Contract Documents or a proposed change to the Contract Documents requested by Owner. It is **not** an authorization to proceed with the items described. Submit a written proposal to the Architect for any anticipated changes in contract price and/or schedule as a result of this Bulletin. **Do not proceed** with any items described in this Bulletin without written authorization from the Owner.*

**Changes to Drawings and/or Specifications:**

Revisions to Architectural Sheets:

Ao-1.00 – Campus Fencing Plan

Updated inner core metal fencing and added perimeter chain link fencing around the campus

Ao-1.3 – Enlarged Site Plans

Replaced CMU wall next to utility enclosure with chain link fence and gate

A63.5 – Gate Details

Revised/Added metal fence gate details

A-64.8 – Gate Details

Added sheet for chain link/metal fence details

SK-1 – Fence/Gate Post Footing

Added detail to accommodate field conditions

SK-2 – Fence/Gate Post Base

Added detail to accommodate field conditions

SKA-0 – Classroom Second Floor Partial Plan

Showing locations of pilasters at curbs on second floor walkway

SKA-1 – Pilasters at Exterior Wall

Added Pilasters at Classroom second floor curbs

SKA-2 – Pilasters at Columns

Added Pilasters at Classroom second floor curbs

Drawings

Ao-1.00 – Campus Fencing Plan

Ao-1.3 – Enlarged Site Plans

A-63.5 – Gate Details

A-64.8 – Gate Details

SK-1 – Fence/Gate Post Footing

SK-2 – Fence/Gate Post Base

SKA-0 – Classroom Second Floor Partial Plan

SKA-1 – Pilasters at Exterior Wall  
SKA-2 – Pilasters at Columns

**Distribution:**

District

Contractor

IOR



**IDENTIFICATION STAMP**  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES

A# 03-116407

AC FLS SS

DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

**DATE ISSUED:** 01/08/16

**PROJECT NO:** 1340159

**SCALE:** 1" = 30'-0"

**SHEET NUMBER: A0-1.00**

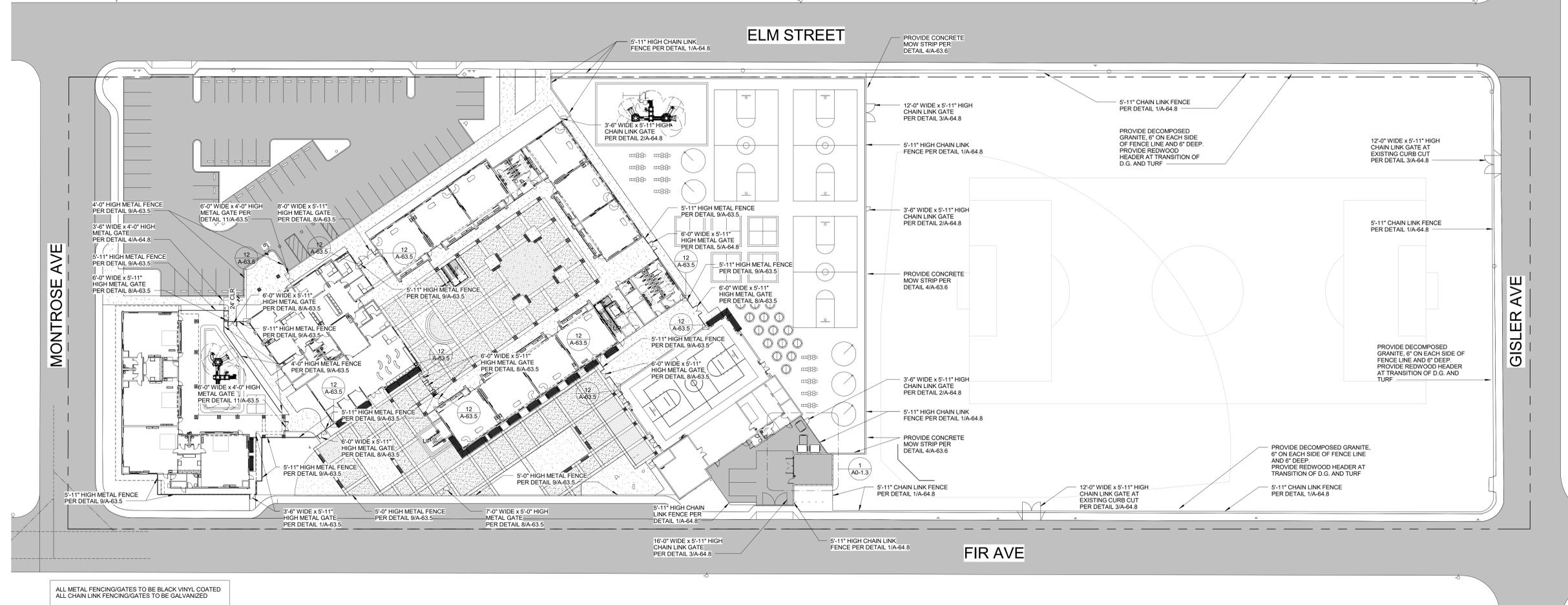
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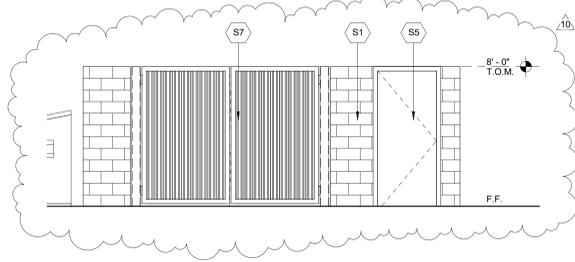
**CAMPUS FENCING PLAN**

24

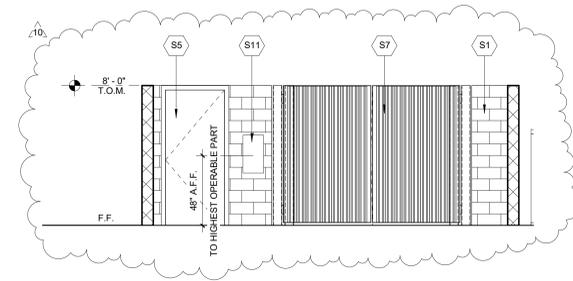


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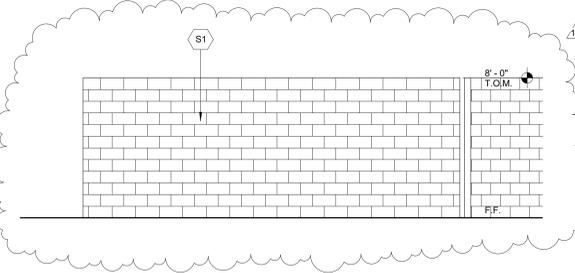




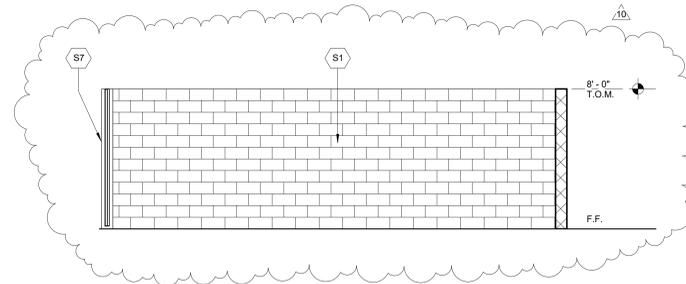
**WEST ELEVATION** 1/4" = 1'-0" **8**



**SECTION 2** 1/4" = 1'-0" **3**



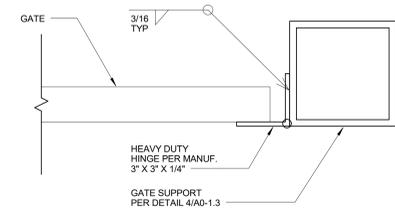
**EAST ELEVATION** 1/4" = 1'-0" **7**



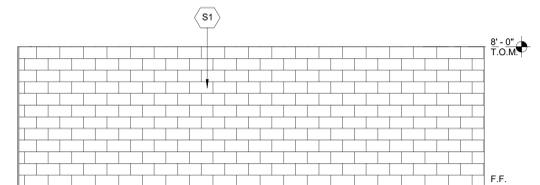
**SECTION 1** 1/4" = 1'-0" **2**

- S1 8" CMU WALL
- S2 NOT USED
- S3 ELECTRICAL EQUIPMENT PER ELECTRICAL DRAWINGS
- S4 AC PAVING PER CIVIL DRAWINGS
- S5 3'-4" WIDE X 8'-0" HIGH HOLLOW METAL DOOR WITH HOLLOW METAL FRAME, FACTORY PRIME AND FIELD PAINT BOTH DOOR AND FRAME.
- S6 NOT USED
- S7 10'-0" WIDE X 8'-0" HIGH METAL GATE PER DETAIL 4-
- S8 GRAVEL FLOOR COVER
- S9 PLANTING PER LANDSCAPE DRAWINGS
- S10 TRASH CANS. DISTRICT TO SELECT, TRASH SERVICE TO PROVIDE
- S11 SURFACE MOUNTED FIRE EXTINGUISHER CABINET WITH EXTINGUISHER (4A-20B-C) SEE DETAIL 16/A-64.4
- S12 8' x 10' CONCRETE PAD PER STRUCTURAL DETAIL 16/S301
- S13 CONCRETE FOOTINGS PER STRUCTURAL DETAIL 10/S303

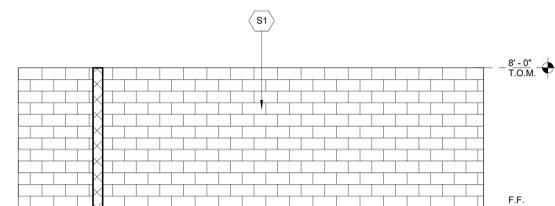
**ENLARGED PLAN KEYNOTES**



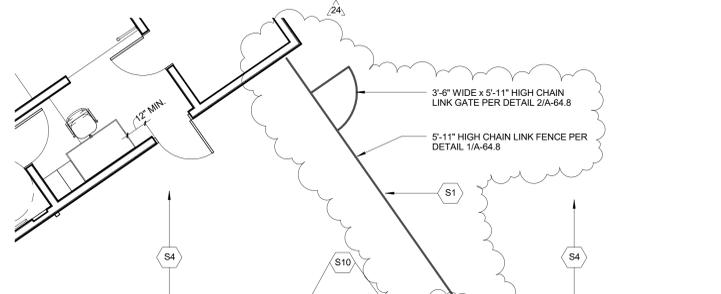
**GATE HINGE** 3" = 1'-0" **11**



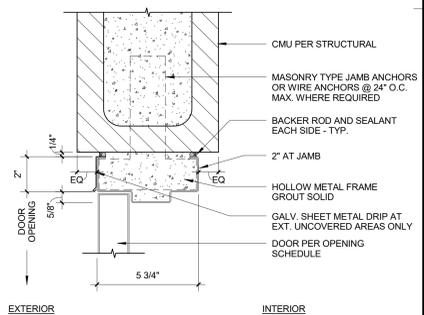
**SOUTH ELEVATION** 1/4" = 1'-0" **6**



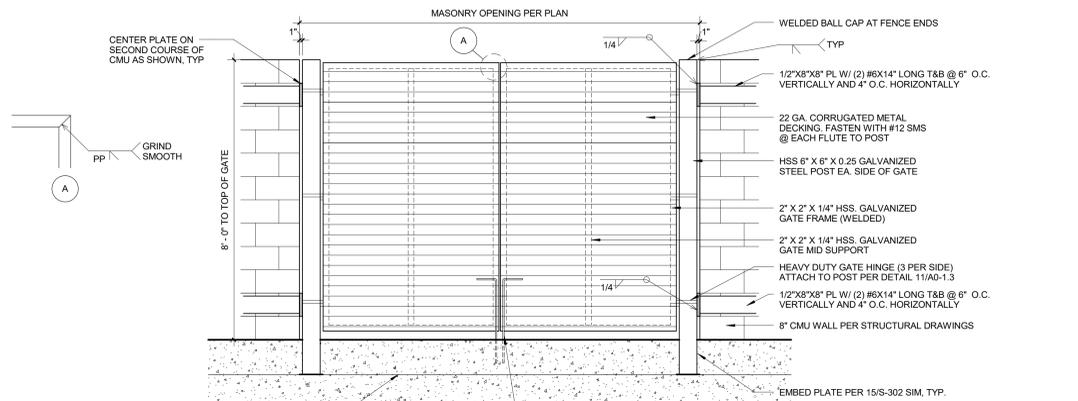
**NORTH ELEVATION** 1/4" = 1'-0" **5**



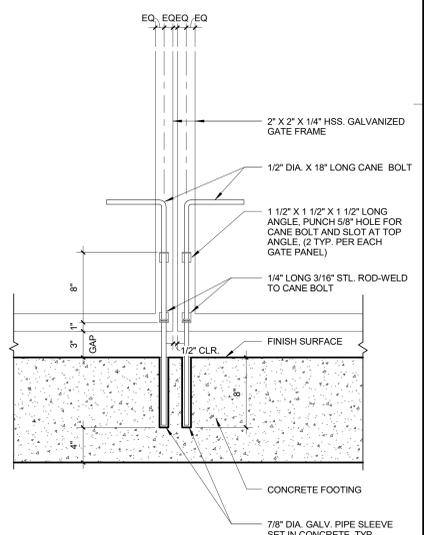
**ENLARGED ELECTRICAL ENCLOSURE** 3/16" = 1'-0" **1**



**DOOR JAMB AT CMU WALL** 3" = 1'-0" **10**



**ELECTRICAL ENCLOSURE GATES** 1/2" = 1'-0" **4**



**CANE BOLT** 1 1/2" = 1'-0" **9**

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



**IDENTIFICATION STAMP**  
 DIVISION OF THE STATE ARCHITECT  
 OFFICE OF REGULATION SERVICES  
**A# 03-116407**  
 AC FLS SS  
 DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
10.	BULLETIN #10	8/16/17
24.	BULLETIN 24	8/24/18

**DATE ISSUED:** 01/08/16  
**PROJECT NO:** 1340159  
**SCALE:** As indicated

**SHEET NUMBER:** **A0-1.3**  
**SHEET TITLE:**

**ENLARGED SITE PLANS**



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**A# 03-116407**

AC FLS SS  
 DATE

REVISIONS:

NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

DATE ISSUED: 01/08/16

PROJECT NO: 1340159

SCALE: As indicated

SHEET NUMBER: **A-63.5**

SHEET TITLE:

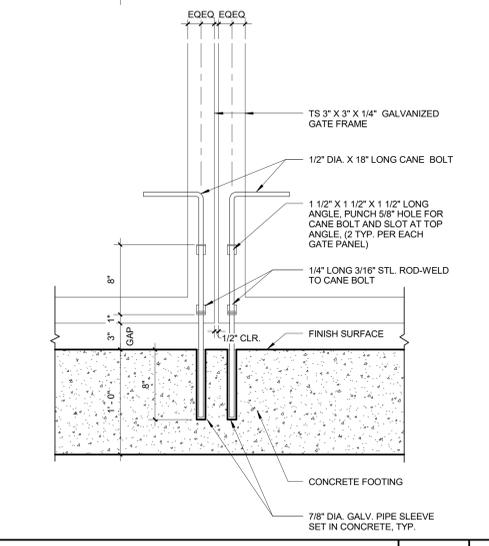
**GATE DETAILS**



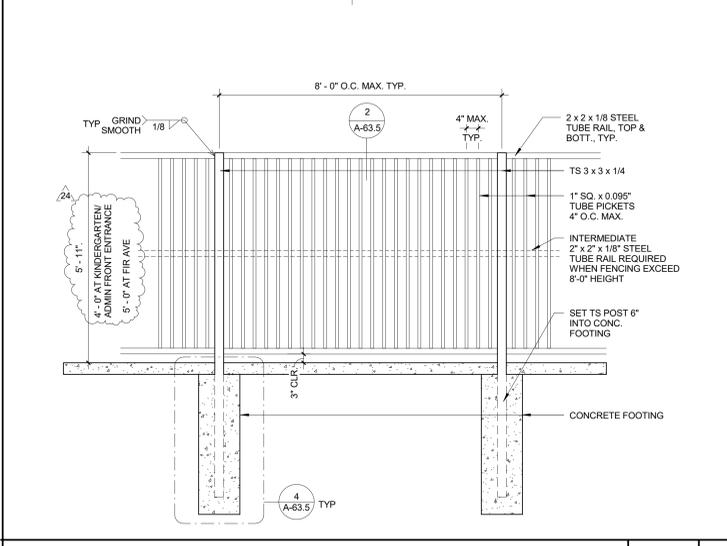
3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
 T 949.899.3380 WWW.SVA-ARCHITECTS.COM

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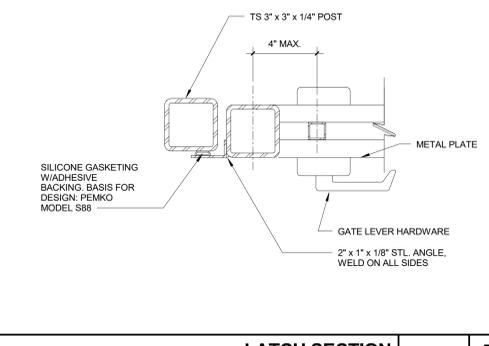
- GENERAL GATE NOTES:**
- ALL WELDS SHALL BE 1/8" CONTINUOUS FILLET WELDS ALL AROUND - GRIND SMOOTH. WELDS TO BE FREE OF SHARP OR ABRASIVE SURFACE PER CBC 11B-404.2.10. PROVIDE FULL PENETRATION WELD ALL AROUND AT GATE FRAMES.
  - ALL TUBULAR STEEL MEMBERS ARE TO HAVE A SHOP APPLIED 8515 ZINC GALVANIZED, AND COATED WITH URETHANE PAINT SYSTEM.
  - ALL FENCING, GATES, COMPONENTS, AND HARDWARE ARE TO HAVE A SHOP APPLIED 8515 ZINC GALVANIZED, AND COATED WITH URETHANE PAINT SYSTEM.
  - ALL TUBULAR STEEL PICKETS AND POSTS SHALL HAVE WELDED CAPS AND FLUSH AT TOP.
  - ALL TUBULAR STEEL MEMBERS TO BE 11 GAUGE MIN., UNLESS OTHERWISE NOTED.
  - POST LOCATIONS NOT TO EXCEED 8'-0" O.C. MAX.
  - FIELD GALVANIZATION ALL WELDS.
  - MAINTAIN POSTS AND ALL PICKETS VERTICAL ON ALL SLOPED AREAS.
  - PROVIDE SLEEVE FOR BOTH OPEN AND CLOSED POSITION.
  - SEE DETAIL 6/A-63.5 FOR DOUBLE CANE BOLT.



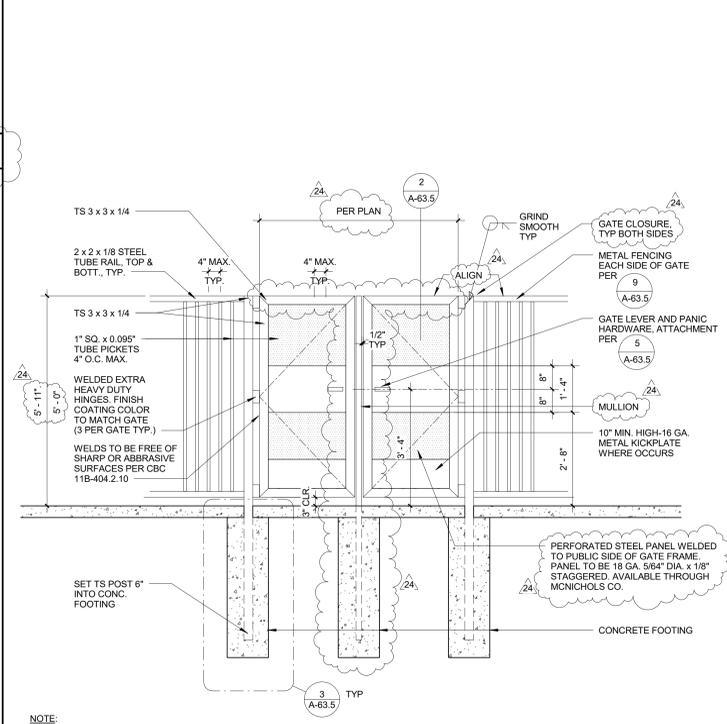
**CANE BOLT** 1/2" = 1'-0" 6



**TYP. METAL FENCE** 1/2" = 1'-0" 9

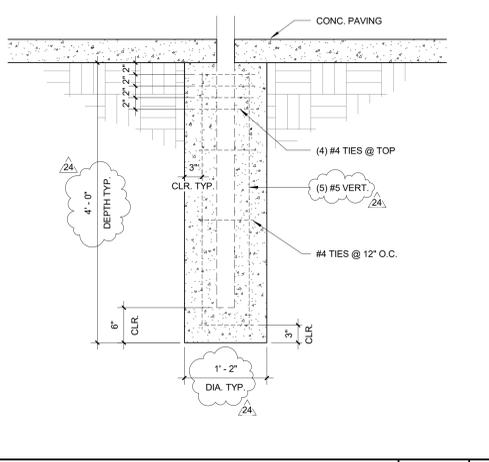


**LATCH SECTION** 3\"/>

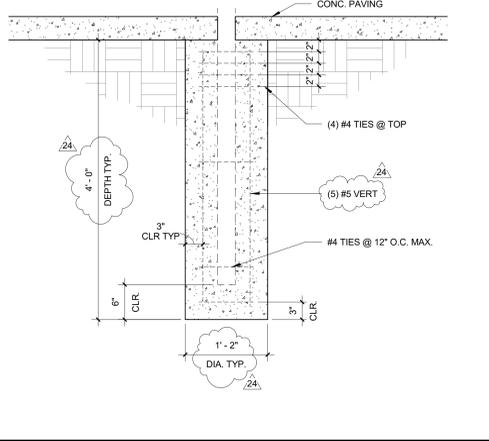


**DOUBLE METAL GATE** 1/2" = 1'-0" 8

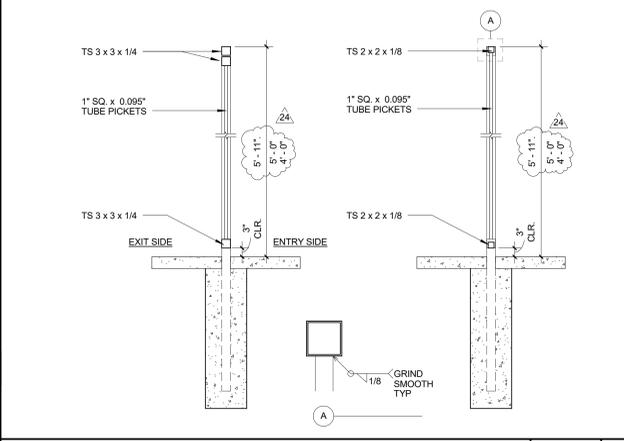
**NOTE:**  
 HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 11B-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (864MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



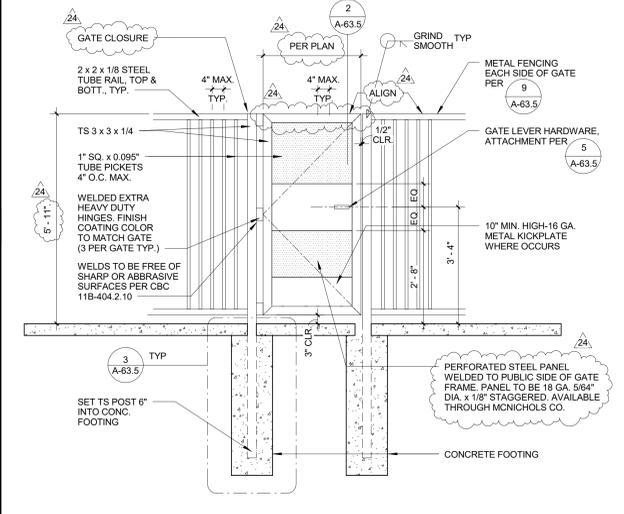
**FOOTING @ POST** 1\"/>



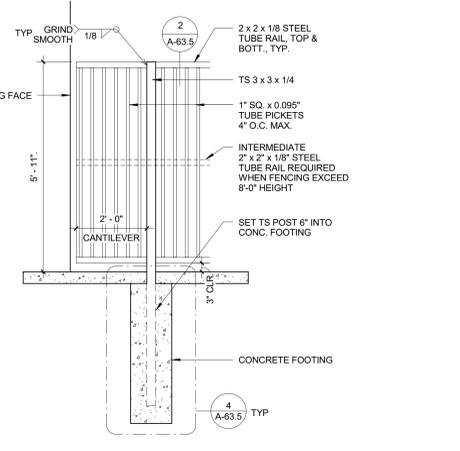
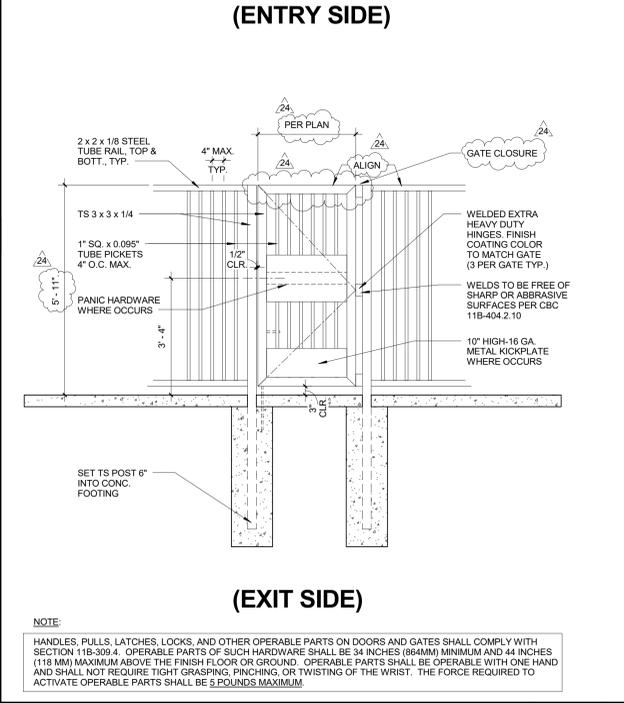
**FOOTING @ GATE** 1\"/>



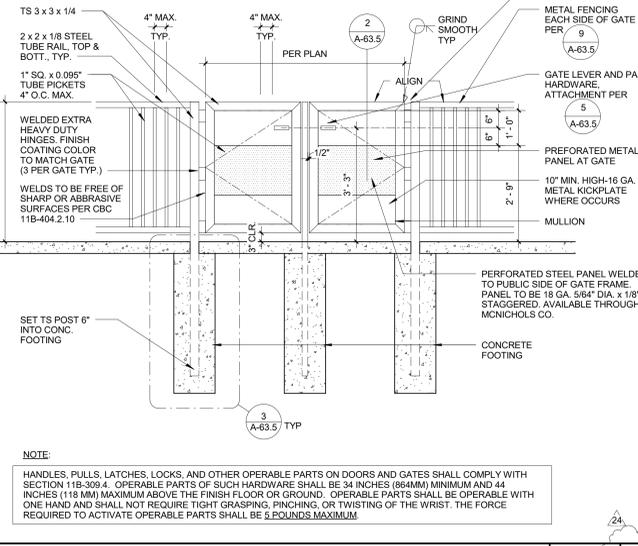
**PANIC GATE SECTION** 1/2" = 1'-0" 2



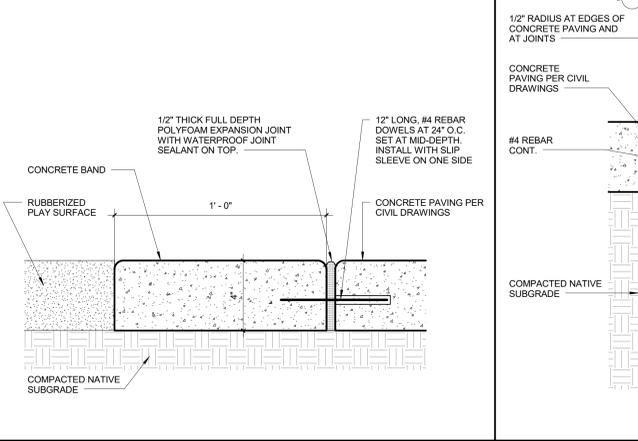
**SINGLE METAL GATE** 1/2" = 1'-0" 1



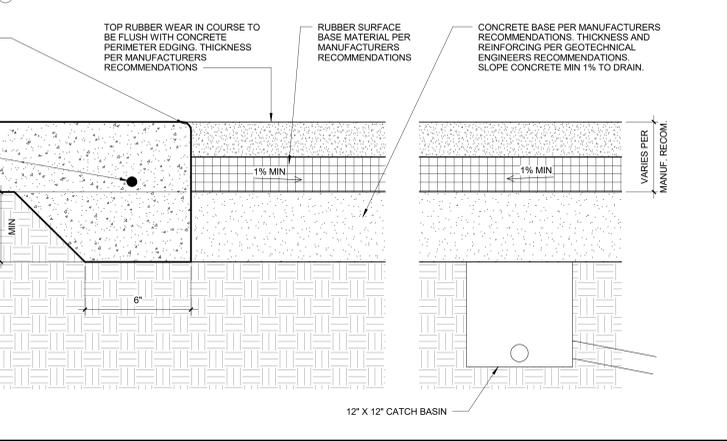
**TYP. METAL FENCE - CANTILEVER** 1/2" = 1'-0" 12



**DOUBLE METAL GATE - KINDERGARTEN** 1/2" = 1'-0" 11

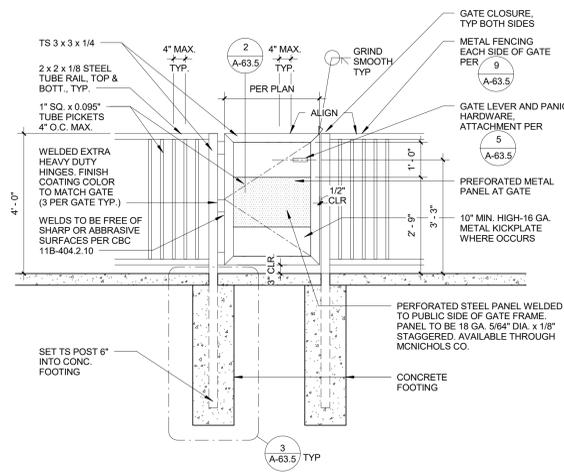


**CONCRETE BANDS** 3\"/>

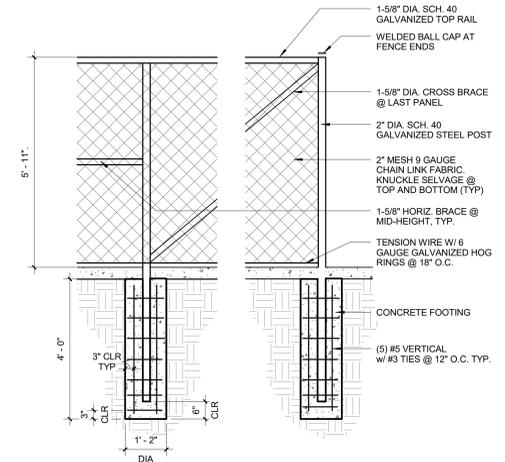


**RUBBER PLAY SURFACING** 3\"/>

**NOTE:**  
 HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 11B-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (864MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



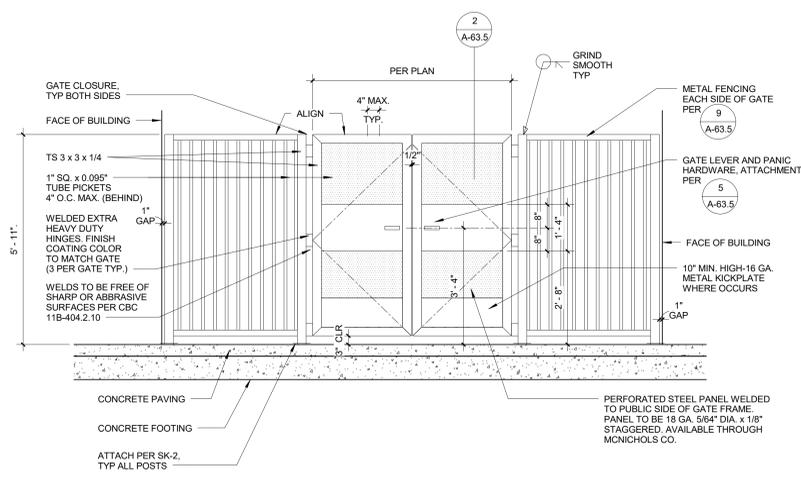
**NOTE:**  
HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 118-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (19MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



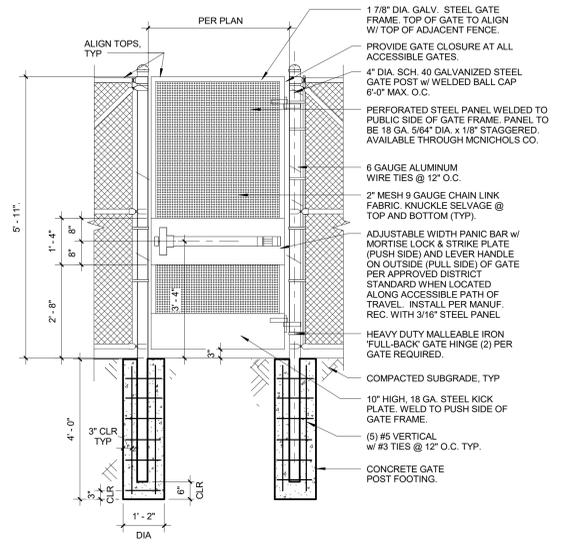
**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**SINGLE METAL GATE - 4'-0" HIGH** 1/2" = 1'-0" 4

**CHAIN LINK FENCE** 1/2" = 1'-0" 1



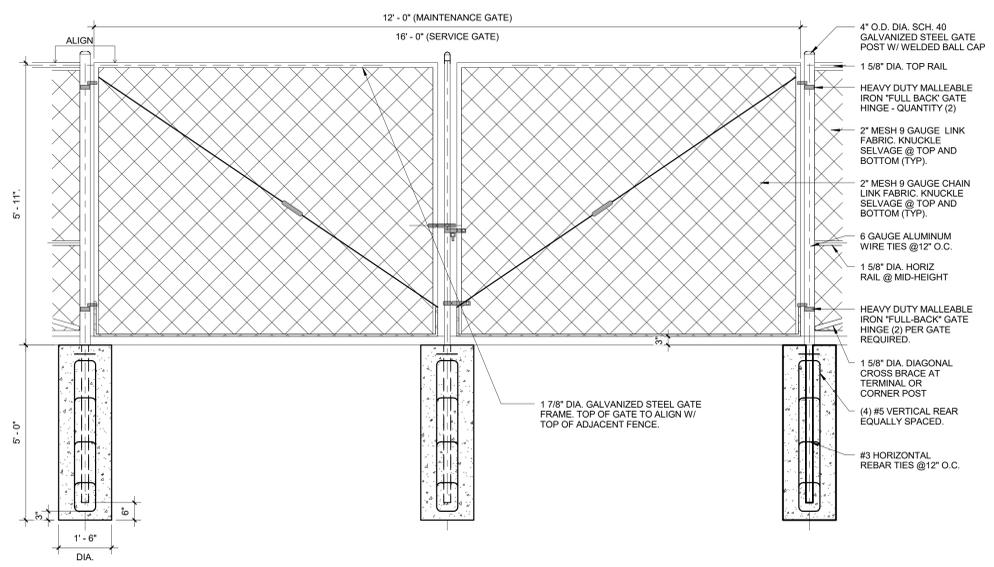
**NOTE:**  
HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH SECTION 118-309.4. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 3/4 INCHES (19MM) MINIMUM AND 44 INCHES (1118 MM) MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5 POUNDS MAXIMUM.



**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**DOUBLE METAL GATE - CLASSROOM BREEZEWAY** 1/2" = 1'-0" 5

**CHAIN LINK GATE (PEDESTRIAN)** 1/2" = 1'-0" 2



**NOTES:**  
1. OPEN MESH FENCES ARE NOT PART OF DSA REVIEW AND APPROVAL PER 2013 CALIFORNIA BUILDING STANDARD ADMINISTRATIVE CODE SEC. 4-314.  
2. ALL CHAIN LINK FABRIC SHALL BE GALVANIZED. POSTS, RAILS AND CONNECTING HARDWARE SHALL BE GALVANIZED. PROVIDE SHOP DRAWINGS FOR APPROVAL.

**CHAIN LINK GATE (VEHICLE)** 1/2" = 1'-0" 3

**OWNER: OXNARD SCHOOL DISTRICT**  
**PROJECT NAME: ELM STREET ELEMENTARY SCHOOL**  
**CLIENT ADDRESS: 450 EAST ELM STREET, OXNARD, CALIFORNIA**



IDENTIFICATION STAMP  
DIVISION OF THE STATE ARCHITECT  
OFFICE OF REGULATION SERVICES

A# 03-116407

AC FLS SS  
DATE

**REVISIONS:**

NO.	DESCRIPTION	DATE
24	BULLETIN 24	8/24/18

DATE ISSUED: 01/08/16

PROJECT NO: 1340159

SCALE: 1/2" = 1'-0"

SHEET NUMBER: **A-64.8**

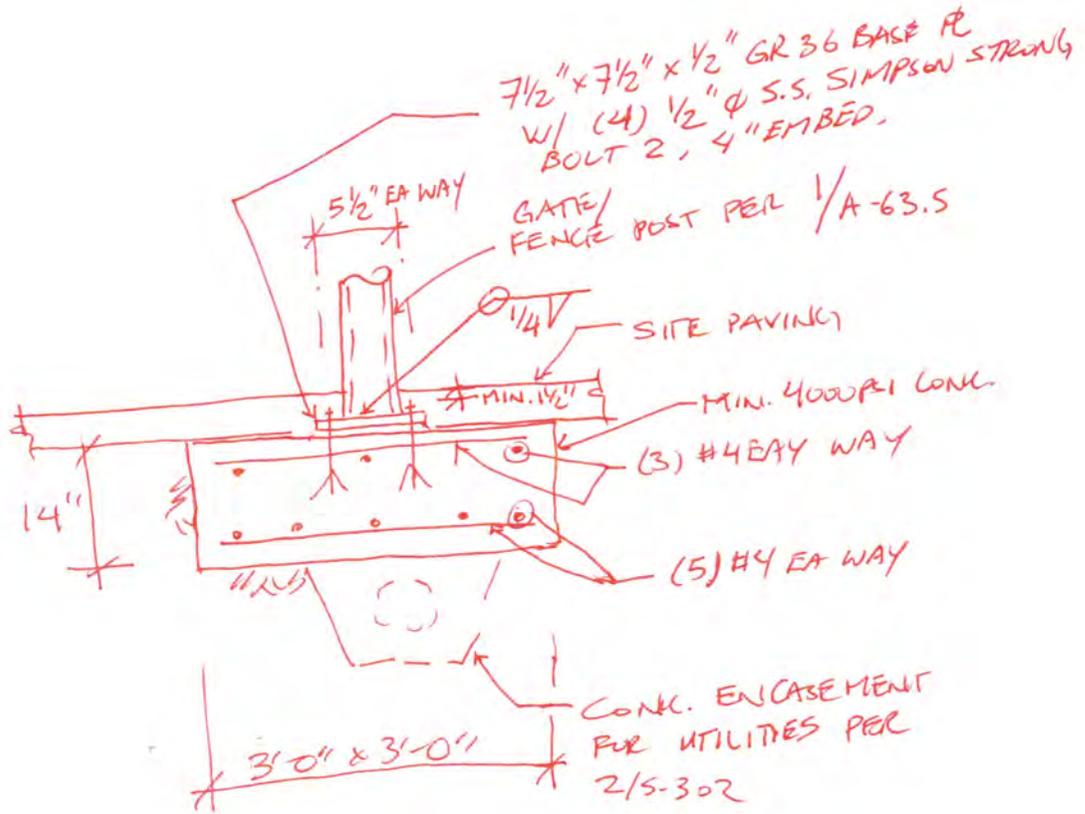
SHEET TITLE:

**GATE DETAILS**

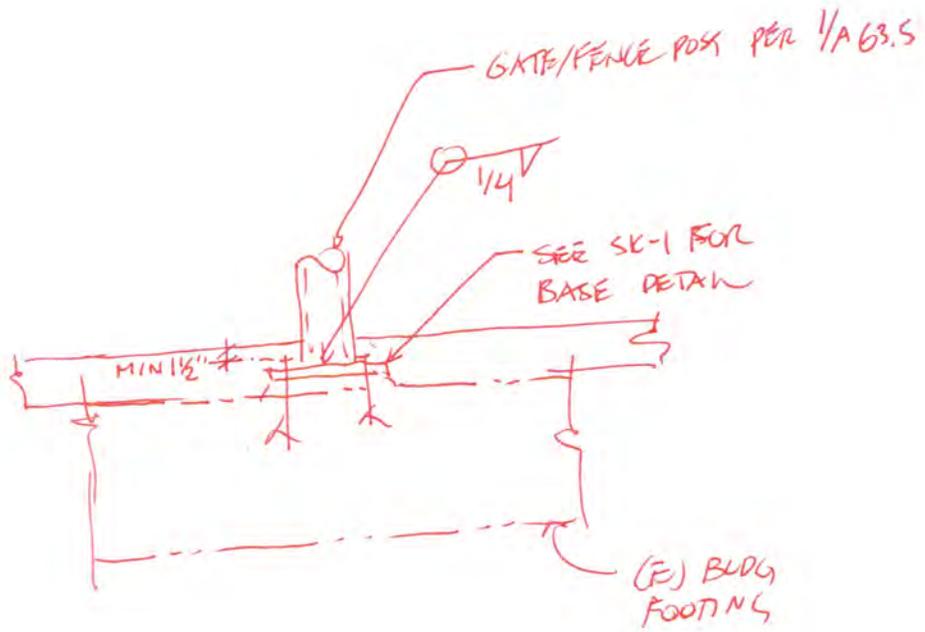


3 MACARTHUR PLACE, SUITE 850 SANTA ANA, CA 92707  
T 949.809.3380 WWW.SVA-ARCHITECTS.COM

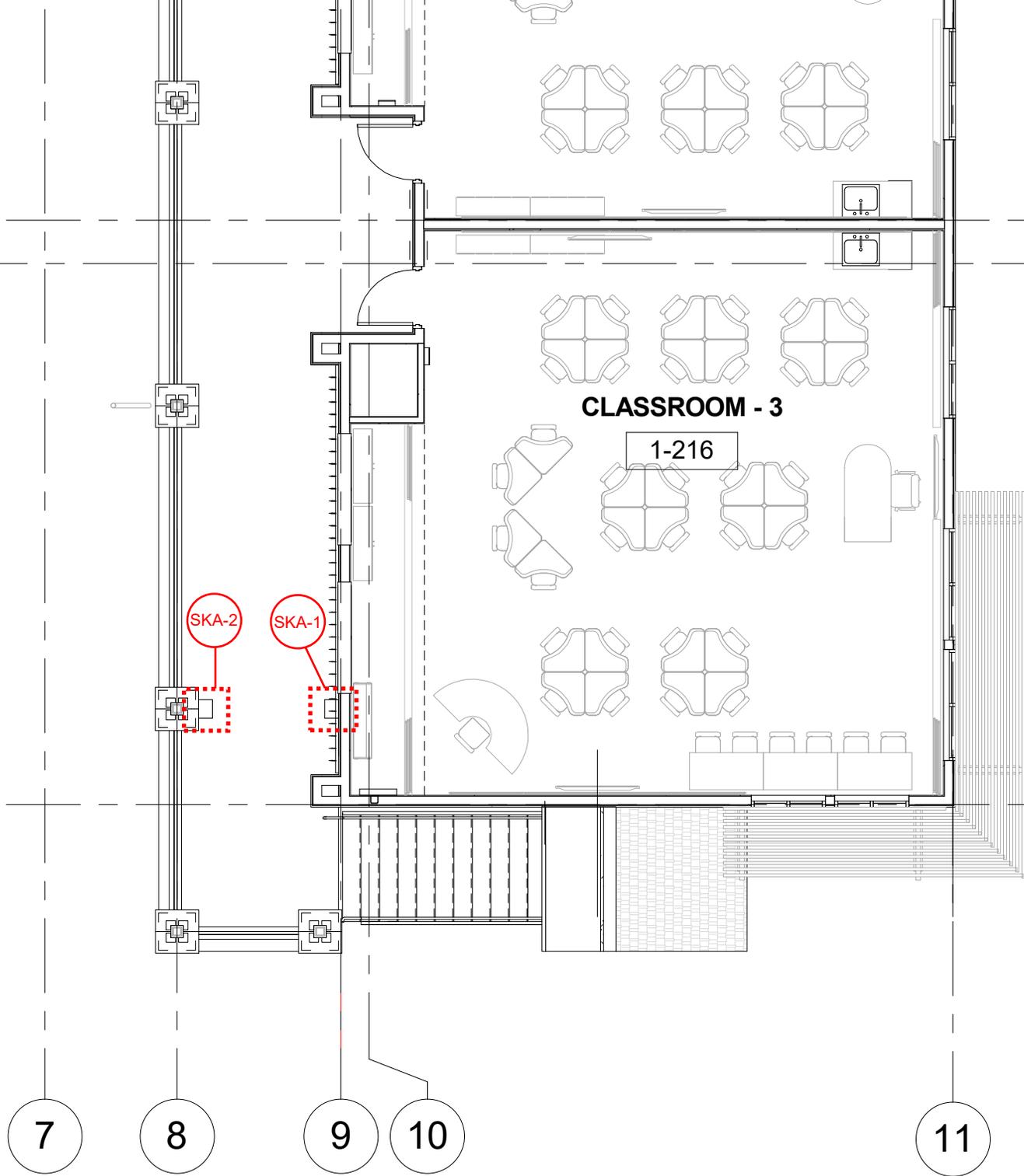
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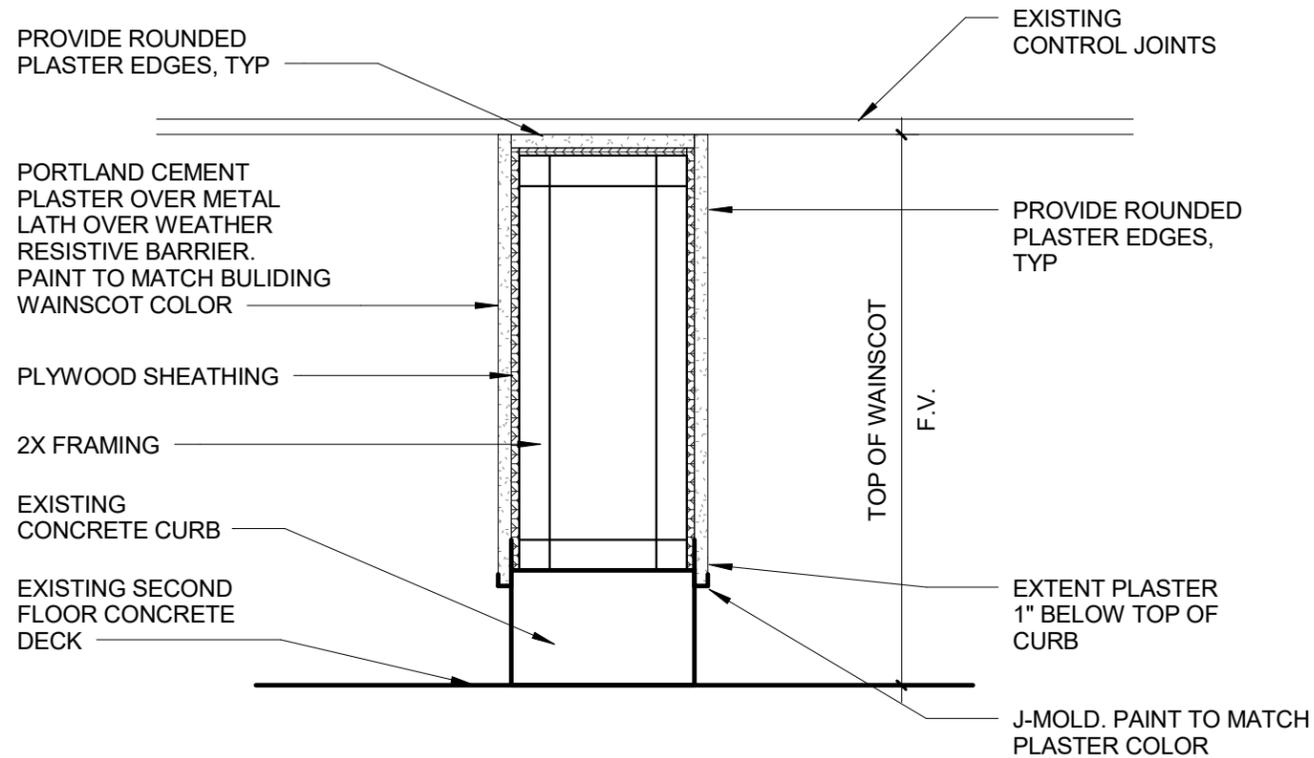
FENCE/GATE POST FOOTING SK-1



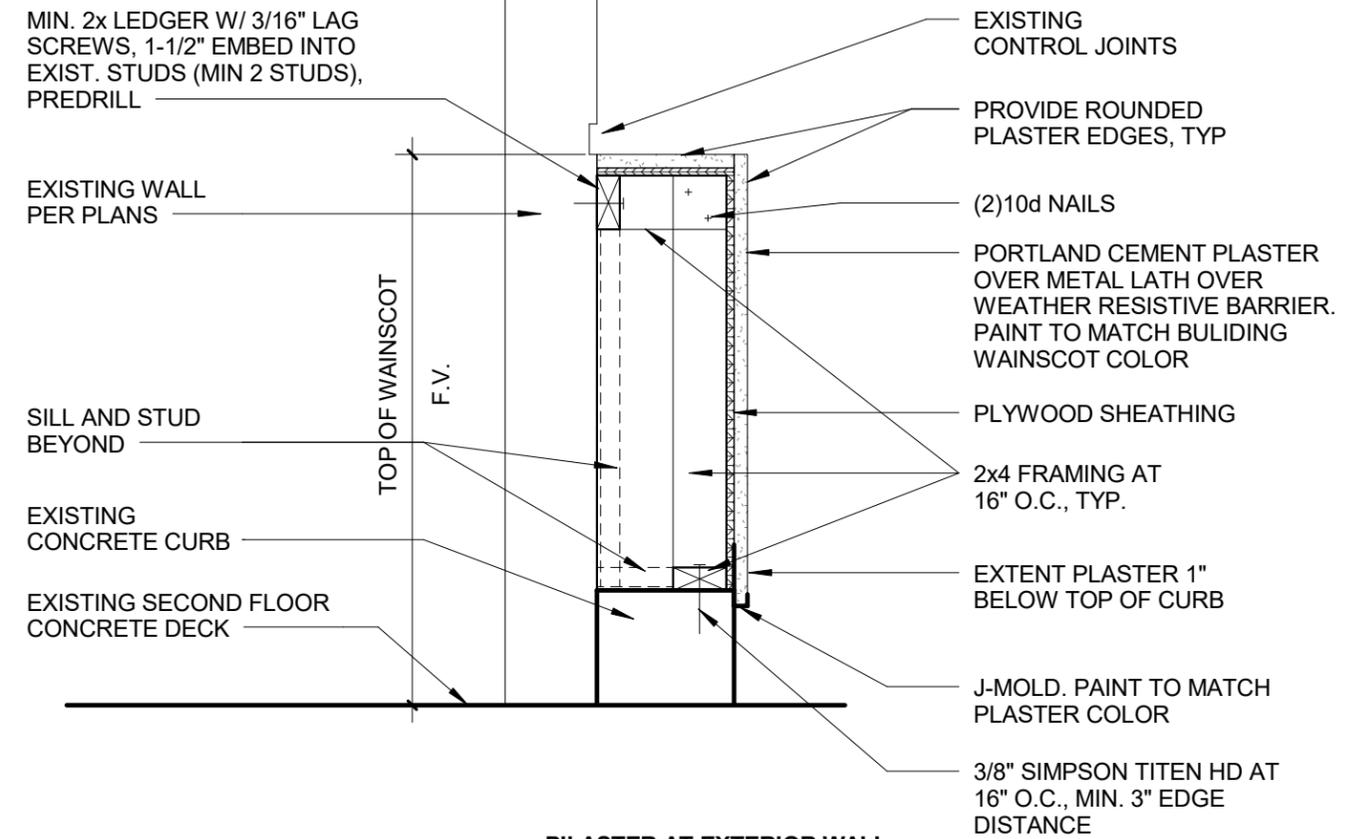
FENCE / GATE POST BASE (SK 2)



CLASSROOM - 2ND FLOOR PLAN  
SKA-0

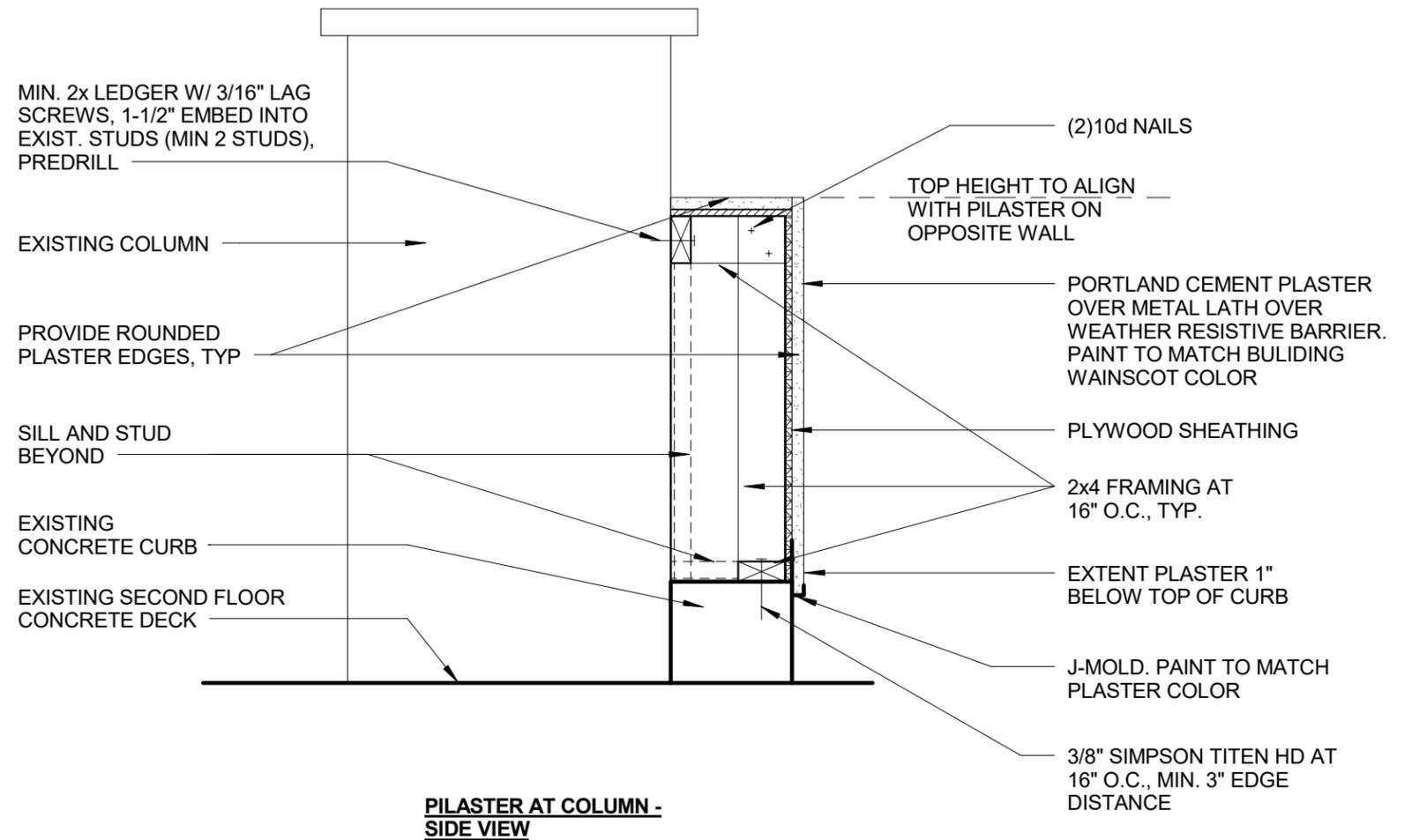
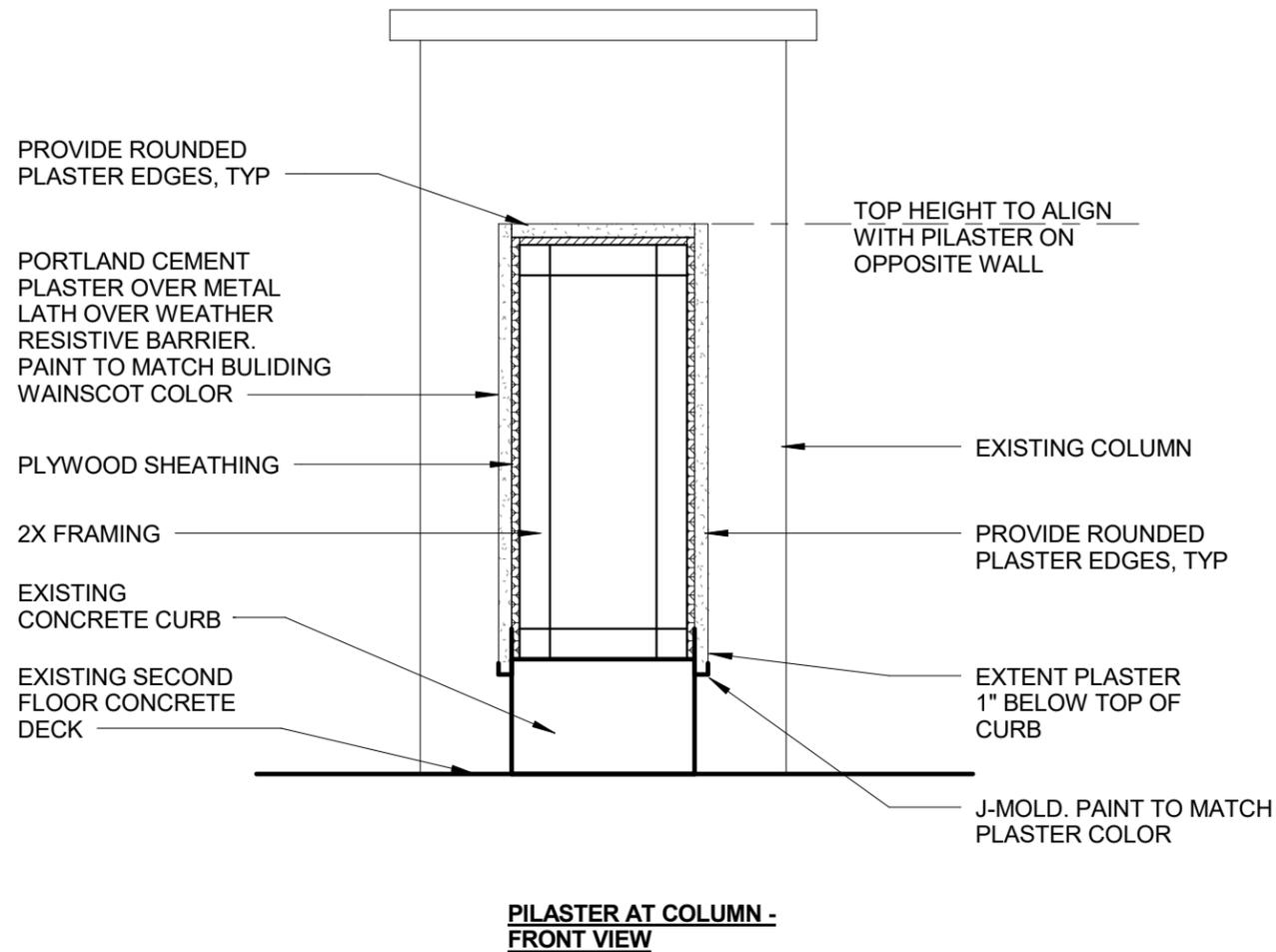


**PILASTER AT EXTERIOR WALL - FRONT VIEW**



**PILASTER AT EXTERIOR WALL - SIDE VIEW**

	DESCRIPTION: <b>PILASTER AT EXTERIOR WALL - CLASSROOM SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-1</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE:	DATE: 08/15/18
	PROJECT NUMBER: 1340159-Bldg 1		SCALE: 1" = 1'-0" DRAWN BY: Author



	DESCRIPTION: <b>PILASTER AT COLUMN - CLASSROOM SECOND FLOOR</b>	DRAWING REFERENCE:	ASK #: <b>SKA-2</b>
	PROJECT NAME: ELM STREET ELEMENTARY SCHOOL	ISSUE REFERENCE:	DATE: 08/15/18
	PROJECT NUMBER: 1340159-Bldg 1		SCALE: 1" = 1'-0" DRAWN BY: Author



GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS  
 PURSUANT TO CALIFORNIA LABOR CODE SECTIONS 1770, 1773 AND 1773.1  
**HOURLY LABOR COST RATES**  
 FOR COMMERCIAL BUILDING, HIGHWAY, TRAVEL CONSTRUCTION AND DRINKING PROJECTS

Sub/Contractor: Pilgrim Fence Trade: Fence / Gates  
 Date: 6/25/2018 Classification: Fence Builder - (Carpenter)  
 Project: Elem Elem School - Oxnard  
 Rate Effective Through: \_\_\_\_\_ Union:  Non Union:

	<u>Straight Time</u>	<u>Time &amp; 1/2</u>	<u>Double Time</u>
<b>A. HOURLY TAXABLE WAGE COSTS</b>			
Hourly Wage	\$ 38.45	\$ -	\$ -
Vacation & Holiday Accrual	\$ 5.50	\$ -	\$ -
<b>Hourly Taxable Wage Costs Subtotal</b>	<b>\$ 43.95</b>	<b>\$ -</b>	<b>\$ -</b>
<b>B. HOURLY PAYROLL TAX &amp; INSURANCE</b>			
Social Security	\$ 2.38	\$ -	\$ -
Medicare	\$ 0.56	\$ -	\$ -
FUI	\$ 0.05	\$ -	\$ -
SUI	\$ 0.34	\$ -	\$ -
Workers Compensation Insurance	\$ 8.79	\$ 8.13	\$ 8.13
General Liability Insurance (If Applicable)	\$ -	\$ -	\$ -
<b>Hourly Payroll Tax &amp; Insurance Subtotal</b>	<b>\$ 12.12</b>	<b>\$ 8.13</b>	<b>\$ 8.13</b>
<b>C. HOURLY BENEFITS</b>			
Health & Welfare (or equivalent)	\$ 7.50	\$ -	\$ -
Pension & Retirement (or equivalent)	\$ 4.66	\$ -	\$ -
Training (or equivalent)	\$ -	\$ -	\$ -
<b>Hourly Benefits Subtotal</b>	<b>\$ 12.16</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL HOURLY LABOR COST RATE (A+B+C)</b>	<b>\$ 68.23</b>	<b>\$ 8.13</b>	<b>\$ 8.13</b>

Factors NOT allowed in the above hourly labor cost rates:

1. Overhead
2. Profit
3. Vehicle & transportation expenses
4. Small tools
5. Consumables
6. Bonus or incentive payments
7. Communications
8. Supervision



# CHANGE ORDER REQUEST

**COR No. 497 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Offsite Utility Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Offsite Utilities Permits/Fees Allowance		-15,000
	Subtotal:	-15,000
<b>Total Change Order Request Amount:</b>		<b>-15,000</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 498 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

B Permit Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For B Permit Offsite Plans Allowance		-76,374
	Subtotal:	-76,374
<b>Total Change Order Request Amount:</b>		<b>-76,374</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 499 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Site Fencing Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Site Fencing At New Field Allowance		-60,000
	Subtotal:	-60,000
<b>Total Change Order Request Amount:</b>		<b>-60,000</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 500 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Soil Abatement Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Soil Abatement Allowance		-15,129
	Subtotal:	-15,129
<b>Total Change Order Request Amount:</b>		<b>-15,129</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 501 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Shoring Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Shoring Allowance		-20,000
	Subtotal:	-20,000
<b>Total Change Order Request Amount:</b>		<b>-20,000</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 502 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Site Concrete Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Site Concrete Allowance		-20,000
	Subtotal:	-20,000
<b>Total Change Order Request Amount:</b>		<b>-20,000</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 503 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Mitigate/Dewatering Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Mitigate/Dewatering Allowance		-18,000
	Subtotal:	-18,000
<b>Total Change Order Request Amount:</b>		<b>-18,000</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CHANGE ORDER REQUEST

**COR No. 504 R0**

Date: 2/1/2019

Project: Elm Elementary School Reconstruction Project

## DESCRIPTION OF WORK

Upper/Lower Casework Allowance Credit

## SUMMARY OF COSTS

Item Description	Company	Amount Requested
<b>Contractual Costs</b>		
Credit For Upper/Lower Casework Allowance		-21,144
	Subtotal:	-21,144
<b>Total Change Order Request Amount:</b>		<b>-21,144</b>

## APPROVAL

(Please note that if this Change Order Request is not approved by , additional costs and schedule impacts may result.)

**Oxnard School District**

**Bernards Bros. Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

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Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CONSTRUCTION SERVICES AGREEMENT**

This Construction Services Agreement (hereinafter referred to as the "Agreement") is entered into this Fourteenth (14<sup>th</sup>) day of December, 2016, by and between the Oxnard School District, a California school district organized and existing under the laws of the State of California (hereinafter referred to as the "District") and Bernards which is a contractor licensed by the State of California, with its principal place of business at 555 First Street, San Fernando, CA 91340 (hereinafter referred to as "Contractor").

WHEREAS, the District operates Elm Street Elementary School, located at 450 East Elm Street, Oxnard, California 93033 (hereinafter referred to as the "School Facility"); and

WHEREAS, the District desires to construct and modernize facilities and improvements (as more fully described below) at those portions of the School Facility identified in the Site Lease, as defined in Section 1G below (the "Site"); and

WHEREAS, the District has determined that it is in its best interests to pursue the improvements to the School Facility through the lease-leaseback method of project delivery pursuant to California Education Code §17406 which permits the governing board of the District, without advertising for bids, to lease to Contractor property owned by the District if the instrument by which property is leased requires the lessee to construct, or provide for the construction, on the leased property, of a facility for the use of the District during the term of the lease, and provides that title to that facility shall vest in the District at the expiration of the lease; and

WHEREAS, the District desires to finance a portion of the improvements utilizing the lease/leaseback methodology; and

WHEREAS, the District has conducted an RFQ process by which it selected Contractor; and

WHEREAS, the District intends to undertake work to improve the School Facility, the scope of which is generally described in **Exhibits A and B** attached hereto and incorporated by reference herein; and

WHEREAS, in connection with the approval of this Agreement, the District will enter into a site lease with Contractor, under which it will lease to Contractor the Site in order for Contractor to construct the Project as described in the Scope of Work set forth generally in **Exhibits A and B** (hereinafter referred to as the "Scope of Work"); and

WHEREAS, assuming that the District and Contractor can agree on the terms, including the price, for the additional scope of work, the District and Contractor anticipate that the scope of the Project may be amended to include additional work; and

## #16-199

WHEREAS, Contractor will lease the Site back to the District pursuant to a sublease agreement, under which the District will be required to make payments to Contractor for the use and occupancy of the Site, including the Project (hereinafter the "Financing"); and

WHEREAS, Contractor represents that it is sufficiently experienced in the construction of the type of facility and type of work sought by the District and is willing to perform said work for lease and the Financing to the District, all as more fully set forth herein; and

WHEREAS, at the expiration of the Site Lease, title to the Site and the improvements thereon will vest with the District;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the District and Contractor agree as follows:

### **SECTION 1. DEFINITIONS**

- A. **Construction.** The term "Construction" as used in this Agreement includes all labor and services necessary for the construction of the Project, and all materials, equipment, tools, supplies and incidentals incorporated or to be incorporated in such construction as fully described in the Scope of Work set forth in **Exhibits A and B** attached hereto. Unless otherwise expressly stipulated, Contractor shall perform all work and provide and pay for all materials, labor tools and equipment, including, but not limited to, light, water, and power, necessary for the proper execution and completion of the Project shown on the drawings and described in the specifications developed pursuant to this Agreement.
- B. **Construction Documents.** The term "Construction Documents" means the final drawings, profiles, cross sections, design development drawings, construction drawings, and supplemental drawings based on the plans and specifications developed for the Project pursuant to the Scope of Work set forth in **Exhibits A and B** attached hereto, including any reference specifications or reproductions prepared by the architect hired by the District (the "Architect") and specifications approved by the District, the Division of the State Architect ("DSA"), and the local agencies having jurisdiction or other regulatory agencies whose approval may be required, which show or describe the location, character, dimensions or details for the Project and specifications for construction thereof.
- C. **Contract Documents.** The term "Contract Documents" as used in this Agreement refers to those documents which form the entire agreement by and between the District and Contractor. The Contract Documents consist of this Agreement, including the exhibits and attachments hereto, the Site Lease, including the exhibits and attachments thereto, the Sublease, including the exhibits and attachments thereto, the Project Manual including the General Conditions thereto, as amended,

- 2 -

## #16-199

which is incorporated herein (the "General Conditions"), and the Construction Documents. The term "Contract Documents" shall include all modifications and addenda thereto.

- D. **Guaranteed Maximum Price.** The term "Guaranteed Maximum Price" or "GMP" as used in this Agreement means the Guaranteed Maximum Price established pursuant to Section 5 of this Agreement to be used to calculate the Tenant Improvement Payments and the Sublease Payments to be paid by the District to Contractor pursuant to the Sublease, subject only to any adjustments for Extra Work/Modifications as provided in Section 10 of this Agreement.
- E. **Project.** The term "Project" shall mean the improvements and facilities to be constructed and installed by Contractor at the School Facility which will result in complete and fully operational facilities as more fully set forth on **Exhibits A and B** attached hereto.
- F. **Project Manual.** The term "Project Manual" shall mean the compilation of the Specification sections including Division 0, Procurement and Contracting Requirements, Division 1 General Requirements, and technical specifications Division 2 through 33 prepared by the Architect and approved by the District, the DSA, or other regulatory agencies which show or describe the location, character, dimensions or details for the Project, which shall be delivered to Contractor upon execution of this Agreement.
- G. **Site.** The term "Site" as used in this Agreement shall mean those certain parcels of real property and improvements thereon (if any) more particularly described in **Exhibit A** to the Site Lease.
- H. **Site Lease.** The term "Site Lease" as used in this Agreement shall mean the certain Site Lease dated of even date herein between the District and Contractor, together with any duly authorized and executed amendment(s) thereto, pursuant to which the District leases the Site to Contractor.
- I. **Specifications.** The term "Specifications" shall mean those numbered specifications set forth in the Project Manual which shall accompany this Agreement and which are incorporated by reference herein. Individual Specifications may be referred to by their specification number as set forth in the Project Manual.
- J. **Subcontractor.** As used in this Agreement, the term "Subcontractor" means any person or entity, including trade contractors, who have a contract with Contractor to perform any of the Construction.

## #16-199

- K. **Sublease.** The term "Sublease" as used in this Agreement shall mean the certain Sublease dated of even date herein between the District and Contractor, together with any duly authorized and executed amendment(s) thereto, pursuant to which the District subleases the Site from Contractor.
- L. **Sublease Payments.** The term "Sublease Payments" as used in this Agreement shall mean the payments made by the District to Contractor pursuant to Section 6 of the Sublease.
- M. **Tenant Improvement Payments.** The term "Tenant Improvement Payments" as used in this Agreement shall mean the payments made by the District to Contractor pursuant to Section 6 of the Sublease.

### **SECTION 2. CONTRACTOR'S DUTIES AND STATUS**

Contractor covenants with the District to furnish reasonable skill and judgment in constructing the Project. Contractor agrees to furnish efficient business administration and superintendence and to furnish at all times an adequate supply of professionals, workers, and materials and to perform the work appropriately, expeditiously, economically, and consistent with the Contract Documents.

### **SECTION 3. ADDITIONAL SERVICES**

If the District requests Contractor to perform additional services not described in this Agreement, Contractor shall provide a cost estimate and a written description of the additional work necessary to complete such additional services. The cost for such additional services shall be negotiated and agreed upon in writing in advance of Contractor performing or contracting for such additional services, and such cost shall be used to adjust the GMP established pursuant to Section 5 hereof. In the absence of a written agreement, the District will not compensate Contractor for additional services, will not adjust the GMP for such additional services, and Contractor will not be required to perform them. It is understood and agreed that if Contractor performs any services that it claims are additional services without receiving prior written approval from the District Board of Education, Contractor shall not be paid for such claimed additional services and the GMP will not be adjusted. Nothing in this Agreement shall be construed as limiting the valuation of such additional services and amount that the GMP will be adjusted for such additional services, should a written agreement for such services be executed by the parties. Notwithstanding the foregoing, Contractor shall not be entitled to compensation, nor will the GMP be adjusted, for additional services required as a result of Contractor's acts, errors or omissions.

**SECTION 4. OWNERSHIP OF PLANS AND DOCUMENTS**

All original field notes, written reports, drawings, specifications, Construction Documents, and other documents, produced or developed for the Project are the property of the District, regardless of whether the Project is constructed, and shall be furnished to the District. Such documents are not to be used by Contractor or by the Subcontractors on other work nor shall Contractor nor the Subcontractors claim any right to such documents. This shall not deprive Contractor from retaining electronic data or other reproducible copies of the Construction Documents or the right to reuse information contained in them in the normal course of Contractor's professional activities.

**SECTION 5. ESTABLISHMENT OF GUARANTEED MAXIMUM PRICE**

The "GMP" for the Project shall be Twenty-Three Million Three Hundred Six Thousand Eight Hundred Eighty-Six Dollars and No Cents (\$23,306,886.00). The GMP consists of (1) a Sublease Tenant Improvement Payment in the amount of Twenty-One Million Four Hundred Sixty-Two Thousand Seven Hundred One Dollars and No Cents (\$21,462,701.00) and, (2) a Contractor Contingency in the amount of Six Hundred Seventy-Eight Thousand Eight Hundred Forty-One Dollars, and No Cents (\$678,841.00), and, (3) Sublease Payments in the amount of \$97,112.00 per month for 12 months, for a total lease value of One Million One Hundred Sixty-Five Thousand Three Hundred Forty-Four Dollars and No Cents (\$1,165,344.00) pursuant to terms and payment schedule as set forth in the Sublease.

The GMP is based upon the plans and specifications existing at the time this Agreement is entered into between Contractor and the District, and more fully described and referenced in the Scope of Work set forth in **Exhibits A and B** attached hereto. Contractor shall assume the risk of cost overruns which were not foreseeable at the time this Agreement is entered into and the GMP determined, except for undocumented events of the type set forth in Section 19 hereof, work mandated by an outside agency after issuance of Construction Documents that could not have been reasonably foreseen from review of the Contract Documents, or costs arising from undocumented geotechnical issues. Contractor acknowledges that (i) Contractor has conducted a site inspection and is familiar with the site conditions based on records, studies and visible conditions relating to construction and labor and (ii) Contractor has reviewed the Contract Documents and is familiar with the contents thereof. District directed changes to the scope of the Project not contemplated in the Scope of Work shall be deemed Extra Work/Modifications pursuant to the procedures set forth in Section 10 of this Agreement. The GMP shall include, but not be limited to, increases in labor and materials. The GMP has been used to calculate the Tenant Improvement Payments and the Sublease Payments to be paid by the District to Contractor pursuant to the Sublease. The GMP includes the cost of all labor, materials, equipment, general conditions, overhead, profit and a Contractor Contingency as indicated above.

## #16-199

The Contractor Contingency is for the purpose of covering the cost of very specific issues that may arise during construction and it may be used only upon the written agreement of the Contractor, the architect of record, and the District. The Contractor Contingency is to be used only to pay Contractor for the following enumerated reasons: (1) additional costs resulting from discrepancies in the bid buy-out process; (2) conflicts, discrepancies or errors in the Construction Documents; (3) work required by the Inspector of Record or any governmental agency involved in the permitting or approval/certification process that is not otherwise shown in the Construction Documents; and (4) any other items of cost agreed to in writing by the Contractor and District to be included in the Contractor Contingency. The Contractor Contingency shall not be used for costs incurred as a result of Contractor's acts, errors or omissions.

Contractor shall be responsible for tracking expenditures of the Contractor Contingency and shall provide periodic written updates to the District as directed. Unused Contractor Contingency and Allowances at Project completion will reduce the GMP and will result in an adjustment of the Tenant Improvement Payments and possibly the Sublease Payments.

The District shall at all times have the right to reduce the scope of the Project. If the District reduces the scope of the Project, the GMP shall be reduced commensurate with the reduced Scope of Work pursuant to the provisions of Section 10, below, and will result in an adjustment of the Tenant Improvement Payments and, if applicable, the Sublease Payments.

### **SECTION 6. NOTICE TO PROCEED WITH CONSTRUCTION**

Upon receipt of an approved GMP, the District shall issue a notice to Contractor to proceed with the Construction of the Project. In the event that a Notice to Proceed with Construction is not issued for the Project, the Site Lease and the Sublease shall terminate upon written notice from the District to Contractor that a Notice to Proceed will not be issued.

### **SECTION 7. SAVINGS**

If Contractor realizes a savings on one aspect of the Project, such savings shall be tracked and Contractor shall provide periodic written updates of such savings. Such savings shall be added to the Contractor Contingency and the use of such savings shall be as set forth in Section 5. However, if such savings are not so utilized, the amount of such savings shall reduce the GMP and will result in an adjustment of the Tenant Improvement Payments and, if applicable, the Sublease Payments.

### **SECTION 8. SELECTION OF SUBCONTRACTORS**

In the interest of minimizing the expenditure of funds for the construction of the Project, Contractor agrees to select Subcontractors who are appropriately licensed by the State of California for each trade component of the Project in a manner that fosters competition. Contractor agrees that it will either solicit bids from potential subcontractors pursuant to the

## #16-199

competitive bid procedures set forth in the California Public Contract Code, including specifically Public Contract Code section 20110, et seq., or that it will utilize an informal bidding process established by Contractor which also incorporates competitive bid procedures. Regardless of the method Contractor employs, Contractor will make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project in accordance with the procedures set forth in Section 1.77 of the General Conditions. In the event that Contractor chooses to select Subcontractors pursuant to an informal bidding process, Contractor shall ensure that it receives at least three competitive quotes from potential subcontractors for each trade component of the Project, unless the parties agree otherwise on a trade-by-trade basis. The District reserves the right to oversee the bidding process. Contractor shall inform all bidders that the District will not be a party to any contracts for construction services executed by Contractor and selected bidders. Contractor shall submit a listing of proposed subcontractors to the District for the District's review. In no case, will Contractor award any sub-contracts until the District has concurred in the scope and price of the sub-contracted services. In addition, Contractor shall provide the District with full documentation regarding the bids or competitive quotes received by Contractor. In no event, shall such documentation be redacted or obliterated. In the event Contractor does not comply with this provision, the District may terminate this Agreement in accordance with the provisions of the General Conditions. Subcontractors awarded contracts by Contractor shall be afforded all the rights and protections of listed subcontractors under the provisions of the Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100, et seq.).

### **SECTION 9. CONSTRUCTION SCOPE OF WORK**

- A. Prior to commencing Construction, Contractor shall comply with the initial schedule requirements set forth in the General Conditions.
- B. Contractor shall complete the Construction pursuant to the Construction Documents as amended subject to any additional DSA or other regulatory approvals as may be required, performing all work set forth in the Scope of Work, and shall make reasonable efforts in scheduling to prevent disruption to classes.
- C. Contractor shall be responsible for complying with all applicable building codes, including without limitation mechanical codes, electrical codes, plumbing codes and fire codes, each of the latest edition, required by the regulatory agencies and for arranging and overseeing all necessary inspections and tests including inspections by the DSA or regulatory agencies, permits and occupancy permits, and ensuring compliance with any Federal and State laws, including, but not limited to, safety procedures and requirements, and construction employee training programs which cover among other items, hazardous chemicals and materials.

**#16-199**

- D. Contractor shall establish procedures for the protection of all existing structures, equipment, utilities, and other existing improvements, both on-site and off-site. Contractor assumes all risk of loss of vandalism, theft of property or other property damage ("Vandalism") which occurs at a site at which Contractor is undertaking construction of the Project. Contractor assumes all risk of loss which occurs where Contractor is undertaking construction of the Project from causes due to negligence or misconduct by Contractor, its officers, employees, subcontractors, licensees and invitees. Contractor shall replace District property damaged by such Vandalism or theft or compensate the District for such loss, including payment of out of pocket expenses such as insurance deductibles the District might incur under such circumstances.
- E. Contractor shall develop a mutually agreed upon program with the District to abate and minimize noise, dust, and disruption to normal activities at the existing facilities at the School Facility, including procedures to control on-site noise, dust, and pollution during construction.
- F. The District shall cause the appropriate professionals to stamp and sign, as required, the original Construction Documents or parts thereof and coordinate the Project's design with all utilities.
- G. Contractor shall, for the benefit of the Subcontractors, attend pre-construction orientation conferences in conjunction with the Architect to set forth the various reporting procedures and site rules prior to the commencement of actual construction. Contractor shall also attend construction and progress meetings with District representatives and other interested parties, as requested by the District, to discuss such matters as procedures, progress problems and scheduling. Contractor shall prepare and promptly distribute official minutes of such meetings to all parties in attendance, including without limitation the District, the Architect and the District Inspector of Record.
- H. Contractor shall incorporate approved changes as they occur, and develop cash flow reports and forecasts for submittal to the District as requested. Contractor shall provide regular monitoring of the approved estimates for Construction costs, showing actual costs for activities in progress, and estimates for uncompleted tasks. Contractor shall maintain cost accounting records on authorized additional services or work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, and for other work requiring accounting records.
- I. Contractor shall record the progress of the Project and shall submit monthly written progress reports to the District and the Architect including information on the entire Project, showing percentages of completion and the number and amounts of

- 8 -

## #16-199

proposed Extra Work/Modifications and their effect on the construction costs as of the date of each respective report.

- J. Contractor shall keep a log containing a record of weather, Subcontractors, work on the site, number of workers, work accomplished, problems encountered, and other similar relevant data as the District may require. Contractor shall make the log available to the District, the Architect, and the District's project manager. The District shall be promptly advised on all anticipated delays in the Project.
- K. The District shall bear the cost for the DSA Inspector, soils testing, DSA or other regulatory agency fees, and special testing required in the construction of the Project. If additional review or permits become necessary for reasons not due to Contractor's fault or because of DSA or regulatory agency requirements or regulations implemented after the date the Final GMP is established and not reasonably anticipated at the time the Final GMP is established, Contractor may seek additional compensation for the cost of that review as an additional cost. In the alternative, the District may pay such costs directly.

### **SECTION 10. EXTRA WORK/MODIFICATIONS**

- A. The District may prescribe or approve additional work or a modification of requirements or of methods of performing the Construction which differ from the work or requirements set forth in the Construction Documents ("Extra Work/Modifications"); and for such purposes the District may at any time during the life of this Agreement, by written order, make such changes as it shall find necessary in the design, line, grade, form, location, dimensions, plan, or material of any part of the work or equipment specified in this Agreement or in the Construction Documents, or in the quantity or character of the work or equipment to be furnished. In the event conditions develop which, in the opinion of Contractor, makes strict compliance with the specifications impractical, Contractor shall notify the District of the need for Extra Work/Modifications by placing the matter on the agenda of regularly scheduled construction meetings with the District for discussion as soon as practicable after the need for the Extra Work/Modifications is determined. Additionally, Contractor shall submit to the District for its consideration and approval or disapproval, a written request for Extra Work/Modifications before such work is performed. If the District approves the request in writing, the costs of the Extra Work/Modification shall be added to or deducted from the GMP or the Scope of Work shall be modified to complete the Project within the GMP, as applicable. Any adjustments to the GMP will result in an adjustment of the Tenant Improvement Payment and, if applicable, the Sublease Payments.

## #16-199

- B. Extra Work/Modifications include work related to unforeseen underground conditions if, and only if, such conditions are not visible or identified on plans, reports or other documents available to Contractor. Extra Work/Modifications do not include underground conditions that are identified on plans, reports or other documents available to Contractor but are in a location different than is set forth on such plans, reports or other documents available to Contractor. It should be noted, however, that the District has advised and provided Contractor with information regarding the shallow water table and recent projects experience with encountering water when digging. Contractor has included in its calculation of the GMP an amount to mitigate for encountering water when completing the scope of work contemplated herein. Therefore, Extra Work/Modifications do not include expenses incurred by, and/or work performed by, Contractor in connection with such shallow water table and with encountering water when digging.
- C. Should Contractor claim that any instruction, request, drawing, specification, action, condition, omission, default or other situation (i) obligates the District to increase the GMP; or (ii) obligates the District to grant an extension of time for the completion of this Agreement; or (iii) constitutes a waiver of any provision in this Agreement, CONTRACTOR SHALL NOTIFY THE DISTRICT, IN WRITING, OF SUCH CLAIM AS SOON AS POSSIBLE, BUT IN NO EVENT WITHIN MORE THAN TEN (10) DAYS FROM THE DATE CONTRACTOR HAS ACTUAL OR CONSTRUCTIVE NOTICE OF THE CLAIM. CONTRACTOR SHALL ALSO PROVIDE THE DISTRICT WITH SUFFICIENT WRITTEN DOCUMENTATION SUPPORTING THE FACTUAL BASIS OF THE CLAIM including items used in valuing said claim. Contractor shall be required to certify under penalty of perjury the validity and accuracy of any claims submitted. Contractor's failure to notify the District within such ten (10) day period shall be deemed a waiver and relinquishment of the claim against the District.
- D. Expenses of reconstruction and/or costs to replace and/or repair damaged materials and supplies, provided that Contractor is not fully compensated for such expenses and/or costs by insurance or otherwise, shall be included in an increase to the GMP if said expenses are the result of the negligent acts or omissions of the District, or its principals, agents, servants, or employees.

### SECTION 11. NOT USED

### SECTION 12. PERSONNEL ASSIGNMENT

- A. Contractor shall assign **Jaime Pace** as Project Manager/Superintendent for the Project. So long as **Jaime Pace** remains in the employ of Contractor, such person shall not be changed or substituted from the Project, or cease to be fully committed to

## #16-199

the Project except as provided in this Section. In the event Contractor deems it necessary, Contractor shall replace the manager and/or the superintendent for the Project with a replacement with like qualifications and experience, subject to the prior written consent of the District, which consent shall not be unreasonably withheld. Any violation of the terms of paragraph A of this Section 12 shall entitle the District to terminate this Agreement for breach, pursuant to the provisions of the General Conditions.

- B. Notwithstanding the foregoing provisions of paragraph A of Section 12, above, if any manager and/or superintendent proves not to be satisfactory to the District, upon written notice from the District to Contractor, such person(s) shall be promptly replaced by a person who is acceptable to the District in accordance with the following procedures: Within five (5) business days after receipt of a notice from the District requesting replacement of any manager and/or superintendent or discovery by Contractor that any manager and/or superintendent is leaving their employ, as the case may be, Contractor shall provide the District with the name of an acceptable replacement/substitution together with such information as the District may reasonably request about such replacement/substitution. The replacement/substitution shall commence work on the Project no later than five (5) business days following the District's approval of such replacement, which approval shall not be unreasonably withheld. If the District and Contractor cannot agree as to the replacement/substitution, the District shall be entitled to terminate this Agreement for breach pursuant to the provisions of the General Conditions.

### **SECTION 13. BONDING REQUIREMENTS**

Contractor shall fully comply with the requirements set forth in Section 6.9 of the General Conditions.

### **SECTION 14. PAYMENTS TO CONTRACTOR**

- A. Contractor shall finance the cost of construction of the Project which costs shall not exceed the GMP, which shall not be adjusted except as otherwise provided in this Agreement. The District shall pay Contractor Tenant Improvement Payments and Sublease Payments pursuant to the terms and conditions of Section 6 of the Sublease. In the event of a dispute between the District and Contractor, the District may withhold from the Tenant Improvement Payments and the Sublease Payments an amount not to exceed one hundred fifty percent (150%) of the disputed amount.
- B. This Agreement is subject to the provisions of California Public Contract Code Sections 7107, 7201 and 20104.50 as they may from time to time be amended.

**#16-199**

- C. For purposes of this Agreement, the acceptance by the District means acceptance made only by an action of the governing body of the District in session. Acceptance by Contractor of the final Tenant Improvement Payment or the Sublease Payment, as the case may be, shall constitute a waiver of all claims against the District related to those amounts.

**SECTION 15. CONTRACTOR'S CONTINUING RESPONSIBILITY**

Neither the final payment nor any provision in the Contract Documents shall relieve Contractor of responsibility for faulty materials or workmanship incorporated in the Project or for any failure to comply with the requirements of the Contract Documents.

**SECTION 16. INSURANCE**

Contractor shall provide, during the life of this Agreement, the types and amounts of insurance set forth in Article 6 of the General Conditions, which are incorporated by reference herein.

**SECTION 17. USE OF PREMISES**

Contractor shall confine operations at the Site to areas permitted by law, ordinances, permits and the Construction Documents and shall not unreasonably encumber the Site or existing School Facilities at the Site with any materials or equipment. Contractor shall not load or permit any part of the work to be loaded with a weight so as to endanger the safety of persons or property at the Site.

**SECTION 18. SITE REPRESENTATIONS**

The District warrants and represents that the District has, and will continue to retain at all times during the course of construction, legal title to the Site and that said land is properly subdivided and zoned so as to permit the construction and use of said Site with respect to the Project. The District further warrants and represents that title to said land is free of any easements, conditions, limitation, special permits, variances, agreements or restrictions which would prevent, limit or otherwise restrict the construction or use of said Site pursuant to this Agreement. Reference is made to the fact that the District has provided information on the Site to Contractor. Such information shall not relieve Contractor of its responsibility; and the interpretation of such data regarding the Site, as disclosed by any borings or other preliminary investigations, is not warranted or guaranteed, either expressly or implicitly, by the District. Contractor shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the Site and for having satisfied itself as to the conditions under which the work is to be performed. No claim for any allowances because of Contractor's error or negligence in acquainting itself with the conditions at the Site will be recognized.

**SECTION 19. HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS**

Contractor shall comply with the District's Hazardous Materials Procedures and Requirements as set forth herein.

- A. If the District has identified the presence of hazardous materials on or in proximity to the Site (the "Pre-existing Hazardous Materials"), Contractor shall review all information provided by the District that characterizes the Pre-existing Hazardous Materials and shall take the actions approved by DTSC and issued by the District necessary to address the Pre-existing Hazardous Materials in the performance of the work. Contractor shall conduct the work based on this information issued at the time contract documents are executed. Contractor shall immediately communicate, in writing, any variances from available information to the District.
- B. The District will retain an additional independent environmental consultant to perform the investigation, inspection, testing, assessment, sampling and analysis necessary to prepare and recommend a remediation plan for the Pre-existing Hazardous Materials for the District's approval (the "Remediation Plan").
- C. The District will retain title to all Pre-existing Hazardous Materials encountered during the work. This does not include hazardous material generated by Contractor, including but not limited to used motor oils, lubricants, cleaners, etc. Contractor shall dispose of such hazardous waste in accordance with the provisions of the Contract Documents, as well as local, State and Federal laws and regulations. The District will be shown as the hazardous waste generator and will sign all hazardous waste shipment manifests for non-Contractor generated hazardous waste. Nothing contained within these Contract Documents shall be construed or interpreted as requiring Contractor to assume the status of owner or generator of hazardous waste substances for non-Contractor generated hazardous wastes.
- D. Except as otherwise provided herein, it is the responsibility of Contractor to obtain governmental approvals relating to Hazardous Materials Management, including Federal and State surface water and groundwater discharge permits and permits for recycling and reuse of hazardous materials for all work noted in the contract documents. Contractor shall be responsible for coordinating compliance with such governmental approvals and applicable governmental rules with the District's hazardous materials consultant, including those governing the preparation of waste profiles, waste manifests, and bills of lading. If Contractor encounters hazardous materials, it shall immediately notify the District in writing. The District, Consultant and Contractor shall jointly establish the plan for disposition and actions to be taken with respect to the hazardous materials, subject to final written approval by the District.

## #16-199

E. If, during construction, Contractor encounters materials, conditions, waste, contaminated groundwater or substances, not identified in the District's assessment report, that Contractor reasonably suspects are hazardous materials, Contractor shall stop the affected portion of the work, secure the area, promptly notify the District, and take reasonable measures to mitigate the impact of such work stoppage. The District shall retain the services of an environmental consultant to perform investigation, inspection, testing, assessment, sampling and analysis of the suspect materials, conditions, waste, groundwater or substances.

(1) Found Not to be Hazardous Materials. If the environmental consultant determines that the materials, conditions, waste, contaminated groundwater or substances do not constitute hazardous materials, Contractor shall recommence the suspended work.

(2) Found to be Hazardous Materials. If the environmental consultant determines that the materials, conditions, waste, contaminated groundwater or substances constitute hazardous materials and such hazardous materials require remediation and disposal, then the District, Consultant and Contractor shall jointly establish the plan for disposition and actions to be taken with respect to the hazardous materials, subject to final written approval by the District. All such costs shall be the responsibility of the District.

F. Exacerbation of Pre-Existing Hazardous Materials.

If during construction Contractor encounters pre-existing environmental conditions that it knew or should have known involve hazardous materials (the "Point of Discovery") (which encounters may include an unavoidable release or releases of hazardous materials) then Contractor must immediately stop the affected portion of the work. If Contractor fails to immediately stop the affected portion of the work after the Point of Discovery, then Contractor is solely responsible for any resultant Exacerbation Cost. "Exacerbate," in all its forms, means the worsening effects of Contractor's failure to stop the affected portion of work after the Point of Discovery. "Exacerbation Cost" means the differential between (i) the actual increase in the cost of remediation and delays to the Project attributable to pre-existing environmental conditions involving hazardous substances, and (ii) the cost thereof or delays thereto had Contractor immediately stopped the affected portion of the work after the Point of Discovery. The standard of "should have known" applies to Contractor's supervisory personnel, whether or not on the Site. Contractor's supervisory personnel must have had the hazardous material training required by applicable OSHA and Cal OSHA rules or regulations.

**SECTION 20. INDEPENDENT CONTRACTOR**

- A. Contractor is retained as an independent contractor and is not employed by the District. No employee or agent of Contractor shall become, or be considered to be, an employee of the District for any purpose. It is agreed that the District is interested only in the results obtained from service under this Agreement and that Contractor shall perform as an independent contractor with sole control of the manner and means of performing the services required under this Agreement. Contractor shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of Contractor and which shall not be subject to control or supervision by the District except as to results of the work. It is expressly understood and agreed that Contractor and its employees shall in no event be entitled to any benefits to which the District employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, worker's compensation benefits, sick or injury leave or other benefits.
  
- B. Contractor shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement.

**SECTION 21. ACCOUNTING RECORDS**

Contractor, and all Subcontractors, shall check all materials, equipment and labor entering into the work and shall keep or cause to be kept such full and detailed accounts as may be necessary for proper financial management under this Agreement, including true and complete books, records and accounts of all financial transactions in the course of their activities and operations related to the Project. These documents include sales slips, invoices, payrolls, personnel records, requests for Subcontractor payment, and other data relating to all matters covered by the Contract Documents (the "Data"). The Data shall be maintained for ten (10) years from the latest expiration of the term (as such may be extended) of any of the Contract Documents. Contractor shall use its best efforts to cause its Subcontractors to keep or cause to be kept true and complete books, records and accounts of all financial transactions in the course of its activities and operations related to the Project. Upon completion of the Project, Contractor shall provide the District with one (1) complete copy of the Data.

The District, at its own costs, shall have the right to review and audit, upon reasonable notice, the books and records of Contractor and any Subcontractors concerning any monies associated with the Project.

**SECTION 22. PERSONAL LIABILITY**

Neither the trustees, officers, employees, or agents of District, the District's representative, or Architect shall be personally responsible for any liability arising under the Contract Documents.

**SECTION 23. AGREEMENT MODIFICATIONS**

No waiver, alteration or modification of any of the provisions of this Agreement shall be binding upon either the District or Contractor unless the same shall be in writing and signed by both the District and Contractor.

**SECTION 24. NOTICES**

Any notices or filings required to be given or made under this Agreement shall be served, given or made in writing upon the District or Contractor, as the case may be, by personal delivery or registered mail (with a copy sent via fax or regular mail) to the respective addresses given below or at such other address as such party may provide in accordance with the provisions herein. Any change in the addresses noted herein shall not be binding upon the other party unless preceded by no less than thirty (30) days prior written notice.

If to Contractor:

Bernards  
555 First Street  
San Fernando, CA 91340  
Attn: Rick Fochtman

If to the District:

Oxnard School District  
1051 South A Street  
Oxnard, California 93030

Attn: Dr. Cesar Morales, Superintendent

With a copy to Nitasha Sawhney,  
Garcia, Hernandez, Sawhney & Bermudez LLP  
2490 Mariner Square Loop, Suite 140  
Alameda, CA 94501

And with an additional copy to Scott Burkett,

Caldwell Flores Winters, Inc.  
6425 Christie Ave., Suite 270  
Emeryville, CA 94608

Notices under this Agreement shall be deemed to have been given, and shall be effective upon actual receipt by the other parties, or, if mailed, upon the earlier of the fifth (5<sup>th</sup>) day after mailing or actual receipt by the other party.

**SECTION 25. ASSIGNMENT**

Neither party to this Agreement shall assign this Agreement or sublet it as a whole without the written consent of the other, nor shall Contractor assign any monies due or to become due to it hereunder without the prior written consent of the District.

**SECTION 26. PROVISIONS REQUIRED BY LAW**

Each and every provision of law and clause required to be inserted in these Contract Documents shall be deemed to be inserted herein and the Contract Documents shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract Documents shall forthwith be physically amended to make such insertion or correction.

**SECTION 27. 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.

**SECTION 28. APPLICABLE LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. The parties irrevocably agree that any action, suit or proceeding by or among the District and Contractor shall be brought in whichever of the Superior Courts of the State of California, Ventura County, or the Federal Court for the Central District of California in Los Angeles, California, has subject matter jurisdiction over the dispute and waive any objection that they may now or hereafter have regarding the choice of forum whether on personal jurisdiction, venue, forum non conveniens or on any other ground.

**SECTION 29. SUCCESSION OF RIGHTS AND OBLIGATIONS**

All rights and obligations under this Agreement shall inure to and be binding upon the successors and assigns of the parties hereto.

**SECTION 30. NOTIFICATION OF THIRD PARTY CLAIMS**

The District shall provide Contractor with timely notification of the receipt by the District of any third-party claim relating to this Agreement, and the District may charge back to Contractor the cost of any such notification.

**SECTION 31. SEVERABILITY**

If any one or more of the terms, covenants or conditions of this Agreement shall to any extent be declared invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, the finding or order or decree of which becomes final, none of the remaining terms, provisions, covenants and conditions of the Contract Documents shall be affected thereby, and each provision of the Contract Documents shall be valid and enforceable to the fullest extent permitted by law.

**SECTION 32. ENTIRE AGREEMENT**

This Construction Services Agreement and the additional Contract Documents as defined in paragraph C of Section 1 herein, including the Site Lease, the Sublease, and the Specifications, drawings, and plans constitute the entire agreement between Contractor and the District. The Contract Documents shall not be amended, altered, changed, modified or terminated without the written consent of both parties hereto, except as otherwise provided in Section 10 hereof.

**SECTION 33. 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.

IN WITNESS, WHEREOF the parties hereto, intending to be legally bound thereby, have executed this Agreement effective as of the date first above written.

CONTRACTOR

Bernards



THE DISTRICT

Oxnard School District,  
a California school district

OXNARD SCHOOL DISTRICT

Elm Street Elementary School Project

CONSTRUCTION SERVICES AGREEMENT

December 14, 2016

#16-199

By: Rick Fochtman

Title: Senior Vice President

Date: 01/12/2017

By: Lisa A. Franz

Title: Director, Purchasing

Date: 1-24-17

#16-199

## **EXHIBITS A and B**

### Scope of Work

## EXHIBIT A

### Scope of Work

Plan Sheets Prepared by SVA Architects, Arch. Project No. 1340159, DSA No. 03-116407, DSA Approval 8/1/2016

#### PROJECT DESCRIPTION

DEMOLITION OF EXISTING SCHOOL, AND NEW CONSTRUCTION OF KINDERGARTEN, CLASSROOM, ADMIN/MEDIA, AND MULTI-PURPOSE BUILDINGS, AND BOTH ON AND OFF SITE IMPROVEMENTS

The Project will be completed in two (2) Phases over a twenty-one (22) month duration. **Phase 1**, (construction of new campus facilities), shall commence in January 2017 and complete in June 2018. **Phase 2**, (demolition of the existing campus and completion of the new sports field) shall commence in June 2018 and complete in October 2018. A total duration of Six-Hundred Sixty-One (661) Calendar Days. The total of the Guaranteed Maximum Price ("GMP") for the Elm E.S. Reconstruction Project shall be: **Twenty-Three Million Three Hundred Six Thousand Eight Hundred Eighty-Six Dollars and No Cents (\$23,306,886.00)**.

#### GENERAL PLAN SHEETS

#### PLAN SHEET DATE

GEN-1	SHEET INDEX, PROJECT SUMMARY & GENERAL INFORMATION	1/8/2016
GEN-2	GENERAL NOTES	1/8/2016
GEN-3	PROJECT COMPLIANCE SIGNAGE	1/8/2016
GEN-4	COMMON AREA ACCESSIBILITY NOTES & DETAILS	1/8/2016
GEN-5	SITE ACCESSIBILITY COMPLIANCE	1/8/2016
GEN-6	ELEVATOR ACCESSIBILITY DETAILS AND NOTES	1/8/2016

#### CIVIL PLAN SHEETS

C-01	TITLE SHEET	4/8/2016
C-02	DETAIL SHEET	4/8/2016
C-03	DETAIL SHEET	4/8/2016
C-04	DETAIL SHEET	4/8/2016
C-05	DEMOLITION PLAN	4/8/2016
C-06	PRECISE GRADING	4/8/2016
C-07	PRECISE GRADING	4/8/2016
C-08	UTILITY PLAN	4/8/2016
C-09	STORM DRAIN PLAN	4/8/2016
C-10	STORM DRAIN DETAILS	4/8/2016
C-11	STORM DRAIN DETAILS	4/8/2016
C-12	STORM DRAIN DETAILS	4/8/2016
C-13	STORM DRAIN DETAILS	4/8/2016

#### ARCHITECTURE PLAN SHEETS

A0-0.1	PROJECT DATA	1/8/2016
A0-1.0	CAMPUS PLAN	1/8/2016
A0-1.1	SITE PLAN	1/8/2016
A0-1.2	FIRE ACCESS PLAN	1/8/2016
A0-1.3	ENLARGED SITE PLANS	1/8/2016
A0-2.1	CLASSROOM OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.2	MPR OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.3	ADMIN OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016
A0-2.4	KINDERGARTEN OCCUPANCY SCHEDULE AND EXIT ANALYSIS	1/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A1-11.1	CLASSROOM BLDG 1 - FLOOR PLAN - LEVEL 1	4/8/2016
A1-11.2	CLASSROOM BLDG 1 - FLOOR PLAN - LEVEL 2	4/8/2016
A1-11.3	CLASSROOM BLDG 1 - ROOF PLAN	4/8/2016
A1-11.4	CLASSROOM BLDG 1 - REFLECTED CEILING PLAN	4/8/2016
A1-11.5	CLASSROOM BLDG 1 - REFLECTED CEILING PLAN	4/8/2016
A1-21.1	CLASSROOM BLDG 1 - BUILDING ELEVATIONS	4/8/2016
A1-21.2	CLASSROOM BLDG 1 - BUILDING ELEVATIONS	4/8/2016
A1-31.1	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-31.2	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-31.3	CLASSROOM BLDG 1 - BUILDING SECTIONS	4/8/2016
A1-32.1	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.2	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.3	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.4	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.5	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-32.6	CLASSROOM BLDG 1 - WALL SECTIONS	4/8/2016
A1-41.1	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-41.2	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-41.3	CLASSROOM BLDG 1 - ENLARGED PLANS	4/8/2016
A1-45.1	CLASSROOM BLDG 1 - ENLARGED STAIR #1 PLANS	4/8/2016
A1-45.2	CLASSROOM BLDG 1 - ENLARGED STAIR #2 PLANS AND ELEVATOR	4/8/2016
A1-45.3	CLASSROOM BLDG 1 - ENLARGED STAIR #3 PLANS	4/8/2016
A1-45.4	CLASSROOM BLDG 1 - ELEVATOR SECTIONS	4/8/2016
A1-51.1	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.2	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.3	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-51.4	CLASSROOM BLDG 1 - INTERIOR ELEVATIONS	4/8/2016
A1-52.1	CLASSROOM BLDG 1 - DOOR SCHEDULE	4/8/2016
A1-52.2	CLASSROOM BLDG 1 - WINDOW SCHEDULE	4/8/2016
A1-53.1	CLASSROOM BLDG 1 - FINISH SCHEDULE	4/8/2016
A2-11.1	MPR BUILDING 2 - FLOOR PLAN	4/8/2016
A2-11.2	MPR BUILDING 2 - ROOF PLAN	4/8/2016
A2-11.3	MPR BUILDING 2 - REFLECTED CEILING PLAN	4/8/2016
A2-11.4	MPR BUILDING 2 - UPPER REFLECTED CEILING PLAN	4/8/2016
A2-21.1	MPR BUILDING 2 - EXTERIOR ELEVATIONS	4/8/2016
A2-31.1	MPR BUILDING 2 - BUILDING SECTIONS	4/8/2016
A2-32.1	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.2	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.3	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-32.4	MPR BUILDING 2 - WALL SECTIONS	4/8/2016
A2-41.1	MPR BUILDING 2 - ENLARGED PLANS	4/8/2016
A2-51.1	MPR BUILDING 2 - INTERIOR ELEVATIONS	4/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A2-52.1	MPR BUILDING 2 - DOOR SCHEDULE	4/8/2016
A2-52.2	MPR BUILDING 2 - WINDOW SCHEDULE	4/8/2016
A2-53.1	MPR BUILDING 2 - FINISH SCHEDULE	4/8/2016
A3-11.1	ADMIN - BLDG. 3 - FLOOR PLAN	1/8/2016
A3-11.2	ADMIN - BLDG. 3 - ROOF PLAN	1/8/2016
A3-11.3	ADMIN - BLDG. 3 - REFLECTED CEILING PLAN	1/8/2016
A3-21.1	ADMIN - BLDG. 3 - BUILDING ELEVATIONS	1/8/2016
A3-31.1	ADMIN - BLDG. 3 - BUILDING SECTIONS	1/8/2016
A3-31.2	ADMIN - BLDG. 3 - BUILDING SECTIONS	1/8/2016
A3-32.1	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.2	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.3	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.4	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-32.5	ADMIN - BLDG. 3 - WALL SECTIONS	1/8/2016
A3-41.1	ADMIN - BLDG. 3 - ENLARGED PLANS	1/8/2016
A3-41.2	ADMIN - BLDG. 3 - ENLARGED PLANS	1/8/2016
A3-51.1	ADMIN - BLDG. 3 - INTERIOR ELEVATIONS	1/8/2016
A3-52.1	ADMIN - BLDG. 3 - DOOR SCHEDULE	1/8/2016
A3-52.2	ADMIN - BLDG. 3 - WINDOW SCHEDULE	1/8/2016
A3-53-1	ADMIN - BLDG. 3 - FINISH SCHEDULE	1/8/2016
A4-11.1	KINDERGARTEN BLDG 4 - FLOOR PLAN	1/8/2016
A4-11.2	KINDERGARTEN BLDG 4 - ROOF PLAN	1/8/2016
A4-11.3	KINDERGARTEN BLDG 4 - REFLECTED CEILING PLAN	1/8/2016
A4-21.1	KINDERGARTEN BLDG 4 - BUILDING ELEVATIONS	1/8/2016
A4-31.1	KINDERGARTEN BLDG 4 - BUILDING SECTIONS	1/8/2016
A4-32.1	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.2	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.3	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-32.4	KINDERGARTEN BLDG 4 - WALL SECTIONS	1/8/2016
A4-41.1	KINDERGARTEN BLDG 4 - ENLARGED PLANS	1/8/2016
A4-41.2	KINDERGARTEN BLDG 4 - ENLARGED PLANS	1/8/2016
A4-51.1	KINDERGARTEN BLDG 4 - INTERIOR ELEVATIONS	1/8/2016
A4-51.2	KINDERGARTEN BLDG 4 - INTERIOR ELEVATIONS	1/8/2016
A4-52.1	KINDERGARTEN BLDG 4 - DOOR SCHEDULE	1/8/2016
A4-52.2	KINDERGARTEN BLDG 4 - WINDOW SCHEDULE	1/8/2016
A4-53.1	KINDERGARTEN BLDG 4 - FINISH SCHEDULE	1/8/2016
A-60.1	FLOOR/CEILING AND ROOF/CEILING ASSEMBLIES	1/8/2016
A-61.1	WALL TYPES - WOOD FRAMING	1/8/2016
A-61.2	WALL TYPES - WOOD FRAMING	1/8/2016
A-61.3	WALL DETAILS - WOOD FRAMING	1/8/2016
A-61.4	PENETRATION ASSEMBLIES	1/8/2016
A-62.1	DOOR DETAILS	1/8/2016

## EXHIBIT A

### Scope of Work

#### ARCHITECTURE PLAN SHEETS, continued

A-62.2	WINDOW DETAILS	1/8/2016
A-62.3	STOREFRONT DETAILS	1/8/2016
A-62.4	WALL TERMINATION DETAILS	1/8/2016
A-63.1	ROOF DETAILS	1/8/2016
A-63.2	STAIR/GUARDRAIL DETAILS	1/8/2016
A-63.3	GYMNASIUM STRIPING PLAN	1/8/2016
A-63.4	RAILING DETAILS	1/8/2016
A-63.5	GATE DETAILS	1/8/2016
A-63.6	SITE DETAILS	1/8/2016
A-64.1	CEILING DETAIL (LAY-IN PANELS)	1/8/2016
A-64.2	CEILING DETAILS (GYP BD) & WALL DETAILS	1/8/2016
A-64.3	CASEWORK DETAILS	1/8/2016
A-64.4	MISCELLANEOUS DETAILS	1/8/2016
A-64.5	MISCELLANEOUS DETAILS	1/8/2016
A-64.6	MISCELLANEOUS DETAILS	1/8/2016

#### STRUCTURAL PLAN SHEETS

S-001	GENERAL NOTES	1/8/2016
S-002	ABBREVIATIONS	1/8/2016
S-111	CLASSROOM BLDG 1 - FOUNDATION PLAN	1/8/2016
S-112	CLASSROOM BLDG 1 - FLOOR FRAMING PLAN	1/8/2016
S-113	CLASSROOM BLDG 1 - ROOF FRAMING PLAN	1/8/2016
S-114	STAIR FRAMING PLANS	1/8/2016
S-121	MPR - BLDG 2 - FOUNDATION PLAN	1/8/2016
S-122	MPR - BLDG 2 - ROOF FRAMING PLAN	1/8/2016
S-131	ADMIN - BLDG 3 - FOUNDATION PLAN	1/8/2016
S-132	ADMIN - BLDG 3 - ROOF FRAMING PLAN	1/8/2016
S-141	KINDER - BLDG 4 - FOUNDATION PLAN	1/8/2016
S-142	KINDER - BLDG 4 - ROOF FRAMING PLAN	1/8/2016
S-301	TYPICAL CONCRETE DETAILS	1/8/2016
S-302	TYPICAL CONCRETE DETAILS	1/8/2016
S-303	TYPICAL CONCRETE DETAILS	1/8/2016
S-501	TYPICAL STEEL DETAILS	1/8/2016
S-601	TYPICAL WOOD DETAILS	1/8/2016
S-602	TYPICAL WOOD DETAILS	1/8/2016
S-603	WOOD DETAILS	1/8/2016
S-611	TYPICAL FLOOR FRAMING DETAILS	1/8/2016
S-612	WOOD DETAILS	1/8/2016
S-613	TYPICAL WOOD DETAILS	1/8/2016
S-621	TYPICAL SHEAR WALL DETAILS	1/8/2016
S-622	TYPICAL DIAPHRAGM DETAILS, SHEER WALL & DRAG CONNECTIONS	1/8/2016
S-701	TYPICAL WOOD DETAIL	1/8/2016
S-801	TYPICAL STEEL STAIR DETAILS	1/8/2016

## EXHIBIT A

### Scope of Work

#### STRUCTURAL PLAN SHEETS, continued

SWSB1	STRONG-WALL SB SHEARWALL ANCHORAGE DETAILS	9/1/2014
SWSB2	STRONG-WALL SB SHEARWALL FRAMING DETAILS	9/1/2014
1 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - MPR BLDG 2 - ROOF	5/25/2016
2 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - ADMIN BLDG 3 - ROOF	5/25/2016
3 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - CLASSROOM BLDG 1 - FLOOR	5/25/2016
4 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - RED-W DETAILS	5/25/2016
5 OF 5	RED-BUILT ENGINEERED WOOD PRODUCTS - RED-W PROFILES	5/25/2016

#### PLUMBING PLAN SHEETS

P001	PLUMBING GENERAL NOTES	10/24/2014
P002	PLUMBING SITE PLAN	10/24/2014
P003	PLUMBING WATER CALCULATIONS	10/24/2014
P004	PLUMBING SCHEDULES	10/24/2014
P005	SITE GAS RISER DIAGRAM	10/24/2014
P1-1.1	CLASSROOM BLDG - FIRST FLOOR - SANITARY	10/24/2014
P1-1.2	CLASSROOM BLDG - FIRST FLOOR - DOMESTIC WATER & GAS	10/24/2014
P1-1.3	CLASSROOM BLDG - SECOND FLOOR SANITARY	10/24/2014
P1-1.4	CLASSROOM BLDG - SECOND FLOOR - DOMESTIC WATER & GAS	10/24/2014
P1-1.5	CLASSROOM BLDG - ROOF PLAN	10/24/2014
P1-2.1	CLASSROOM BLDG - SANITARY RISER DIAGRAM	10/24/2014
P1-2.2	CLASSROOM BLDG - OVERALL WATER RISER DIAGRAM	10/24/2014
P1-2.3	CLASSROOM BLDG - RESTROOM WATER RISER DIAGRAMS	10/24/2014
P2-1.1	MPR BLDG - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P2-1.2	MPR BLDG - PLUMBING FLOOR PLAN - DOMESTIC WATER	10/24/2014
P2-1.3	MPR BLDG - PLUMBING ROOF PLAN	10/24/2014
P2-2.1	MPR BLDG - PLUMBING - SANITARY, WATER, & GAS RISER DIAGRAM	10/24/2014
P3-1.1	ADMIN BLDG - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P3-1.2	ADMIN BLDG - PLUMBING FLOOR PLAN - DOMESTIC WATER & GAS	10/24/2014
P3-1.3	ADMIN BLDG - PLUMBING ROOF PLAN - SANITARY	10/24/2014
P3-1.4	ADMIN BLDG - PLUMBING ROOF PLAN - DOMESTIC WATER	10/24/2014
P3-2.1	ADMIN BLDG - PLUMBING - WATER RISER DIAGRAM	10/24/2014
P3-2.2	ADMIN BLDG - PLUMBING - SANITARY & GAS RISER DIAGRAM	10/24/2014
P4-1.1	KINDERGARTEN - PLUMBING FLOOR PLAN - SANITARY	10/24/2014
P4-1.2	KINDERGARTEN - PLUMBING FLOOR PLAN - DOMESTIC WATER & GAS	10/24/2014
P4-1.3	KINDERGARTEN - PLUMBING ROOF PLAN	10/24/2014
P4-2.1	KINDERGARTEN PLUMBING - SANITARY & WATER RISER DIAGRAM	10/24/2014
P501	PLUMBING DETAILS	10/24/2014
P502	PLUMBING DETAILS	10/24/2014
P503	PLUMBING DETAILS	10/24/2014

#### FIRE SPRINKLER PLAN SHEETS

FP01	SITE PLAN	5/25/2016
FP02	CLASSROOM BLDG 1 - LEVEL 1 SPRINKLER PIPING PLAN	7/1/2016
FP03	CLASSROOM BLDG 1 - LEVEL 2 SPRINKLER PIPING PLAN	7/1/2016

## EXHIBIT A

### Scope of Work

#### FIRE SPRINKLER PLAN SHEETS, continued

FP04	MULTI-PURPOSE BLDG 2 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP05	ADMIN BLDG 3 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP06	KINDERGARTEN BLDG 4 - SPRINKLER PIPING PLAN & SECTION	7/1/2016
FP07	DETAILS	7/1/2016

#### MECHANICAL PLAN SHEETS

M001	GENERAL NOTES	10/24/2014
M002	SYMBOLS/ABBREVIATIONS	10/24/2014
M003	MECHANICAL SCHEDULES	10/24/2014
M004	MECHANICAL SCHEDULES	10/24/2014
M005	MECHANICAL SCHEDULES	10/24/2014
M010	VRF DIAGRAM	10/24/2014
M011	VRF DIAGRAM	10/24/2014
M012	VRF DIAGRAM	10/24/2014
M013	VRF DIAGRAM	10/24/2014
M014	VRF DIAGRAM	10/24/2014
M1-1.1	CLASSROOM BLDG - FIRST FLOOR MECHANICAL PLAN	10/24/2014
M1-1.2	CLASSROOM BLDG - TYPICAL ENLARGED CLASSROOM PLAN	10/24/2014
M1-1.3	CLASSROOM BLDG - SECOND FLOOR - MECHANICAL PLAN	10/24/2014
M1-1.4	CLASSROOM BLDG - MECHANICAL ROOF PLAN	10/24/2014
M2-1.1	MPR BLDG - HVAC FLOOR PLAN	10/24/2014
M2-1.2	MPR BLDG - HVAC ROOF PLAN	10/24/2014
M3-1.1	ADMIN BLDG - MECHANICAL FLOOR PLAN	10/24/2014
M3-1.2	ADMIN BLDG - MECHANICAL ROOF PLAN	10/24/2014
M4-1.1	KINDERGARTEN - MECHANICAL FLOOR PLAN	10/24/2014
M4-1.2	KINDERGARTEN - TYPICAL ENLARGED CLASSROOM PLAN	10/24/2014
M4-1.3	KINDERGARTEN MECHANICAL ROOF PLAN	10/24/2014
M501	MECHANICAL DETAILS	10/24/2014
M502	MECHANICAL DETAILS	10/24/2014
M503	MECHANICAL DETAILS	10/24/2014
M504	MECHANICAL DETAILS	10/24/2014
M505	MECHANICAL DETAILS	10/24/2014
M506	MECHANICAL DETAILS	10/24/2014
M507	MECHANICAL DETAILS	10/24/2014
M508	MECHANICAL DETAILS	10/24/2014
M509	MECHANICAL DETAILS	10/24/2014
M510	MECHANICAL DETAILS	10/24/2014
M511	MECHANICAL DETAILS	10/24/2014
M611	CLASSROOM BLDG. TITLE 24 COMPLIANCE	10/24/2014
M612	CLASSROOM BLDG. TITLE 24 COMPLIANCE	10/24/2014
M621	MPR BLDG. TITLE 24 COMPLIANCE	10/24/2014
M622	MPR BLDG. TITLE 24 COMPLIANCE	10/24/2014
M631	ADMINISTRATION BLDG. TITLE 24 COMPLIANCE	10/24/2014

## EXHIBIT A

### Scope of Work

#### MECHANICAL PLAN SHEETS, continued

M632	ADMINISTRATION BLDG. TITLE 24 COMPLIANCE	10/24/2014
M641	KINDERGARTEN BLDG. TITLE 24 COMPLIANCE	10/24/2014

#### ELECTRICAL PLAN SHEETS

E-0.1	GENERAL NOTES AND ABBREVIATIONS	3/6/2015
E-0.2	ELECTRICAL SYMBOL LIST	3/6/2015
E-0.3	FIRE ALARM SYMBOL LIST	3/6/2015
E-0.4	CABLE SCHEDULE	3/6/2015
E-0.5	LIGHT FIXTURE SCHEDULE	3/6/2015
E-0.6	MECHANICAL SCHEDULE	3/6/2015
E-1.1	SITE UTILITY PLAN	3/6/2015
E-1.2	ELECTRICAL SITE PLAN	3/6/2015
E-1.3	SITE LIGHTING PLAN	3/6/2015
E-1.4	SITE LIGHTING CALC. PLAN	3/6/2015
E-1.6	SIGNAL SITE PLAN	3/6/2015
E1-2.1F	CLASSROOM FIRST FLOOR FIRE ALARM PLAN	3/6/2015
E1-2.1L	CLASSROOM FIRST FLOOR LIGHTING PLAN	3/6/2015
E1-2.1LC	CLASSROOM FIRST FLOOR LIGHTING CALCS NORMAL	3/6/2015
E1-2.1LCE	CLASSROOM FIRST FLOOR LIGHTING CALCS EGRESS	3/6/2015
E1-2.1P	CLASSROOM FIRST FLOOR POWER PLAN	3/6/2015
E1-2.1S	CLASSROOM FIRST FLOOR SIGNAL PLAN	3/6/2015
E1-2.2F	CLASSROOM SECOND FLOOR FIRE ALARM PLAN	3/6/2015
E1-2.2L	CLASSROOM SECOND FLOOR LIGHTING PLAN	3/6/2015
E1-2.2LC	CLASSROOM SECOND FLOOR LIGHTING CALC. NORMAL	3/6/2015
E1-2.2LCE	CLASSROOM SECOND FLOOR LIGHTING CALCS EGRESS	3/6/2015
E1-2.2P	CLASSROOM SECOND FLOOR POWER PLAN	3/6/2015
E1-2.2S	CLASSROOM SECOND FLOOR SIGNAL PLAN	3/6/2015
E1-3.1	CLASSROOM BUILDING ENLARGED PLAN	3/6/2015
E1-5.1	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-5.2	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-5.3	CLASSROOM PANEL SCHEDULE	3/6/2015
E1-6.1	CLASSROOM BLDG F.A. RISER	3/6/2015
E1-6.2	CLASSROOM FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E1-8.1	CLASSROOM TITLE 24	3/6/2015
E1-8.2	CLASSROOM TITLE 24	3/6/2015
E1-8.3	CLASSROOM TITLE 24	3/6/2015
E2-2.1F	MULTI-PURPOSE FIRE ALARM PLAN	3/6/2015
E2-2.1L	MULTI-PURPOSE LIGHTING PLAN	3/6/2015
E2-2.1LC	MULTI-PURPOSE LIGHTING CALC NORMAL	3/6/2015
E2-2.1LCE	MULTI-PURPOSE LIGHTING PLAN EGRESS	3/6/2015
E2-2.1P	MULTI-PURPOSE POWER PLAN	3/6/2015
E2-2.1S	MULTI-PURPOSE SIGNAL PLAN	3/6/2015
E2-2.1T	MULTI-PURPOSE THEATRICAL LIGHTING PLAN	3/6/2015

## EXHIBIT A

### Scope of Work

#### ELECTRICAL PLAN SHEETS, continued

E2-3.1	MULTI-PURPOSE ROOF POWER PLAN	3/6/2015
E2-4.1	MULTI-PURPOSE ENLARGED PLAN	3/6/2015
E2-5.1	MULTI-PURPOSE PANEL SCHEDULE	3/6/2015
E2-5.2	MULTI-PURPOSE PANEL SCHEDULE	3/6/2015
E2-6.1	MULTI-PURPOSE F. A. RISER DIAGRAM	3/6/2015
E2-6.2	MULTI-PURPOSE FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E2-8.1	MULTI-PURPOSE TITLE 24	3/6/2015
E2-8.2	MULTI-PURPOSE TITLE 24	3/6/2015
E3-2.1F	ADMINISTRATION FIRE ALARM PLAN	3/6/2015
E3-2.1L	ADMINISTRATION LIGHTING PLAN	3/6/2015
E3-2.1LC	ADMINISTRATION LIGHTING CALC NORMAL	3/6/2015
E3-2.1LCE	ADMINISTRATION LIGHTING CALC EGRESS	3/6/2015
E3-2.1P	ADMINISTRATION POWER PLAN	3/6/2015
E3-2.1S	ADMINISTRATION SIGNAL PLAN	3/6/2015
E3-2.2P	ADMINISTRATION ROOF POWER PLAN	3/6/2015
E3-3.1	ADMINISTRATION BUILDING ENLARGED PLAN	3/6/2015
E3-5.1	ADMINISTRATION PANEL SCHEDULE	3/6/2015
E3-5.2	ADMINISTRATION PANEL SCHEDULE	3/6/2015
E3-6.1	ADMINISTRATION F. A. RISER DIAGRAM	3/6/2015
E3-6.2	ADMINISTRATION FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E3-8.1	ADMINISTRATION TITLE 24	3/6/2015
E3-8.2	ADMINISTRATION TITLE 24	3/6/2015
E4-2.1F	KINDERGARTEN FIRE ALARM PLAN	3/6/2015
E4-2.1L	KINDERGARTEN LIGHTING PLAN	3/6/2015
E4-2.1LC	KINDERGARTEN LIGHTING CALC NORMAL	3/6/2015
E4-2.1LCE	KINDERGARTEN LIGHTING CALC EGRESS	3/6/2015
E4-2.1P	KINDERGARTEN POWER PLAN	3/6/2015
E4-2.1S	KINDERGARTEN SIGNAL PLAN	3/6/2015
E4-3.1	KINDERGARTEN ENLARGED PLAN	3/6/2015
E4-5.1	KINDERGARTEN PANEL SCHEDULE	3/6/2015
E4-5.2	KINDERGARTEN PANEL SCHEDULE	3/6/2015
E4-6.1	KINDERGARTEN F. A. RISER DIAGRAM	3/6/2015
E4-6.2	KINDERGARTEN FIRE ALARM BATTERY & VOLTAGE DROP CALCULATIONS	3/6/2015
E4-8.1	KINDERGARTEN TITLE 24	3/6/2015
E4-8.2	KINDERGARTEN TITLE 24	3/6/2015
E-4.0	SINGLE LINE DIAGRAM	3/6/2015
E-6.0	ELECTRICAL BLOCK DIAGRAMS	3/6/2015
E-7.1	MOUNTING DETAILS	3/6/2015
E-7.2	MOUNTING DETAILS	3/6/2015
E-7.3	MOUNTING DETAILS	3/6/2015
E-7.4	PENETRATION DETAIL	3/6/2015
E-7.5	GROUNDING DETAIL	3/6/2015

# EXHIBIT A

## Scope of Work

### ELECTRICAL PLAN SHEETS, continued

E-7.6	MISC. DETAIL	3/6/2015
E-7.7	MISC. DETAIL	3/6/2015
E-7.8	FIRE ALARM DETAILS	3/6/2015
E-7.9	FIRE ALARM DETAILS	3/6/2015
E-7.10	SIGNAL DETAILS	3/6/2015
E-8.1	OUTDOOR LIGHTING TITLE 24	3/6/2015

### FOOD SERVICE PLAN SHEETS

FS-001	SYMBOLS, NOTES & INDEX	6/8/2016
FS-101	EQUIPMENT FLOOR PLAN	6/8/2016
FS-201	EQUIPMENT SCHEDULE	6/8/2016
FS-301	PLUMBING PLAN	6/8/2016
FS-401	ELECTRICAL PLAN	6/8/2016
FS-501	REFRIGERATION & CONDUIT PLAN	6/8/2016
FS-502	REFRIGERATION DETAILS	6/8/2016
FS-503	WALK-IN DETAILS	6/8/2016
FS-601	BUILDING WORKS & EXHAUST PLAN	6/8/2016
FS-602	HOOD DETAILS	6/8/2016
FS-603	HOOD DETAILS	6/8/2016
FS-604	VEGETABLE WASHING SYSTEM	6/8/2016
FS-701	EQUIPMENT ELEVATIONS	6/8/2016
FS-801	CONSTRUCTION DETAILS & SECTIONS	6/8/2016

### THEATRICAL LIGHTING PLAN SHEETS

TL2.1.1	STAGE LIGHTING PLAN	4/8/2016
TL2.1.2	STAGE LIGHTING RCP	4/8/2016
TL6.0.1	STAGE LIGHTING SECTION	4/8/2016
TL8.1.1	STAGE LIGHTING DETAILS	4/8/2016
TL9.1.1	CONTROL RISER & SCHEDULES	4/8/2016
TL9.2.1	STAGE LIGHTING PLOT	4/8/2016

### LANDSCAPE PLAN SHEETS

L101	IRRIGATION PLAN	6/20/2016
L102	IRRIGATION PLAN	6/20/2016
L103	IRRIGATION LEGEND & NOTES	6/20/2016
L201	PLANTING PLAN	6/20/2016
L202	PLANTING PLAN	6/20/2016
L301	LANDSCAPE DETAILS	6/20/2016
L301	LANDSCAPE DETAILS	6/20/2016

**EXHIBIT A****Scope of Work**

Prepared by SVA Architects

**PROJECT SPECIFICATIONS****DIVISION 1 - GENERAL REQUIREMENTS**

00 00 02	TABLE OF CONTENTS	8/1/2016
00 07 00	GENERAL CONDITIONS	8/1/2016
01 11 00	SUMMARY OF WORK	8/1/2016
01 20 00	PRICE AND PAYMENT PROCEDURES	8/1/2016
01 30 00	ADMINISTRATIVE REQUIREMENTS	8/1/2016
01 31 00	PROJECT MANAGEMENT AND COORDINATION	8/1/2016
01 32 00	CONSTRUCTION SCHEDULE - NETWORK ANALYSIS	8/1/2016
01 33 00	SUBMITTAL PROCEDURES	8/1/2016
01 42 30	REFERENCE STANDARDS	8/1/2016
01 45 00	QUALITY CONTROL	8/1/2016
01 45 80	TESTING LABORATORY SERVICES	8/1/2016
01 50 00	TEMPORARY FACILITIES AND CONTROLS	8/1/2016
01 60 00	PRODUCT REQUIREMENTS	8/1/2016
01 61 16	VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS	8/1/2016
01 63 00	PRODUCT SUBSTITUTION PROCEDURES	8/1/2016
01 73 00	EXECUTION REQUIREMENTS	8/1/2016
01 73 20	CUTTING AND PATCHING	8/1/2016
01 77 00	CLOSEOUT PROCEDURES	8/1/2016

**DIVISION 2 - EXISTING CONDITIONS**

02 41 00	DEMOLITION	8/1/2016
02 43 00	STRUCTURE MOVING	8/1/2016

**DIVISION 3 - CONCRETE**

03 10 00	CONCRETE FORMWORK	8/1/2016
03 20 00	CONCRETE REINFORCEMENT	8/1/2016
03 30 00	CAST-IN -PLACE CONCRETE	8/1/2016

**DIVISION 4 - MASONRY**

04 22 00	CONCRETE MASONRY UNITS (CMU)	8/1/2016
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**DIVISION 5 - METAL WORK**

05 12 00	STRUCTURAL STEEL	8/1/2016
05 50 00	MISCELLANEOUS METAL FABRICATIONS	8/1/2016
05 51 00	METAL STAIRS	8/1/2016
05 52 13	PIPE AND TUBE RAILINGS	8/1/2016

**DIVISION 6 - WOOD AND PLASTIC**

06 10 00	ROUGH CARPENTRY	8/1/2016
06 18 00	GLUED-LAMINATED CONSTRUCTION	8/1/2016
06 18 10	STRUCTURAL COMPOSITE MEMBERS	8/1/2016
06 20 00	FINISH CARPENTRY	8/1/2016
06 41 00	ARCHITECTURAL WOOD CASEWORK	8/1/2016

**EXHIBIT A****Scope of Work**

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**PROJECT SPECIFICATIONS****DIVISION 6 - WOOD AND PLASTIC, continued**

06 50 00	OPEN WEB TRUSS	8/1/2016
06 60 00	RED-I JOIST	8/1/2016
06 70 00	REDLAM LVL	8/1/2016

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

07 14 00	FLUID-APPLIED WATERPROOFING	8/1/2016
07 16 16	CRYSTALLINE WATERPROOFING	8/1/2016
07 21 00	THERMAL INSULATION	8/1/2016
07 25 00	WEATHER BARRIERS	8/1/2016
07 28 00	BUILDING ENVELOPE UNDERLAYMENT	8/1/2016
07 31 10	ASPHALT SHINGLES	8/1/2016
07 54 23	THERMOPLASTIC-POLYOLEFIN ROOFING (TPO)	8/1/2016
07 62 00	SHEET METAL FLASHING AND TRIM	8/1/2016
07 71 23	MANUFACTURED GUTTERS AND DOWNSPOUTS	8/1/2016
07 72 00	ROOF ACCESSORIES	8/1/2016
07 81 00	APPLIED FIREPROOFING	8/1/2016
07 84 00	FIRE STOPPING	8/1/2016
07 90 05	JOINT SEALERS	8/1/2016

**DIVISION 8 - DOORS AND WINDOWS**

08 11 13	HOLLOW METAL DOORS AND FRAMES	8/1/2016
08 14 16	FLUSH WOOD DOORS	8/1/2016
08 31 00	ACCESS DOORS AND PANELS	8/1/2016
08 43 13	ALUMINUM-FRAMED STOREFRONTS	8/1/2016
08 5 113	ALUMINUM WINDOWS	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 1	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 2	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 3	8/1/2016
08 71 00	DOOR HARDWARE – BUILDING 4	8/1/2016
08 80 00	GLAZING	8/1/2016

**DIVISION 9 - FINISHES**

09 05 61	COMMON WORK RESULTS FOR FLOORING PREPARATION	8/1/2016
09 21 16	GYPSUM BOARD ASSEMBLIES	8/1/2016
09 22 16	NON-STRUCTURAL METAL FRAMING	8/1/2016
09 22 36	METAL LATH	8/1/2016
09 24 00	PORTLAND CEMENT PLASTERING	8/1/2016
09 30 00	TILING	8/1/2016
09 51 00	ACOUSTICAL CEILINGS	8/1/2016
09 65 00	RESILIENT FLOORING	8/1/2016
09 65 66	RESILIENT ATHLETIC FLOORING	8/1/2016

## EXHIBIT A

### Scope of Work

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#### PROJECT SPECIFICATIONS

##### DIVISION 9 - FINISHES, continued

09 68 00	CARPET TILE	8/1/2016
09 77 33	FIBER REINFORCED PANELS	8/1/2016
09 84 00	ACOUSTIC ROOM COMPONENTS	8/1/2016
09 84 13	FIXED SOUND-ABSORPTIVE PANELS	8/1/2016
09 90 00	PAINTING AND COATING	8/1/2016
09 93 00	CONCRETE STAINING	8/1/2016

##### DIVISION 10 - SPECIALTIES

10 11 01	VISUAL DISPLAY BOARDS	8/1/2016
10 14 00	SIGNAGE	8/1/2016
10 21 13	PLASTIC TOILET COMPARTMENTS	8/1/2016
10 22 29	FULL HEIGHT GLAZED PARTITION SYSTEM	8/1/2016
10 28 00	TOILET ACCESSORIES	8/1/2016
10 44 00	FIRE PROTECTION SPECIALTIES	8/1/2016
10 51 00	LOCKERS	8/1/2016
10 71 13	FIXED SUN SCREENS	8/1/2016
10 75 00	FLAGPOLES	8/1/2016

##### DIVISION 11 - EQUIPMENT

11 40 00	FOOD SERVICE EQUIPMENT	8/1/2016
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##### DIVISION 12 - FURNISHING

12 21 13	HORIZONTAL LOUVER BLINDS	8/1/2016
12 36 00	COUNTERTOPS	8/1/2016
12 48 13	ENTRANCE FLOOR MATS AND FRAMES	8/1/2016
12 68 23	FOLDING CAFETERIA TABLES	8/1/2016

##### DIVISION 13 - SPECIAL CONSTRUCTION

13 00 00	NOT USED -	N/A
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##### DIVISION 14 - CONVEYING EQUIPMENT

14 20 10	PASSENGER ELEVATORS	8/1/2016
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##### DIVISION 21 - FIRE SUPPRESSION

21 20 00	FIRE SUPPRESSION SYSTEMS	8/1/2016
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##### DIVISION 22 - PLUMBING

22 05 00	COMMON WORK RESULTS FOR PLUMBING	8/1/2016
22 05 13	BASIC PLUMBING MATERIALS AND METHODS	8/1/2016
22 05 53	PLUMBING IDENTIFICATION	8/1/2016
22 07 00	PLUMBING INSULATION	8/1/2016
22 10 00	PLUMBING	8/1/2016

**EXHIBIT A****Scope of Work**

Prepared by SVA Architects

**PROJECT SPECIFICATIONS****DIVISION 23 - MECHANICAL**

23 05 00	COMMON WORK RESULTS FOR HVAC	8/1/2016
23 05 13	BASIC HVAC MATERIALS AND METHODS	8/1/2016
23 05 48	HVAC SOUND, VIBRATION, AND SEISMIC CONTROLS	8/1/2016
23 05 53	HVAC IDENTIFICATION	8/1/2016
23 07 00	HVAC INSULATION	8/1/2016
23 08 00	HVAC SYSTEMS COMMISSIONING	8/1/2016
23 08 13	ENVIRONMENTAL CONTROLS & ENERGY MGMT. SYSTEMS COMMISSIONING	8/1/2016
23 09 23	ENVIRONMENTAL CONTROLS AND ENERGY MANAGEMENT SYSTEMS	8/1/2016
23 30 00	AIR DISTRIBUTION	8/1/2016
23 33 19	DUCT SILENCERS	8/1/2016
23 38 13	KITCHEN VENTILATION SYSTEM	8/1/2016
23 80 00	HEATING, VENTILATING, AND AIR CONDITIONING EQUIPMENT	8/1/2016

**DIVISION 26 - ELECTRICAL**

26 05 00	COMMON WORK RESULTS FOR ELECTRICAL	8/1/2016
26 05 13	BASIC ELECTRICAL MATERIALS AND METHODS	8/1/2016
26 05 19	LOW VOLTAGE WIRES	8/1/2016
26 05 26	GROUNDING BONDING	8/1/2016
26 05 33	RACEWAYS, BOXES, FITTINGS, AND SUPPORTS	8/1/2016
26 08 00	ELECTRICAL SYSTEMS COMMISSIONING	8/1/2016
26 09 23	LIGHTING CONTROL SYSTEMS	8/1/2016
26 10 00	SERVICE ENTRANCE	8/1/2016
26 22 00	LOW-VOLTAGE TRANSFORMERS	8/1/2016
26 24 13	SWITCHBOARDS	8/1/2016
26 24 16	PANELBOARDS AND SIGNAL TERMINAL CABINETS	8/1/2016
26 50 00	LIGHTING	8/1/2016
26 52 00	EMERGENCY POWER	8/1/2016
26 55 61	THEATRICAL LIGHTING AND STAGE DIMMING EQUIPMENT	8/1/2016

**DIVISION 27 - COMMUNICATIONS**

27 05 36	CABLE TRAYS FOR COMMUNICATIONS	8/1/2016
27 51 16	PUBLIC ADDRESS/CLOCK SYSTEM	8/1/2016
27 5123.50	ASSISTIVE LISTENING SYSTEM	8/1/2016

**DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**

28 16 00	INTRUSION ALARM SYSTEM	8/1/2016
28 23 00	VIDEO SURVEILLANCE (CCTV) SYSTEM	8/1/2016
28 31 00	FIRE DETECTION ALARM	8/1/2016

## EXHIBIT A

### Scope of Work

Prepared by SVA Architects

#### PROJECT SPECIFICATIONS

##### DIVISION 31 - EARTHWORK

31 10 00	SITE CLEARING	8/1/2016
31 22 00	GRADING	8/1/2016
31 23 33	TRENCHING AND BACKFILLING	8/1/2016
31 25 00	EROSION AND SEDIMENTATION CONTROLS	8/1/2016

##### DIVISION 32 - EXTERIOR IMPROVEMENTS

32 11 26	ASPHALTIC BASE COURSES	8/1/2016
32 12 16	ASPHALT PAVING	8/1/2016
32 13 13	CONCRETE PAVING	8/1/2016
32 16 13	CURBS AND GUTTERS	8/1/2016
32 17 13	PARKING CURBS	8/1/2016
32 17 23	PAVEMENT MARKINGS	8/1/2016
32 30 00	MAINTENANCE	8/1/2016
32 84 00	IRRIGATION	8/1/2016
32 90 00	PLANTING AND MAINTENANCE	8/1/2016
32 90 10	HYDRO-SEEDED LAWN	8/1/2016

##### DIVISION 33 - UTILITIES

33 10 00	WATER UTILITIES	8/1/2016
33 30 00	SEWERAGE UTILITIES	8/1/2016
33 40 00	STORM DRAINAGE UTILITIES	8/1/2016

##### APPENDICES

ACM SURVEY	EORM -Environmental & Occupational Risk Management, Inc.	1/17/2014
AHERA REPORT 2011	ATC Associates Inc.	9/16/2011
HAZMAT SURVEY REPORT	EORM -Environmental & Occupational Risk Management, Inc.	1/10/2014
LEAD SURVEY	EORM -Environmental & Occupational Risk Management, Inc.	2/11/2014
LIMITED SOIL TESTING	EORM -Environmental & Occupational Risk Management, Inc.	2/14/2014
UPDATED LIMITED SOIL TESTING	EORM -Environmental & Occupational Risk Management, Inc.	2/14/2014
GEO-TECHNICAL REPORT	Earth Systems Southern California	3/4/2014
MEPF CONTRACTOR QUALIFICATION PROCESS	Oxnard School District	
SWPPP REPORT	Rick Engineering Company	10/25/2016
SWPPP Plan	Rick Engineering Company	11/17/2016
Pre Bid RFI's - #1 - 52	SVA Architects, Inc.	11/15/2016



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## OXNARD SCHOOL DISTRICT



## ELM STREET ELEMENTARY SCHOOL GMP PROPOSAL

December 7, 2016

To: Marlene Hickle  
Caldwell Flores Winters, Inc.  
1901 S. Victoria Avenue #106  
Oxnard, CA 93035

# BID SUMMARY

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**BID SUMMARY**  
 Elm Street Elementary School Reconstruction  
 450 East Elm Street, Oxnard, CA 93033

Lease/Leaseback  
 December 9, 2016

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**Building Summary**

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**Elm Street Elementary School Reconstruction**

New Elementary School	53,296 sf	\$ 351 /sf	\$ 18,681,807	
				18,681,807

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<b>Subtotal</b>				<b>\$ 18,681,807</b>
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General Conditions				1,755,609
General Requirements				365,885
Contractors Bond	0.64%			148,101
CCIP	1.25%			287,739
Builders Risk	1.15%			268,303
Subcontractor Default Insurance	1.20%			224,182
General Contractor's Fee	4.00%			896,419

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<b>SUBTOTAL</b>				<b>\$ 22,628,045</b>
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Contractors Contingency	3.00%			678,841
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<b>TOTAL</b>				<b>\$ 23,306,886</b>
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Notes:

1. GMP is Based off DSA Approved Plans dated 8/1/16 and Specs Dated 4/22/16
2. Geotechnical Report Dated 3/2014 and Hazmat, Lead & Asbestos Reports Dated, 1/10/14, 1/17/14, 2/11/14 & 2/14/14
3. Pre-Bid RFI's 1-52, Excluding RFI #9 & #43



**SCHEDULE OF VALUES**

**Elm Street Elementary School Reconstruction  
450 East Elm Street, Oxnard, CA 93033**

**Lease/Leaseback  
December 9, 2016**

Description		Recommended Subcontractor	Bids Received	Amount
01000	ALLOWANCES			\$ 960,000
01570	EROSION CONTROL	Whitson CM / Bernards	1	\$ 67,646
01730	SURVEYING	Hunsaker & Assoc.	5	\$ 58,648
03200	REINFORCING STEEL	Stantru	3	\$ 182,550
03300	CAST IN PLACE CONCRETE	JT Wimsatt	2	\$ 1,032,700
N/A	INSULATING AND LIGHTWEIGHT CONCRETE	Insul-Flow	2	\$ 43,195
04200	MASONRY	Skidmore Masonry	2	\$ 79,044
05120	STRUCTURAL STEEL & MISC METALS	Ironman, Inc	2	\$ 501,400
05700	ORNAMENTAL METALS			w/ Structural Steel
06100	ROUGH CARPENTRY	WS Klem	2	\$ 2,984,977
06200	MILLWORK / CABINETRY / COUNTERTOPS	ICI Millwork	4	\$ 65,042
07140	WATERPROOFING	Systems WP	4	\$ 95,436
07200	INSULATION	DJ Insulation	3	\$ 80,000
07540	ROOFING	Eberhard	4	\$ 344,200
07600	SHEET METAL	R&J SM	2	\$ 220,506
08100	DOORS / FRAMES / HARDWARE	Construction Hardware	3	\$ 236,830
08800	ALUMINUM STOREFRONT / GLASS AND GLAZING	Santa Barbara Glass	1	\$ 317,025
09220	PLASTER & DRYWALL	Pacific Int. / Perlite Plaster	6	\$ 1,516,532
09300	CERAMIC TILE	Stoneware Tile	3	\$ 118,809
09510	ACOUSTICAL CEILINGS	Cali-USA Acoustics	10	\$ 190,736
09650	CARPET AND RESILIENT FLOORING	Reliable Flooring	5	\$ 114,964
09900	PAINTING	Vanguard	8	\$ 329,600
10000	BUILDING SPECIALTIES	Various Trades	10	\$ 335,176
10110	VISUAL DISPLAY BOARDS	Claridge	3	\$ 525,000
10140	SIGNAGE	Kendall Sign	6	\$ 60,785
10280	TOILET PARTITIONS / BATHROOM ACCESORIES	SDI	4	\$ 48,061
11400	FOOD SERVICE EQUIPMENT	Kamran and Co.	5	\$ 349,000
12240	WINDOW SHADES	Sheward & Son & Sons	2	\$ 24,950
14200	ELEVATORS	Otis	1	\$ 143,500
21000	FIRE SPRINKLER	Superior Fire	2	\$ 283,790
22000	PLUMBING	Precision Plumbing	5	\$ 728,974
23000	HVAC	Sheldon Mech.	5	\$ 1,226,000
26000	ELECTRICAL / LOW VOLTAGE	Taft Elec.	3	\$ 2,415,989
31220	DEMO, EARTHWORK AND SITE CLEARING	Damar Const.	6	\$ 936,383
32122	ASPHALT PAVING	Onyx Paving	3	\$ 239,302
32131	SITE AND OFF-SITE CONCRETE	Lopez Eng.	3	\$ 671,962
N/A	FENCING AND GATES	Pilgrim Fence	1	\$ 270,872
32900	LANDSCAPE AND IRRIGATION	Advanced Land. 2000	5	\$ 363,185
33000	SITE UTILITIES	J. Vega Eng.	4	\$ 519,039

**SCHEDULE OF VALUES**  
**Elm Street Elementary School Reconstruction**  
**450 East Elm Street, Oxnard, CA 93033**

Lease/Leaseback  
 December 9, 2016

Description	Recommended Subcontractor	Bids Received	Amount
<b>Subcontracted Direct Costs</b>			
		140	\$ 18,681,807
General Conditions			\$ 1,755,609
General Requirements			\$ 365,885
General Contractor Bond		0.64%	\$ 148,101
CCIP		1.25%	\$ 287,739
Builders Risk		1.15%	\$ 268,303
Subcontractor Default Insurance		1.20%	\$ 224,182
General Contractor's Fee		4.00%	\$ 896,419
Contractor Contingency		3.00%	\$ 678,841
<b>Total Contract Amount</b>			<b>\$ 23,306,886</b>

# ALLOWANCES

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ALLOWANCES



**ALLOWANCES**

**Elm Street Elementary School Reconstruction**  
 450 East Elm Street, Oxnard, CA 93033

**Lease/Leaseback**  
**December 9, 2016**

Schedule of Allowances Included in Proposal		
1	Offsite Utilities Permits / Fees (Part of General Conditions Requirements 4.7.1)	\$ 15,000
2	B-Permit Offsite Plans - Hardscape (City Sidewalks, Curbs, Etc.) and Utilities (Sewer) - Plans Not Issued / Approved yet by City, Sewer Design Issues, Etc.	\$ 100,000
3	Unforeseen Utility Removal / Demolition	\$ 50,000
4	Site Fencing at New Field - 6' High Galvanized Chain-link	\$ 60,000
5	Remove and Replace City Sidewalk per General Note 8 on C-01 (Noted as Directed by City Engineer; QTY TBD) Assume 7' Wide at Montrose Ave	\$ 55,000
6	Remove and Relocate (2) Existing Portables and Demolish (1) Existing Portable Including Hookups (Elec, Plumbing, HVAC, Low Voltage)	\$ 60,000
7	Lead and Pesticide Abatement of Soil (No Recommendation Provided Within Hazardous Report)	\$ 125,000
8	Possible Additional Asbestos / Hazardous Material at Existing Buildings When Demolishing (Concealed Items Not Within Report)	\$ 25,000
9	Plumbing System Design Issues	\$ 100,000
10	Shoring at NE Corner of New Classroom Building and West End of Existing Classroom Building	\$ 20,000
11	Door Hardware Revisions to Comply with District Standards	\$ 45,000
12	Site Concrete Enhancements at Courtyard and Site Paving Areas per Pre-Bid RFI #57	\$ 20,000
13	School & Address Signage at the Admin Bldg. Not Shown. Reference 11/A-64.4 for 18" Aluminum Letters	\$ 12,000
14	Mitigate/Dewatering as Required for Shallow Water Table	\$ 18,000
15	Change Specified T8 Lamps to LED Light Fixtures/Controls	\$ 100,000
16	Add Upper & Lower Casework at Kitchen, Workrooms and Storage Rooms per SVA	\$ 45,000
17	Environmental and Geotechnical Testing of Imported Soil for District's Testing Lab	\$ 15,000
18	Kitchen Design Corrections to Meet Health Department Requirements	\$ 50,000
19	SCE Design Enhancements	\$ 45,000
<b>TOTAL ALLOWANCES</b>		<b>\$ 960,000</b>

# QUALIFICATIONS

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# SUBCONTRACTOR EVALUATIONS

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Bid Evaluation Report



Erosion Control	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Whitson CM / Bernards					
Base Bid						
Spec #: 312500	Included					
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included					
Acknowledgment of Addendum 1	Included					
Bid Good for 60 Days						
Prevailing Wage	Included					
Prequalification per Bid Invite	N/A					
Attachment C Acknowledgement	N/A					
<b>Erosion Control</b>						
Silt Fencing	15,109					
Fiber Rolls	1,600					
Construction Entrances	21,000					
Storm Drain Inlet Protection	1,375					
SWPPP Implementation	28,562					
TOTALS	67,646	0	0	0	0	0
Recommendation:	Amount					
Whitson CM / Bernards	67,646					

Bid Evaluation Report



Surveying	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Adkan	Hunsaker & Assoc.	Brenner & Carpenter	Precision	Stantec	Gromatici
Base Bid	42,000	39,504	65,100	44,975	76,000	Incomplete
Spec #: 017300	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	Included	Included	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Set-up</b>	Included	Included	Included	Included	Included	
Travel Costs	5,000	5,000	5,000	5,000	5,000	
Horizontal Control	Included	Included	Included	Included	Included	
Survey Boundary Map	5,800	5,920	5,800	5,800	5,800	
<b>Excavation</b>	Included	Included	Included	Included	Included	
Rough Grade Staking	Included	5,920	Included	Included	Included	
Location and Existing Elevation at Future Driveways, Access Ramps	2,320	Included	Included	Included	Included	
Bluetop Stakes at Bottom of Excavation for Fine Grading	Included	Included	Included	Included	Included	
Gridlines at Elevator	1,160	1,184	Included	1,120	Included	
<b>Buildings</b>	Included	Included	Included	Included	Included	
Building Corner Stakes (All Bldgs)	Included	Included	Included	Included	Included	
Utility Sleeve Layout for Sanitary Sewer, Storm Drain, Domestic and Fire Water, and Permanent Electrical Service	Included	Included	Included	Included	Included	
Final Verification Upon Project Completion	Included	Included	Included	Included	Included	
<b>Site</b>	Included	Included	Included	Included	Included	
Stakes for Sanitary Sewer, Storm Drain and Domestic Fire	Included	Included	Included	Included	Included	
Stakes for CMU Enclosure Footings	Included	560	Included	420	Included	
Line and Grade Stakes for Underground Electrical Devices, POCs and Duct Banks	3,480	Included	Included	1,680	Included	
Line and Grade Stakes Outlining all B-Permit Concrete, AC Paving, Swales, Etc.	Included	Included	Included	Included	Included	
Parking Lot Lights	Included	560	Included	Included	Included	

Bid Evaluation Report



Surveying	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Subcontractors					Date Printed	12/6/2016
Description	Adkan	Hunsaker & Assoc.	Brenner & Carpenter	Precision	Stantec	Gromatici
TOTALS	59,760	58,648	75,900	58,995	86,800	0
<b>Recommendation:</b>		<b>Amount</b>				
Hunsaker & Assoc.		58,648				

Bid Evaluation Report



Demo & Earthwork	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Triangle Ent.	Damar Const.	Ground Breakers	Leko Const.	Sharma Gen. Eng.	Toro Ent.
Base Bid	See Below	See Below	See Below	See Below	See Below	See Below
Spec #: 024300, 311000, 312200, 312333	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	10 Days	30 Days	30 Days	30 Days	60 Days	30 Days
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Abatement</b>						
Potential Inaccessible Asbestos Materials	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Asbestos as Surveyed	N/A	N/A	N/A	N/A	N/A	N/A
<b>Abatement for Grading</b>	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Unquantifiable Soils with Potential Lead Contamination at Existing Buildings	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
<b>Demo - Standard Industries</b>	<b>297,500</b>	<b>331,603</b>	<b>322,000</b>	<b>331,603</b>	<b>331,603</b>	<b>331,603</b>
Phase 1	Included	Included	Included	Included	Included	Included
Offsite per Page 4 of 4	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) PCC Curb and Gutter	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) Sidewalks	Included	Included	Included	Included	Included	Included
Sawcut and Remove (E) 2' AC Paving in Street Along Elm, Montrose and Fir - 9/C02	Included	Included	Included	Included	Included	Included
Sawcut AC in Street for New Utilities - C08	4,608	4,608	4,608	4,608	4,608	4,608
Sawcut and Remove (E) Curb Ramps for New ADA Ramps with Truncated Domes	Included	Included	Included	Included	Included	Included
Onsite Clearing / Demolition - C05	Included	Included	Included	Included	Included	Included
Underground Utility Location	2,400	2,400	2,400	2,400	2,400	2,400
Remove Existing Trees	Included	Included	Included	Included	Included	Included
Sawcut & Remove AC Paving Parking Lot	Included	Included	Included	Included	Included	Included
Remove Fencing and Gates	Included	Included	Included	Included	Included	Included
Remove (E) Utilities, SD & Irrigation	Included	Included	Included	Included	Included	Included
(E) Drywell per RFI 35	Included	Included	Included	Included	Included	Included
Remove Trash Enclosure	Included	Included	Included	Included	Included	Included
Phase 2	Included	Included	Included	Included	Included	Included
Remove All Existing Facilities - Portables & Classroom Building	Included	Included	Included	Included	Included	Included

Bid Evaluation Report



Demo & Earthwork	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Triangle Ent.	Damar Const.	Ground Breakers	Leko Const.	Date Printed	12/6/2016
					Sharma Gen. Eng.	Toro Ent.
AC Paving and Play Areas	Included	Included	Included	Included	Included	Included
Fencing	Included	Included	Included	Included	Included	Included
Concrete Pavement	Included	Included	Included	Included	Included	Included
Electrical Equipment	Included	Included	Included	Included	Included	Included
Salvage & Relocate	Included	Included	Included	Included	Included	Included
Light Poles (3)	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical
Backflow (1)	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities
Adjust to Height - Sewer Cleanouts (2)	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities	By Utilities
<b>Grading</b>	<b>579,100</b>	<b>536,995</b>	<b>533,500</b>	<b>720,118</b>	<b>748,340</b>	<b>589,068</b>
Water Meter and Construction Watering for Own Scope	21,000	21,000	21,000	21,000	21,000	21,000
Move-Ins	Included	Included	Included	Included	Included	Included
April '17 Movie-In for MPR Bldg Due to Portables	Included	Included	Included	Included	Included	Included
Mass Excavation and Fine Grade Subgrade	Included	Included	Included	Included	Included	Included
Temp Soil Stabilization	7,500	7,500	7,500	7,500	7,500	7,500
Over-Ex 4' or 3' Below Footings (Phase 1) per RFI 39	Included	Included	Included	Included	Included	Included
Extend 5' from Perimeter Edges - RFI 7	Included	Included	Included	Included	Included	Included
Geogrid - Tensar Tri-Axial TX160 or Equal - RFI 7	Included	Included	Included	Included	Included	Included
1" Crushed Rock	Included	Included	Included	Included	Included	Included
Over-Ex at Elevator Pit, 1.5' Below Bottom and 3' Lateral per RFI 40	Included	Included	Included	Included	Included	Included
Over-Ex 6" at Site Conditions	Included	Included	Included	Included	Included	Included
Sub-Grade Compaction of 95%	Included	Included	Included	Included	Included	Included
Over-Ex 6" at Play Field (Phase 2)	Included	Included	Included	Included	Included	Included
Import per Geotech +/- 8,000 CY	Included	Included	Included	Included	Included	Included
Export Spoils Stockpiled by Others	\$19 / CY	\$20.30 / CY	\$29 / CY	\$25.57 / CY	\$26.10 / CY	\$28.80 / CY
Concrete Spoils	18,810	20,097	28,710	25,314	25,839	28,512
Site Utilities	9,500	10,150	14,500	12,785	13,050	14,400
Plumbing, Electrical	1,900	2,030	2,900	2,557	2,610	2,880
Structure Moving	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
Relocate 2 (E) Portables - (Phase 1A)	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances
<b>TOTALS</b>	<b>942,318</b>	<b>936,383</b>	<b>937,118</b>	<b>1,127,885</b>	<b>1,156,950</b>	<b>1,001,971</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Damar Const.</b>	<b>936,383</b>					

Bid Evaluation Report



Asphalt Paving & Striping	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Terra Pave	Onyx Paving	Toro Ent.	Date Printed	12/6/2016
Base Bid	384,000	221,230	205,557		
Spec #: 321126, 321216, 321723	Included	Included	Included		
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included		
Bid Good for 60 Days					
Prevailing Wage	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A		
<b>AC Paving</b>	Included	Included	Included		
Phase 1	Included	Included	Included		
Road Work at Elm, Montrose & Fir	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 8" Sub Base	Included	Included	10,981		
4" AC o/ 5" Class II Base o/ 8" Sub Base at Bus Drop Offs in Street	Included	Included	23,150		
Grind and Overlay 0.20" AC (2' Wide Min.) in Street - Elm, Montrose & Fir - 9/C02	Included	Included	1,426		
Parking Lot	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" & 4" Sub Base	Included	Included	Included		
Phase 1A	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" & 4" Sub Base at Elec Yard	Included	Included	Included		
Phase 2	Included	Included	Included		
4" AC o/ 5" Class II Base o/ 3.5" Sub Base at Playground	Included	Included	Included		
Redwood Header at Grass	Included	1,908	1,908		
<b>Striping</b>	ABC Resources	Included	ABC Resources		
Parking Lot - 4/C02	14,368	9,800	14,368		
Concrete Wheel Stops - 7/Gen2	Included	Included	Included		
Stripe Crosshatch Areas	Included	Included	Included		
Standard Parking Spaces	Included	Included	Included		
Fire Lane Curbs Red - F12/A01.2	Included	Included	Included		
Handicap Parking Spaces	Included	Included	Included		
Arrows and Stall Numbers	Included	Included	Included		
Signage - Parking & Fire Lane w/ Posts - 1&2/C02	Included	Included	Included		
Signage - Fire Lane - 1&9/Gen 5	Included	Included	Included		

Bid Evaluation Report



Asphalt Paving & Striping	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Terra Pave	Onyx Paving	Toro Ent.		Date Printed	12/6/2016
Signage - Stop Sign, District Signs and Fence Signs w/ Posts	Included	Included	Included			
Post Footings 12" Dia x 24" Deep	Included	3,200	Included			
Playground Track Striping at Kindergarten 3" White - 30" Wide per A0-1.1	Included	Included	Included			
Site Basketball, Tetherball, Hopscotch and Foursquare Striping per 6,8-12/A63.6	Included	Included	Included			
Elec Yard Striping per Note 17/C-06	824	824	824			
<b>Offsite</b>						
Paint Top of Curb and Curb Face Red / Yellow / Green as Required	2,340	2,340	2,340			
<b>TOTALS</b>	<b>401,532</b>	<b>239,302</b>	<b>260,553</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Onyx Paving</b>	<b>239,302</b>					

Bid Evaluation Report



Site & Off-Site Concrete	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Lopez Eng.	A&S Cement	Santa Clarita Conc.	Toro Ent.		
Base Bid	See Below	625,000	479,000	Incomplete		
Spec #: 321213, 321613, 321713	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	30 Days	30 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>On Site</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>			
Flat Work	282,765	Included	Included			
4" PCC with #3 Rebar at Site Walkways and Building Courtyards - C06	Included	Included	Included			
Accessible Curb Ramps at ADA Stalls/Admin Bldg with Truncated Domes- 6/C02	2,040	Included	Included			
Curb & Gutters	21,890	Included	Included			
Parking Lot per C06	Included	Included	Included			
6" Curb and Gutter - 111/C03	Included	Included	Included			
6" PCC Curb - 111/C03	Included	Included	Included			
0" Curb - 12/C02	Included	Included	Included			
Curb Ends - 7/C02	Included	Included	Included			
Concrete Mow Curbs at Site Fencing and Site Landscape - L201 & L302 (RFI 34)	6,750	6,750	Included			
Concrete Maint. Bands at Bldg Perimeters per A01.1 & 3/A63.6 (RFI 46)	8,664	Included	Included			
2"x6" Conc Header at AC to Grass Transition per A01.1 & 4/A63.6	3,578	3,578	3,578			
Misc	Included	Included	Included			
Bldg 1 - Classroom	Included	Included	Included			
6" Conc Pads for HVAC Equip - M1-1.1 & 16/S301	2,256	2,256	2,256			
Concrete Stairs at Stair 3 Per 1/A1-45.3	17,680	18,000	Included			
Fire Hydrant Bollards/Footings - 301/C04 (12)	Included	Included	Included			
3' Deep Footings	3,600	3,600	3,600			
Footings for Site Fencing and Gates - 3&4/A63.5	Included	Included	Included			
Kindergarten Bldg per RFI 41	Included	Included	Included			

Bid Evaluation Report



Site & Off-Site Concrete	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Lopez Eng.	A&S Cement	Santa Clarita Conc.	Toro Ent.	Date Printed	12/6/2016
Throughout Site per A0-1.1	Included	Included	Included			
Post Footing - 4/A-63.5	9,702	9,702	9,702			
Gate Footing - 3/A-63.5	7,560	7,560	7,560			
Flag Pole Footing 4' Dia x 6' Deep - 20/S303 (1)	1,250	1,250	Included			
Marquee Sign Footing & Cap per 18/S303	4,320	Included	Included			
Conc Base Under Rubber Play Surface at Kindergarten per 7/A63.5 & A0-1.1	29,869	29,869	29,869			
1' Conc Band Around Playgrounds at Kindergarten and Playground - A0-1.1 & 10/A63.5	4,512	Included	4,512			
Footing for Basketball Poles 84" Deep x 2' Dia - 7/A63.6 (6)	5,100	Included	5,100			
Footing for Tetherball Poles 12/A63.6 (2)	1,700	Included	1,700			
Concrete Footing for CMU Walls at Elec Yard - 1/A0-1.3 & 9&10/S303 - (3'-6" x 1'-4")	17,380	Included	17,380			
9" Conc Pad for Elec Equip at Elec Yard per 1/A0-1.3 & 16/S301	2,544	Included	2,544			
Light Pole Footings - 5&6/E7.3	6,800	Included	Included			
Base for all Paving	41,045	Included	Included			
Reinforcing Steel for All Work	37,762	Included	39,300			
Control and Expansion Joints / Sealants	20,070	20,070	20,070			
Washout Bins	2,500	2,500	2,500			
<b>Off Site</b>	Included	Included	Included			
4" PCC Sidewalks (8' Wide)	14,372	Included	Included			
Detectable Warning Surfaces (Truncated Domes) at Street Corner Curb Ramps - Yellow - 6/C02	3,720	Included	Included			
Loading Zone Ramp w/ Truncated Domes, Curbs and Ramp per 10/Gen 5 & C06 (2)	Included	Included	Included			
Join and Match (E) Curb, Gutter, Sidewalk	10,724	Included	Included			
Driveway Entrances per 115/C03 (3)	6,732	Included	Included			
4' Ribbon Gutter in Street Drop Off - 117/C03	10,800	Included	Included			
8" PCC Turnouts per Pg 4of4 & 200/Pg 2	39,101	Included	38,000			
<b>Site Pavers (MFR TBD)</b>	45,177	45,177	45,177			
Pavers Outside MPR & Admin Bldg	In Above	In Above	In Above			
Pavers in Classroom Courtyard	In Above	In Above	In Above			
Sand Base	In Above	In Above	In Above			
<b>TOTALS</b>	<b>671,962</b>	<b>775,311</b>	<b>711,847</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Lopez Eng.</b>	<b>671,962</b>					

Bid Evaluation Report



Fencing & Gates	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Pilgrim Fence				Date Printed	12/6/2016
Base Bid	270,872					
Spec #: N/A	Included					
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included					
Acknowledgment of Addendum 1	Included					
Bid Good for 60 Days	Included					
Prevailing Wage	Included					
Prequalification per Bid Invite	N/A					
Attachment C Acknowledgement	N/A					
<b>Chain Link Fencing</b>	See Allowances					
Chain Link Fence, 6' Tall at New Play Field Perimeter	See Allowances					
Footings for Fence Posts	See Allowances					
<b>Steel Fence and Gates - (A0-1.1, No Spec)</b>	Included					
Steel Fencing at Kindergarten Bldg per RFI 41 - 9/S63.5	Included					
Fencing Throughout Site per 9/A63.5	Included					
Single Gates Throughout Site - 1/A63.5 (1)	Included					
Double Gates Throughout Site - 8/A63.5 (9)	Included					
Panic Hardware at All Gates	Included					
<b>TOTALS</b>	<b>270,872</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Pilgrim Fence	270,872					

Bid Evaluation Report



Landscape & Irrigation	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Pierre Land.	Advanced Land. 2000	Venco Western	Marina	Date Printed	12/6/2016
					Dafau Land.	
Base Bid	21,277	See Below	See Below	See Below	See Below	
Spec #: 323000, 328400, 329000, 329010	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	60 Days	30 Days	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Planting</b>	<b>146,171</b>	<b>117,918</b>	<b>113,905</b>	<b>186,000</b>	<b>105,213</b>	
Furnish/Install all Project Landscape Planting (Trees, Shrubs, Groundcover, Flowers, Sod, Vines, etc.)	Included	Included	Included	Included	Included	
Planting Legend per L201	Included	Included	Included	Included	Included	
Hydroseed New Field "Sportsfield Mix"	Included	Included	Included	Included	Included	
Staking, Tree Trunk Guards, Headers and Root Barriers	Included	Included	Included	Included	Included	
Backfill Mix for Use of Planting	Included	Included	Included	Included	Included	
Planting Details per L302	Included	Included	Included	Included	Included	
<b>Irrigation</b>	<b>169,413</b>	<b>149,757</b>	<b>143,545</b>	<b>178,000</b>	<b>189,247</b>	
Irrigation Legend per L103	Included	Included	Included	Included	Included	
All Piping - Sch 40 PVC or Class 315 / Class 200 PVC	Included	Included	Included	Included	Included	
Irrigation POC on Fir Ave per L102 - RFI 12	Included	Included	Included	Included	Included	
Auto Controllers, Backflow Device, Master Valve and Flow Sensor, Rain Shut off Device	Included	Included	Included	Included	Included	
Drip/line Tubing, Lighting Equipment, Pull Boxes, and Wire Cable	Included	Included	Included	Included	Included	
Temporary Watering w/ GC Supplied Water	Included	Included	Included	Included	Included	
Irrigation Tie-Ins and sleeves	Included	Included	Included	Included	Included	
Irrigation Details per L301	Included	Included	Included	Included	Included	
<b>Misc</b>						
Gravel Floor Covering at Elec Enclosure - 1/A0-1.3	3,426	3,426	3,426	3,426	3,426	
Gravel Pads at Curb Cuts in Parking Lot - 14/C02	2,939	3,000	3,000	3,000	3,000	
2x2 Gravel 1-1.5" Dia x 4" Deep (4)	In Above	In Above	In Above	In Above	In Above	
DG - 2.5 Tons	Included	5,471	6,000	6,000	6,000	

Bid Evaluation Report



Landscape & Irrigation	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Pierre Land.	Advanced Land. 2000	Venco Western	Marina	Date Printed	12/6/2016
					Dafau Land.	
Biofiltration Basins - 11/C02 (3)	48,586	33,041	41,000	41,000	41,000	
Vegetated Swale at Field - 15/C02 (Phase 2)	6,416	11,452	12,000	12,000	12,000	
Vegetated Swale at Field - SE Corner Not Identified on C-07	9,999	18,120	18,120	18,120	18,120	
12" Stone Layer, 6" Pea Gravel, 3" Sand & Geotextile Fabric	Included	In Above	In Above	In Above	In Above	
90 Day Maintenance	17,790	18,000	15,600	16,000	15,900	
(1) Year Warranty	Included	Included	Included	Included	Included	
Spoils Removal	2,275	3,000	3,000	3,000	3,000	
Move-Ins (2)	Included	Included	10,000	Included	Included	
<b>TOTALS</b>	<b>428,292</b>	<b>363,185</b>	<b>369,596</b>	<b>466,546</b>	<b>396,906</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Advanced Land. 2000	363,185					

Bid Evaluation Report



Reinforcing Steel	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Quality Reinforcing	Vista Steel	Stantru	Rebar Eng.	Date Printed	12/6/2016
Base Bid	154,165	201,542	148,400	No Bid		
Spec #: 032000	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	30 Days				
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Rebar</b>	Included	Included	Included			
Buildings 1-4	Included	Included	Included			
Rebar for Footings	Included	Included	Included			
Rebar for Spread Footings	Included	Included	Included			
Rebar for Column Footings	Included	Included	Included			
Rebar for Stair Footings	Included	Included	Included			
Rebar for Pad Footings	Included	Included	Included			
Rebar for Slab on Grade	Included	Included	Included			
Site Concrete Reinforcing	In Site Conc	In Site Conc	In Site Conc			
Site CMU Wall Reinforcing	In CMU	In CMU	In CMU			
Hoisting as Required	7,500	7,500	7,500			
Allowance - 5 Tons/2% per 7/S303	12,000	11,347	14,900			
Misc Site Work	11,750	11,750	11,750			
Conc Pads for HVAC Equip - 16/S301	In Above	In Above	In Above			
Conc Pad for Elec Equip at Elec Yard - 16/S301	In Above	In Above	In Above			
Conc Base Under Rubber Play Surface at Kindergarten per 7/A63.5	In Above	In Above	In Above			
Fire Hydrant Bollards/Footings - 301/C04	In Above	In Above	In Above			
<b>TOTALS</b>	<b>185,415</b>	<b>232,139</b>	<b>182,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Stantru</b>	<b>182,550</b>					

Bid Evaluation Report



Building Concrete	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Santa Clarita Concrete	JT Wimsatt		Date Printed	12/6/2016
Base Bid	988,000	955,000			
Spec #: 031000, 033000-AD1	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Structural Concrete</b>	Included	Included			
Base - 2" Sand Fill over Vapor Barrier	Included	Included			
15 mil. Vapor Barrier by Stego Ind.	Included	Included			
Bentonite Water Stop at Ext Wall Curbs - 1/A61.3	Included	Included			
Install Anchor/Sill Bolts for Wood Framing per Wall Framing Details - A-61.3	Included	Included			
Bldg 1 - Classroom (S-111 to 13)	Included	Included			
Spread Footings per Schedule on Foundation Pages S-111, 121, 131, 141 (W-1 to W-6)	Included	Included			
Column Footings (F-2 & F-3) - 10/S302	Included	Included			
5" SOG - 3&4/S301	Included	Included			
24" Conc Footing at Stair 1 per Note on S111	Included	Included			
10'x10'x2' Deep Footing at Exterior Stairs on Grade per Note on S111	Included	Included			
10'x10'x2' Deep Footing at Elevator Pit per S-111	Included	Included			
1-6" W x 1'-6" D Continuous Footing Between Ext. Column Footings - 8/S303	Included	Included			
2' D Footing by Width as Shown on S111 at Classrooms	Included	Included			
Elevator Pit per 13/S301	Included	Included			
Lt Wt Concrete Fill at Balconies on 2nd Floor of Classroom Bldg - 3/A63.4	60,000	56,000			
Concrete Fill at Pan Filled Metal Stair Treads and Landings w/ W4x4 Reinforcing - 2&6/S801	Included	18,000			
Balco Stair Strips AB-2 per 6/A1-45.3	3,250	3,250			
Bldg 2-4	Included	Included			
Spread Footings per Schedule on Foundation Pages S-111, 121, 131, 141 (W-1 to W-6)	Included	Included			

Bid Evaluation Report



Building Concrete		Elm Street Elementary School Reconstruction			Job Number	Elm
					Bid Date	12/7/2016
		Subcontractors			Date Printed	12/6/2016
Description	Santa Clarita Concrete	JT Wimsatt				
5" SOG - 384/S301	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at MPR Bldg 2 per 14/S303 (5)	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at Admin Bldg 3 per 14/S303 (4)	Included	Included				
11' Deep x 20" Dia Concrete Footing for HSS Column at Kinder Bldg 4 per 14/S303 (10)	Included	Included				
4" Conc Curb at Locker Alcove at MPR Bldg per 6/A64.4	450	450				
Dewatering as Required	See Allowances	See Allowances				
Setting Anchor Bolt Templates	Included	Included				
Curing and Sealing Compounds per Specs as Required	Included	Included				
Wash Out Bins	Included	Included				
<b>TOTALS</b>	<b>1,051,700</b>	<b>1,032,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
JT Wimsatt	1,032,700					

Bid Evaluation Report



Lightweight Concrete	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Insul-Flow	JT Whimsatt	Cell-Crete	Date Printed	12/6/2016
Base Bid	43,195	80,000	No Bid		
Spec #: N/A	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	Included	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Lt. Weight Concrete</b>	Included	Included			
1-1/2" Lt Weight Concrete over Enkasonic Sound Mat on 2nd Floor of Classroom Building 1 - 16/S601 & 13&15/S612 & 8/A60.1	Included	Included			
Lt Wt Concrete Fill at Balconies on 2nd Floor of Classroom Bldg - 3/A63.4	In Concrete	In Concrete			
Lt Wt Concrete Fill at Pan Filled Metal Stair Treads and Landings w/ W4x4 Reinforcing - 2&6/S801	In Concrete	In Concrete			
Balco Stair Strips AB-2 per 6/A1-45.3	In Concrete	In Concrete			
<b>TOTALS</b>	<b>43,195</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>				
<b>Insul-Flow</b>	<b>43,195</b>				

Bid Evaluation Report



Masonry	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Loyd Tansing Masonry	Skidmore Masonry				
Base Bid	35,910	39,697				
Spec #: 042000	Included	Included				
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included				
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included				
Acknowledgment of Addendum 1	Included	Included				
Bid Good for 60 Days	45 Days	30 Days				
Prevailing Wage	Included	Included				
Prequalification per Bid Invite	N/A	N/A				
Attachment C Acknowledgement	N/A	N/A				
<b>Site Masonry</b>						
MFR - Basalite, Crystalline or Orco	Included	Included				
8x8x16 Grey Precision	Included	Included				
8' High 8" CMU Walls at Electrical Enclosure per 1/A0 1.3 & 9&10/S303	Included	Included				
Grouting as Required	Included	Included				
Furnish & Install Rebar for All CMU Site Walls	3,500	Included				
Scaffolding as Required	Included	Included				
Washout Bins	850	Included				
Mock-Up	2,500	2,500				
<b>Precast Column Covers - 4/A64.4</b>						
Bldg 1 - (22)	In Above	In Above				
Bldg 2 - (5)	In Above	In Above				
Bldg 3 - (4)	In Above	In Above				
Bldg 4 - (10)	In Above	In Above				
<b>TOTALS</b>	<b>79,607</b>	<b>79,044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Skidmore Masonry	79,044					

Bid Evaluation Report



Structural Steel	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Ironman, Inc	Golden State Steel		Date Printed	12/6/2016
Base Bid	481,000	475,480			
Spec #: 051200, 055000, 055100, 055213	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	14 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Structural Steel</b>	Included	Included			
Contractor to Pay for Inspector Travel Expenses if Fabricator is outside of 25 Miles of Project Site	TBD	TBD			
Bldg 1 - Classroom	Included	Included			
HSS Steel Columns on First & Second Levels - 4x4, 5x5 & 6x6	Included	Included			
HSS Beams at Elevator - 4/S501	Included	Included			
"C" Channel Framing at Elevator - S111	Included	Included			
Pipe Columns at Roof Hip Beams - 19/S602	Included	Included			
"W" Steel Beams at Elevator - S113 & 2/S501	Included	Included			
Bldg 2 - MPR	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (5)	Included	Included			
1-1/2" Dia Pipe at Ea End of Parapet Screen Walls and MC10x25 per 19A/S613	Included	2,850			
Bldg 3 - Admin	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (4)	Included	Included			
1-1/2" Dia Pipe at Ea End of Parapet Screen Walls and MC10x25 per 19A/S613	Included	2,850			
Bldg 4 - Kindergarten	Included	Included			
HSS 6x6 Steel Columns per 14/S303 (10)	Included	Included			
Pipe Column at Roof Hip Beams - 19/S602 (1)	Included	Included			
Safety Cable Railing as Required	6,500	6,500			
FOB Anchor Bolts/ Templates for Own Work	Included	Included			
FOB Embeds, Weld Plates, etc. for Own Work	Included	Included			
Hoisting for All Work	Included	Included			
<b>Steel Stairs</b>	Included	Included			
Shop Primed and Painted	Included	Included			

Bid Evaluation Report



Structural Steel	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Ironman, Inc	Golden State Steel				
Stairs 1-3 at Classroom Bldg 1 - S114 & S801	Included	Included				
Stair 1 - A1-45.4	Included	Included				
Stair 2 - A1-45.2	Included	Included				
Stair 3 - A1-45.3	Included	Included				
Steel Stairs (Pan Filled Concrete)	Included	Included				
HSS, MC, C Stringers, L Brackets and Metal Pan Landings	Included	Included				
Conc Nosing at Stairs - 6/A1-45.3	2,500	2,500				
Stair Railings and Guardrails	Included	Included				
<b>Railings &amp; Guardrails</b>	Included	Included				
Bldg 1 - Classroom - A1-45.1, 2 & 3	Included	Included				
Stair Railings and Guardrails	Included	Included				
1-1/2" Handrail Both Sides - A63.2	Included	Included				
Guardrail at Midlandings - A63.2	Included	Included				
Guardrail at Top of Stairs - A63.2	Included	Included				
Stair 1 - A1-45.1	Included	Included				
Stair 2 - A1-45.2	Included	Included				
Stair 3 - A1-45.3	Included	Included				
Guardrails at 2nd Floor Walkways - A1-11.2	Included	Included				
Elevations - 12/A63.2	Included	Included				
Bldg 2 - MPR	Included	Included				
Roof Guardrail -16/A63.1	Included	Included				
1" & 1-1/2" Dia Galv. Tube Steel	Included	Included				
<b>Site</b>	Included	Included				
Steel Bollards at Fire Hydrants - 301/C04	4,800	4,800				
Metal Gates are Site Elec Yard - 4/A0-1.3	Included	Included				
6'-8"Wx8'H Gate (1)	Included	Included				
10'Wx8'H Gate (1)	Included	Included				
HSS Posts, 22 GA Corrugated Panels, Hinges, Cane Bolts and Embed Plates	Included	Included				
<b>Misc. Metal</b>	Included	Included				
L2x2 Bracket for Countertops in Bldg 3 Admin	Included	Included				
Rms 3-121 & 3-122 - 8/A64.3	Included	Included				
Ridge Connection Plates per 12/S612	Included	4,200				
Drinking Fountain Cane Rails per 11/Gen-5 (2)	900	Included				
Drinking Fountain Cane Rails per 6/Gen-4 (1)	450	Included				
Bldg 3 - 12GA Bent Plates at 8" OC at Wall Popout - 13/A64.2	4,500	4,500				
Elevator Pit Ladder (1) - 1/A1-45.2 (None Shown)	750	Included				

Bid Evaluation Report



Structural Steel		Elm Street Elementary School Reconstruction			Job Number	Elm
		Subcontractors			Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Ironman, Inc	Golden State Steel				
Elevator Sill Angle & Threshold	Included	1,200				
Roof Access Ladders - 2/A64.4	Included	Included				
Bldg 1 - Classroom (1)	Included	Included				
Bldg 2 - MPR (1)	Included	Included				
Bldg 3 - Admin (1)	Included	Included				
Fixed Sun Screens	Included	Included				
HSS 4x4 Sleeve w/ 3/8" Steel Plate & 6x15" Plate at each Side of Kickers at Window Shades - 20/S602, A64.5, A64.6	Included	Included				
Bldg 1 - Classroom (8)	Included	Included				
Bldg 2 - MPR (6)	Included	Included				
Bldg 3 - Admin (2)	Included	Included				
Bldg 4 - Kindergarten (2)	Included	Included				
<b>TOTALS</b>	<b>501,400</b>	<b>504,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Ironman, Inc</b>	<b>501,400</b>					

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	WS Klem	Abdellatif Ent.	JF Construction	Date Printed	12/6/2016
Base Bid	2,903,000	2,895,000	Incomplete		
Spec #: 061000, 061800, 061810, 065000, 066000	Included	Included			
Spec #: 067000, 097733, 107113.43	Included	Included			
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Rough Framing</b>	Included	Included			
Wall Schedule per A61.1	Included	Included			
Plywood Sheathing as Shown on Wall Types	Included	Included			
MFR - Standard Structures	Included	Included			
Glu-Laminated Beams & Struc Eng. Beams	Included	Included			
MFR - RedBuilt Drawings 1-5	Included	Included			
Open Web Trusses, I-Joists, LVL	Included	Included			
Simpson HDW as Scheduled	Included	Included			
Supply Anchor/Sill Bolts for Wood Framing per Wall Framing Details - A-61.3	61,173	62,000			
Hold Down Schedule (A-H4)	Included	Included			
Shear Wall Panels per 2/S621	Included	Included			
Mechanical Platforms at Roof on Bldg 2 & 3 - 8/S602	Included	Included			
Wall Framing - 2x4, 2x6, 2x8	Included	Included			
Wood Backing for All Wall Items - Millwork, TV's, Marker/Tackboards, Handrails, B-RM Acc.	Included	Included			
Plywood Backboards - Electrical / Low Voltage	1,250	1,250			
Wood Nailers at Roof Parapet Coping - 7/A63.1	Included	Included			
Storage of Lumber and Delivery to Site	Included	Included			
Safety Railing as Required at Bldg 1 2nd Floor Bldg 1 - Classroom	3,200	3,200			
Plywood Floor Sheathing - 18/S622	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm
				Bid Date	12/7/2016
				Date Printed	12/6/2016
Description	Subcontractors				
	WS Kiem	Abdellatif Ent.	JF Construction		
Flooring & Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
T1-11 Siding at Underside of Roof Overhang per 2.1/A60.1, 15/A64.2 & A1-11.5	Included	Included			
Hardie Board Fascia per Wall Sections on A1-32.1 through A1-32.6	Included	Included			
Install Pipe Columns at Roof Hip Beams - 5&19/S602 (3)	0	0			
Bldg 2 - MPR	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Kitchen Ceiling Joists - 5701 & 3/A2-41.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
2x Furring Strips at Tetcum Panel Ceiling at Presentation/Serving Area Rm 105	In ACT	In ACT			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
2x6 Framing and Plywood Sheathing at Parapet Screen Wall - 19A/S613 & 11/A64.2	Included	Included			
1x8 Wood Board at Coat Hooks on 1st and 2nd Floors - 14/A64.4	5,304	5,304			
Roof Crickets per A2-11.2 & S-122	Included	12,000			
Bldg 3 - Admln	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
Simpson Strong Walls - SWS B1 & B2	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			
2x6 Framing and Plywood Sheathing at Parapet Screen Wall - 19A/S613 & 11/A64.2	Included	Included			
Roof Crickets per A3-11.2 & S-132	Included	7,200			
Bldg 4 - Kindergarten	Included	Included			
Plywood Roof Sheathing - 18/S622	Included	Included			
1/2" Plywood at Exterior Walls per Struc Walls and Ext. Walls as Shown on A61.1	Included	Included			
Roof Joists per Schedule on Framing Plans per Building 1-4	Included	Included			
1/2" Plywood at Plaster Pilasters - 4/A64.4	Included	Included			

Bid Evaluation Report



Rough Carpentry	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
Description	Subcontractors			Date Printed	12/6/2016	
	WS Kiem	Abdellatif Ent.	JF Construction			
T1-11 Siding at Underside of Roof Overhang per 2.1/A60.1, 15/A64.2 & A4-11.3	Included	Included				
Hardie Board Fascia per Wall Sections on A4-32.1 through A4-32.4	Included	Included				
Install Pipe Column at Roof Hip Beams - 5&19/S602 (1)	650	650				
<b>Fixed Sun Screens</b>	Included	Included				
Fire Treated Lumber	Included	Included				
Window Shades per 20/S602 & A64.5 & A64.6	Included	Included				
4x4 & 4x6 Beams	Included	Included				
3x3 @ 8" OC	Included	Included				
4x4 Kickers w/ 3/8" Steel Plate & 6x15" Plate at each Side of Kicker	Included	Included				
4x6 & 4x10 Blocking per 3/S601	Included	Included				
Entrance Canopies per 17/S602 & A64.5 & A64.6	Included	Included				
4x10 & 6x10 Beams	Included	Included				
3x3 @ 8" OC	Included	Included				
Simpson Hardware	Included	Included				
4x Blocking	Included	Included				
Bldg 1 - Classroom	Included	Included				
Window Shades (8)	Included	Included				
Bldg 2 - MPR	Included	Included				
Window Shades (6)	Included	Included				
Entrance Canopies (1)	Included	Included				
Bldg 3 - Admin	Included	Included				
Window Shades (2)	Included	Included				
Entrance Canopies (2)	Included	Included				
Bldg 4 - Kindergarten	Included	Included				
Window Shades (2)	Included	Included				
<b>FRP Panels - Miller Paneling</b>	10,400	10,400				
MFR - Glasteel, Kemlite, Lasco, Marlite, Nudo	Included	Included				
Janitors Closets (Not Shown)	Included	Included				
Bldg 1 - Janitors Closets - 104, 112, 204	Included	Included				
Bldg 4 - Janitors Closet - 114	Included	Included				
<b>TOTALS</b>	<b>2,984,977</b>	<b>2,997,004</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>WS Kiem</b>	<b>2,984,977</b>					

Bid Evaluation Report



Cabinets / Millwork	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Stolo Cab.	Fremont Millwork	Dennis Reeves	ICI Millwork		
Base Bid	67,190	68,530	62,974	62,042		
Spec #: 062000, 064100, 123600	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	45 Days	30 Days	30 Days	90 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Millwork</b>						
Lower Cabinets with Hardware	Included	Included	Included	Included		
Plastic Laminate Finish	Included	Included	Included	Included		
Plastic Laminate Countertops	Included	Included	Included	Included		
Details per A64.3	Included	Included	Included	Included		
Bldg 1 - Classroom per A1-51.3 & 4	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rms - 101,2,6,7,8,9,18,19,20,21	Included	Included	Included	Included		
Rms - 201,2,6,7,8,9,11,13,14,15,16	Included	Included	Included	Included		
Bldg 3 - Admin per A3-11.1	Included	Included	Included	Included		
Countertops per 8/A64.3	Included	Included	Included	Included		
Rms - 3-121 & 3-122	Included	Included	Included	Included		
Rm - 3-125 - 1/A3-41.1	Included	Included	Included	Included		
Rm - 3-108 - 1/A3-41.2	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rm - 3-113 - 2/A3-51.1	Included	Included	Included	Included		
Rm - 3-111 - 1/A3-51.1	Included	Included	Included	Included		
Bldg 4 - Kindergarten per A4-51.1	Included	Included	Included	Included		
Casework & Counters	Included	Included	Included	Included		
Rms - 4-101,2,3,4 - A4-41.2 & A4-51.1	Included	Included	Included	Included		
Install Countertop Supports	3,000	3,000	3,000	3,000		
<b>TOTALS</b>	<b>70,190</b>	<b>71,530</b>	<b>65,974</b>	<b>65,042</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>ICI Millwork</b>	<b>65,042</b>					

Bid Evaluation Report



Waterproofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Systems WP	Angelus WP	Eberhard	Letner	Date Printed	12/6/2016
Base Bid	33,200	43,500	63,115	45,630		
Spec #: 071400, 071616, 079005	Included	Included	Included	Included		
Spec #: 099723	Included	Included	Included	Included		
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	Included	30 Days	60 Days	Included		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Waterproofing</b>	Included	Included	Included	Included		
Hot Fluid Applied	Included	Included	Included	Included		
MFR - Tremco, American Hydrotech, Barrett	Included	Included	Included	Included		
At Exterior Decks on Bldg 1 Classroom - 3/A63.4	Included	Included	Included	Included		
Under Topping Slabs at Exterior Decks	Included	Included	Included	Included		
Crystalline	Included	Included	Included	Included		
MFR - Euclid, Gemite, Koster or Vandez	Included	Included	Included	Included		
Inside of Elevator Pit	Included	Included	Included	Included		
Misc	Included	Included	Included	Included		
2" Thick WP at Flag Pole per 8/A64.4	2,000	2,000	2,000	2,000		
<b>Caulking &amp; Sealants</b>	Included	Included	Included	Included		
Per Schedule in Specs 3.3	Included	Included	Included	Included		
Windows, Doors, Walls, As Shown	34,642	34,642	34,642	34,642		
<b>Sealed Concrete per RFI 10</b>	Included	Included	Included	Included		
Conc - Natural Concrete Sealed	Included	Included	Included	Included		
MFR - Concrete Coatings Inc. - CCI SuperSeal 20-WB	Included	Included	Included	Included		
Storage, Data, Elec, Custodian, Control and Fire Riser Rooms per Finish Schedule	25,594	25,594	25,594	25,594		
Bldg 1- Classroom	In Above	In Above	In Above	In Above		
Rms - 104, 110A, 112, 116, 122, 204, 212, 217	In Above	In Above	In Above	In Above		
Bldg 2 - MPR	In Above	In Above	In Above	In Above		
Rms - 109 & 110	In Above	In Above	In Above	In Above		
Bldg 3 - Admin	In Above	In Above	In Above	In Above		
Rms - 116, 119, 123	In Above	In Above	In Above	In Above		

Bid Evaluation Report



Waterproofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Systems WP	Angelus WP	Eberhard	Letner	Date Printed	12/6/2016
Bldg 4 - Kindergarten	In Above	In Above	In Above	In Above		
Rms - 114, 115, 116	In Above	In Above	In Above	In Above		
<b>TOTALS</b>	<b>95,436</b>	<b>105,736</b>	<b>125,351</b>	<b>107,866</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Systems WP</b>	<b>95,436</b>					

Bid Evaluation Report



Insulation	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
				Subcontractors		
Description	DJ Insulation	Viking Insulation	ALCAL			
Base Bid	80,000	89,860	56,152			
Spec #: 72100	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	60 Days	Included	30 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Thermal and Blanket Insulation</b>	Included	Included	Included			
Interior, Exterior Walls, Cellings, Roof	Included	Included	Included			
R19 & 8" Batts at Int & Ext Walls	Included	Included	Included			
R30 at Roof	Included	Included	30,000			
Walls with "A" Designation to Receive Insulation per A61.1	Included	Included	Included			
Insulation at All Buildings 1-4	Included	Included	Included			
<b>TOTALS</b>	<b>80,000</b>	<b>89,860</b>	<b>86,152</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>DJ Insulation</b>	<b>80,000</b>					

Bid Evaluation Report



Sheet Metal & Metal Panels	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	R&J SM	Merit Metal Products		Date Printed	12/6/2016
Base Bid	151,100	147,000			
Spec #: 076200, 077123, 077200	Included	Included			
Spec #: 034900	Included	Included			
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	30 Days	30 Days			
Prevailing Wage	Included	Included			
Prequalification per Bid Invite	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A			
<b>Sheet Metal</b>	Included	Included			
All General Sheet Metal: Roof, Decking, Walls	Included	Included			
Flashings	Included	Included			
Trim	Included	Included			
Flexible Flashing and Underlayment	Included	Included			
Flashing at Mechanical Pads	Included	Included			
SS Sill Pan at Ext. Storefront Base - 19/A62.3	Included	Included			
Bldg 1 - Classroom	Included	Included			
Balcony Flashing at 2nd Floor - 3/A63.4	Included	Included			
Bldg 2 - MPR	Included	Included			
Parapet Coping - 22 Ga - 7/A63.1	Included	Included			
SM Flashing at Parapet Top - 11/A64.2	Included	Included			
Bldg 3 - Admin	Included	Included			
Parapet Coping - 22 Ga - 7/A63.1	Included	Included			
SM Flashing at Parapet Top - 11/A64.2	Included	Included			
GSM Flashing at Wall Popout - 13/A64.2	Included	Included			
Door & Window Sill/Head Flashings	42,582	50,000			
Gutters & Downspouts - 12&13/A64.4 - RF1 26	Included	Included			
Galvanized, Rectangular Shaped - Painted	Included	Included			
Bldg 1 - Classroom	Included	Included			
Bldg 4 - Kindergarten	Included	Included			
Splash Blocks at Downspouts per Elevations	Included	Included			
Roof Hatch - 9/A63.1	Included	Included			
MFR - Acudor, Bilco, Dur-Red, Milcor	Included	Included			
Prefab Curb by MFR	Included	Included			
Bldg 1 - Classroom - (1)	Included	Included			

Bid Evaluation Report



Sheet Metal & Metal Panels		Elm Street Elementary School Reconstruction				Job Number	Elm
						Bid Date	12/7/2016
		Subcontractors				Date Printed	12/6/2016
Description	R&J SM	Merit Metal Products					
Bldg 2 - MPR (1)	Included	Included					
Bldg 3 - Admin (1)	Included	Included					
<b>GFRC Panels - RFI 50</b>							
Bldg 2 - MPR - A2-11.2	12,697	12,697					
GFRC Panels at Parapet Overhang - 11/A64.2	In Above	In Above					
Bldg 3 - Admin	14,127	14,127					
GFRC Panels at Parapet Top - 11/A64.2	In Above	In Above					
<b>TOTALS</b>	<b>220,506</b>	<b>223,824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recommendation:</b>		<b>Amount</b>					
R&J SM		220,506					

Bid Evaluation Report



Roofing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Eberhard	Letner	Best Cont.	Commercial Roofing	Date Printed	12/6/2016
Base Bid	344,200	422,350	472,000	352,124	Incomplete	
Spec #: 073110, 075423, 072800	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	60 Days	Included	90 Days	30 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Asphalt Shingles</b>	Included	Included	Included	Included		
MFR - GAF, Owens-Corning, CertainTeed	Included	Included	Included	Included		
Underlayment per 072800	Included	Included	Included	Included		
Bldg 1 - Classroom - A1-11.3	Included	Included	Included	Included		
Bldg 4 - Kindergarten - A4-11.2	Included	Included	Included	Included		
<b>TPO Roofing</b>	Included	Included	Included	Included		
MFR - Firestone or Equal per RFI 1	Included	Included	Included	Included		
Single Ply Roofing System	Included	Included	Included	Included		
Fully Adhered	Included	Included	Included	Included		
Mechanically Fastened	Included	Included	Included	Included		
R30 Rigid Insulation - RFI 22	Included	Included	Included	Included		
5/8" Coverboard at Roof per RFI 21	Included	Included	Included	Included		
Walk Pads - Per Roofing Plans	Included	Included	Included	Included		
Parapet Walls	Included	Included	Included	Included		
Bldg 2 - MPR - A2-11.2	Included	Included	Included	Included		
Bldg 3 - Admin - A3-11.2	Included	Included	Included	Included		
<b>TOTALS</b>	<b>344,200</b>	<b>422,350</b>	<b>472,000</b>	<b>352,124</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Eberhard</b>	<b>344,200</b>					

Bid Evaluation Report



Doors, Frames & Hardware	Elm Street Elementary School Reconstruction			Job Number	Elm	
	Subcontractors			Bid Date	12/7/2016	
Description	Design Hardware	Star Hardware	Construction Hardware	Date Printed	12/6/2016	
Base Bid	277,648	225,035	222,820			
Spec #: 081113, 081416, 087100 1-4	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	60 Days	Included	30 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Hollow Metal Doors and Frames</b>	Included	Included	Included			
MFR per Specs	Included	Included	Included			
Frame Details - A62.1	Included	Included	Included			
Site						
Site 3'-4"x8' HM Door & Frame at Elec Enclosure per 1/A0-1.3 (1)	1,250	1,250	1,250			
Bldg 1 - Classroom - A1-52.1	Included	Included	Included			
Bldg 2 - MPR - A2-52.1	Included	Included	Included			
Bldg 3 - Admin - A3-52.1	Included	Included	Included			
Bldg 4 - Kindergarten - A4-52.1	Included	Included	Included			
Install HM Doors	Included	Included	Included			
Install HM Frames	In Drywall	In Drywall	In Drywall			
Install Wood Doors	Included	Included	Included			
<b>Door Hardware</b>	Included	Included	Included			
Hardware per Schedule in Specs per Bldg 1-4	Included	Included	Included			
Door Thresholds	Included	Included	Included			
<b>Misc. Door Hardware</b>	Included	Included	Included			
Storefront Doors	13,000	11,550	12,760			
Panic Hardware at Gates - 9 Doubles & 1 Single	In Fencing	In Fencing	In Fencing			
<b>TOTALS</b>	<b>291,898</b>	<b>237,835</b>	<b>236,830</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Construction Hardware</b>	<b>236,830</b>					

Bid Evaluation Report



Glass & Glazing	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Santa Barbara Glass	Coast to Coast		Date Printed	12/6/2016
	Base Bid	259,650	No Bid		
Spec #: 084313, 085113, 088000, 102229	Included				
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included				
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included				
Acknowledgment of Addendum 1	Included				
Bid Good for 60 Days	Included				
Prevailing Wage	Included				
Prequalification per Bid Invite	N/A				
Attachment C Acknowledgement	N/A				
<b>Aluminum-Framed Storefronts</b>	Included				
MFR - Coral, CR Laurence, EFCO or Kawneer	Included				
SS Sill Pan at Ext. Storefront Base - 19/A62.3	In Sheet Metal				
Bldg 2- MPR	Included				
Alum Storefront Entrance Doors 101 per 1/A2-52.2 per RFI 51	Included				
Bldg 3 - Admin	Included				
Breakout Rooms 128, 129, 130 - 1/A3-52.2	Included				
Makers Space Room 120 - 3/A3-52.2	Included				
Health Office Room 113 - 2/A3-52.2	Included				
Entrances 101 & 126 - 4/A3-52.2	Included				
Storefront Hardware	33,125				
<b>Aluminum Windows</b>	Included				
BOD - Arcadia or EFCO, Wausau, YKK	Included				
Arcadia Series T200 - Factory Finish	Included				
1/4" Safety Glass at Window Types 1,2,3,4,5 - RFI 23	Included				
Bldg 1 - Classroom - A1-52.2	Included				
Type 1 - 6x6 (46)	Included				
Type 2 - 4x6 (4)	Included				
Type 3 - 6x2 (42)	Included				
Bldg 2 - MPR - A2-52.1	Included				
Type 1 - 8x2 (2)	Included				
Type 2 - 6x2 (4)	Included				
Type 3 - 8x4 (2)	Included				
Type 4 - 10x4 (5)	Included				



Bid Evaluation Report

Glass & Glazing	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Santa Barbara Glass	Coast to Coast				
Type 5 - 8x4 (3)	Included					
Bldg 3 - Admin - A3-52.1	Included					
Type 1 - 6'-10"x6 (16)	Included					
Type 2 - 4x6 (4)	Included					
Type 3 - 5x6 (1)	Included					
Type 4 - 6x6 (4)	Included					
Type 5 - 4x4 (1)	Included					
Bldg 4 - Kindergarten - A4-52.1	Included					
Type 1 - 6x4 (20)	Included					
Sealing and Caulking for All Window/Door Systems per Arch Details	24,250					
<b>Glazing</b>	Included					
Glass for Vision Lites, Storefronts & Windows	Included					
Admin Bldg - Office Doors - 103, 104, 105, 106, 107, 110	Included					
<b>Full Height Glazed Partition System</b>	N/A					
MFR - Avanti Solare	N/A					
Breakout Room 1, 2 & 3 per A3-11.1	N/A					
<b>TOTALS</b>	<b>317,025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Santa Barbara Glass</b>	<b>317,025</b>					

Bid Evaluation Report



Plaster & Drywall	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Church and Larsen	Berger Bros.	Rutherford Co.	Premier Drywall	Date Printed	12/6/2016
					Pacific Int. / Perlite Plaster	Jade, Inc / Perlite Plaster
Base Bid	2,269,000	1,510,081	1,799,990	1,625,947	1,467,580	1,640,988
Spec #: 092116, 092216, 092236.23, 092400	Included	Included	Included	Included	Included	Included
Spec #: 078400, 083100, 072500	Included	Included	Included	Included	Included	Included
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	30 Days	Included	30 Days	30 Days	Included	30 Days
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Plaster</b>	Included	Included	Included	Included	Included	Included
Exterior Elevations of All Buildings 1-4	Included	Included	Included	Included	Included	Included
Bldg 1 - A1-21.1 & 2	Included	Included	Included	Included	Included	Included
Bldg 2 - A2-21.1	Included	Included	Included	Included	Included	Included
Bldg 3 - A3-21.1	Included	Included	Included	Included	Included	Included
Bldg 4 - A4-21.1	Included	Included	Included	Included	Included	Included
Ext. Column Covers per 3/A64.4	Included	Included	Included	Included	Included	Included
Texture - Smooth Finish	Included	Included	Included	Included	Included	Included
Exterior Plaster Ceilings and Soffits - A64.2	Included	Included	Included	Included	Included	Included
Foam Trim Pieces at Windows per Details 5&8/A62.2	Included	Included	Included	Included	Included	Included
Wainscoting at Exterior of Buildings up to 3' High per Elevations	Included	Included	Included	Included	Included	Included
Weather or Air Barrier per Section 072500 & 072800	Included	Included	Included	Included	Included	Included
MFR - Tyvek, Fiberweb or Vaprosheild	Included	Included	Included	Included	Included	Included
2-Layers Grade D Kraft Paper	Included	Included	Included	Included	Included	Included
3-Coat System	Included	Included	Included	Included	Included	Included
Glass Fiber Reinforcement	Included	Included	Included	Included	Included	Included
Lath & Paper	Included	Included	Included	Included	Included	Included
Ribbed Lath at Plaster Ceilings & Soffits	Included	Included	Included	Included	Included	Included
Expansion/Control Joints	Included	Included	Included	Included	Included	Included
Plaster Trim	Included	Included	Included	Included	Included	Included
Vent & Weep Screeds	Included	Included	Included	Included	Included	Included
Flexible Membrane Waterproofing	Included	Included	Included	Included	Included	Included
Patching, Taping, Floating as Required	Included	Included	Included	Included	Included	Included

Bid Evaluation Report



Plaster & Drywall	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Church and Larsen	Berger Bros.	Rutherford Co.	Premier Drywall	Pacific Int. / Perlite Plaster	Jade, Inc / Perlite Plaster
All Required Caulking and Sealants at Penetrations	Included	Included	Included	Included	Included	Included
Scaffolding for Own Work	90 Days	90 Days	Included	Included	Included	Included
Trade Damage - Plaster (40 Hours)	5,400	5,400	5,400	5,400	5,400	5,400
<b>Drywall</b>	Included	Included	Included	Included	Included	Included
Drywall per Wall Schedule - A61.1 & A61.2	Included	Included	Included	Included	Included	Included
Drywall Ceilings per A60.2 & A64.2	Included	Included	Included	Included	Included	Included
Bldg 2 - No Notes for Gyp on Roof Joists	Included	Included	Included	Included	Included	Included
Bldg 3 - 2/A3-32.2 notes detail 15/A-61.3	Included	Included	Included	Included	Included	Included
Bldg 4 - 2 Layers Gyp on Ceiling Joists - 2 & 3/A4-32.1 & A4-32.2 notes detail 15/A-61.3	Included	Included	Included	Included	Included	Included
5/8" Drywall Vertical Surfaces	Included	Included	Included	Included	Included	Included
Cement Backerboard at Restroom Walls	Included	Included	Included	Included	Included	Included
Level 1-4 Finish at Locations per Specifications Based on Paint or Wall Finish	Included	Included	Included	Included	Included	Included
Fire Resistant Sealants at Head and Base of Walls per A61.1	Included	Included	Included	Included	Included	Included
Acoustic Sealants as Shown and Spec'd	Included	Included	Included	Included	Included	Included
Installation of HM Door Frames Supplied by Others	25,250	25,250	25,250	25,250	25,250	25,250
Supply and Install of Access Panels 12x12	4,500	4,500	4,500	4,500	4,500	4,500
Installation of FEC Supplied by Others	3,000	3,000	3,000	3,000	3,000	3,000
Drywall Pickup	Included	Included	Included	Included	Included	Included
Hoisting for Own Work	Included	Included	Included	Included	Included	Included
Trade Damage - Drywall (80 Hours)	10,800	10,800	10,800	10,801	10,802	10,803
<b>TOTALS</b>	<b>2,317,950</b>	<b>1,559,031</b>	<b>1,848,940</b>	<b>1,674,898</b>	<b>1,516,532</b>	<b>1,689,941</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Pacific Int. / Perlite Plaster</b>	<b>1,516,532</b>					

Bid Evaluation Report



Tile Flooring	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
Description	Subcontractors			Date Printed	12/6/2016	
	Stoneware Tile	J. Colavin & Son	Stonerock Tile			
Base Bid	118,809	145,690	171,350			
Spec #: 093000, 090561	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	30 Days	90 Days	60 Days			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Tile</b>	Included	Included	Included			
MFR - Dal-Tile, Groups 2 & 3	Included	Included	Included			
DalTile Keysontes 2"x2" Mosaic - Floors	Included	Included	Included			
DalTile Ceramic 4-1/4"x4-1/4" - Walls in Checkerboard Pattern - RFI 25	Included	Included	Included			
Tile on Cement Backer Board	In Drywall	In Drywall	In Drywall			
Cold Applied Waterproofing Membrane	Included	Included	Included			
Men's & Women's Restrooms	Included	Included	Included			
Faculty Restrooms	Included	Included	Included			
Bldg 1 - Classroom per A1-41.3 & A1-51.1 & 2	Included	Included	Included			
Rms - 103, 105, 110, 111, 113, 203, 205	Included	Included	Included			
Bldg 2 - MPR per 2/A2-41.1 & A2-51.1	Included	Included	Included			
Rm - 114	In Above	Included	Included			
Quarry Tile in Rms 106, 107, 108, 111, 112, 113, 114	In Above	Included	Included			
Bldg 3 - Admin per A3-41.1 & A3-51.1	Included	Included	Included			
Rms - 115, 117, 118	Included	Included	Included			
Bldg 4 - Kindergarten per A4-41.1 & 2 & A4-51.2	Included	Included	Included			
Rms - 107, 108, 112, 113	Included	Included	Included			
Sink Vestibule 106 & 111	Included	Included	Included			
<b>TOTALS</b>	<b>118,809</b>	<b>145,690</b>	<b>171,350</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Stoneware Tile</b>	<b>118,809</b>					

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Southwest Acoustical Int.	Sound Control	Commercial Interiors	Eljay Acoustics	Date Printed	12/6/2016
					Calli-USA Acoustics	Prime Acoustics
Base Bid	174,760	212,000	196,568	282,000	178,000	221,000
Spec #: 095100, 098400, 098413	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	30 Days	60 Days	Included	Included	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Acoustical Panel Ceilings</b>	Included	Included	Included	Included	Included	Included
MFR - Armstrong, ACP, CerainTeed, Hunter Douglas or USG	Included	Included	Included	Included	Included	Included
Armstrong Fine Fissured, White, No Pattern, 3/4" Thick 24"x48"	Included	Included	Included	Included	Included	Included
Grid - Prelude XL 15/16" Exposed Tee by Armstrong	Included	Included	Included	Included	Included	Included
Prefinished Aluminum Capping (White) per Specs 095100, 2.03, C. 3	17,000	17,900	16,058	17,000	10,000	17,000
Unistrut per 13&14/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
Install Wire Through Blocking per 10/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
Expansion Joints at Ceiling per 7/A64.1	N/A	N/A	N/A	N/A	N/A	N/A
ACT Details per A64.1 & 2	Included	Included	Included	Included	Included	Included
Bldg 1 - Classroom - A1-11.4 & 5	Included	Included	Included	Included	Included	Included
Bldg 3 - Admin - A3-11.3	Included	Included	Included	Included	Included	Included
Bldg 4 - Kinder - A4-11.3	Included	Included	Included	Included	Included	Included
<b>Fixed Sound-Absorptive Panels</b>	Included	Included	Included	Included	Included	Included
ACP-1 MPR/Gym	Included	Included	Included	Included	Included	Included
MFR - Tectum 2" Thick Panels	Included	Included	Included	Included	Included	Included
Hat Channel and Furring Strips - A64.2	Included	Included	Included	Included	Included	Included
Bldg 2 -MPR	Included	Included	Included	Included	Included	Included
2" Tectum Ceiling Panels	Included	Included	Included	Included	Included	Included
Presentation Area - 8/A64.2	Included	Included	Included	Included	Included	Included
2x Furring at Presentation Ceiling - 8/A64.2	2,736	2,736	2,736	2,736	2,736	2,736
Multi-Purpose Room -2/A64.2	Included	Included	Included	Included	Included	Included
2" x 4' High Tectum Wall Panels - A2-51.1	Included	Included	Included	Included	Included	Included
<b>Acoustic Room Components</b>	N/A	N/A	N/A	N/A	N/A	N/A

Bid Evaluation Report



<b>Acoustical Ceilings</b>		<b>Elm Street Elementary School Reconstruction</b>				<b>Job Number</b>	<b>Elm</b>
		<b>Subcontractors</b>				<b>Bid Date</b>	<b>12/7/2016</b>
						<b>Date Printed</b>	<b>12/6/2016</b>
<b>Description</b>	<b>Southwest Acoustical Int.</b>	<b>Sound Control</b>	<b>Commercial Interiors</b>	<b>Eljjay Acoustics</b>	<b>Cali-USA Acoustics</b>	<b>Prime Acoustics</b>	
Mineral Fiber Core Ceiling Baffles	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>194,496</b>	<b>232,636</b>	<b>215,362</b>	<b>301,736</b>	<b>190,736</b>	<b>240,736</b>	
<b>Recommendation:</b>		<b>Amount</b>					
<b>Cali-USA Acoustics</b>		<b>190,736</b>					

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Hamilton Ceiling Systems	CG Acoustics	Chaney Company	Cooustic-Glo		
Base Bid	200,370	201,500	248,200	366,593		
Spec #: 095100, 098400, 098413	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	30 Days	Included	60 Days	60 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Acoustical Panel Ceilings</b>	Included	Included	Included	Included		
MFR - Armstrong, ACP, CerainTeed, Hunter Douglas or USG	Included	Included	Included	Included		
Armstrong Fine Fissured, White, No Pattern, 3/4" Thick 24"x48"	Included	Included	Included	Included		
Grid - Prelude XL 15/16" Exposed Tee by Armstrong	Included	Included	Included	Included		
Prefinished Aluminum Capping (White) per Specs 095100, 2.03, C. 3	17,000	17,000	17,000	17,000		
Unistrut per 13&14/A64.1	N/A	N/A	N/A	N/A		
Install Wire Through Blocking per 10/A64.1	N/A	N/A	N/A	N/A		
Expansion Joints at Ceiling per 7/A64.1	N/A	N/A	N/A	N/A		
ACT Details per A64.1 & 2	Included	Included	Included	Included		
Bldg 1 - Classroom - A1-11.4 & 5	Included	Included	Included	Included		
Bldg 3 - Admin - A3-11.3	Included	Included	Included	Included		
Bldg 4 - Kinder - A4-11.3	Included	Included	Included	Included		
<b>Fixed Sound-Absorptive Panels</b>	Included	Included	Included	Included		
ACP-1 MPR/Gym	Included	Included	Included	Included		
MFR - Tectum 2" Thick Panels	Included	Included	Included	Included		
Hat Channel and Furring Strips - A64.2	Included	Included	Included	Included		
Bldg 2 -MPR	Included	Included	Included	Included		
2" Tectum Ceiling Panels	Included	Included	Included	Included		
Presentation Area - 8/A64.2	Included	Included	Included	Included		
2x Furring at Presentation Ceiling - 8/A64.2	2,736	2,736	2,736	2,736		
Multi-Purpose Room -2/A64.2	Included	Included	Included	Included		
2" x 4' High Tectum Wall Panels - A2-S1.1	Included	Included	Included	Included		
<b>Acoustic Room Components</b>	N/A	N/A	N/A	N/A		

Bid Evaluation Report



Acoustical Ceilings	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Hamilton Ceiling Systems	CG Acoustics	Chaney Company	Cooustic-Glo	Date Printed	12/6/2016
Mineral Fiber Core Ceiling Baffles	N/A	N/A	N/A	N/A		
<b>TOTALS</b>	<b>220,106</b>	<b>221,236</b>	<b>267,936</b>	<b>386,329</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Call-USA Acoustics	190,736					

Bid Evaluation Report



Carpet & Resilient Flooring	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Hur Flooring	JJJ Flooring	Floor Tech America	Continental Flooring	Reliable Flooring	
					Reliable Flooring	
Base Bid	115,000	191,618	152,745	102,721	108,814	
Spec #: 096500, 096566, 096800, 090561	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	30 Days	60 Days	Included	60 Days	30 Days	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Flooring</b>						
Minor Floor Prep	Included	Included	Included	Included	Included	
Testing for PH and Moisture	Included	Included	Included	6,500	Included	
Remediation if Applicable	\$3.70 / SF	\$5.25 / SF	\$5.00 / SF	\$5.00 / SF	\$5.00 / SF	
<b>Resilient Flooring</b>						
MFR - Armstrong, Exelon, Imperial Textures 12"x12" - RFI 10	Included	Included	Included	Included	Included	
Resilient Base - Rubber, Cove, 4"	Included	Included	Included	Included	Included	
Bldg 1 - Classroom	Included	Included	Included	Included	Included	
All Classrooms	650	650	650	650	650	
VCT in Elevator Cab per 7/Gen-6	Included	Included	Included	Included	Included	
Bldg 2 - MPR	Included	Included	Included	Included	Included	
Rms - 102, 103, 104, 115	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
Rms - 101, 102, 107-114, 120-122	Included	Included	Included	Included	Included	
Bldg 4 - Kindergarten	Included	Included	Included	Included	Included	
Rms - 101-105, 109, 110	Included	Included	Included	Included	Included	
<b>Carpet Tile</b>						
MFR - Shaw, Tandus, Aladdin	Included	Included	Included	Included	Included	
Broadloom Carpet: Patcraft - 10129 Night Moves, 29701 Romance - RFI 16	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
Rms - 103-106, 124-130	Included	Included	Included	Included	Included	
<b>Resilient Athletic Flooring</b>						
MFR - AFP, No Fault Sport, Pawling, Robbins	Included	Included	Included	Included	Included	
24x24, 1/4" Thick	Included	Included	Included	Included	Included	

Bid Evaluation Report



Carpet & Resilient Flooring		Elm Street Elementary School Reconstruction				Job Number	Elm
		Subcontractors				Bid Date	12/7/2016
Description		Hur Flooring	JJJ Flooring	Floor Tech America	Continental Flooring	Date Printed	12/6/2016
						Reliable Flooring	
Color A & B - A63.3		Included	Included	Included	Included	Included	
Bldg 2 - MPR		Included	Included	Included	Included	Included	
Rm - 101 & 105		Included	Included	Included	Included	Included	
Basketball Court Striping - 1&2/A63.3		5,500	5,500	5,500	5,500	5,500	
Volleyball Court		In Above	In Above	In Above	In Above	In Above	
Basketball Court		In Above	In Above	In Above	In Above	In Above	
<b>TOTALS</b>		<b>121,150</b>	<b>197,768</b>	<b>158,895</b>	<b>115,371</b>	<b>114,964</b>	<b>0</b>
<b>Recommendation:</b>		<b>Amount</b>					
<b>Reliable Flooring</b>		<b>114,964</b>					

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Triumph Painting	Borbon Inc	Channel Coast Corp	Vanguard	Prime Painting	Valley Painting
Base Bid	280,734	238,650	249,822	219,600	220,000	353,465
Spec #: 099000	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	90 Days	Included	Included	30 Days	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Painting and Coating</b>						
BOD - Dunn Edwards or EM, PPG, SW, Vista	Included	Included	Included	Included	Included	Included
Colors TBD - RFI 10	Included	Included	Included	Included	Included	Included
Bldg 1 Finish Sch - A1-53.1	Included	Included	Included	Included	Included	Included
Bldg 2 Finish Sch - A2-53.1	Included	Included	Included	Included	Included	Included
Bldg 3 Finish Sch - A3-53.1	Included	Included	Included	Included	Included	Included
Bldg 4 Finish Sch - A4-53.1	Included	Included	Included	Included	Included	Included
(2) Top Coats and (1) Coat Primer	Included	Included	Included	Included	Included	Included
Exterior Plaster All Bldgs	Included	Included	Included	Included	Included	Included
Walls and Ceilings	Included	Included	Included	Included	Included	Included
Insulated and Exposed Pipes, Ducts, Conduit, Hangers, Brackets, Collars and Supports, Mechanical and Electrical Equipment	Included	Included	Included	Included	Included	Included
Shop-Primed Items	Included	Included	Included	Included	Included	Included
High Performance Coating at Ext. Hand and Guardrails - A63.2	Included	Included	14,500	Included	Included	Included
Exterior Stairs Shop Primed and Painted	Included	Included	Included	Included	Included	Included
<b>Intumescent Fireproofing</b>	110,000	93,125	110,000	110,000	110,000	110,000
HSS Steel at Ext. Column Covers per 3/A64.4	In Above	In Above	In Above	In Above	In Above	In Above
Bldg 1 - (22)	In Above	In Above	In Above	In Above	In Above	In Above
Bldg 2 - (5)	In Above	In Above	In Above	In Above	In Above	In Above
Bldg 3 - (4)	In Above	In Above	In Above	In Above	In Above	In Above
Bldg 4 - (10)	In Above	In Above	In Above	In Above	In Above	In Above
HSS Columns at 2nd Floor - 18/A64.4	In Above	5,000	In Above	In Above	In Above	In Above

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Triumph Painting	Borbon Inc	Channel Coast Corp	Vanguard	Date Printed	12/6/2016
					Prime Painting	Valley Painting
TOTALS	390,734	336,775	374,322	329,600	330,000	463,465
Recommendation:	Amount					
Vanguard	329,600					

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Guy Smithson	Pacific Painting Co	ISR Painting	Date Printed	12/6/2016
Base Bid	368,123	343,000	Incomplete		
Spec #: 099000	Included	Included			
Spec #:					
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included			
Acknowledgment of Addendum 1	Included	Included			
Bid Good for 60 Days	Included	Included			
Prevailing Wage	N/A	N/A			
Prequalification per Bid Invite	N/A	N/A			
<b>Painting and Coating</b>					
BOD - Dunn Edwards or EM, PPG, SW, Vista	Included	Included			
Colors TBD - RFI 10	Included	Included			
Bldg 1 Finish Sch - A1-53.1	Included	Included			
Bldg 2 Finish Sch - A2-53.1	Included	Included			
Bldg 3 Finish Sch - A3-53.1	Included	Included			
Bldg 4 Finish Sch - A4-53.1	Included	Included			
(2) Top Coats and (1) Coat Primer	Included	Included			
Exterior Plaster All Bldgs	Included	Included			
Walls and Ceilings	Included	Included			
Insulated and Exposed Pipes, Ducts, Conduit, Hangers, Brackets, Collars and Supports, Mechanical and Electrical Equipment	Included	Included			
Shop-Primed Items	Included	Included			
High Performance Coating at Ext. Hand and Guardrails - A63.2	Included	Included			
Exterior Stairs Shop Primed and Painted	Included	Included			
<b>Intumescent Fireproofing</b>	110,000	110,000			
HSS Steel at Ext. Column Covers per 3/A64.4	In Above	In Above			
Bldg 1 - (22)	In Above	In Above			
Bldg 2 - (5)	In Above	In Above			
Bldg 3 - (4)	In Above	In Above			
Bldg 4 - (10)	In Above	In Above			

Bid Evaluation Report



Painting	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Guy Smithson	Pacific Painting Co	ISR Painting		Date Printed	12/6/2016
<b>TOTALS</b>	478,123	453,000	0	0	0	0
<b>Recommendation:</b>	<b>Amount</b>					
Vanguard	329,600					

Bid Evaluation Report



Visual Display Boards	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
					Date Printed	12/6/2016
Description	Subcontractors					
	ABC School Equip	Claridge	SDI			
Base Bid	398,807	525,000	527,666			
Spec #: 101101	Included	Included	Included			
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included			
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included			
Acknowledgment of Addendum 1	Included	Included	Included			
Bid Good for 60 Days	60 Days	90 Days	Included			
Prevailing Wage	Included	Included	Included			
Prequalification per Bid Invite	N/A	N/A	N/A			
Attachment C Acknowledgement	N/A	N/A	N/A			
<b>Visual Display Boards</b>						
MFR - MooreCo, Claridge or Polyvision	Polyvision	Claridge	Per Specs			
Marker & Tack Boards	Included	Included	Included			
Mounting Details 12/A64.3	Included	Included	Included			
Bldg 1 - Classroom	Included	Included	Included			
Horizontal Sliding Unit Wall System by Claridge per 13/A64.3	Included	Included	Included			
(4) per Classroom & (3) in RSP Rm = (87) Total	53,650	Included	Included			
Markerboards 4x8 (164)	58,000	Included	Included			
Markerboards 4x5.5 (8)	Included	Included	Included			
Tackboards 4x8 (40)	Included	Included	Included			
Tackboards 4x6 (20)	Included	Included	Included			
Tackboards 4x5.5 (4)	Included	Included	Included			
Bldg 4 - Kindergarten	Included	Included	Included			
Horizontal Sliding Unit Wall System by Claridge per 13/A64.3	Included	Included	Included			
(3) per Classroom = (12) Total	17,400	Included	Included			
Markerboards 4x8 (12)	Included	Included	Included			
Markerboards 4x6 (4)	Included	Included	Included			
Tackboards 4x8 (10)	Included	Included	Included			
Tackboards 4x6 (6)	Included	Included	Included			
<b>TOTALS</b>	<b>527,857</b>	<b>525,000</b>	<b>527,666</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
Claridge	525,000					

Bid Evaluation Report



Signage	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	A2Z Sign Co	CA Signs	Kendall Sign	A Good Sign	CA Signs - San Diego	John Pence Bldg Spec.
Base Bid	21,174	38,617	13,128	62,975	16,205	21,860
Spec #: 101400	Included	Included	Included	Included	Included	Included
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	Included
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	Included
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	Included
Bid Good for 60 Days	Included	Included	Included	Included	Included	Included
Prevailing Wage	Included	Included	Included	Included	Included	Included
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	N/A
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	N/A
<b>Signage</b>						
Signage at Each Bldg per Floor Plans and Elevations	Included	Included	Included	Included	Included	Included
Sign Schedule per Gen-3 Sheet & Specs	Included	Included	Included	Included	Included	Included
Room Signs	Included	Included	Included	Included	Included	Included
Exit Signs	Included	Included	Included	Included	Included	Included
Stair Signs at Classroom Bldg	Included	Included	Included	Included	Included	Included
Restroom Signs	Included	Included	Included	Included	Included	Included
Assistive Listening Signage	Included	Included	Included	Included	Included	Included
Occupancy Signs	Included	Included	Included	Included	Included	Included
ADA Signage	Included	Included	Included	Included	Included	Included
Bldg 3 - Ext. Aluminum Letters - 11/A64.4 (No Callouts on Elevations)	6,500	Included	6,500	6,500	6,500	6,500
<b>Site Signage</b>	Included	Included	Included	Included	Included	Included
Marquee Sign - 15/A64.4	12,330	12,330	12,330	Included	12,330	12,330
Install Daktronic Sign	5,600	5,600	5,600	Included	5,600	5,600
<b>Electronic Sign</b>	Included	Included	Included	Included	Included	Included
MFR - Daktronics Galaxy G6 Series 19.8 mm (6'-9" x 3'-8")	Included	Included	Included	Included	Included	Included
Electronic Message Board at MPR Bldg per 1/A2-21.1 & 17/A64.4	17,627	17,627	17,627	Included	17,627	17,627
Install Daktronic Sign	5,600	5,600	5,600	Included	5,600	5,600
<b>TOTALS</b>	<b>68,831</b>	<b>79,774</b>	<b>60,785</b>	<b>69,475</b>	<b>63,862</b>	<b>69,517</b>
<b>Recommendation:</b>	Amount					
<b>Kendall Sign</b>	<b>60,785</b>					

Bid Evaluation Report



Toilet Compartments & Accessories	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Inland Empire Arch	SDI	Russco	John Pence Bldg Spec.		
Base Bid	43,157	48,061	51,001	54,200		
Spec #: 102113.19, 102800	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	30 Days	30 Days	30 Days	90 Days		
Prevailing Wage	Included	Included	Included	Included		
Prequalification per Bid Invite	N/A	N/A	N/A	N/A		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
<b>Toilet Compartments &amp; Accessories</b>						
MFR - Ampco, Metpar, PSI, Scranton or Bradley	Included	Included	Included	Included		
Urinal & Vestibule Screens	Included	Included	Included	Included		
Solid Plastic Compartments	Included	Included	Included	Included		
Accessories, Hand Dryers, Mirrors, Shower Curtain Rods, Clothes Hooks, Utility Shelves Shower Curtains Mop/Broom Holder	5,600	Included	5,600	5,600		
Bldg 1 - Classroom per A1-41.3 & A1-51.1 & 2	Included	Included	Included	Included		
Rms - 103, 105, 110, 111, 203, 205	Included	Included	Included	Included		
Rm - 113	Included	Included	Included	Included		
Janitors Closets - 104, 112, 204	Included	Included	Included	Included		
Bldg 2 - MPR per 2/A2-41.1 & A2-51.1	Included	Included	Included	Included		
Rm - 114	Included	Included	Included	Included		
Bldg 3 - Admin per A3-41.1 & A3-51.1	Included	Included	Included	Included		
Rms - 117, 118	Included	Included	Included	Included		
Rm - 115	Included	Included	Included	Included		
Bldg 4 - Kindergarten per A4-41.1 & 2 & A4-51.2	Included	Included	Included	Included		
Rms - 107, 108, 112, 113	Included	Included	Included	Included		
Sink Vestibules 106 & 111	Included	Included	Included	Included		
Janitors Closet - 114	Included	Included	Included	Included		
<b>TOTALS</b>	<b>48,757</b>	<b>48,061</b>	<b>56,601</b>	<b>59,800</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>SDI</b>	<b>48,061</b>					

Bid Evaluation Report



Food Service Equipment	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Kamran and Co,	Kitcor	RW Smith	East Bay	Date Printed	12/6/2016
					Boelter	
Base Bid	349,000	373,116	389,400	396,000	353,000	
Spec #: 114000	Included	Included	Included	Included	Included	
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	90 Days	Included	60 Days	30 Days	30 Days	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	N/A	N/A	N/A	N/A	N/A	
Attachment C Acknowledgement	N/A	N/A	N/A	N/A	N/A	
<b>Food Service Equipment</b>						
Equip Schedule per Specs & FS-201	Included	Included	Included	Included	Included	
Kitchen In MPR Bldg 2 - A2-41.1	Included	Included	Included	Included	Included	
Remote Refrigeration Rack on Roof - A2-11.2 & FS-502	Included	Included	Included	Included	Included	
Walk-In Freezer & Cooler - FS-503	Included	Included	Included	Included	Included	
Hood Details - FS-602 & 3	Included	Included	Included	Included	Included	
Substitutions Allowed per RFI 29	Included	Included	Included	Included	Included	
<b>TOTALS</b>	<b>349,000</b>	<b>373,116</b>	<b>389,400</b>	<b>396,000</b>	<b>353,000</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Kamran and Co.</b>	<b>349,000</b>					

Bid Evaluation Report



Window Coverings	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Sheward & Son & Sons	Diversified Window			Date Printed	12/6/2016
Base Bid	24,950	41,006				
Spec #: 122113	Included	Included				
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included				
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included				
Acknowledgment of Addendum 1	Included	Included				
Bid Good for 60 Days	90 Days	90 Days				
Prevailing Wage	Included	Included				
Prequalification per Bid Invite	N/A	N/A				
Attachment C Acknowledgement	N/A	N/A				
<b>Window Coverings</b>	Included	Included				
MFR - Levelor, HD, Spring	Included	Included				
Bldg 3 - Admin	Included	Included				
All Windows Interior and Exterior per Note 134/A3-11.1	Included	Included				
Bldg 4 - Kindergarten	Included	Included				
Windows per Floor Plan on A4-11.1, Note 134	Included	Included				
<b>TOTALS</b>	<b>24,950</b>	<b>41,006</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Sheward &amp; Son &amp; Sons</b>	<b>24,950</b>					

Bid Evaluation Report



Elevators	Elm Street Elementary School Reconstruction				Job Number	Elm
	Description	Subcontractors			Bid Date	12/7/2016
	Otis				Date Printed	12/6/2016
Base Bid	135,000					
Spec #: 142010-AD1	Included					
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included					
Acknowledgment of Addendum 1	Included					
Bid Good for 60 Days	30 Days					
Prevailing Wage	Included					
Prequalification per Bid Invite	N/A					
Attachment C Acknowledgement	N/A					
<b>Elevators</b>						
Deferred Approval	Included					
MFR - ThyssenKrupp, Otis or Schindler	Included					
Hydraulic Elevator	Included					
Bldg 1 - Classroom	Included					
Elevator No. 1: 3500#, 100ft/min, 2 Stops, 2 Openings per AD1 Specs	8,500					
Standard Interior Finishes per 2/Gen-6	Included					
Make Connection Between Fire Alarm Relay and Elevator Controller	Included					
Elevator Hostway Scaffolding	Included					
Hoisting	Included					
<b>TOTALS</b>	<b>143,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Otis</b>	<b>143,500</b>					



Bid Evaluation Report

Fire Sprinklers	Elm Street Elementary School Reconstruction				Job Number	Elm	
					Bid Date	12/7/2016	
				Subcontractors		Date Printed	12/6/2016
Description	Apex Fire Protection	Superior Fire					
Base Bid	501,200	268,790					
Spec #: 212000	Included	Included					
Spec #:							
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included					
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included					
Acknowledgment of Addendum 1	Included	Included					
Bid Good for 60 Days	60 Days	Included					
Prevailing Wage	Included	Included					
Prequalification per Bid Invite	Yes	Yes					
Attachment C Acknowledgement	N/A	N/A					
<b>Fire Sprinklers</b>	Included	Included					
MFR - Tyco	Included	Included					
Standard Upright, Pendent, Sidewall Sprinklers	Included	Included					
Bldg 1 - Classroom - FP02 & 3	Included	Included					
Bldg 2 - MPR - FP04	Included	Included					
Bldg 3 - Admin - FP05	Included	Included					
Bldg 4 - Kinder - FP06	Included	Included					
4" Fire Riser at Each Bldg - 1/FP07	Included	Included					
POC 5" Outside of Bldg	Included	Included					
Upright Sprinkler Deflectors as Shown	Included	Included					
Brass or White Finish	Included	Included					
Heads to be Centered in ACT Panels	Included	Included					
Furnish & Install Sleeves	Included	Included					
All Seismic Bracing, Hangers, Embeds as Required	Included	Included					
Hydrostatic Testing at 200 PSI for (2) Hours	Included	Included					
All Gauges, Valves, Flow and Tamper Switches	Included	Included					
Sound and Vibration Control	Included	Included					
All Bracing and Hangers - FP07	Included	Included					
Firestopping & Sealants as Required at Penetrations	Included	Included					
BIM Requirements	18,700	15,000					
<b>TOTALS</b>	<b>519,900</b>	<b>283,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recommendation:</b>	<b>Amount</b>						
<b>Superior Fire</b>	<b>283,790</b>						

Bid Evaluation Report



Site Utilities	Elm Street Elementary School Reconstruction				Job Number	Elm
	Description	Subcontractors				Bid Date
		Ground Breakers	Toro Ent.	J. Vega Eng.	Burns Pacific Const.	Date Printed
Base Bid	671,450	513,546	456,457	526,000		
Spec #: 331000, 333000, 334000	Included	Included	Included	Included		
Spec #:						
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included	Included		
Bid Good for 60 Days	Included	Included	Included	Included		
Prevailing Wage	Included	60 Days	Included	Included		
Prequalification per Bid Invite	Included	Included	Included	Included		
Attachment C Acknowledgement	N/A	N/A	N/A	N/A		
	N/A	N/A	N/A	N/A		
<b>Site Utilities</b>						
Utility Location (C Below)	Included	Included	Included	Included		
Cutting and Capping of Existing Utilities	2,450	2,450	2,450	2,450		
Layout and Trenching	Included	Included	Included	Included		
Sawcutting for New Utilities	Included	Included	Included	Included		
Traffic Control	3,584	3,584	3,584	3,584		
Traffic Rated Trench Plates	Included	Included	Included	Included		
Temp Asphalt Patching	Included	Included	Included	Included		
Excavation Spoils Stockpile	2,048	2,048	2,048	2,048		
Pressure Test and Flush System	Included	Included	Included	Included		
<b>Sewer</b>						
6" SDR 35 PVC Sewer Line	Included	Included	Included	Included		
Cleanouts (8)	Included	Included	Included	Included		
All Piping and Connections to Main line (2)	Included	Included	Included	Included		
<b>Storm Drain</b>	3,000	3,000	3,000	3,000		
6", 8", 12" & 18" HDPE Storm Drain Pipe	Included	Included	Included	Included		
18"x18" Prefabricated Catch Basins - 10/C02 (3)	Included	Included	Included	Included		
18"x18" Prefabricated Catch Basin at Biofiltration - 11/C02 (3)	Included	Included	Included	Included		
24"x24" Prefabricated Catch Basin at Biofiltration - 11/C02 (1)	Included	Included	Included	Included		
Storm Drain Manhole per Riverside County Flood Control, STD, MH251 (C4.4)	Included	Included	Included	Included		
Contech Detention System at Parking Lot per C10 - C13	Included	Included	Included	Included		



Bid Evaluation Report

Elm Street Elementary School Reconstruction					Job Number	Elm
					Bid Date	12/7/2016
Site Utilities					Date Printed	12/6/2016
					Subcontractors	
Description	Ground Breakers	Toro Ent.	J. Vega Eng.	Burns Pacific Const.		
(2) Catch Basins Under Each Playground Rubber Surface and Tied Into SD System per 7/A63.5 & (RFI 47)	3,500	3,500	3,500	Included		
Roof Drain Connections (15)	9,000	9,000	Included	8,245		
<b>Street Work (Sewer and Storm Trench Repairs Only)</b>	See Allowances	See Allowances	See Allowances	See Allowances		
Base Pave Trenches	See Allowances	See Allowances	See Allowances	See Allowances		
Trench Repair	See Allowances	See Allowances	See Allowances	See Allowances		
Grind Existing	See Allowances	See Allowances	See Allowances	See Allowances		
Overlay with 1-1/2" Asphalt	See Allowances	See Allowances	See Allowances	See Allowances		
Lane Closure/Traffic Control	See Allowances	See Allowances	See Allowances	See Allowances		
Fire Water per C-08 (RFI 4)	Included	Included	Included	Included		
6" & 8" Class 150 C900 PVC Water Line	Included	Included	Included	Included		
Thrust Blocks - 320/C04	Included	Included	Included	Included		
Fire Hydrants per 300/C04 (3)	Included	Included	Included	Included		
8" Double Check Detector Backflow - 311/C04	Included	Included	Included	Included		
Post Indicator Valves (3)	Included	Included	Included	Included		
FDC (3)	In Site Conc	In Site Conc	In Site Conc	In Site Conc		
Fire Hydrant Bollards/Footings - 301/C04 (12)	3,000	3,000	3,000	2,600		
Fire Sprinkler Connections - 5' Outside Bldg	Included	Included	Included	Included		
<b>Domestic Water and Irrigation</b>	Included	Included	Included	Included		
6" Class 150 C900 Water Line	Included	Included	Included	Included		
6" Meter and Backflow - 310/C04 (2)	Included	Included	Included	Included		
Connect to Existing Water Line	Included	40,000	Included	Included		
<b>Gas</b>	Included	Included	Included	Included		
Gas Lines per Plumbing P005	N/A	N/A	45,000	N/A		
Performance Contingency						
<b>TOTALS</b>	<b>698,032</b>	<b>580,128</b>	<b>519,039</b>	<b>541,895</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>J. Vega Eng.</b>	<b>519,039</b>					

Bid Evaluation Report



Plumbing	Elm Street Elementary School Reconstruction				Job Number	Elm
	Subcontractors				Bid Date	12/7/2016
Description	Smith Elec.	HL Moe Co.	Suttles Plumbing	City Commercial	Date Printed	12/6/2016
					Precision Plumbing	
Base Bid	744,973	879,641	780,000	722,000	706,474	
Spec #: 220500, 220513, 220553, 220700, 221000 Spec #:	Included	Included	Included	Included	Included	
Furnished, Installed, FOB Jobsite, Tax Included Plans and Specs Dated: 8/1/2016 & 4/22/2016 Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days	Included	Included	Included	Included	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	Included	Included	Included	Included	15 Days	
Attachment C Acknowledgement	Yes	Yes	Yes	Yes	Included	
	Included	Included	Included	Included	Yes	
<b>Plumbing</b>					Included	
Temporary Water Service & Distribution	Included	Included	Included	Included	Included	
All Related Trenching / Backfill	7,500	7,500	7,500	7,500	7,500	
Sewer and Storm Stub Out to 5' - P002	Included	Included	Included	Included	Included	
Site Gas Riser Plans - P005	Included	Included	Included	Included	Included	
Plumbing Fixtures per Sch on P004	Included	Included	Included	Included	Included	
Water Heaters - WH1-4 per 1/P503	Included	Included	Included	Included	Included	
Floor Mounted WC per RFI 44	Included	Included	Included	Included	Included	
Custodial Sinks - 4/P502	Included	Included	Included	Included	Included	
Grease Interceptor - 1200 GA at MPR Bldg 2 - 8/P502 & 2/P503	Included	Included	Included	Included	Included	
Domestic Water	Included	Included	Included	Included	Included	
Sanitary Sewer	Included	Included	Included	Included	Included	
Storm Drain	Included	Included	Included	Included	Included	
Gas Piping (Shown at MPR per P2-2.1 & Admin per P3-2.2) **Missing Plan/Risers at Classroom Bldg** (RFI 45 - Not Answered With Correct Info)	Included	Included	Included	Included	Included	
HW / CW Piping	See Allowances	See Allowances	See Allowances	See Allowances	See Allowances	
2, 3, 4" Sewer & Vent Piping	Included	Included	Included	Included	Included	
Storm Drain Piping	Included	Included	Included	Included	Included	
Roof / Overflow Drain Piping - Bldg 2 MPR & Bldg. 3 Admin - P2-1.3 & P3-1.3	Included	Included	Included	Included	Included	
1.5, 2" VTR Piping at Bldg 1 Classroom & Bldg 4 Kindergarten	Included	Included	Included	Included	Included	
3/4" Condensate Drain Piping	Included	Included	Included	Included	Included	
Connect Sewer, DW, FW & Storm Drain Service	Included	Included	Included	Included	Included	
POC to 5' Outside of Bldg.	Included	Included	Included	Included	Included	



Bid Evaluation Report

Plumbing	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
	Subcontractors				Date Printed	12/6/2016
Description	Smith Elec.	HL Moe Co.	Suttles Plumbing	City Commercial	Precision Plumbing	
Piping Insulation	Included	Included	Included	Included	Included	
Supports / Anchors / Seismic Bracing	Included	Included	Included	Included	Included	
Access Panels - Furnish Only	Included	Included	Included	Included	Included	
Sheet Metal Flashings for all Plumbing Penetrations	Included	Included	Included	Included	Included	
Furnish and install all Metal Sleeves	Included	Included	Included	Included	Included	
Flashings at Roof Penetrations	Included	Included	Included	Included	Included	
Earthquake Shut-Off Valves	Included	Included	Included	Included	Included	
All Related Caulking / Sealants	Included	Included	Included	Included	Included	
Fire Caulking / Sleeves / Fire Stopping	Included	Included	Included	Included	Included	
Coring, as Required	Included	Included	Included	Included	Included	
Equipment / Lifts / Hoisting	Included	Included	Included	Included	Included	
Flush / Chlorinate / Disinfect Domestic Water	Included	Included	Included	Included	Included	
Ansul Gas valve	Included	Included	Included	2,500	Included	
BIM Requirements	15,000	15,000	15,000	15,000	15,000	
<b>TOTALS</b>	<b>767,473</b>	<b>902,141</b>	<b>802,500</b>	<b>747,000</b>	<b>728,974</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Precision Plumbing</b>	<b>728,974</b>					

Bid Evaluation Report



HVAC	Elm Street Elementary School Reconstruction				Job Number	Elm
					Bid Date	12/7/2016
Description	Subcontractors				Date Printed	12/6/2016
	Smith Elec.	Acco Eng.	United Mech.	Sheidon Mech.	Climate Control	
Base Bid	1,258,955	1,391,229	1,384,230	1,211,000	2,104,673	
Spec #: 230500, 230513, 230548, 230553, 230700, 230800, 230813, 230923, 233000, 233319, 233813	Included	Included	Included	Included	Included	
Spec #: 238000	Included	Included	Included	Included	Included	
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included	Included	Included	
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included	Included	Included	
Acknowledgment of Addendum 1	Included	Included	Included	Included	Included	
Bid Good for 60 Days		Included	30 Days	90 Days	Included	
Prevailing Wage	Included	Included	Included	Included	Included	
Prequalification per Bid Invite	Yes	Yes	No	Yes	No	
Attachment C Acknowledgement	Included	Included	Included	Included	Included	
<b>HVAC</b>	Included	Included	Included	Included	Included	
<b>Equipment</b>	Included	Included	Included	Included	Included	
VAV - Anemostat	Included	Included	Included	Included	Included	
Fan Coil Units - Trane	Included	Included	Included	Included	Included	
Condensate Drain Piping - 1/M505	Included	Included	Included	Included	Included	
VRF Diagrams M010 - M014	Included	Included	Included	Included	Included	
Exhaust Fans - Greenheck	Included	Included	Included	Included	Included	
Makeup Air - Greenheck	Included	Included	Included	Included	Included	
Air Handling Unit - Trane	Included	Included	Included	Included	Included	
Split AC Units - Trane	Included	Included	Included	Included	Included	
Supply Fans - Anemostat	Included	Included	Included	Included	Included	
Sound Traps - IAC Acoustic	Included	Included	Included	Included	Included	
Factory Curbs/ Install	Included	Included	Included	Included	Included	
<b>Buildings</b>	Included	Included	Included	Included	Included	
Enviro Controls and EMS (DDC)	Included	Included	Included	Included	Included	
MFR - Alerton, Auto Logic, Honeywell, Johnson, TAC, Trane, Carrier	Included	Included	Included	Included	Included	
Bldg 1 - Classroom	Included	Included	Included	Included	Included	
6" Conc Pads for Equip - 16/S301	Included	Included	Included	Included	Included	
Bldg 2 - MPR	Included	Included	Included	Included	Included	
3 Makeup Air Units on Roof with Curbs	Included	Included	Included	Included	Included	
Kitchen Exhaust Ducting and Fans - M504 (Hood by Food Service Contractor)	Included	Included	Included	Included	Included	
Bldg 3 - Admin	Included	Included	Included	Included	Included	
2 Roof Units with Factory Curbs	Included	Included	Included	Included	Included	

Bid Evaluation Report



HVAC	Elm Street Elementary School Reconstruction					Job Number	Elm
	Subcontractors					Bid Date	12/7/2016
Description	Smith Elec.	Acco. Eng.	United Mech.	Sheldon Mech.	Climate Control	Date Printed	12/6/2016
All Duct Supports, Seismic Restraints and Bracing	Included	Included	Included	Included	Included		
Spring Isolation Hangers	Included	Included	Included	Included	Included		
Hydronic / Refrigerant Piping	Included	Included	Included	Included	Included		
Metal Ducts / Duct Work	Included	Included	Included	Included	Included		
Duct Liner	Included	Included	Included	Included	Included		
Supply & Return Air Plenums	Included	Included	Included	Included	Included		
Registers / Grilles / Diffusers	Included	Included	Included	Included	Included		
Wall Louvers	Included	Included	Included	Included	Included		
Duct Insulation	Included	Included	Included	Included	Included		
Fire / Smoke Dampers	Included	Included	Included	Included	Included		
HVAC Mounting - Mason Ind Type MC w/ Spring Mounts	Included	Included	Included	Included	Included		
Mechanical Identification	Included	Included	Included	Included	Included		
Supports / Anchors / Seismic Bracing	Included	Included	Included	Included	Included		
Flashings / Roof Jacks at Roof Penetrations	Included	Included	Included	Included	Included		
Fire Caulking / Sleeves / Firestopping	Included	Included	Included	Included	Included		
Equipment / Lifts / Hoisting	Included	Included	Included	Included	Included		
BIM Requirements	15,000	15,000	15,000	15,000	15,000		
<b>TOTALS</b>	<b>1,273,955</b>	<b>1,406,229</b>	<b>1,399,230</b>	<b>1,226,000</b>	<b>2,119,673</b>		<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>						
<b>Sheldon Mech.</b>	<b>1,226,000</b>						

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
				Bid Date	12/7/2016
Description	Subcontractors			Date Printed	12/6/2016
	Venco Elec.	Taft Elec.	Oilfield Elec.		
Base Bid	2,440,000	2,385,000	2,440,275		
Spec #: 260500, 260513, 260519, 260526, 260533, 260800, 260923, 261000, 262200, 262413, 262416, 265000, 265200, 265561	Included	Included	Included		
Spec #: 270536, 275116, 275123.50, 281600, 282300, 283100	Included	Included	Included		
Furnished, Installed, FOB Jobsite, Tax Included	Included	Included	Included		
Plans and Specs Dated: 8/1/2016 & 4/22/2016	Included	Included	Included		
Acknowledgment of Addendum 1	Included	Included	Included		
Bid Good for 60 Days	30 Days	30 days	30 Days		
Prevailing Wage	Included	Included	Included		
Prequalification per Bid Invite	Yes	Yes	Yes		
Attachment C Acknowledgement	Included	Included	Included		
<b>Electrical</b>	Included	Included	Included		
Temporary Power - Install, Maintain, Relocate for Construction Offices	Included	Included	Included		
Temporary Power - Install, Maintain, Relocate for Building Areas & Site	Included	Included	Included		
Temp Power Boxes and Cords	10,659	10,659	10,659		
Temporary Lighting	5,330	5,330	5,330		
<b>Site</b>	Included	Included	Included		
2" & 4" Conduits for Site Utilities - E1.1	Included	Included	Included		
Conduit Runs as Shown Site Plan - E1.2	Included	Included	Included		
Encase All Underground Conduits in Concrete per Note 6 on E0.1	Included	Included	Included		
Pour Back of Utility Trenches	Included	Included	Included		
Signal, Fire and Power Pull Boxes - 1/E7.7	Included	Included	Included		
Site Lighting Plan - E1.3	Included	Included	Included		
Site Lighting Fixtures, per Schedule	Included	Included	Included		
Site Signal, CCTV, FA Speakers - E1.6	Included	Included	Included		
U/G Power Distribution for Site Power	Included	Included	Included		
Electrical Vaults / Pull Boxes, as required	Included	Included	Included		
Traffic Rated Covers / Frames, as required	Included	Included	Included		
U/G Power Distribution for Site Lighting	Included	Included	Included		
<b>Buildings 1-4</b>	Included	Included	Included		
Lighting Fixtures per Schedule on E0.5	Included	Included	Included		
Mechanical Schedule - E0.6	Included	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
	Subcontractors			Bid Date	12/7/2016
Description	Venco Elec.	Taft Elec.	Oilfield Elec.	Date Printed	12/6/2016
Cable Schedule - E0.4	Included	Included	Included		
Main Switchboard, 1200A, 277/480V, 3PH, 4W	Included	Included	Included		
Distribution Panelboards	Included	Included	Included		
Panel Boards	Included	Included	Included		
Power Distribution	Included	Included	Included		
Conduits & Raceways	Included	Included	Included		
Terminal Cabinets & Racks	Included	Included	Included		
Cable Trays & Supports	Included	Included	Included		
Wiring / Conductors	Included	Included	Included		
Floor boxes	Included	Included	Included		
Outlet & Junction Boxes, Pull Boxes	Included	Included	Included		
Connections to Existing Generator	Included	Included	Included		
Lighting Control Panel / System	Included	Included	Included		
Emergency Lighting / Exit Signs	Included	Included	Included		
Power to Mechanical & Plumbing Equipment	Included	Included	Included		
Bldg 1 - Classroom	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Elec & Comm Rooms 114 & 115 - E1-3.1	Included	Included	Included		
Bldg 2 - MPR	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Connections for all Kitchen Equipment	Included	Included	Included		
Conduit for Theatrical Lighting	Included	Included	Included		
Elec Room 102 - E2-4.1	Included	Included	Included		
Bldg 3 - Admin	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Power for VAV & Rooftop Equipment	Included	Included	Included		
Elec Rooms 116 & 123 - E3-3.1	Included	Included	Included		
Bldg 4 - Kindergarten	Included	Included	Included		
All Conduit for Thermostats, Exhaust Fans, Security/Motion, MEP Trades as Required	Included	Included	Included		
Elec & Comm Rooms 115 & 116 - E4-3.1	Included	Included	Included		
Single Line Diagram - E4.0	Included	Included	Included		
Mounting & Anchoring Details - E7.1 & 7.2	Included	Included	Included		
Pendent Mounted Fixtures - 4/E7.3	Included	Included	Included		
Light Pole Footings - 5&6/E7.3	In Site Conc	In Site Conc	In Site Conc		
Theatrical Lighting and Stage Dimming Equip	Included	Included	Included		
MPR - Electronic Theatre Controls (ETC)	Included	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm
				Bid Date	12/7/2016
Description	Subcontractors			Date Printed	12/6/2016
	Venco Elec.	Taft Elec.	Oilfield Elec.		
Bldg 2 - MPR (TL2.1.1 & 2)	Included	Included	Included		
Dimmer Racks and Controls	Included	Included	Included		
Stage Lighting Control System	Included	Included	Included		
Lighting Track & Fixtures - 10/TL8.1.1	Included	Included	Included		
Panels & Receptacles	Included	Included	Included		
<b>Miscellaneous</b>	Included	Included	Included		
Plywood Backboards	In Rough Framing	In Rough Framing	In Rough Framing		
Flashings at Penetrations	Included	Included	Included		
Caulking / Sealants	Included	Included	Included		
Sleeves / Fire Caulking / Firestopping - 1/E0.7	Included	Included	Included		
BIM Requirements	15,000	15,000	15,000		
<b>Low Voltage Systems</b>	Included	Included	Included		
<b>Computer Network Cabling</b>	Included	Included	Included		
Communications Cabinets, Racks, Frames and Enclosures - E7.10	Included	Included	Included		
Communications Cabling	Included	Included	Included		
Devices, Equipment, Conduit & Conductors	Included	Included	Included		
<b>Public Address/Clock System</b>	Included	Included	Included		
MFR - Atlas Sound Wall Speaker/Clock Combo	Included	Included	Included		
Alt by Valcom	Included	Included	Included		
<b>Assistive Listening System</b>	Included	Included	Included		
MFR - Listen Technologies	Included	Included	Included		
FM Transmitters - LT-700 LT-800	Included	Included	Included		
Receiver - LR-100 & LR-400	Included	Included	Included		
(1) 8-Hour Training Session	Included	Included	Included		
<b>Intrusion Alarm System</b>	26,080	Included	26,080		
Contractor to Have C7 and C10 License	In Above	Included	In Above		
MFR - Digital Monitoring Products (DMP)	In Above	Included	In Above		
Complete System - Devices, Equipment, Conduit, Cameras & Installation	In Above	Included	In Above		
<b>Video Surveillance (CCTV) System</b>	72,395	Included	72,395		
Complete System - Devices, Equipment, Conduit, Cameras & Installation	In Above	Included	In Above		
MFRs - Per Specs	In Above	Included	In Above		
<b>Fire Detection Alarm</b>	88,292	Included	Included		
<b>Fire Alarm System</b>	In Above	Included	Included		
MFR - Notifier, Simens, Simplex, Johnson or Gamewill-FCI	In Above	Included	Included		
Complete Addressable Fire Alarm System	In Above	Included	Included		

Bid Evaluation Report



Electrical / Low Voltage	Elm Street Elementary School Reconstruction			Job Number	Elm	
				Bid Date	12/7/2016	
				Date Printed	12/6/2016	
Description	Subcontractors					
	Venco Elec.	Taft Elec.	Oilfield Elec.			
FACP, Annunciator, Devices, Equipment & Conductors	In Above	Included	Included			
Fire Alarm Details - E7.8 & 7.9	In Above	Included	Included			
Elevator System - E0.4	In Above	Included	Included			
Horns, Strobes, Pull Stations, Detectors	In Above	Included	Included			
Conduit & Back Boxes	In Above	Included	Included			
Submittals / Shop Drawings / As-Built	In Above	Included	Included			
<b>TOTALS</b>	<b>2,657,756</b>	<b>2,415,989</b>	<b>2,569,739</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recommendation:</b>	<b>Amount</b>					
<b>Taft Elec.</b>	<b>2,415,989</b>					

Bid Evaluation Report



Building Specialties		Elm Street Elementary School Reconstruction		Job Number	Elm
				Bid Date	12/7/2016
				Date Printed	12/6/2016
Div	Description	Amount	Recommended Subcontractor	Bids Received	
104400	<b>Fire Extinguishers &amp; Specialties</b> FEC at Elec Yard - Surface Mount per 16/A64.4 (1) Bldg 1 - FEC 1/A64.4 (22) Bldg 2 - FEC 1/A64.4 (3) Bldg 3 - FEC 1/A64.4 (3) Bldg 4 - FEC 1/A64.4 (2)	6,150	Glendon Co.	5	
105100	<b>Lockers</b> MFR - Art Metal, Penco, Republic Locker Alcove 2-113 2-Tier Lockers per 6&7/A64.4	1,650	John Pence	3	
107500	<b>Flagpoles</b> Flag Pole 35' per 8/A64.4 (1) Set Pole Footing per Site Concrete	4,293	Pole Tech	2	
114800	<b>Physical Education Equipment</b> MFR - Jaypro, Cassidy, Draper Volleyball Sleeves, Standards, Net, Antenna Ref Stand and Pad	5,150	Bernards		
124813	<b>Entrance Floor Mats</b> MFR - AFP, RC Musson, Pawling Rubber Mat 1/4" Thick, 48x72	N/A	N/A		
126823	<b>Folding Cafeteria Tables</b>	OFOI	OFOI		
N/A	<b>Misc Site Furnishings</b> Benches at Site per S32/A0-1.1 (18) Rubber Play Surface at Playgrounds - Kindergarten & Playground - 7/A63.5 Relocate Existing Playground Equipment and Reinstall at New Areas - S39/A0-1.1 New Conc Footings (TBD) Basketball Pole & Basket - 7/A63.6 (6) Coat Hooks - 14/A64.4 Dull Chrome - Single MFR - McMaster-Carr 1760A2 Wall-Mount Hook, Chrome-Plated Brass, 1-1/4" Wide x 1-1/2" High x 1-5/8" Deep Bldg 1 = 544 Bldg 4 = 60	128,099	Bernards		
N/A	<b>Misc Equipment (TV's)</b> TV's in Classrooms MFR - Sharp 50" & 60" LE65OU Wall Mount - Chief TS318TU Ceiling Mount - Chief MCM1U Bldg 1 - Classroom 60" TV's in Classroom Bldg per 9/A64.4 (62) TV Mounts (62) Bldg 4 - Kindergarten 50" TV's in Classroom Bldg per 11/A64.3 (4) TV Mounts (4)	121,300	Bernards		
N/A	<b>Final Cleanup</b> Exterior Interior	68,534	Bernards		
<b>Total</b>		<b>335,176</b>	<b>Bids Received</b>	<b>10</b>	

Regular Board Meeting  
January 16, 2019

The Board of Trustees of the Oxnard School District met in regular session at 5:04 p.m. on Wednesday, January 16, 2019 at the Educational Service Center. CALL TO ORDER

A roll call of the Board was conducted. Present were President Veronica Robles-Solis and Trustees, Jesus Vega, Trustee O'Leary and Debra Cordes; Trustee Monica Madrigal Lopez arrived at 5:07p.m. Staff members present were District Superintendent Dr. Cesar Morales, Assistant Superintendents Janet Penanhoat, Dr. Ana DeGenna and Dr. Jesus Vaca, and Executive Assistant Rose Chaparro. ROLL CALL

Mrs. Carol Flores Beck, Principal at Driffill School, introduced Jesus Saldana, 8<sup>th</sup> grade student who led the audience in the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

Leslie Cervantes read the District's Vision and Mission Statements in English and Fabiola Landeros read them in Spanish. Both are 8<sup>th</sup> grade students at Driffill School. DISTRICT'S VISION AND MISSION STATEMENTS

Mrs. Carol Flores Beck, Principal at Driffill School provided a presentation on Driffill School's wide goals and focus strands. Mrs. Beck described programs and activities such as the Dual Language Program, AVID school wide in the upper grades, implementation of PBIS&CHAMPS components, PLC, parent education, reading specialists for K-2 grade in English and Spanish, math pathway to proficiency, recognition of teachers, girls and boys volleyball, soccer, winter performances and others. PRESENTATION BY DRIFFILL ACADEMY OF ENVIRONMENTAL SCIENCE AND GLOBAL AWARENESS

President Robles-Solis presented a token of appreciation to the students that participated in the Board Meeting.

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 4-1; being Trustee O'Leary the no vote, the agenda was approved as presented. ADOPTION OF THE AGENDA

The Board agreed to move item A.7 before item A.6.

A.7 Dr. Ana DeGenna, Assistant Superintendent of Educational Services introduced Ms. Mary Curtis, Director of Curriculum, Instruction and Accountability who presented the Million Readers from Brekke, Driffill, Ritchen and Soria. Ms. Curtis explained the levels in the program. The principals of every school read the names of the students recognized. RECOGNITION OF OXNARD SCHOOL DISTRICT'S MILLION WORD READERS

A.6 Dr. DeGenna, Assistant Superintendent of Educational Services introduced Dr. Marlene Batista and Mrs. Martha Hernandez, who provided a presentation on the California English Learner Roadmap State Board of Education Policy passed by the State Board of Education on July 12, 2017. This policy is intended to assist the California Department of Education in providing guidance to local educational agencies (LEAs) in order to welcome, understand, and educate the diverse population of students who are English learners. STUDY SESSION – EL ROADMAP PRESENTATION

attending California public schools. This presentation gave an overview of the components of the roadmap and Oxnard's work towards its implementation.

A.8 Trustee Madrigal Lopez read the Rules for Individual Participation in English and Spanish.  
No one approached the Board.

PUBLIC  
PARTICIPATION

ANNOUNCEMENTS PRIOR TO CLOSED SESSION January 16, 2019:

CLOSED SESSION

After public comments on the Closed Session agenda items, the Board recessed to Closed Session to consider the following:

Firstly, for CONFERENCE WITH LEGAL COUNSEL under *Government Code*, Section 54956.9:

- ANTICIPATED LITIGATION: one (1) case
- EXISTING LITIGATIONS: three (3) cases
  - Office of Administrative Services Case No.: 2018-090075
  - Office of Administrative Services Case No.: 2018-101306
  - J.R. v. Oxnard School District et al. Central District No. CV-04304-JAK-FFM

Secondly, REMOVAL/SUSPENSION/EXPULSION OF STUDENTS (*Education Code* 48916. Consider the Request to Readmit Expelled Student(s):

- Case No. 16-11 (Action Item)
- Case No. 17-14 (Action Item)
- Case No. 17-15 (Action Item)
- Case No. 17-16 (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 Garcia Hernandez & Sawhney, LLP, the employee organizations are OEA, OSSA, CSEA; and all unrepresented personnel – administrators, classified management, confidential.

Lastly, PUBLIC EMPLOYEE(S) DISCIPLINE/DISMISSAL/RELEASE, under *Government Code*, Section 54957 and *Education Code*, Section 44943:

- Public Employee(s) Discipline/Dismissal/Release.
- Reassignment, Appointment:

Trustees convened to closed session at 6:43 p.m. until approximately 7:11 p.m. to discuss items on the closed session agenda.

CLOSED SESSION

President Robles Solis reported there were no actions taken by the Board and that the Board would return later to closed session.

REPORT ON CLOSED  
SESSION

A.12 The Board recognized Juan Soria School for being awarded the California School Board Association 2018 Golden Bell Award. Dr. Morales and the members of the Board of Trustees provided some words of recognition.

RECOGNITION OF  
JUAN SORIA SCHOOL  
- CSBA 2018 GOLDEN  
BELL AWARD

A.13 Dr. Ana DeGenna, Assistant Superintendent of Educational Services, provided an overview on the California School Dashboard. The California School Dashboard shows how well students within the district or school are performing on a variety of indicators, including test scores in English Language Arts and Mathematics, suspension rates, and English learner progress. The Dashboard's Equity Report shows – at a glance – how student groups are performing in various measures. Student groups include ethnic and racial groups, low-income students, English

PRESENTATION ON CALIFORNIA DASHBOARD

B.1 Trustee Madrigal Lopez read the rules for individual participation in English and in Spanish.

INDIVIDUAL PARTICIPATION

- There were no requests for public comments.

B.2 Pursuant to Education Code 45246, the Board of Trustees must hold a public hearing in order to allow the public an opportunity to comment on the qualifications of the suggested appointee. Following the public hearing, the Board of Trustees may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

PUBLIC HEARING: APPOINTMENT OF PERSONNEL COMMISSIONER, IRMA J. LOPEZ

Pursuant to Education Code 45246, the Board of Trustees must hold a public hearing in order to allow the public an opportunity to comment on the qualifications of the suggested appointee. Following the public hearing, the Board of Trustees may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

The Board of Trustees hold this public hearing according to Education Code 45246; and appoint or reappoint the Board's representative on the Personnel Commission for a three-year term beginning December 1, 2018.

On motion by Trustee Cordes, seconded by Trustee O'Leary and carried on a roll call vote of 5-0; Personnel Commissioner Irma J. Lopez was reappointed.

(Motion# 18-73)

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 5-0; the consent agenda was approved as presented.

CONSENT AGENDA (Motion# 18-74)

C.1 Accepted the following gifts:

(Acceptance of Gifts)

- From Bob's Discount Furniture, LLC, a donation in the amount of \$2,500.00, to Fremont Academy of Environmental Science and Innovative Design. Fremont School plans to utilize this donation for general and supplemental materials to benefit staff and students.

C.2 Approved the following Agreements:

(Approval of Agreements)

- #18-189 with Hip Hop Mindset to provide hip hop dance lessons to students at Rose Avenue School from January 2019 through June 2019 as part of CHAMPS Tier II intervention; amount not to exceed \$3,200.00, to be paid with LCFF Funds.
- #18-200 with Mary Macias to provide music instruction to students in TK-3rd grade at Ritchen School, from February 4, 2019 through May 21, 2019. Music fundamentals will be taught in an interactive style that includes movement, dance, and use of rhythm instruments; amount not to exceed \$4,680.00, to be paid out of the General Fund/Discretionary.

Personnel:

- #18-196 with Swing Education Inc. Over the past three (3) years, Oxnard School District has experienced a shortage of substitute teachers. Swing Education Inc. will help address the substitute shortage by providing access to additional substitutes through their highly qualified substitute pool, amount not to exceed \$250,000.00, to be paid from the General Fund.

Special Education:

- #18-190 with Dynamic Therapy Solutions to provide Independent Education Evaluator Services to the Special Education Department during the 2018-2019 academic year to complete Assistive Technology assessments; amount not to exceed \$10,000.00, to be paid with Special Education Funds.
- #18-191 with Saratoga Clinic to provide Independent Education Evaluator Services to the Special Education Department during the 2018-2019 academic year to complete Occupational Technology assessments; amount not to exceed \$6,000.00, to be paid with Special Education Funds.
- #18-193 with Debra Berry Malmberg, Ph.D., BCBA-D, to provide behavior support and Independent Education Evaluator Services to the Special Education Department during the 2018-2019 academic year; amount not to exceed \$20,000.00, to be paid with Special Education Funds.
- #18-194 with Let’s Talk About It to provide Auditory-Verbal Therapy and Independent Education Evaluator Services to the Special Education Department during the 2018-2019 academic year; amount not to exceed \$10,000.00, to be paid with Special Education Funds.
- #18-195 with Karen Schnee to provide Independent Education Evaluator Services to the Special Education Department during the 2018-2019 academic year to complete speech evaluations; amount not to exceed \$30,000.00, to be paid with Special Education Funds.

Support Services:

- #18-188 with LingPerfect Translations, Inc. to provide over the phone Translation/Interpreting services as needed during the period of January 17, 2019 through June 30, 2019; amount not to exceed \$2,000.00, to be paid with Title I Funds.
- #18-199 with Burnham Benefits Insurance Services. On November 16, 2018, proposals were solicited for RFP #18-01 Health & Welfare Benefits Consultant Services. Four (4) responses were received by the deadline of December 10, 2018. After review and evaluation, Burnham Benefits Insurance Services was selected to provide Health & Welfare Benefits Consultant Services for the period of January 17, 2019 through January 16, 2020; amount not to exceed \$70,000.00, to be paid from the General Fund.

C.3 Ratified the following Agreements:

(Ratification of Agreements)

Special Education:

- #18-175 with City Impact Inc. to provide Individual Student and/or Group Therapy, as well as staff supervision, for the Special Education Services Department during the period of January 7, 2019 through June 30, 2020; amount not to exceed \$90,000.00, to be paid with Special Education Funds.

C.4 Approved Amendment #1 to Agreement #18-49 with California Department of Education – Child Development Division. Revised \$1,493,175.00 funding to the Oxnard School District to operate State Preschool Program reflects an increase of \$71,292.00

(Approval of Amendment #1 to Agreement #18-49 – California Department of Education Child

- C.5 Approved Amendment #1 to Agreement #18-12 with the AVID Center; amount not to exceed \$7,650.00, to be paid with LCFF Funds. (Approval of Amendment #1 to Agreement #18-12-AVID Center)
- C.6 Approved Amendment #1 to Agreement #18-110 with Actum Clinical & Behavioral Services; amount not to exceed \$20,000.00, to be paid with Special Education Funds. (Approval of Amendment #1 to Agreement #18-110 – Actum Clinical & Behavioral Services)
- C.7 Approved WAL #8-S for Master Agreement #13-126 with MNS Engineers; amount not to exceed \$440.00 to be paid with Master Construct and Implementation Funds. (Approval of Work Authorization Letter #8-S to Agreement #13-126 With Mns Engineers to Provide Waterline Easements for the Mckinna Elementary School Reconstruction Project)
- C.8 Approved Credit Change Order No. 002 to Construction Services Agreement #17-209 with Viola Constructors Inc. to provide Construction Services related to the Kinder/Flex Project at Brekke Elementary School. A credit in the amount of \$26,998.91 to be returned to the Master Construct and Implementation Funds. (Approval of Credit Change Order No. 002 to Construction Services Agreement #17-209 With Viola Constructors Inc. to Adjust Costs for the Kinder/Flex Project at Brekke Elementary School)
- C.9 Ratified Change Order No. 002 to Construction Services Agreement #17-212 with Viola Constructors Inc. to provide Construction Services related to the Kinder/Flex Project at McAuliffe Elementary School; amount not to exceed \$8,607.58, to be paid out of the Master Construct and Implementation Funds. (Ratification of Change Order No. 002 to Construction Services Agreement #17-212 with Viola Constructors Inc. to Adjust Costs for the Kinder/Flex Project at McAuliffe Elementary School)
- C.10 Ratified Change Order No. 004 to Construction Services Agreement #17-218 with Viola Constructors Inc. To provide Construction Services related to the Kinder/Flex Project at Ritchen Elementary School; amount not to exceed \$104,770.54, to be paid out of the Master Construct and Implementation Funds. (Ratification of Change Order No. 004 to Construction Services Agreement #17-218 with Viola Constructors Inc. to Adjust Costs for the Kinder/Flex Project at Ritchen Elementary School)

Change Order No. 004 provides for the Board's consideration and ratification of one (1) change proposal: PCO #014 with the following scope of work:

- PCO #014 – Revised Playground Site Plan.

- C.11 Ratified Amendment No. 005 to Agreement #15-89 with CSDA for the Marshall New Classroom Building Project for additional architectural and engineering services; amount not to exceed \$30,600.00, to be paid out of the Master Construct and Implementation Funds. (Ratification of Amendment No. 005 to Agreement #15-89 for CSDA Design Group to Provide Additional Architectural Services for the Marshall New Classroom Building Project)
- C.12 Adopted the December 2018 Semi-Annual Implementation Program Update as an adjustment to the Master Construct and Implementation Program, and that the Board direct staff and CFW to proceed with adjustments to the program for immediate implementation. (Approval and Adoption of the December 2018 Semi-Annual Implementation Program Update as an Adjustment to the Master Construct and Implementation Program)  
The Master Construct and Implementation Program includes the use of Measure “R” and “D” funds, available local developer fees, and State modernization and new construction grants as previously approved by the Board. Overall funding has been adjusted to approximately \$463.9 million. The increase is the result of projected State aid revenues. Proposed uses have been adjusted to provide previously Board-approved increases to current projects due to specific project construction needs and required professional services. Adjustments also include the proposed addition of the Driffill Kindergarten project to the Program and modernization improvements at McAuliffe and Ritchen elementary schools.
- C.13 Adopted Resolution # 18-19 and authorize its submission to CDE's Early Education and Support Division. Potential loss of preschool program reimbursement in the amount of \$7,953.40. No fiscal impact if Resolution #18-19 is adopted and received by CDE. (Adoption of Resolution #18-19 to Provide Against Loss of Funds Due to Emergency Closures of the District's State Preschool Programs During the Hill & Woolsey Fires)
- C.14 District enrollment as of November 30, 2018 was 16,127. This is 479 less than the same time last year. District enrollment as of December 14, 2018 was 16,154. This is 395 less than the same time last year. (Enrollment Report)
- C.15 Approved Purchase Order/ Draft Payment Report #18-06 as submitted. (Purchase Order/Draft Payment Report #18-06)
- C.16 Approved the 2018-19 Quarterly Report on Williams Uniform Complaint, Second quarter, as presented. (Approval of the 2018-19 Quarterly Report on Williams Uniform Complaints, Second Quarter)

C.17 It is the recommendation of the Director of Classified Human Resources (Establish /Abolish /Increase/ Reduce Hours of Positions)  
that the Board of Trustees approve the establishment of the positions, as presented.

C.18 Approved the Personnel Actions, as presented. (Personnel Actions)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
<u>New Hire</u>		
Beltran, Rocio.	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	01/04/2019
Cano, Valerie	Paraeducator I, Position #7191 Rose Ave. 4.10 hrs./183 days	12/10/2018
Castaneda, Crystal M.	Paraeducator III, Position #1913 Special Education 5.75 hrs./183 days	12/03/2018
Cota, Rudy C.	Paraeducator II, Position #2952 Special Education 5.75 hrs./183 days	12/03/2018
Delgadillo, Raymond	Custodian, Position #9146 Harrington 4.0 hrs./246 days	12/17/2018
Fox, Todd L.	Custodian, Position #8508 Kamala 4.0 hrs./246 days	12/10/2018
Gonzalez Jr., David C.	Grounds Maintenance Worker I, Position #381 Facilities 8.0 hrs./246 days	12/07/2018
Limon-Garcia, Betsy	Paraeducator III, Position #2883 Special Education 5.75 hrs./183 days	12/04/2018
Lumbrano, Angie	Paraeducator I, Position #7184 McAuliffe 4.833 hrs./183 days	12/03/2018
Ordaz, Crystal	Paraeducator I, Position #7188 Ramona 4.17 hrs./183 days	12/12/2018
Rivera Garcia, Maria S.	Paraeducator I, Position #9155 Ramona 4.16 hrs./183 days	12/04/2018
Rodriguez, Edmidia	Paraeducator I, Position #7192 Rose Ave. 4.16 hrs./183 days	12/1/2018
Torrez Jr., Mark T.	Child Nutrition Worker, Position #567 Haydock 5.0 hrs./185 days	01/04/2019
<u>Limited Term</u>		
Aguillon, Laura E.	Paraeducator	11/28/2018
Garcia, Daisy	Paraeducator	11/30/2018
Gonzalez Jr., David C.	Custodian	11/14/2018
Guerrero, Gilbert M.	Custodian	12/12/2018
Hernandez Valencia, Yazmin	Paraeducator	12/04/2018
Ortiz, Jasmin	Paraeducator	11/26/2018
Real, Summer K.	Child Nutrition Worker	11/26/2018
<u>Increase in Hours</u>		
Garcia, Leticia	Paraeducator I, Position #7180 Marina West 4.833 hrs./183 days	12/03/2018
	Paraeducator I, Position #7180 Marina West 4.16 hrs./183 days	
Pacheco, Rita O.	Paraeducator I, Position #7179	12/03/2018

	Marina West 4.67 hrs./183 days Paraeducator I, Position #7179	
Flores, Janet R.	Marina West 4.16 hrs./183 days Paraeducator I, Position #7182 Marshall 1.5 hrs./183 days Paraeducator I, Position #7182 Marina West 1.0 hrs./183 days	12/07/2018
<u>Promotion</u>		
Gaytan, Blanca H.	Administrative Assistant, Position #1610 Superintendent's Office 8.0 hrs./246 days Office Assistant III, Position #1808 Educational Services 8.0 hrs./246 days	01/07/2019
Pelayo, Adriana	Intermediate School Secretary, Position #6242 Driffill 8.0 hrs./192 days Office Assistant II, Position #1818 Ramona 6.0 hrs./203 days	01/22/2019
<u>Transfer</u>		
Orejel, Luz	Paraeducator I, Position #9165 McKinna 5.0 hrs./183 days Paraeducator I, Position #9220 Haydock 5.75 hrs./183 days	01/07/2019
Vargas, Nancy	Child Nutrition Worker, Position #2825 Haydock 5.0 hrs./185 days Child Nutrition Worker, Position #783 Marina West 5.5 hrs./185 days	12/12/2018
Zarate, Connie	Office Assistant II, Position #26 Fremont 2.0 hrs./203 days Office Assistant II, Position #7979 Early Childhood Ed. Programs 4.0 hrs./246 days	12/03/2018
<u>Reinstatement</u>		
Cater, Taylor A.	Paraeducator I, Position #7167 Brekke 4.833/183 days	01/07/2019
Silva, Janet	Preschool Assistant, Position #2661 Harrington 3.0 hrs./183 days	12/10/2018
<u>Resignation</u>		
Magana, Everado A.	Intermediate School Secretary, Position #6708 Kamala 8.0 hrs./192 days	12/14/2018
Resendiz, Ariana	Preschool Assistant, Position #2147 Sierra Linda 3.0 hrs./183 days	12/14/2018
<u>Deceased</u>		
Roman, Valerie L.	Child Nutrition Worker, Position #2616 Chavez 5.5 hrs./185 days	12/02/2018

Listed below are recommended Certificated Personnel Actions presented to the Board of Trustees for consideration. The salaries for the individuals employed will be determined, in accordance with the salary regulations of the District. (Certificated)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
<u>New hires</u>		
Batra, Madhu	Substitute Teacher	2018/2019 School Year
Eichstetter, Eugenia	Substitute Teacher	2018/2019 School Year
Gaona, Janae	Substitute Teacher	2018/2019 School Year
Jones, Haley	Substitute Teacher	2018/2019 School Year
Maldonado, Sarah	Substitute Teacher	2018/2019 School Year
Morales, Monica	Substitute Teacher	2018/2019 School Year
Schwenk, Tobi	Substitute Teacher	2018/2019 School Year

<u>Resignation</u>		
Collier, Jessica	Speech Therapist	12/14/2018

- D.1  
On motion by Trustee Cordes, seconded by Madrigal Lopez and carried on a roll call vote of 5-0, the Board adopted the revisions to the 2017-2018 Collective Bargaining Agreement between the Oxnard School District and the Oxnard Supportive Services Association, as presented.
- APPROVAL OF REVISIONS TO THE OXNARD SCHOOL DISTRICT AND OXNARD SUPPORTIVE SERVICES ASSOCIATION 2017-18 COLLECTIVE BARGAINING AGREEMENT (Motion #18-75)
- D.2            On Motion by Trustee O’Leary, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 5-0, the Board accepted the Oxnard School District Audit Report, June 30, 2018 prepared by the firm of Nigro & Nigro.
- OXNARD SCHOOL DISTRICT AUDIT REPORT - JUNE 30, 2018 (Motion #18-76)
- D.3            On Motion by Trustee Cordes, seconded by Trustee Vega and carried on a roll call vote of 5-0, the Board accepted the Measure D General Obligation Bond Building Fund of Oxnard School District Audit Report, June 30, 2018.
- MEASURE D GENERAL OBLIGATION BOND BUILDING FUND OF OXNARD SCHOOL DISTRICT AUDIT REPORT, JUNE 30, 2018 (Motion #18-77)
- D.4            On Motion by Trustee Madrigal Lopez, seconded by Trustee Cordes and carried on a roll call vote of 5-0, the Board accepted the Measure D General Obligation Bond Building Fund of Oxnard School District Audit Report, June 30, 2018.
- MEASURE R GENERAL OBLIGATION BOND BUILDING FUND OF OXNARD SCHOOL DISTRICT AUDIT REPORT, JUNE 30, 2018 (Motion #18-78)

D.5 On Motion by Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call vote of 3-2, being Trustees Madrigal Lopez and O’Leary the no votes, the Board ratified Change Order No. 003 to Construction Services Agreement #16-199 with Bernards Bros Inc. to provide Construction Services related to the Elm Elementary School Reconstruction Project. For an amount not to exceed \$780,729.00, to be paid out of the Master Construct and Implementation Funds.

RATIFICATION OF  
CHANGE ORDER NO.  
003 TO  
CONSTRUCTION  
SERVICES  
AGREEMENT #16-199  
WITH BERNARDS  
BROS INC. TO ADJUST  
COSTS FOR THE ELM  
ELEMENTARY  
SCHOOL  
RECONSTRUCTION  
PROJECT  
(Motion #18-79)

D.6 On Motion by Trustee Madrigal Lopez, seconded by Trustee O’Leary and carried on a roll call vote of 5-0, the Board approved Agreement #18-192 with Dr. Trudy T. Arriaga; amount not to exceed \$14,400.00, to be paid with LCFF Funds.

APPROVAL OF  
AGREEMENT #18-192 –  
DR. TRUDY T.  
ARRIAGA  
(Motion #18-80)

E.1 On Motion by Trustee Madrigal Lopez, seconded by Trustee Cordes and carried on a roll call vote of 5-0, the Board approved the minutes of regular and special board meetings, as submitted:

APPROVAL OF  
MINUTES  
(Motion #19-81)

- September 5, 2018, Regular Board Meeting
- September 19, 2018, Regular Board Meeting
- September 24, 2018 Special Board Meeting
- October 10, 2018 Regular Board Meeting
- October 15, 2018 Special Board Meeting
- October 24, 2018 Regular Board Meeting
- November 7, 2018 Special Board Meeting

G.1 Superintendent Announcements:

Dr. Cesar Morales

- Wished everyone a Happy New Year and expressed that this new year there is a new governor in the state and a new budget and a new philosophy that would affect Public Education. The District is analyzing the budget and its impact. He expressed not all the issues in regards to expenses and revenue balance had been addressed but there is some added interest on meeting the needs of Early Childhood and some attention to Special Education. There is some temporary relief on STRS and PERS contributions, but there is need of a long-term solution. He expressed that was the time to work hard advocating for funding for K-8 education. Indicated that there was a Bill proposing 30% increase, but if not revenues are on the table the District would have to apply restrictions. He indicated that if the government shutdown did not end it could potentially affect contributions towards the school food service programs in the entire country.
- Indicated he is looking forward to a good 2019 year.

SUPERINTENDENT  
ANNOUNCEMENTS

G.2 Trustees Announcements:

Trustee Cordes:

- Expressed she is looking forward for the rest of the school year.
- Indicated she is thankful that everything worked out for the classified employees.
- Expressed her support for L.A. Unified School District teachers. Some of the things that they are asking for are already in place in Oxnard School District thanks to Dr. Morales management.
- Welcomed Dr. Vega.

Trustee Vega

- Reported he visited McKinna and Driffill schools. The staff was welcoming and answered the questions made. He was able to see the new building behind McKinna.
- Expressed he is looking forward to visit other schools this Friday.
- He would like the Board to review the governance handbook. President Robles-Solis responded they would be meeting on a Saturday soon to review it.

Trustee O'Leary

- Stated the Superintendence is in cruise control, even though students' academic achievement had dropped to 78% students failing to meet state expectations.
- Stated that President Veronica Robles-Solis was selected for 3<sup>rd</sup> time in 8 years on the Board.
- Stated a review of academics by Dr. Rick Miller was left-off of the agenda.
- Requested public scrutiny of the School Board.
- Indicated that two trustees can call for an item to be placed in the agenda; and this policy had been ignored by President Robles Solis and ex Trustee Morrison.
- Requested election of a new Board President and rotation of the position on the first meeting on February.
- Requested a focus in academics, when Trustee Robles Solis sworn in for first time as a Trustee 45% of the students were meeting state standards, today this is down to less than 20%. Recognized that state tests have changed but rigour was the same.
- Requested class size reduction to take advantage of the funding received for construction.
- Requested a vote on Plaza Comunitaria, to provide adult schooling in participation with the Mexican Government.
- Requested a policy stating a PLA must be attached to all construction projects for the District.
- Requested Dr. Morales to step down. Stated he had favored two Trustees daughters rise above qualified applicants to become principals.
- Stated that trustees must focus on education and expect direction from our superintendent to better the lives of our students.

Trustee Madrigal Lopez

- Congratulated Soria and wished everyone a Happy New Year.
- Indicated she is looking forward to see the good things developing at the Oxnard School District.
- Would like to see Plaza Comunitaria in the agenda soon.

President Lopez-Solis

- Wished Happy New Year.
- Reported on January 5<sup>th</sup>, along with Trustee Madrigal and Dr. Vaca, they attended the Governance Issues an Opening Meeting Act at VCOE as part of the Ventura County Board Association.
- Thanked Ms. Letitia Austin Public Information Officer for her presentation.

- Invited members of the Board interested in taking the Master in Governance course from CSBA that would take place in Santa Barbara.
- March 4<sup>th</sup> Ventura County School Board Tender Meeting, topic will be Investment in early Education.
- April 29<sup>th</sup> there would be a dinner meeting in Social and Emotional Learning
- Asked everyone to fill the survey.
- Invited members to share any topics of their interest for next school year to send them to CSBA Executive Board.

At 9:08 the Board reconvened to closed session until approximately 10:08 pm.to discuss items in the closed session agenda. CLOSED SESSION

President Robles-Solis reported actions taken in closed session. REPORT ON CLOSED SESSION

On motion by Trustee O’Leary, seconded by Trustee Madrigal Lopez, and carried on a roll call vote of 5-0 the Board approved the settlement for Office of Administrative Cases # OAH 2018-09-0075 and OAH # 2018-10-1306. (Motion #18-82)

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 4-0, being Trustee O’Leary absent, the Board approved the recommendation to deny readmission expelled student in Case # 16-11. (Motion #18-83)

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 4-0, being Trustee O’Leary absent, the Board approved the recommendation to deny readmission expelled student in Case # 17-14. (Motion #18-84)

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 4-0, being Trustee O’Leary absent, the Board approved the recommendation to deny readmission expelled student in Case # 17-15. (Motion #18-85)

On motion by Trustee Cordes, seconded by Trustee Madrigal Lopez and carried on a roll call vote of 4-0, being Trustee O’Leary absent, the Board approved the recommendation to readmit expelled student in Case # 17-16. (Motion #18-86)

There being no further business, on motion by Trustee Madrigal Lopez, seconded by Trustee Vega and carried on a roll call vote of 4-0, being Trustee O’Leary absent, the Board of Trustees adjourned the meeting at 10:12 p.m.

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 January 16, 2019; on motion by Trustee \_\_\_\_\_, 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

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Ana DeGenna**

Date of Meeting: **2/20/19**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
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 X

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION – Revision to BP & AR 6142.1 (DeGenna)**

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Language was added and deleted to BP & AR 6142.1 to align with the district’s regulations on Sexual Health and HIV/AIDS Prevention Instruction. The added language is indicated by *italicized* font on the attached. The deleted language is indicated by *strikethrough* on the attached.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent Educational Services that the Board of Trustees approve the revisions to BP and AR 6142.1 as outlined above.

**ADDITIONAL MATERIAL:**

BP 6142.1 (3 pages)  
AR 6142.1 (7 pages)

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION**

The ~~Board of Trustees~~ ~~Governing Board~~ desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infections and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.8 - Comprehensive Health Education)*

Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12, including at least once in junior high or middle school ~~and at least once in high school~~. (Education Code 51934)

The district's curriculum shall support the purposes of the California Healthy Youth Act as specified in Education Code 51930-51939, ~~be unbiased and inclusive of all students in the classroom, and be aligned with the state's content standards~~. The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6143 - Courses of Study)*

~~The Superintendent or designee may appoint a coordinator and/or an advisory committee regarding the district's comprehensive sexual health and HIV prevention curriculum. The advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing, and evaluating the district's program.~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

### **Parent/Guardian Consent**

Annually, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939)

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

### *Legal Reference:*

#### EDUCATION CODE

220 Prohibition of discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51225.35 Instruction in sexual harassment and violence; districts that require health education for graduation

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 California Healthy Youth Act

67386 Student safety; affirmative consent standard

#### HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

#### PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

#### UNITED STATES CODE, TITLE 20

1232h Protection of student rights

7906 Sex education

### *Management Resources:*

#### CSBA PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Sex Education and HIV/STD Instruction:  
<http://www.cde.ca.gov/ls/he/se>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Safe Schools Coalition: <http://www.casafeschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Food and Drug Administration: <http://www.fda.gov>

Policy  
*adopted: November 16, 2011*  
*Revised: February 20, 2019*

***OXNARD SCHOOL DISTRICT***  
*Oxnard, California*

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION**

### **Definitions**

*Comprehensive sexual health education* means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

*HIV prevention education* means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

*Age appropriate* refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

*Medically accurate* means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

### **General Criteria for Instruction and Materials**

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)

1. Are age appropriate
2. Are factually and medically accurate and objective
3. Align with and support the following purposes as specified in Education Code 51930:
  - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
  - b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)

- c. To promote understanding of sexuality as a normal part of human development
  - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
  - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds; students with disabilities; and English learners

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 6174 - Education for English Language Learners)*

5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220
8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes
10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, and intimidation

*(cf. 5145.3 - Nondiscrimination/Harassment)*

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

13. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
14. Do not teach or promote religious doctrine

### **Components of Sexual Health and HIV Prevention Education**

The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed above in the section "General Criteria for Instruction and Materials," shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use
3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually \*transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing

AR 6142.1(d)

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and that testing is the only way to know if one is HIV-positive

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:
  - a. Parenting, adoption, and abortion
  - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5
  - c. The importance of prenatal care
10. Information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking

### **Professional Development**

The district's comprehensive sexual health education and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, 51933, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/AIDS prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

*(cf. 4131 - Staff Development)*

## **SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)**

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/AIDS prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/AIDS. In-service training shall be voluntary for *district* personnel who have demonstrated expertise or received in-service training from the CDE or *federal* Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV/AIDS in-service training to cover the topic of comprehensive sexual health education for district personnel teaching ~~comprehensive~~ sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

### **Use of Consultants or Guest Speakers**

The Superintendent or designee may contract with outside consultants *with expertise in comprehensive sexual health or HIV/AIDS prevention education*, ~~or guest speakers~~, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver ~~the instruction comprehensive sexual health and HIV prevention education~~ or to provide training for district personnel. ~~All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction.~~ The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

*(cf. 6145.8 - Assemblies and Special Events)*

### **Parent/Guardian Notification**

At the beginning of each school year or at the time of a student's enrollment, ~~the Superintendent or designee shall notify~~ parents/guardians *shall be notified* about instruction in comprehensive sexual health education and HIV/AIDS prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection
2. That parents/guardians *may request in writing that* ~~have a right to excuse~~ their child *not receive* ~~from~~ comprehensive sexual health or HIV/AIDS prevention education, ~~or research on student health behaviors and risks, provided they submit their request in writing to the district~~

**SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION** (continued)

3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants

If the district chooses to use outside consultants or to hold an assembly with guest speakers to ~~deliver~~ *teach the* comprehensive sexual health or HIV/AIDS prevention education, the notification shall include: (Education Code 51938)

- a. The date of the instruction
- b. The name of the organization or affiliation of each guest speaker
- c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the ~~Superintendent or designee~~ *district* shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. (Education Code 51938)

*(cf. 5145.6 - Parental Notifications)*

**~~Nonapplicability to Certain Instruction or Materials~~**

~~The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall not apply to the following: (Education Code 51932)~~

- ~~1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education~~

~~*(cf. 6142.93 - Science Instruction)*~~

- ~~2. Instruction or materials that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions~~

Regulation  
adopted: *November 16, 2011*  
Revised: *February 20, 2019*

***OXNARD SCHOOL DISTRICT***  
*Oxnard, California*



# OXNARD SCHOOL DISTRICT

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

## SCHEDULE OF BOARD MEETINGS JANUARY – DECEMBER 2019

(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	16	Regular Board Meeting (Note: only ONE meeting in January)
February	6	Regular Board Meeting
	20	Regular Board Meeting
March	6	Regular Board Meeting
	20	Regular Board Meeting
April	3	Regular Board Meeting (Note: only ONE meeting in April)
May	1	Regular Board Meeting
	15	Regular Board Meeting
June	5	Regular Board Meeting
	19	Regular Board Meeting
July		District Dark – No meeting in July
August	7	Regular Board Meeting
	21	Regular Board Meeting
September	4	Regular Board Meeting
	18	Regular Board Meeting
October	9	Regular Board Meeting
	23	Regular Board Meeting
November	13	Regular Board Meeting (Note: only ONE meeting in November)
December	11	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.*

Spring Break: April 8 - 19, 2019  
Last Day of School 2018-19: June 14, 2019

First Day of School 2019-20: August 21, 2019

Board Approved: 12-12-18

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

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
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 30, 2018

**Reviewed by:**

Name	Title	Signature	Date
Brandon Mascorro	Oxnard Police Officer		
Jose Luis Arredondo	Interim Lead Custodian		
Michelle Sandoval	Office Manager		
Yolanda Melano	School Site Council Parent		
Joan Louth	Teacher		
Traci Martinez	School Site Council Chairperson		
Bertha Anguiano	Principal		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	18
(J) Hate Crime Reporting Procedures and Policies.....	22
Safety Plan Review, Evaluation and Amendment Procedures.....	23
Safety Plan Appendices.....	24
EMERGENCY CONTACT NUMBERS.....	24
Norman R. Brekke Elementary School Incident Command System.....	25
Incident Command Team Responsibilities.....	26
Emergency Response Guidelines.....	27
Step One: Identify the Type of Emergency.....	27
Step Two: Identify the Level of Emergency.....	27
Step Three: Determine the Immediate Response Action.....	27
Step Four: Communicate the Appropriate Response Action.....	27
Types of Emergencies & Specific Procedures.....	28
AIRCRAFT CRASH.....	28
ANIMAL DISTURBANCE.....	28
BIOLOGICAL OR CHEMICAL RELEASE.....	28
PESTICIDE EXPOSURE (Pesticide Drift).....	28

BOMB THREAT/ THREAT OF VIOLENCE .....	28
BUS DISASTER.....	28
DISORDERLY CONDUCT .....	29
EARTHQUAKE .....	29
EXPLOSION OR RISK OF EXPLOSION .....	30
FIRE IN SURROUNDING AREA.....	30
FIRE ON SCHOOL GROUNDS.....	30
FLOODING .....	31
LOSS OR FAILURE OF UTILITIES .....	31
MOTOR VEHICLE CRASH.....	31
PSYCHOLOGICAL TRAUMA .....	31
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	31
UNLAWFUL DEMONSTRATION OR WALKOUT .....	32
Medical Emergencies .....	35
Emergency Evacuation Map.....	38

## **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 Common Core 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**

Bertha Anguiano (Principal), Yolanda Melano (School Site Council Parent), Michelle Sandoval (Office Manager), Brandon Mascorro (School Resource Officer), Joan Louth (Teacher - 4th grade), Jose Luis Arredondo (Interim Lead Custodian), and Traci Martinez (School Site Council Chair).

### **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.

In order to ensure that students engage in safe behavior, the school instituted the "Dolphin Pride" program which is predicated on the school's Guidelines for Success "The Brekke B's" - Be Safe, Be Responsible, Be Respectful and the CHAMPS positive behavior support program. Students are expected to follow these Guidelines and teachers and staff reinforce them in their classrooms and common areas. We encourage positive behavior plans and award students with dolphin dollars when they are "caught" exhibiting one of The Brekke B's. CHAMPS Posters are posted throughout the school and outline the expected behaviors in different school locations (classrooms, hallways, cafeteria, etc.). Consequences are given when the expectations are not adhered to. Students are reminded of what safe, responsible, and respectful actions are when they engage in behavior that does not follow the Brekke B's.

The information about the behavior expectations, discipline and consequences is shared with all stakeholders during parent meetings such as ELAC, SSC, PTA and Title I meetings; and during parent teacher conferences.

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. 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 first aid supplies and search and rescue plans are in place. Staff is trained in the Emergency Operations Plan/School Safety Plan.

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.

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. All perspective volunteers are screened through the District before being approved to volunteer at the school site. 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). This information is communicated to parents at the beginning of the school year in the Parent Handbook.

Site administration, as well as the PBIS Team, collected and analyzed data from office referrals, attendance rates, student suspensions, and the Healthy Kids Survey to inform the development of the Site Safety Plan and to improve school-wide systems and practices for student safety.

The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

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 the connect-ed phone messaging system regarding reminders for safety and traffic regulations.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

At Brekke, all staff is trained on Child Abuse Reporting Procedures each year.

#### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.

- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.

- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

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.

AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

The following are the District's Policies for Suspension and Expulsion

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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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.
- Over-sized 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.
- 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.
- 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. In addition, morning supervision is provided in the following areas the asphalt, Cafeteria, Kinder lines, Upper and lower grade lines. Supervisors are campus assistants, teachers, paraprofessionals, other support personnel, custodial staff and administrators.

The regular student day is from 8:00 am to 2:20 pm for students from grades 1-5. The regular school day for Transitional Kindergarten and Kindergarten students is from 8:00 am to 1:27 pm. Wednesdays are early release days, all students (TK -5) are dismissed at 1:27 pm (with the exception of attending before or after school interventions classes, the after School Program, or early release days).

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 Gottfried 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, 7:57 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.

If the student arrives after the tardy bell (at 8:00 am), 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.

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. 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. Students are not allowed to loiter or wait for pick up without supervision outside the campus gates/doors. Students who are not picked up on time will be escorted to the office to wait for pick up. At this time, the office will release the student to a parent, guardian or adult on the emergency card only with proper identification.

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 PBIS 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, PBIS Team 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.	CHAMPS: Safe and Civil Schools	Principal and PBIS Team	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 Incident Command System roles.	Coordinate school wide training with scheduled district disaster trainings.		Principal	Record of training
3) Update the Incident Command System roles as staff members change.	Evaluate roles at the end/beginning of each school year.		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.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
1) Increase staff and student awareness of lockdown procedures and other emergencies.	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's Guidelines for Success 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 Brekke "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 Guidelines for Success and procedures will:

- Provide a starting point for behavior and expected conduct.

- 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.

### 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.

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;
- Inappropriate use of 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.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### 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.

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.
  - 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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.

#### **(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 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 based on 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 student and staff members. The committee meets regularly to review and make any necessary recommendations and changes. All changes are brought to the attention of the staff and stakeholders at meetings. The plan is reviewed in December, approved by SSC in January, and updated by February of each year.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

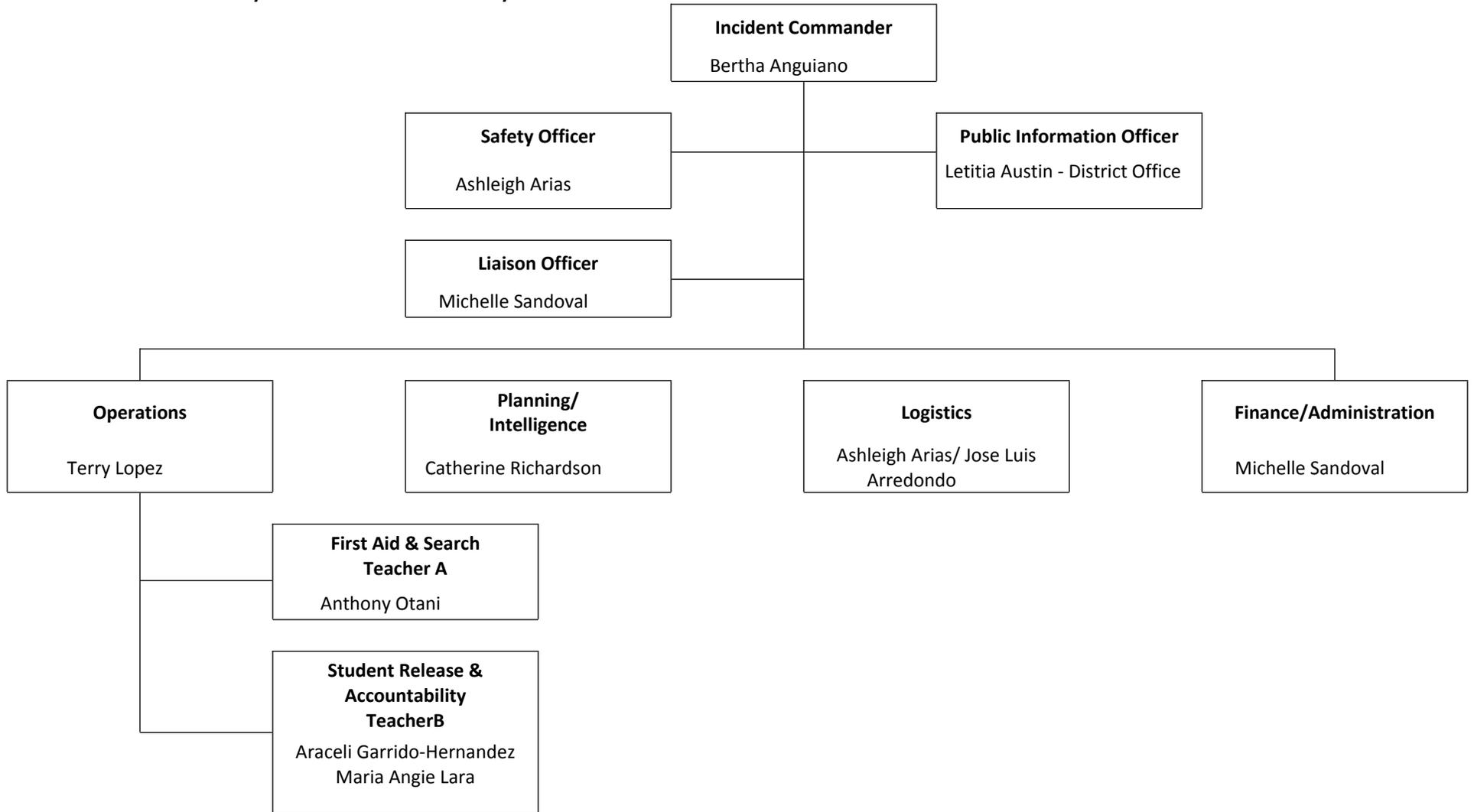
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	West Village Park
Address	Cesar Chavez Drive Oxnard, CA 93030
Contact	City of Oxnard- Parks and Public Grounds
Phone Number	805-385-7950

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Oxnard Historic Farm Park
Address	1251 Gottfried Pl, Oxnard, CA 93030
Contact	JEFFMOHART@AOL.COM (FOR JEFF MAULHARDT)
Phone Number	(805) 988-8810

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

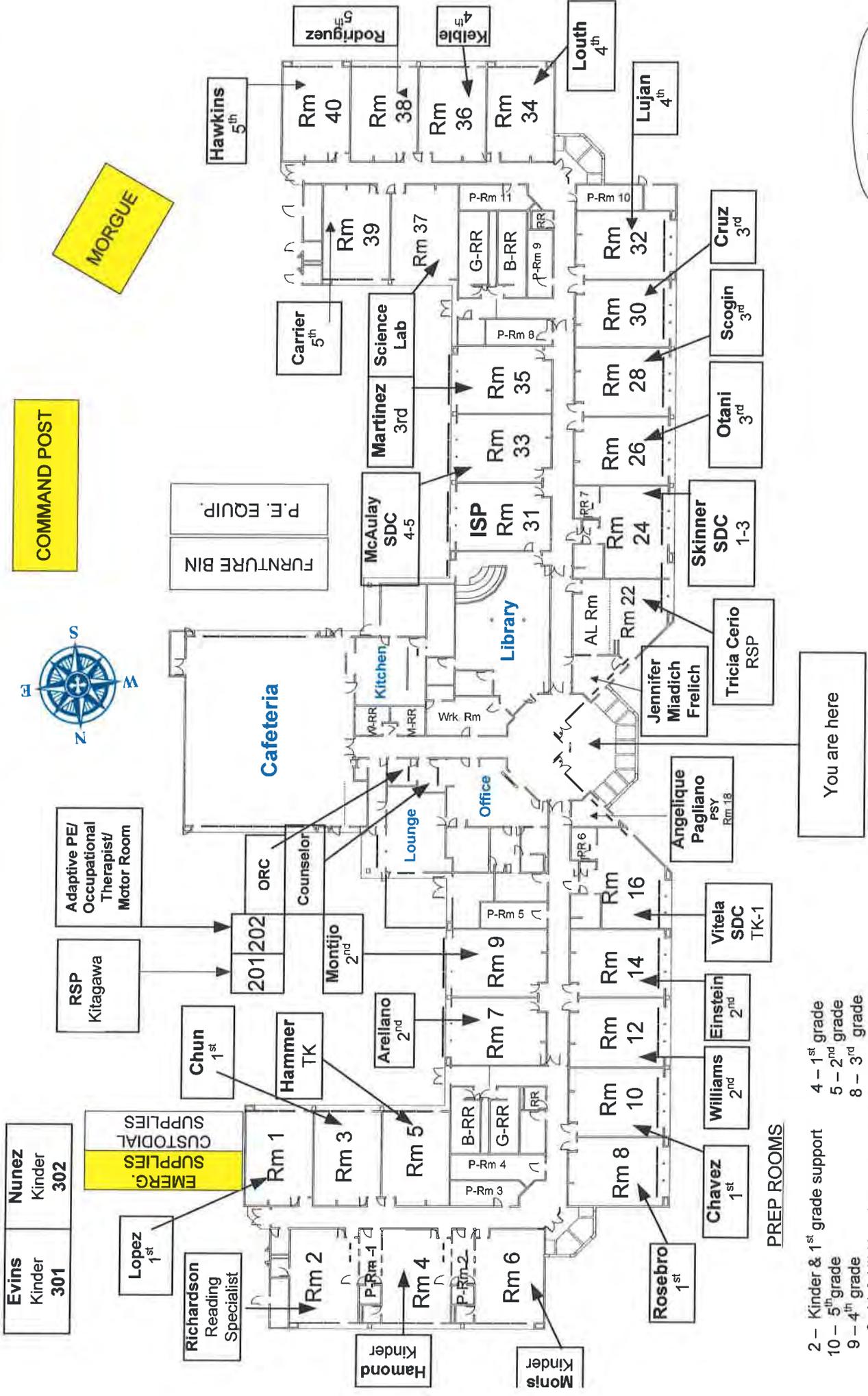
# Emergency Evacuation Map

# BREKKE SCHOOL

**School Hours**  
 8:00 a.m. – 2:20 p.m.  
**Kinder**  
 8:00 a.m. – 1:27 p.m.

## EMERGENCY LOCATION 2018 - 2019

Kinder Flex  
 Rooms



- PREP ROOMS**
- 2 – Kinder & 1<sup>st</sup> grade support
  - 4 – 1<sup>st</sup> grade
  - 10 – 5<sup>th</sup> grade
  - 5 – 2<sup>nd</sup> grade
  - 9 – 4<sup>th</sup> grade
  - 8 – 3<sup>rd</sup> grade
  - 3, 11 & KILN – Office Supply & Storage

# BREKKE SCHOOL

**School Hours**  
 8:00 a.m. – 2:20 p.m.  
**Kinder**  
 8:00 a.m. – 1:27 p.m.

## EMERGENCY LOCATION 2018 - 2019

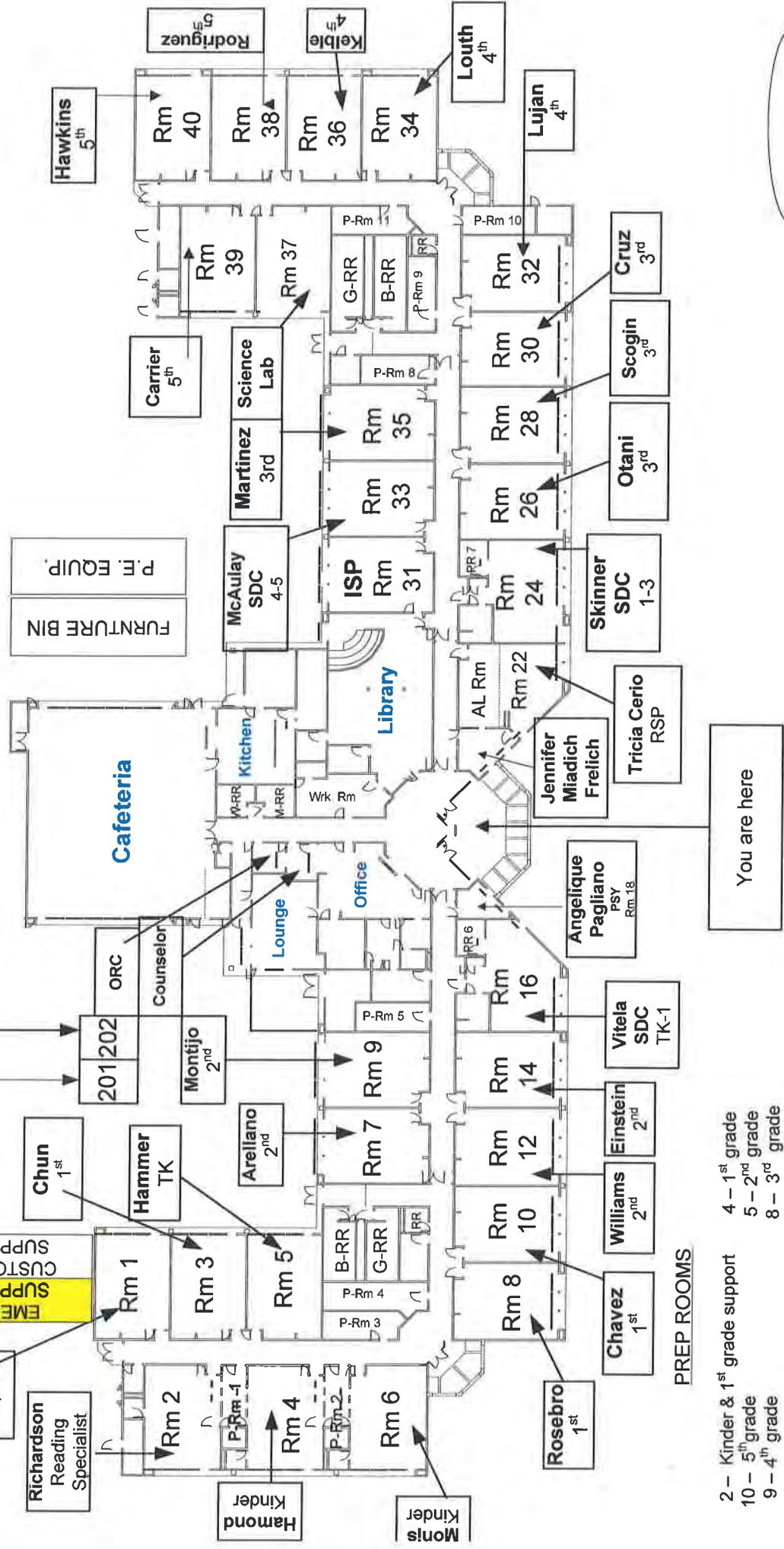
Kinder Flex Rooms

Evins Kinder 301  
 Nunez Kinder 302

Richardson Reading Specialist  
 Lopez 1<sup>st</sup>  
 EMERG. SUPPLIES  
 CUSTODIAL SUPPLIES

Chun 1<sup>st</sup>  
 Hammer TK  
 Arellano 2<sup>nd</sup>

Hamond Kinder  
 Monst Kinder



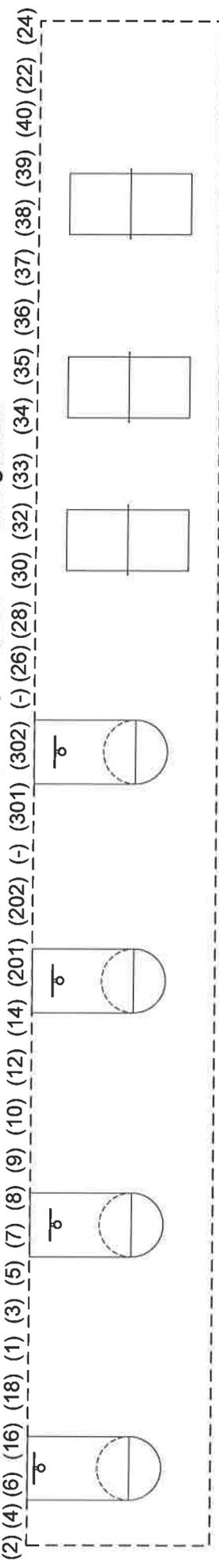
PREP ROOMS

- 2 – Kinder & 1<sup>st</sup> grade support
- 10 – 5<sup>th</sup> grade
- 9 – 4<sup>th</sup> grade
- 4 – 1<sup>st</sup> grade
- 5 – 2<sup>nd</sup> grade
- 8 – 3<sup>rd</sup> grade
- 3, 11 & KILN – Office Supply & Storage

Emergency Evacuation Meeting Area for Bomb Threat (grass area next to homes)



Emergency Evacuation Meeting Area for Fire, Earthquake, and other emergencies

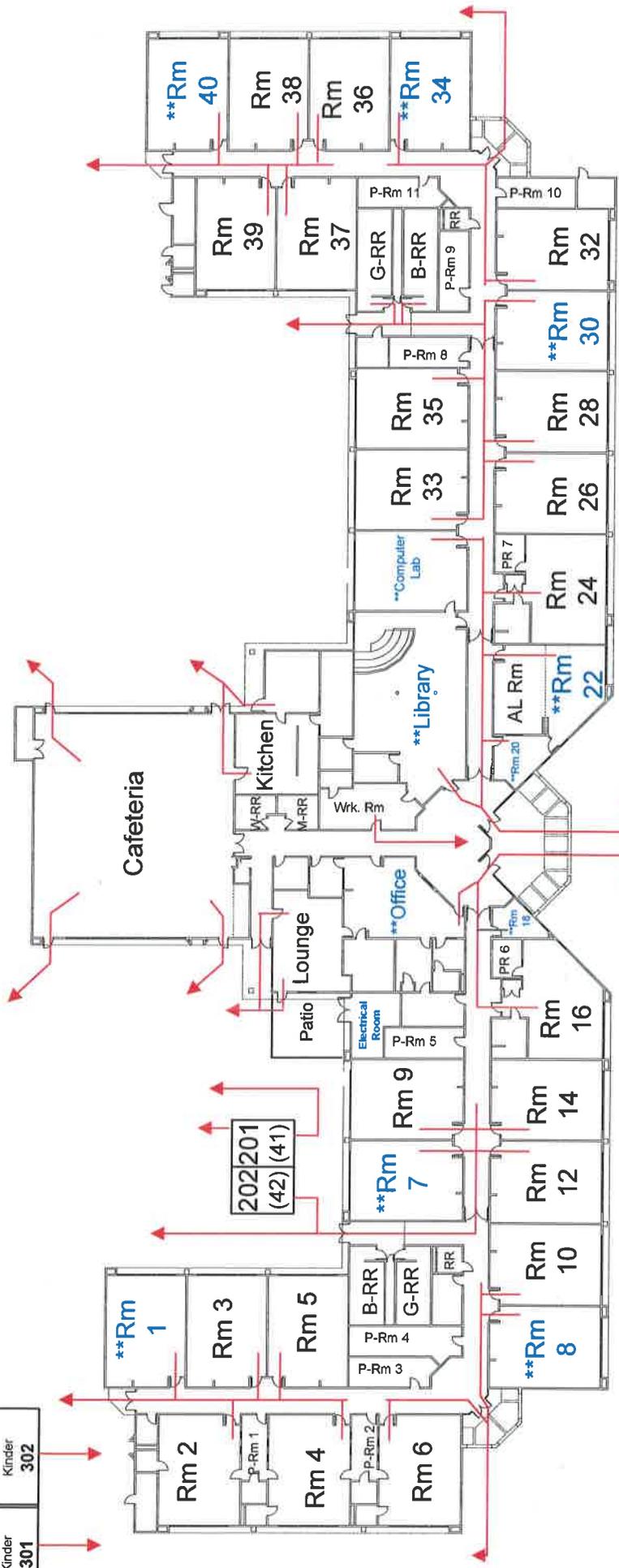


(2) (4) (6) (16) (18) (1) (3) (5) (7) (8) (9) (10) (12) (14) (201) (202) (-) (301) (302) (-) (26) (28) (30) (32) (33) (34) (35) (36) (37) (38) (39) (40) (22) (24)

**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)

Evins	301
Nunez	302
Kinder	302



**\*\* = Rooms responsible for doors**

**Norman R. Brekke School Emergency Evacuation Map**

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 30, 2018

**Reviewed by:**

Name	Title	Signature	Date
Brandon Mascorro	Oxnard Police Officer		1/30/19
Jose Luis Arredondo	Interim Lead Custodian		2/1/19
Michelle Sandoval	Office Manager		1/30/19
Yolanda Melano	School Site Council Parent		1-30-19
Joan Louth	Teacher		1-30-19
Traci Martinez	School Site Council Chairperson		1-30-19
Bertha Anguiano	Principal		1-30-19
Scott Brewer	Fire Department Representative – Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 23, 2019

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Brasilia Perez	Principal		
Mr. Sal Gutierrez	Lead custodian/classified staff		
Mrs. Nancy Rodriguez	Teacher		
Mr. Scott Brewer	Fire Department Representative -Emergency Service Manager		
Mrs. Rosalinda Rodarte	Teacher		
Ms. Yolanda Gonzalez	Outreach Specialist		
Officer Mascorro	School Resource Officer		
Mrs. Yulianna Robles	Office Manager/classified staff		
Mrs. Maria Teresa Salazar	SSC President/parent		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	20
(J) Hate Crime Reporting Procedures and Policies.....	24
Safety Plan Review, Evaluation and Amendment Procedures .....	25
Safety Plan Appendices.....	26
EMERGENCY CONTACT NUMBERS.....	26
Cesar E. Chavez K-8 School Incident Command System .....	27
Incident Command Team Responsibilities.....	29
Emergency Response Guidelines .....	30
Step One: Identify the Type of Emergency .....	30
Step Two: Identify the Level of Emergency.....	30
Step Three: Determine the Immediate Response Action .....	30
Step Four: Communicate the Appropriate Response Action .....	30
Types of Emergencies & Specific Procedures.....	31
AIRCRAFT CRASH.....	31
ANIMAL DISTURBANCE .....	31
BIOLOGICAL OR CHEMICAL RELEASE.....	31
PESTICIDE EXPOSURE (Pesticide Drift) .....	31

BOMB THREAT/ THREAT OF VIOLENCE .....	31
BUS DISASTER.....	31
DISORDERLY CONDUCT .....	32
EARTHQUAKE .....	32
EXPLOSION OR RISK OF EXPLOSION .....	33
FIRE IN SURROUNDING AREA.....	33
FIRE ON SCHOOL GROUNDS.....	33
FLOODING .....	34
LOSS OR FAILURE OF UTILITIES .....	34
MOTOR VEHICLE CRASH.....	34
PSYCHOLOGICAL TRAUMA .....	34
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	34
UNLAWFUL DEMONSTRATION OR WALKOUT .....	35
Medical Emergencies .....	38
Emergency Evacuation Map.....	41

## **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**

Scott Brewer, Fire Department Representative - Emergency Services Manager  
Nancy Rodriguez, teacher  
Rosalinda Rodarte, teacher  
Teresa Silvas, counselor  
Brasilia Perez, Principal  
Yulianna Robles, Office Manager  
Officer Mascorro, School Resource Officer  
Camila Gomez, SSC President  
Yolanda Gonzalez, Outreach Specialist  
Salvador Gutierrez, Lead Custodian

### **Assessment of School Safety**

Cesar Chavez School has a "Safe Schools' Plan of Action" in compliance with the Oxnard School District.

School Staff reviews data from office referrals, attendance rates/school attendance review, suspension/expulsion data, California Healthy Kids Survey, Local Law Enforcement Juvenile Crime Data, and Property damage data. The findings from all these sources are shared with stakeholders at various meetings such as ELAC, SSC, Safety committee, staff meetings, etc.

- 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 2018-2019.
- 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.
- Office Referrals
- The school regularly reviews data (Attendance Rates/School Attendance Review, Suspension/Expulsion Data, California Healthy Kids Survey) as part of its assessment of school safety.

### **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.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship

- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.

- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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 or Section 48915 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.

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. All clothing, footwear and accessories must help maintain a serious, academically orientated atmosphere. In addition, schools have the authority to restrict the wearing of clothes, which could be considered "gang" attire. (Education Code 35183)

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.

The following will be strictly adhered to:

Clothes should be neat, clean, and reflect good taste and decency.

Students may not wear clothing, piercings, makeup or hairstyles that will be disruptive to the educational process.

Clothing may not have derogatory writing, symbols or pictures. Items with beer, alcohol, drugs or tobacco slogans are not to be worn.

This includes clothes with obscene pictures, drug emblems, violent photos or objectionable language.

Clothes must cover the stomach area, chest area and all undergarments at all times.

Beach wear, low cut tops, spaghetti straps, halter tops, crop tops, tube tops and off the shoulder tops are not permitted.

Tops with holes, tears or that are see-through are not permitted without another shirt underneath.

Dresses, skirts or shorts shorter than mid-thigh are prohibited.

Clothing with professional team logos or names is prohibited. For example: Raiders, Cowboys, Lakers, Dodgers, Patriots, etc.

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 or excessively long. Students will be required to wear a belt if their pants cannot stay up at the waist.

Overall straps may not be worn hanging.

Shorts below the knee may not be worn.

Students may not wear long, pulled up white socks. There must be at least a six-inch space between the top of the socks and the hem of the shorts.

Pants or shorts may not have holes, rips or tears four inches above the knees, unless leggings are worn under them.

Hats, caps, and other head coverings shall not be worn indoors, with the exception of those worn in religious observance

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.

#### **(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 regular student day is from 8:20 am to 2:30 pm for students from grades 1-5. The regular school day for kindergarten students is from 8:20 am to 1:37 pm. The regular student day is from 8:00 am to 2:28 for middle school students in grades 6-8. (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 via Juanita Street and Marquita Street 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 Marquita and Cooper Street and traffic control signs at Colonia Road 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 8:50 am. School office hours are 7:30 am to 4:00 pm.
- Students enter through --gates upon arrival, and ---gates during dismissal times.

#### **Closed Campus**

- Cesar E. Chavez 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 8:00 am for 6-8 and 8:20 am for K-5 grades.

- 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. 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 their 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 a dentist 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.

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.

### **(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, Erica Ultreras, 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

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
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, Erica Ultreras, 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 Salvador Gutierrez, 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 Mascorro, 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, Erica Ultreras, Assistant Principal, Salvador Gutierrez, 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. 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.

**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

## SOAR

Show Self Control

Optimistic Outlook

Ask for Help/Participate

React with Resilience/Persist

## 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 and Feedback Method

School Administration and staff will review suspension rates, review office referral rates, record of training, etc. Students are surveyed to find out their motivators for rewards and incentives.

### Positive Reinforcements

Administration conducts monthly grade 1-3 and 4-5 reward activities with staff and teacher participation.

Administration conducts monthly 6-8 Middle School monthly reward activities that are teacher led for students with no F grades.

Every Trimester administration conducts award assembly that rewards students in the areas of Citizenship, Perseverance and Effort, Hard Work, Language Art and Mathematics academic progress, Perfect Attendance and Healthy living.

Teachers in each grade level conduct their own weekly rewards and incentives in their individual classrooms

ORC has multiple incentives for attendance improvement at all grade levels.

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.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### 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.

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.
- 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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

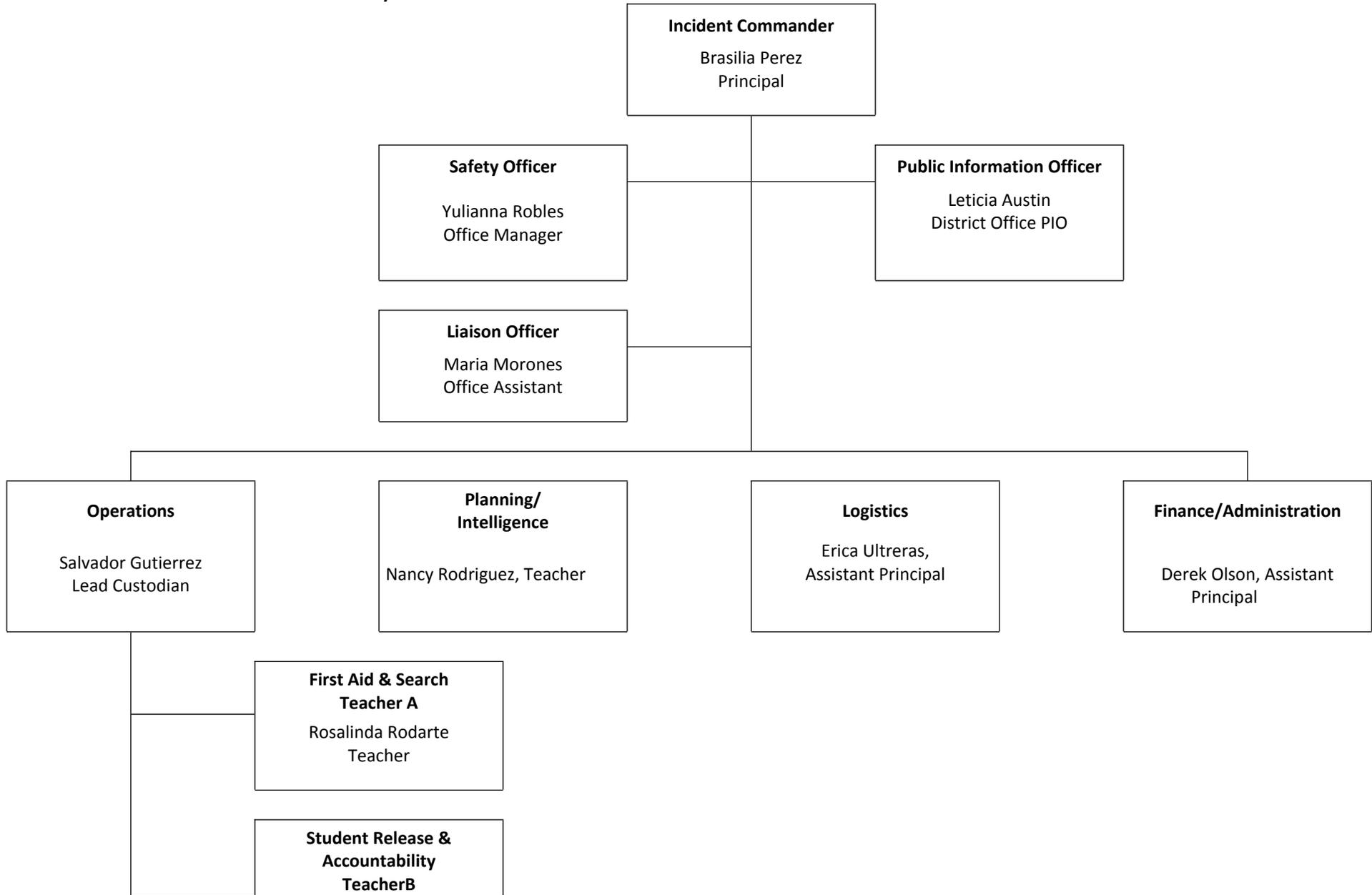
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Colonia Park
Address	170 N Juanita Ave, Oxnard, CA 93030
Contact	Cite of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Our Lady of Guadalupe Church
Address	500 N Juanita Ave, Oxnard, CA 93030
Contact	Fr. Manuel Rosiles, MSpS Parish Administrator
Phone Number	(805) 483-0987

Cesar E. Chavez K-8 School Incident Command System



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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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**

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

**AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS**

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

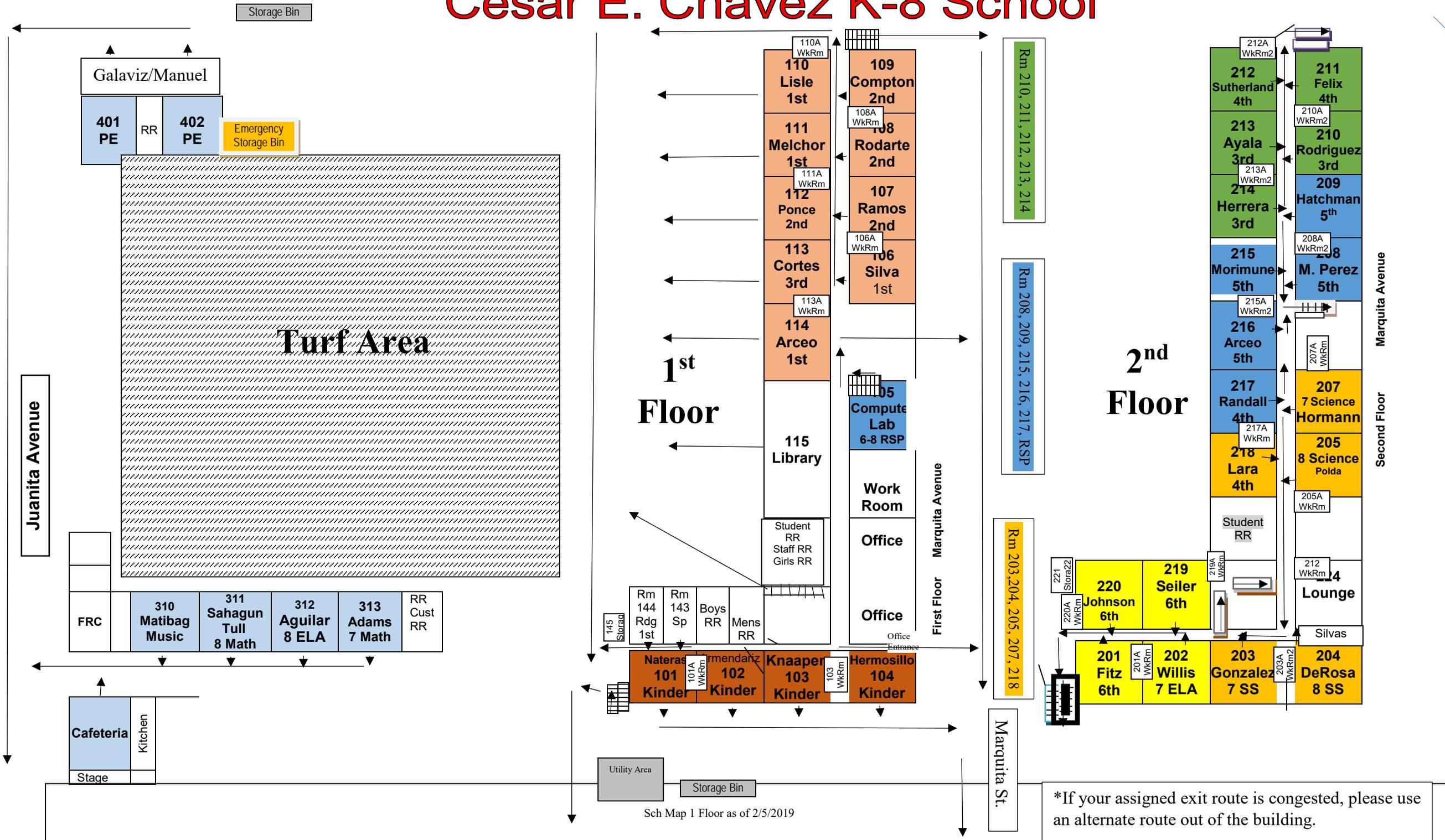
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

# Cesar E. Chavez K-8 School



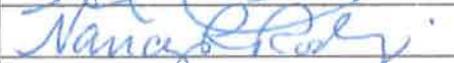
\*If your assigned exit route is congested, please use an alternate route out of the building.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 23, 2019

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Brasilia Perez	Principal		1-23-19
Mr. Sal Gutierrez	Lead custodian/classified staff		1-23-19
Mrs. Nancy Rodriguez	Teacher		1-23-19
Mr. Scott Brewer	Fire Department Representative -Emergency Service Manager		2-7-19
Mrs. Rosalinda Rodarte	Teacher		1-23-19
Ms. Yolanda Gonzalez	Outreach Specialist		1-23-19
Officer Mascorro	School Resource Officer		1-23-19
Mrs. Yulianna Robles	Office Manager/classified staff		1-23-19
Mrs. Maria Teresa Salazar	SSC President/parent		1-23-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 2019

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Christine McDaniels	Principal		
Officer Kevin Thompson	School Resource Officer		
Maritza Gutierrez	School Site Council Chairperson		
Mireya Rosales	Office Manager		
Christopher DeSantiago	Lead Custodian		
Susan Mares	Assistant Principal		
Kristin Deas	Assistant Principal		
Jessica Alcantar	Outreach Specialist		
Scott Brewer	Fire Department Representative-Emergency Service Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	17
(J) Hate Crime Reporting Procedures and Policies.....	21
Safety Plan Review, Evaluation and Amendment Procedures.....	22
Safety Plan Appendices.....	23
EMERGENCY CONTACT NUMBERS.....	23
Curren School K-8 Incident Command System.....	24
Incident Command Team Responsibilities.....	25
Emergency Response Guidelines.....	26
Step One: Identify the Type of Emergency.....	26
Step Two: Identify the Level of Emergency.....	26
Step Three: Determine the Immediate Response Action.....	26
Step Four: Communicate the Appropriate Response Action.....	26
Types of Emergencies & Specific Procedures.....	27
AIRCRAFT CRASH.....	27
ANIMAL DISTURBANCE.....	27
BIOLOGICAL OR CHEMICAL RELEASE.....	27
PESTICIDE EXPOSURE (Pesticide Drift).....	27

BOMB THREAT/ THREAT OF VIOLENCE .....	27
BUS DISASTER.....	27
DISORDERLY CONDUCT .....	28
EARTHQUAKE .....	28
EXPLOSION OR RISK OF EXPLOSION .....	29
FIRE IN SURROUNDING AREA.....	29
FIRE ON SCHOOL GROUNDS.....	29
FLOODING .....	30
LOSS OR FAILURE OF UTILITIES .....	30
MOTOR VEHICLE CRASH.....	30
PSYCHOLOGICAL TRAUMA .....	30
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	30
UNLAWFUL DEMONSTRATION OR WALKOUT .....	31
Medical Emergencies .....	34
Emergency Evacuation Map.....	37

## **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**

Curren School Safety Committee. The members are: Christine McDaniels (principal), Officer Kevin Thompson (School Resource Officer), Susan Mares (assistant principal), Mireya Rosales (Office Manager), Debora Aguilar (Parent), Tamara Hereford (Teacher) , and Scott Brewer (Fire Department Representative-Emergency Service Manager).

### **Assessment of School Safety**

Office referrals are entered in Q and reviewed by admin and staff, and shared with parents and stakeholders at meetings.

Admin, ORC, and Attendance tech review site attendance rates and communicate to parents and stakeholders at meetings.

The Pupil Services Department shares monthly Suspension / Expulsion data with the site. The information is shared with staff and stakeholders at meetings.

Healthy kids Survey data is reviewed with staff.

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 inspections. Any safety issues reported by staff to administration are handled by the lead custodian or through work orders to the District Office.

The SRO conducts a security inspection of the campus with the principal, and makes recommendations as necessary.

Emergency drills are conducted on a regular basis. 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.

Earthquake and fire drills are conducted on a monthly basis.

The SRO is present for whole school evacuation drill.

School administration and staff from the safety committee conduct an annual inventory of emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks. The Safety Committee reviews and discusses procedures and makes any necessary recommendations and changes.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

## GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

## OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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 or Section 48915 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 at Curren 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, by changing into appropriate clothing. Students can change into loaners, or call a parent or guardian to have appropriate clothing items brought to school and change, to adhere to the dress code policy. 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 an 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 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.

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 2:28PM. 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.

There is one area for bus drop-off and pick-up. This location is on F street.

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.

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.

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 truanancies:

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 meets and assess 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 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.

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. The expectations for students and staff are reinforced on a daily basis. Admin and Staff review the implementation of CHAMPS in classrooms and on school premises, to monitor procedures, and address areas that need improvement .

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive Schoolwide Positive Behavior Support System that is founded in CHAMPS.	<ol style="list-style-type: none"> <li>1. Continue to develop and 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. create a progressive and fair discipline policy.</li> <li>5. Communicate rules and specific behavioral expectations to students</li> <li>6. 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 / Staff reports
Train Playground Supervisors, 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 monthly meetings/training for campus supervisors.</li> <li>2. Hold Monthly meetings with After School Program.</li> </ol>	CHAMPS books, handouts and posters.	Principal Assistant Principal	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 meetings: school site council, ELAC, and/or Coffee with the Principal.	Principal Assistant Principal ORC	Agendas

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure the facility is a safe environment and in safe working order. Note and report any problems or items that need to be fixed/changed. Communicate regularly with SRO and discuss areas that need improvement. Receive Input from stakeholders during monthly meetings.

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 Assistant 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 Assistant Principal	Agendas Feedback from Stakeholders
Ensure a closed campus, safe from intruders.	1)Threat assessment with OPD 2)Schedule monthly lock-down drills 3)Ensure gate locks are working properly.	SRO is available on call for support.	Principal Lead Custodian Assistant Principal	Feedback from OPD Lockdown Drill Forms

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency. Conduct safety drills with debriefing opportunities. Receive Feedback from our SRO to make any necessary changes.

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 and emergency buckets.	Principal Assistant Principal	Teacher reports Lockdown/ Fire Drill Reports Feedback from Staff when debriefing
Communicate Safety Plans to the community	1) Disseminate safe school plan to all stakeholders via parent meetings	CHAMPS handouts and posters. Presentations will be done at meetings: school site council, ELAC, and/or Coffee with the Principal.	Principal Assistant Principal	Agendas Feedback from Stakeholders
Ensure emergency operations plan is implemented	1. Hold monthly drills : disaster, fire, and lockdown drills . 2. Train Staff and Teachers on their responsibilities and stations during a disaster.Hold an active shooter training with all staff.	Emergency Operations Plan, SRO	Principal Assistant Principal Safety /Disaster Committee SRO	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

## 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 on time, everyday.
- Come to school ready to learn.
- Know and follow 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.
- Communicate regularly with teachers and parents about school experiences, to receive the necessary support and assistance.

### 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 and attend informational / monthly meetings.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-control and responsibility.

### 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."
- Follow all school and playground rules and expectations.
- 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.

Consequences:

- Student may be counseled by their teacher, administrator, counselor, or staff member.
- Parents can be notified in writing, phone call, or other classroom communication system by the teacher or administrator.
- After counseling, students can lose privileges and may receive consequences 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.

Positive Reinforcements:

- Incentives are used to promote positive and exemplary student conduct. Students can earn Cougar PAWS tickets when they are being safe, responsible, and respectful. Students collect and cash in Cougar PAWS tickets for prizes at the student store.

Students also participate in a raffle to earn prizes.

Evaluation and Feedback:

- Referral forms are turned in to report incidents and student discipline. Administration / or staff complete and return referrals with notes indicating what actions were taken.
- Monthly PAWS meetings are conducted to review procedures, discuss focus areas, and review teacher feedback forms they have received in regards to student behavior and / or concerns.

GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

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.

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.
  - 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

## **(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 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 based on 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 and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The Safety Plan is shared with stakeholders, and feedback is gathered to make any necessary 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 School Site Council, and updated on March 1st.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

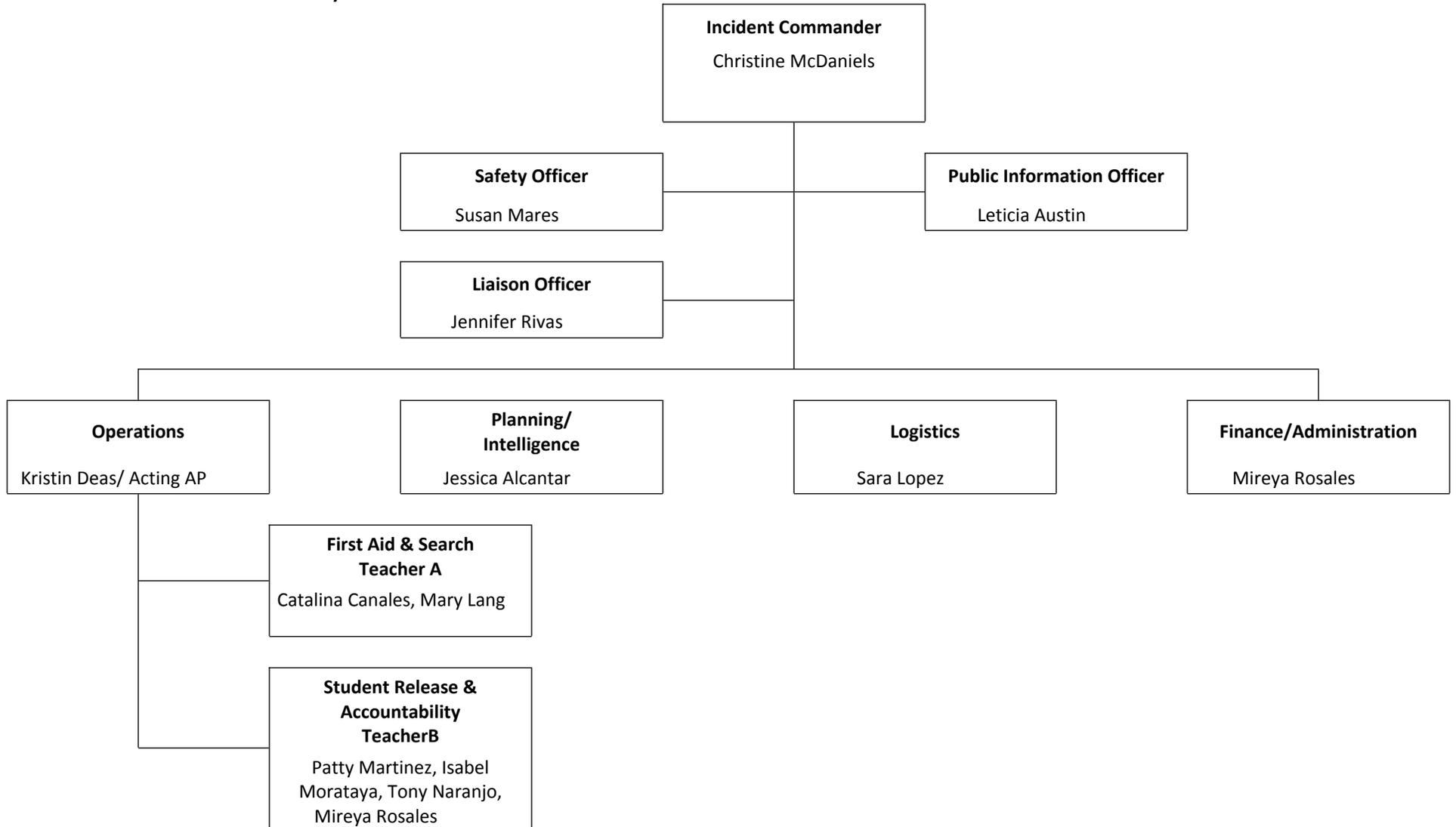
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Eastwood Memorial Park
Address	Oxnard, CA 93030
Contact	City of Oxnard - Parks and Recreation
Phone Number	805-385-7950

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Freemont Middle School
Address	1130 N. M Street Oxnard, CA 93030
Contact	Frank Guerrero (Assistant Principal)
Phone Number	(805) 385-1539

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

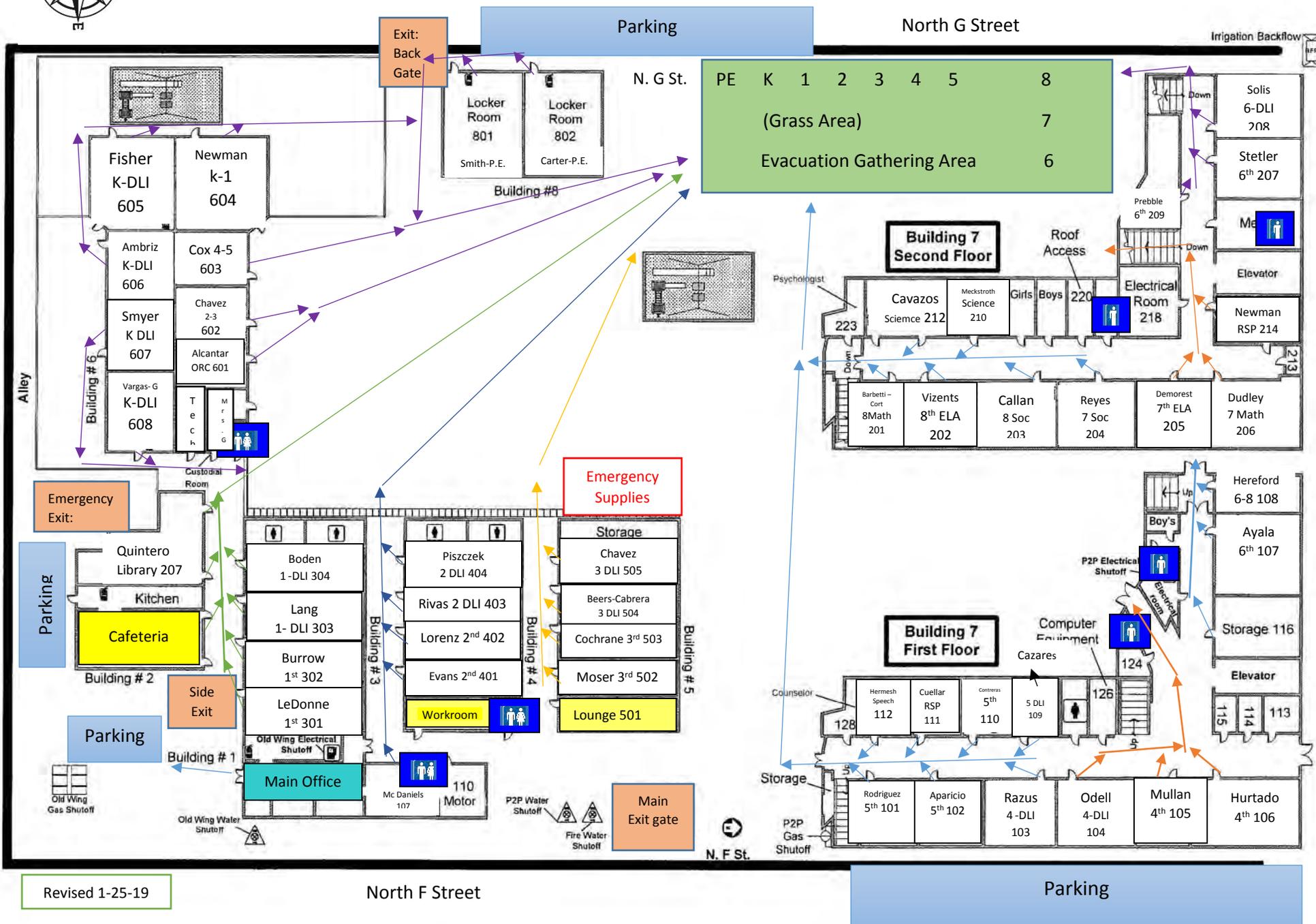


# Curren School EOP Map with Designated Areas



# Curren School Evacuation Map

1101 North F Street  
Oxnard, CA 93030



Revised 1-25-19

North F Street

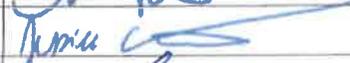
Parking

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 2019

**Reviewed by:**

Name	Title	Signature	Date
Mrs. Christine McDaniels	Principal		1/25/19
Officer Kevin Thompson	School Resource Officer		1-25-19
Maritza Gutierrez	School Site Council Chairperson		1.25.19
Mireya Rosales	Office Manager		1/25/19
Christopher DeSantiago	Lead Custodian		1-25-19
Susan Mares	Assistant Principal		1-25-19
Kristin Deas	Assistant Principal		1-25-19
Jessica Alcantar	Outreach Specialist		1-25-19
Scott Brewer	Fire Department Representative-Emergency Service Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** James Driffill Elementary School  
**CDS Code:** 56725386055271  
**District:** Oxnard School District  
**Address:** 910 South E Street  
 Oxnard, CA 93030  
**Date of Adoption:** October, 2018

**Reviewed by:**

Name	Title	Signature	Date
Carol A. Flores Beck	Principal		
Gilbert Elizarraraz	Assistant Principal		
Tammy Smith	Assistant Principal		
Monica Arias-Melgoza	Classified Representative		
Allison Wilder	Kinder Representative		
Luz Patino-Lopez	Primary Representative		
Esperanza Solis	After School Representative		
Stephanie Gankas	Upper Grade Representative		
Liliana Medrano	Middle School Representative		
Angelica Ortiz	Special Education Representative		
Jody Schwabauer	Oxnard Police Department		

Name	Title	Signature	Date
Esmeralda Guzman	School Site Council Representative		
Michelle Styring	Middle School Representative		
Scott Brewer	Fire Department Representative-Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	13
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	18
(J) Hate Crime Reporting Procedures and Policies.....	22
Safety Plan Review, Evaluation and Amendment Procedures.....	23
Safety Plan Appendices.....	24
EMERGENCY CONTACT NUMBERS.....	24
James Driffill Elementary School Incident Command System.....	25
Incident Command Team Responsibilities.....	27
Emergency Response Guidelines.....	28
Step One: Identify the Type of Emergency.....	28
Step Two: Identify the Level of Emergency.....	28
Step Three: Determine the Immediate Response Action.....	28
Step Four: Communicate the Appropriate Response Action.....	28
Types of Emergencies & Specific Procedures.....	29
AIRCRAFT CRASH.....	29
ANIMAL DISTURBANCE.....	29
BIOLOGICAL OR CHEMICAL RELEASE.....	29
PESTICIDE EXPOSURE (Pesticide Drift).....	29

BOMB THREAT/ THREAT OF VIOLENCE .....	29
BUS DISASTER.....	29
DISORDERLY CONDUCT .....	30
EARTHQUAKE .....	30
EXPLOSION OR RISK OF EXPLOSION .....	31
FIRE IN SURROUNDING AREA.....	31
FIRE ON SCHOOL GROUNDS.....	31
FLOODING .....	32
LOSS OR FAILURE OF UTILITIES .....	32
MOTOR VEHICLE CRASH.....	32
PSYCHOLOGICAL TRAUMA .....	32
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	32
UNLAWFUL DEMONSTRATION OR WALKOUT .....	33
Medical Emergencies .....	36
Emergency Evacuation Map.....	39

## **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  
Gilbert Elizarraraz, Assistant Principal  
Tammy Smith, Assistant Principal  
Michelle Styring, Middle School Representative  
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 Jody Schwabauer, Oxnard Police Department  
Esmeralda Guzman, School Site Council Representative  
Scott Brewer, Fire Department Representative- Emergency Services Manager

### **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. In addition recommendations are provided by the following: ELAC, Leadership, PBIS, PTA and Driffill 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.

The Safety Committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes. This process includes reviewing office referrals, attendance rates, suspension and expulsion rates, California Healthy Kids Survey, local law enforcement juvenile crime data and property damage.

Any safety issues related to our facilities are reported by staff to administration and are handled by the Lead Custodian or through work orders to the district office.

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 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.

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.

## Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

### (A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

#### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 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)

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 Drifill 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. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board of education policies.

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. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Students may not wear clothing or hairstyles that will be disruptive to the educational process.
9. Exception 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 stake holders, 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 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. For minimum days, the school begins at 8:10 am. with

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, however gates may change based on projected 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. 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 are also responsible to provide the school with legal/custodial paperwork regarding a student. The legal document are attached to the student's emergency card and will be followed accordingly.

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.

## **(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 based 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) Ongoing Staff training and implementation of 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
2) 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
3) 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.

Continue with a closed campus since its initiation, 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
5) Schedule regular safety drills	Select a monthly date. Provide staff with the safety drill handouts.	School calendar. Meet with SRO and handouts	Principal, Assistant Principals and Staff	Submit district safety and summary forms
6) Review ongoing safety procedures	Assemblies, classroom lessons and parent meetings	School calendar, SRO, safety plan and handouts	Safety Committee	Yearly Safe School Plan update
7) Work with School Resource Officer (SRO)	Driffill meetings	Oxnard Police Department	Principal, Assistant Principals, SRO and staff	Regular visits, safety drill documents
8) Provide opportunities for staff to receive an Epipen training	Train staff with Epipen training	District nurse training	Principal, Assistant Principals, School Office Manager	Certificate of completion

**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 are continuously replenished since becoming 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.

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.

### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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.

#### **(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 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 based on 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, PBIS, Café Con Padres, Staff, School Site Council, and School Safety Committee meet throughout the school year to review and update the School Safety Plan. Data is revised on a monthly basis to modify the needs of the school to implement in the Safety Plan.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

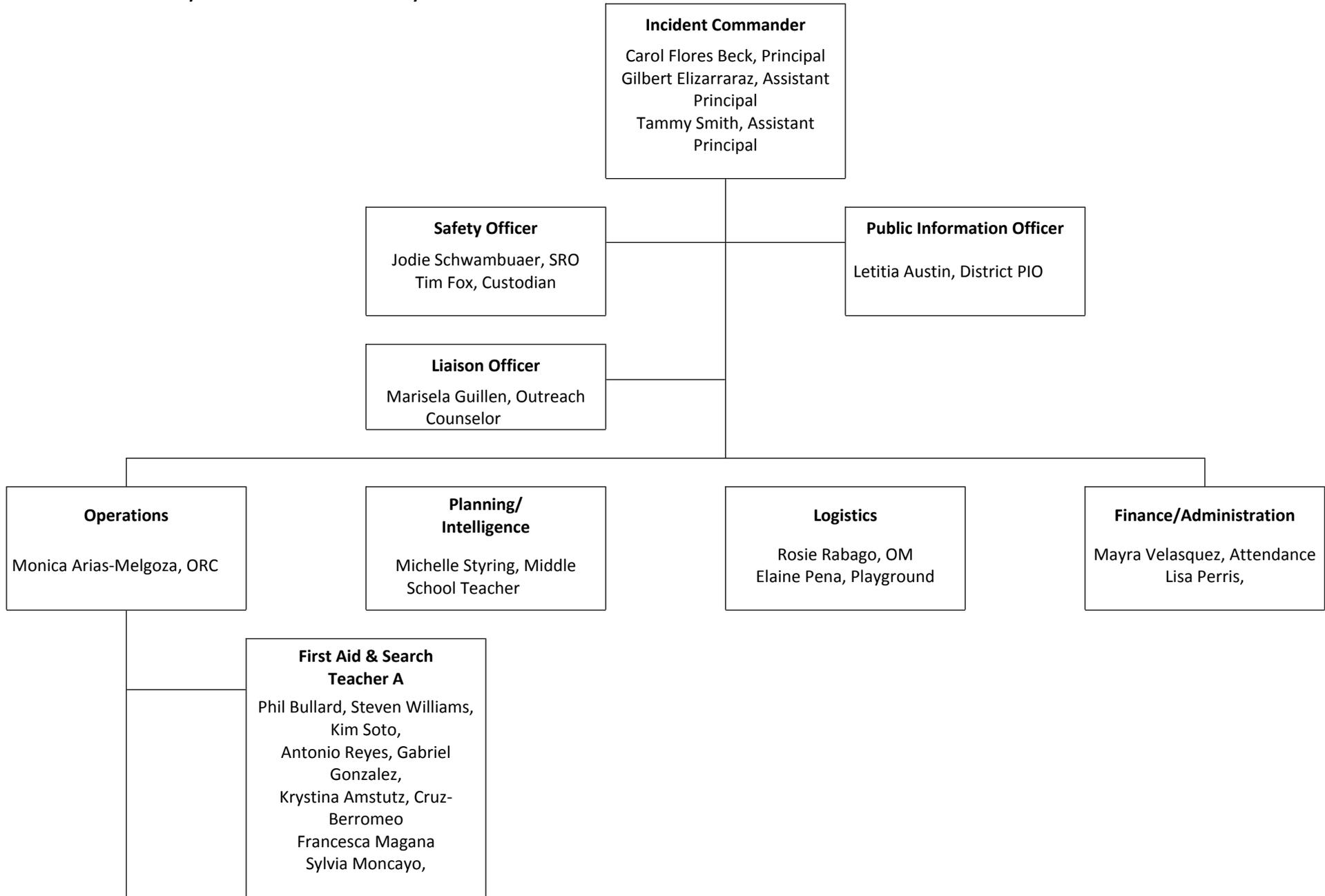
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Hobson Park West
Address	Oxnard Ca 93030
Contact	City of Oxnard- Parks and Public Grounds
Phone Number	805-385-7950

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Oxnard School District
Address	1051 South A Street Ca 93030
Contact	Facilities- David Fatah
Phone Number	805- 385-1514

**James Driffill Elementary School Incident Command System**



**Student Release &  
Accountability  
TeacherB**

Marcela Desales, Ron Heaton,  
Mayra Velasquez, Rosa  
Monroy  
Jose Carranza, Louisa  
Jeworski,  
Roberta Tapia, Edith Aguilera,  
Sandra Cobia, Annabelle  
Cadang  
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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

#### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

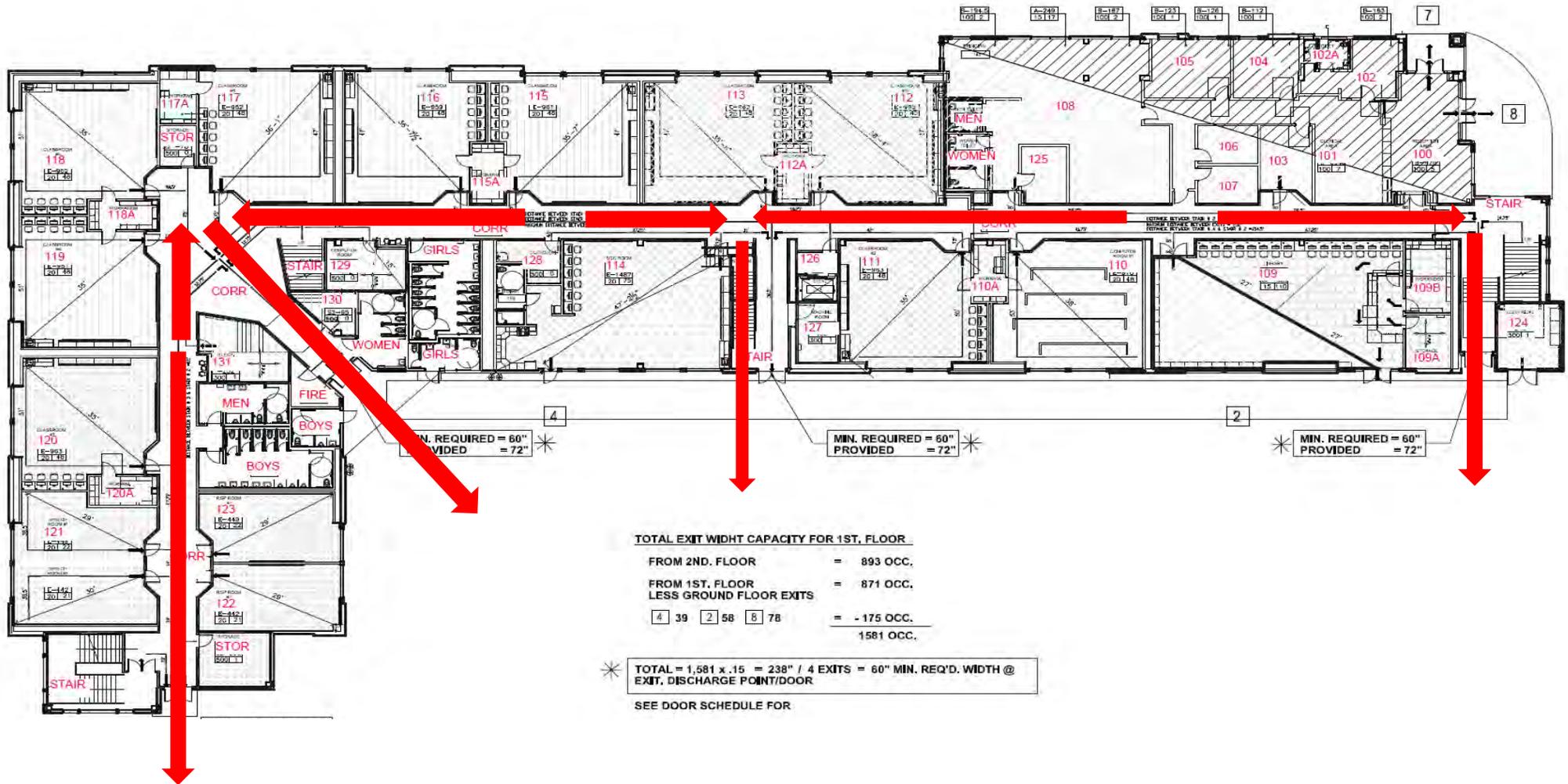
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

# 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**

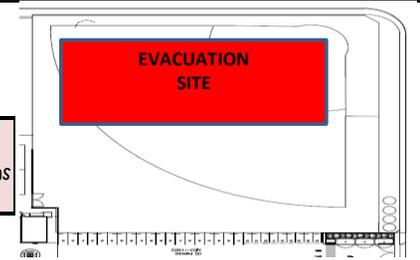
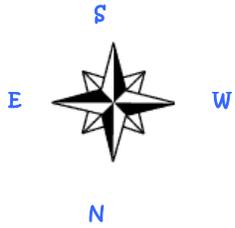
FROM 2ND. FLOOR	=	893 OCC.
FROM 1ST. FLOOR LESS GROUND FLOOR EXITS	=	871 OCC.
<b>4</b> 39 <b>2</b> 58 <b>8</b> 78	=	- 175 OCC.
		1581 OCC.

\* TOTAL = 1,581 x .15 = 238" / 4 EXITS = 60" MIN. REQ'D. WIDTH @ EXIT, DISCHARGE POINT/DOOR  
SEE DOOR SCHEDULE FOR

# DRIFILL SCHOOL

## WOOLEY STREET

2018-2019



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	Aguilera 2 TBE 603	Gonzales 2 604	custodian 605	608 607 606
---------------------	------------------------	--------------------------	----------------------	------------------	-------------------

Pre K 1401	TK SEI Jimenez 1402	1301
---------------	------------------------	------

Espinoza K SEI 702	Perris K SEI 702	Lopez 1 SEI 703	Alcantar 1 SEI 704	705	706	707
--------------------------	------------------------	-----------------------	--------------------------	-----	-----	-----

K-DUAL Wilder 901	K-DUAL Duran 902
----------------------	---------------------

Under Construction until 2015				STORAGE
KINDER 801	KINDER 802	KINDER 803	KINDER 804	

214	Cafeteria - 201
213	
209	

\*\*Counselor in the Cafeteria office  
\*\* Jason in the stage office

Lasley 216	LaRaia 215	Gankus 214	Magana, F. 213
Stor.219 Heaton 217	Carey 218	Boys RR	DATA 221
2nd Floor		Girls 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.Medranos-207	
	L.Medrano 8 204	Jeworski-ELA 205	
	Federman 7 202	Juttumukkalla 7 SC	
	Monroy 8 200	Gonzales 8th 201	
Ortiz 121	Torres 120	Velasquez 119	Solis 118
Stor.133 Carranza 122	Cornish 123		Cordone 117
		Girls RR	Soto 116
		Custodian 128	Zegers 115
		Napoles SDC 4-6 114	Tupou 113
		Moncayo 111	Escobar SDC K-2 112
		Ontiveros 110	Teacher Workroom and Administrative Offices
		Library 109	

"E" STREET

## NINTH STREET

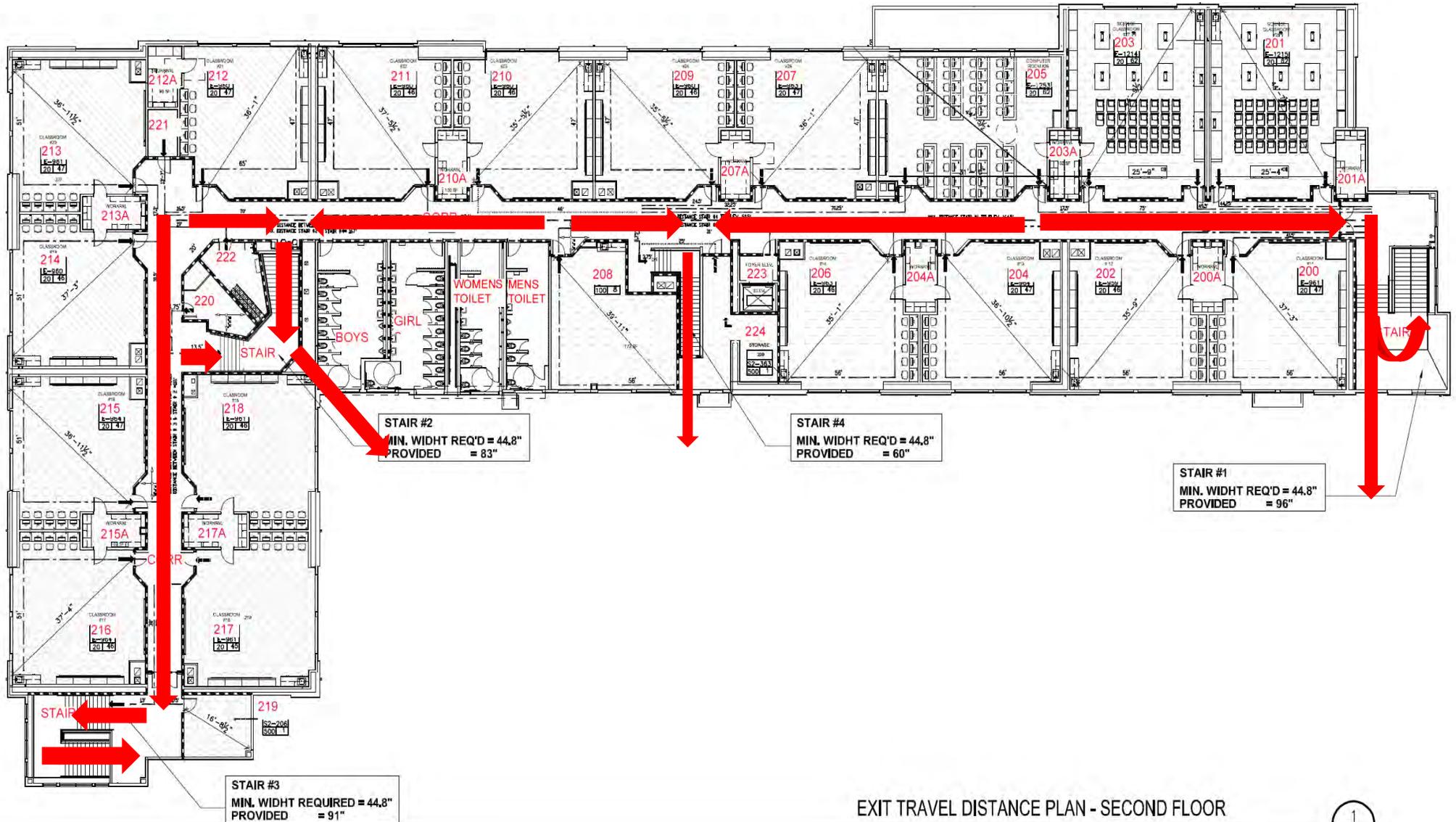
### 2017-2018 Projected Classroom Needs

TK/Kinder - 4 or 5	Third - 4	SDC - 3
First - 5	Fourth - 5	Seventh/Eighth - 9
Second - 5	Fifth - 4	Special Ed Support Staff - 4 1/2
	Sixth - 4	ISP/ Kinder Support

# Driffill

2<sup>nd</sup> Floor

## EMERGENCY EVACUATION PLAN



EXIT TRAVEL DISTANCE PLAN - SECOND FLOOR

SCALE: N.T.S.

1  
T.O.4



# DRIFFILL

E Street

Wooley Road

Wooley Road

Styring

Amstutz

Magana

Reyes

Gouttumukkala  
(Segovia)

Perez

Federman

Monroy

Medrano, L

Jerowski

Orozco  
(Mc Medinal)

Medrano, C

Gonzalez  
(Ms. Medina)

1

PE

Williams/Tunin

Bullard

FIRST AID



Command Post  
Center

Lozano, Lasley,  
Borromeo & Gankas

1

Davidovics/Boyko

6

Heaton, Solis, Torres,  
& Velasquez

7

Tupou/Ortiz

Duran, Moncayo, Soto,  
Zegers

15

Desales, Patino,  
Cardone, Aguilera, &  
Gonzalez

9

Alcantar, Mc Millan,  
Lopez, Gutierrez,  
Cobian

Hernandez

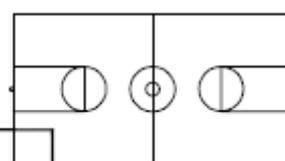
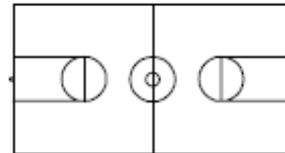
13/14

Wilder, Romero,  
Espinoza, Perris,  
Jimenez, & Valerio

NO Entrance

EMERGENCY  
SUPPLIES

MORGUE





# 9th STREET

Front of Drifill School

Cafeteria

Front of School

1st Stairway

200  
201  
202  
203  
204  
205  
206  
207  
209  
210  
211  
212  
213  
208

**Classes using 1st Stairway/ Hallway:**

**Monroy  
Federman  
Gonzalez  
Gottumukkala  
Jeworski**

**Classes using 2nd Stairway/Hallway:**

**Davidovics  
Orozco  
E. Perez  
L. Medrano  
C. Medrano**

**Moncayo  
Duran  
Carey  
Alcantar**

2nd Stairway

110  
111  
112  
113

**Classes using 3rd Stairway/ Hallway:**

114  
115 **F. Magaña**  
116 **Reyes**  
117 **Styring**  
118 **Strutz**  
119  
120 **Zegers**  
121 **Soto**  
214 **Cardone**  
215  
216  
217  
218

**Classes using 4th Stairway/ Hallway:**

**Lasley  
Heaton  
Lozano  
Gankus  
Styring**

**Solis  
Velasquez  
Torres**

3rd Stairway

4th St

WOOLEY STREET

P2P Building

- 1) Exit the building using your designated stairway/ hallway with your Emergency bag.
- 2) After you exit the building, line up on your dsignated number and take a head count of your students.
- 3) Procede to your designated area on the field and line up with your class. (see attached)
- 4) take roll call and note any missing students andturn in Disaster Status Report .

]

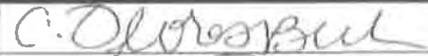
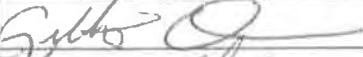
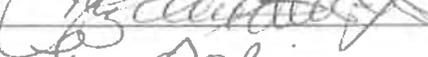
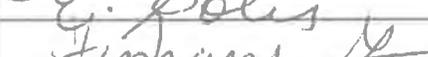
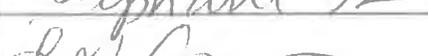


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** James Driffill Elementary School  
**CDS Code:** 56725386055271  
**District:** Oxnard School District  
**Address:** 910 South E Street  
 Oxnard, CA 93030  
**Date of Adoption:** October, 2019

**Reviewed by:**

Name	Title	Signature	Date
Carol A. Flores Beck	Principal		1-29-19
Gilbert Elizarraraz	Assistant Principal		1-29-19
Tammy Smith	Assistant Principal		1-29-19
Monica Arias-Melgoza	Classified Representative		1-29-19
Allison Wilder	Kinder Representative		1-29-19
Luz Patino-Lopez	Primary Representative		1-29-19
Esperanza Solis	After School Representative		1-29-19
Stephanie Gankas	Upper Grade Representative		1-29-19
Liliana Medrano	Middle School Representative		1-29-19
Angelica Ortiz	Special Education Representative		1-29-19
Jody Schwabauer	Oxnard Police Department		1-30-19

Name	Title	Signature	Date
Esmeralda Guzman	School Site Council Representative		1-29-19
Michelle Styring	Middle School Representative		1-29-19
Scott Brewer	Fire Department Representative-Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 20, 2019

**Reviewed by:**

Name	Title	Signature	Date
Leticia Ramos	Principal		
Jodie Schwabauer	School Resource Officer		
Rozie Wysong	School Site Council Chair		
Jessica Vargas	School Site Council Parent		
Melissa Yeto	Teacher		
Nena Lucero	Teacher		
Veronica Hernandez	Office Manager		
Ruben Tirado	Lead Custodian		
Veronica Garcia	Counselor		
Scott Brewer	Fire Department Representative		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	8
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	9
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	11
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	14
(E) Sexual Harassment Policies (EC 212.6 [b]).....	14
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	15
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	16
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	21
(J) Hate Crime Reporting Procedures and Policies.....	24
Safety Plan Review, Evaluation and Amendment Procedures .....	25
Safety Plan Appendices.....	26
EMERGENCY CONTACT NUMBERS.....	26
Elm Street Elementary School Incident Command System.....	27
Incident Command Team Responsibilities.....	29
Emergency Response Guidelines .....	30
Step One: Identify the Type of Emergency .....	30
Step Two: Identify the Level of Emergency.....	30
Step Three: Determine the Immediate Response Action .....	30
Step Four: Communicate the Appropriate Response Action .....	30
Types of Emergencies & Specific Procedures.....	31
AIRCRAFT CRASH.....	31
ANIMAL DISTURBANCE .....	31
BIOLOGICAL OR CHEMICAL RELEASE.....	31
PESTICIDE EXPOSURE (Pesticide Drift) .....	31

BOMB THREAT/ THREAT OF VIOLENCE .....	31
BUS DISASTER.....	31
DISORDERLY CONDUCT .....	32
EARTHQUAKE .....	32
EXPLOSION OR RISK OF EXPLOSION .....	33
FIRE IN SURROUNDING AREA.....	33
FIRE ON SCHOOL GROUNDS.....	33
FLOODING .....	34
LOSS OR FAILURE OF UTILITIES .....	34
MOTOR VEHICLE CRASH.....	34
PSYCHOLOGICAL TRAUMA .....	34
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	34
UNLAWFUL DEMONSTRATION OR WALKOUT .....	35
Medical Emergencies .....	38
Emergency Evacuation Map.....	41

## **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 informed 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 2018-2019 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,  
Juan Morales, School Resource Officer  
Rozie Wysong, SSC Chair  
Jessica Vargas, SSC Parent  
Melissa Yeto, Teacher  
Nena Lucero, Teacher  
Veronica Hernandez, Office Manager  
Ruben Tirado, Lead Custodian  
Veronica Garcia, Counselor  
Maritza Gutierrez, Outreach Specialist

### Assessment of School Safety

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 School Resource Officer presented at a staff meeting regarding proper procedures during lockdowns.

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.

Office Referrals can be forwarded to site PBIS Committee for review and assessment. The administrator, along with the Outreach Coordinator, review site attendance rates. The Pupil Services Department shares monthly Suspension/Expulsion data with the site. This information is shared with staff and PBIS Committee.

The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

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 2018-2019 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.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.

- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.

- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

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.

AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

**(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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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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#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

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.

#### **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 worn.
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 of which require a medical and/or parental note.

### **(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, 18 years of age, and have a valid photo identification. 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 School Site 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) Continue the implementation of CHAMPS to provide a safe and positive school environment.	Elm School staff and students will continue implementation of CHAMPS throughout the school year.	<ul style="list-style-type: none"> <li>• CHAMPS behavior system</li> <li>• Posters to support CHAMPS</li> <li>• CHAMPS ongoing professional development for staff</li> <li>• Behavior assemblies for students</li> </ul>	Principal Counselor ORC Teachers Psychologist Speech Therapist PBIS Committee	<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 PBIS Committee	<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 school 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 ORC Counselor Local Agencies (New Dawn, VCBH)	Principal Counselor ORC Psychologist PBIS Committee	<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 practices	Principal Counselor ORC Teachers PBIS Committee	<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 PBIS 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 continue monthly safety committee meetings. Safety Committee will report out to all staff, parents, and community members.	SRO CHAMPS ongoing PD 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 Location 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 Location 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 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.

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.

GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

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.

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.

- 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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

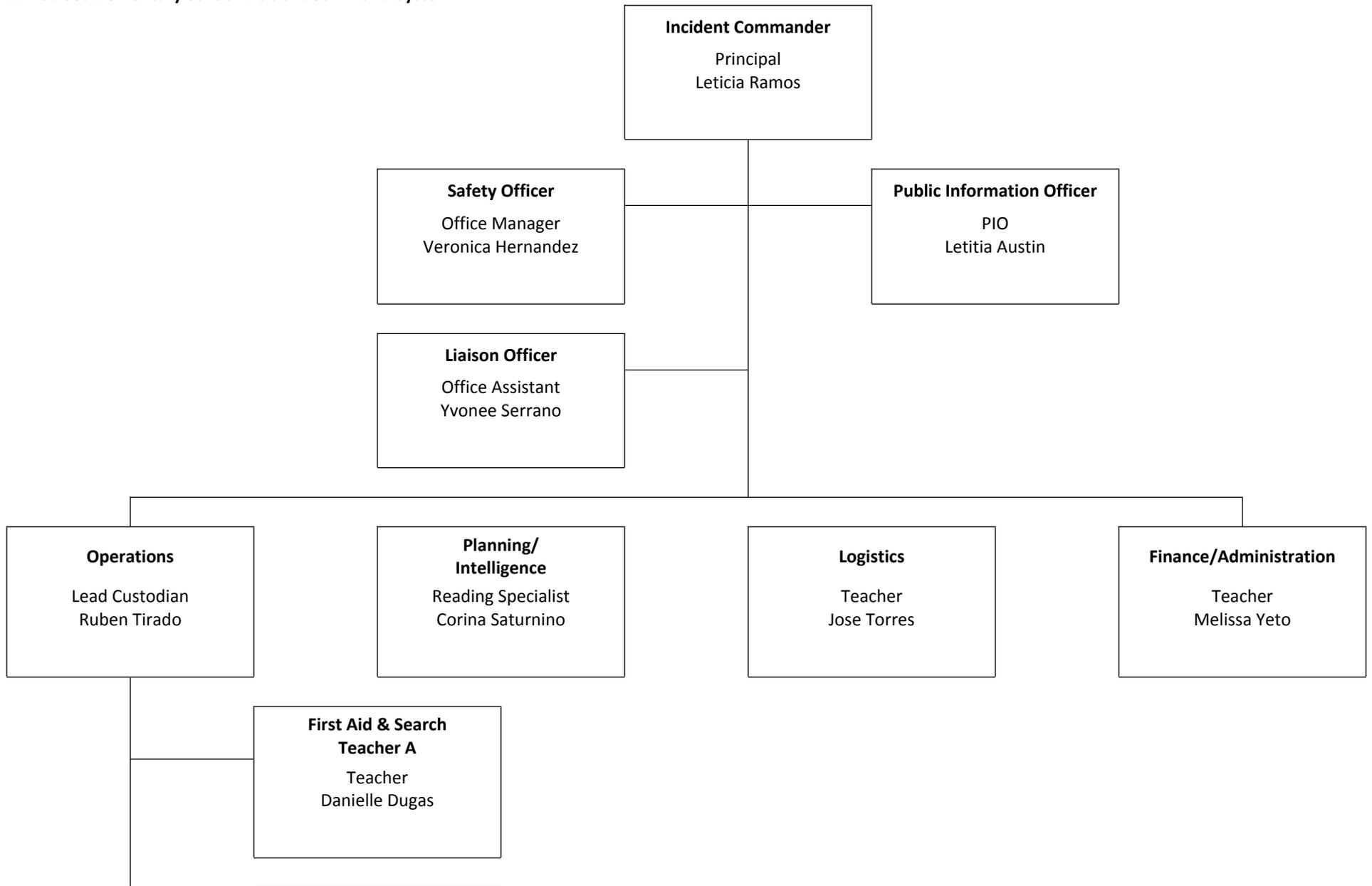
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	1. Lathrop Park
Phone Number	

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Church of Christ of Latter-day Saints
Address	260 E Elm St
Phone Number	(805) 483-1528

**Elm Street Elementary School Incident Command System**



**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

**Elm School**  
 450 East Elm Street  
 Oxnard, CA 93033

K & 1<sup>ST</sup>

501  
 Intervention  
 Room

805	Kinder	Wysong
804	Kinder	Reyes
803	1 <sup>st</sup>	Perez
802	Science	Lab
801	3 <sup>rd</sup>	Carrillo

707	W-RR	
706	M-RR	
705	Boys-RR	
704	Girls-RR	
703	1 <sup>st</sup>	Dugas
702	1 <sup>st</sup> -DLI	Ortiz
701	1 <sup>st</sup> -DLI	Rodriguez

604	K-DLI	Cahue
603	Speech /	Counselor
602	K-DLI	Lucero
601	RSP /	Psycholo- gist

901	2-DLI	Hernandez
902	2-DLI	Cervantes

807  
 2<sup>nd</sup>  
 Yeto

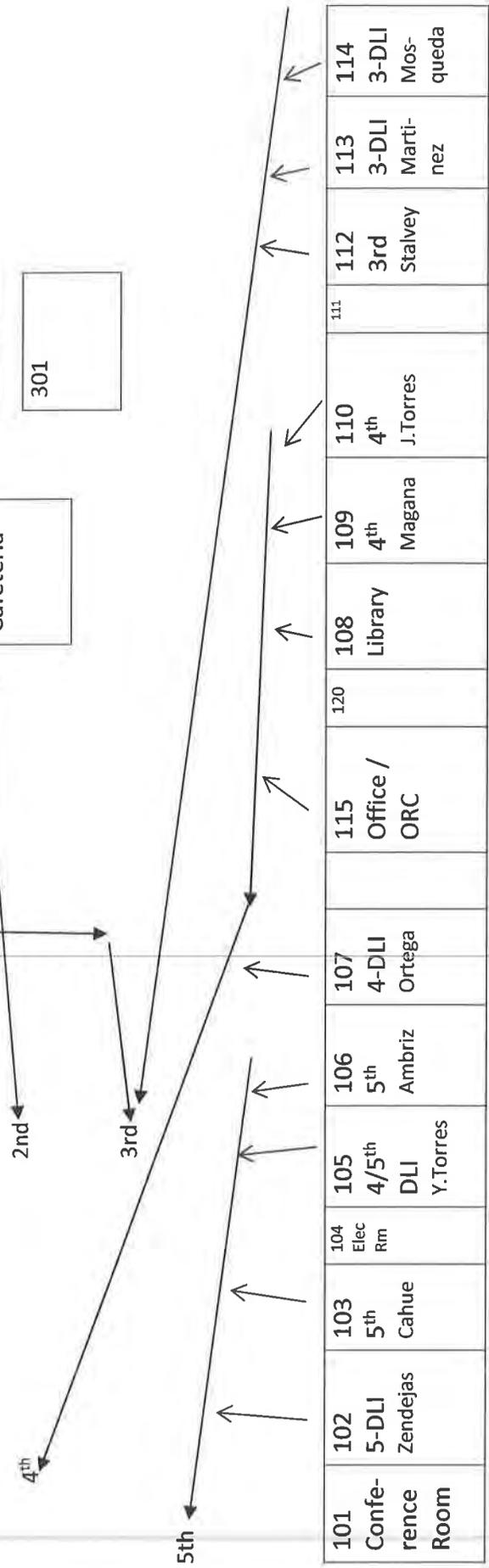
806  
 2<sup>nd</sup>  
 Manriquez

201  
 Cafeteria

401  
 RR

402  
 RR

301



ELM STREET

101	Confe- rence Room	102	5-DLI	Zendejas
103	5 <sup>th</sup>	104	Elec Rm	Cahue
105	4/5 <sup>th</sup>	106	5 <sup>th</sup>	DLI Y.Torres
107	4-DLI	107	4-DLI	Ortega
108	Library	108	Library	Magana
109	4 <sup>th</sup>	109	4 <sup>th</sup>	J.Torres
110	4 <sup>th</sup>	110	4 <sup>th</sup>	J.Torres
111		111		
112	3 <sup>rd</sup>	112	3 <sup>rd</sup>	Stalvey
113	3-DLI	113	3-DLI	Marti- nez
114	3-DLI	114	3-DLI	Mos- queda

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 20, 2019

**Reviewed by:**

Name	Title	Signature	Date
Leticia Ramos	Principal		1/22/2019
Jodie Schwabauer	School Resource Officer		1-22-19
Rozle Wysong	School Site Council Chair		1/22/19
Jessica Vargas	School Site Council Parent		01-22-19
Melissa Yeto	Teacher		1/22/19
Nena Lucero	Teacher		1/22/19
Veronica Hernandez	Office Manager		1/22/19
Ruben Tirado	Lead Custodian		1-22-19
Veronica Garcia	Counselor		1/22/2019
Scott Brewer	Fire Department Representative		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 93030  
**Date of Adoption:** October 16, 2018

**Reviewed by:**

Name	Title	Signature	Date
Dr. Richard Caldwell	Principal		
Maria Christina Saucedo	Assistant Principal		
Gabe Covarrubias	Assistant Principal		
Pam Cwiklo	Assistant Principal		
Angelica Pantoja	Counselor		
Amber Pergeson	Counselor		
Mark Urwick	Teacher		
Alex Cortez	Lead Custodian		
Officer Schwabauer	School Resource Officer		
Ashley Mashiro	SSC President		
Patty Avalos	Parent Member		
Scott Brewer	Emergency Service Manager City Oxnard		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	19
(J) Hate Crime Reporting Procedures and Policies.....	23
Safety Plan Review, Evaluation and Amendment Procedures.....	24
Safety Plan Appendices.....	25
EMERGENCY CONTACT NUMBERS.....	25
Robert J. Frank Academy of Marine Science and Engineering Incident Command System.....	26
Incident Command Team Responsibilities.....	28
Emergency Response Guidelines.....	29
Step One: Identify the Type of Emergency.....	29
Step Two: Identify the Level of Emergency.....	29
Step Three: Determine the Immediate Response Action.....	29
Step Four: Communicate the Appropriate Response Action.....	29
Types of Emergencies & Specific Procedures.....	30
AIRCRAFT CRASH.....	30
ANIMAL DISTURBANCE.....	30
BIOLOGICAL OR CHEMICAL RELEASE.....	30
PESTICIDE EXPOSURE (Pesticide Drift).....	30

BOMB THREAT/ THREAT OF VIOLENCE .....	30
BUS DISASTER.....	30
DISORDERLY CONDUCT .....	31
EARTHQUAKE .....	31
EXPLOSION OR RISK OF EXPLOSION .....	32
FIRE IN SURROUNDING AREA.....	32
FIRE ON SCHOOL GROUNDS.....	32
FLOODING .....	33
LOSS OR FAILURE OF UTILITIES .....	33
MOTOR VEHICLE CRASH.....	33
PSYCHOLOGICAL TRAUMA .....	33
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	33
UNLAWFUL DEMONSTRATION OR WALKOUT .....	34
Medical Emergencies .....	37
Emergency Evacuation Map.....	40

## **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. Richard Caldwell, Principal  
Gabriel Covarrubias, Assistant Principal  
Pam Cwiklo, Assistant Principal  
Maria Cristina Saucedo, Assistant Principal  
Mark Urwick, Teacher  
Amber Pergeson, Counselor  
Angelica Fuentes, Counselor  
Alex Cortez, Lead Custodian  
Officer Mascorro, Oxnard Police Department  
Parent: Patty Avalos

### **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 following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

"The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:"

The Lead Custodian, assistant principal, and principal conduct monthly safety inspections and submit a report to the DO. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders sent 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 safety Committee reviewed, discussed and presented procedures to be followed by staff and students during emergencies.

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.

Findings and Data from Office referrals, Attendance Rates, Suspension/ Expulsion data, California Healthy Kids Survey, Local Law Enforcement Juvenile Crime Data, and site Property Damage Data is reviewed and shared with school site committees such as PBIS, School Site Council, School Site Leadership Team, ELAC, and also presents to staff and a staff meeting.

In addition, we continue to implement restorative justice practices and PBIS strategies.

Security has also been reinforced through the use of closed circuit cameras. 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. SRO is present for whole evacuation drills.

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.

- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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.”

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.

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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)**

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 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.
5. Stars are prohibited on any students apparel or personal items.
6. Chains, rubber bands, and rubber bracelets are prohibited.
7. Piercings with sharp points or hollow centers are prohibited due to safety concerns and will need to be removed.
8. 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.
9. 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 Restorative Justice Program	Coordinate campaign to train students, staff and parents	Professional Development Days, Class Meetings and Parent Workshops	Counselors and PBIS Committee	Decrease in the number of bullying incidents and create a more positive and accepting school culture.
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.

#### 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.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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, PBIS 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

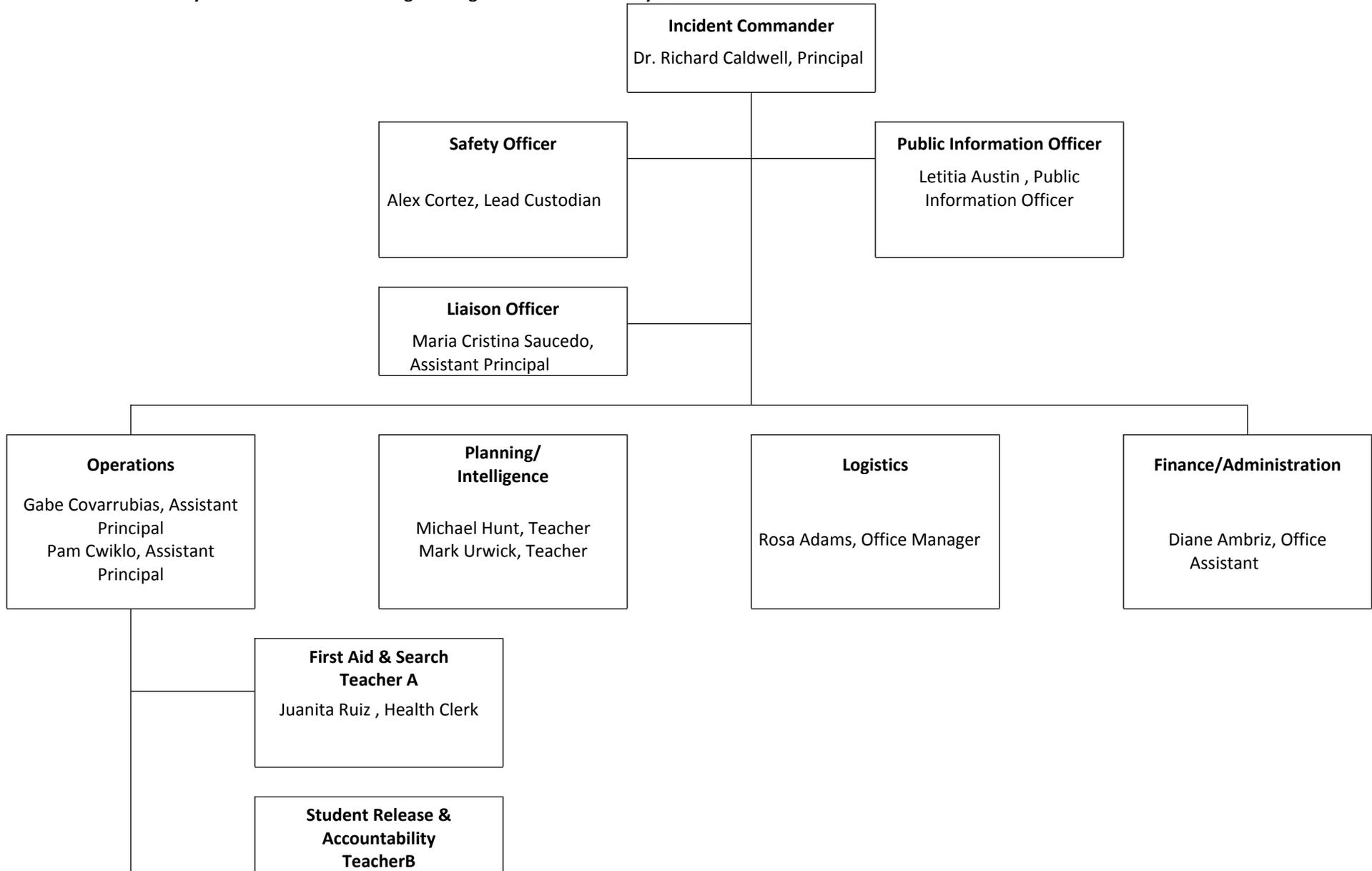
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Del Sol Park
Address	1800 Camino Del Sol, Oxnard, CA 93030
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	West village park
Address	Cesar Chavez Dr, Oxnard, California 93030
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**Robert J. Frank Academy of Marine Science and Engineering Incident Command System**



Emily Gutierrez, Attendance  
Tech  
Monica Noriega, Secretary  
Alicia Perez, 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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

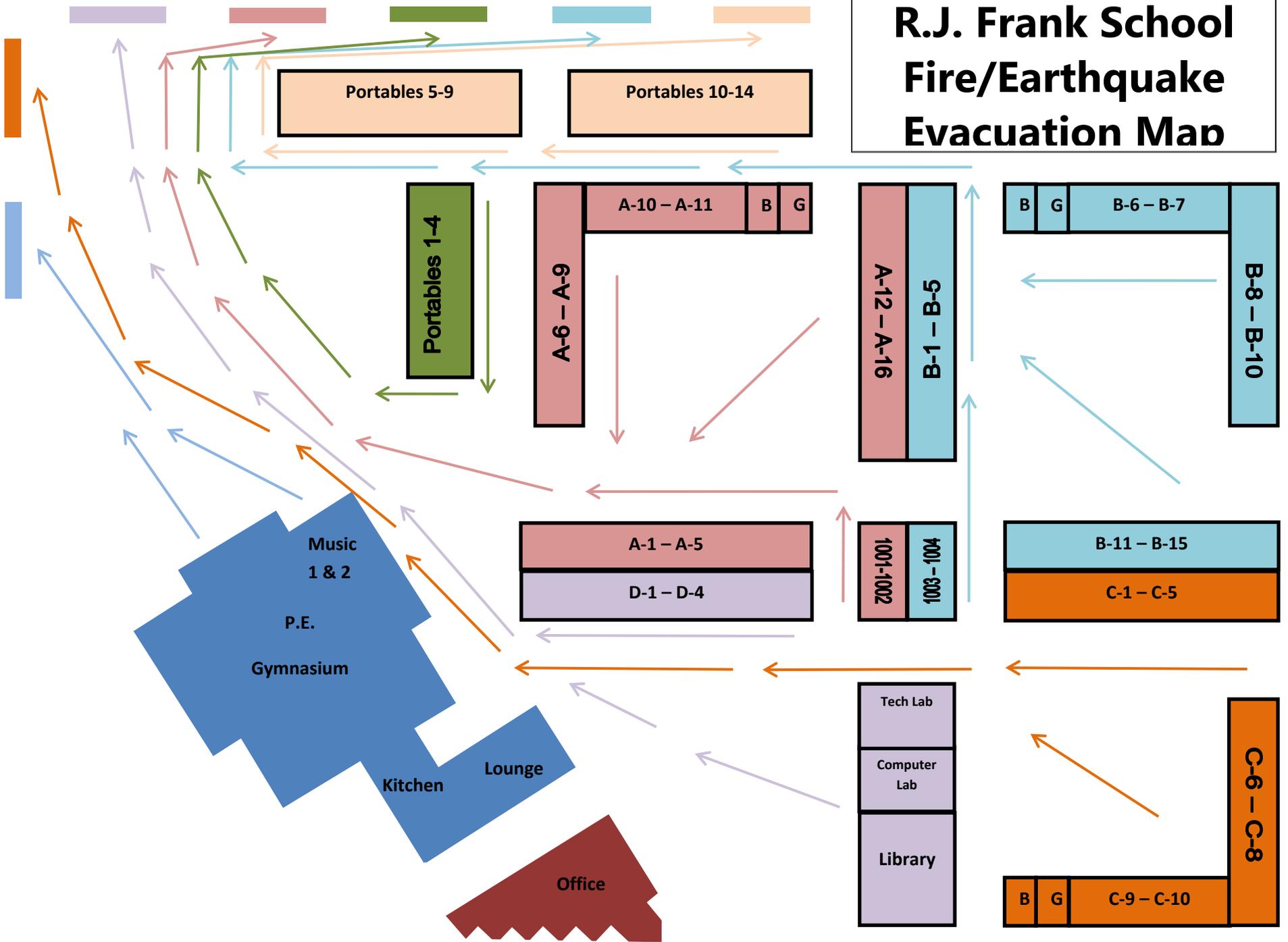
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

# R.J. Frank School Fire/Earthquake Evacuation Map

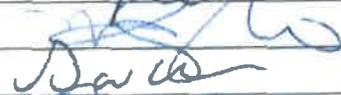
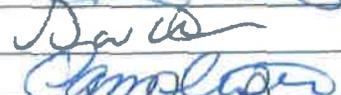
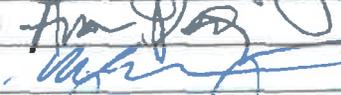
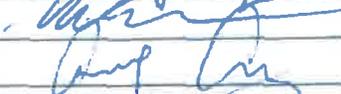
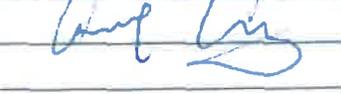


# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
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:** October 16, 2018

**Reviewed by:**

Name	Title	Signature	Date
Dr. Richard Caldwell	Principal		1/10/19
Maria Christine Saucedo	Assistant Principal		1-10-19
Gabe Covarrubias	Assistant Principal		1/10/19
Pam Cwiklo	Assistant Principal		1/10/19
Angelica Fuentes	Counselor		1/10/19
Amber Pergeson	Counselor		1/10/19
Mark Urwick	Teacher		1/10/19
Alex Cortez	Lead Custodian		1/10/19
Officer Mascorro	School Resource Officer		
Amber Pergeson	SSC President		
Patty Avalos	Parent Member		1/16/19

Scott Brewer  
 Fire Department  
 Representative –  
 Emergency Services  
 Manager

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 6, 2019

**Reviewed by:**

Name	Title	Signature	Date
Chantal Anderson Witherspoon	Principal		
Dr. Frank C. Guerrero	Asst. Principal & Coordinator of Safety Plan		
Officer Kevin Thompson	School Resource Officer		
Paul White	Teacher		
Sylvia Carrillo	SSC parent representative		
Cherry Schultz	Teacher		
Angelica Garibay	classified staff member		
Scott Brewer	Fire Department		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	11
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	17
(J) Hate Crime Reporting Procedures and Policies.....	19
Safety Plan Review, Evaluation and Amendment Procedures .....	20
Safety Plan Appendices.....	21
EMERGENCY CONTACT NUMBERS.....	21
Fremont Academy of Environmental Science and Innovative Design Incident Command System .....	22
Incident Command Team Responsibilities.....	23
Emergency Response Guidelines .....	24
Step One: Identify the Type of Emergency .....	24
Step Two: Identify the Level of Emergency.....	24
Step Three: Determine the Immediate Response Action .....	24
Step Four: Communicate the Appropriate Response Action .....	24
Types of Emergencies & Specific Procedures.....	25
AIRCRAFT CRASH.....	25
ANIMAL DISTURBANCE .....	25
BIOLOGICAL OR CHEMICAL RELEASE.....	25
PESTICIDE EXPOSURE (Pesticide Drift) .....	25

BOMB THREAT/ THREAT OF VIOLENCE .....	25
BUS DISASTER.....	25
DISORDERLY CONDUCT .....	26
EARTHQUAKE .....	26
EXPLOSION OR RISK OF EXPLOSION .....	27
FIRE IN SURROUNDING AREA.....	27
FIRE ON SCHOOL GROUNDS.....	27
FLOODING .....	28
LOSS OR FAILURE OF UTILITIES .....	28
MOTOR VEHICLE CRASH.....	28
PSYCHOLOGICAL TRAUMA .....	28
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	28
UNLAWFUL DEMONSTRATION OR WALKOUT .....	29
Medical Emergencies .....	32
Emergency Evacuation Map.....	35

## **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**

Chantal Witherspoon(Principal), Dr. Frank Guerrero (Assistant Principal & Safety Committee Coordinator), Officer Kevin Thompson (School Resource Officer), Paul White (Teacher), Cherry Schultz (Teacher), Sam Reveles (Teacher), William Milton (Teacher), Angelica Garibay (classified member), and Silvia Carillo (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. In addition, the office referral process, attendance rates, suspensions/expulsion data, California Healthy Kids Survey, Local Law Enforcement Juvenile Crime Data, and property damage data are discussed with staff members at staff meetings. The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies as well.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

##### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).

- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.

- Provides a basis for unified training and response exercises to ensure compliance.

## OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.**

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

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.

AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures

- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

**TRAINING**

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District’s Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

**(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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])**

##### **(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.

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.

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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)**

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 Academy 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 and 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 and with an valid ID can sign for a student leaving campus.

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.

## **(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 2020.
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: 100% of classrooms will be using CHAMPS practices by June 2020.
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 2020.
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

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Safety Committee meets regularly to review safety issues.	Select Safety Committee members. Schedule meetings on a regular basis.	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 2019.
Participate in District wide functional disaster exercise.	Meet with safety committee and prepare staff for the disaster functional exercise.	District office communication and support.	Dr. Frank Guerrero-Assistant Principal	Goal: Improve on disaster preparedness.
Provide better security for administrative office.	Submit work order to build two partitions at the front and back office and install security cameras.	Facilities will install partitions and security cameras at the front office.	Dr. Frank C. Guerrero	Goal: Ensure the safety of administrative staff.
Provide a safe work environment for the front office secretaries.	Submit work order to install a bullet proof partition similar to the District Office.	Facilities will install partitions.	Principal Chantal Witherspoon.	Goal: Ensure the safety of administrative staff.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide NCPI training to campus assistant.	Send an email invitation to all Fremont campus assistants to register for District wide NCPI trainning.	District will provide training.	Dr. Frank C. Guerrero	Goal: to ensure that all campus assistants are trained in safely diffusing potentially violent situations.

**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 2020.
Purchase golf cart.	Submit a written request to Principal Witherspoon to purchase golf cart.	School funds.	Dr. Frank C. Guerrero	Goal: Golf cart will be purchased by summer 2019.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Fremont Academy of Environmental Science and Innovative Design Student Conduct Code**

GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

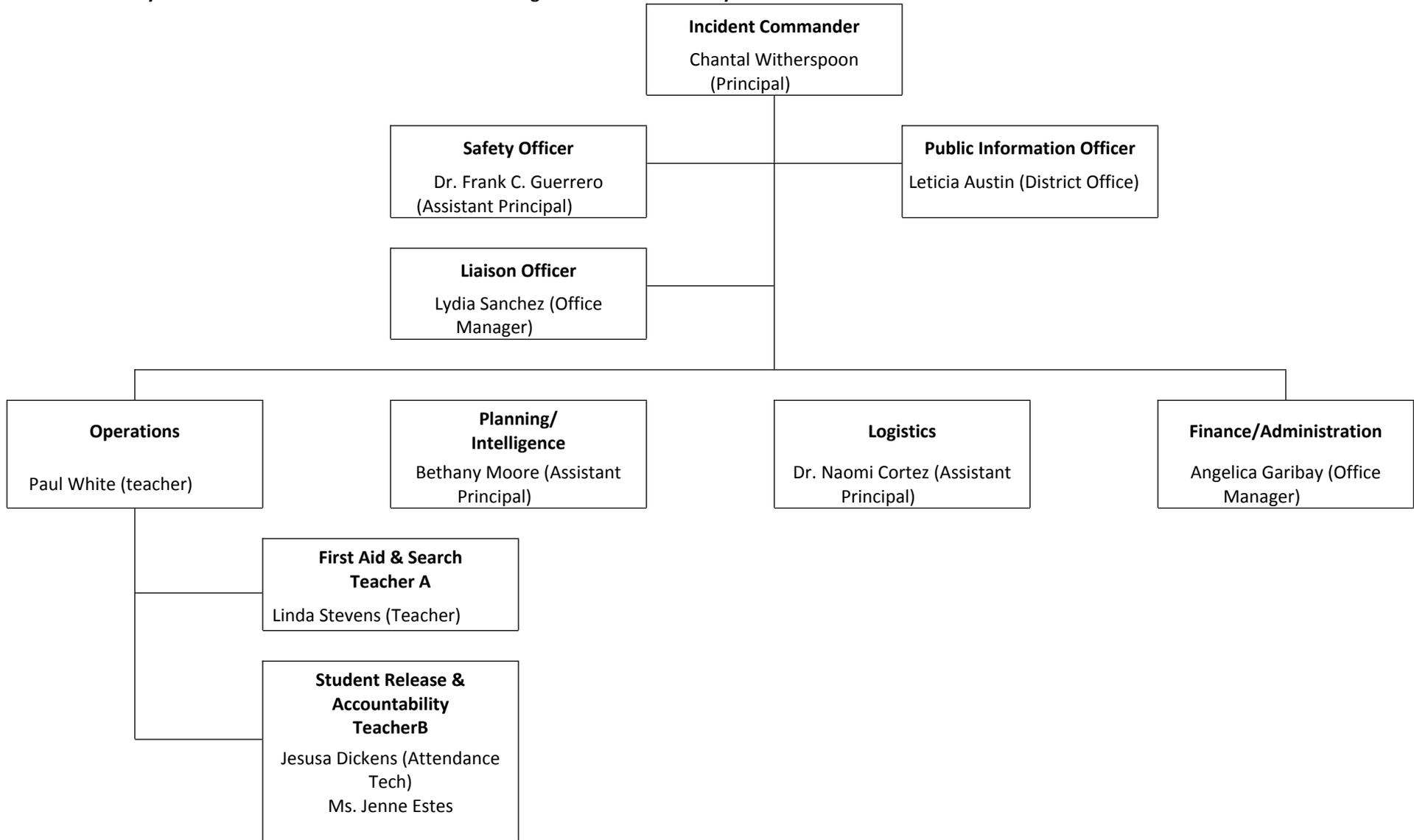
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Eastwood Park
Address	1101 North "F" Street
Contact	N/A
Phone Number	N/A

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Curren School
Address	1101 North "F" Street
Contact	Susan Mares
Phone Number	Ext. 3418

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### 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.

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

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map



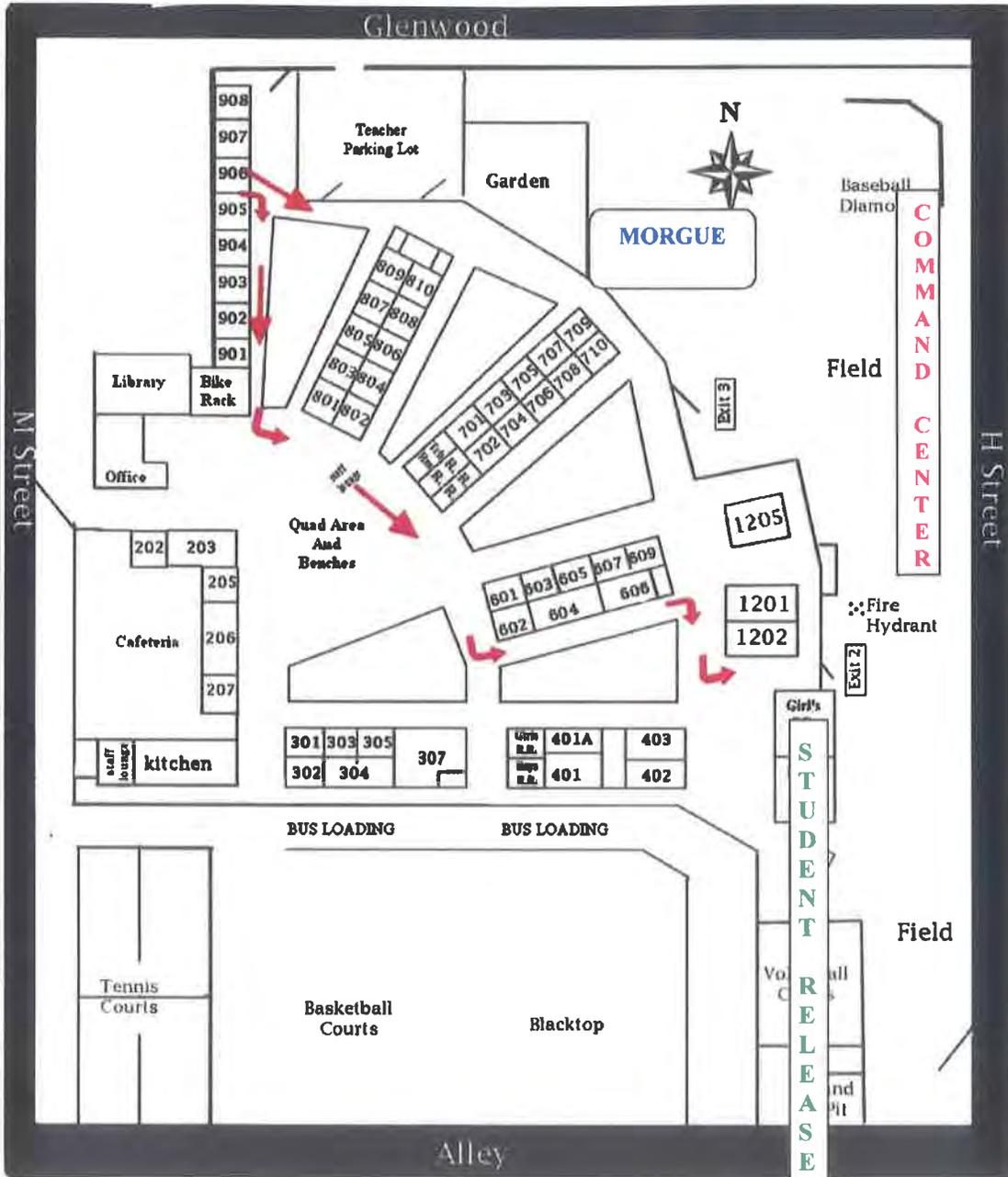
Portables 906-908  
use Exit #3

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



COMMAND CENTER

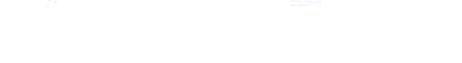
STUDENT RELEASE

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 6, 2019

**Reviewed by:**

Name	Title	Signature	Date
Chantal Anderson Witherspoon	Principal		1-30-19
Dr. Frank C. Guerrero	Asst. Principal & Coordinator of Safety Plan		1/30/19
Officer Kevin Thompson	School Resource Officer		1/30/19
Paul White	Teacher		1-30-19
Sylvia Carrillo	SSC parent representative		1-30-19
Cherry Schultz	Teacher		2-30-19
Angelica Garibay	classified staff member		1-30-19
Scott Brewer	Fire Department		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Norma Harrington Elementary School  
**CDS Code:** 56725386055297  
**District:** Oxnard School District  
**Address:** 451 E. Olive St.  
Oxnard, CA 93033  
**Date of Adoption:** 1/18/19

**Reviewed by:**

Name	Title	Signature	Date
Allison Cordes	Principal		
Cristina Sanchez	Office Manager		
Brandon Mascorro	School Resource Officer		
Scott Brewer	Emergency Services Director		
Amanda Dempsey	PBIS Team Member/Parent		
Veronica Oros	School Site Council President		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	17
(J) Hate Crime Reporting Procedures and Policies.....	21
Safety Plan Review, Evaluation and Amendment Procedures .....	22
Safety Plan Appendices.....	23
EMERGENCY CONTACT NUMBERS.....	23
Norma Harrington Elementary School Incident Command System.....	24
Incident Command Team Responsibilities.....	25
Emergency Response Guidelines .....	26
Step One: Identify the Type of Emergency .....	26
Step Two: Identify the Level of Emergency.....	26
Step Three: Determine the Immediate Response Action .....	26
Step Four: Communicate the Appropriate Response Action .....	26
Types of Emergencies & Specific Procedures.....	27
AIRCRAFT CRASH.....	27
ANIMAL DISTURBANCE .....	27
BIOLOGICAL OR CHEMICAL RELEASE.....	27
PESTICIDE EXPOSURE (Pesticide Drift) .....	27

BOMB THREAT/ THREAT OF VIOLENCE .....	27
BUS DISASTER.....	27
DISORDERLY CONDUCT .....	28
EARTHQUAKE .....	28
EXPLOSION OR RISK OF EXPLOSION .....	29
FIRE IN SURROUNDING AREA.....	29
FIRE ON SCHOOL GROUNDS.....	29
FLOODING .....	30
LOSS OR FAILURE OF UTILITIES .....	30
MOTOR VEHICLE CRASH.....	30
PSYCHOLOGICAL TRAUMA .....	30
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	30
UNLAWFUL DEMONSTRATION OR WALKOUT .....	31
Medical Emergencies .....	34
Emergency Evacuation Map.....	37

## **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 safe learning environment that is open to diversity and respectful of the differences in culture and socioeconomics that our students bring to our school; these differences enrich the environment of Harrington elementary. As a staff, commit to work together in partnership to bring about the ultimate physical and emotional well-being of all of our students. 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**

Allison Cordes, Principal  
Michel Haun, Assistant Principal  
Cristina Sanchez, Office Manager  
Brandon Mascorro, School Resource Officer, OPD  
Amanda Dempsey, Teacher  
Dusti Mechling, Teacher  
Chelsea Rubino, Teacher  
Hugo Alcalá, ORC  
Irene Zavala, Counselor

### **Assessment of School Safety**

- The school administration shares suspension reports, and school behavior data with Positive Behavior Intervention and Supports team, School Site Council, English Learner Advisory Committee, and Parent Teacher Association in order to receive feedback and maintain transparency with our school community.
- The OPD will conduct an annual safety assessment of school including the traffic in the morning and after school and report findings to the school administration.
- 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.
- Risk Management from District Office conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- 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.
- School Resource Officer is present for evacuation and lock down drills

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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.
10. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.

**(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. as well as the monthly via any parent meetings. Our school site PBIS team meets monthly to address any concerns. School and district administration met with the Oxnard Police Department traffic division and implemented various changes to the ingress and egress procedures. We are still waiting to finalize next steps. 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.

Specific procedures include:

Morning Procedures:

- No students are allowed on campus before 7:30 AM
- All students report to the multipurpose room if they are on campus before 7:45 AM
- Students enter either through the front gate(Olive) or back gate (Gisler).
- Breakfast is served from 7:30AM-8:00 AM
- Students can go out to the playground at 7:45 AM
- School begins at 8:00, there is a two minute warning bell at 7:58
- Harrington campus supervisors and teachers assist students at arrival and departure for safety

Arrival and Dismissal Procedures:

- 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
- School personnel cross students and families at the Gisler/Olive intersection
- Parents dropping off students must use the safe drop off area located through the Gisler entrance.

- Parents using the front gate for drop off, must park and walk their student to the gate. .
- Dismissal time is 2:21pm, (Wednesdays 1:21pm) park outside of the school when waiting for children or in the drop off area (Gisler Entrance).
- Teachers supervise classes as they are dismissed for a safe and orderly dismissal.
- At dismissal, parents may enter through the back gate(Gisler) or front gate(Olive). On Wednesdays, parents may enter only through the back gate and the gate on Gisler/Olive.
- Parking lots are for Harrington Staff Only
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

#### Closed Campus

- Harrington 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.

#### Bus Riders Access:

- Students whom ride the bus to and from school enter and exit via the Gisler/Olive gate. Campus assistants, Special Education Teacher, and para educators monitor and supervise students as they get on and off their buses.

#### Kindergarten Dismissal:

- Kinder students are dismissed from the front gates located on Olive. On rainy days or any day with inclement weather, students are dismissed from their classrooms.
- On Early Release Days (Wed) parents of 1st through 5th grade students must enter through the back gate or the Gisler/Olive gate in order to avoid high traffic during kinder dismissal.

#### Early Childhood Development Center:

- Parents sign students in and out upon arrival and dismissal

#### 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 8am.

- 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.

#### Truancy Policy

The following are considered truant:

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:**

Structure during unstructured times(i.e. Recess, rainy day schedule)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff will continue regularly scheduled, SSC, ELAC, PTA and other parent meeting to encourage parent involvement	Schedule regular meetings	N/A	Principal	Agenda & Minutes
PBIS team will work on school-wide Positive Behavior Accountability Program	Develop positive postcards, align student recognition to Guidelines for Success	Program materials exist at school	Principal, Computer Tech	PBIS Meeting
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
Attendance Incentive Program	System developed and implemented	Program materials exist at school	Attendance Tech and ORC	Monthly Attendance Data

**Component:**

School's Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site based Response (see examples below)

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
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
Follow District Volunteer Procedures	Ensure parent volunteers follow clearance procedure	District office	Principal, office personnel	Sign in sheets
Pedestrian and motor traffic concerns	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going
Move bus zone to Millie Lane	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going
Review dismissal gate procedures	Created an improved and safer flow of traffic at dismissal and drop off	School based	Principal, PBIS team, Campus Assistants	On-going
Increase curbside drop off area	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going

Objectives	Action Steps	Resources	Lead Person	Evaluation
Additional Crossing Guard	Contact Oxnard Police Department Traffic Safety	City of Oxnard, Oxnard School District	Principal, Risk Management, Director of Facilities, Director of Transportation, City of Oxnard Traffic Engineer, Oxnard Police Department Traffic Sergeant	On-going

**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
Include new partnership at the Early Childhood Development Center(ECDC)	Adjusted plan to include key personnel at the ECDC	Safety Plan	Noemi Valdes	Yearly

**(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.

### 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.

## 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.

## GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

## 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.

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.
  - 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

## MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

## **(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 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 based on 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, approved by the SSC, and updated on March 1st.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

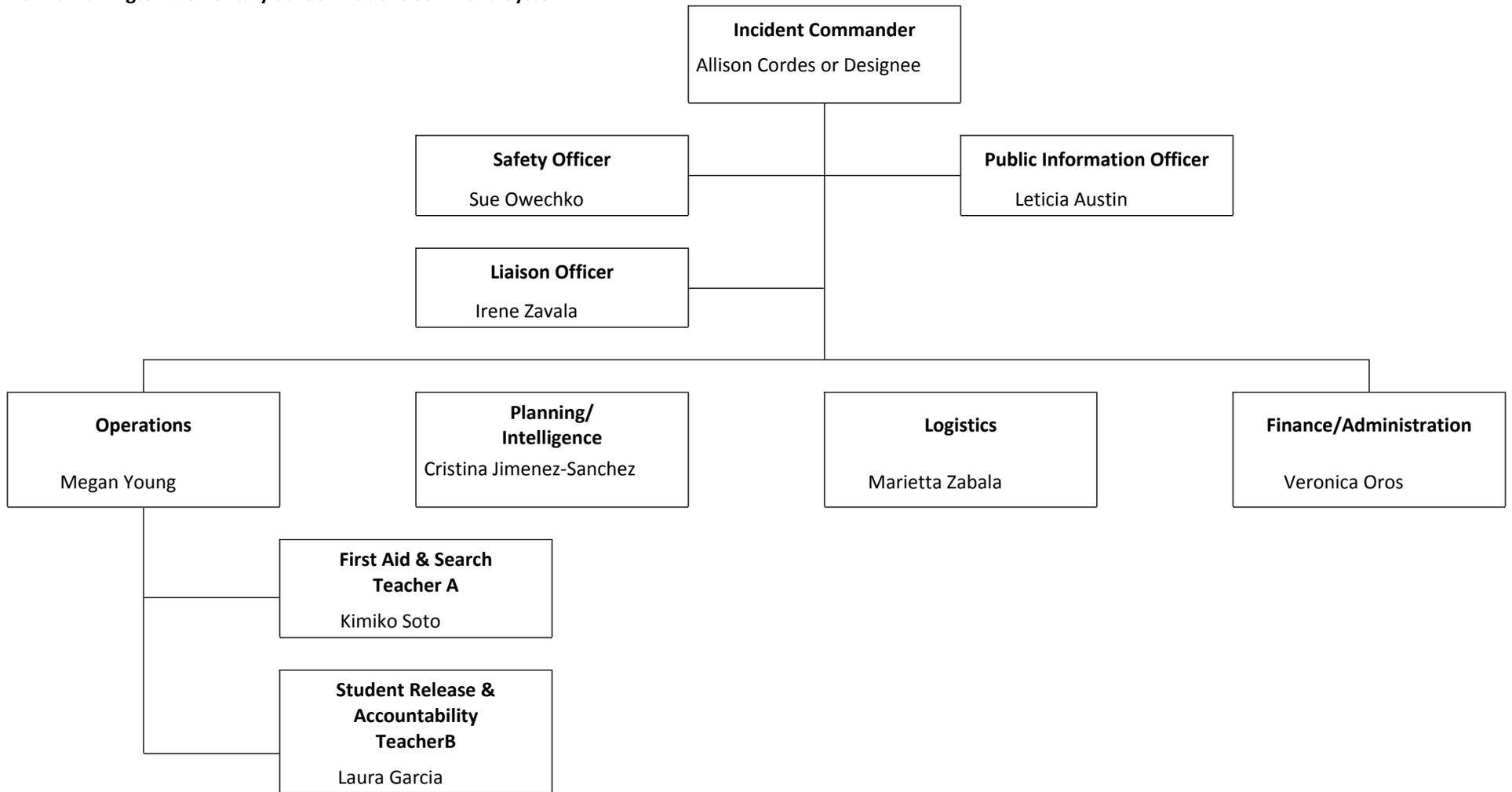
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Elm Street School
Address	450 E Elm St
Contact	Leticia Ramos
Phone Number	805-385-1533

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	W. Lathrop Memorial Park
Address	Gisler & Hemlock Street
Contact	City of Oxnard Parks and Rec
Phone Number	805-385-7995

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

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# EMERGENCY OPERATIONS PLAN

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## APPENDICES

Appendix A – Incident Command System Assignments and Notification List .....Appendices-2

Appendix B - Other Essential Contacts Notification List .....Appendices-4

Appendix C - School Site Facility Map .....Appendices-6

Appendix D – Teacher Buddy List.....Appendices -8

Appendix E – Lockdown Procedures .....Appendices-9

Appendix F – Lockdown Classroom Kit and Procedures .....Appendices-14

Appendix G – Inventory Supply List .....Appendices-15

Appendix H – Forms.....Appendices-17

# EMERGENCY OPERATIONS PLAN

## APPENDIX A – INCIDENT COMMAND SYSTEM ASSIGNMENTS AND NOTIFICATION LIST

EOC NOTIFICATION LIST		January 2019	
Assignment	Name	Phone numbers	
		Work	
Incident Commander (I.C.)	Allison Cordes		
	Michel Haun		
Deputy I.C.	Cristina Sanchez		
Public Information Officer	Leticia Austin	2129	
Liaison Officer	Irene Zavala	4874	
	Sonia Nava- (ECDC)	4815	
Safety Officer	Sue Owechko	4861	
Operations Section Chief	Megan Young	4882	
	Saray Flores		
Search & Rescue	Kimiko Walrod Soto	4871	
	Lupe Morales	2204	
Search & Rescue Staff	Hugo Alcala	2244	
Search & Rescue Staff			
Search & Rescue Staff			
Search & Rescue Staff			
Care and Shelter	Mirella Zendejas		
	Anna Cash	4857	
Student Release	Laura Garcia	4803	
	Kristin Cummins	4852	
Student Release Staff	Julie Moreno	4855	
Student Release Staff	Rosy Camarena	4802	
Student Release Staff	Campus Assistant #1		
Student Release Staff	Campus Assistant #2		
Student Release Staff	Campus Assistant #3		
Student Release Staff			
Security/Traffic	Sandra Ramos		
	Cindi Duran		

# EMERGENCY OPERATIONS PLAN

EOC NOTIFICATION LIST			January 2019	
Assignment	Name	Phone numbers		
		Work		
Medical/Health/CIT	Arturo Lopez	4865		
Med/Health/CIT Staff	Debbie Brillante	4839		
Med/Health/CIT Staff	Helen Zaragoza	4810		
Med/Health/CIT Staff	Marisol Hernandez	4872		
Med/Health/CIT Staff	Mirella Zendejas	4851		
Building & Safety	Albertine Serrano			
	Agustin Almanza			
Building & Safety	Campus Assistant #4			
Building & Safety	Lourdes Cordova			
Special Needs	<b>Carmen Torres</b>	4854		
	Floripes Abramovich			
Planning Section Chief	Cristina Sanchez	4801		
	Katie Crossett	4868		
Logistics Section Chief	Marietta Zabala	4807		
	Dusti Mechling	4859		
Supplies/ Procurement	Brenda Ruckstuhl	4808		
	Maria Larios	4809		
Communications	Lupe Morales	4870		
	<b>Kim Dapron</b>	2240		
Facilities	Tony Romero			
	Maribel Mendoza			
Personnel	Claudia Medrano	4860		
Food	Veronica Coke	4809		
Food Staff	Margarita Romero	4809		
Food Staff	Veronica Contreras	4809		
Finance	Veronica Oros	4858		

# EMERGENCY OPERATIONS PLAN

## APPENDIX B-OTHER ESSENTIAL CONTACTS

Office of the Superintendent Fax: (805) 483-7425	
Dr. Cesar Morales	2032
Rose Chaparro	2032
Leibida Austin	2129
Vacant	2032
Rosie Bedolla Casas	2031
Carmen Vilgi Maggiolo	2033
Supt. Conf. Room	2041
Business & Fiscal Services Fax: (805) 487-2118	
Assistant Superintendent Janet Penashoat	2401
Lydia Garcia	2401
Budget & Finance Fax: (805) 483-7226 Dept. Ext. 2450	
Mary Crandall Plasencia	2455
Mary Jo Bollington	2438
Elena Bolyagan	2456
Teresa Barron	2457
Jodi Stankoski	2431
Susan Haidet	2452
Bonnie Tse	2454
Accounts Receivable	
Tess Calasin	2453
Accounts Payable Dept. Ext. 2470	
Nida Fierro	2471
Anthony Johnson	2472
Payroll Dept. Ext. 2466	
Juanita Marquez A-E Classified & Certificated	2463
Shweta Jindal G-N Classified & Certificated	2462
Alex Valles O-2 Classified & Certificated	2461
Child Nutrition Services Fax: (805) 487-8268 Dept. Ext. 2430	
Suzanne Lugotoff	2435
Allison Cairns	2433
Sue Littell	2431
Noemi Morales	2432
Raquel May	2434
Purchasing Fax: (805) 240-7582 Dept. 2410	
Lisa Franz	2414
Vacant	2412
Melissa Reyes	2413
Vonna Moody	2420
Mail Room	2403
Graphics Dept. Ext. 2580	
Jerry Tejeda	2581
Adriana Magaña	2582
Educational Services Fax: (805) 486-7358 Dept. Ext. 2300	
Assistant Superintendent Dr. Ana DeGenna	2301
Lydia Frontuto	2301
Debra West	2312
Mayra Vela (Sub)	2312

Enrollment Center: 925 South K Street Tel: (805) 325-1515 FAX: (805) 487-2050 Dept. Ext. 2340	
Danielle Gomez	2342
Lincy Ochoa	2341
Marcella Flores	2343
Claudia Cortez	2344
Veronica Villalobos	2345
Yocela Partida	2357
Information Technology Services Fax: (805) 487-6248 Dept. Ext. 2100	
Valerie Mitchell	2101
Angelita Tellez	2101
Tom Kranzler	2101
Dawud Davis	2103
Ricky Leon	2107
Oscar Topete	2108
Luis Garibay Lopez	2109
Vicky Gonzalez	2116
Chris Thorpe	2117
Data Team Dept. Ext. 2115	
Denita Spence	2105
Anna Candelario	2110
Sandra Mendocza	2111
CPE (805) 486-4337	
Vacant	2104
Curriculum, Instruction & Accountability Fax: (805) 486-8068 Dept. Ext. 2302	
Anna Thomas	2302
Rosana Valdez	2302
Vacant	2303
Mary Curtis	2316
Dalia Valenzuela-Arenas	2316
Educational Resource Center Fax: (805) 487-1318	
Genesis Fountain	2315
Anderick Bradley	2315
Teachers on Special Assignments	
Martha Highfill	2307
Carolyn Solano	2307
After School Program	
Ginger Shea	2324
Judith Crejel	2324
Early Childhood Ed. Programs Fax: (805) 240-1738 Dept. 2020	
Noemi Valdes	2322
Edith Marin	2322
Bianca Geytan	2321
Vacant	2323
English Learner Services Fax: (805) 486-6084 Dept. 2350	
Dr. Marlene Batista	2351
Erica Murillo de Jeronimo	2351
Alberto Mendoza	2358
Norma Zarate	2334
Angelita Alvarado	2361
Dual & Bilingual Programs	
Arsacey Fox	2304
Angela Duarte	2304
Teachers on Special Assignment	
Nancy Buenrostro	2306
Diana Perez	2352
Erica Zambrano	2353
Cristina Huitzer	2354
Teresa Guerra	2364

Pupil Services Fax: (805) 487-9648	
Chris Ridge	2161
Jennie Juanita Peraza	2161
Amy Washington	2163
Esther Yrigoyen-Hong	2167
Alfredo Gutierrez	2333
Health Services Dept. Ext. 2180	
Carmen Rosenberg Call: 275-6264	2181
Jennifer Boelts Call: 275-6767	2182
Sarah Andrews Call: 275-6768	2183
Carolyn Rodriguez Call: 800-1586	2184
Marie Sagrado Call: 663-5034	2185
Special Education Dept. 2160	
Amelia Sugden	2175
Christy Garibay	2175
Kristin Haidet	2162
Lisette Solis	2162
Katrina Madden	2179
Laura Dean	2179
Nadia Villapudua	2174
Edith Guzman	2174
Tania Poole	2160
Leticia VanVoorhis	2164
Vacant	2166
Patty Tolle	2168
Peggy Parra	2170
Allison Raigosa	2171
LeeAnne Powers	2172
Julia Bolognino	2176
Johanna Lockwood	2177
Isabel Garcia	2186
Juan Carlos Gutierrez Perez	2190
Vacant	2191
Natali Rodriguez Samama	2192
Anita Schermer	2223
Human Resources & Support Services Fax: (805) 486-3408 Dept. 2050	
Assistant Superintendent Dr. Jesus Vaca	2051
Paulina Pierce	2051
Dr. Edd Bond	2056
Yadira Alferez	2056
Certificated Human Resources	
Veronica Villalpando	2052
Anna Gutierrez	2053
Tammie Allen	2054
Roxana Mendoza	2058
Lacy Jetton	2059
Classified Human Resources Dept. 2070	
Shristie Nair	2071
Tanya Ventura	2071
Vacant	2072
Esmeralda Hernandez	2073
Mary Cervantes Chaparro	2074
Maribel Zambrano	2075
Frontline Sub Request 1-800-942-3767	
Risk Management Fax: (805) 240-5363 Dept. 2440	
Norma Magaña	2443
Alexandria Velazquez (Sub) A-E Class & Cert	2441
Naomi Aguilera (Sub) M-2 Class & Cert	2442

# EMERGENCY OPERATIONS PLAN

<b>OPERATIONS SERVICES CENTER</b> 1055 S. "C" Street, Oxnard, 93030 (805) 385-1514 FAX: (805) 486-5848	
Department Ext.	2500
David Fateh	2501
Patty Lomei	2501
Beatriz Magaña	2502
Norma Herrera	2503
Orlando DeLeon	2505
Vince Mc Garry	2506
Ben Tirado	2507
John Cooper	2508
<b>TRANSPORTATION</b> 516 W. Woolley Road, Oxnard, 93030 (805) 385-1519 Fax: (805) 486-2494	
Department Ext.	2550
Tony Briscoe	2555
Martha Gutierrez	2557
Sylvia Vasquez	2551
Rita Galvan	2552
Denny Beltran	2553
Gabriel Ceballos	2554
<b>WAREHOUSE</b> 514 W. Woolley Road, Oxnard, 93030 (805) 385-1513 Fax: (805) 483-4081	
Department Ext.	2575
Dave Homback	2576
<b>Schools</b>	
<b>BREKKE (K-5) Ext. 3000</b> 3400 Martin Luther King Jr. Drive, Oxnard, 93033 (805) 385-1521 FAX: (805) 485-9467	
Bertha Anguiano	Principal
Michelle Sandoval	Office Manager
<b>CHAVEZ (K-8) Ext. 3200</b> 301 N. Mariposa Street, Oxnard, 93030 (805) 385-1524 Fax: (805) 483-4799	
Brasilia Perez	Principal
Erica Ultreras	Asst. Principal
Derek Olson	Asst. Principal
Yuliana Robles	Office Manager
<b>Chavez Family Resource Center</b> (805) 385-1525 Ext. 3213 FAX: (805) 487-5449	
<b>CURREN (K-8) Ext. 3400</b> 1301 North F Street, Oxnard 93030 (805) 385-1527 Fax: (805) 485-7593	
Christine McDaniel	Principal
Kristin Deas	Asst. Principal
Susan Mares	Asst. Principal
Mireya Rosales	Office Manager
<b>ORIFFILL (K-8) Ext. 3600</b> 910 South E Street, Oxnard 93030 (805) 385-1530 Fax: (805) 487-7723	
Carol Flores Beck	Principal
Gilbert Elcarranz	Asst. Principal
Tommy Smith	Interim Asst. Principal
Rozie Rabago	Office Manager
<b>Oriffill Family Resource Center</b> (805) 385-1530 Ext. 3616 Fax: (805) 487-7620	

<b>ELM STREET (K-5) Ext. 3800</b> 450 East Elm Street, Oxnard, 93033 (805) 385-1533 FAX: (805) 487-9961	
Leticia Ramos	Principal
Veronica Hernandez	Office Manager
<b>FRANK (6-8) Ext. 4000</b> 701 North Juarez Ave., Oxnard, 93030 (805) 385-1536 FAX: (805) 981-1754	
Dr. Richard Caldwell	Principal
Gabe Covarrubias	Asst. Principal
María Chitina Sanchez	Asst. Principal
Pam Cwiklo	Asst. Principal
Rosa Adams	Office Manager
<b>FREMONT (6-8) Ext. 4400</b> 1130 North M Street, Oxnard, 93030 (805) 385-1539 FAX: (805) 485-2486	
Chantal Anderson-	Principal
Witherspoon	
Dr. Frank Guerrero	Asst. Principal
Dr. Neeraj Corsee	Asst. Principal
Bethany Moore	Asst. Principal
Suzie Dickens (Sub)	Office Manager
<b>HARRINGTON (K-5) Ext. 4800</b> 451 E. Olive Street, Oxnard, 93033 (805) 385-1542 FAX: (805) 486-8364	
Allison Cordes	Principal
Teresa Jimenez-Sanchez	Office Manager
<b>Harrington Family Resource Center</b> (805) 385-1542 Ext. 4815 FAX: (805) 240-9776	
<b>HAYDOCK (6-8) Ext. 5100</b> 647 West Hill Street, Oxnard, 93033 (805) 385-1545 FAX: (805) 487-7159	
Greg Brisbane	Principal
Erika Ragan	Asst. Principal
Vacant	Asst. Principal
Marie Ambriz	Office Manager
<b>KAMALA (K-8) Ext. 5400</b> 634 West Kamala Street, Oxnard, 93033 (805) 385-1548 FAX: (805) 486-2893	
Dr. Jodi Nocero	Principal
Brian Blevins	Asst. Principal
Rosario Vitalepando	Asst. Principal
Susan Martinez	Office Manager
<b>LEMONWOOD (K-8) Ext. 5600</b> 2200 Carnegie Street, Oxnard, 93033 (805) 385-1551 FAX: (805) 487-7293	
Sally Wennes	Principal
Eva Gonzales Nares	Asst. Principal
Teresa Ruvalcaba	Asst. Principal
Catalina Perez	Office Manager
<b>MARINA WEST (K-5) Ext. 6000</b> 2501 Carol Street, Oxnard, 93035 (805) 385-1554 FAX: (805) 984-5494	
Jorge Mares	Principal
Gracie Cervantes	Office Manager
<b>Marina West Family Resource Center</b> (805) 385-1554 Ext. 6015 Fax: (805) 882-1081	

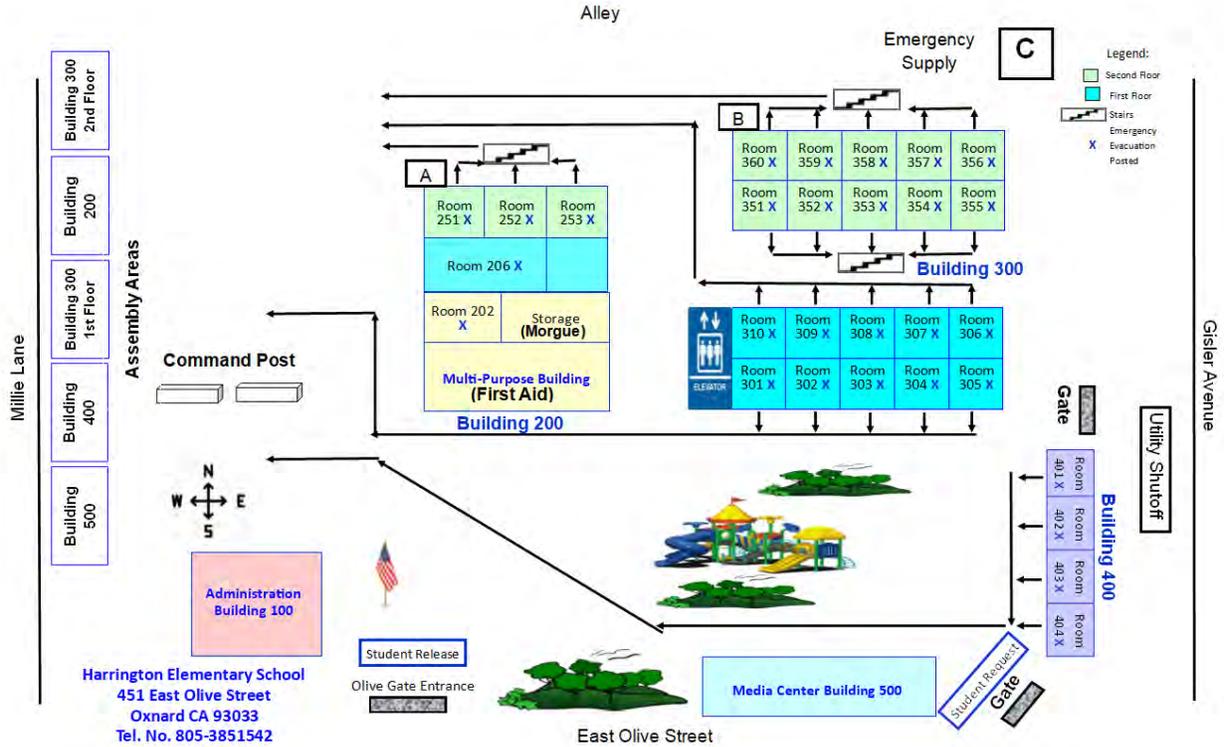
<b>MARSHALL (K-5) Ext. 5800</b> 2900 Thurgood Marshall Drive, Oxnard 93038 (805) 385-1557 FAX: (805) 983-7215	
Sarah Lepe	Interim Principal
Suzanne Grajeda	Asst. Principal
Carmen Grande	Office Manager
<b>McAULIFFE (K-5) Ext. 6200</b> 3300 W. Via Marina Ave., Oxnard, 93035 (805) 385-1560 FAX: (805) 983-4690	
Mary Arias Elisondo	Principal
Suzanne Grajeda	Asst. Principal
Amy Dahm	Office Manager
<b>McKINNA (K-5) Ext. 6400</b> 1611 South J Street, Oxnard, 93038 (805) 385-1563 FAX: (805) 487-2231	
Wendy Garner	Principal
María Aspers	Office Manager
<b>RAMONA (K-5) Ext. 6800</b> 804 Cooper Road, Oxnard, 93030 (805) 385-1569 FAX: (805) 486-7049	
Dr. Andres Duran	Principal
Adriana Romero	Office Manager
<b>Ramona Family Resource Center</b> (805) 385-1569 Ext. 6860 FAX: (805) 486-7049	
<b>RETOHEN (K-5) Ext. 7000</b> 2200 Cabrillo Way, Oxnard, 93030 (805) 385-1572 FAX: (805) 981-4685	
Dr. Andres Santamaría	Principal
Raquel Cabral	Office Manager
<b>ROSE AVENUE (K-5) Ext. 7200</b> 220 S. Driskill Street, Oxnard, 93030 (805) 385-1575 FAX: (805) 485-8061	
Pablo Ordaz	Principal
Gabe Covarrubias	Asst. Principal
Rosa Garcia	Office Manager
<b>SAN MIGUEL EXT. 7400</b> <b>Infant &amp; Preschool Program</b> 2400 South J Street, Oxnard, 93033 (805) 385-1578 FAX: (805) 487-6935	
Mary Truxa	Special Ed Manager
Ginny Whitt	Office Manager
<b>SIERRA LINDA (K-5) Ext. 7600</b> 2201 Jasmine Street, Oxnard, 93036 (805) 385-1581 FAX: (805) 485-5796	
Carmen Serrano	Principal
Bethany Moore	Asst. Principal
Joanne Olivares	Office Manager
<b>Sierra Linda Family Resource Center</b> (805) 385-1581 Ext. 7614 FAX: (805) 983-8598	
<b>SORIA (K-8) Ext. 7800</b> 3101 Dunkirk Drive, Oxnard, 93035 (805) 385-1584 FAX: (805) 815-4216	
Pam Morrison	Interim Principal
Rosaura Castellanos	Asst. Principal
Elena Garcia	Asst. Principal
Mayra Quezada (Sub)	Office Manager

06/10/18

# EMERGENCY OPERATIONS PLAN

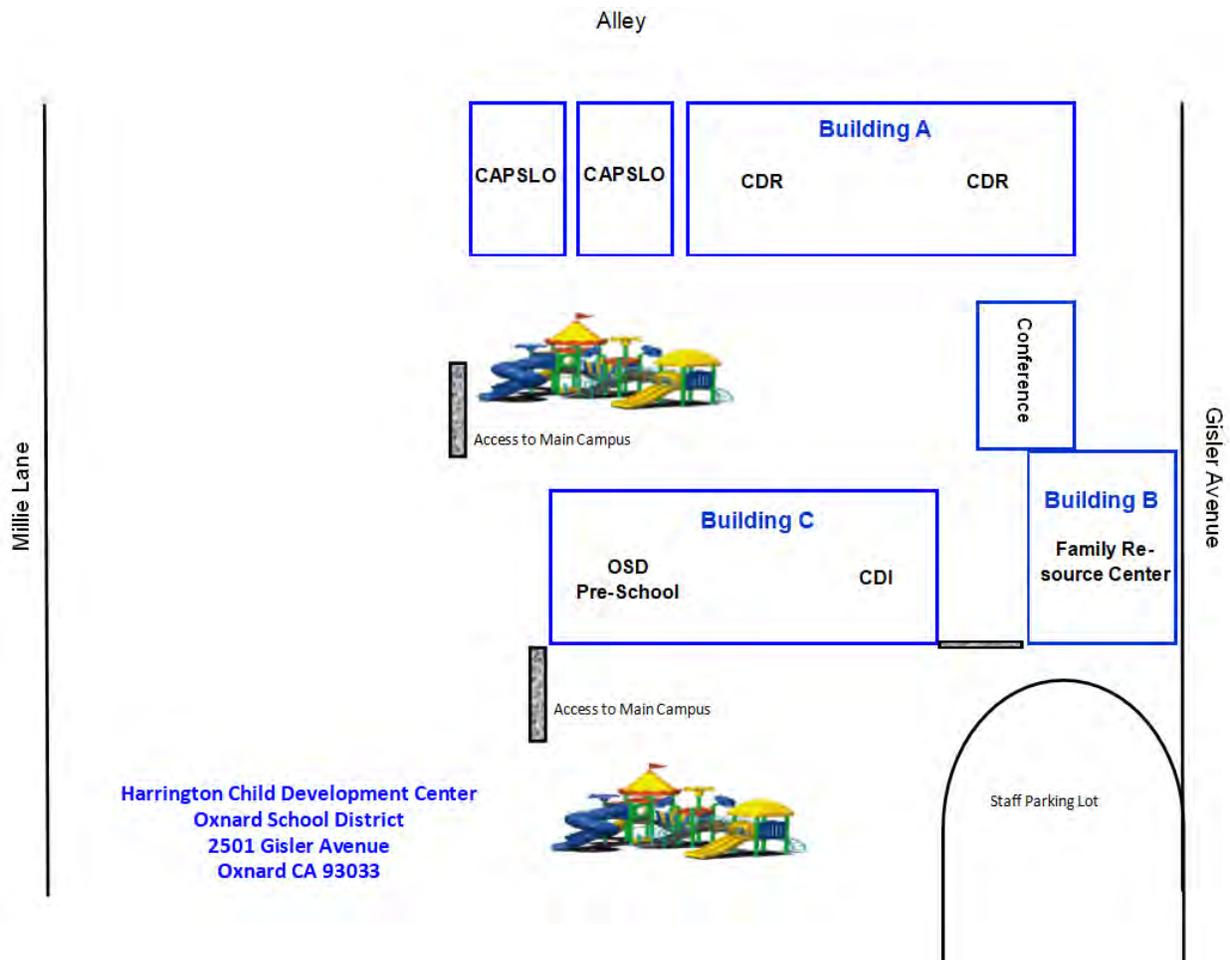
## APPENDIX C-SCHOOL SITE FACILITY MAP AND OFF CAMPUS EVACUATION SITE

(Insert map of off-campus evacuation location and school site map – Make sure to include on the map the locations of the Incident Command Post, Assembly Areas, Student Request Gate, Student Release Gate, Medical Treatment Area, Morgue, Utilities, location of disaster supply



bin, and Evacuation Routes).

# EMERGENCY OPERATIONS PLAN



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**EMERGENCY OPERATIONS PLAN**

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**APPENDIX D-TEACHER BUDDY LIST**

Teachers assigned to lead or staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will grab their “Go Bags” and move their classes to the Student Assembly Area. Teachers assigned to lead or staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

<b>TEACHER WITH EMERGENCY RESPONSE ASSIGNMENT</b>	<b>BUDDY TEACHER TO TAKE OVER ASSIGNED TEACHERS CLASS</b>
<b>Kristen Cummins (K)</b>	<b>Claudia Andrade (K)</b>
<b>Mirella Zendejas (K)</b>	<b>Rosy Quezada (K)</b>
<b>Veronica Oros (1)</b>	<b>Patricia Oropeza (1)</b>
<b>Anna Cash (1)</b>	<b>Gail Warren (1)</b>
<b>Julie Moreno (2)</b>	<b>Jenna Allee-Munoz (2)</b>
<b>Helen Zaragoza (2)</b>	<b>Jenna Allee-Munoz (2)</b>
<b>Kimi Walrod (3)</b>	<b>Amanda Dempsey (3)</b>
<b>Arturo Lopez (3)</b>	<b>Josie Noyola (Theater and Visual Arts)</b>
<b>Lisa Dickson</b>	<b>Chelsea Rubino (SDC)</b>
<b>Debbie Brillante</b>	<b>Chelsea Rubino (SDC)</b>
<b>Claudia Medrano (4)</b>	<b>Olivia Muro (4)</b>
<b>Dusti Mechling (4)</b>	<b>Olivia Muro (4)</b>
<b>Katie Crossett (5)</b>	<b>ISP, Kim Darpon</b>
<b>Megan Young (5)</b>	<b>ISP</b>
<b>Graciela Fuentes (1)</b>	<b>Gail Warren (1)</b>

## APPENDIX E – LOCKDOWN PROCEDURES

### OXNARD POLICE DEPARTMENT SCHOOL LOCKDOWNS



There are two types (or priorities) of school lockdown: **Priority 1** and **Priority 2**.

A **Priority 1** lockdown is initiated to isolate students and staff when there is an **immediate danger or threat at the school** (e.g., an armed intruder, an on-campus shooting, etc.)

A **Priority 2** lockdown is initiated when there is no immediate danger or threat on the school campus, but there is a **potential danger or threat** in the vicinity of the school (e.g., there is law enforcement activity outside the school and we want to prevent the suspect from entering the school grounds and/or we want to prevent students from leaving the campus and walking into the situation.)

#### PRIORITY 1 LOCKDOWN

In a Priority 1 lockdown, the administrator (or designee) will announce over the intercom system and/or 2-way radio: ***“Attention! A Priority 1 lockdown is immediately in effect. A Priority 1 lockdown is immediately in effect.”***

- Immediately cease classroom instruction.
- Scan the vicinity outside the classroom door and gather nearby students, even if they are not yours.
- During P.E. or any unstructured time (passing period, nutrition, lunch, etc.), any student that is not inside a classroom when a Priority 1 lockdown is initiated should proceed immediately to the nearest secure building (even if it is not their assigned classroom) to take shelter if safe to do so. Consider that in some cases, escaping from school grounds may be safer than attempting to seek shelter on campus.
- Quickly close and lock the classroom door. Ensure that the door actually latches shut.
- Turn off the classroom lights.
- Direct students to leave their desks and gather them to a safe zone in the classroom, preferably low to the floor and below window level.
- Any staff without supervision of children (office staff, food service workers, custodial and facilities employees, teachers on prep period) should shelter-in-place if they are able to lock themselves in. Staff should NOT remain outside attempting to secure perimeter gates during a Priority 1 lockdown.
- Create the appearance of an unoccupied room by silencing phones and 2-way radios, and ensure that occupants remain calm and quiet. Occupants must refrain from reacting (gasping, crying, screaming, raising their head, etc.) to any rattling of door knobs, pounding on doors and windows, shouting and screaming, bells and alarms, and other outside noises.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Consider building a barricade/defensible space and identify items in the room that could be used to defend yourself and others if the intruder enters the room.
- Listen for the nature, location and direction of the problem to gather and report updates to 9-1-1.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.

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## EMERGENCY OPERATIONS PLAN

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- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Occupants must not leave the classroom even to use the restroom. Alternate toileting arrangements may need to be implemented during an extended Priority 1 lockdown.
- **In a Priority 1 drill**, an all-clear signal or announcement will be given to indicate that the lockdown drill has concluded. **In an actual Priority 1 lockdown**, no such announcement will be given; instead, law enforcement officers will eventually make their way to every room. Occupants must remain still, low to the floor and with their hands visible to officers until the room has been cleared and deemed safe.

### PRIORITY 2 LOCKDOWN

In a Priority 2 lockdown, the administrator (or designee) will announce over the intercom system and/or 2-way radio: ***“Attention! A Priority 2 lockdown is immediately in effect. A Priority 2 lockdown is immediately in effect.”***

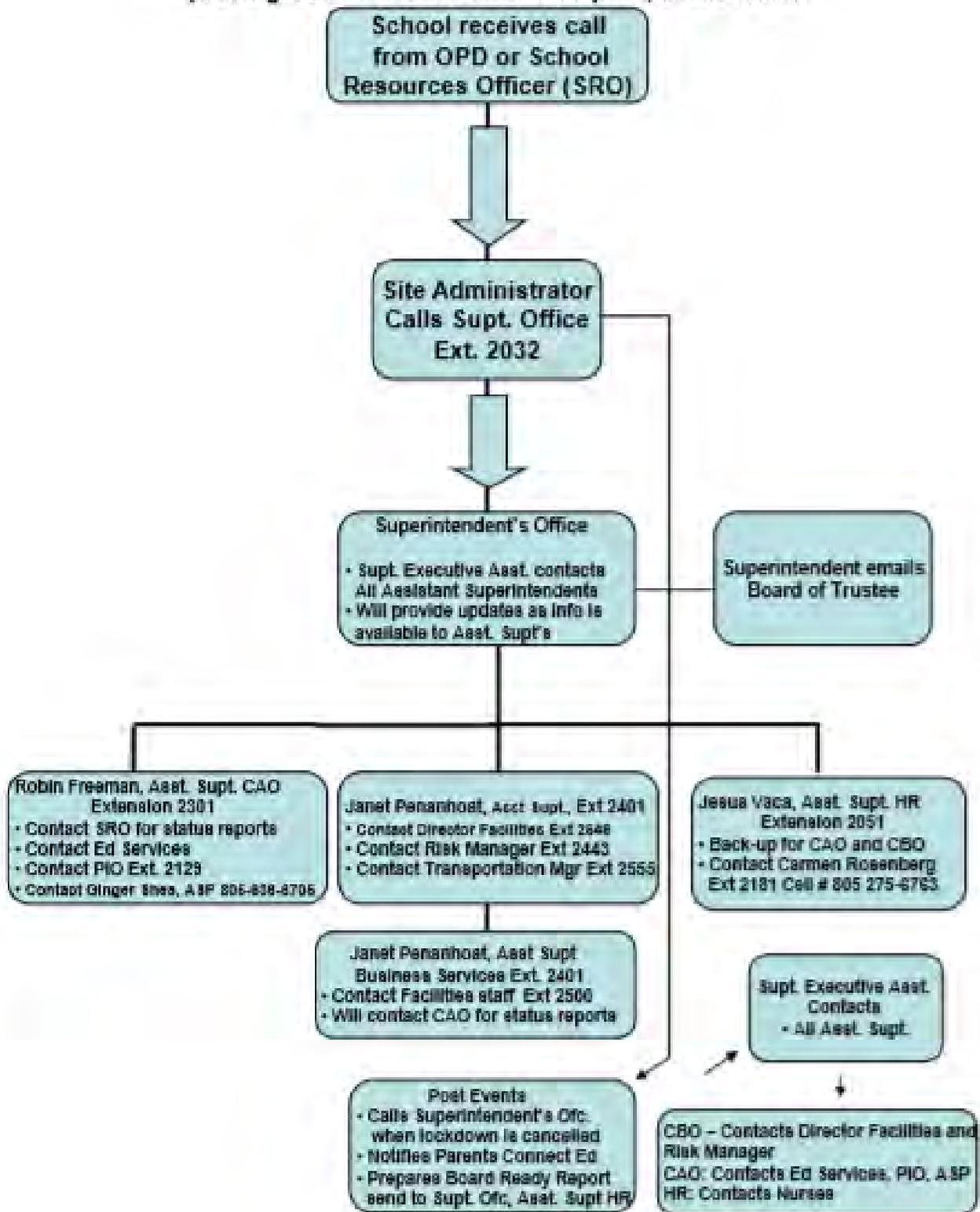
- Promptly close and lock the classroom door, and ensure that the door actually latches shut. Students not in a classroom should immediately return to their assigned room.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Classroom lights may remain on, students may remain at their desks, and instruction may continue as normal, but occupants must remain alert to the possibility of the lockdown being elevated to a Priority 1 lockdown.
- P.E. students who are outside should proceed immediately to the gym or designated building/room with their teacher.
- During unstructured time (passing period, nutrition, lunch, etc.), students and teachers should proceed immediately to their next scheduled class.
- Pre-designated site staff will immediately respond to lock all perimeter gates and doors and exclude anyone else from entering the campus, including the school office. Any staff without supervision of children (office staff, food service workers, custodial & facilities employees, teachers on prep period) should shelter in-place if they are able to lock themselves in.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.
- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Once a law enforcement officer has arrived at the school, students may be permitted to visit the restrooms, but they must be escorted by an officer or, as safety permits, by a school staff member.
- For both a Priority 2 drill and an actual Priority 2 lockdown, an all-clear signal or announcement will be given to indicate that the lockdown has concluded.

***“When the time to act has arrived, the time to prepare has passed.”***

Rev. 4/15/13

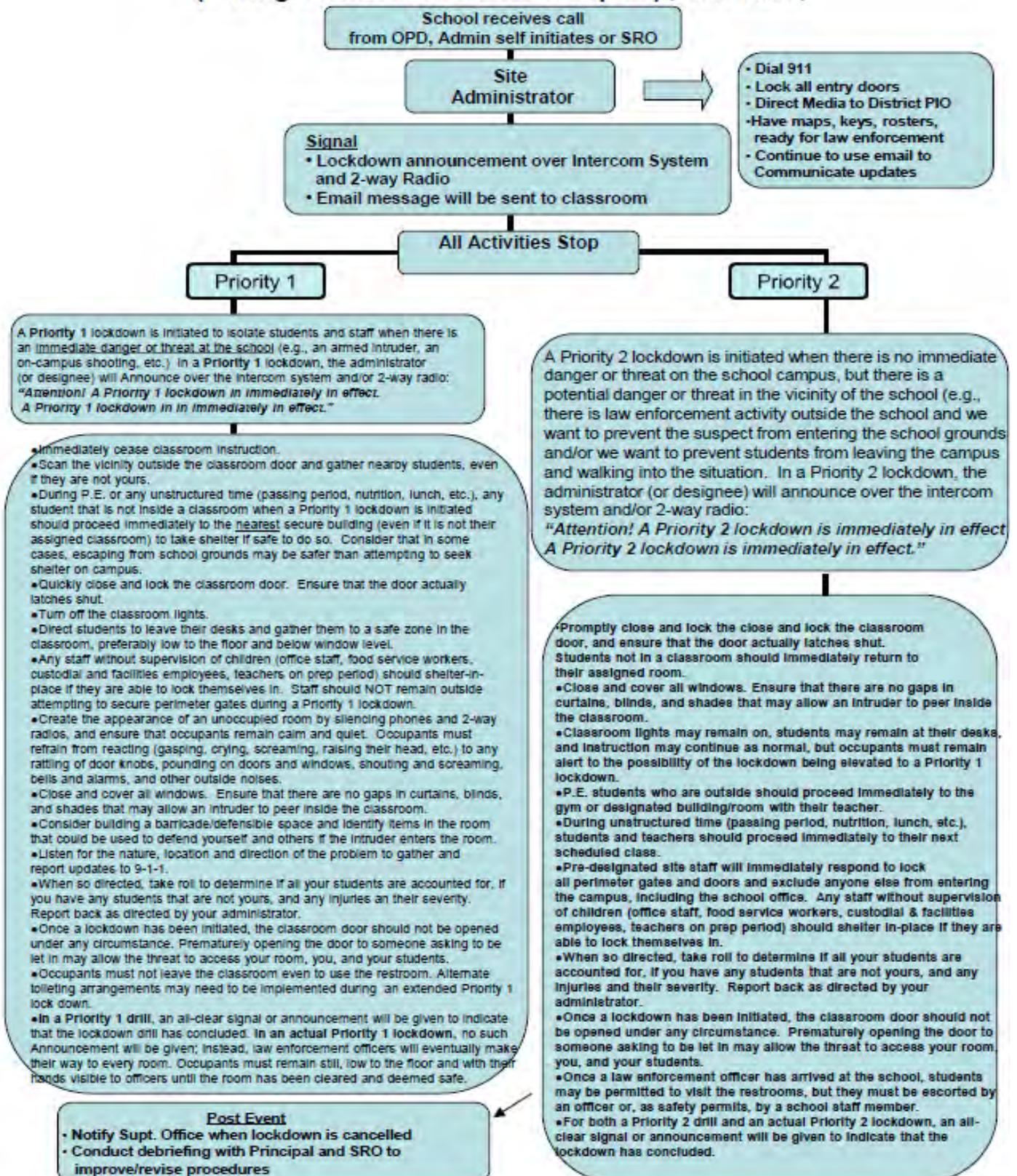
**EMERGENCY OPERATIONS PLAN**

**Oxnard School District  
Lockdown Communication Flow Chart  
(During School Hours until 4:00 p.m.) (Revised 11/17/17)**



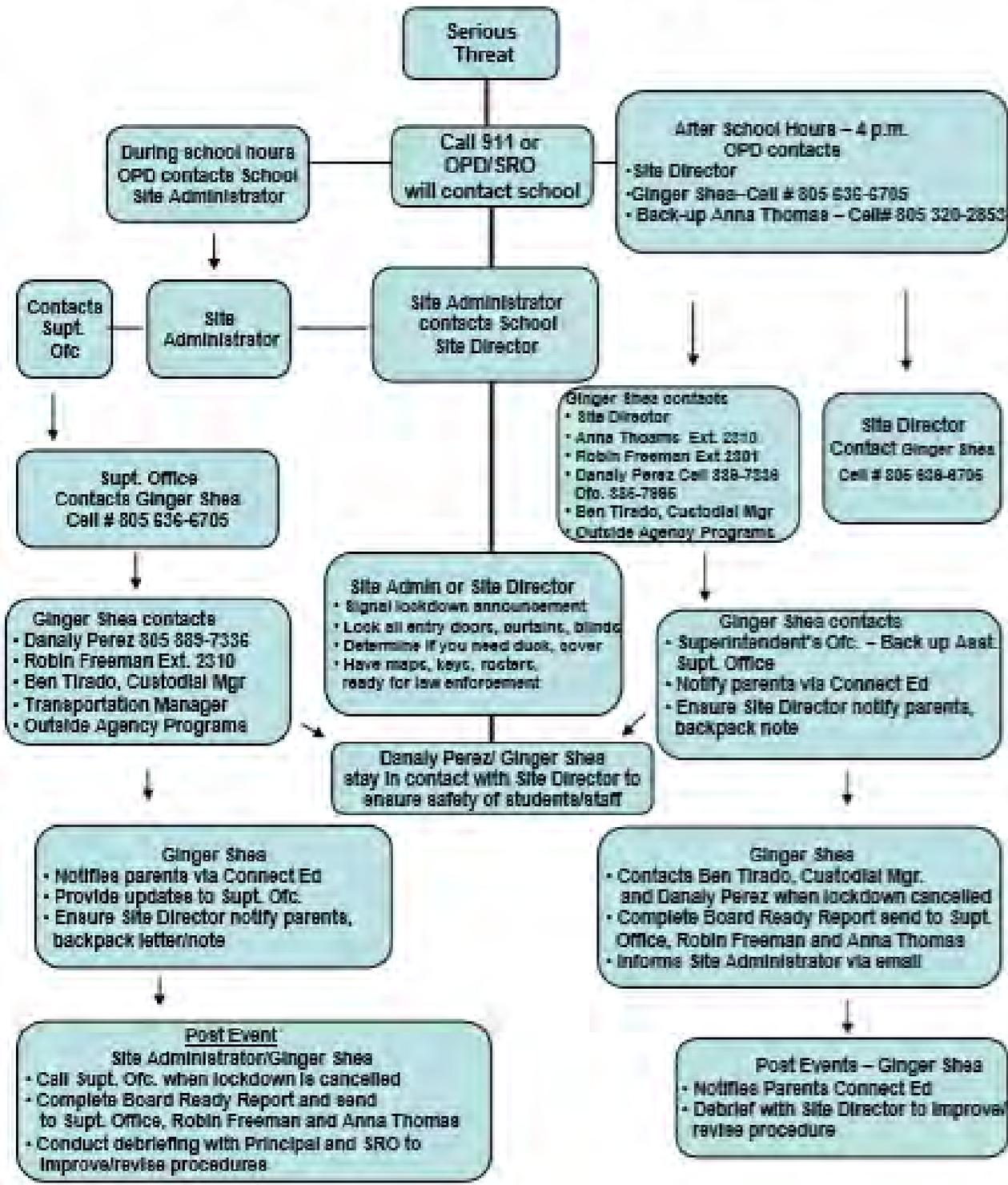
# EMERGENCY OPERATIONS PLAN

## Oxnard School District School Lockdown Flow Chart (During School Hours until 4:00 p.m.) (Revised 04/28/16)



**EMERGENCY OPERATIONS PLAN**

**Oxnard School District  
Lockdown Communication Flow Chart  
After School Hours 4:00 – 6:00 p.m. (Revised 11/17/17)**





**APPENDIX F-LOCKDOWN CLASSROOM KIT AND PROCEDURES****Oxnard School District  
Lockdown Classroom Kit**

**Contains:** Toilet Seat  
5 Gal Bucket  
Toilet Paper – 500 sheets  
Wet Wipe Towelettes 100 pk  
Infectious Waste bags 10 gal ea  
Utility Tape 10 yard  
Blue Poly Tarp 8' x 10'  
Nitrile Gloves – Large pair  
Cat Litter 4.5 lb



- Step 1** Remove lid from container
- Step 2** Empty contents from container
- Step 3** Place red liner bag inside of container
- Step 4** Place lid back onto container
- Step 5** Locate corner area of classroom to set up temporary shelter
- Step 6** Place blue tarp across two walls (preferably corner) to create privacy area. Use utility tape to secure the tarp to wall.
- Step 7** Place toilet container inside for students/staff to use during Level 1 lockdown.
- Step 8** After each use pour small amount of kitty litter as an absorbent. Use nitrile gloves when removing red trash liners.
- Step 9** After lockdown has been cleared remove used red trash liners and store contents back into container and store away in safe location.

# EMERGENCY OPERATIONS PLAN

## APPENDIX G-INVENTORY SUPPLY LIST

### OXNARD SCHOOL DISTRICT

#### SITE EMERGENCY SUPPLIES INVENTORY CHECKLIST

Site \_\_\_\_\_

Date \_\_\_\_\_

SUPPLY	Recommended Qty.	Qty to Replace	Work Order #	COMMENTS
<b>ADMINISTRATIVE SUPPLIES</b>				
<i>(Items indicated by this symbol * to be provided by the site. All others provided through Facilities)</i>				
* Bullhorn				
* Clipboards				
* Legal Pads				
* Masking Tape				
* Pens, Pencils, Grease pencil				
Portable AM/FM Radio (Can be kept in Principal's Office)				
* Scissors				
* Whistles				
<b>ICS IDENTIFICATION VESTS</b> (Listed below):				
Care & Shelter				
Incident Commander				
Information Officer				
Logistics				
Medical				
Operations				
Search & Rescue				
Student Release				
<b>CARE AND SHELTER SUPPLIES</b>				
55 Gal. Water Drum (change water)				
The Grounds Division enters the				
6' Fence Post				
* Books (optional to site)				
* Cards (optional to site)				
Clear Plastic Sheeting, Heavy				
* Cups - Styrofoam and/or paper				
Flagging Ribbon (Caution tape)				
* Games (optional to site)				
Tarps - 9 x 12				
Traffic Cones				

---

**EMERGENCY OPERATIONS PLAN**

---

<b>SUPPLY</b>	<b>Recommended Qty.</b>	<b>Qty to Replace</b>	<b>Work Order #</b>	<b>COMMENTS</b>
	Classroom Lockdown Kits for ea.			

## EMERGENCY OPERATIONS PLAN

SUPPLY	Recommended Qty.	Qty to Replace	Work Order	COMMENTS
<b>COMMUNICATION EQUIPMENT</b>				
Cell Phone ( <b>Can be kept in</b>	2			
HT 600 Portable Radio, 2 channel ( <b>Can be kept in Principal's Office</b> )	1			
Site Communication Radios ( <b>Can be kept in Principal's Office</b> )	6			
<b>GENERAL SEARCH AND RESCUE SUPPLIES</b>				
The items kept in the sealed tool box are listed on page 4 as part of the Grounds Inventory List. The sites are responsible for checking the seal. If broken please phone the district immediately.				
Is the tool box tamper proof seal				
The Grounds Division enters the date of their inspection in				
Ax - medium size	1			
Extra Goggles	2			
Extra Dust Masks	1 box			
Extra Gloves - cloth or leather	8 pair			
Extra Hard Hats	4			
Extra Masking Tape	4 rolls			
Flashlights and twist batteries	6			
Lantern and battery pack	2			
Pry Bar	1			
Shovel 27" D-Grip	1			
Sledge Hammer (small)	1			
Soft Stretcher	4 ea.			
Spud Bar	1			
Wrecking Bar	1			
<b>MEDICAL SUPPLIES - Facilities will replace dated items</b>				
The items kept in the sealed medical containers are listed as part of the Facilities Inventory List. The sites are responsible for checking the seal. If broken please phone the district immediately.				
Is medical container(s) tamper proof seal unbroken?				
The Grounds Division enters the date of their inspection in the Information Log in the Sea Train. Please enter this date here. _____.				
Disposable Burn Sheets	2 ea.			
Triage Kit that contains 4 tarps for Triage Areas: Red, Yellow, Blue, Black	1			

## EMERGENCY OPERATIONS PLAN

SUPPLY	Recommended Qty.	Qty to Replace	Work Order #	COMMENTS
<b>SANITATION SUPPLIES</b>				
Bed Pan				
5 gallon buckets w/seats				
**Can Liners				
Emesis Basin (Vomit Pail)				
Facial Tissue				
Paper Towels				
Privacy Shelter (You can make				
Toilet Paper				
Urinal				
Water container with spigot - 2.5				
*Wet Wipes – Disinfectant				
<b>SEARCH AND RESCUE SUPPLIES - (4 two man teams) "Go Bags"</b>				
<b>Search &amp; Rescue Bags</b> (Ea. Bag contains the following):	4			
Clipboard w/S&R Cklists & Map of Search areas.	1 (4 total)			
Dust Masks	2 (8 total)			
First Aid Kit	1 (4total)			
Flashlights, w/batteries (twist	2 (8 total)			
Gloves	2 pr. (8 total)			
Goggles	2 (8 total)			
Hard Hats	2 (8 total)			
Legal Pad	1 (4 total)			
Masking Tape (2 inch)	1 roll (4 total)			
Pens, Pencils and Markers	4 ea. (16 total)			

\*Items needed to be rotated out every 2 years.

\*\*Items needed to be rotated out every 5 years.

\_\_\_\_\_  
Reporter (Print Name)

\_\_\_\_\_  
Reporter (Signature)







# EMERGENCY OPERATIONS PLAN

SUMMARY SITUATION STATUS REPORT																			
1. School:																			
2. Report as of: (Date/Time)		3. Reported by:																	
4. Significant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
5. Deaths & Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Deceased</td><td></td></tr> <tr><td>Immediate</td><td></td></tr> <tr><td>Delayed</td><td></td></tr> <tr><td>Minor</td><td></td></tr> </table>				Deceased		Immediate		Delayed		Minor									
Deceased																			
Immediate																			
Delayed																			
Minor																			
6. Fires: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
7. Damaged Buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td># Destroyed</td> <td></td> <td>% of damage assessment complete</td> <td></td> </tr> <tr> <td># Major Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># Minor Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># No Damage</td> <td></td> <td></td> <td></td> </tr> </table>		# Destroyed		% of damage assessment complete		# Major Damage				# Minor Damage				# No Damage					
# Destroyed		% of damage assessment complete																	
# Major Damage																			
# Minor Damage																			
# No Damage																			
8. Utilities: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Outage</td> <td>Down/Leaking</td> <td>Other</td> </tr> <tr> <td>Water</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Power</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td></td> </tr> </table>					Outage	Down/Leaking	Other	Water				Power				Gas			
	Outage			Down/Leaking	Other														
Water																			
Power																			
Gas																			
9. Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Yes/No</td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Cellular</td> <td></td> </tr> <tr> <td>Data</td> <td></td> </tr> </table>			Yes/No	Telephone		Cellular		Data											
	Yes/No																		
Telephone																			
Cellular																			
Data																			
10. Evacuations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
11. Critical Issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
12. Overall Prognosis: <input type="checkbox"/> Worsening <input type="checkbox"/> Stable <input type="checkbox"/> Improving																			

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**EMERGENCY OPERATIONS PLAN**

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13. Resources Needed: \_\_\_\_\_  
\_\_\_\_\_

**STUDENT EMERGENCY RELEASE FORM**

I/We request that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Student Names

be released to me/us \_\_\_\_\_  
\_\_\_\_\_

Print your name(s)

Relationship to student \_\_\_\_\_

California Driver's License Number \_\_\_\_\_

Our intended destination is \_\_\_\_\_

Location including address if possible \_\_\_\_\_

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

Phone Number \_\_\_\_\_

.....  
Bottom portion to be completed by School Release Team

\_\_\_ Requestor on emergency card C student released

\_\_\_ Requestor NOT on emergency card - Student released anyway.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Requestor NOT on emergency card. Student not released.

Time of Release \_\_\_\_\_

Signature of Approval \_\_\_\_\_ Date of Release \_\_\_\_\_

**RUNNER FORM**

**Runner Form**

Please Send the following student to the release gate with runner:

Student Name \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

.....  
(Teacher fills out if child is not with class)

\_\_\_\_ Absent

\_\_\_\_ First Aid

\_\_\_\_ Missing

\_\_\_\_ Other (Write an explanation)

**Medical Treatment Victim Log**

# EMERGENCY OPERATIONS PLAN

Date \_\_\_\_\_

Name	Triage Category			
	Minor	Delayed	Immediate	Morgue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTALS:</b>				

Totals: \_\_\_\_\_ Minors \_\_\_\_\_ Delayed) \_\_\_\_\_ Immediate \_\_\_\_\_ Morgue \_\_\_\_\_

Completed by \_\_\_\_\_ Time \_\_\_\_\_

Delivered to \_\_\_\_\_ at Incident Command Post

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**EMERGENCY OPERATIONS PLAN**

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**OXNARD SCHOOL DISTRICT  
Notice of First Aid Care**

Date

School

Dear Parent:

\_\_\_\_\_ was injured at school and has been given first aid. If you feel further care is necessary please consult your family physician.

Remarks:

School Representative's Signature

The purpose of this form is to inform parent of medical treatment given.

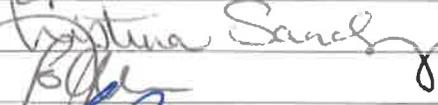
Note: In a disaster 1 copy goes home with student, 1 copy stays with teacher or medical treatment team records

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Norma Harrington Elementary School  
**CDS Code:** 56725386055297  
**District:** Oxnard School District  
**Address:** 451 E. Olive St.  
 Oxnard, CA 93033  
**Date of Adoption:** 1/18/19

**Reviewed by:**

Name	Title	Signature	Date
Allison Cordes	Principal		2/1/19
Cristina Sanchez	Office Manager		2/1/19
Brandon Mascorro	School Resource Officer		1/29/19
Scott Brewer	Emergency Services Director		1-7-19
Amanda Dempsey	PBIS Team Member/Parent		2/1/19
Veronica Oros	School Site Council President		2/1/19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 20, 2019

**Reviewed by:**

Name	Title	Signature	Date
Greg Brisbane	Principal		
Genaro Magana	Assistant Principal		
Erika Ragan	Assistant Principal		
Officer Jodie Schwabauer	School Resource Officer		
Paul Martinez	Teacher		
Monica Garcia-Napoles	OSSA Representative		
Efrain Cazares	CSEA Representative		
Marie Ambriz	Office Manager		
Mariana Garcia	Teacher/SSC Representative		
Roberto Barajas	Lead Custodian		
Elodia Cabrera	Parent/ELAC Representative		
Kristen Schafer	Teacher		

Name	Title	Signature	Date
Scott Brewer	Fire Department Representative – Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	13
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	20
(J) Hate Crime Reporting Procedures and Policies.....	24
Safety Plan Review, Evaluation and Amendment Procedures.....	25
Safety Plan Appendices.....	26
EMERGENCY CONTACT NUMBERS.....	26
Richard B. Haydock Academy of Arts and Sciences Incident Command System.....	27
Incident Command Team Responsibilities.....	28
Emergency Response Guidelines.....	29
Step One: Identify the Type of Emergency.....	29
Step Two: Identify the Level of Emergency.....	29
Step Three: Determine the Immediate Response Action.....	29
Step Four: Communicate the Appropriate Response Action.....	29
Types of Emergencies & Specific Procedures.....	30
AIRCRAFT CRASH.....	30
ANIMAL DISTURBANCE.....	30
BIOLOGICAL OR CHEMICAL RELEASE.....	30
PESTICIDE EXPOSURE (Pesticide Drift).....	30

BOMB THREAT/ THREAT OF VIOLENCE .....	30
BUS DISASTER.....	30
DISORDERLY CONDUCT .....	31
EARTHQUAKE .....	31
EXPLOSION OR RISK OF EXPLOSION .....	32
FIRE IN SURROUNDING AREA.....	32
FIRE ON SCHOOL GROUNDS.....	32
FLOODING .....	33
LOSS OR FAILURE OF UTILITIES .....	33
MOTOR VEHICLE CRASH.....	33
PSYCHOLOGICAL TRAUMA .....	33
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	33
UNLAWFUL DEMONSTRATION OR WALKOUT .....	34
Medical Emergencies .....	37
Emergency Evacuation Map.....	40

## **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. We will evaluate and strengthen our multi-tier systems of supports to ensure that our students (and staff) academic, behavioral, and social-emotional needs are met.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Richard B. Haydock Academy of Arts and Sciences Safety Committee**

Greg Brisbine, Principal  
Genaro Magana, Assistant Principal  
Erika Ragan, Assistant Principal  
Monica Garcia-Napoles, Counselor  
Paul Martinez, Teacher  
Kristen Schafer, Teacher  
Efrain Cazares, Site Technology Technician  
Roberto Barajas, Lead Custodian  
Officer Jodie Schwabauer, School Resource Officer  
Marie Ambriz, Office Manager  
Elodia Cabrera, Parent/ELAC Representative  
Mariana Garcia, Teacher/SSC Representative  
Scott Brewer, Fire Department Representative – Emergency Services Manager

### **Assessment of School Safety**

Emergency drills are conducted on a monthly basis. Lockdown drills are supported by the School Resource Officer with feedback provided to staff. The SRO and principal conduct site inspections and the SRO provides security recommendations to be implemented at the school site. 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 Risk Management Department and Ventura County Fire conduct safety inspections of the campus each year. Reports are submitted and necessary changes are made by either school personnel or through district work orders.

The Lead Custodian and the Assistant Principal conduct periodic safety inspections of the campus. Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through district work orders involving Facilities and Risk Management Departments.

Administration and Campus Supervisors monitor student safety before school, during nutrition and lunch, and after school. Frequent meetings are held to review expectations, student discipline, and informal data.

Student behavior concerns are reported through the school's Office Referral Process and tracked in the Q student data system. Attendance rates are tracked through Q, with parents notified of attendance issues through A2A.

Haydock suspension data indicated a decline in suspensions from the 2015-16 school year to the 2016-2017 school year, but increased in the 2017-2018 School Year as reported by the California Dashboard and district data. Data from the CHKS showed slight decreases in student connectedness and perceptions of safety. This data is utilized to develop school goals for the 2018-2019 school year.

In order to ensure that students engage in safe behavior and follow school expectations, the school utilizes the CHAMPS 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. In addition, PBIS was introduced in 2017-2018 to strengthen our school's climate and inspire students to behave in a positive manner.

The Safety Committee provides feedback on safety 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 following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.

- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.

- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

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.

AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

**(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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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, 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 school dress code is reviewed annually following the board of education policies and the guidelines will be available to the students in their agendas and parent/student handbooks. At least every trimester, a meeting will be held to review the school's dress code policies.

All students at Haydock Academy will be held to the school's 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 focus of our dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

1. Shoes must be worn at all times. Open-toe sandals and slippers are inappropriate for safety reasons. Loaner shoes are not available.
2. Bare midriffs, halter tops, spaghetti straps, see-through clothes and low cut tops are not permitted. Undergarments may not be visible.
3. Clothes, items, or jewelry with alcohol, beer, drug, tobacco or other inappropriate language or pictures are not permitted.
4. Students are not allowed to wear clothing or styles that can be considered gang affiliated. This includes sports teams that may promote gang affiliation (i.e. Dallas Cowboys, Raiders).
5. Clothing that is disruptive to the educational environment is prohibited.
6. The Dress Code will be amended as necessary to promote student safety.

Exceptions to the dress code can be made for medical/health reasons, a physical disability, 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 regular 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 8:00 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 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**

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.

## LEAVING EARLY

Parent must check in at the office in order to pick up students who are leaving campus for appointments. Only parents, guardians or adults listed on the emergency card 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, and be noted on the emergency card.

## 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 a consequence, be placed on an attendance contract, and possibly receive a citation.

## EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, religious instruction, death in the immediate family, or any absence approved by school administrator's or LEA representative(s). 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 8:40 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

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Reinforce CHAMPS, PBIS, and WEB Programs

Objectives	Action Steps	Resources	Lead Person	Evaluation
1. Maintain supervision before, during, and after school.	Maintain the number of campus supervisors and number of hours. Review their work assignments, based on student need. Provide training for campus supervisors on CHAMPS and de-escalating strategies and increase the number of crosswalk certified staff.	Campus Assistant Salaries Professional Development for Campus Supervisors	Site Administration	Review disciplinary data outside of classrooms with staff
2. Identify additional community resources to help support our students who have issues with alcohol and drugs.	Utilize PDAP program for student referrals. Maintain Friday Night Live after school program to educate students on drug, alcohol and tobacco prevention. Conduct periodic classroom inspections with Gold Coast Canine to maintain a drug-free campus.	TUPE Funds	Administration, Counselors, Outreach Specialist	PDAP referral rate Friday Night Live enrollment
3. Encourage the proper use of technology on campus.	Implement school-wide digital citizenship lessons, provide parent technology education, and teach students about responsible use of iPads during Advisory.	iPads Digital Citizenship materials	Administration, Technology Personnel, Advisory Teachers	Review referral data for misuse of technology with staff Digital Citizenship logs
4. Maintain the After-School Oxnard Scholars Program and City of Oxnard Jaguar Athletic Program.	Periodically meet with the ASP Coordinator and ASP Liaison and recruit coaches to support athletic program.	ASES Funds	City of Oxnard	ASP Attendance rate
5. Strengthen CHAMPS practices in classrooms and school-wide, including a universal visual/verbal hand signal to use before instruction and consistent use of voice levels.	Provide CHAMPS training for teachers and staff. Conduct walk-throughs of classrooms utilizing CHAMPS practices. Have Admin/CHAMPS committee share best practices during staff meetings.	Posters reflecting CHAMPS practices throughout campus Videos promoting teachers utilizing CHAMPS practices properly JAGS Tickets	Administration, CHAMPS committee, and Counselors	Review Site Level CHAMPS Survey Data with staff

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
6. Implement Restorative Justice practices and continue increasing the number of trained facilitators.	Provide training opportunities to staff. Utilize restorative justice practices including restorative dialogues and community circles by trained staff.	Site funds for onsite trainings. District funds for offsite trainings.	Administration RJ-trained Staff	Review Suspension data with staff  No Contact Contract data
7. Implement a PBIS Committee to support positive school climate.	Create a PBIS team of certificated and classified staff members. Implement a school-wide PBIS program. Develop a school-wide MTSS model with a focus on behavioral and social-emotional support. Provide resources to support teaching staff.	Professional Development opportunities through district and VCOE  Site-level meetings	Administration and PBIS Committee	Review Referral and Suspension data with staff
8. Continue implementation of WEB Program.	Select 8th grade students to participate and train 8th grade students prior to school starting. Provide collaboration time for WEB coordinators. Schedule and host regular WEB activities.	Additional WEB t-shirts  Funding to support collaboration time	WEB Coordinators	Participation percentage of 8th grade students in WEB  Frequency of WEB activities
9. Develop Intramural Program for students.	Students will participate in intramural leagues for soccer, basketball, and football.	Sports equipment	Administration, Campus Assistants	Student participation data  Review disciplinary data outside of classrooms with staff
10. Teach rules and expectations for positive behavior to students.	Hold CHAMPS assemblies to review expectations each trimester.		Administration	Review Referral and Suspension data with staff

**Component:**

Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Regular safety inspections

Objectives	Action Steps	Resources	Lead Person	Evaluation
1. Conduct Risk Management Safety Inspection, make necessary corrections, review protocol of reporting to Risk Management or Facilities.	Conduct Inspection with Risk Management, make suggested corrections, and submit necessary work orders.	Feedback from Inspections	Risk Management, Administration, Facilities/Custodial staff	Safety Inspection Documentation Work Order referrals
2. Replace missing or broken blinds in campus rooms.	Survey rooms to determine repairs and obtain and install replacement blinds.	Site survey and district work order	Custodial/Facilities staff	Safety Inspection documentation Work Order referrals
3. Ensure that restrooms are in working order.	Inspect facilities and repair when necessary.	Facilities Department	Custodial/Facilities staff	Work Orders Report from custodians
4. Ensure sufficient wireless and radio reception throughout campus.	Perform system checks and upgrade radios if necessary. Train Campus Supervisors on correct use of radios.	Discretionary funds	Administration, Campus Supervisors, Custodial staff	Radio checks
5. Ensure that there are no tripping hazards with doormats or floor runners.	Inspect and replace doormats and floor runners if a safety hazard exists.	Discretionary funds	Administration and Custodial staff	Custodial and Staff reporting Work Order referrals
6. Establish and maintain a safe campus environment at night.	Ensure that sufficient lighting exists at night and keep security camera in working order.	Facilities Department	Custodial & Facilities staff	Visual inspection by custodians
7. Develop a Crisis Response Team.	Arrange NCPI training for Crisis Response Team members and allow time for meetings.	NCPI training	Administration and Counselors	Administration team is completely NCPI trained by June 2019
8. Maximize space of custodial rooms.	Inspect custodial rooms throughout school and clear unnecessary items.		Custodial Staff	Visual inspection by custodians

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based response, emergency bag and supplies



## 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

- Awards Assemblies
- Attendance Awards
- Academic Awards
- Character Awards
- CHAMPS- Safe and Civil Schools
- Opportunity Program
- Daily Advisory Program

#### 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.

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).

### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
- 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

### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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 annually to review the safety plan to determine if changes need to be made. The Safety Committee will meet 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. Updates to the plan are shared with stakeholders. 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. The plan is approved by School Site Council annually.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

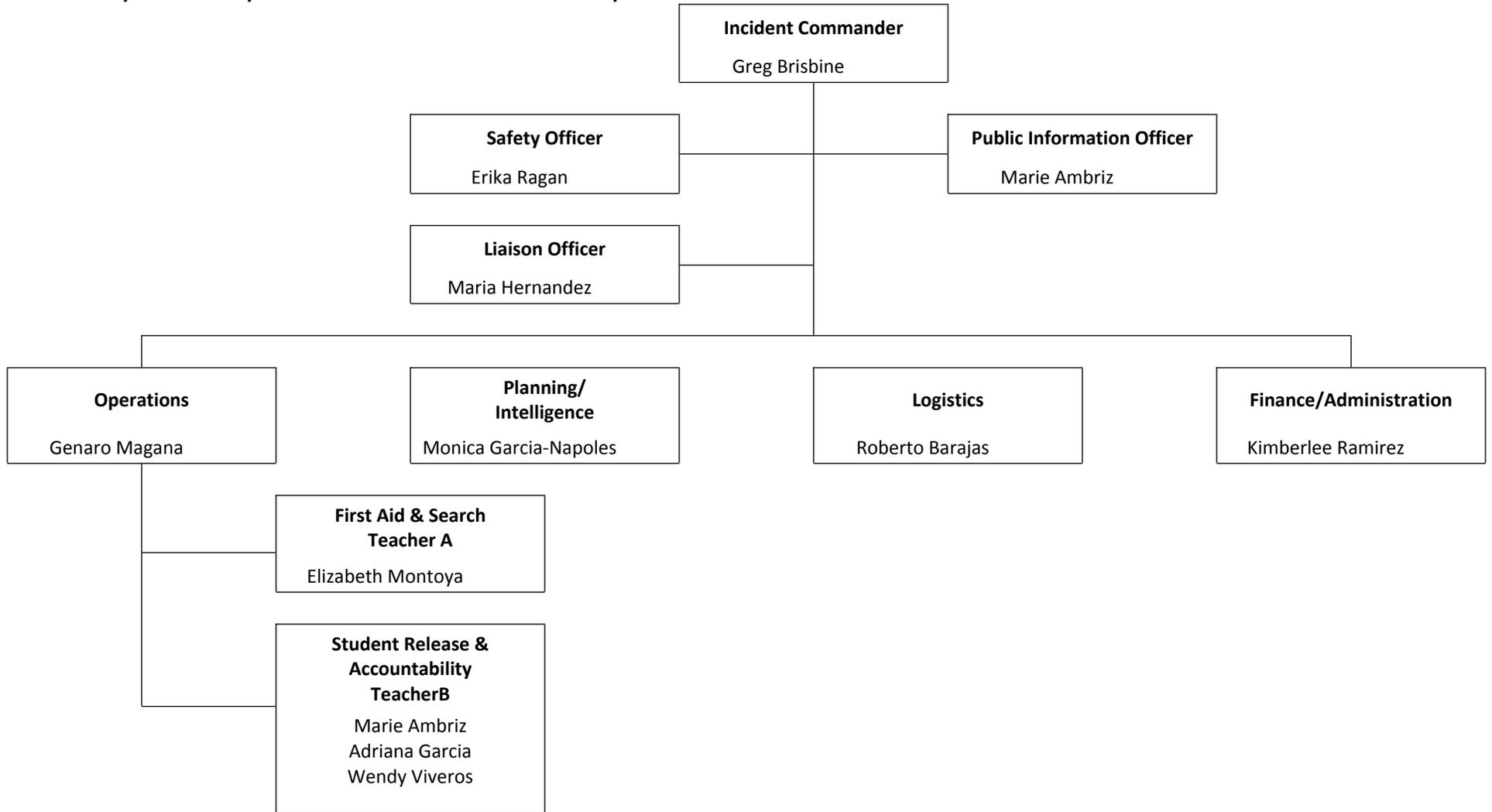
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Durley Park
Address	800 Hill St.
Contact	Public Works
Phone Number	805-385-8280

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Kamala School
Address	634 W. Kamala
Contact	Dr. Jodi Nocero
Phone Number	805-385-1548

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

#### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

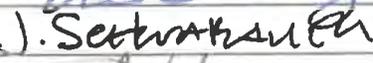
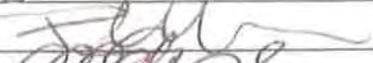
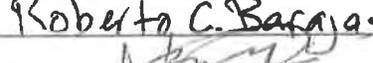


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** February 20, 2019

**Reviewed by:**

Name	Title	Signature	Date
Greg Brisbine	Principal		2/1/19
Genaro Magana	Assistant Principal		2/1/19
Erika Ragan	Assistant Principal		2/1/19
Officer Jodie Schwabauer	School Resource Officer		1-31-19
Paul Martinez	Teacher		2/1/19
Monica Garcia-Napoles	OSSA Representative		2/1/19
Efrain Cazares	CSEA Representative		1/31/19
Marie Ambriz	Office Manager		2/1/19
Mariana Garcia <sup>*Suzanne Dempsey</sup>	Teacher/SSC Representative		2/1/2019
Roberto Barajas	Lead Custodian		2-1-19
Elodia Cabrera	Parent/ELAC Representative		2/1/19
Kristen Schafer	Teacher		2/1/19

Name	Title	Signature	Date
Scott Brewer	Fire Department Representative – Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Kamala School  
**CDS Code:** 56725386055339  
**District:** Oxnard School District  
**Address:** 634 West Kamala Street  
Oxnard, CA 93033  
**Date of Adoption:** 2018-19

**Reviewed by:**

Name	Title	Signature	Date
Jodi Nocero	Principal		
Brian Blevins	Assistant Principal		
Rosario Villalpando	Assistant Principal		
Jana Devine	Teacher		
Laura Mason	Teacher		
Patricia Vargas	School Site Council (parent)		
Brennan Pope	Math Coach		
Officer Jodie Schwabauer	OPD SRO		
Lorena Paz	Office Assistant II		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	18
(J) Hate Crime Reporting Procedures and Policies.....	22
Safety Plan Review, Evaluation and Amendment Procedures .....	23
Safety Plan Appendices.....	24
EMERGENCY CONTACT NUMBERS.....	24
Kamala School Incident Command System.....	25
Incident Command Team Responsibilities.....	26
Emergency Response Guidelines .....	27
Step One: Identify the Type of Emergency .....	27
Step Two: Identify the Level of Emergency.....	27
Step Three: Determine the Immediate Response Action .....	27
Step Four: Communicate the Appropriate Response Action .....	27
Types of Emergencies & Specific Procedures.....	28
AIRCRAFT CRASH.....	28
ANIMAL DISTURBANCE .....	28
BIOLOGICAL OR CHEMICAL RELEASE.....	28
PESTICIDE EXPOSURE (Pesticide Drift) .....	28

BOMB THREAT/ THREAT OF VIOLENCE .....	28
BUS DISASTER.....	28
DISORDERLY CONDUCT .....	29
EARTHQUAKE .....	29
EXPLOSION OR RISK OF EXPLOSION .....	30
FIRE IN SURROUNDING AREA.....	30
FIRE ON SCHOOL GROUNDS.....	30
FLOODING .....	31
LOSS OR FAILURE OF UTILITIES .....	31
MOTOR VEHICLE CRASH.....	31
PSYCHOLOGICAL TRAUMA .....	31
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	31
UNLAWFUL DEMONSTRATION OR WALKOUT .....	32
Medical Emergencies .....	35
Emergency Evacuation Map.....	38

## **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 School's office.

### **Safety Plan Vision**

Vision...Ensure every student achieves his or her full potential.

Visión.... Asegúrese de que cada alumno alcance su máximo potencial.

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 School Safety Committee**

Jodi Nocero, Principal  
Brian Blevins, Assistant Principal  
Rosario Villalpando, Assistant Principal  
Jana Devine, Teacher  
Laura Mason, Teacher  
Brennan Pope, Math Coach  
Officer Jodie Schwabauer, Oxnard Police Department  
Lorena Paz, Office Assistant II

### **Assessment of School Safety**

Officer Jodie Schwabauer and Kamala administration met and conducted a safety assessment. Following the safety assessment, Officer Schwabauer met with the staff to debrief the assessment. The staff was advised to follow correct procedures for school safety with a focus on threat assessments. Officer Schwabauer and Principal Jodi Nocero meets annually with Kamala and staff to review school safety. The safety committee met and discussed procedures to follow by staff and students during emergencies. The School Resource Officer was present for a school lockdown and evacuation drill and will be present for any future drills.

Risk Management from Oxnard District Office conducted a safety inspection of the campus. Risk Management conducts a safety inspection of campus each year. A report is submitted and necessary changes are made.

The lead custodian and Kamala administration conduct a monthly safety inspection. Any necessary findings are reported to the Oxnard District Office.

Data from office referrals, attendance rates, suspensions and the California Healthy Kids Survey is reviewed with staff and parents during meetings.

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.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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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**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

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.

Kamala 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 with spaghetti straps 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, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Shorts are permissible and must be at least mid-thigh in length. All shorts and jeans should be appropriate for school.
- 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. Flip-flops 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.

### **(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 regular student day is from 8 am to 2:10 pm. for students from grades 1-5 and 8 am to 2:28 pm for students from grades 6-8 am. The regular school day for kindergarten students is from 8 am to 1:17 pm. (with the exception of students attending after school intervention classes, the After School Program, or early release days.
- Upon arriving at school, students are to immediately come onto campus through the main office gate, gate 305, or gate 601.
- 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 Kamala and J street 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 7:15 am. School office hours are 7:30 am to 4 pm.
- Students exit through main office gate and 305 gate during dismissal times.

#### **Closed Campus**

- Kamala 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 am.

- 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:**

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 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	Principal	Safe School Plan Update
Continue to review facilities annual inspection to ensure safe egress and ingress	Hold inspection	Notes from inspections	Norma Magana, Risk Management 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 Assistant Principal	Safety Form
SRO collaborates fluidly with Kamala administration and staff	SRO is on call for support	SRO Kamala administration	SRO Principal	
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
Ensure students are safe on campus during 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.	Review office procedures with staff and substitutes.		
Monitor facilities to ensure environment is safe.	Lead Custodian to conduct monthly safety inspections of site and put in appropriate paperwork to fix problems as they occur.	Notes from inspections	Lead Custodian and Principal	Notes from meetings and work orders

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Kamala has 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 and Lead custodian	Inventory of materials
Students will have access to medications at all times as possible.	Ensure health office has all medications and in a locked cabinet	Medical cabinet	Health office technician	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.
Cyber bullying/Social Media Presentation	OPD Officer to present to 6th-8th Grade Classes	OPD Detective School Counselor Assistant Principals	OPD	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 Principal	Assistant Principal 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 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.

Consequences:

- Referral to office
- Follow Office Discipline referral process
- After school detention
- Time in office
- counselling
- parent meeting
- teacher-parent meeting
- Suspension
- Expulsion
- Community Service

Positive Reinforcements:

- Monthly awards assemblies
- Celebrations
- Student artwork in classrooms and hallways
- Tiger-cub program
- AR awards
- IXL awards
- Daily School-wide announcements

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).

## GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

## 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.

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.
  - 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

## MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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 regular 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

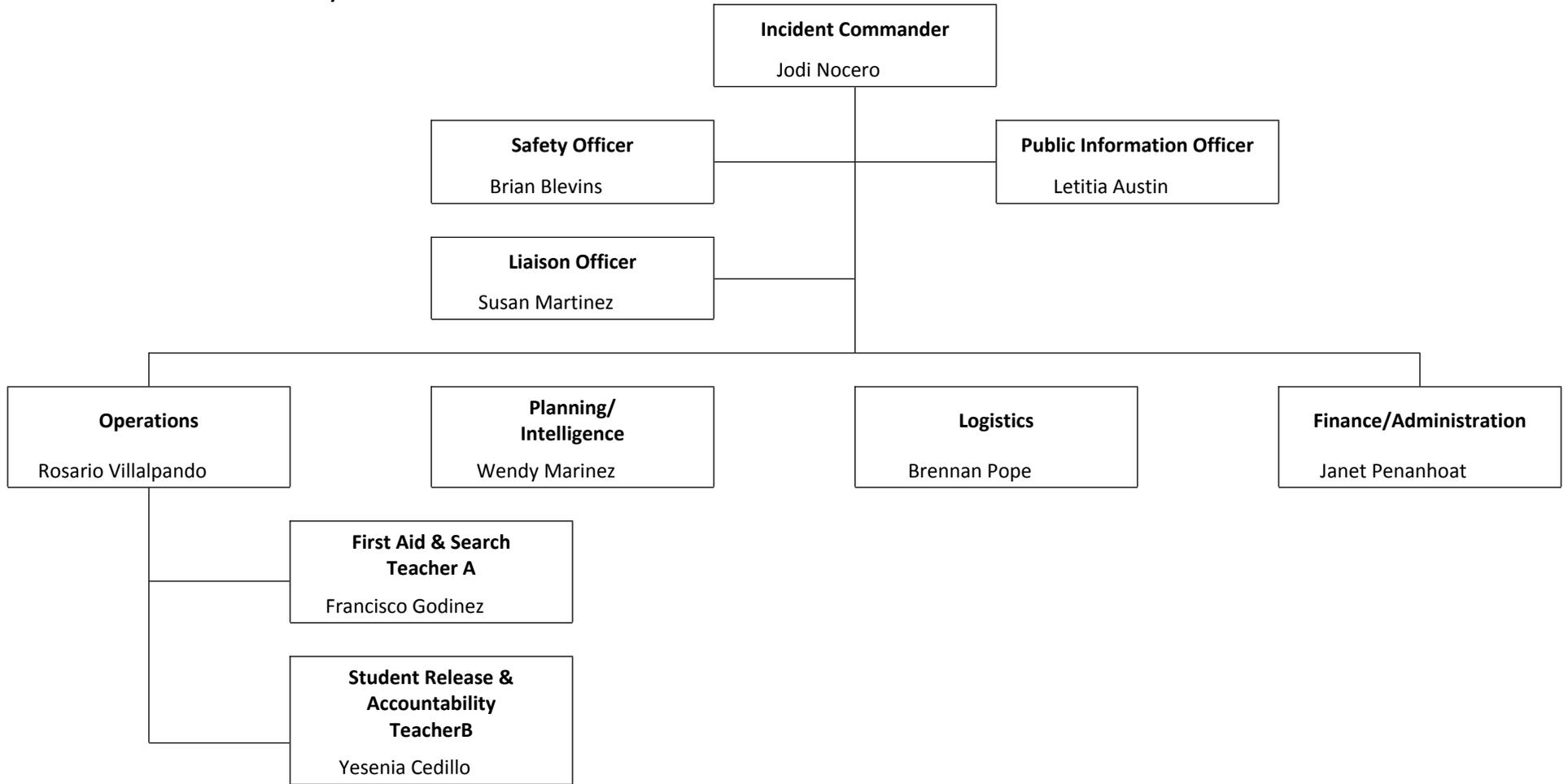
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Rudolph Beck Memorial Park
Address	600 W Kamala St, Oxnard, CA 93033
Contact	City of Oxnard
Phone Number	805-385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Haydock Middle School
Address	647 Hill St, Oxnard, CA 93033
Contact	Oxnard School District
Phone Number	805-385-1545

**Kamala 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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

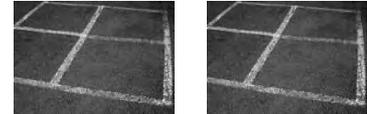
- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

## Emergency Evacuation Map

Kinder Cortez 602  
Kinder Ayala 601

601 Gate



305 Gate

GRR-306	1st grade Reyes	1st grade Ponce	1st grade Calderon	1st grade Wickenden	1st grade Morales
ST-308	305	304	303	302	301
BRR-307					

Main Gate

Office 101  
RR

HEALTH, Attendance, Site-Tech 209

Kinder Playground



2nd Grade Mendoza 405	2nd Grade Chavez 404	2nd Grade Paolini 403	2nd Grade Arceo 402	2nd Grade Gaspar 401	GRR-406
					ST-408
					BRR-407

Cafeteria 201

P2P 2ND Floor

ELA 7 Avila 212	Science 8 Kingston 201
SS 7 Burchmore 211	Common Room
Math 7 Mejia 210	Science 7 Forrest 202
Math 8 Cortez 209	RR
ELA 8 Godinez 208	stairs
SS 8 Beck 207	6th Ford 203
RSP 6-8 Tobin	6th Ceja 204
Elev	Custodian
Art 7/8 Johnson 223	6th Scholbrock 206
	6th Donovan 205

P2P 1st Floor

4th Arciniega 112	Kinder Aranzazu 101
4th Devine 111	Common Room
4th DeMars 110	Kinder Haupt 102
4th Diccico 109	RR
5th Mason 108	stairs
5th Gerber 107	RR
K-5 Rm 131 Abbey RSP	Speech Kaprielian 103
Elev	RSP6-8 Becerra 104
Douglas Pope	Counselor Ms. Wendy 125
5th Somers 106	
5th Inglehart 105	

Lopez-508	BRR-506	3rd Grade Galvan 505	3rd Grade Mead 504	3rd Grade Bragg 503	3rd Grade Serrano 502	3rd Grade Manzo 501	GRR-507
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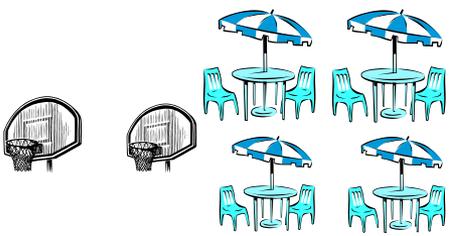
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SR-808			

203 Kitchen  
Lounge 209  
Workroom 210



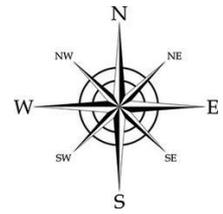
Emergency Vehicle Entrance

Girls P.E. 1001  
Boys P.E. Williams- 6th Lanning- 7th Browning- 8th 1002  
4th Grade Ramos 903



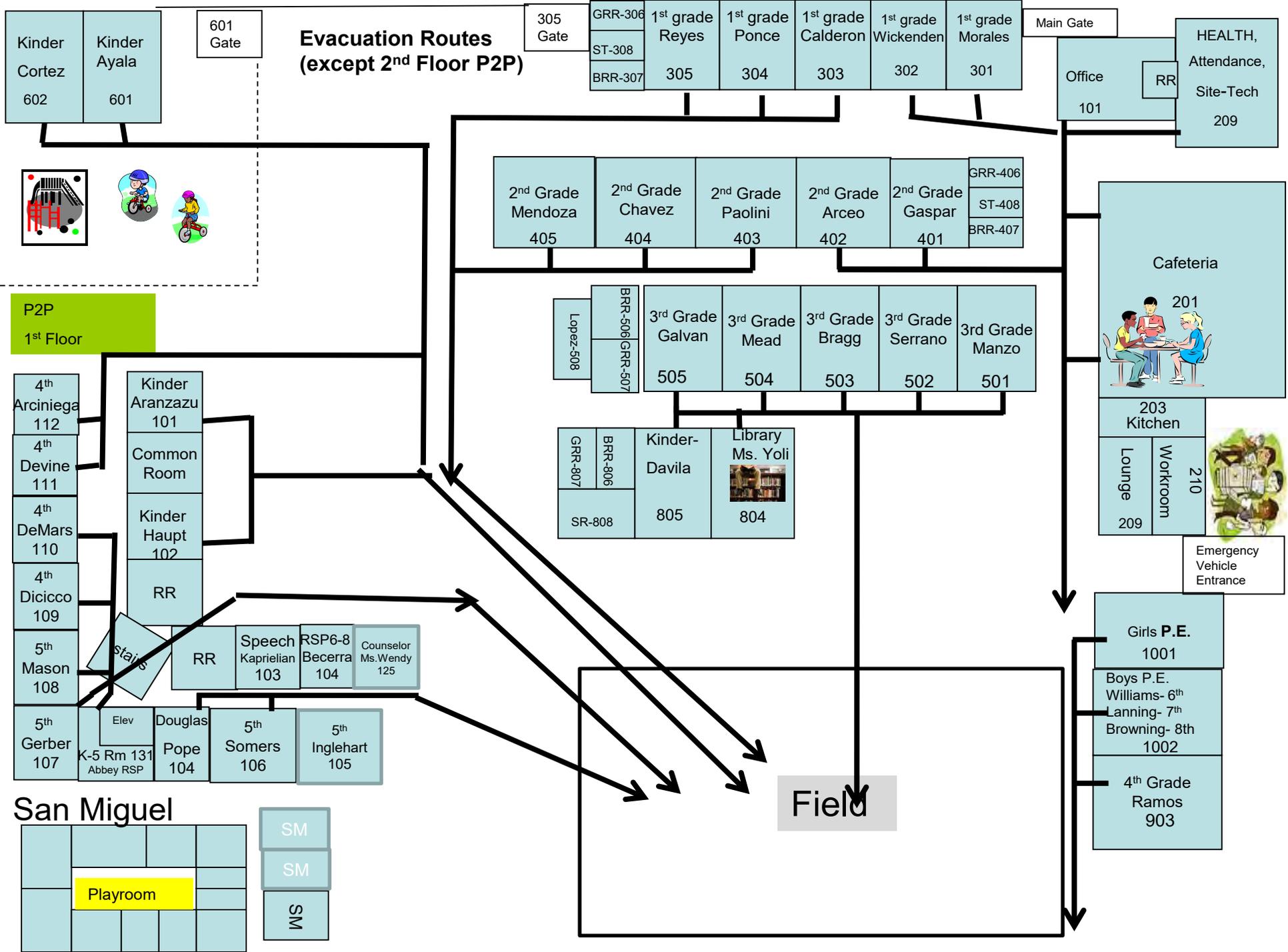
San Miguel

				SM
		Playroom		SM
				SM



2018-2019

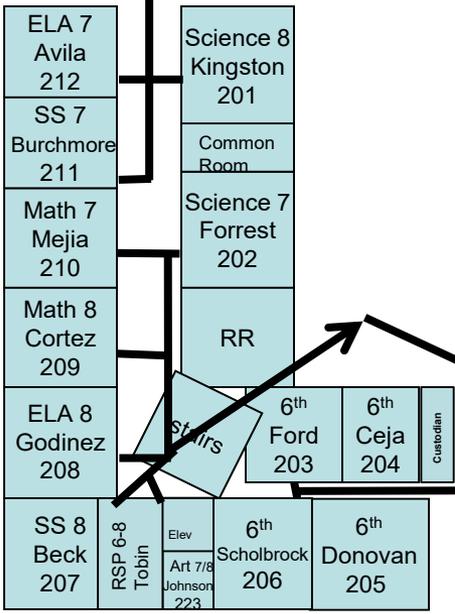




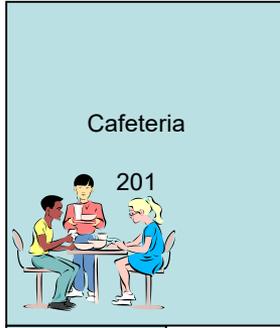
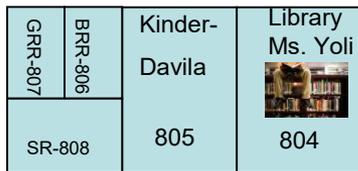
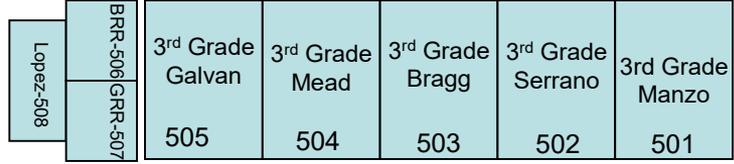
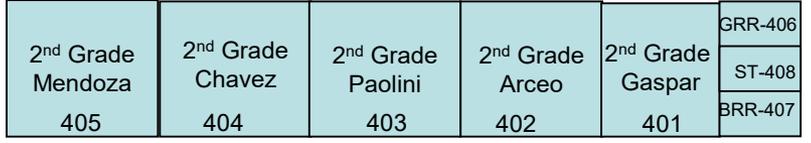
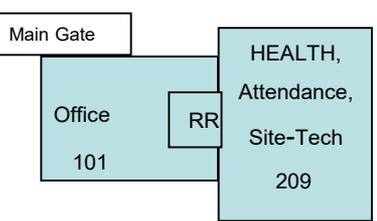
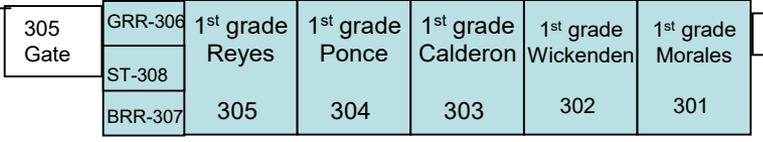
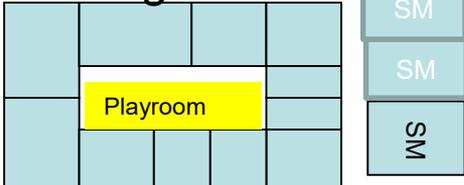
# Evacuation Routes (For 2<sup>nd</sup> Floor P2P)



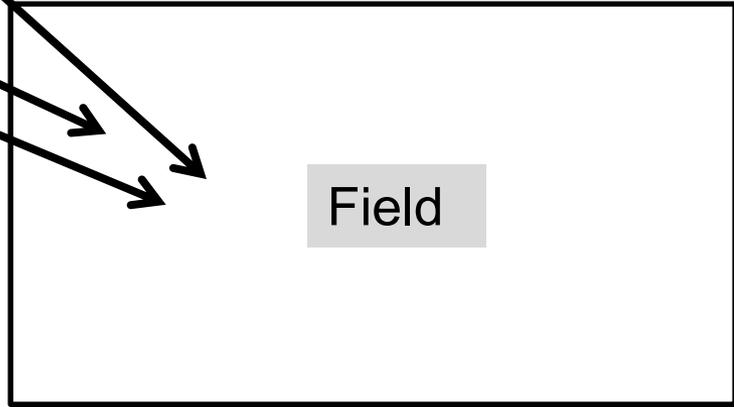
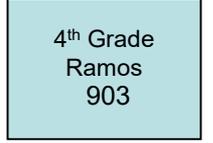
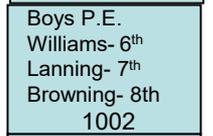
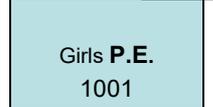
## P2P 2<sup>ND</sup> Floor



## San Miguel



Emergency Vehicle Entrance



Field

# Disaster Area Map

601 Gate

Kinder Cortez 602	Kinder Ayala 601
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305 Gate

GRR-306	1st grade Reyes 305	1st grade Ponce 304	1st grade Calderon 303	1st grade Wickenden 302	1st grade Morales 301
ST-308					
BRR-307					

Main Gate

Student Request / Release Gate

Office 101	RR	HEALTH, Attendance, Site-Tech 209
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P2P  
1st Floor

4th Arciniega 112	Kinder Aranzazu 101			
4th Devine 111	Common Room			
4th DeMars 110	Kinder Haupt 102			
4th Dicicco 109	RR			
5th Mason 108	stairs			
5th Gerber 107	RR	Speech Kaprielian 103	RSP6-8 Becerra 104	Counselor Ms. Wendy 125
Elev	Douglas	5th Somers 106	5th Inglehart 105	
K-5 Rm 131 Abbey RSP	Pope 104			

2nd Grade Mendoza 405	2nd Grade Chavez 404	2nd Grade Paolini 403	2nd Grade Arceo 402	2nd Grade Gaspar 401	GRR-406
					ST-408
					BRR-407

Lopez-508	BRR-506 GRR-507	3rd Grade Galvan 505	3rd Grade Mead 504	3rd Grade Bragg 503	3rd Grade Serrano 502	3rd Grade Manzo 501
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Incident Command Post

GRR-807	BRR-806	Kinder-Davila 805	Library Ms. Yoli 804
	SR-808		

Cafeteria  
201

203 Kitchen

Lounge 209	Workroom 210
---------------	-----------------

First Aid Services/Medical Treatment Area

Emergency Supplies

Emergency Vehicle Entrance

Morgue

Field

Assembly Area

Girls P.E.  
1001

Boys P.E.  
Williams- 6th  
Lanning- 7th  
Browning- 8th  
1002

4th Grade Ramos  
903

San Miguel

				SM
				SM
	Playroom			SM

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Kamala School  
**CDS Code:** 567253860539  
**District:** Oxnard School District  
**Address:** 634 West Kamala Street  
 Oxnard, California 93033  
**Date of Adoption:** 2018-19

**Reviewed by:**

Name	Title	Signature	Date
Jodi Nocero	Principal		2/1/19
Brian Blevins	Assistant Principal		2/1/19
Rosario Villalpando	Assistant Principal		2-1-19
Jana Devine	Teacher		2/1/19
Laura Mason	Teacher		2/1/2019
Patricia Vargas	School Site Council (parent)		2/1/2019
Brennan Pope	Math Specialist TOSA Academic Coach		1-31-19
Officer Jodie Schwabauer	OPD SRO		2-5-19
Lorena Paz	Office Assistant II		1/31/19
Scott Brewer	Fire Dept Representative		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Lemonwood K-8 School  
**CDS Code:** 56725386100333  
**District:** Oxnard School District  
**Address:** 2200 Carnegie Court  
 Oxnard, CA 93033  
**Date of Adoption:** January 28, 2019

**Reviewed by:**

Name	Title	Signature	Date
Jaclyn Ball	Teacher, Safe & Civil Committee		
Michael Rutland	Teacher, Safe & Civil Committee		
Melanie Flores	Teacher, Safe & Civil Committee		
Sally Wennes	Principal		
Elva Gonzales-Nares	Assistant Principal		
Teresa Ruvalcaba	Assistant Principal		
Jodie Schwabauer	School Resource Officer		
Elizabeth Cervantes	Counselor		
Maria Torres Ruiz	President, English Learner Advisory Committee		

Name	Title	Signature	Date
Scott Brewer	Fire Department Representative – Emergency Services Manager		
Maria Prado	President, School Site Council		
Randi Culver	Teacher, School Site Council		
Irma Cahue	Teacher, School Site Council		
Maria Aspera	Parent, School Site Council		
Janelle Chairez	Parent, School Site Council		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	23
(J) Hate Crime Reporting Procedures and Policies.....	27
Safety Plan Review, Evaluation and Amendment Procedures.....	28
Safety Plan Appendices.....	29
EMERGENCY CONTACT NUMBERS.....	29
Lemonwood K-8 School Incident Command System.....	30
Incident Command Team Responsibilities.....	32
Emergency Response Guidelines.....	33
Step One: Identify the Type of Emergency.....	33
Step Two: Identify the Level of Emergency.....	33
Step Three: Determine the Immediate Response Action.....	33
Step Four: Communicate the Appropriate Response Action.....	33
Types of Emergencies & Specific Procedures.....	34
AIRCRAFT CRASH.....	34
ANIMAL DISTURBANCE.....	34
BIOLOGICAL OR CHEMICAL RELEASE.....	34
PESTICIDE EXPOSURE (Pesticide Drift).....	34

BOMB THREAT/ THREAT OF VIOLENCE .....	34
BUS DISASTER.....	34
DISORDERLY CONDUCT .....	35
EARTHQUAKE .....	35
EXPLOSION OR RISK OF EXPLOSION .....	36
FIRE IN SURROUNDING AREA.....	36
FIRE ON SCHOOL GROUNDS.....	36
FLOODING .....	37
LOSS OR FAILURE OF UTILITIES .....	37
MOTOR VEHICLE CRASH.....	37
PSYCHOLOGICAL TRAUMA .....	37
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	37
UNLAWFUL DEMONSTRATION OR WALKOUT .....	38
Medical Emergencies .....	41
Emergency Evacuation Map.....	44

## **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**

Jodie Schwabauer, School Resource Officer, OPD

Sally Wennes, Principal

Elva Gonzales-Nares, Assistant Principal

Teresa Ruvalcaba, Assistant Principal

Joshua Beckham, Teacher

Melanie Flores, Teacher

Jaclyn Ball, Teacher

Michael Rutland, Teacher

Tracy Gordon, Teacher

Elizabeth Cervantes, Counselor

Gabby Serrano, Classified Staff

Maria Torres Ruiz, Parent

### **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 lock down 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 lock down. 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 school safety team regularly reviews data related to the following: office referrals, attendance rates, suspension/expulsion, California Healthy Kids survey, local law enforcement juvenile crime, and property damage.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### 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.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.

- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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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**(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.

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 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 midriffs 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. Over-sized 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 am. to 2:10 pm. Kindergarten students begin class at 8:00 am to 1:17 pm. Middle school students, grades 6-8th regular day is from 7:55 am. to 2:23 pm. Students having breakfast at school may arrive by 7:30 am. Parents dropping students off at school should be aware that supervision is NOT available before 7:15 am. The main gate and the Kindergarten gate to enter the campus are open at 7:45 am. School office hours are 7:25 am. to 4:00 pm.

- Once the gates are open, students are to enter the campus and grades 1-5 are to immediately report to their line-up area. Students in grades 6-8 are to remain in the quad area in front of the Multipurpose Room. 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 their students. Parents are encouraged and advised to move in this area and around the school with caution.
- 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 San Mateo Place front parking lot to enter and exit the school.
- Dismissal of students in all grades will be from the front of the school on San Mateo Place.
- Students not picked up by 2:30 pm 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.
- Some changes will occur after students move to the new building by the end of March 2019. There will be a temporary change in regards to safe ingress and egress of students and staff, which will last from February 2018-March 2019.

## 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 San Mateo Place entrance 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 am 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.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Increase cultural proficiency (ability to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds)	Refine School Vision/Mission statements and Student-Parent-School Compact to reflect an inclusive, collaborative environment	Counselor Outreach Consultant School Resource Officer (SRO)	Principal Leadership Team and Staff	Understanding of the school culture and climate. Collaboration between school staff and parents.
Establish clear student expectations	Implement Positive Behavior Plan: ROAR (Lessons), and CHAMPS Management Program	Counselor Outreach Consultant School Resource Officer (SRO)	Principal and Assistant Principals PBIS Committee	Decrease the number of behavioral referrals and suspensions.
Discipline and consequences will support student learning, the teaching of self-regulation skills, and the development of students who can become thoughtful, caring, and responsible citizens.	Utilize Positive Behavior Plans/ Behavior Contracts and Academic and Behavior Expectation Assemblies	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.
Regularly schedule safety drills	Hold assemblies, classroom lessons, and 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 assist with dealing with situations and conflict	Counselor sets up small groups to support students in developing socialization skills	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 conflict	Students are trained to teach younger/their peers to handle and solve conflict or difficult situations with peers in the presence of an adult.	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.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Organize Big Brother Big Sister Mentors (BBBS) at Lemonwood	Mentors through the organization BBBS will meet with students to guide, encourage and motivate them to do better in school and make good life choices.	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 choices.
Provide students an opportunity to develop leadership by organizing and carrying out school activities and service projects through Student Council	Student leaders plan, and implement school wide spirit activities	Advisor Administration Counselor ORC	Advisor Administration Counselor ORC	Students encourage other students and staff to show more school spirit by participating in school wide events. Student Council members will assist administration in developing school pride and a positive school culture through more student and parent participation.
Strengthen home-school connections through Family Nights	Parents and their student(s) are invited to participate in Family Nights where they will develop skills through hands on activities in the areas of literacy, mathematics, and dual language.	Teachers Administration	Teachers	Family attendance sign-in sheet. Parents and their student(s) develop skills they can practice at home. Families are given resources to perform the activities at home.
Promote positive behaviors through a School-Wide Progressive Behavior Plan	The plan will outline students' s academic and behavior expectations.	PBIS Committee, staff and all teachers Administration	Committee and Administration	Teachers and school staff will be familiar with an outline of 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
Ensure a safe and orderly environment through out campus, especially near areas of concerns	<p>Provide more supervision during recess and lunch breaks</p> <p>Increase supervision to account for blind spots on campus due to construction and additional area at the park</p>	Staff Campus Assistants Custodians	Principal and Assistant Principals	<p>Decrease the number of accidental injuries</p> <p>Decrease the number of student to student injuries</p> <p>Increase amount of campus supervisors during construction</p>
Safeguard for a safe drop off and pick up of students	<p>Measures will be taken to make certain:</p> <p>Parking signs visible to drivers in the parking lot near drop off and pick up areas</p> <p>Open parking lot for car access to drop off and pick up students directly in front of the school (morning only)</p> <p>Front parking lot will be closed for cars after school due to the increase in pedestrian foot traffic</p> <p>Extend sidewalk area in front of kinder gate for drop off and pickup</p> <p>Monitor crosswalks at Carnegie/San Mateo, Dupont/San Mateo and Earhart/San Mateo</p>	Traffic Officer/SRO Campus Assistants to help with before and after school supervision	Principal and Assistant Principals	Decreased risk for accidental injuries after school in parking lot due to increased vehicle traffic
To ensure safe of ingress and egress routes	<p>Create a path for students to enter and exit the campus safely and orderly</p> <p>Open parking lot for car access to drop off students directly in front of the school.</p>	Administration, Staff, Campus Assistants	Principal and Assistant Principals	Parents wait for their student at designated areas

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide safe playground, buildings/classrooms, walkways	<p>Maintain a safe and clean environment for staff, students and visitors</p> <p>Use Lemonwood Park as a temporary physical education class location during construction</p> <p>Grades 1-8 will have recess on the new blacktop</p> <p>Evacuation point will be to the new blacktop area.</p> <p>Lemonwood Park to serve as a secondary evacuation point in case the new blacktop area (evacuation point 1) is not accessible.</p>	OSD Facilities Department Custodian/s (on site) Campus Assistants	Principal	Decrease the number of accidental injuries

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Continued practice and drill for students, monitoring of supplies and procedures in case of any emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Implement Comprehensive School Safety Plan (CSSP) 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, and evacuation.	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 (backpacks and lock down buckets)	Assistant Principals check all staff backpack for emergency supplies and materials inventory and replenish 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 replenish 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 ROAR - Responsible, Outstanding Citizen, Always Safe, 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, 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.

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.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

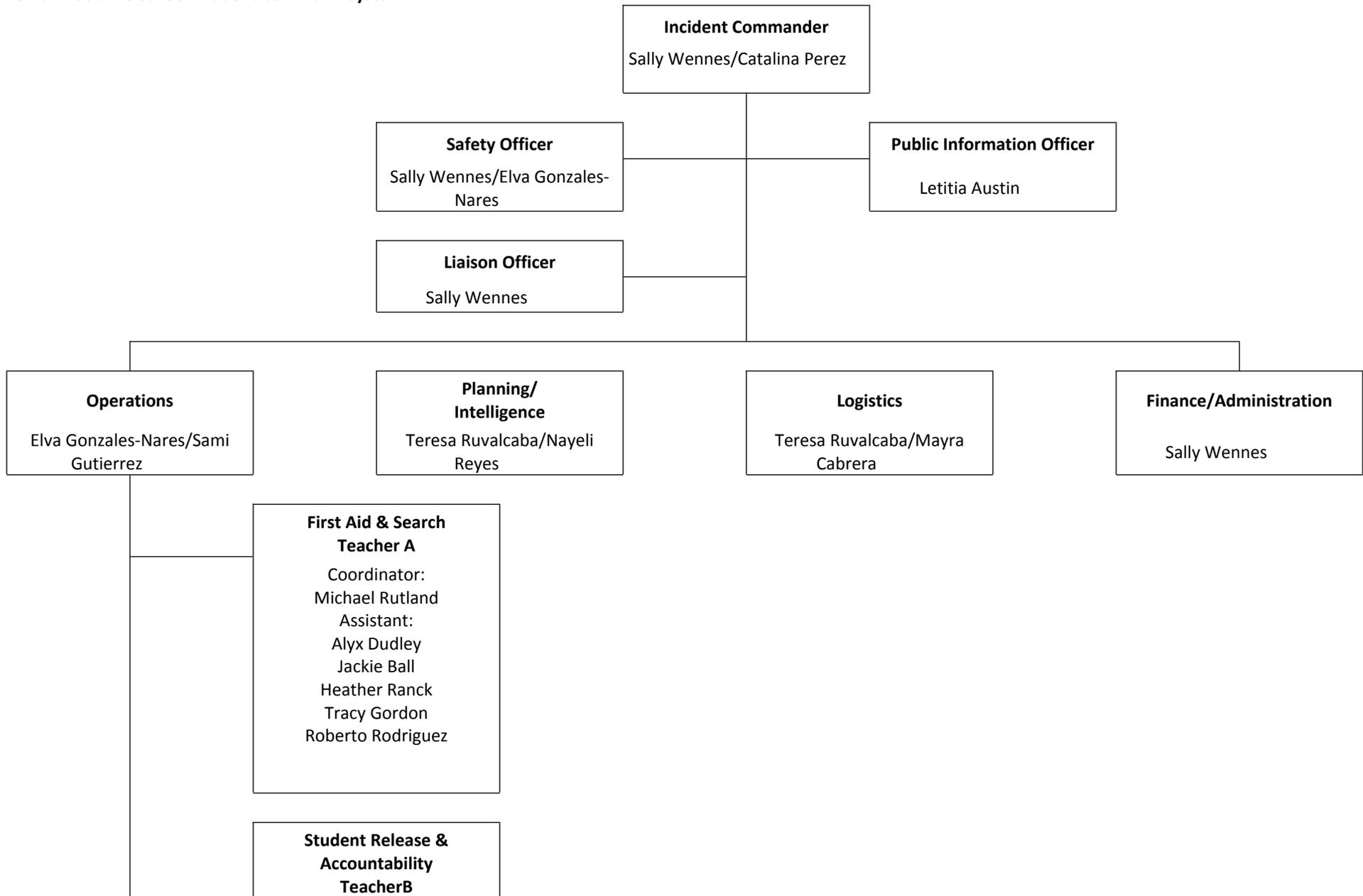
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Lemonwood Park
Address	2055 San Mateo Place, Oxnard, 93033
Contact	Erick Garwick
Phone Number	(805) 385-7950

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	College Park
Address	3250 S Rose Avenue, Oxnard, 93033
Contact	Erick Garwick
Phone Number	(805) 385-7950

**Lemonwood K-8 School Incident Command System**



Coordinator: Michelle

Robledo-Canchola

Assistant:

Gabby Serrano

Melanie Flores

Irma Cahue

Evelyn Padilla

Jennifer Braun

Araceli Arroyo-Leon

Maricela Delgado

Yolanda Hopkins

Susana Gurrola

- Attendance Tech-

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### 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.

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

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

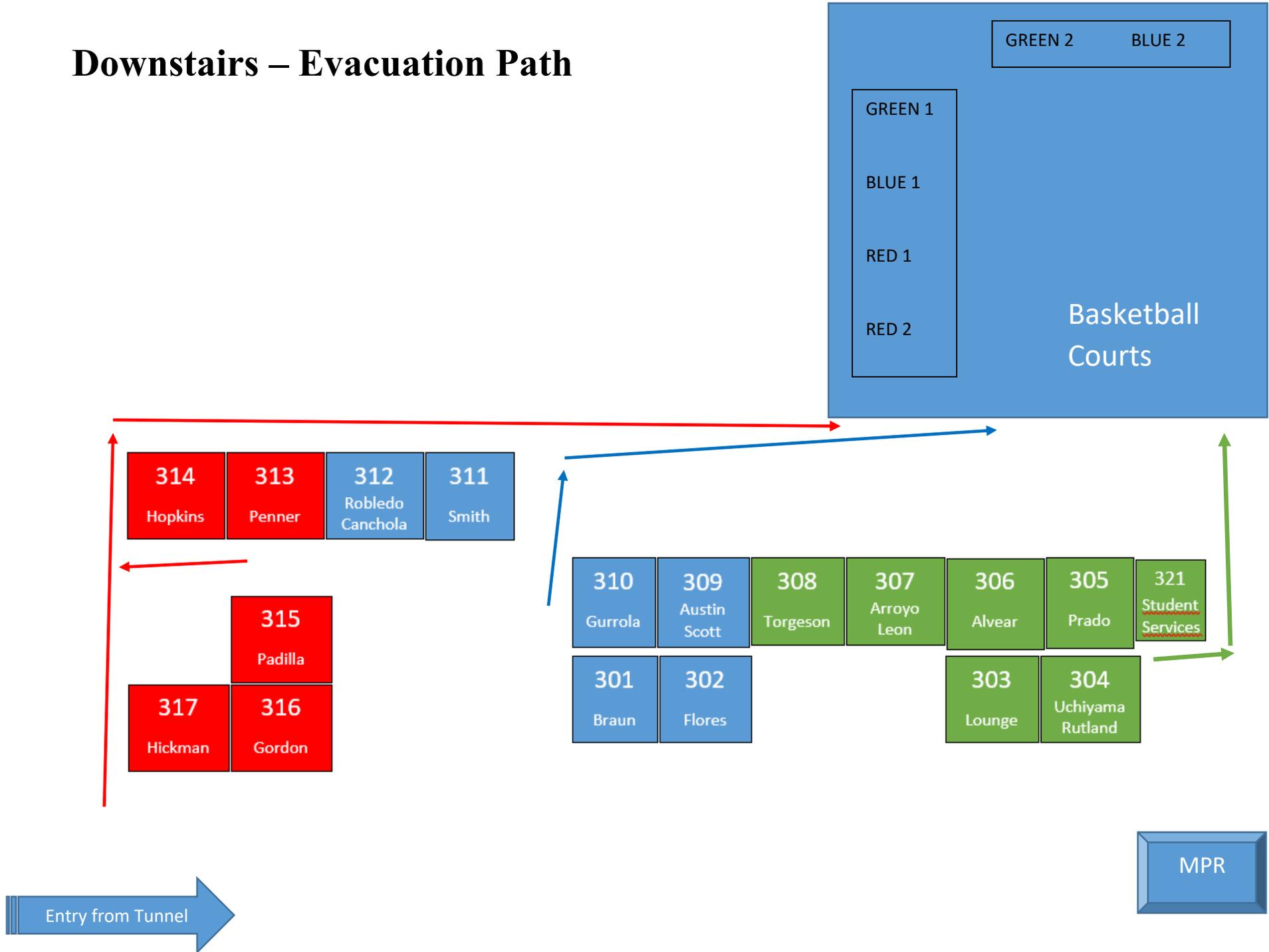
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

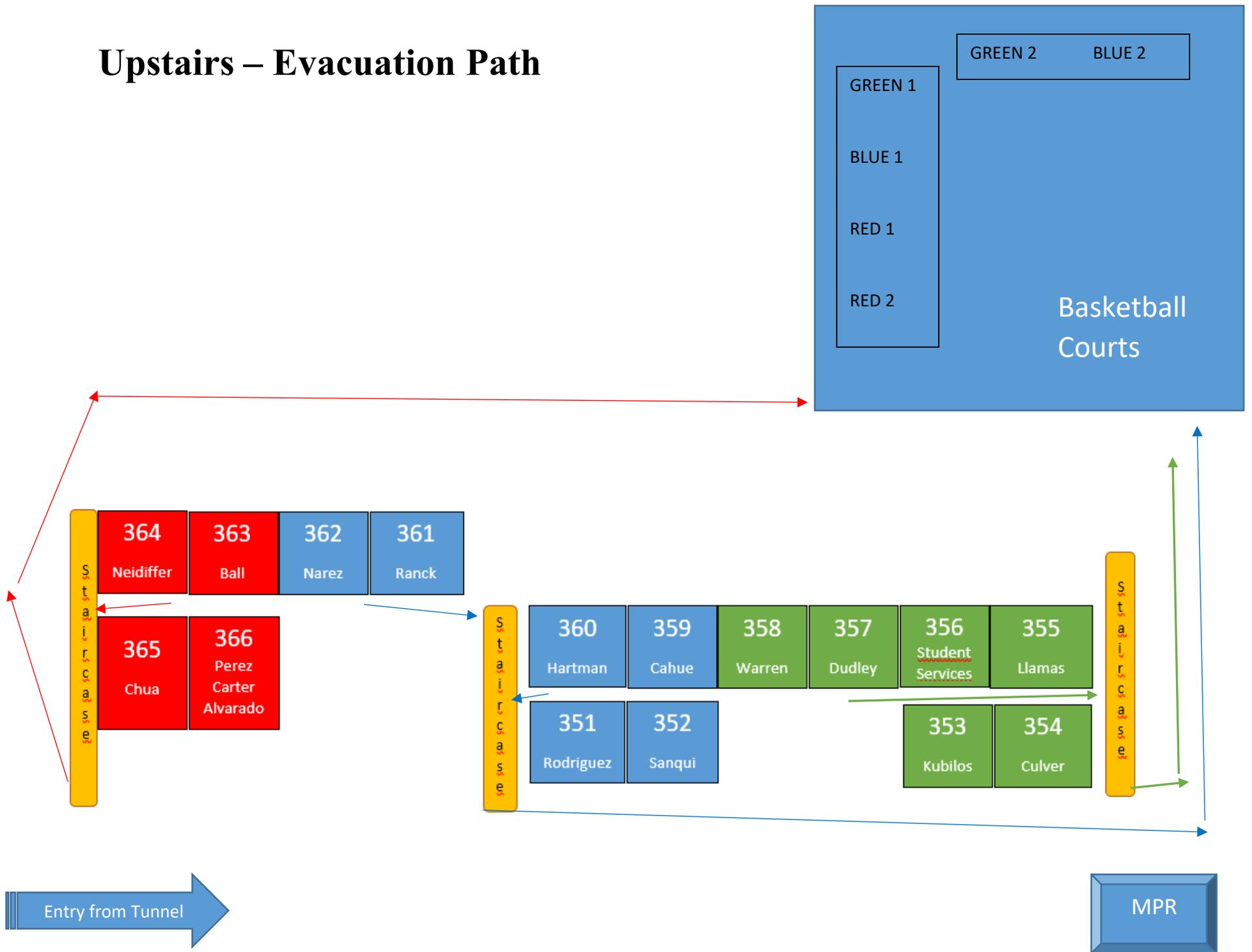
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

# Downstairs – Evacuation Path



# Upstairs – Evacuation Path



Oxnard School District  
**EMERGENCY TEAM POSITIONS**  
 Lemonwood K-8 School | 2018-2019

**Management Section**  
**Incident Commander: Sally Wennes**  
**Assistant: Catalina Perez**

<p><b><u>Public Information Officer</u></b>          Coordinator: Sally Wennes          Assistant: E. Gonzales-Nares</p>	<p><b><u>Liaison Officer</u></b>          Coordinator: Sally Wennes</p>	<p><b><u>Safety Officer</u></b>          Coordinator: Sally Wennes          Assistant: E. Gonzales-Nares</p>
--	---	--

**Operations Section**  
**Operations Section Chief: Elva Gonzales-Nares**  
**Assistant: Sami Gutierrez**

<p>☆ <b><u>Medical/Health</u></b>          Coordinator: Jessica Perez          Assistant: Shannon Torgeson           Maria Prado          Allison Clark          Christina Hartman          Aaron Niediffer          Kaitlin Carter          Annette Warren          Laura Chua          Joshua Beckham</p>	<p><b><u>Care and Shelter</u></b>          Coordinator: Randi Culver          Assistant: Melissa Kath           Jennifer Hiji-Madrid          Shelley Penner          June Tiffany          Mary Smith          Melissa Hickman          Tara Austin-Scott          Diana Martinez          Clara Alvear          Cinthya Torres          Elizabeth Cervantes</p>	<p>☆ <b><u>Student Release</u></b>          Coordinator: Michelle Robledo-Canchola          Assistant: Gabby Serrano           Melanie Flores          Irma Cahue          Evelyn Padilla          Jennifer Braun          Araceli Arroyo-Leon          Maricela Delgado          Yolanda Hopkins          Susana Gurrola          -Attendance Tech-</p>
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<p><b><u>Security/Traffic</u></b>          Coordinator: Heidi Llamas          Assistant: Ismael Perez           Nicole Coleman          Annmary Ramirez          Reina Cruz          Sharon Ahumada</p>	<p><b><u>Building &amp; Safety</u></b>          Coordinator: John Gil          Assistant: Benito Salas           Ignacio Garcia          John Pahimnayan</p>	<p>☆ <b><u>Search and Rescue</u></b>          Coordinator: Michael Rutland          Assistant: Alyx Dudley           Jackie Ball          Heather Ranck          Tracy Gordon          Roberto Rodriguez</p>
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Work In Coordination

<p><b><u>Special Needs</u></b>          Coordinator: Salvador Narez          Assistant: Health Tech           Fernando Ramirez          Cynthia Rosales          Georgina Rivera</p>
--

☆ District training  
 Rury Oliveras and Sonia Escobedo stay with assigned students

**EMERGENCY TEAM POSITIONS**

**Lemonwood K-8 School | 2018-2019**

**Planning Section**

**Planning/Intelligence Section Chief: Teresa Ruvalcaba  
Assistant: Nayeli Reyes**

Veronica Gutierrez

**Logistics Section**

**Planning/Intelligence Section Chief: Teresa Ruvalcaba  
Assistant: Myra Cabrera**

**Supplies/Procurement**

Coordinator: Dan Kubilos  
Assistant: Alex Moreno  
  
Inez Jimenez  
Mary Ortiz

**Communications**

Coordinator: Kayla Nelson  
Assistant: Alma Mendez  
  
Silvia Albor

**Facilities**

Coordinator: Sharon Wagner  
Assistant: Ceasar Marron  
  
Karina Naranjo  
Maria Serratos  
Maria Perez

**Personnel**

Coordinator: Susan Uchiyama  
Assistant: Gloria Lopez  
  
Jamiely Sanqui  
Brenda Ramirez  
Ofelia Anguiano

**Food**

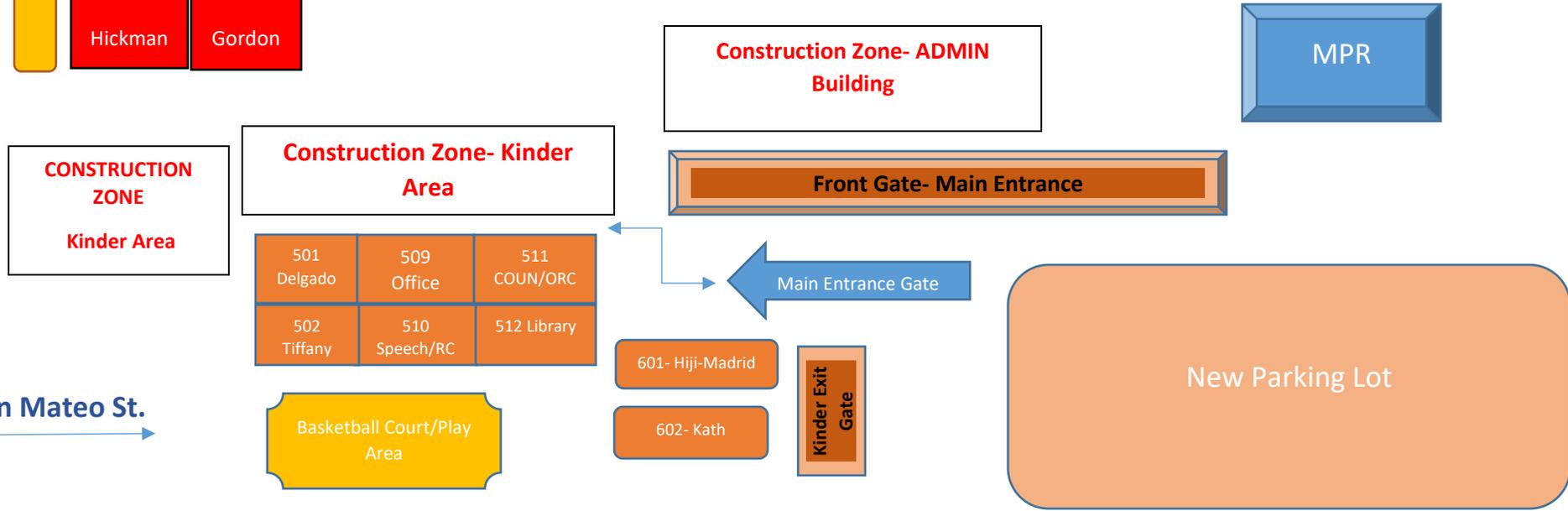
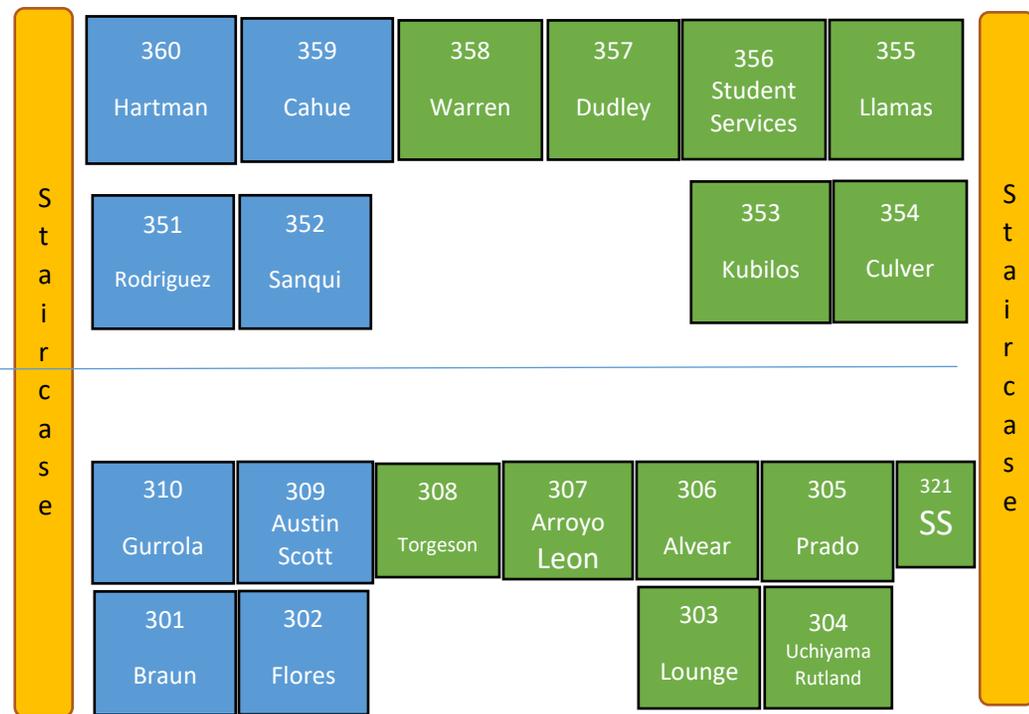
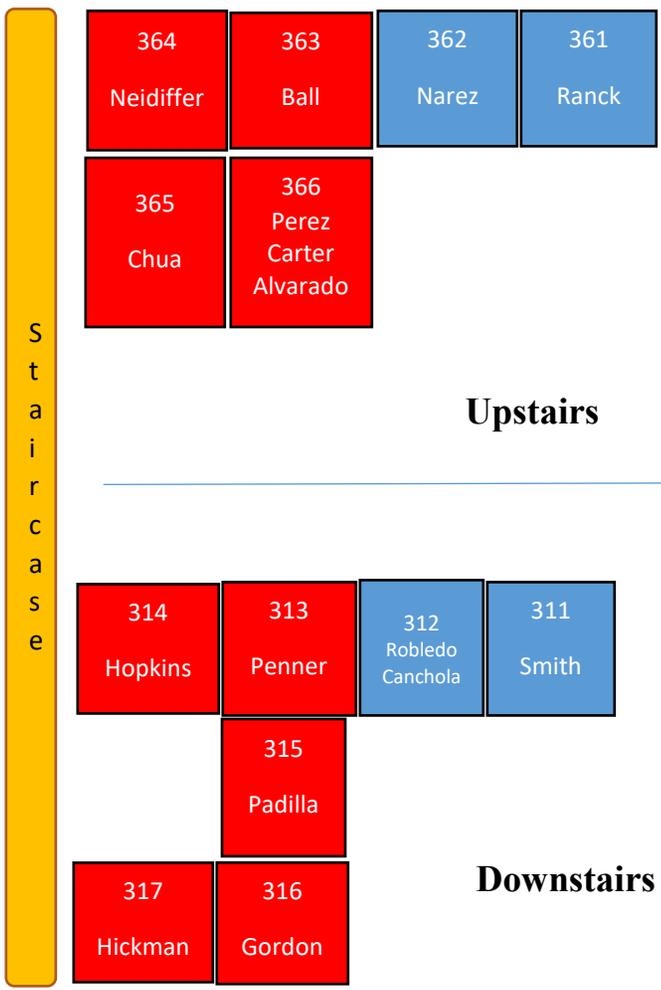
Coordinator: Anna Lopez  
Assistant: Viviana Hernandez  
  
Martha Arroyo  
Maria Hernandez  
Gabriela Cervantes  
Juan Lopez  
Vanessa Romero  
Patrice Ibarra

**Finance Section**

**Finance/Administration Section Chief: Sally Wennes  
Assistant: Catalina Perez**

Carnegie St.

San Mateo St.



# Comprehensive School Safety Plan SB 187 Compliance Document

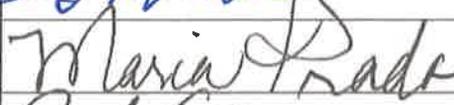
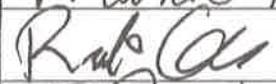
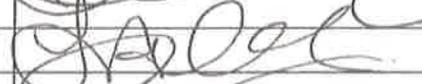
**2018-2019  
School Year**

**School:** Lemonwood K-8 School  
**CDS Code:** 56725386100333  
**District:** Oxnard School District  
**Address:** 2200 Carnegie Court  
 Oxnard, CA 93033  
**Date of Adoption:** January 28, 2019

**Reviewed by:**

Name	Title	Signature	Date
Jaclyn Ball	Teacher, Safe & Civil Committee	<i>Jaclyn Ball</i>	1/31/19
Michael Rutland	Teacher, Safe & Civil Committee	<i>Michael Rutland</i>	1/31/19
Melanie Flores	Teacher, Safe & Civil Committee	<i>Melanie Flores</i>	1/31/2019
Sally Wennes	Principal	<i>Sally Wennes</i>	1/30/19
Elva Gonzales-Nares	Assistant Principal	<i>Elva Gonzales-Nares</i>	1/30/19
Teresa Ruvalcaba	Assistant Principal	<i>Teresa Ruvalcaba</i>	1/30/19
Jodie Schwabauer	School Resource Officer	<i>Jodie Schwabauer</i>	1-30-19
Elizabeth Cervantes	Counselor	<i>Elizabeth Cervantes</i>	1-31-19
Maria Torres Ruiz	President, English Learner Advisory Committee	<i>Rosa Maria Torres de Ruiz</i>	2-1-19

*Gabriela Serrano* Outreach Specialist *Gabriela Serrano* 1-31-19

Name	Title	Signature	Date
Scott Brewer	Fire Department Representative – Emergency Services Manager		2-7-19
Maria Prado	President, School Site Council		1/30/19
Randi Culver	Teacher, School Site Council		1/30/19
Irma Cahue	Teacher, School Site Council		1/30/19
Maria Aspera	Parent, School Site Council		1/30/19
Janelle Chairez	Parent, School Site Council		01/30/19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 29, 2019

**Reviewed by:**

Name	Title	Signature	Date
Jorge Mares	Principal		
Lisa Baird-Mayeda	School Site Council President- Teacher		
Officer Jodie Schwabauer	School Resource Officer		
Gracie Cervantes	Office Manager		
Laura Fabila	ELAC- Parent		
Monique Martinez	Site Leadership Representative		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	18
(J) Hate Crime Reporting Procedures and Policies.....	22
Safety Plan Review, Evaluation and Amendment Procedures .....	23
Safety Plan Appendices.....	24
EMERGENCY CONTACT NUMBERS.....	24
Marina West Elementary School Incident Command System.....	25
Incident Command Team Responsibilities.....	27
Emergency Response Guidelines .....	28
Step One: Identify the Type of Emergency .....	28
Step Two: Identify the Level of Emergency.....	28
Step Three: Determine the Immediate Response Action .....	28
Step Four: Communicate the Appropriate Response Action .....	28
Types of Emergencies & Specific Procedures.....	29
AIRCRAFT CRASH.....	29
ANIMAL DISTURBANCE .....	29
BIOLOGICAL OR CHEMICAL RELEASE.....	29
PESTICIDE EXPOSURE (Pesticide Drift) .....	29

BOMB THREAT/ THREAT OF VIOLENCE .....	29
BUS DISASTER.....	29
DISORDERLY CONDUCT .....	30
EARTHQUAKE .....	30
EXPLOSION OR RISK OF EXPLOSION .....	31
FIRE IN SURROUNDING AREA.....	31
FIRE ON SCHOOL GROUNDS.....	31
FLOODING .....	32
LOSS OR FAILURE OF UTILITIES .....	32
MOTOR VEHICLE CRASH.....	32
PSYCHOLOGICAL TRAUMA .....	32
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	32
UNLAWFUL DEMONSTRATION OR WALKOUT .....	33
Medical Emergencies .....	36
Emergency Evacuation Map.....	39

## **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. Student safety is our first priority. Safety procedures are reviewed yearly.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Marina West Elementary School Safety Committee**

Jorge Mares, Principal; Monique Martinez, 1st grade Teacher; Reyna Moreno, Alfonso Rivera, Lead Custodian; Gracie Cervantes, Office Manager; Officer Jodi Schwabauer, School Resource Officer; Lisa Baird-Mayeda, School Site Council President. Laura Fabila, Parent

### **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. She provides feedback to the administration, who in turn, debriefs with the staff and necessary changes are made. She also makes sure there is a police presence during our whole school evacuation drill. The School Resource Officer presented at a staff meeting regarding proper procedures during lockdowns.

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.

Office Referrals can be forwarded to site PBIS Committee for review and assessment. The administrator, along with the Outreach Coordinator, review site attendance rates. The Pupil Services Department shares monthly Suspension/Expulsion data with the site. This information is shared with staff and PBIS Committee.

The Safety Committee (PBIS Team) reviewed and discussed procedures to be followed by staff and students during emergencies.

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 message regarding reminders for safety and traffic regulations.

The PBIS Team meets regularly 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.

Staff is trained in Emergency Operations Plan/School Safety Plan.

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.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

## GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.

- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 or hats 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 Transitional Kindergarten and 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. and after 2:40 p.m. unless student is in a school sponsored event. 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 designated quad area 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 being picked up by an adult, 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. No student will be dismissed with any person not listed on the Student Emergency Card.

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 an unexcused 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, car trouble, dropping off another student, 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 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.

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
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.
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 CST and SST
Starting the implementation of PBIS as a positive behavior support program school-wide to maintain a safe and positive school environment.	Staff is beginning to be trained in the PBIS model.	Professional development provided by district.	Jorge Mares, Principal Monique Martinez, Chair	Trained staff feedback.
School Resource Officer is available on call for support as needed.	To provide support to school.	School Resource Officer	Jorge Mares, Principal	Staff feedback.
Rules and Procedures for School Discipline	To improve student safety and provide feedback to students, staff, and parents.	Professional development provided by district.	Jorge Mares, Principal	Staff Feedback
Hate Crime Reporting Procedures	To ensure the safety of all students.	Professional development provided by district.	Jorge Mares, Principal	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 and School District	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 regular 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**

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. Our Goal is to provide a safe environment where students can be successful. 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 Marina West 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.

School Compact:

### Parent (Guardian) Section

I understand the importance of my child's education. Therefore, I agree to carry out the following responsibilities:

- Communicate with my child and his/her teachers regarding my child's education.
- Monitor my child's homework.
- Provide necessary materials and a quiet place for my child to do his/her homework.
- Send my child to school on-time and ready to learn.
- Volunteer my time to attend or participate in school programs.
- Assure that my child adheres to the school dress code policy.
- If my child is at risk of retention due to poor academic achievement, I will ensure that he/she attend intersession. After School tutoring and any other special help which is offered to them.

### Student Section

I understand the importance of school and learning. Therefore, I agree to carry out the following responsibilities:

- Communicate with my teachers and parents regarding my education.
- Complete and return all my homework and class assignments on time.
- Be responsible for my actions.
- Arrive at school on time, ready and prepared to learn.
- Read at least 20 minutes each day.
- Be responsible for dressing according to the school dress code policy.

### Teacher Section

I understand the importance of the school experience to every student and my role as educator and parent liaison. Therefore, I agree to carry out the following responsibilities:

- Communicate with students and parents (guardians) regarding school expectations, program information and each student's progress.
- Teach to the needs of each individual student encouraging academic and social growth.
- Provide a safe, positive and healthy learning environment.
- Assign regular homework only after the necessary concepts have been taught.
- Promote and attend school programs and functions.
- Communicate to students, parents, and administration when the dress code policy is not being

### Administrartor Section

I understand the importance of the school experience to every student and my role as educator and parent liaison. Therefore, I agree to carry out the following responsibilities:

- Communicate with students and parents (guardians) regarding school expectations, program information and each student's progress.
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Provide a safe, positive and healthy learning environment.
- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
- Promote and attend school programs and functions.
- Communicate to students, parents, and administration when the school rules or dress code policy is not being

#### School Rules

1. Be Safe. Students must not place themselves or others in a situation that can cause harm.
2. Be responsible. Students must strive to be responsible for their education and behavior.
3. Be Prepared. Students must come to school with all materials needed to be ready to learn.

#### Consequences/ Corrective Action:

1. Student to be counseled by appropriate staff for minor infractions.
2. Parent to be contacted by Teacher or other staff personnel regarding rule violation. Possible Teacher/ Parent conference scheduled.
3. Student referred to office for repeated (4 or more) minor offenses or for major violations as described in School Discipline Referral.
4. Parent to be contacted by school administrator, possible Administrator/ Parent Conference.
5. Other means of correction listed may be assigned to student but not limited to: Restorative Justice, Recess Detention, After- School Detention, or Suspension.

#### Positive Reinforcements (School-Wide):

Attendance Award

Behavior Incentives

Positive Behavior Post Cards mailed home.

Regular Communication by Teacher

Incentives Used to Promote Exemplary Student Behavior:

Trimester Incentive and Awards

Pizza Party

Accelerated Reader Trimester Party

Teacher Incentives

#### 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.

All school personnel work as a team to implement all rules and procedures throughout the school. Our site PBIS Committee will be working with all staff to ensure implementation of school-wide rules and procedures.

#### Evaluation and Feedback:

- Referral forms are turned in to report incidents and student discipline. Administration / or staff complete and return referrals with notes indicating what actions were taken.
- PBIS meetings are conducted to review procedures, discuss focus areas, and review teacher feedback forms they have received in regards to student behavior and / or concerns.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### 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.

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.
  - 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.

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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. The Safety Plan is also shared with stakeholders through School Site Council, English Learner Advisory Committee, Coffee with the Principal, and PTA. The Safety Plan is reviewed and approved by the School Site Council during a regular meeting no later than February and presented to the district for approval by the School District Board. Any updates will be made by March 1st.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

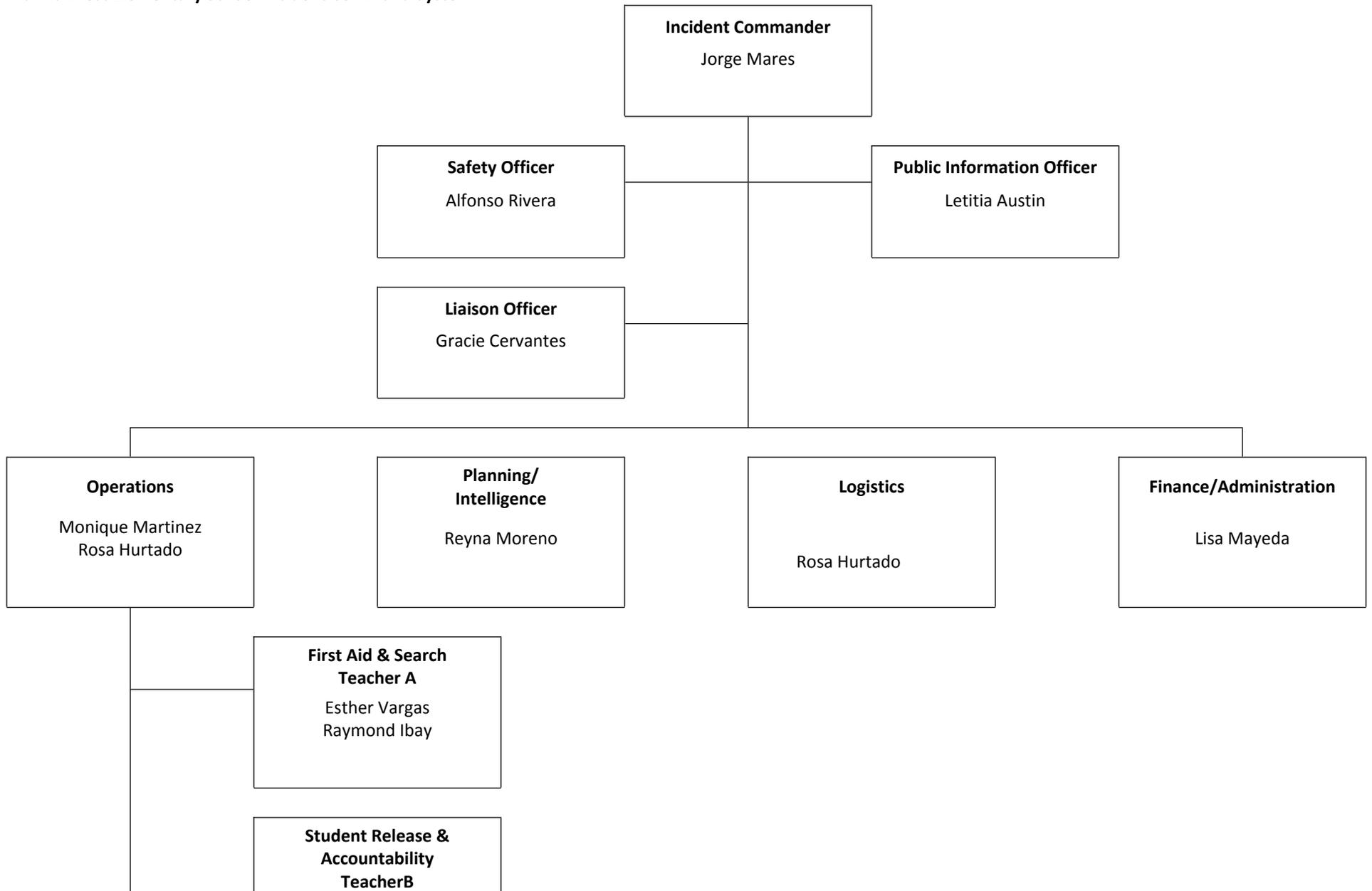
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Marina West Park
Address	1376 El Portal Way, Oxnard, California 93035
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Via Marina Park
Address	3301 Keel Way, Oxnard, CA 93035
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**Marina West Elementary School Incident Command System**



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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

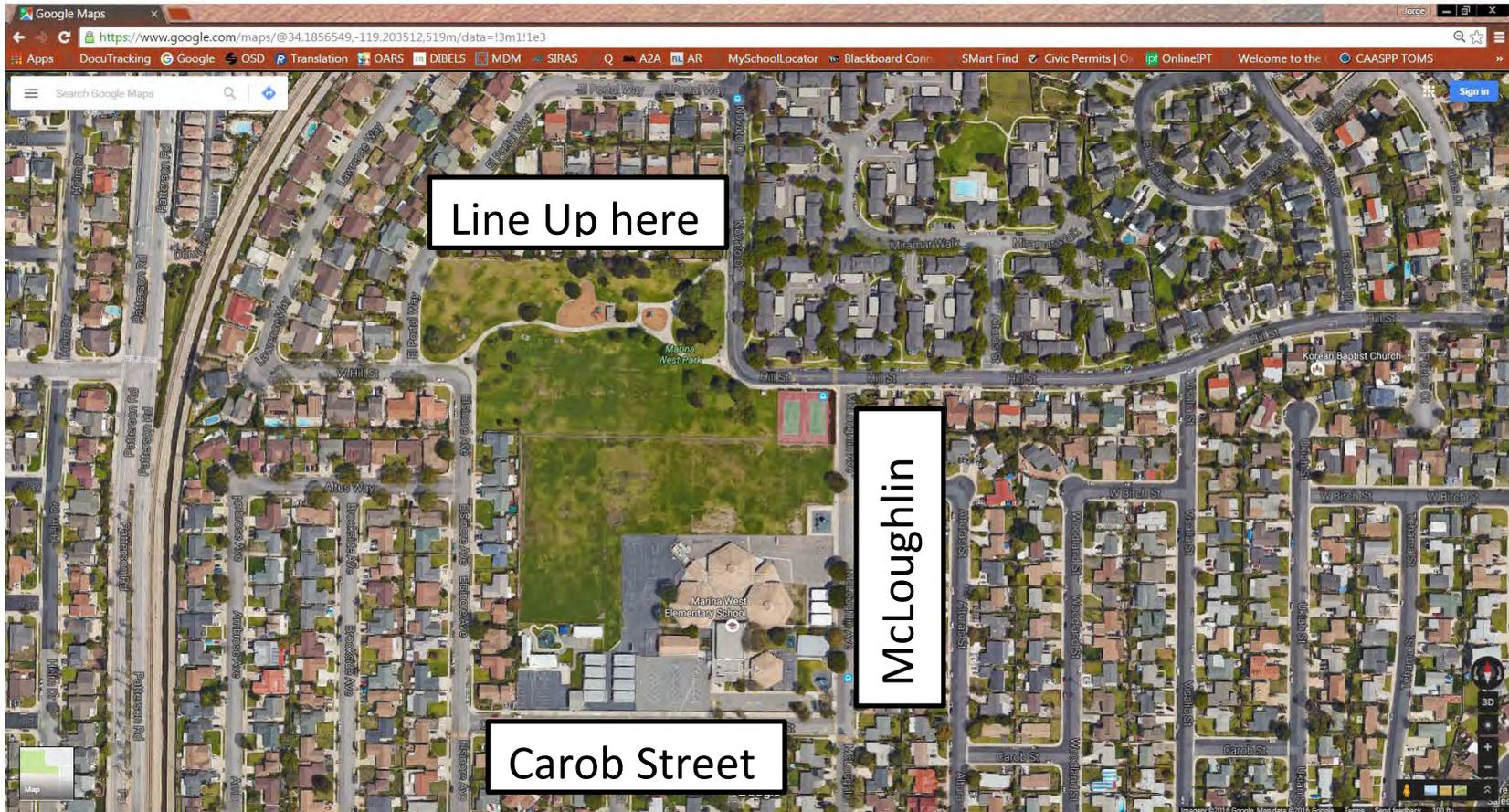
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

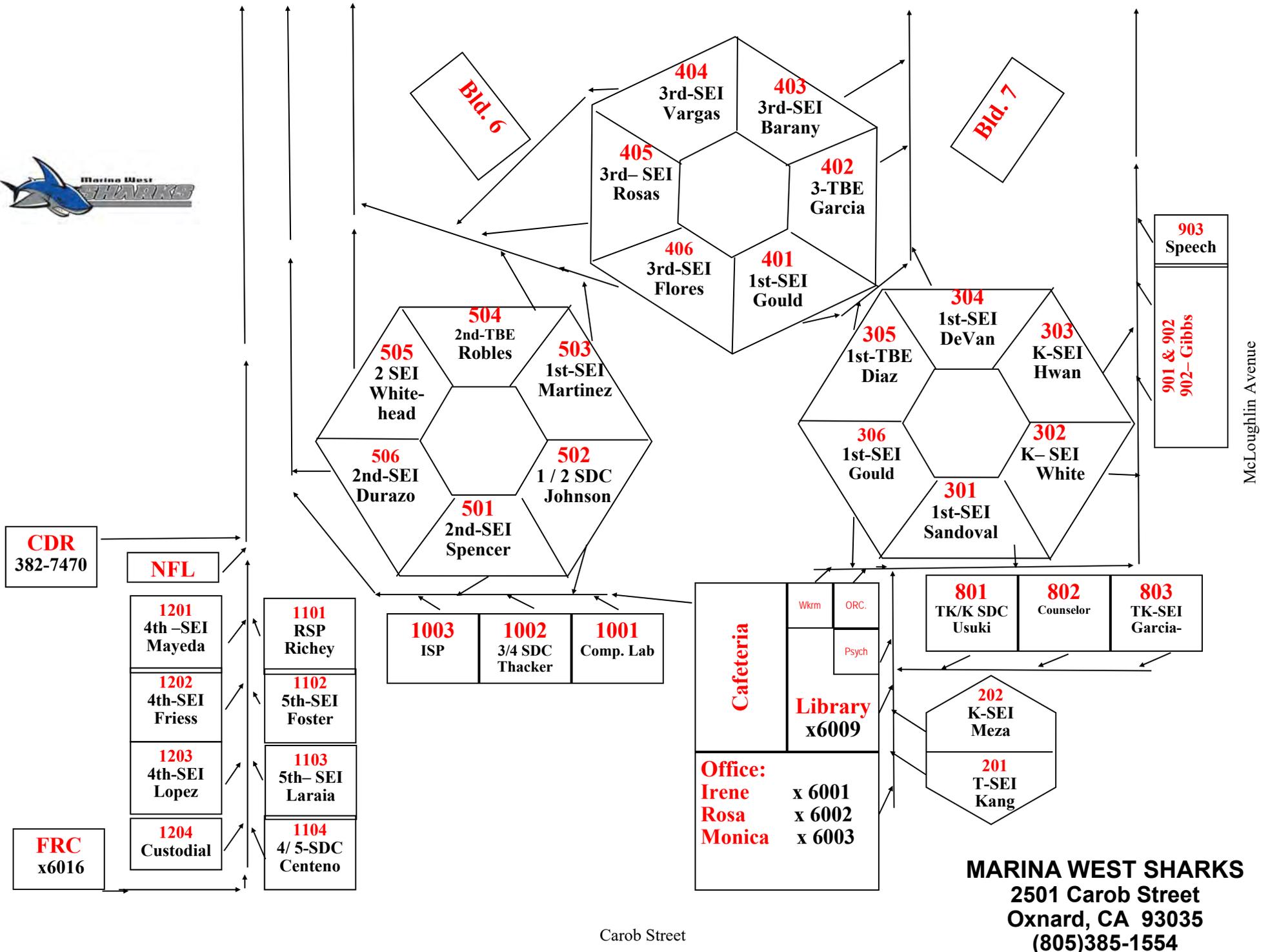
# Emergency Evacuation Map

# Evacuation of school to Marina West Park.



# Evacuation Map: Designated Areas





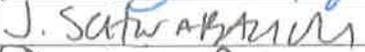
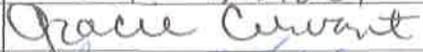
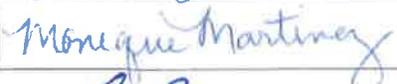
**MARINA WEST SHARKS**  
 2501 Carob Street  
 Oxnard, CA 93035  
 (805)385-1554

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 29, 2019

**Reviewed by:**

Name	Title	Signature	Date
Jorge Mares	Principal		1-31-19
Lisa Baird-Mayeda	School Site Council President- Teacher		1-31-19
Officer Jodie Schwabauer	School Resource Officer		1-31-19
Gracie Cervantes	Office Manager		1-31-19
Laura Fabila	ELAC- Parent		1-31-19
Monique Martinez	Site Leadership Representative		1-31-19
Scott Brewer	Fire Department Representative – Emergency Services Manager		1-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Thurgood Marshall K-8 School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 2900 Thurgood Marshall Drive  
 Oxnard, CA 93036  
**Date of Adoption:** February 2019

**Reviewed by:**

Name	Title	Signature	Date
Sarah Lepe	Interim Principal		
Suzanne Grajeda	Assistant Principal		
Officer Kevin Thompson	Oxnard PD SRO		
Joleen Segura	Classified Representative		
Matt De Santiago	Lead Custodian		
Carlos Beltran	After School Program Liason		
Susan Canales	Kinder Representative		
Heather Rose	Primary Representative		
Maria Mendez	Upper Grade Representative		
Beth Kaser	Middle School Representative		
Tricia Tackett	Special Education Representative		

Name	Title	Signature	Date
Cherrie Calles	Saturday School Lead/Parent		
Scott Brewer	Fire Department Representative-Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	22
(J) Hate Crime Reporting Procedures and Policies.....	26
Safety Plan Review, Evaluation and Amendment Procedures.....	27
Safety Plan Appendices.....	28
EMERGENCY CONTACT NUMBERS.....	28
Thurgood Marshall K-8 School Incident Command System.....	29
Incident Command Team Responsibilities.....	31
Emergency Response Guidelines.....	32
Step One: Identify the Type of Emergency.....	32
Step Two: Identify the Level of Emergency.....	32
Step Three: Determine the Immediate Response Action.....	32
Step Four: Communicate the Appropriate Response Action.....	32
Types of Emergencies & Specific Procedures.....	33
AIRCRAFT CRASH.....	33
ANIMAL DISTURBANCE.....	33
BIOLOGICAL OR CHEMICAL RELEASE.....	33
PESTICIDE EXPOSURE (Pesticide Drift).....	33

BOMB THREAT/ THREAT OF VIOLENCE .....	33
BUS DISASTER.....	33
DISORDERLY CONDUCT .....	34
EARTHQUAKE .....	34
EXPLOSION OR RISK OF EXPLOSION .....	35
FIRE IN SURROUNDING AREA.....	35
FIRE ON SCHOOL GROUNDS.....	35
FLOODING .....	36
LOSS OR FAILURE OF UTILITIES .....	36
MOTOR VEHICLE CRASH.....	36
PSYCHOLOGICAL TRAUMA .....	36
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	36
UNLAWFUL DEMONSTRATION OR WALKOUT .....	37
Medical Emergencies .....	40
Emergency Evacuation Map.....	43

## **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 K-8 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, School Site Council, 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 K-8 School Safety Committee**

Sarah Lepe, Interim Principal  
Suzanne Grajeda, Assistant Principal  
Officer Kevin Thompson, Student Resource Officer  
Susan Canales, Kinder Representative  
Heather Rose, Primary Grade Representative  
Maria Mendez, Upper Grade Representative  
Beth Kaser, Middle School Representative  
Tricia Tackett, Special Education Representative  
Carlos Beltran, After School Program Representative  
Jolene Segura, Classified/School Site Council Representative  
Cherrie Calles, Parent/Saturday School Lead Teacher

### **Assessment of School Safety**

The Safety Committee reviewed and discussed procedures to be followed by our students in a disaster. The committee meets to review all safety procedures and make any necessary recommendations and changes. The safety committee addressed a concern in regard to the use of emergency exits on campus. It was recommended by the safety committee this year that staff no longer utilize the glass doors on the side of the school for regular use. The doors are to be used as an emergency exit only to minimize the access points on the campus. Regular monthly drills prepare our staff and students to follow emergency routines. The district provided Thurgood Marshall with a large bin where we have placed and organized all of our emergency supplies. Each classroom has an emergency backpack that has supplies for them to be used in case of emergencies. Backpacks and emergency buckets are inventoried every year to ensure that each classroom has the correct materials.

Office referrals and suspension data is reviewed regularly with staff and school community including School Site Council. Information about attendance rates as well as juvenile crime data and property damage are also reviewed. Information from the California Healthy Kids Survey is shared with staff and presented to the PBIS committee in order to make improvements with safety and behavior on campus.

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)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

#### Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 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.

The purpose of the dress standard shall be to ensure a safe and secure environment in which to offer a quality education. All students at Thurgood Marshall 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 school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

- All clothing shall be neat, clean, and acceptable appearance and shall be worn within the bounds of decency as appropriate for school.
- Students may not wear clothing or hairstyles that will be disruptive to the educational process.
- Attire that expresses racial, ethnic, sexual, or religious disrespect is not allowed at Thurgood 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, wheelie shoes 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 worn by all students every day.
- Hats, caps, hoods, and sun visors may be worn outside for protection from the sun.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Thurgood 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 the 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.

Minimum Days: 12:15 pm for TK-5, 12:02 pm for grade 6

**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. The regular school day for middle school students in grade 6 is 7:45am to 2:43pm (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 by back gates or front doors.
- 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 Thurgood Marshall crosswalk at the back gate and traffic control signs at Patterson and Thurgood Marshall to ensure the safety of students walking to and from school.

- Parents dropping off students at school should be aware that there is not supervision available before 7:45am for grade 6 and 8:00am for grades TK-5.
- Students enter through back gates front doors upon arrival, and leave through back gates and front doors during dismissal times.

#### 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 8:15 for grade 6, and 8:30 for TK-5th grade

- 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.
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:**

Work together to develop school wide understanding of Tier 1, Tier 2 and Tier 3 in terms of student behaviors

Use Office Referrals and Q to document student behaviors.

Continue Staff Training in CHAMPS.

Work towards full implementation of CHAMPS school wide.

Improve student attendance.

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> <li>5. Develop a school wide positive behavior reward.</li> <li>6. Use scheduled data meetings to identify and review students who need extra support.</li> <li>7. Use Office Referrals to monitor student behavior, student need, and as a communication tool with staff.</li> </ol>	<p>CHAMPS In house tools for referrals and follow up Office support Past practices and guidelines Use of "Safe and Civil Schools" by Randy Sprick</p>	<p>Principal Assistant Principal Outreach Coordinator (ORC) Counselor Teachers</p>	<p>Office Reports Teacher Reports CST Meetings Student Behavior Committee Leadership Team Team Meetings</p>
Train Campus Assistants and After School Program (ASP) staff in Schoolwide Positive Support System.	<p>Hold weekly Meetings with Campus Assistants Refine Playground Duty Assignments Integrate CHAMPS into systems and responses CHAMPS common areas of school. Review how CHAMPS is being used in classrooms.</p>	<p>Discussion and videos which show best practices in yard duty supervision. Ongoing training and monitoring</p>	<p>Principal Assistant Principal Counselor ORC Campus Assistants Teachers ASP Staff</p>	<p>Discussion in meetings; monitoring by Principal</p>
Monitor student attendance.	<ol style="list-style-type: none"> <li>1. Review monthly attendance reports.</li> <li>2. Promote positive attendance through school wide incentives.</li> <li>3. Use SARB process to meet with parents and reduce chronic absences</li> </ol>	<p>Use ADA reports. Use SARB forms and procedures. Student incentives</p>	<p>Principal Assistant Principal ORC Attendance Clerk</p>	<p>Monthly and yearly attendance reports.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Communicate student behavior plan and procedures to all stakeholders.	Parent meetings to discuss positive behavior student plan and school behavior expectations. Post School Safety Plan on web. Train staff in duties and procedures for monitoring student behavior.	School Safety Plan School wide behavior expectations CHAMPS guidelines	Principal Assistant Principal Counselor School Resource Officer	Discussion, surveys
Share results of the California Healthy Kids Survey with staff and parents. Use data to plan student supports in areas in need of improvement.	1. Make survey results accessible to staff and parents. 2. Discuss trends. 3. Allocate resources to strengthen areas of weakness. 4. Analyze	California Healthy Kids Survey	Principal Counselor	Discussion, surveys Positive Student Behavior Committee review
Share with staff and parents on topics of juvenile crime, property damage data, internet safety, drug awareness and other topics related to student safety and the law.	Share on topic of community juvenile crime at parent meetings and trainings.	Oxnard local law enforcement data.	School Resource Officer Oxnard Police Department Principal Assistant Principal	Parent surveys on topics for training.

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Follow up on work orders

Increase staff capacity to respond to an emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Ensure the facility is free from hazards. 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 Work orders Follow up on work orders</p>	<p>Principal Assistant Principal Lead Custodian Office Manager</p>	<p>Walk through reports Completion of Work Orders</p>
<p>Include stakeholders in development of School Safety Plan</p>	<p>Develop and present plan with Safety Committee Report to School Site Council and receive their input and approval. Receive approval from Safety Committee Share with Leadership for input and discussion. Share plan with other advisory and parent groups such as ELAC and PTA</p>	<p>Summary of plan Description of actions and procedures in an emergency</p>	<p>Principal Assistant Principal</p>	<p>Input from Discussions Input from Safety Committee Approval from School Site Council</p>
<p>Share plan monitoring with stakeholders</p>	<p>Share with Safety Committee and Leadership. Share with Staff and parent groups. Monitor and adjust plan, following suggestions of stakeholders.</p>	<p>School Safety Plan</p>	<p>Principal Assistant Principal</p>	<p>Surveys Agendas</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Share approved Safety Plan with all stakeholders	School website Digital copies to all staff Student behavior (discipline) guidelines disseminated to all staff. Share plan with all Staff through meetings and informational handouts. Specific disaster preparedness information to all staff in printed form. Share approved School Safety Plan with advisory and parent groups such as ELAC and PTA.	School Safety Plan School Resource Officer	Principal Assistant Principal	Informal and formal Surveys Agendas Review by Positive Student Behavior Committee Review and Monitoring by Safety Committee Review by Leadership Review by School Site Council
Build staff capacity to respond to an emergency	Train staff in procedures and roles. Debrief after drills. Use information from debriefing to improve our response capacity. Maintain NCPI trained staff to respond to student behavior emergencies.	School Safety Plan NCPI Training	Principal Assistant Principal Identified Support Staff Counselor School Resource Officer	Debrief after emergency drills. Use debriefing data to improve response.
Ensure emergency operations plan is easily implemented	1. Hold monthly disaster drills (fire) or earthquake drills. 2. Lockdown drill once a year 3. Disaster drill once a year 2. Train staff and teachers on their responsibilities and stations during a disaster.	Safety Plan Tree Duty descriptions for each assignment raining for Emergency Procedure	Principal Assistant Principal Safety Committee School Resource Officer	Staff Debriefing Staff and Safety Committee evaluation Leadership

**Component:**

Disaster Preparedness

**Element:**

School Safety

**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 Kevin Thompson to train Staff in Lock down procedures. SRO is available on call for support.</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 Assistant 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 at parent meetings</li> </ol>	Safe School Plan Other Community Resources from School Resource Officer, Fire Department, OSD Pupil Services	Principal Assistant 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 Assistant Principal	Safe School Committee Principal Head Custodian

Implement and monitor Emergency Procedures	1.Parent meetings to discuss school safety plan 2.Post School Safety Plan on web 3.Train staff in duties and procedures 4.Create folders for emergency response positions 5.Include Emergency procedures with exits in SUB plans. 6. Post Emergency exit routes near doors. 7. Utilize magnetic door lock devices.	Safe School Plan	Principal Assistant Principal	Safety Committee Staff Debriefing after Drills School Site Council Leadership Committee
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**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Thurgood Marshall 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 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 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.

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.

### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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.

#### **(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 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 based on 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 to 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 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 and also approved by the SSC. Changes and additions to the Safe School Plan can be made throughout the school year. If there is a need to update, or change information, based on recommendations and approval of Safety Committee or School Site Council, revisions and updates can be integrated into the plan.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

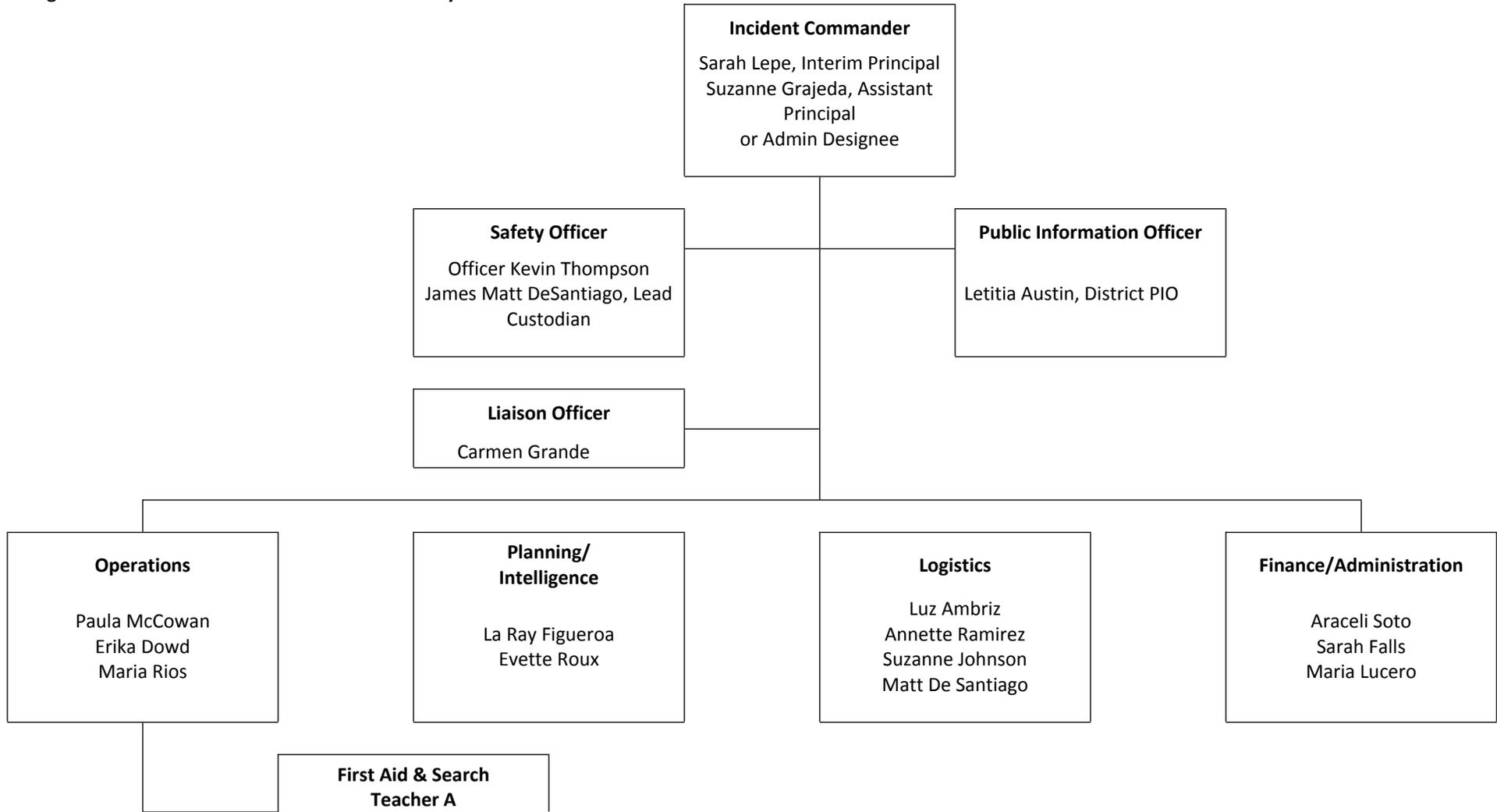
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	The Church of Jesus Christ of Latter-Day Saints
Address	3301 West Gonzales Road
Phone Number	805-278-0123

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	River Ridge Golf Club
Address	2401 W. Vineyard Avenue
Phone Number	805-983-4653

**Thurgood Marshall K-8 School Incident Command System**



Search:  
Julian Lazaro  
Ashley Smith  
Heather Rose  
Beth Kaser  
Carlos Beltran

First Aid:  
Justin Donovan  
Kerry Ann Magner Varela  
Amy Palmer  
Cherrie Calles  
Joann Kessler  
Liz Hayashi

**Student Release &  
Accountability  
TeacherB**

Leticia Trejo  
Carol Ultreras  
Joleen Segura  
Sezina Saballett  
Kathy Orlinsky  
Maria Mendez  
Sherrill Asadoor Waters

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

Patterson Rd.

SDC PK K 1 2 3 4 5 6

SOLAR PANELS

Parking Lot

SOLAR PANELS FENCE

COMMAND CENTER

803  
x5876  
802  
x5874  
801  
x5875  
KINDER

Bike Storage

BIN

SOLAR PANEL

RELEASE  
CHECK IN

SOLAR PANELS  
(Benches)

LOCKED EXIT

CAFETERIA

LOCKED EXIT KITCHEN

x5811

GLASS DOORS

OFFICE

x5801 Office Manager  
x5802 Secretary  
x5803 Attendance  
x5849 Principal  
x5818 Asst. Principal  
x5879 Nurse Office  
x5817 Records

102

FIRST AID

x5812

101

x5850

GATE (LOCKED)

Bathrooms

708

x2209

702

x2216

701

x5856

GATE

STUDENT FLOW

CONSTRUCTION

GATE (Locked)

LOUNGE

x5816

6th Grade

x5820

LIBRARY  
x5813

QUAD

402

x5877

404

x5858

406

x5860

401

x5855

403

x5857

405

x5859

407

x5861

Bathrooms

601

x5869

603

x5866

605

x5865

607

x5873

Bathrooms

602

x5868

604

x5867

606

x5870

MORGUE

GLASS DOORS

501

x5862

502

x5854

503

x5851

504

x5853

505

x5852

506

x5871

507

x5872

GATE (Locked)

Thurgood Marshall Dr.

Gonzalez Rd.

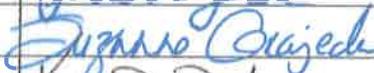
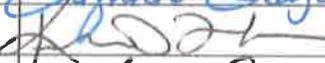
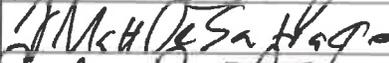
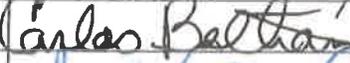
Thurgood Marshall Dr.

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Thurgood Marshall K-8 School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 2900 Thurgood Marshall Drive  
 Oxnard, CA 93036  
**Date of Adoption:** February 2019

**Reviewed by:**

Name	Title	Signature	Date
Sarah Lepe	Interim Principal		1/28/19
Suzanne Grajeda	Assistant Principal		1/28/19
Officer Kevin Thompson	Oxnard PD SRO		1/28/19
Joleen Segura	Classified Representative		1/28/19
Matt De Santiago	Lead Custodian		1-27-19
Carlos Beltran	After School Program Liason		1/28/19
Susan Canales	Kinder Representative		1-28-19
Heather Rose	Primary Representative		1/28/19
Maria Mendez	Upper Grade Representative		1/29/19
Beth Kaser	Middle School Representative		1/28/19
Tricia Tackett	Special Education Representative		1-28-19

Name	Title	Signature	Date
Cherrie Calles	Saturday School Lead/Parent		1/29/19
Scott Brewer	Fire Department Representative-Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-19  
School Year**

**School:** Christa McAuliffe Elementary School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 3300 Via Marina Avenue  
Oxnard, CA 93035  
**Date of Adoption:** 1/23/19

**Reviewed by:**

Name	Title	Signature	Date
M. Arias Elisondo	School Principal		
Officer Mascorro	School Resource Officer		
Amy Dahm	SSC Classified Representative		
Holly Yarborough	SSC Chair/Certificated		
Dana Gonzalez	Parent		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	14
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	19
(J) Hate Crime Reporting Procedures and Policies.....	23
Safety Plan Review, Evaluation and Amendment Procedures .....	24
Safety Plan Appendices.....	25
EMERGENCY CONTACT NUMBERS.....	25
Christa McAuliffe Elementary School Incident Command System.....	26
Incident Command Team Responsibilities.....	27
Emergency Response Guidelines .....	28
Step One: Identify the Type of Emergency .....	28
Step Two: Identify the Level of Emergency.....	28
Step Three: Determine the Immediate Response Action .....	28
Step Four: Communicate the Appropriate Response Action .....	28
Types of Emergencies & Specific Procedures.....	29
AIRCRAFT CRASH.....	29
ANIMAL DISTURBANCE .....	29
BIOLOGICAL OR CHEMICAL RELEASE.....	29
PESTICIDE EXPOSURE (Pesticide Drift) .....	29

BOMB THREAT/ THREAT OF VIOLENCE .....	29
BUS DISASTER.....	29
DISORDERLY CONDUCT .....	30
EARTHQUAKE .....	30
EXPLOSION OR RISK OF EXPLOSION .....	31
FIRE IN SURROUNDING AREA.....	31
FIRE ON SCHOOL GROUNDS.....	31
FLOODING .....	32
LOSS OR FAILURE OF UTILITIES .....	32
MOTOR VEHICLE CRASH.....	32
PSYCHOLOGICAL TRAUMA .....	32
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	32
UNLAWFUL DEMONSTRATION OR WALKOUT .....	33
Medical Emergencies .....	36

## **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 Elementary 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 Elementary School Safety Committee**

The Safety Committee is comprised of M. Arias Elisondo, Principal; Holly Yarborough, SSC Chair and Classroom Teacher; Dana Gonzalez, parent; Amy Dahm, Office Manager; and Officer Brandon Mascorro.

### **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.

The school safety assessment was a review of:

- Office Referrals
- Attendance Rates/School Attendance Review
- Suspension/Expulsion Data
- California Healthy Kids Survey
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

After reviewing current policies in place at McAuliffe School, the following areas need to be addressed: 1) Attendance, 2) Behavioral Expectations for Common Areas, and 3) Whole-School Evacuation.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.

- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### 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.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.

- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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)**

##### 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 properly prepare for school, or shall be required to prepare himself for the schoolroom before entering.

+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 McAuliffe Elementary will be held to the McAuliffe 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.

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 the 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 fishnet 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 the 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 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 8:45 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 not participating in after school activities are to leave campus immediately by walking or riding the bus.
- 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 letter from the principal.
- There are crossing guards located at the front of the school and traffic control signs in the front the school 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 8:10 am. School office hours are 7:30 am to 4:00 pm.
- Students enter through the main building entry upon arrival, and three gates during dismissal times.

#### Closed Campus

- McAuliffe 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 8:45 am.
- 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.

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 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 Incentive Supports (PBIS)

##### **Opportunity for Improvement:**

Minimize the amount of student referrals to office, minimize suspensions and maximize a positive behavior culture.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Revise and implement a comprehensive school-wide positive behavior support system founded in the behavior positive support model of CHAMPS; Conversation, Help, Activity, Movement, Participation & Success for the common areas of the campus.	<ol style="list-style-type: none"> <li>1. Hold student assemblies to discuss behavior expectations</li> <li>2. Reduce the amount of referrals due to negative behavior</li> <li>3. Provide staff with resources that emphasize components of the CHAMPS program</li> </ol>	CHAMPS School-Wide Training for staff and students	School Principal, Outreach Coordinator, Counselor, PBIS Team	Office Referrals Staff Feedback Parent Feedback
Teachers, support staff, administration, parents and students will work together and build a sense of community.	<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>	PBIS Team, Resources, Counselor	School Principal, Counselor, PBIS Team	Observation PBIS Survey
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 parenting classes to the parents and guardians of the student.</li> </ol>	Second Step program Parent Classes Outside Agencies VCBH	Counselor, Outreach Coordinator	Pre and Post measures Teacher reports Observations Student Interviews Office referrals

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
All Playground Supervisors and all Support Staff will be trained in NCPI	<ol style="list-style-type: none"> <li>1. Hold biweekly meetings with Playground Supervisors and all Support Staff to discuss student behavior.</li> <li>2. District and site NCPI training</li> </ol>	NCPI district and site training for staff	Principals	Sign-in sheets
To Collaborate with School Resource Officer (SRO).	<ol style="list-style-type: none"> <li>1. Hold Priority One drill with SRO present.</li> </ol>	Oxnard Police Department	School Principal, School Resource Officer, Outreach Coordinator School's Safety Committee	Regular Visits Safety Drill Documents Evaluation of parent meetings
Implement Positive Behavior Interventions and Support (PBIS) to ensure school-wide positive behavior support and reduce suspensions as outline in the SPSA.	<ol style="list-style-type: none"> <li>1. Conduct school-wide training</li> <li>2. Implement positive behavior strategies school-wide</li> <li>3. Reduce the amount of referrals due to negative behavior</li> <li>4. Hold student assemblies to discuss behavior expectations.</li> </ol>	PBIS resources, lesson plans, videos	PBIS Committee	Office Referrals Health referrals Teacher Reports
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.	<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>	Created Posters CHAMPs Bucks	Staff	Office Referrals Student interviews Counseling referrals Parent communication Teacher Reports
Reduce student/peer conflicts during recess and transition times.	<ol style="list-style-type: none"> <li>1. Identify areas of conflict.</li> <li>2. Provide resources for children during recess.</li> <li>3. Teach children how to resolve conflicts with peers.</li> </ol>	Counselor	Principal, Counselor	Office Referrals Data

**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.	1. Conduct walk-throughs 2. Submit and monitor Facility Work Orders	Safety Check-List and Observation	School Principal, Lead Custodian	Walk-Through Reports Work Orders
Communicate Safety Plan to all Stakeholders	1. Hold Parent-Community meetings to disseminate the information to all stakeholders 2. Hold Faculty Meetings informing staff of the School's Safety Plan	Agendas Minutes Hand-Outs	School Principal	Agendas
Ensure that all students and staff can be accounted for after the school building has been evacuated	Review and revise school building evacuation and relocation for students in primary grades.	School Map	Staff	Revised Evacuation Map

**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> </ol>	Agendas Staff Meetings Parent Group Meetings	School Principal, Outreach Coordinator, School's Safety Committee	Agendas
Ensure the school's Emergency Operations Plan is implemented	<ol style="list-style-type: none"> <li>1. Hold monthly drills.</li> <li>2. Train entire school staff on their responsibilities during an emergency situation</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 annual 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 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.

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 follow 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."
- Follow 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.

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 or failing to follow school policy outline in Parent/Student packet given out at the beginning of the year;

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).

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### 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.

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.
  - 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.

- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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 annually reviewed for advisement by Faculty and Parent 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

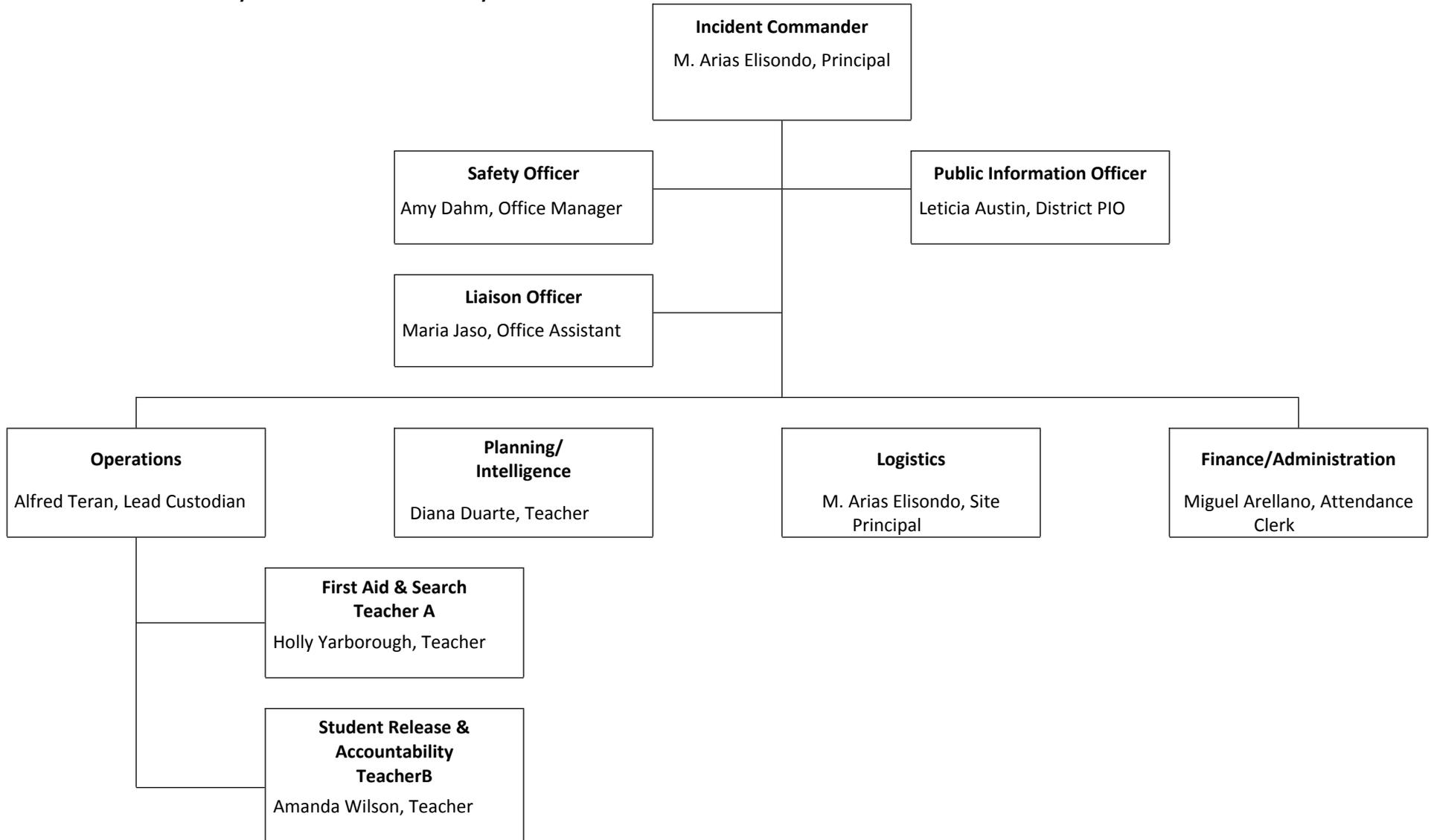
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Via Marina Park
Address	3301 Keel Way, Oxnard, CA 93035
Contact	City of Oxnard
Phone Number	805-385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Seaview Park
Address	951 Offshore Street, Oxnard, CA 93035
Contact	City of Oxnard
Phone Number	805-385-7995

**Christa McAuliffe 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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

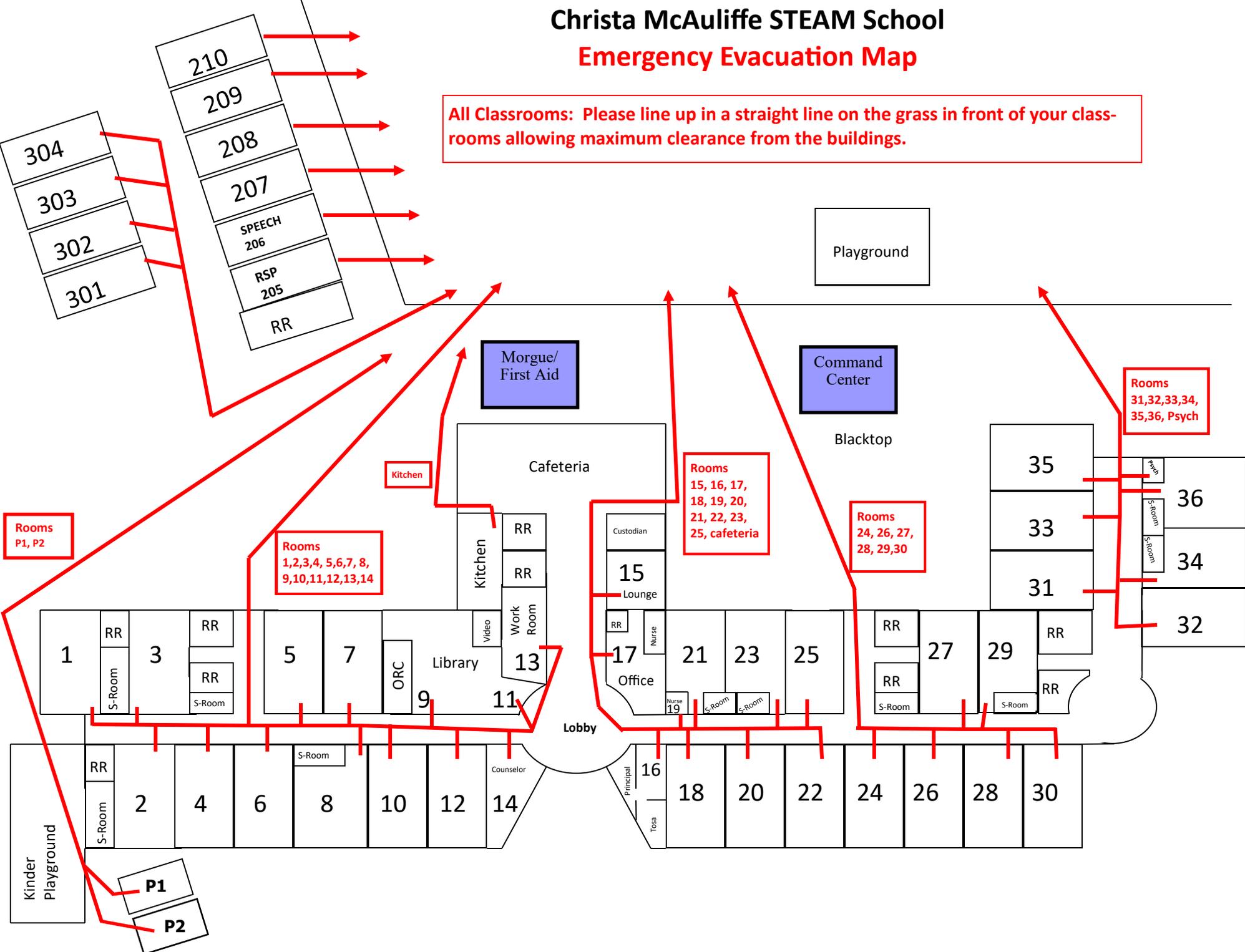
- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Christa McAuliffe STEAM School

## Emergency Evacuation Map

All Classrooms: Please line up in a straight line on the grass in front of your classrooms allowing maximum clearance from the buildings.

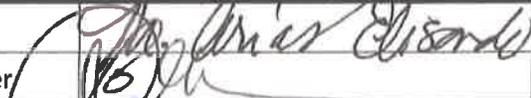


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-19 School Year

**School:** Christa McAuliffe Elementary School  
**CDS Code:** 56725380100362  
**District:** Oxnard School District  
**Address:** 3300 Via Marina Avenue  
 Oxnard, CA 93035  
**Date of Adoption:** 1/23/19

**Reviewed by:**

Name	Title	Signature	Date
M. Arias Elisondo	School Principal		1/31/19
Officer Mascorro	School Resource Officer		1/31/19
Amy Dahm	SSC Classified Representative		2/1/19
Holly Yarborough	SSC Chair/Certificated		1/31/19
Dana Gonzalez	Parent		2/1/19
Scott Brewer	Fire Department Representative – Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** McKinna Elementary School  
**CDS Code:** 56725386055354  
**District:** Oxnard School District  
**Address:** 1611 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** January 2019

**Reviewed by:**

Name	Title	Signature	Date
Wendy Garner	Principal		
Richard Raddas	Teacher/Safety Team		
Elena Salgado	Counselor/SSC Chairperson		
Dani Pisors	Librarian		
Susana Lopez	Parent/SSC Member		
Officer Schwabauer	Oxnard Police Department/SRO		
Cristina Velarde	Teacher		
Deanna Romero	Teacher		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	20
(J) Hate Crime Reporting Procedures and Policies.....	24
Safety Plan Review, Evaluation and Amendment Procedures .....	25
Safety Plan Appendices.....	26
EMERGENCY CONTACT NUMBERS.....	26
McKinna Elementary School Incident Command System .....	27
Incident Command Team Responsibilities.....	29
Emergency Response Guidelines .....	30
Step One: Identify the Type of Emergency .....	30
Step Two: Identify the Level of Emergency.....	30
Step Three: Determine the Immediate Response Action .....	30
Step Four: Communicate the Appropriate Response Action .....	30
Types of Emergencies & Specific Procedures.....	31
AIRCRAFT CRASH.....	31
ANIMAL DISTURBANCE .....	31
BIOLOGICAL OR CHEMICAL RELEASE.....	31
PESTICIDE EXPOSURE (Pesticide Drift) .....	31

BOMB THREAT/ THREAT OF VIOLENCE .....	31
BUS DISASTER.....	31
DISORDERLY CONDUCT .....	32
EARTHQUAKE .....	32
EXPLOSION OR RISK OF EXPLOSION .....	33
FIRE IN SURROUNDING AREA.....	33
FIRE ON SCHOOL GROUNDS.....	33
FLOODING .....	34
LOSS OR FAILURE OF UTILITIES .....	34
MOTOR VEHICLE CRASH.....	34
PSYCHOLOGICAL TRAUMA .....	34
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	34
UNLAWFUL DEMONSTRATION OR WALKOUT .....	35
Medical Emergencies .....	38
Emergency Evacuation Map.....	41

## **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**

Wendy Garner (principal), Richard Raddas, Cristina Velards, Deana Romero (Teachers), Dani Pisors (Librarian), Susana Lopez (parent SSC member), Elena Salgado (counselor/SSC Chairperson) and Officer Schwabauer (Oxnard Police Dept. Student Resource Officer)

### **Assessment of School Safety**

McKinna continues to be a closed campus with all visitors signing in through the office. In addition, McKinna follows district policies for volunteers, including finger printing and TB test verification.

Oxnard Police Department gave a presentation and training on Active Shooter Situations in 2017-18 and will repeat this training in 2018-19. The SRO conducted a security inspection of the campus with the principal at the beginning of the year and during the lock down drill held in the fall. The SRO will also be present for any whole school evacuation off site.

The Risk Management Department from the District conducted a Safety Inspection in 2017. A report was submitted and necessary changes were made or are the process of being made by either school personnel or district personnel. In the fall of 2017, Risk Management provided a training and resources on the Safety Plan. In the spring of 2018, Risk Management provided a comprehensive training for site and district leadership which was shared with the McKinna Safety Team. This information is utilized to plan school wide safety drills including fire/evacuation, earthquake preparedness and lock downs. Numerous members of the McKinna staff have attended supplemental training in Search & Rescue, Student Reunification and Medical Emergency Procedures. The assigned SRO provided oversight and recommendations during the fall 2018 lock down drills.

The school safety team has participated in School Emergency Response Team (SERT) Safety Trainings in the areas of Medical Disaster, Search and Rescue and Student Reunification. Additional staff members have volunteered to participate in one or more of these SERT trainings. The Safety Team holds mini workshops during staff meetings to prepare for disaster response.

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. The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO of any concerns.

Office referrals and discipline issues are discussed with the PBIS team and staff at bi-monthly PBIS leadership meetings in order to help analyze support and supervision needs. In addition, attendance reports are reviewed by principal, counselor, ORC and social worker.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

## STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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)**

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

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 McKinna will be held to the McKinna 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 school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board 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.

### **(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 and 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 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 7:35 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 8:05 a.m. At 8:05 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 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.

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
<p>To encourage "Positive School Climate," All students will have access to positive behavior support systems through Safe &amp; Civil Schools. PBIS guidelines, rules &amp; expectations will be taught and modeled. Restorative approached such as Toolbox &amp; CHAMPS will be utilized to help teach self-regulation and self control. Positive behavior will be reinforced by Catch of the Days, and certificates given at awards ceremonies.</p>	<p>Principal, Classroom teachers, Counselor present to classes.</p>	<p>Staff</p>	<p>PBIS Team members &amp; Petula Rodriguez (ORC) and Elena Salgado (Counselor)</p>	<p>Principal</p>
<p>Teachers will identify exemplary students .</p>	<p>Monthly awards given to exemplary students at awards ceremonies</p>	<p>Certificates and peace signs purchased from Oriental Trading.</p>	<p>PBIS team, principal, counselor</p>	<p>Principal</p>
<p>All students and staff will participate in PBIS Safe &amp; Civil Schools protocols and Toolbox. New teachers trained.</p>	<p>VCOE trainer trains teachers who were not trained were trained through site and district resources..</p>	<p>Handout from workshop. Posters were created by the staff and will be posted in hallways, on the playground and in the cafeteria.</p>	<p>PBIS team, principal, counselor</p>	<p>Principal</p>
<p>Restorative discipline model implemented which includes reflective questions and conflict mediation strategies practiced with students.</p>	<p>.Principal and counselor lead and model for students. Reflection documents made available for teachers.</p>	<p>Reflection forms, Toolbox resources</p>	<p>PBIS team, Principal and counselor</p>	<p>Principal, counselor, PBIS team</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive schoolwide positive behavior support system founded in the behavior positive support model of CHAMPS; Conversation, Help, Activity, Movement, Participation & Success for the common areas of the campus.	<ol style="list-style-type: none"> <li>1. Hold regular meetings with McKinna'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>	Champs and Toolbox School Wide Training for staff and students	PBIS team, including principal, counselor, ORC	Office referrals Staff Feedback Parent Feedback
Teachers, support staff, administration, parents and students will work together and build a sense of community.	<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>	PBIS resources, counselor, PBIS team	Counselor, Support staff, PBIS team	Observation PBIS survey
Develop an MTSS model including COST and SST process to meet the needs of students with social -emotional challenges.	<ol style="list-style-type: none"> <li>1. Use a tiered system with wrap around services to identify students who are in need of intervention to include possible counseling services and services beyond school counseling.</li> <li>2. 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>	VCBH Social Worker Counselor ORC PBIS team Student Support Team	Counselor, ORC, Social Worker, PBIS Team, Student Support	Pre and Post measures Teacher reports & observations Office referrals Student interviews

Objectives	Action Steps	Resources	Lead Person	Evaluation
Playground supervisors and support staff trained in the PBIS-CHAMPS model including Toolbox.	1. Meetings & trainings with Campus supervisors to discuss support strategies and student concerns	CHAMPS, PBIS, Toolbox resources	Principal, ORC, Counselor	Agendas

**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	Safety Team, 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	Safety Team, Principal	Oxnard Police Department will give feedback to staff after drills have been completed.
Keep children safe while crossing streets. Teachers talk to students about crosswalk safety.	Crossing Guard on J street crosswalk, Teachers reinforce safety	. Oxnard Police Department and the City of Oxnard.	Safety Team, Principal	OPD Crossing Guard
Staff representatives attend at least one of 3 Disaster trainings: Medical, Reunification, or Search & Rescue.	Safety trainings attended and shared with remainder of staff	SERT: School Emergency Response Team	Safety Team, Principal	Safety team organize & evaluate school wide practice drills
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	Campus supervisors, Safety Team, 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 & classroom doors locked.	Closed campus and sign in procedures, monitored gate.	Campus supervisors	Principal/Office manager	Gates 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	Safety Team sharing best practices from SERT trainings.	Oxnard Fire Department and Oxnard Police Department.	SROs, and members of the Oxnard Police Department and Principal.	Teacher debriefing and response.
Staff members will attend disaster training for medical, reunification and search and rescue. - School emergency response team training series. (SERT)	All members of the safety team and additional staff members attended at least one of the three trainings. Lead safety team members attended all 3 trainings.	School Emergency Response Team Training coordinated through Risk Management	Principal and Safety Team	Utilized training to set up teams and structure site practice drills which include reunification procedures.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**McKinna Elementary School Student Conduct Code**

McKinna Elementary school is committed to teaching, modeling and enforcing high standards of conduct and will assign consequences for misbehavior in order to foster the lifeskills of Trustworthiness, Respect, Responsibility, Caring, and Citizenship, and to ensure that schools are safe, healthy learning environments for all students.

A progressive discipline model is practiced that provides the opportunity to teach appropriate behavior through the use of intervention and a corrective action. Each situation or violation involving student conduct should be individualized and the least punitive action based on the violation should be taken. Corrective action taken by the administrator shall take place per Ed Code guidelines after progressive discipline interventions by the school fail to bring about proper conduct. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. McKinna utilizes a restorative model based a Positive Behavior Intervention System through Safe and Civil Schools. In addition students are taught to utilize Toolbox Tools to reinforce social-emotional development and peaceful problem solving.

The staff, parents, and students at McKinna Elementary School work together to support and maintain a safe and secure school environment that is conducive to learning and that provides opportunities for each student to develop personal and social responsibility, self-esteem, respect, and consideration for others, and high academic achievement.

The staff works collaboratively to ensure that all students receive a quality instructional program. By the time students leave fifth grade, we want them to have the foundational academic and social skills needed to be successful in the future—namely the ability to think critically and creatively about the personal and societal choices that face them.

We celebrate the diversity of our student body and feel that all children benefit from knowing, learning about and experiencing other languages and cultures. McKinna is a learning community where families are active partners and student needs drive all decisions.

We invite all parents to come visit and be an active part of our school community. All visitors on campus must check in through the office to get a “Visitor’s Pass.”

School Wide Expected Behaviors are reinforced throughout the year to promote a positive and healthy learning environment. Below are the 5 expectations that are communicated to students, staff and families.

Be Safe. Be Respectful, Be Responsible, Be Kind, Make Wise Choices

McKinna reinforces these Positive Behavior Guidelines for fostering a healthy and safe learning environment through weekly announcements and assemblies 5 times yearly. In addition, McKinna teaches Toolbox strategies to help students develop social-emotional problem solving strategies. These strategies and support resources are shared with families throughout the year.

In addition, McKinna is building a healthy school culture and climate through the restorative practices model. Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities. Because they provide structures and skills needed to create and maintain positive relationships, Restorative Practices help strengthen the communication between adults on campus. They are also the preferred approach to address student behavior issues because they reflect the importance of relationships among students and between teachers and students. These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to experience making amends in such a way that strengthens community bonds that have been damaged. On a Restorative Practices continuum, informal practices include affective statements and questions that communicate peoples' feelings, and allow for reflection on how one's behavior has affected others. Impromptu restorative dialogues and circles are more structured, while formal conferences require more preparation and include more representation from the community such as family members. Restorative Practices are used in the classroom to help create a caring and supportive environment with a focus on relationship building.

When a student causes harm, reflective dialog is facilitated by support staff that includes conversation to evoke reflection on how the behavior has affected others. In addition, restorative dialogues take place which are structured conversations to resolve conflict or appreciate others and asks some version of the following questions:

1. From your point of view, what happened?
2. What do you remember thinking or feeling at the time?
3. How have you and others been affected?
4. What feelings and needs are still with you?
5. What do you think should happen next? What will help us solve the problem? What tools can be used next time to prevent this problem?

McKinna plans to introduce Classroom Circles which are group discussion format which is a mainstay of Restorative Practices and can be used in a variety of ways including but not limited to: Building community, Making agreements, Solving problems, Exploring class material.

McKinna also utilizes Restorative Discipline and Other Means of Correction- More formal actions to maintain high behavioral expectations for which all students are held accountable and may be used in lieu of, or in addition to, traditional means of discipline such as suspension that may include: Restorative conferences, Behavior support plans, Peer mediation, Community service, Referrals to counseling, mentoring, or after-school programs.

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 follow 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 Guidelines and 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."

Follow 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.

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 or failing to follow school policy outline in Parent/Student packet given out at the beginning of the year;

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 schoolsponsored

events;

Habitual tardiness or truancy;

Forging parents' signatures or school documents (CAC 306).

### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.

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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

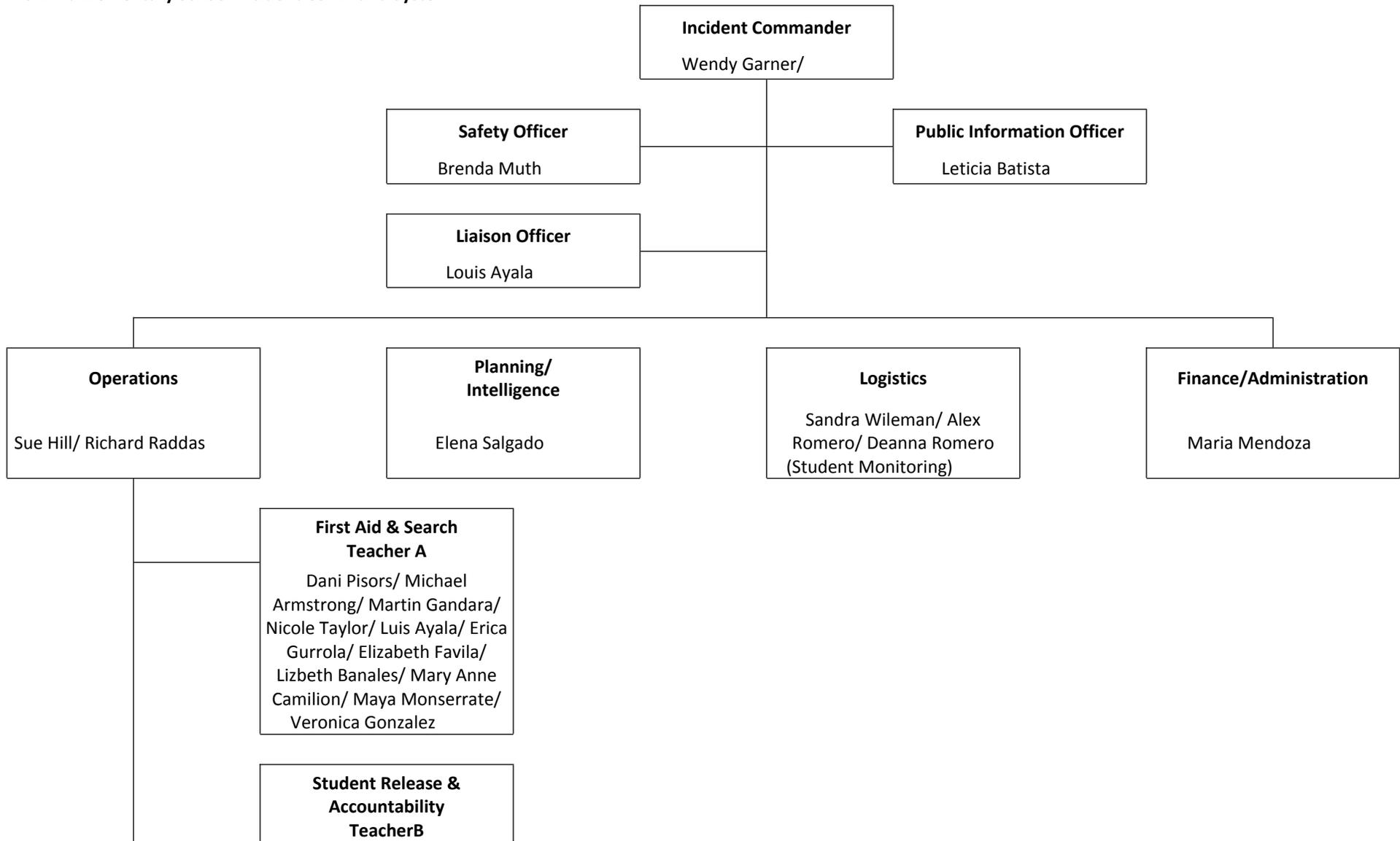
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Haydock Middle School
Address	647 Hill St, Oxnard, CA 93033
Contact	Principal Greg Brisbane
Phone Number	(805) 385-1545

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Durley Park
Address	800 Hill St; Oxnard, California 93033.
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**McKinna Elementary School Incident Command System**



Martha Ortiz-Lopez/Maria  
Aspera/Christina  
Velarde/Petula Rodriguez/  
Elena Salgado/ Leticia Batista/  
Maria Mendoza/ Fernando  
Hernandez

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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**

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

**AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS**

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

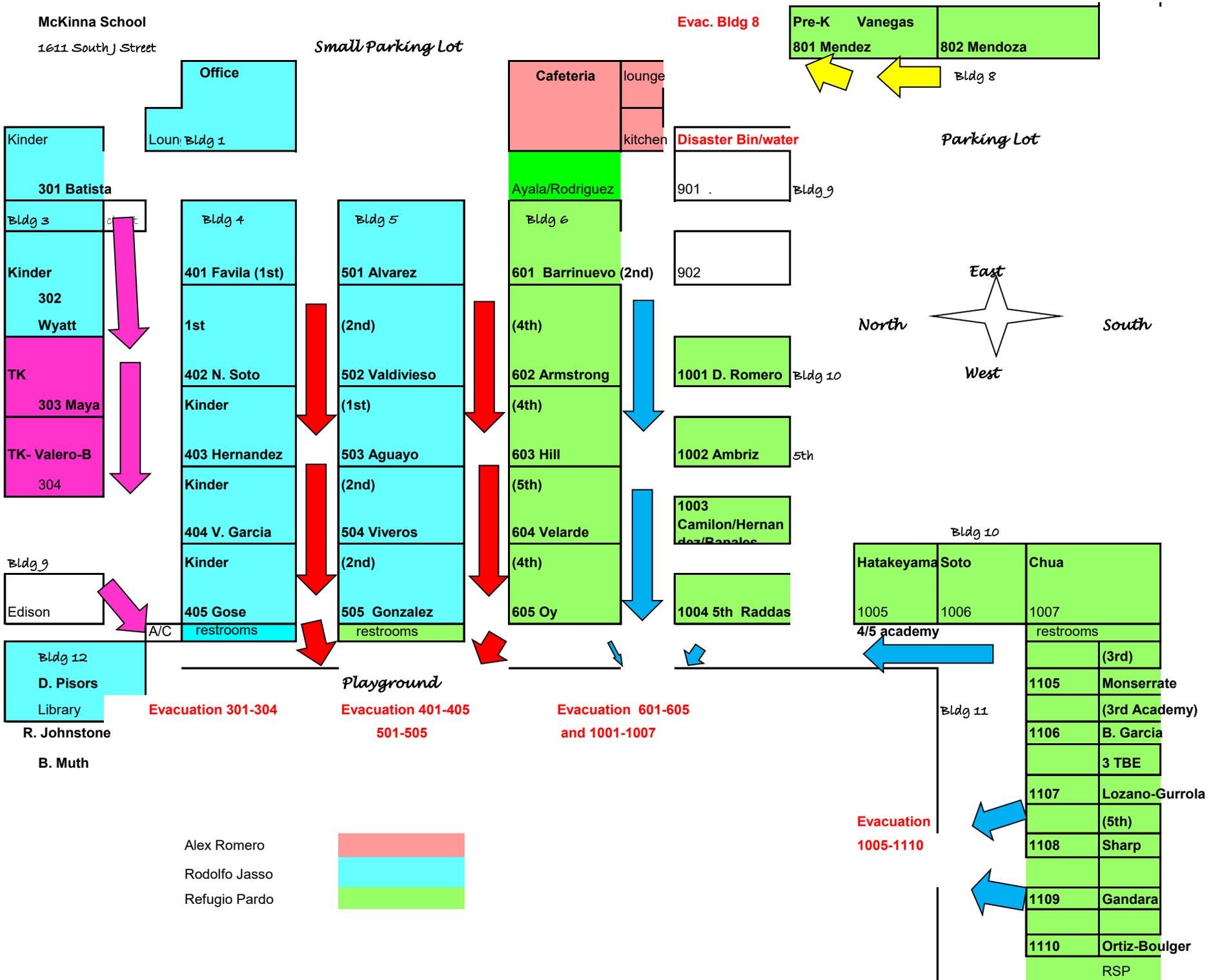
#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

# 2018-19 School Map

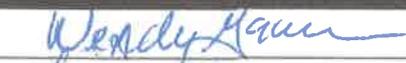
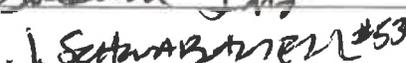


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** McKinna Elementary School  
**CDS Code:** 56725386055354  
**District:** Oxnard School District  
**Address:** 1611 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** January 2019

**Reviewed by:**

Name	Title	Signature	Date
Wendy Garner	Principal		1-14-19
Richard Raddas	Teacher/Safety Team		1-14-19
Elena Salgado	Counselor/SSC Chairperson		1/14/19
Dani Pisors	Librarian		1/14/19
Susana Lopez	Parent/SSC Member		1-15-19
Officer Schwabauer	Oxnard Police Department/SRO	 #5393	1-17-19
Cristina Velarde	Teacher		1/14/19
Deanna Romero	Teacher		1/14/19
Scott Brewer	Fire Department Representative - Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Ramona Elementary School  
**CDS Code:** 56725386055362  
**District:** Oxnard School District  
**Address:** 804 Cooper Road  
 Oxnard, CA 93030  
**Date of Adoption:** October 17, 2018

**Reviewed by:**

Name	Title	Signature	Date
Dr. Andres Duran	Principal		
Ofc. Brandon Mascorro	School Resource Officer		
Martha Amezcua	School Site Council Chair		
Claudia Martinez	Site Safety Committee Representative		
Maria Romero	Site Safety Committee Representative		
Jose Ortega	ELAC Acting Committee President		
Claudia Casillas-Zuniga	ORC		
Jeffrey Carranza	School Safety Committee Representative		
Scott Brewer	Emergency Service Director for Oxnard		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	20
(J) Hate Crime Reporting Procedures and Policies.....	23
Safety Plan Review, Evaluation and Amendment Procedures.....	24
Safety Plan Appendices.....	25
EMERGENCY CONTACT NUMBERS.....	25
Ramona Elementary School Incident Command System.....	26
Incident Command Team Responsibilities.....	29
Emergency Response Guidelines.....	30
Step One: Identify the Type of Emergency.....	30
Step Two: Identify the Level of Emergency.....	30
Step Three: Determine the Immediate Response Action.....	30
Step Four: Communicate the Appropriate Response Action.....	30
Types of Emergencies & Specific Procedures.....	31
AIRCRAFT CRASH.....	31
ANIMAL DISTURBANCE.....	31
BIOLOGICAL OR CHEMICAL RELEASE.....	31
PESTICIDE EXPOSURE (Pesticide Drift).....	31

BOMB THREAT/ THREAT OF VIOLENCE .....	31
BUS DISASTER.....	31
DISORDERLY CONDUCT .....	32
EARTHQUAKE .....	32
EXPLOSION OR RISK OF EXPLOSION .....	33
FIRE IN SURROUNDING AREA.....	33
FIRE ON SCHOOL GROUNDS.....	33
FLOODING .....	34
LOSS OR FAILURE OF UTILITIES .....	34
MOTOR VEHICLE CRASH.....	34
PSYCHOLOGICAL TRAUMA .....	34
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	34
UNLAWFUL DEMONSTRATION OR WALKOUT .....	35
Medical Emergencies .....	38
Emergency Evacuation Map.....	41

## **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 through hard work, perseverance, and a commitment to lifelong learning.

Ramona Mission - To provide a safe and nurturing environment where students reach their academic potential and become responsible global citizens.

Ramona School is committed to the following:

- Guide students to become global citizens using technology and collaboration to develop as critical, independent thinkers and leaders.
- Provide a supportive environment that addresses the needs of all students, including nutrition, physical, social-emotional, safety, intellectual growth, and development.
- Provide opportunities for family and community partnerships through participation in school committees and events.
- Educate confidently with a positive attitude and enthusiasm with respect for students, parents, and each other.
- To inform and provide differentiated instruction to ensure that all students are given learning opportunities in all content areas.
- Use formative assessment data throughout the year, communicate and collaborate as a member of a team, be open to new ideas, and reflect on our practices to continue our growth as professionals.
- Ensure all students are able to access the Common Core Standards curriculum by building foundational skills that lead to college and career readiness.
- Create an environmentally responsible campus.

- Attend professional development that enhances our understanding of research-based common core practices and builds capacity.
- Attend Professional development which enhances the understanding of what our student might be going through, trainings such CHAMPS, Restorative Justice, PBIS and Foundations through the Safe and Civil Schools
- Participate in reciprocal collaboration to reflect, enhance, and advance instructional practices (PLCs).
- Attend training which supports Project-Based Learning and focuses on developing STEAM-based learning.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Ramona Elementary School Safety Committee**

Officer Officer Brandon Mascorro, Jeffrey Carranza (SOM), Juan Cabrera (Parent) Claudia Casillas-Zuniga (ORC), Claudia Martinez (Counselor), Martha Amezcua (Teacher), Maria Romero (Teacher) and Dr. Andrés Durán (Principal), Jeffrey Carranza, Office Manager

### **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:

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 conducts 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.

The school safety assessment was a review of:

- Office Referrals
- Attendance Rates/School Attendance Review
- Suspension/Expulsion Data
- California Healthy Kids and Safe and Civil School Survey
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

After reviewing current policies in place at Ramona School, the following areas need to be addressed:

Behavioral expectations there was a surge of behaviors in the playground, which was addressed by further separating the grades during recess, i.e. First-grade no longer has recess and lunch with second and third grade.

Areas of concerns as noted by the Safe and Civil school and the California Healthy Kids Survey included areas in the Cafeteria, bathrooms, and hallway. These were areas of general concern. Note; these areas were of high concern last year, we have addressed these concerns and behaviors have decreased in these areas. However, these are still areas in which students tend to congregate and therefore need to be monitored.

Attendance is not a concern at our site but we continue to monitor attendance and refer to SARB Students as needed. For the year 2017-2018 four students were referred to SARB. In addition, when students miss a day, they are referred to Saturday school to make up the absence.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

## GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.

- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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 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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 another 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.”

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 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 their parents or guardians to bring appropriate clothing to school and change, to adhere to the school dress 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.

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 annually 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**

##### **Full Site 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 properly prepare for school, or shall be required to prepare himself for the schoolroom before entering.

+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)

##### **+DRESS CODE COMMON SENSE RULE:**

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. 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 the 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 fishnet fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. 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 the use of a belt and should not cover shoes. Shirts longer than mid-thigh in length must be tucked in pants.
5. Gym shorts may not be worn in classes other than physical education.
6. 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 the use of a belt and should not cover shoes. Shirts longer than mid-thigh in length must be tucked in pants. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. 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.

#### **(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 collaborative with all stakeholders, parents concerns and ideas are considered when making any changes to improve student/campus safety. In addition, 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 for providing 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.

The student day is from 8:10 a.m. to 2:20 p.m. (Transitional Kindergarten (TK) and Kindergarten are from 8:10-1:27 p.m.). Supervision at the school site begins at 7:30 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.

Students must be at the front door by 8:10 a.m. They are encouraged to be on the playground before that time, so that they may line up with their class.

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 letter from the principal. Crosswalks are marked with traffic signs.

Closed Campus, Ramona Elementary 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, before dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from the 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 8:10 am.

- 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.

For a student who 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.

#### 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

At Ramona we have high expectations for all students, parents, and staff. In classrooms, on playgrounds, and during all school activities, we follow standards and rules with appropriate social emotional expectations.

#### **Element:**

School wide Positive Behavioral Intervention and Support (PBIS)

#### **Opportunity for Improvement:**

Minimize the amount of student referrals to office, minimize suspensions and maximize a positive behavior culture.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Develop and implement a comprehensive schoolwide positive behavior support system founded on 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 Ramona'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. Reduce the number of referrals due to negative behavior</li> <li>5. Provide staff with resources that emphasize components of the CHAMPS program.</li> <li>6. Hold student assemblies to discuss behavior expectations.</li> </ol>	<p>CHAMPS School-Wide Training for staff and students</p>	<p>School Principal, Outreach Coordinator, Counselor</p>	<p>Office Referrals Staff Feedback Parent Feedback</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 Observation</p>	<p>Observation Reports</p>
<p>Develop a plan to meet the needs of students who have social/emotional challenges.</p>	<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>	<p>Second Step program PPP Classes City Impact-Interface</p>	<p>School counselor and Outreach Coordinator</p>	<p>Pre and Post measures Teacher reports Observations Student Interviews Number of referrals All Playground</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
All Playground Supervisors and all Support Staff (Media Technician, Office Personnel, Custodians, etc.) will have the opportunity to be trained in the behavior model of CHAMPS	1. Offer CHAMPS training for all staff, specific to their role 2. Hold Monthly Meetings with Playground Supervisors and all Support Staff to discuss student behavior.	CHAMPS School-Wide, Safe and Civil Schools Training for staff and students	School Principal and Outreach Coordinator School's Safety Committee	Agendas Hand-Outs
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 and OSD Training	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 individualized and classroom	Current Incentive Program ORC School Funding	ORC, Attendance Clerk	Staff feedback Student and Parent feedback
Provide organized activities for all during recess	Create a list of activities needed for students Purchase materials for recess activities	Campus Supervisors, Counselor, ORC, Staff	Principal and Counselor	Office Referrals
Provide examples of exemplary behavior with student Leadership Team	Student 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, earthquake or lockdown	Site procedures	Principal, Staff	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, Safety Committee	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, ORC	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	Bus schedule	Principal, Safety Committee	Feedback from students, staff and parents.
Monitor pick up and drop off of students in order to maximize safety and efficiency	Continue to ask for feedback from parents, teachers and supervisors	Walktroughs	Principal, PBIS committee, Staff	Feedback from teachers, parents and supervisors.

**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, prepare students and Communicate with parents and community	Flyers, Connect Ed Calls, one-on-one meetings Location and route selected Supplies on hand Staff trained	Principal, Office Personnel	Feedback from students, parents and staff.
Provide communication access during an emergency with a mobile phone	Radio access	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, Office Personnel	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, Office Personnel	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.

**Guidelines for Success:**

Ramona student will be:

- Respectful
- Actively Engaged
- Motivated
- On Time
- Noteworthy
- Always Prepared

**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 follow 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 promotes 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.  
Conserve and protect the school and private property.  
Engage in activities without "body contact."  
Follow 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 classrooms rules and expectations

#### 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.

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### 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.

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.
  - 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.

- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(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 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 based on 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

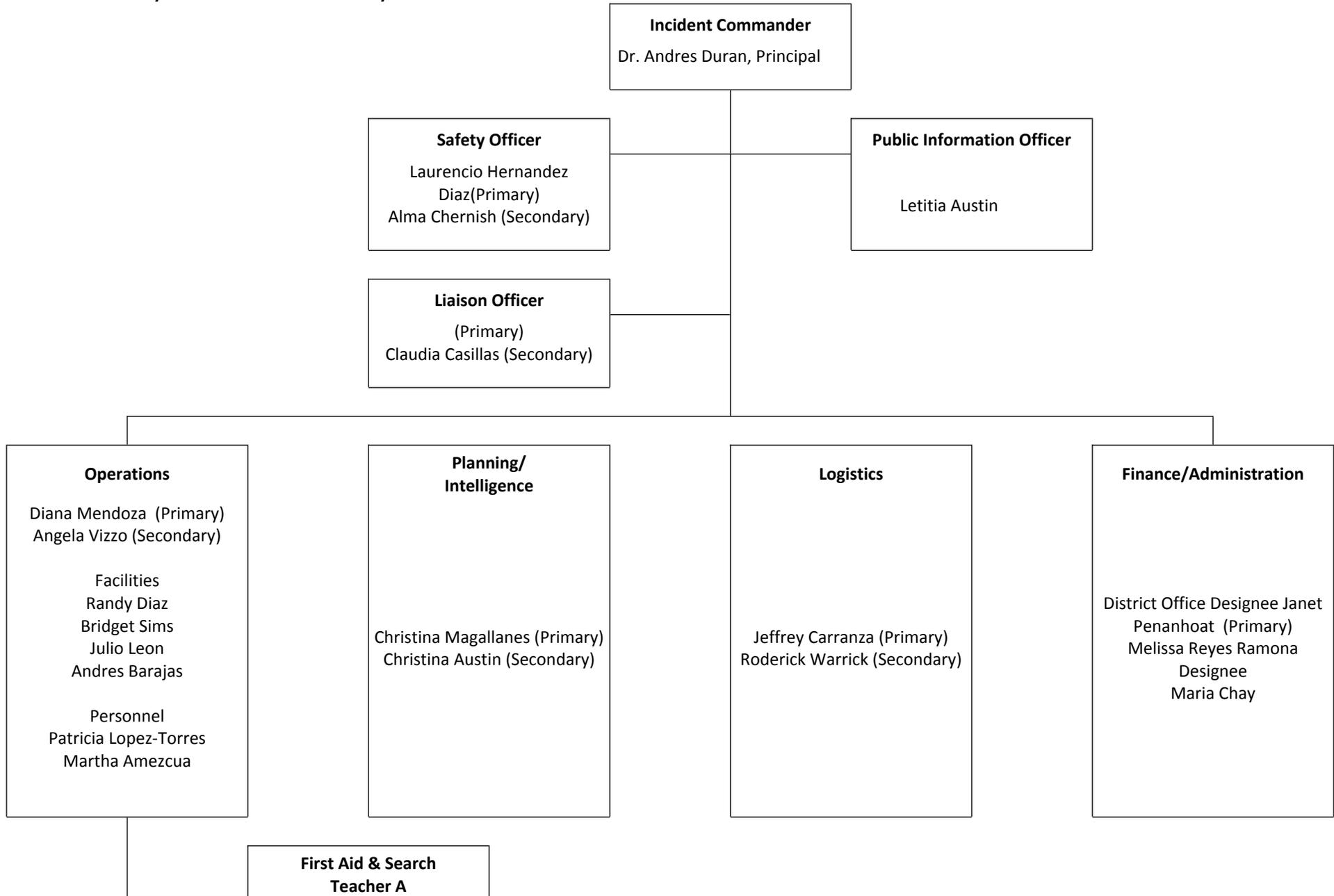
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Colonia Park
Address	N. Colonia avenue, Oxnard CA 93036
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Del Sol Park
Address	Camino Del Sol, Oxnard CA 93035
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**Ramona Elementary School Incident Command System**



Care and Shelter  
Mitzi Majeski  
Desiree Madrigal

Search and Rescue/Morgue  
Ramona Balderas  
Jose Llamas  
Alejandra Jasso  
Maria Chay  
Karli Chessani-King

Special Needs  
Patricia Peterson  
Beth Yale

Building Safety  
David Llanes  
Jose Duran  
Edmundo Rodriguez

First Aid  
Claudia Martinez  
Patricia Ortega  
Allison Martin  
Linda Gomez  
Micaela Alvarado  
Janet Tejeda

Nutrition  
Rosa Sanchez  
Julieta Gonzalez  
Erika Villagomez

Security Traffic  
Ricardo Torres  
Jose Banuelos

**Student Release &  
Accountability  
TeacherB**

Karina Figueroa (Primary)  
Maria Reyes (Secondary)  
Linda Gomez/Ms. Canchola  
Aracely Gil Martinez  
Maria Romero  
Sylvia Valencia- Romero  
Ashley Guerrero

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

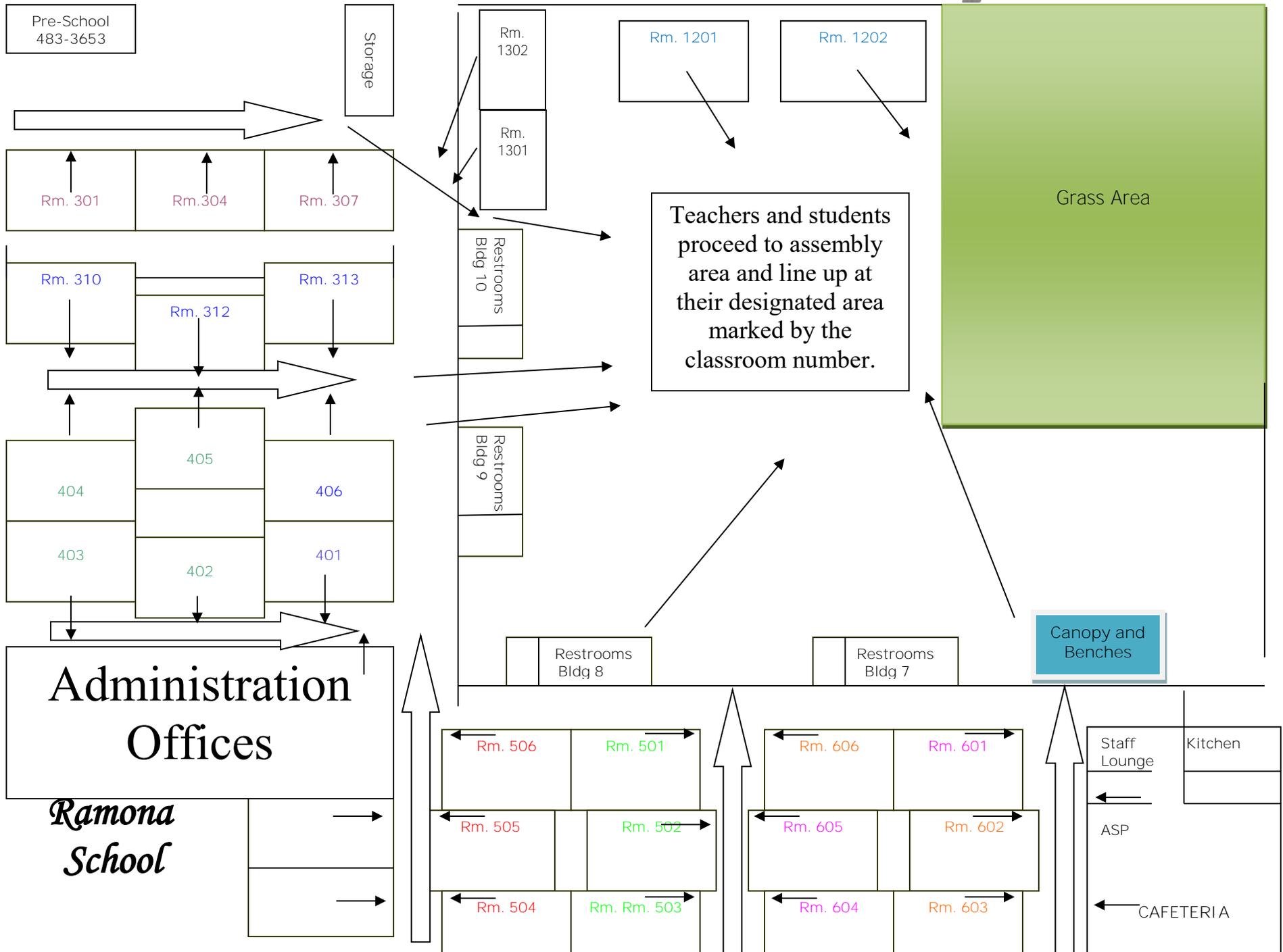
#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

# Evacuation Map



Pre-School  
483-3653

Storage

Austin K/DLI Rm. 301 X6850	Reyes TK/DLI Rm. 304 X6851	Gil-Martinez TK/TBE Rm. 307 X6878
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Llamas 1/TBE Rm. 310 X6853	Lopez-Torres K/TBE Rm. 312 X6854	Alvarado K/DLI Rm. 313 X6855
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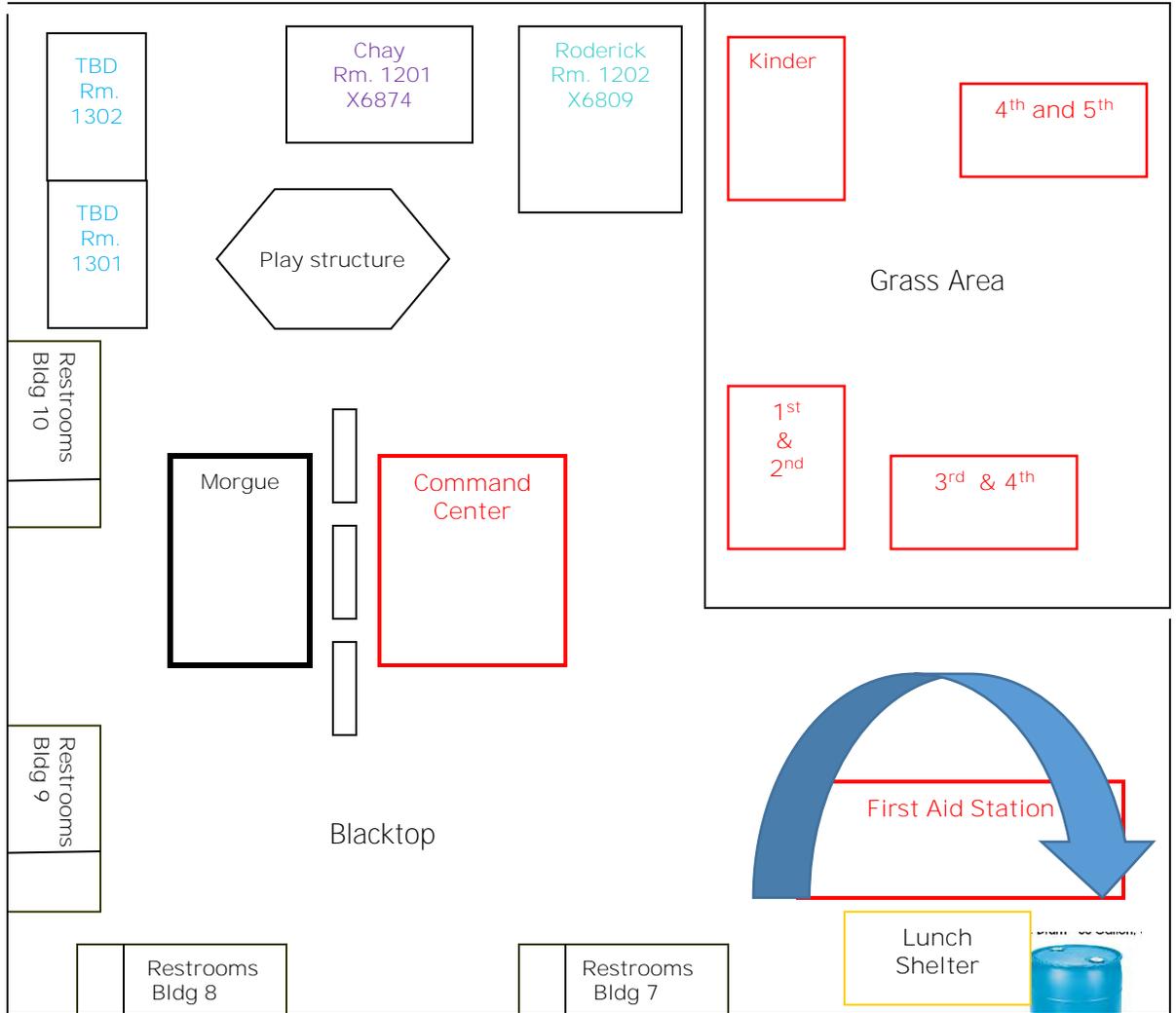
Majeski 1/SEI Rm. 404 X6856	Mendoza 2/SEI Rm. 405 X6857	Romero 2/TBE Rm. 406 X6858
NFL Rm. 403 X6861	Hernandez 2/TBE Rm. 402 X6860	Balderas 2/SEI Rm. 401 X6859

**Ramona's new phone #: 385.1569 X6800**

PSYC X2208 ORC X6804		6806	6807	2222 Speech	6808
Conf X6805	Argelia Karina Susan	X6802 X6803 X6801			
Patti X6849					

**Ramona School**  
**2018-2019**

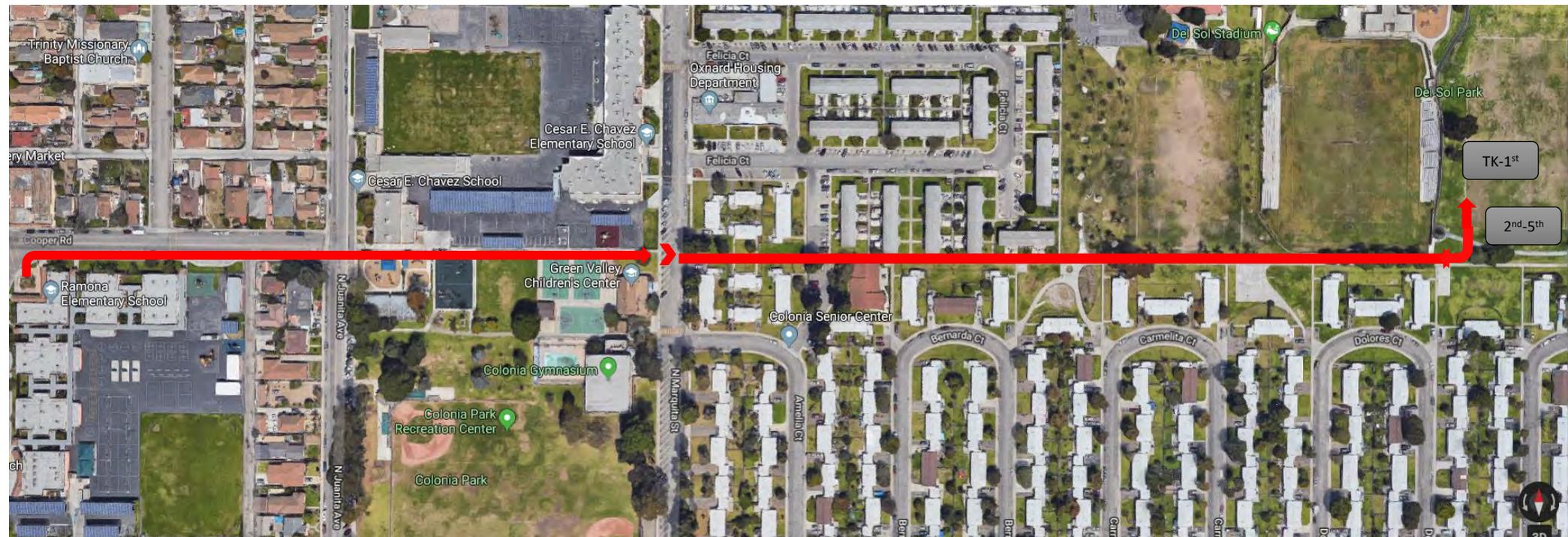
Shapiro (RSP) X6815
Library X6810

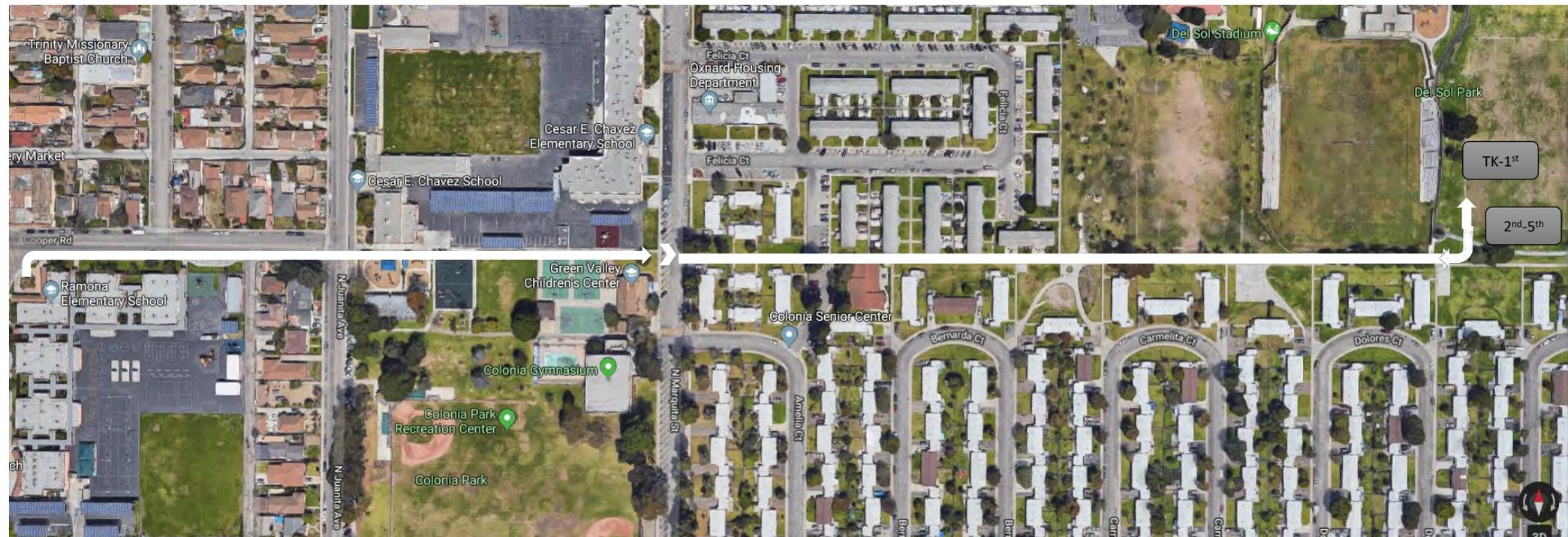


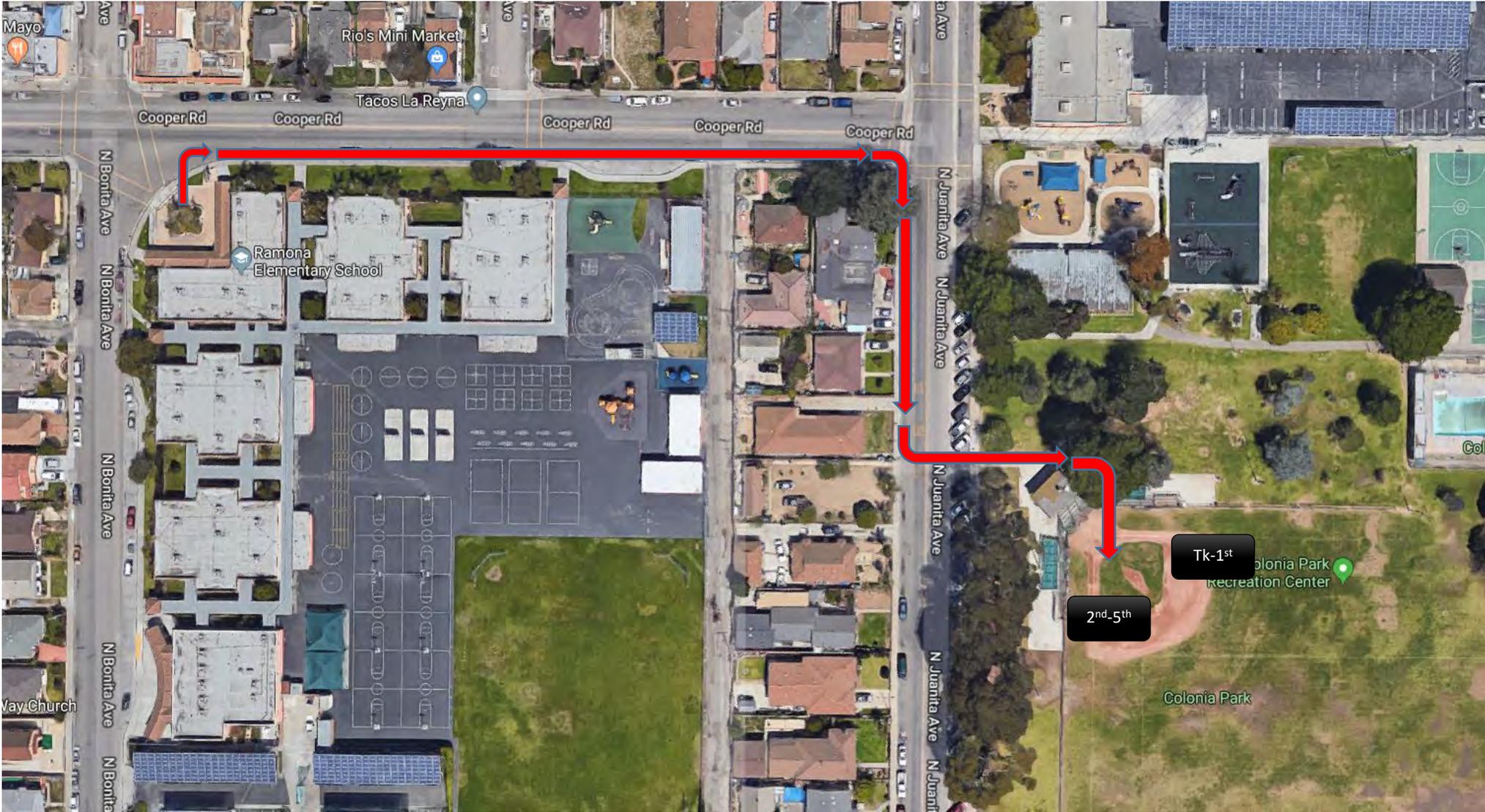
Amezcuca 1/TBE Rm. 506 X6864	Bassuk 2/TBE Rm. 501 X6865
Valencia 3/TBE Rm. 505 X6863	Torres 3/TBE Rm. 502 X6866
Gomez 3/SEI Rm. 504 X6862	Magallanes 3/SEI Rm. 503 X6867

Vizzo 4/SEI Rm. 606 X6870	Martin 5/SEI Rm. 601 X6871
Sims 4/SEI Rm. 605 X6869	Peterson 5/SEI Rm. 602 X6872
Lopez 4/SEI Rm. 604 X6868	Llanes 5/SEI Rm. 603 X6873

Staff Lounge Rm. 201 X6811	Kitchen X6812
ASP X6813	
CAFETERIA	







2<sup>nd</sup>\_5<sup>th</sup>

Tk-1<sup>st</sup> Colonia Park Recreation Center

Colonia Park

Ramona Elementary School

Rio's Mini Market

Tacos La Reyna

Cooper Rd

Cooper Rd

Cooper Rd

Cooper Rd

Cooper Rd

N Bontita Ave

N Juanita Ave

Mayo

May Church

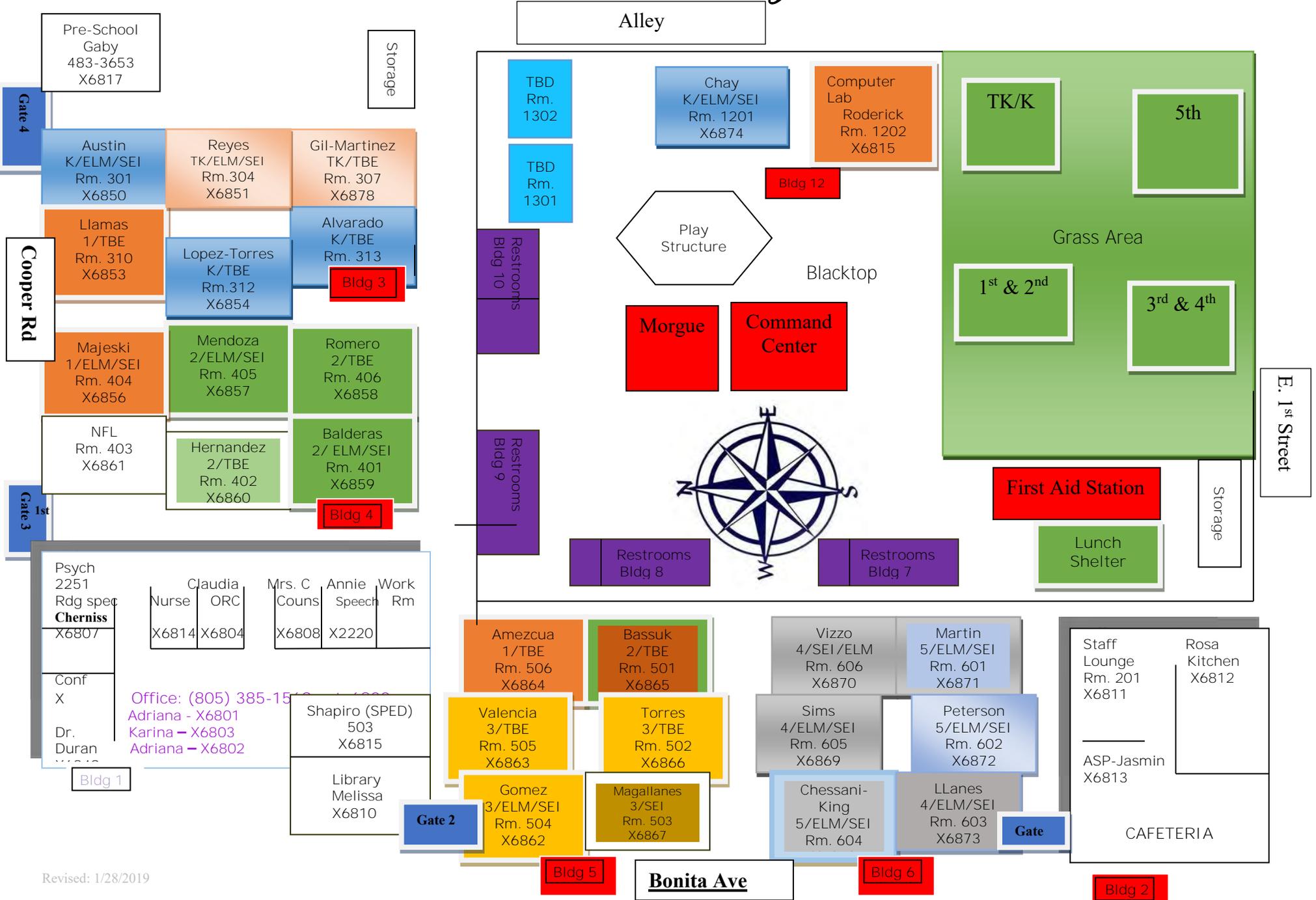
\*K dismissal

Gate 4: Reyes, Gil-Martinez  
 Gate 3: Lopez-Torres, Austin  
 Gate 2: Alvarado/Chay

# Ramona Elementary School

\*1st- 5th dismissal

Gate 3: 1st Grade  
 Gate 2: 2nd Grade  
 Gate 1: 3rd, 4th & 5th Grade

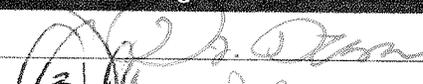


# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Ramona Elementary School  
**CDS Code:** 56725386055362  
**District:** Oxnard School District  
**Address:** 804 Cooper Road  
 Oxnard, CA 93030  
**Date of Adoption:** October 17, 2018

**Reviewed by:**

Name	Title	Signature	Date
Dr. Andres Duran	Principal		1/30/19
Ofc. Brandon Mascorro	School Resource Officer		1/30/19
Martha Amezcua	School Site Council Chair		1/31/19
Claudia Martinez	Site Safety Committee Representative		1/30/19
Maria Romero	Site Safety Committee Representative		1/30/19
Sabina Cruz	ELAC Acting Committee President		1/16/2019
Claudia Casillas-Zuniga	ORC		1/30/19
Jeffrey Carranza	School Safety Committee Representative		1/31/19
Scott Brewer	Emergency Service Director for Oxnard		2/7/19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Emilie Ritchen Elementary School  
**CDS Code:** 56725386110738  
**District:** Oxnard School District  
**Address:** 2200 Cabrillo Way  
 Oxnard, CA 93030  
**Date of Adoption:** January 14, 2019

**Reviewed by:**

Name	Title	Signature	Date
Dr. Andres Santamaria	Principal		
Jodie Schwabauer	School Resource Officer		
Scott Brewer	Fire Department Representative – Emergency Services Manager		
Marina Wyatt	SSC Chairperson / Parent		
Flor Zavala	ELAC Chair / Parent		
Raquel Cabral	Office Manager		
Stephanie Almstrom	Counselor		
Sandra Garcia	5th Grade Teacher		
Amanda Lewis	4th Grade Teacher		
Manuel Hernandez	2nd Grade Teacher		
Robin Steffenauer	Literacy Specialist		
Teresa Vazquez	Outreach Coordinator		



## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	10
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	13
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	19
(J) Hate Crime Reporting Procedures and Policies.....	22
Safety Plan Review, Evaluation and Amendment Procedures.....	24
Safety Plan Appendices.....	25
EMERGENCY CONTACT NUMBERS.....	25
Emilie Ritchen Elementary School Incident Command System.....	26
Incident Command Team Responsibilities.....	28
Emergency Response Guidelines.....	29
Step One: Identify the Type of Emergency.....	29
Step Two: Identify the Level of Emergency.....	29
Step Three: Determine the Immediate Response Action.....	29
Step Four: Communicate the Appropriate Response Action.....	29
Types of Emergencies & Specific Procedures.....	30
AIRCRAFT CRASH.....	30
ANIMAL DISTURBANCE.....	30
BIOLOGICAL OR CHEMICAL RELEASE.....	30
PESTICIDE EXPOSURE (Pesticide Drift).....	30

BOMB THREAT/ THREAT OF VIOLENCE .....	30
BUS DISASTER.....	30
DISORDERLY CONDUCT .....	31
EARTHQUAKE .....	31
EXPLOSION OR RISK OF EXPLOSION .....	32
FIRE IN SURROUNDING AREA.....	32
FIRE ON SCHOOL GROUNDS.....	32
FLOODING .....	33
LOSS OR FAILURE OF UTILITIES .....	33
MOTOR VEHICLE CRASH.....	33
PSYCHOLOGICAL TRAUMA .....	33
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	33
UNLAWFUL DEMONSTRATION OR WALKOUT .....	34
Medical Emergencies .....	37
Emergency Evacuation Map.....	40

## **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 Ritchen Elementary School's office.

### **Safety Plan Vision**

At Emilie Ritchen Elementary School, staff are committed to providing all students with a safe, nurturing, success-oriented learning environment driven by CA Common Core standards, differentiated instruction, and formative and summative 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**

Dr. Andres Santamaria (Principal), Jodie Schwabauer (SRO), Marina Wyatt (SSC Chairperson/Parent), Flor Zavala (ELAC Chair/Parent), Teresa Vazquez (Outreach Coordinator), Raquel Cabral (Office Manager), Stephanie Almstrom (Counselor), Sandra Garcia (Teacher), Amanda Lewis (Teacher), Manuel Hernandez (Teacher), Robin Steffenauer (Literacy Specialist)

### **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. The SRO monitors, on an annual basis, scheduled Lockdown Drills and School Wide Evacuation Drills to ensure procedures are followed properly in their entirety. The OPD will conduct an annual threat assessment of the campus and make recommendations to principal and staff. 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 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. Principal designee will conduct annual inventory of emergency equipment and replace as needed. 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.

Site administration, as well as the School Site Safety Committee, collected and analyzed data from office referrals, attendance rates, student suspensions, the California Healthy Kids Survey, Local Law Enforcement Juvenile Crime Data, and Property Damage Data to inform the development of the Site Safety Plan and to improve school-wide systems and practices for student safety.

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 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 following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.

- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### 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.

### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.

- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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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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 Ritche's School Dress Code Policy. Students who violate the dress code 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 Ritche Dress Code 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 ensure 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. 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. 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.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Emilie Ritche 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. Student Supervision is conducted by school personnel, including, but not limited to, campus supervisors, teachers, instructional aides, custodial staff and administrators. Public Meetings (PTA, ELAC, Title I Parent Meeting, SSC and Ritche Coffee Talks) 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 throughout the school year by emailing the principal or making an appointment.

At the beginning of every school year, families and/or guardians are asked to complete an emergency contact information card for their children. 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. If phone numbers and other contact information change during the school year, parents and/or guardians are responsible for updating their 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 the Gallatin Place side of the school and exit onto Cabrillo Way. There will be cones on the sidewalk indicating drop off points. When entering the Gallatin side of the school driveway, cars should pull 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. 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 8:10am and later, all students are to go to the cafeteria for breakfast. At 8:25 students will be released from the cafeteria to the blacktop near their class lines. 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, 8:35am, 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 8:40am will be stopped and asked to wait for a "tardy slip" to take to their class. 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; and 3. Staying out of class without permission.

Upon dismissal at 2:50pm, the parking lot will be closed off and NO student pick up will be allowed via the parking lot. 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 the Gallatin Place side of the school and exit onto 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.

School personnel will supervise students at dismissal in the front of the building. 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 2:05pm. Those students who walk are to leave campus at dismissal time unless arrangements have been made with the Emilie Ritche 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. Ritche's Administration works directly with Oxnard Police Department, the City of Oxnard, district Risk Management and Facilities to continuously monitor school procedures for safe ingress and egress.

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 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 school personnel are responsible for monitoring hallways, restrooms, etc.

Emilie Ritche Elementary 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. Visitors to the Emilie Ritche 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. 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. Follow through with Hate Crime Reporting Procedures as necessary.
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 student behaviors. 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 via SSC, ELAC, Title I meetings, Ritchee Coffee Talks to gain information provided	CHAMPS, ORC, Counselor, Parent Meetings, School 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 Safe 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 school-wide safety issues to the school office manager and/or Principal.</li> <li>2. Share safe school plan information to all stakeholders.</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.	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**

Here at Ritche, we take pride in fostering a safe, positive, and professional learning environment. In order to address our students' social, emotional, and behavioral needs, students are identified through the CoST and SST process to receive individual and/or small group counseling services provided by our school counselor. Our progressive discipline matrix assists teachers and administration with clear guidelines for responding to student behavior at both the classroom and school levels. The CHAMPS (Conversation, Help, Activity, Movement, Participation, and Success) model guides all staff in providing a proactive and positive approach to managing student behavior both in and out of the classroom. Our Positive Behavior Intervention and Support (PBIS)/ School Safety Team meets on an ongoing basis to analyze student discipline data, identify areas of focus, and provide recommendations to school staff in order to strengthen our school's positive learning environment. Weekly Eagle Assemblies and monthly Awards Assemblies honor and recognize the hard work and positive choices students make by rewarding students with praise, recognition, and incentives.

Ritche Elementary reinforces positive behavior by providing students with positive reinforcements for meeting their academic, social and emotional goals throughout the school year. Events and activities such as the annual Accelerated Reader Carnival, monthly Eagle Dollar Store, Awards Assemblies, Party with the Principal, and Cookies with the Counselor have been calendared to provide students with academic and behavioral incentives to fully maximize their potential.

**School Compact 2018-2019**

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction, including enriching experiences.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4 & 5).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.

- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.
- Monitor the use of student iPads and conduct periodic checks for inappropriate content.

Student Pledge: I agree to carry out the following responsibilities to the best of my ability:

- 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 I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and video game playing and study or read every day after school.
- Work hard and do my best.
- Respect the school, classmates, staff and families.
- Use the iPad for school related purposes only and follow all school rules related to iPads.

Family/Parent Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework, verify its completion and monitor TV viewing and video game playing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4 & 5).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.
- Monitor the use of my child's iPad and conduct periodic checks for inappropriate content.

#### Student Rules

The primary reason children come to Emilie Ritche Elementary School is to learn. Parents should know that student must come to school in clothing that is safe, comfortable and in good taste. Toys and games are to be brought only if the teacher allows them. Items such as skateboards and sharp or dangerous objects are never permitted. School rules are made clear to all students and par-ents at the beginning of each year. Children are consistently rewarded throughout the year for appropri-ate behavior.

The following are school rules. Each student and his/her parents/guardian must annually sign to indicate that they understand the school's rules and the schools expectation of the students behavior. We are aware that many children have cell phones. However, cell phones are to be turned off and not used to make calls, text, or take pictures during the school day.

#### AS A RESPONSIBLE STUDENT AT EMILIE RITCHEN ELEMENTARY SCHOOL

I PROMISE TO ...

- 1) Be in appropriate areas at all times.
- 2) Be prepared for school each day.
- 3) Exhibit appropriate respect for school and private property.
- 4) Show consideration for the safety and well being of all.
- 5) Obey promptly and with courtesy all directions from all school adults.

- 6) Line up at your room's wait area prior to entering the classroom.
- 7) Walk in the halls and asphalt areas of the playground except in designated game areas.
- 8) Use proper language at all times.
- 9) Not leave the school campus without permission.
- 10) Bring School iPad Charged every day to School.

FOLLOWING THE RULES WILL RESULT IN ...

- 1) Verbal praise.
- 2) Appreciation cards.
- 3) Good notes and calls home.
- 4) Special awards.
- 5) Academic Enrichment Activities

CONSEQUENCES FOR IGNORING THE RULES WILL BE ...

- 1st time Warning given.
- 2nd time Name on board, warning and teacher intervention.
- 3rd time Check after name, a 30 minute detention given, teacher intervention.
- 4th time Check after name, parents contacted, teacher intervention.
- 5th time One hour detention and teacher intervention.
- 6th time See the principal.
- In School Suspension
- Suspension.

GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

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.

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.
- 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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, approved by the SSC, and updated on March 1st.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

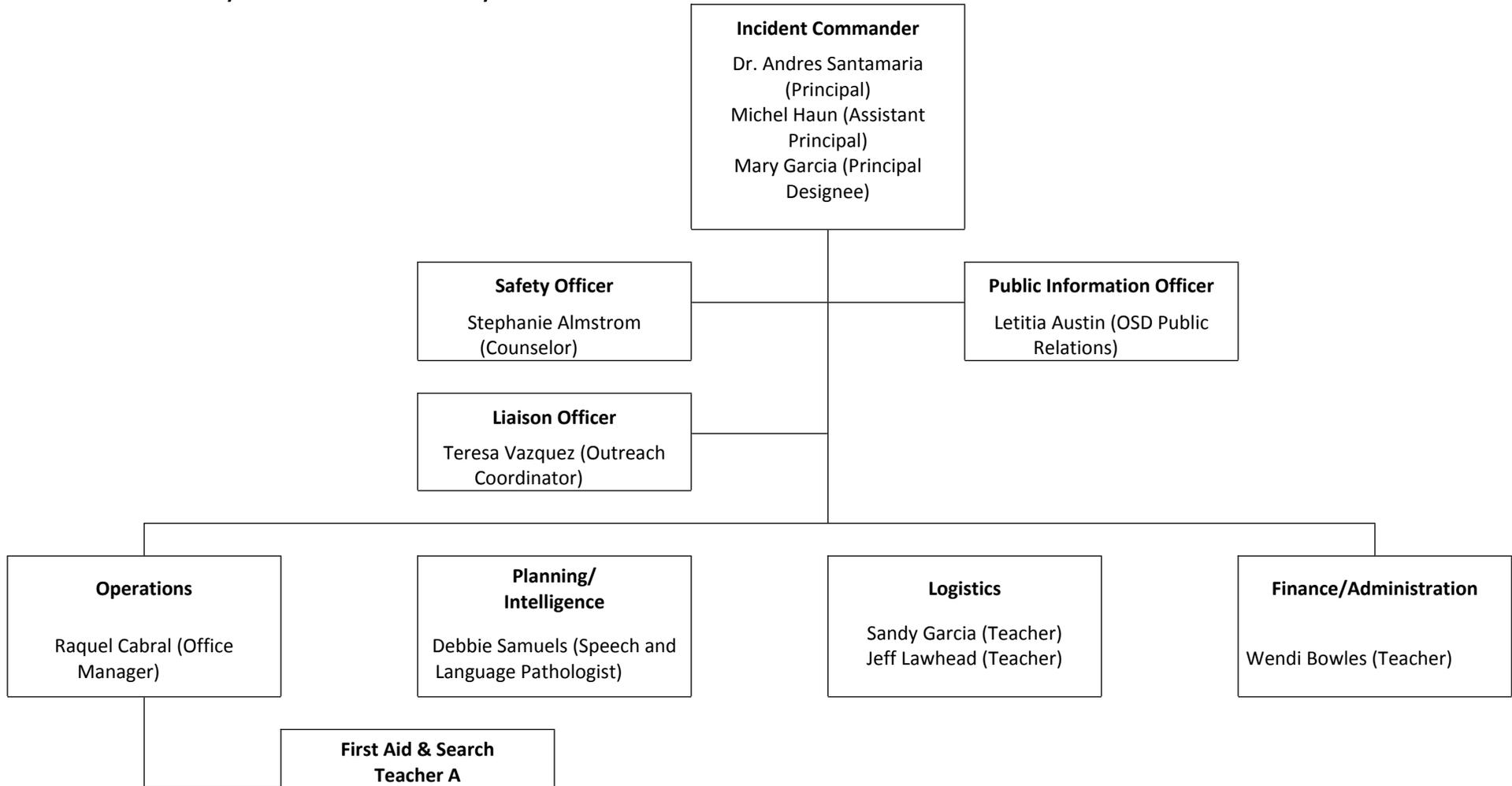
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Cabrillo Park
Address	1600 Ebony Dr, Oxnard, CA 93030
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7950

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Thurgood Marshall Elementary School
Address	2900 Thurgood Marshall Dr, Oxnard, CA 93036
Contact	Principal Sarah Lepe
Phone Number	(805) 385-1557

**Emilie Ritche Elementary School Incident Command System**



First Aid  
Francine Nelson (School Nurse)  
Patricia Ponce Villa (Teacher)

Search & Rescue  
Tony Bracamonte (Lead Custodian)  
Adrian Ramirez (Site Technician)  
Sue Green (Teacher)  
Stephanie Thompson (Teacher)  
Amanda Lewis (Teacher)

**Student Release & Accountability  
TeacherB**

Robin Steffenauer (Reading Specialist)  
Lorena Hurtado (Attendance Clerk)  
Sylvia Iniguez (Office Assistant)  
Kelly Schultz (RSP Teacher)  
Kathy Leppaluoto (Teacher)  
Alejo Perez (Teacher)  
Heather Baca (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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

#### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### *Assess respiration (normal, rapid, absent)*

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### *Assess perfusion (pulse, bleeding)*

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### *Assess Mental Status (commands, movement)*

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** Emilie Ritchen Elementary School  
**CDS Code:** 56725386110738  
**District:** Oxnard School District  
**Address:** 2200 Cabrillo Way  
 Oxnard, CA 93030  
**Date of Adoption:** January 14, 2019

**Reviewed by:**

Name	Title	Signature	Date
Dr. Andres Santamaría	Principal	<i>Andrés P. Santamaría</i>	1/14/19
Jodie Schwabauer	School Resource Officer	<i>Jodie Schwabauer</i>	1-23-19
	Oxnard Fire Department Rep		
Marina Wyatt	SSC Chairperson / Parent	<i>Marina Wyatt</i>	1/14/19
Flor Zavala	ELAC Chair / Parent	<i>Florencia Zavala</i>	1-28-19
Raquel Cabral	Office Manager	<i>Raquel Cabral</i>	1/14/19
Stephanie Almstrom	Counselor	<i>Stephanie Almstrom</i>	1/14/2019
Sandra Garcia	5th Grade Teacher	<i>Sandra Garcia</i>	1/17/2019
Amanda Lewis	4th Grade Teacher	<i>Amanda Lewis</i>	1-14-19
Manuel Hernandez	2nd Grade Teacher	<i>Manuel Hernandez</i>	1-14-2019
Robin Steffenauer	Literacy Specialist	<i>Robin Steffenauer</i>	1/14/2019
Teresa Vazquez	Outreach Coordinator	<i>Teresa Vazquez</i>	1/17/2019
<b>SCOTT BREWER</b> Comprehensive School Safety Plan	<b>OXNARD FIRE DEPT.</b>	<i>Scott Brewer</i>	2-7-19 1/14/19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** 01/18/2019

**Reviewed by:**

Name	Title	Signature	Date
Pablo Ordaz	Principal		
Mary Mickelsen	2nd GradeTeacher		
Raquel Rodriguez	ORC/Classified Rep		
Jorge Ruiz	Site Technology Technician		
Jo Ann Olivares	School Secretary		
Jessica Turner	TK Teacher		
Jodie Schwabauer	School Resource Officer		
Susana Estrada	School Site Council President		
Everardo Morales	School Counselor		
Susana Ultreras	Attendance Technician		
Scott Brewer	Fire Department Representative		

Name	Title	Signature	Date
	Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	5
Safety Plan Vision.....	5
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	9
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	11
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	13
(E) Sexual Harassment Policies (EC 212.6 [b]).....	14
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	14
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	19
(J) Hate Crime Reporting Procedures and Policies.....	23
Safety Plan Review, Evaluation and Amendment Procedures.....	24
Safety Plan Appendices.....	25
EMERGENCY CONTACT NUMBERS.....	25
Rose Avenue Elementary-The School of Science and Wellness Incident Command System.....	26
Incident Command Team Responsibilities.....	28
Emergency Response Guidelines.....	29
Step One: Identify the Type of Emergency.....	29
Step Two: Identify the Level of Emergency.....	29
Step Three: Determine the Immediate Response Action.....	29
Step Four: Communicate the Appropriate Response Action.....	29
Types of Emergencies & Specific Procedures.....	30
AIRCRAFT CRASH.....	30
ANIMAL DISTURBANCE.....	30
BIOLOGICAL OR CHEMICAL RELEASE.....	30
PESTICIDE EXPOSURE (Pesticide Drift).....	30

BOMB THREAT/ THREAT OF VIOLENCE .....	30
BUS DISASTER.....	30
DISORDERLY CONDUCT .....	31
EARTHQUAKE .....	31
EXPLOSION OR RISK OF EXPLOSION .....	32
FIRE IN SURROUNDING AREA.....	32
FIRE ON SCHOOL GROUNDS.....	32
FLOODING .....	33
LOSS OR FAILURE OF UTILITIES .....	33
MOTOR VEHICLE CRASH.....	33
PSYCHOLOGICAL TRAUMA .....	33
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	33
UNLAWFUL DEMONSTRATION OR WALKOUT .....	34
Medical Emergencies .....	37
Emergency Evacuation Map.....	40

## **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**

Rose Avenue Elementary-The School of Science and Wellness, we believe all students deserve a nurturing, safe and secure learning environment. We are dedicated to engaging students through science and wellness, while promoting a partnership between family and school to further develop a positive safe school climate. We strive to promote child health and safety through, family and community collaboration, which aim to meet and support students' social/emotional and academic achievement.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Rose Avenue Elementary-The School of Science and Wellness Safety Committee

Mr. Pablo Ordaz, Principal, Gabe Covarrubias, Assistant Principal, Mrs. Raquel Rodriguez, Outreach Consultant, Mrs. Jessica Turner, Teacher, Ms. JoAnn Olivares, Intermediate Secretary, Officer Jodie Schwabauer, Ms. Mary Mickelsen, Teacher, Mr. Jorge Ruiz, Site Technology Technician, Mrs. Susana Estrada, School Site Council President, Everardo Morales, School Counselor, Susana Ultreras, Attendance Technician, and Mr. Luis Ramos ELAC President.

### Assessment of School Safety

#### 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 bi-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 monthly drills are conducted; Earthquake, Lock-down, Evacuation and Fire Drills.
- 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 lock-down 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, Lock-down, 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 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 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 during meetings.
- 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 three designated main gates.
- During dismissal, K-1 students exit through the Driskill Street Kinder gate (flagpole), 2nd and 3rd grade students exit through the left side cafeteria gate and 4th-5th students exit through the main gate.
- 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 and 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, PBIS Team and Counselor support teachers with CHAMPS in the classroom.
- The school's Counselor and ORC will provide Social Skills Groups targeting bullying, decision making and motivation.
- The school provides teachers and students with a paper reporting bullying program.

**Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.

- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their

training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 classroom 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 Rose Avenue 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)**

The regular student day is from 8:00 AM to 2:10 PM. TK-Kindergarten hours are from 8:00 AM - 1:17 PM. Parents dropping students off at school are made aware that supervision IS NOT available before 7:30 am. School office hours are 7:30 a.m. to 4:00 p.m. Rose Avenue is a closed campus and parents are not allowed on the campus at the beginning of the school day and have special directions for dismissal. The principal, through Connect Ed, sends a phone message to all parents updating them with any changes for ingress and egress throughout the year. Guidelines addressing the arrival and dismissal of students are also included in Rose Avenue School welcome back packet. This information is also shared in assemblies, Coffee with Principal/ Title I meetings, School Site Council Meetings and ELAC Meetings. Safety issues are also shared through Connect Ed/Parent Connect, School Website, and school Twitter and Facebook accounts.

Specific procedures include:

- No students are allowed to arrive at school before 7:30 AM.
- Students must exit and enter through the designated grade level front gates.
- School begins at 8:00 AM, there is a five minute warning bell at 7:55 AM.
- Do not park in the bus loading and unloading zone Signals.
- Rose Avenue staff assist students at arrival and departure for safety at all gates.
- 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: We review all school rules with students and parents during class time, discipline assemblies, review of CHAMPS assemblies, at parent meetings, at Back to School Night, classified and certificated staff meetings.

#### **Opportunity for Improvement:**

Implementation of School-Wide Positive Behavior Support and Anti-Bullying Program: CHAMPS

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) 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 PBIS/CHAMPS.	PBIS Committee for implementation support; share strategies successful with students in the past, positive reinforcement for appropriate behavior - CHAMPS incentives <ul style="list-style-type: none"> <li>Family support from the ORC and school counselor;</li> <li>Friday's announcements by Student Council review PBIS/CHAMPS expectation assemblies.</li> </ul>	Principal, Assistant Principal, Committee, School Counselor; ORC; Teachers	Continuous review of behavior and discipline referrals, information reports from playground supervisors and teachers observations.
2) Inform all students of behavior expectations	Principal/Assistant 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 common areas: cafeteria, hallways, library, restrooms, playground and PBIS Room.	CHAMPS posters to reinforce procedures, behavior expectations, teacher provided information, assemblies for all grade levels. <ul style="list-style-type: none"> <li>Meetings to inform parents so they can reinforce safety expectations.</li> </ul>	Principal, Assistant Principal School Counselor, ORC, Teachers	Classroom walk-thru, observations of students in common areas. Reports from all staff, CHAMPS Committee observations of implementation procedures and support.
3) Parents will be offered the opportunity to provide input and feedback on an ongoing basis during parent meetings, with administrator or a suggestions box.	Inform parents at SSC, ELAC, Title I meetings, Coffee with the Principal, and PTA meetings.	PBIS/CHAMPS, ORC, School Counselor, parent meetings.	Principal, Assistant Principal School Safety Committee, PBIS Committee	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.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
5) 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 ConnectEd, School Site Council, ELAC, Title I meetings, Coffee with the principal, and PTA meetings.	PBIS/CHAMPS, ORC, School Counselor, Parent Meetings, Resource Officer.	Principal, Assistant Principal School Safety Committee, PBIS Committee	Parent surveys, school staff observations
6) Continued Training and Review all students in CHAMPS procedures after each vacation break	Rose Avenue teachers and students will review CHAMPS procedures regularly and at each trimester and after school vacation breaks.	Posters to reinforce behavior expectations and procedures, teacher provided information, school assemblies for all grade levels. PBIS expectations/procedures resources teacher ring note.	Principal, Assistant Principal and Rose Avenue staff, PBIS Committee.	Classroom visits, observation of students in common areas, reports from all staff, observations of CHAMPS implementation and peer support.
7) Continued Training of all classified and certificated staff of PBIS/CHAMPS implementation.	Assemblies, Daily Implementation, Certificated and Classified Staff Meetings.	Teachers, CHAMPS Handouts, Posters CHAMPS Training, PBIS Committee Training, County/District PBIS Professional development Opportunities.	Principal, Assistant Principals and PBIS Team,	Classroom Walk-Thru, weekly meeting feedback, Referrals made to the office data.
8) Support Staff With Classroom Progressive Discipline.	Provide Classroom Progressive Discipline	Progressive Discipline List/Chart	Principal, Assistant Principal, and School Counselor, PBIS Committee.	Feedback from Staff Feedback from Parents

**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
1) 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.	Principal and School Safety Committees	Staff will know what to do in a lock-down 1 and 2 drills
2) Ensure a closed 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 closed at all times.	Oxnard Police Department threat assessment	Principal, Assistant Principal Lead Custodian, Playground Supervisors	Feedback from practice drills and OPD
3) Ensure that the physical school structure including playground (s) are in safe working order.	A. Conduct regular inspections for facility conditions. B. Submit and monitor facility work orders.	District Office facilities for concerns	Principal, Assistant Principal Lead Custodian, Playground Supervisors, Office Staff	District checklist and work orders
4) 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,Assistant Principal ASP Staff	Oxnard Police Department and ASP Coordinator will give feedback to staff after drills have been completed.
5) Update all safety and evacuation plans to include all grades PreK - 5.	Create/update plans, evacuation maps, and instruct staff and students on new information.	New Evacuation Plan and Maps	Principal, Assistant Principal, Teachers, and Support Staff	Plan and handouts
6) Schedule regular safety drills.	Select a monthly date.Provide staff with safety drill handouts	School Calendar Meet with SRO,Handouts	Principal, Assistant Principal and staff	Submit District Safety Summary Forms.

**Component:**

Disaster Preparedness: At Rose Avenue School we have developed a complete Disaster Preparedness Plan. Our goal is to make sure that students and staff are safe at all times and that there is a plan in place.

**Element:**

School Safety: We have developed our plan as a team and have reviewed all the components. All key players know their position and roles in case of a disaster/emergency.

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency,Site based response: Provide regular updates and review at meetings.Train all personnel as needed.



Fair Positive in outlook

Compassionate Self-disciplined

## BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and expected conduct.
- 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.

### Expectations of Students

- Attend school daily and be on time for each class.
- Know and follow 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 scheduled.
- 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 students.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classrooms, 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."
- Follow 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.

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;
- Inappropriate use of 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.

### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
- 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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 Rose Avenue School, the Leadership Team, ELAC, Title I meetings, Staff, School Site Council, and School Safety Committee meet throughout the school year to review and update the School Safety Plan. The local Fire Department and SRO reviewed the School Safety Plan. The comprehensive plan is subject to review and evaluation with public input. Amendments to the plan are considered more frequently than once a year, except in cases of emergency.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

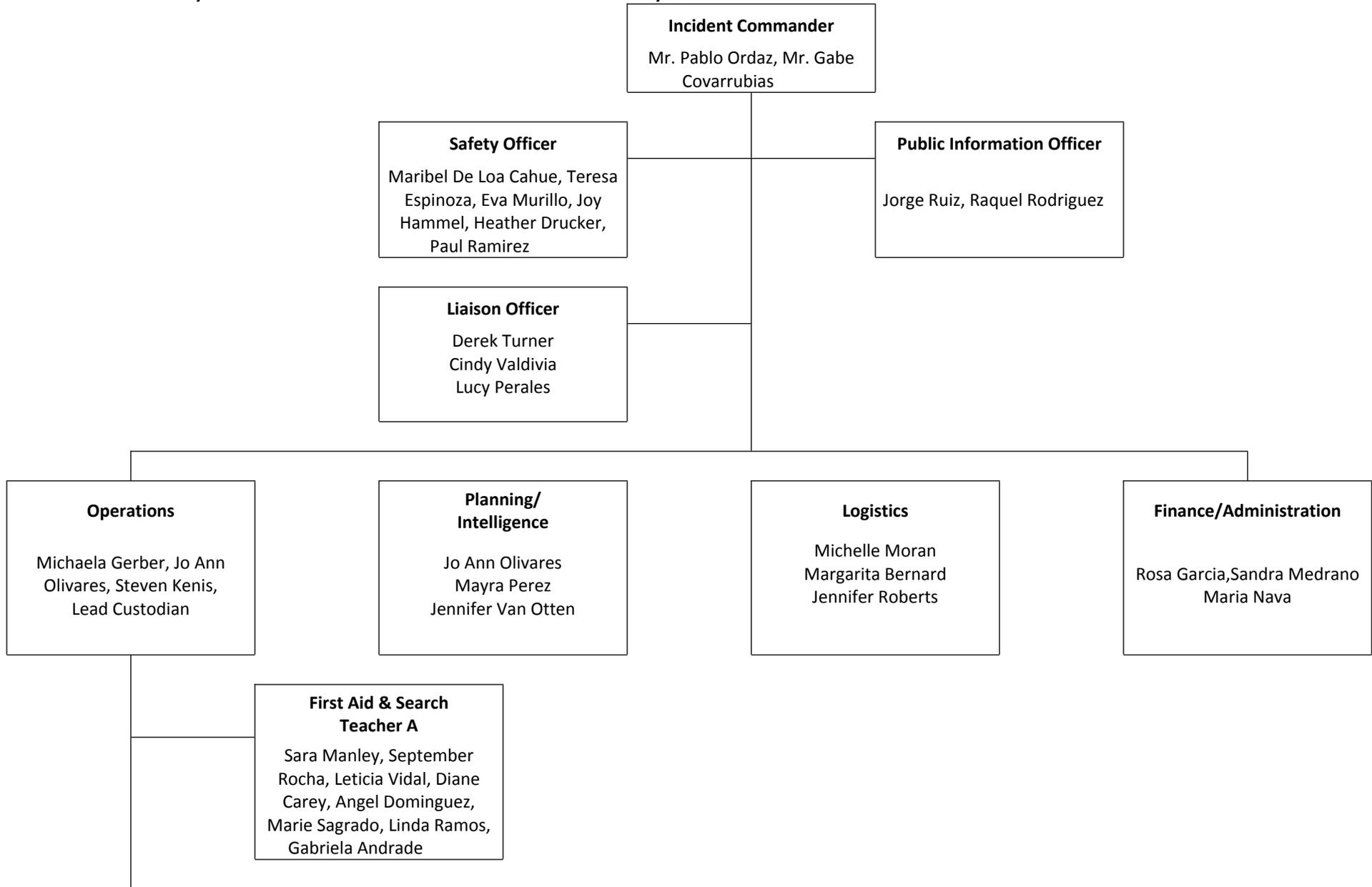
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Thompson Park
Address	201 Imperial Street
Contact	Recreation and Community Services Department
Phone Number	805-981-0222

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Rose Avenue Field
Address	220 South Driskill Street
Contact	Pablo Ordaz
Phone Number	805-890-1435

**Rose Avenue Elementary-The School of Science and Wellness Incident Command System**



**Student Release &  
Accountability  
TeacherB**

Susie Ultreras, Celina  
Camarena, Anne Romero

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

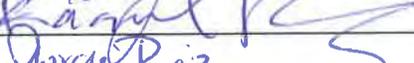
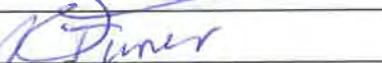
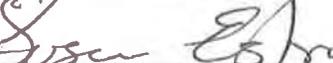
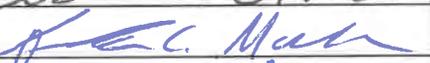
**Emergency Evacuation Map**

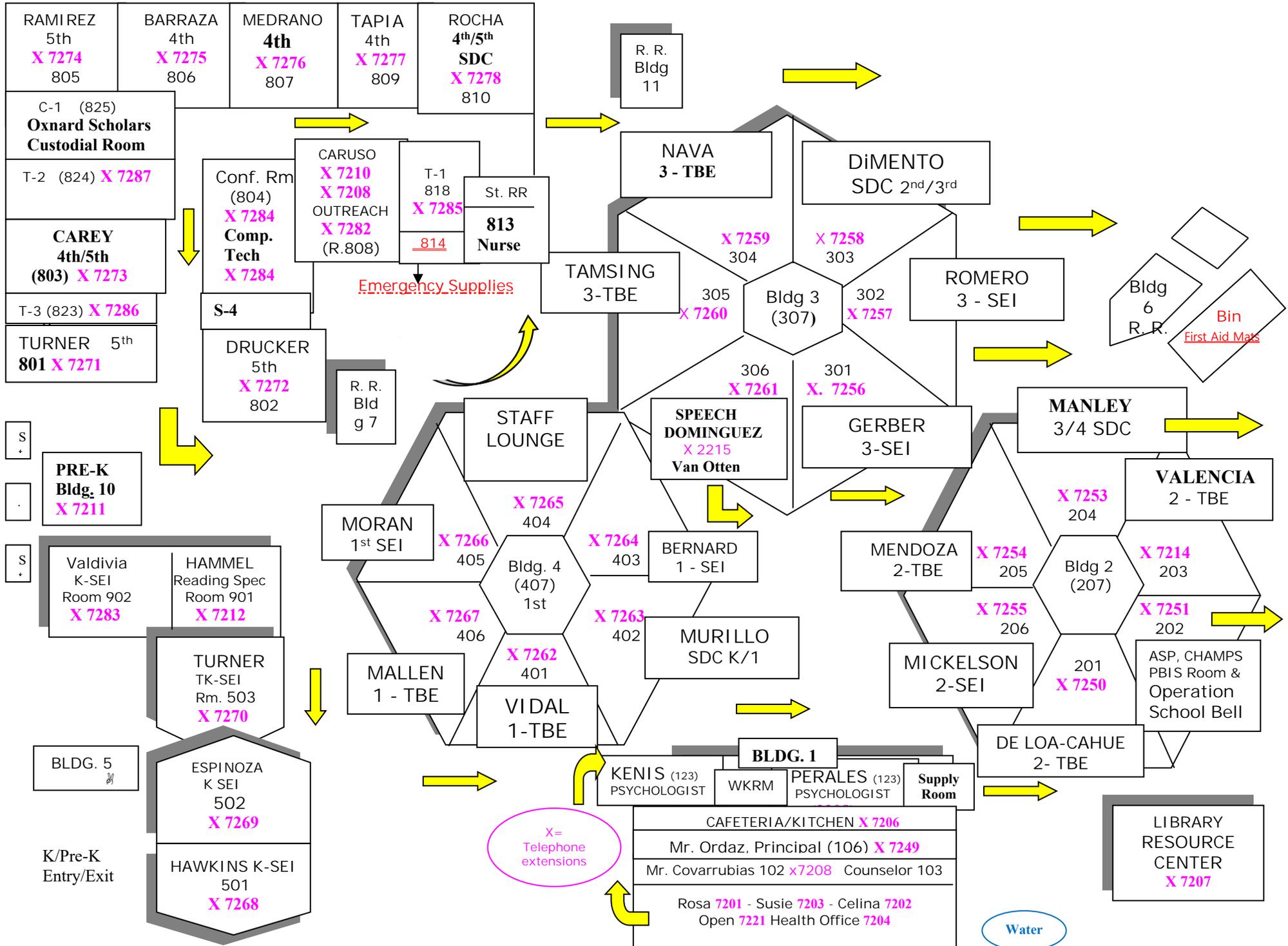
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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:** 01/18/2019

**Reviewed by:**

Name	Title	Signature	Date
Pablo Ordaz	Principal		01-22-19
Mary Mickelsen	2nd Grade Teacher		1-25-19
Raquel Rodriguez	ORC/Classified Rep		1-25-19
Jorge Ruiz	Site Technology Technician		01-22-19
Jo Ann Olivares	School Secretary		1-22-19
Jessica Turner	TK Teacher		1-22-19
Jodie Schwabauer	School Resource Officer		2-7-19
Susana Estrada	School Site Council President		1/26/19
Everardo Morales	School Counselor		1-22-19
Susana Ultreras	Attendance Technician		1/22/19



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** San Miguel Preschool  
**CDS Code:** 56725386095905  
**District:** Oxnard School District  
**Address:** 2400 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** 1/3/2019

**Reviewed by:**

Name	Title	Signature	Date
Mary Truax	Site Administrator		
Michel Haun	Assistant Principal		
Brian Blevins	Kamala Assitant Principal		
Lorena Hernandez	Office Assistant II		
Dulce Rojas	Parent Liaison		
Officer Jodie Schwabauer	OPD SRO		
Scott Brewer	Fire Department Representative - Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	16
(J) Hate Crime Reporting Procedures and Policies.....	18
Safety Plan Review, Evaluation and Amendment Procedures .....	19
Safety Plan Appendices.....	20
EMERGENCY CONTACT NUMBERS.....	20
San Miguel Preschool Incident Command System.....	21
Incident Command Team Responsibilities.....	22
Emergency Response Guidelines .....	23
Step One: Identify the Type of Emergency .....	23
Step Two: Identify the Level of Emergency.....	23
Step Three: Determine the Immediate Response Action .....	23
Step Four: Communicate the Appropriate Response Action .....	23
Types of Emergencies & Specific Procedures.....	24
AIRCRAFT CRASH.....	24
ANIMAL DISTURBANCE .....	24
BIOLOGICAL OR CHEMICAL RELEASE.....	24
PESTICIDE EXPOSURE (Pesticide Drift) .....	24

BOMB THREAT/ THREAT OF VIOLENCE .....	24
BUS DISASTER.....	24
DISORDERLY CONDUCT .....	25
EARTHQUAKE .....	25
EXPLOSION OR RISK OF EXPLOSION .....	26
FIRE IN SURROUNDING AREA.....	26
FIRE ON SCHOOL GROUNDS.....	26
FLOODING .....	27
LOSS OR FAILURE OF UTILITIES .....	27
MOTOR VEHICLE CRASH.....	27
PSYCHOLOGICAL TRAUMA .....	27
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	27
UNLAWFUL DEMONSTRATION OR WALKOUT .....	28
Medical Emergencies .....	31
Emergency Evacuation Map.....	34

## **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 San Miguel Preschool's office.

### **Safety Plan Vision**

San Miguel will provide a safe and stimulating early childhood education setting which promotes each child's social emotional, physical and cognitive development.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **San Miguel Preschool Safety Committee**

Mary Truax, Principal  
Michel Haun, Assistant Principal  
Lorena Hernandez, Office Assistant II  
Officer Jodie Schwabauer, Oxnard Police Department  
Scott Brewer, Fire Department Representative - Emergency Services Manager  
Dulce Rojas, Parent Liaison

### **Assessment of School Safety**

Officer Jodie Schwabauer and San Miguel administration met and conducted a safety assessment. Following the safety assessment, Officer Schwabauer met with the staff to debrief the assessment. The staff was advised to follow correct procedures for school safety with a focus on threat assessments. Officer Schwabauer and Principal Mary Truax meet annually with San Miguel staff to review school safety. The safety committee met and discussed procedures to follow by staff and students during emergencies. The School Resource Officer was present for a school lockdown and evacuation drill and will be present for any future drills. Risk Management from Oxnard District Office conducted a safety inspection of the campus. A report was submitted and necessary changes made. Risk Management conducts a safety inspection of campus each year and a report is submitted and necessary changes are made. The custodian and San Miguel administration conduct a monthly safety inspection. Any necessary findings are reported to the Oxnard District Office. Any safety issues are reported by staff to the administration and the issues are handled by the 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 following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

##### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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 or Section 48915 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 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.

San Miguel Dress Code Policy:

Primary responsibility for student grooming lies with 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.

- 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.
- Beach wear, halter-tops, tube tops, bare midriffs, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Shorts are permissible and must be at least mid-thigh in length. All shorts and jeans should be appropriate for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- All students must wear shoes. Strap on tennis shoes need to be strapped across the foot for safety. Flip-flops 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 are not acceptable. Official school hats, inclement weather hats or hats that are part of an accessorized outfit are acceptable.
- Exceptions to the dress code can only be made for medical, health reasons, 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

San Miguel School regular student day is from 8 am to 11:00 am for both state preschool and special education morning classes. For students attending afternoon sessions, the regular school day for state preschool classes are from 11:05 am to 2:00 pm and for special education preschool classes from 12:00 pm – 2:30 pm. San Miguel also has approximately 6 to 10 additional students on campus, for half hour increments, from 8:30 am to 3:30 pm for speech/language services. Upon arriving at school, all students are escorted onto campus by school staff through the main office gate and side office gate. At the end of the school day, students are escorted to the bus or released to parent/guardian by a staff member.

#### Closed Campus

San Miguel 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

If the student arrives late, the student must be checked in at the front office and escorted to the classroom by a staff member. 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 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.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

Positive Behavior Intervention and Supports through professional development, parent training and the IEP Process

**Opportunity for Improvement:**

San Miguel will continue to train staff in CHAMPS and work as a team to increase implementation on the school campus

Objectives	Action Steps	Resources	Lead Person	Evaluation
Social emotional development for students through classroom instruction and adult facilitated interactions with peers	Progress monitoring on IEP goals Professional development opportunities for para educators	Teachers, Site Administrator, district and SELPA professional development	Principal and classroom teachers	Progress on IEP goals and DRDP results
CHAMPS training	Staff participation in district and SELPA trainings. Leadership team development of an Implementation plan	SELPA and District PD, Pupil Services Director, Leadership team	Administrator and Leadership Team	Leadership team notes and PD registration
Parent trainings on behavioral support	site based and community based trainings	New Dawn, SELPA, Public Health, Family Liaisons and behavior specialists	Family Liaisons and Administrator	Training Flyers and sign in sheets

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Based on the safety committees review, San Miguel will modify the safety drill schedule to ensure both AM and PM classes are participating

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
In collaboration with Kamala, conduct regular safety drills at times that provide both AM and PM classes opportunities to participate	Calendar safety drills. Provide debriefing to staff and, if applicable, Kamala following a drill	Staff Calendar, Power Point, Staff Meetings	Principal and Assistant Principal in collaboration with Kamala Assistant Principal	Submit District Safety Forms
Safety meeting to review procedures	committee updated at the beginning of the year	Principal, SRO and Safety Plan	Principal	Safe School Plan Update
Continue to review facilities annual inspection to ensure safe egress and ingress	Hold inspection	Notes from inspections	Risk Management, Principal, Facilities	Report from Inspection
Safe egress from San Miguel to Kamala during evacuation drills	Calendar evacuations drills and provide debriefing to staff	San Miguel and Kamala Campus Supervisors All San Miguel Certificated staff	Principal and Assistant Principal in collaboration with Kamala Administration	Safety Form
Safe egress from San Miguel to neighboring Park during evacuation drills	Calendar evacuations drills and provide debriefing to staff	San Miguel Campus Supervisors and all San Miguel Certificated staff	Principal and Assistant Principal	Safety Form
SRO collaborates fluidly with San Miguel administration and staff	SRO is on call for support	SRO, San Miguel administration	SRO, Principal	Notes from meetings
Office Staff meetings to review protocols for student release	each trimester	Agendas from meetings	Principal and Office Manager	Notes from meeting
Ensure students are safe while on campus during the school day	School Campus is locked, Students are not released without following procedures and adults, staff wear school badges and all other adults must check in at the offer and have a visitors badge.	Review office procedures with staff and substitutes	Principal, Office Manager and Campus Supervisor	Procedural guidelines in the school handbook and substitute folders for all positions
Monitor facilities to ensure environment is safe.	Custodian to conduct monthly safety inspections of site and put in appropriate paperwork to fix problems as they occur	Notes from inspections	Custodian and Principal	Notes from meetings and work orders

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Based on the safety committee review, San Miguel will improve safety preparedness procedures by ensuring classroom rosters, emergency care plans and medical supplies are checked and updated regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
San Miguel has all emergency materials for a disaster	Inventory and restock materials for disasters including food supplies, first aide supplies, and search and rescue equipment	A storage bin on site with necessary emergency supplies, an emergency backpack and kit in each room.	Site Admin and Custodian	Inventory list
Students have access to medications	School nurse will ensure student medications and emergency care plans are kept up to date	locked Medicine cabinet, Emergency binder and emergency backpacks	School Nurse	Emergency care plans,
Updated class rosters & emergency care plans in each classroom emergency backpack	Attendance tech will print class rosters monthly and give to teachers. Teachers will place them in backpack and make sure a current emergency care plan is in the backpack for each student who has one.	Class list and emergency care plans	Attendance Tech, Office Assistant and Teachers	Documents are in backpack
In collaboration with Kamala, improve safety preparedness procedures	Use feedback from drills to reflect upon and improve emergency response procedures.	Class rosters and checklist collected from drills. Notes from safety meetings	Site Administrator, Assistant Principal and Kamala Assistant Principal	Feedback from disaster drills

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****San Miguel Preschool Student Conduct Code**

- Goals: To provide a safe environment and necessary tools and resources to support the behavioral needs of the students.
- Beliefs: San Miguel school believes that the role of adult staff is to understand the underlying needs and provide students the instruction and resources necessary to assist them in learning and utilizing positive behaviors to address those needs. San Miguel School recognizes that all behavior is communication and an attempt to address an unmet need.
- 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: With the support of staff, students will make continuing progress towards age appropriate social emotional development.
- Expectations for Parents: Parents will ensure their students are at school and on time each day. Parents will be open to community resources and school based trainings to support the student's social emotional development across settings.
- Expectation for Teachers: With the assistance of support staff, teachers will evaluate the communicative intent of student behavior including awareness of antecedence and consequences that may be influencing the behavior. Additionally, teachers will develop appropriate goals and accommodations, including behavioral plans if necessary, and ensure consistent implementation of the Individual Educational Plan (IEP) across classroom staff members.

- Expectations for Administrators: To support the vision, goals, beliefs and philosophy of San Miguel, the school administrator will ensure access to applicable resources and trainings for both staff and parents
- Basic school rules: As a preschool made up primarily of students with special education needs, we recognize that all our students are in the process of learning to become more independent and make their wants and needs known using appropriate behavior and communication. Basic school rules include following adult directions, maintaining personal safety (staying with the class, using playground equipment safely etc), and safe interactions with others (no hitting, biting, kicking, pushing or throwing objects).
- Consequences: If progress is not made with the implementation of available school resources, the IEP team may consider additional resources available to the district including outside service providers and programs.
- Positive Reinforcements: Positive reinforcements are determined based on student's interests and developmental levels. They may such things as verbal praise or access to high interest activities and items.
- Evaluation and feedback methods: San Miguel maintains regular communication with parents and community providers and evaluates student progress through the IEP goals.

## GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

## 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.

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.
  - 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

(a)(1)(A) Causing serious physical injury to another person, except in self-defense.

(a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(1)(D) Robbery or extortion.

(a)(1)(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 in violation of 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.

#### **(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 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 based on 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 regular 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

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

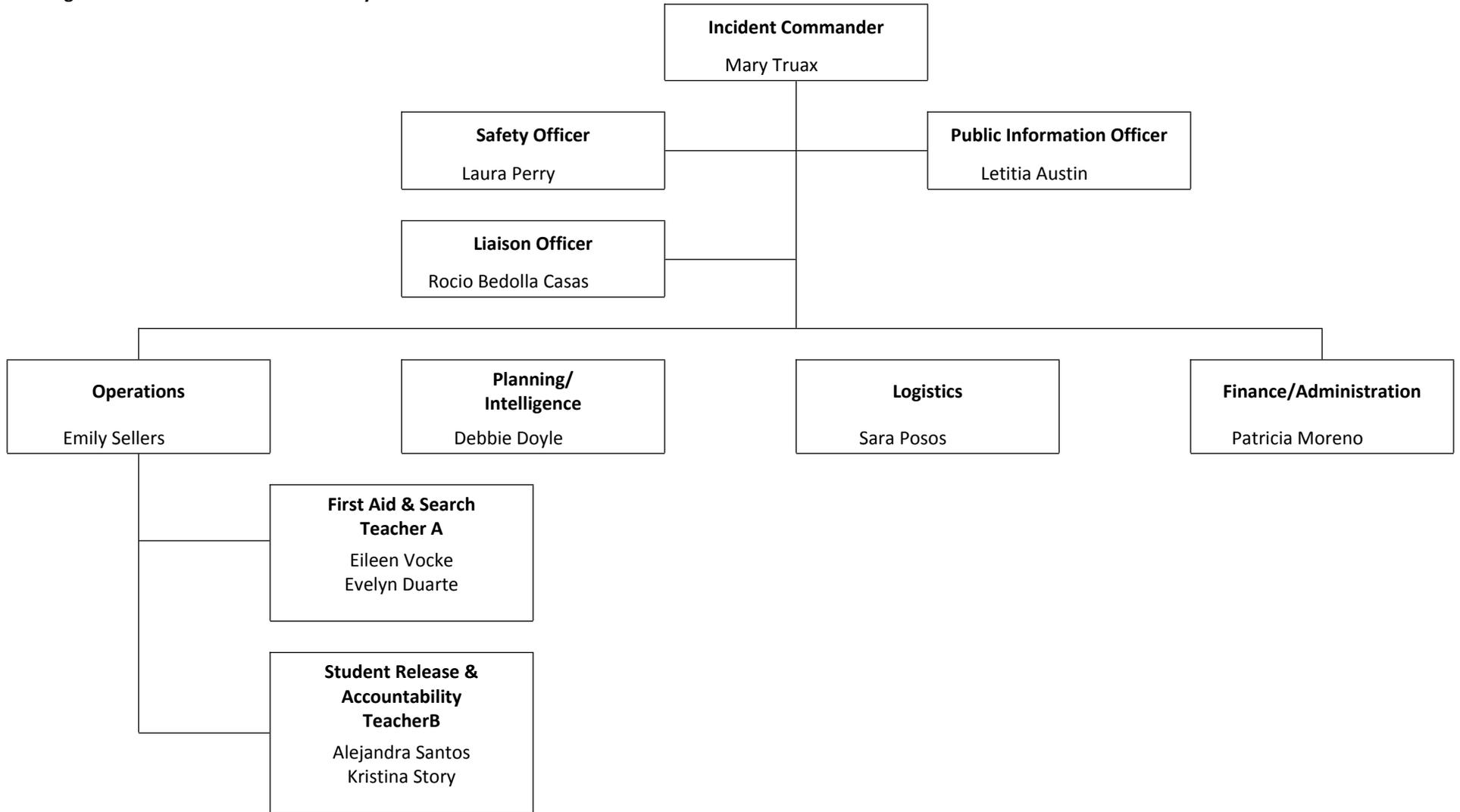
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Kamala School
Address	634 West Kamala Street
Contact	Principal Jodi Nocero
Phone Number	(805) 385-1548

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Rudolf Beck Park
Address	600 West Kamala Street
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**San Miguel Preschool 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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

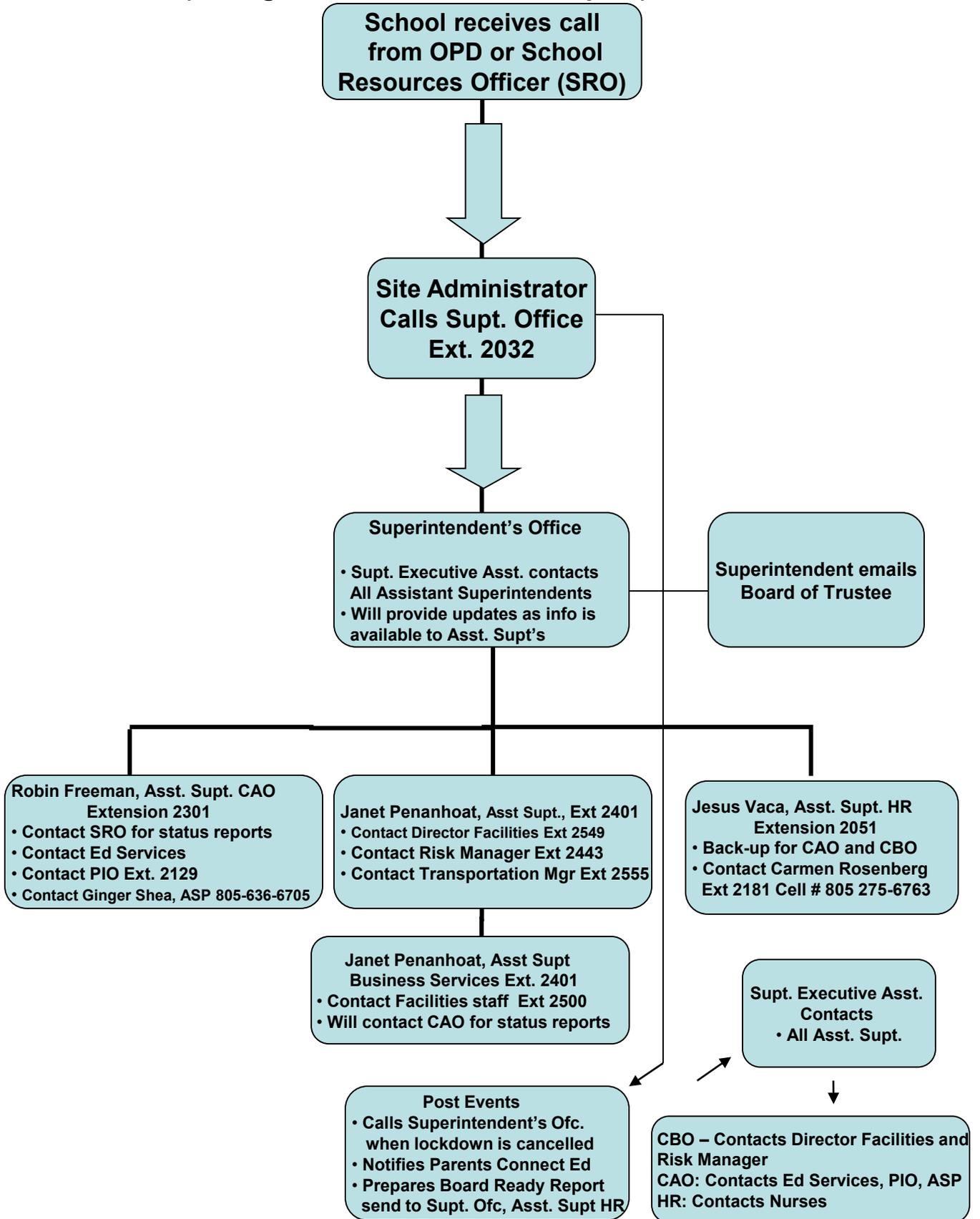
#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

# Oxnard School District Lockdown Communication Flow Chart (During School Hours until 4:00 p.m.) (Revised 11/17/17)



# Oxnard School District

## School Lockdown Flow Chart

(During School Hours until 4:00 p.m.) (Revised 11/17/17)

School receives call  
from OPD, Admin self initiates or SRO

Site  
Administrator

- Dial 911
- Lock all entry doors
- Direct Media to Letitia Austin, PIO
- Have maps, keys, rosters, ready for law enforcement
- Continue to use email to Communicate updates

**Signal**

- Lockdown announcement over Intercom System and 2-way Radio
- Email message will be sent to classroom

All Activities Stop

Priority 1

Priority 2

A **Priority 1** lockdown is initiated to isolate students and staff when there is an immediate danger or threat at the school (e.g., an armed intruder, an on-campus shooting, etc.) In a **Priority 1** lockdown, the administrator (or designee) will Announce over the intercom system and/or 2-way radio: **“Attention! A Priority 1 lockdown is immediately in effect. A Priority 1 lockdown is in in immediately in effect.”**

- Immediately cease classroom instruction.
- Scan the vicinity outside the classroom door and gather nearby students, even if they are not yours.
- During P.E. or any unstructured time (passing period, nutrition, lunch, etc.), any student that is not inside a classroom when a Priority 1 lockdown is initiated should proceed immediately to the nearest secure building (even if it is not their assigned classroom) to take shelter if safe to do so. Consider that in some cases, escaping from school grounds may be safer than attempting to seek shelter on campus.
- Quickly close and lock the classroom door. Ensure that the door actually latches shut.
- Turn off the classroom lights.
- Direct students to leave their desks and gather them to a safe zone in the classroom, preferably low to the floor and below window level.
- Any staff without supervision of children (office staff, food service workers, custodial and facilities employees, teachers on prep period) should shelter-in-place if they are able to lock themselves in. Staff should NOT remain outside attempting to secure perimeter gates during a Priority 1 lockdown.
- Create the appearance of an unoccupied room by silencing phones and 2-way radios, and ensure that occupants remain calm and quiet. Occupants must refrain from reacting (gasping, crying, screaming, raising their head, etc.) to any rattling of door knobs, pounding on doors and windows, shouting and screaming, bells and alarms, and other outside noises.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Consider building a barricade/defensible space and identify items in the room that could be used to defend yourself and others if the intruder enters the room.
- Listen for the nature, location and direction of the problem to gather and report updates to 9-1-1.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.
- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Occupants must not leave the classroom even to use the restroom. Alternate toileting arrangements may need to be implemented during an extended Priority 1 lock down.
- In a **Priority 1** drill, an all-clear signal or announcement will be given to indicate that the lockdown drill has concluded. In an **actual Priority 1 lockdown**, no such Announcement will be given; instead, law enforcement officers will eventually make their way to every room. Occupants must remain still, low to the floor and with their hands visible to officers until the room has been cleared and deemed safe.

A Priority 2 lockdown is initiated when there is no immediate danger or threat on the school campus, but there is a potential danger or threat in the vicinity of the school (e.g., there is law enforcement activity outside the school and we want to prevent the suspect from entering the school grounds and/or we want to prevent students from leaving the campus and walking into the situation. In a Priority 2 lockdown, the administrator (or designee) will announce over the intercom system and/or 2-way radio: **“Attention! A Priority 2 lockdown is immediately in effect A Priority 2 lockdown is immediately in effect.”**

- Promptly close and lock the close and lock the classroom door, and ensure that the door actually latches shut. Students not in a classroom should immediately return to their assigned room.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Classroom lights may remain on, students may remain at their desks, and instruction may continue as normal, but occupants must remain alert to the possibility of the lockdown being elevated to a Priority 1 lockdown.
- P.E. students who are outside should proceed immediately to the gym or designated building/room with their teacher.
- During unstructured time (passing period, nutrition, lunch, etc.), students and teachers should proceed immediately to their next scheduled class.
- Pre-designated site staff will immediately respond to lock all perimeter gates and doors and exclude anyone else from entering the campus, including the school office. Any staff without supervision of children (office staff, food service workers, custodial & facilities employees, teachers on prep period) should shelter in-place if they are able to lock themselves in.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.
- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Once a law enforcement officer has arrived at the school, students may be permitted to visit the restrooms, but they must be escorted by an officer or, as safety permits, by a school staff member.
- For both a Priority 2 drill and an actual Priority 2 lockdown, an all-clear signal or announcement will be given to indicate that the lockdown has concluded.

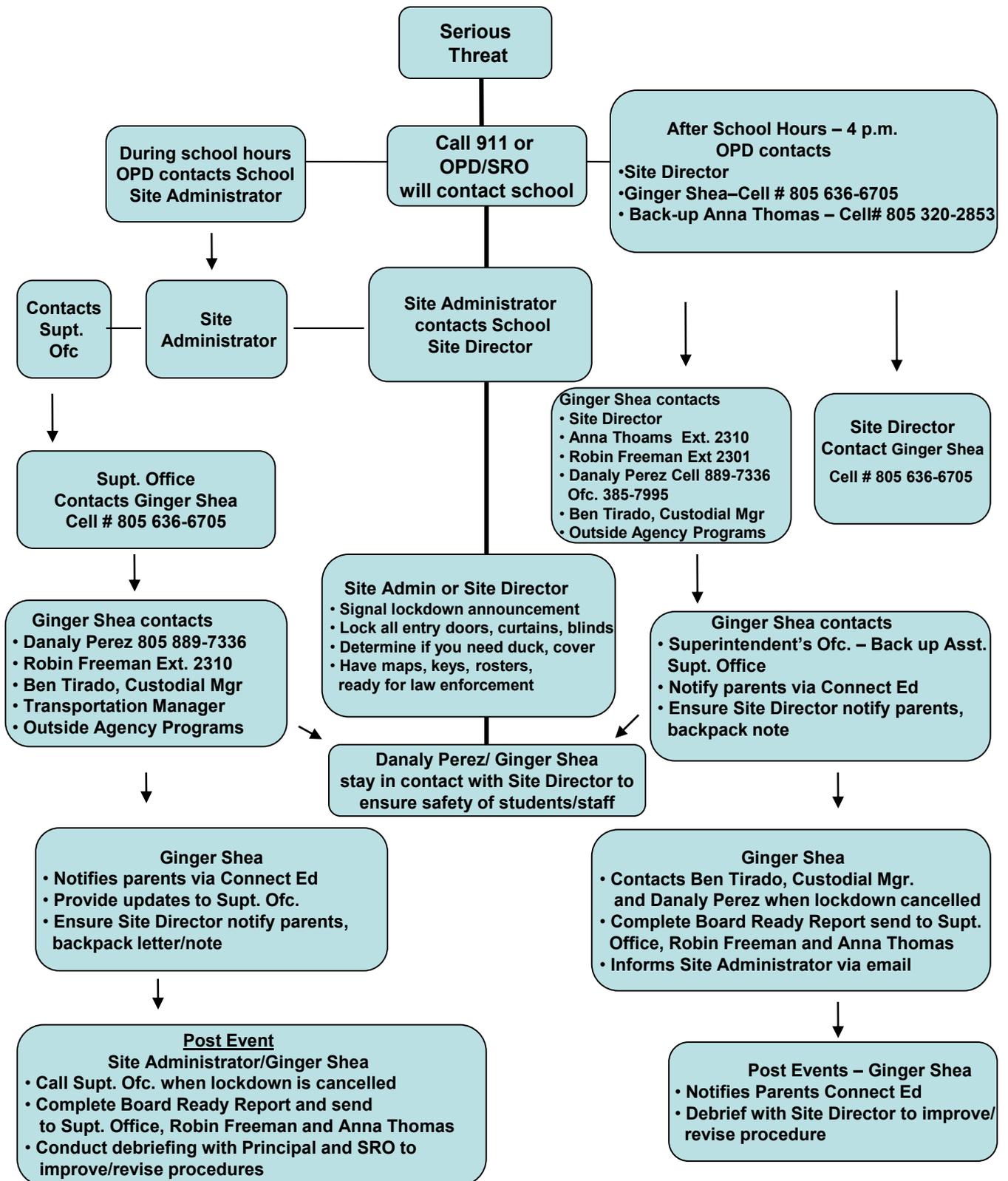
**Post Event**

- Notify Supt. Office when lockdown is cancelled
- Conduct debriefing with Principal and SRO to improve/revise procedures

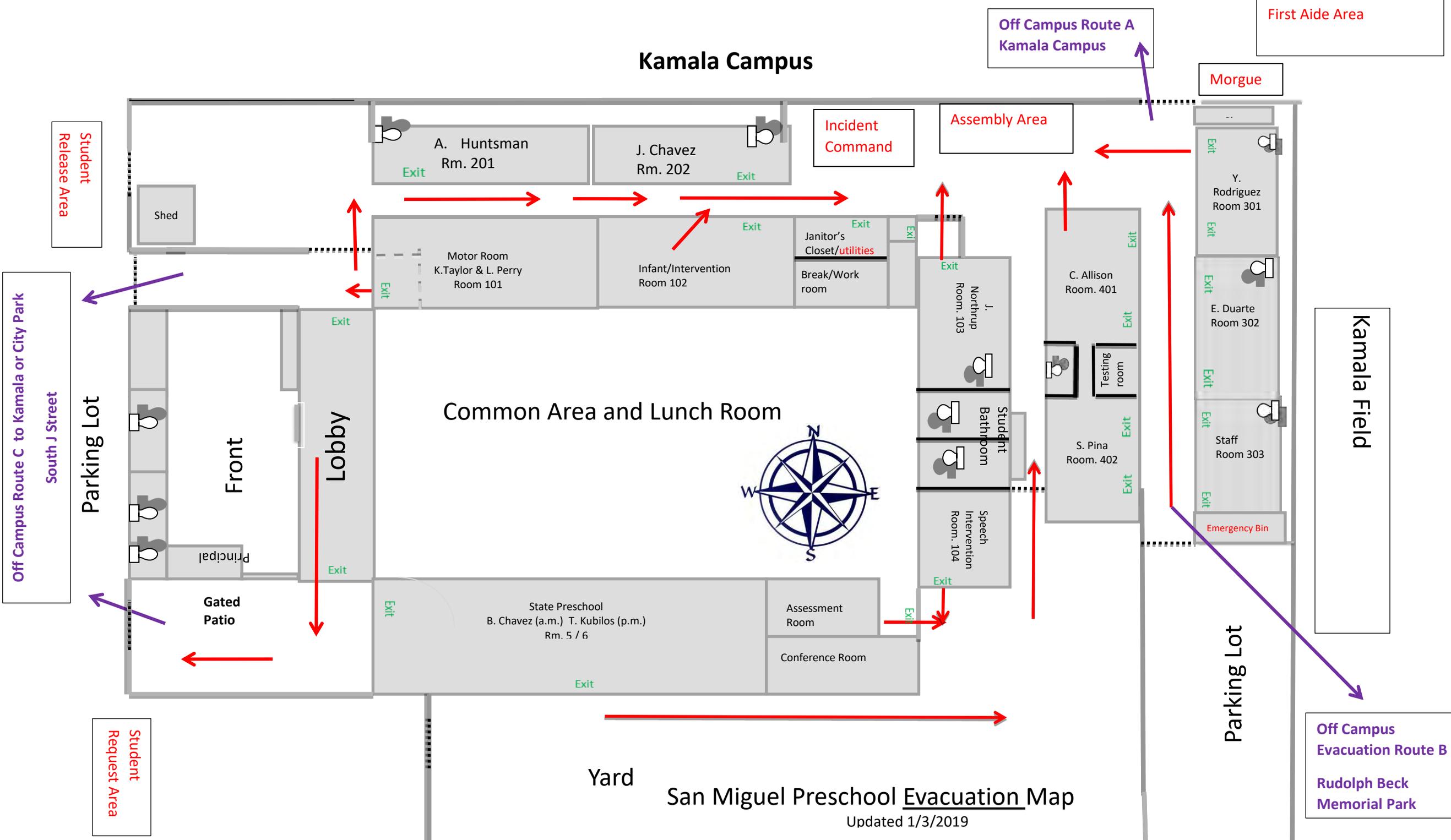
# Oxnard School District

## Lockdown Communication Flow Chart

After School Hours 4:00 – 6:00 p.m. (Revised 11/17/17)



# Kamala Campus



## San Miguel Preschool Evacuation Map

Updated 1/3/2019

West Laurel Street (Alley)

Off Campus Route C to Kamala or City Park  
South J Street

Off Campus Route A  
Kamala Campus

First Aid Area

Kamala Field

Off Campus Evacuation Route B  
Rudolph Beck Memorial Park

Student Release Area

Student Request Area

Parking Lot

Parking Lot

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# EMERGENCY OPERATIONS PLAN

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## APPENDICES

Appendix A – Incident Command System Assignments and Notification List .....Appendices-2

Appendix B - Other Essential Contacts Notification List .....Appendices-4

Appendix C - School Site Facility Map .....Appendices-7

Appendix D – Teacher Buddy List .....Appendices-8

Appendix E – Lockdown Procedures .....Appendices-9

Appendix F – Lockdown Classroom Kit and Procedures .....Appendices-14

Appendix G – Inventory Supply List .....Appendices-15

Appendix H – Forms.....Appendices-18

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**EMERGENCY OPERATIONS PLAN**

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**APPENDIX A – INCIDENT COMMAND SYSTEM ASSIGNMENTS AND NOTIFICATION LIST**

<b>EOC NOTIFICATION LIST</b>		<b>October 2018</b>		
<b>Assignment</b>	<b>Name</b>	<b>Phone numbers</b>		
		<b>Work</b>	<b>Home</b>	<b>Cell</b>
<b>Incident Commander (I.C.)</b>	<b>Mary Truax</b>	7404		
<b>Deputy I.C.</b>	<b>Rocio Bedolla Casas</b>	7401		
<b>Public Information Officer</b>				
<b>Liaison Officer</b>	<b>Nelly Rivera</b>	2237		
<b>Safety Officer</b>				
<b>Operations Section Chief</b>	<b>Emily Sellers</b>	2146		
<b>Search &amp; Rescue</b>	<b>Evelyn Duarte</b>	7451		
	<b>Ruby Cerratos</b>	7451		
<b>Search &amp; Rescue Staff</b>	<b>Alejandra Saavedra</b>	7452		
<b>Search &amp; Rescue Staff</b>	<b>Rebecca Gomez</b>	7410		
<b>Search &amp; Rescue Staff</b>	<b>Terrie Partida</b>	7450		
<b>Search &amp; Rescue Staff</b>	<b>Rosy Barragan</b>	2150		
<b>Care and Shelter</b>	<b>Teresita Kubilos</b>	7411		
	<b>Elissa Luecke</b>	2233		
<b>Student Release</b>	<b>Alejandra Santos</b>	2413		
	<b>Sofia Ramirez</b>	2150		
<b>Student Release Staff</b>	<b>Blanca Saldana</b>			
<b>Student Release Staff</b>	<b>Kristina Story</b>	2246		
<b>Student Release Staff</b>	<b>Cassandra Allison</b>	7461		
<b>Student Release Staff</b>	<b>Dulce Rojas</b>	7453		
<b>Student Release Staff</b>	<b>Soledad Furster</b>	7453		
<b>Student Release Staff</b>	<b>Natalie Gonzalez</b>	2149		
<b>Security/Traffic</b>	<b>Yulia Rodriguez</b>	7410		
	<b>Angelica Muvihill</b>	2219		

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**EMERGENCY OPERATIONS PLAN**

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<b>EOC NOTIFICATION LIST</b>		<b>October 2018</b>		
<b>Assignment</b>	<b>Name</b>	<b>Phone numbers</b>		
		<b>Work</b>	<b>Home</b>	<b>Cell</b>
Medical/Health/CIT	Eileen Vocke	2148		
	Mariana Coronado	2152		
Med/Health/CIT Staff	Janet Contreras	7410		
Med/Health/CIT Staff	Laura Perry	7454		
Med/Health/CIT Staff	Beatrice Chavez	7411		
Med/Health/CIT Staff	Cynthia Ochoa	7402		
Building & Safety	Laura Lopez	7451		
	Javier Sanchez			
Building & Safety Staff	Hilda Olague			
Building & Safety Staff	Rose Marie	2247		
	Sherbetjiaan			
Special Needs	Janice Northrup	7450		
	Otilia Ramirez			
Planning Section Chief	Debbie Doyle	2231		
Logistics Section Chief	Sara Posos	2142		
	Rocio Bedolla Casas	7401		
Supplies/ Procurement	Lorena Hernandez	7402		
	Cynthia Manriquez			
Communications	Teresa Toscano	2239		
	Erick Cardenas			
Facilities	Linda Miller	7410		
	Jason Benesh			
Personnel	Sarah Leverence	2253		
	Daniela Delgado	7450		
Food	Yvonne Brown			
	Donna Thomas	7450		
Food Staff	Ilajay	7452		
Food Staff	Maria Vasquez			
Finance	Patricia Moreno	7452		
	Lori Usuki			

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# EMERGENCY OPERATIONS PLAN

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# EMERGENCY OPERATIONS PLAN

## APPENDIX B-OTHER ESSENTIAL CONTACTS

Office of the Superintendent Fax: (805) 483-7426	
Dr. Cesar Morales	2032
Rose Chaparro	2032
Letitia Austin	2129
Vacant	2032
Rosie Bedolla Casas	2031
Carmen Vigil Maggiolo	2033
Supt. Conf. Room	2041
Business & Fiscal Services Fax: (805) 487-2118	
Assistant Superintendent Janet Penanhoat	2401
Lydia Garcia	2401
Budget & Finance Fax: (805) 483-7226 Dept. Ext. 2450	
Mary Crandall Plasencia	2455
Mary Jo Bollington	2458
Elena Boyagyan	2456
Teresa Barron	2457
Jodi Stankoski	2451
Suzan Haidet	2452
Bonnie Tse	2454
Accounts Receivable	
Tess Calacin	2453
Accounts Payable Dept. Ext. 2470	
Nida Fierro	2471
Anthony Johnson	2472
Payroll Dept. Ext. 2460	
Juanita Marquez A-1 Classified & Certificated	2463
Shweta Jindal O-N Classified & Certificated	2462
Alex Valles O-2 Classified & Certificated	2461
Child Nutrition Services Fax: (805) 487-8268 Dept. Ext. 2430	
Suzanne Lugotoff	2435
Allison Cairns	2433
Sue Littell	2431
Noemi Morales	2432
Raquel May	2434
Purchasing Fax: (805) 240-7582 Dept. 2410	
Lisa Franz	2414
Vacant	2412
Melissa Reyes	2413
Vonna Moody	2420
Mail Room	2403
Graphics Dept. Ext. 2580	
Jerry Tejeda	2581
Adriana Magaña	2582
Educational Services Fax: (805) 486-7358 Dept. Ext. 2300	
Assistant Superintendent Dr. Ana DeGenna	2301
Lydia Frontuto	2301
Debra West	2312
Mayra Vela (Sub)	2312

Enrollment Center- 925 South A Street Tel: (805) 225-1515 FAX: (805) 887-2050 Dept. Ext. 2340	
Danielle Gomez	2342
Lincy Ochoa	2341
Marcella Flores	2343
Claudia Cortez	2344
Veronica Villalobos	2345
Ycela Partida	2357
Information Technology Services Fax: (805) 487-6248 Dept. Ext. 2100	
Valerie Mitchell	2101
Arzela Telles	2101
Tom Kranzler	2101
David Davis	2103
Ricky Leon	2107
Oscar Topete	2108
Luis Garibay Lopez	2109
Vicky Gonzalez	2116
Chris Thorpe	2117
Data Team Dept. Ext. 2113	
Denita Spence	2105
Anna Candeleiro	2110
Sandra Mendoza	2111
CPE (805) 225-2332	
Vacant	2104
Curriculum, Instruction & Accountability Fax: (805) 486-8044 Dept. Ext. 2302	
Anne Thomas	2302
Rosana Valdez	2302
Vacant	2303
Mary Curtis	2316
Delia Valenzuela-Arenas	2316
Educational Resource Center Fax: (805) 487-1318	
Genesis Fountain	2315
Anderick Bradley	2315
Teachers on Special Assignments	
Martha Highfill	2307
Carolyn Solano	2307
After School Program	
Ginger Shea	2324
Judith Orejel	2324
Early Childhood Ed. Programs Fax: (805) 240-1738 Dept. 2020	
Noemi Valdes	2322
Edith Marin	2322
Bianca Goytan	2321
Vacant	2323
English Learner Services Fax: (805) 486-6084 Dept. 2350	
Dr. Mariene Batista	2351
Erica Murillo de Jeronimo	2351
Alberto Mendoza	2358
Norma Zarate	2384
Angelita Alvarado	2361
Dual & Bilingual Programs	
Arsucely Fox	2304
Angela Duarte	2304
Teachers on Special Assignment	
Nancy Buenrostro	2306
Diana Perez	2352
Erica Zambrano	2353
Cristina Huizar	2354
Terese Guerra	2364

Pupil Services Fax: (805) 487-9648	
Chris Ridge	2161
Jennie Jusnita Peraza	2161
Amy Washington	2163
Esther Yrigoyen-Hong	2167
Alfredo Gutierrez	2333
Health Services Dept. Ext. 2160	
Carmen Rosenberg (Call 229-6293)	2181
Jennifer Boelts (Call 275-6767)	2182
Sarah Andrews (Call 275-6768)	2183
Carolyn Rodriguez (Call 808-1590)	2184
Marie Sagrado (Call 663-8034)	2185
Special Education Dept. 2160	
Amelia Sugden	2175
Christy Garibay	2175
Kristin Haidet	2162
Livette Solis	2162
Katrina Madden	2179
Laura Dean	2179
Nadia Villapudua	2174
Edith Gurman	2174
Tania Poole	2160
Leticia VanVoorhis	2164
Vacant	2166
Patty Tullie	2168
Peggy Parra	2170
Allison Raigoza	2171
LeeAnne Powers	2172
Julia Bolognino	2176
Johanna Lockwood	2177
Isabel Garcia	2186
Juan Carlos Gutierrez Perez	2190
Vacant	2191
Natali Rodriguez Samanie	2192
Anita Schermer	2223
Human Resources & Support Services Fax: (805) 486-3408 Dept. 2050	
Assistant Superintendent Dr. Jesus Vaca	2051
Paulina Fierce	2051
Dr. Edd Bond	2056
Yadira Alferez	2056
Certificated Human Resources	
Veronica Villalpendo	2052
Anna Gutierrez	2053
Tammie Allen	2054
Roxana Mendoz	2058
Lacy Jetton	2059
Classified Human Resources Dept. 2070	
Shristie Nair	2071
Tanya Ventura	2071
Vacant	2072
Esmeralda Hernandez	2073
Mary Cervantes Chaparro	2074
Maribel Zambrano	2075
Frontline Sub Request 1-800-942-3767	
Risk Management Fax: (805) 240-5963 Dept. 2440	
Norma Magaña	2443
Alexandria Velezquez (Sub) A-1 Class & Cert	2441
Neomi Aguilera (Sub) A-2 Class & Cert	2442

# EMERGENCY OPERATIONS PLAN

<b>OPERATIONS SERVICES CENTER</b> 1055 S. "C" Street, Oxnard, 93030 (805) 385-1514 FAX: (805) 486-5848	
Department Ext.	2500
David Fateh	2501
Patty Lomeli	2501
Beatris Mazana	2502
Norma Herrera	2503
Orlando DeLeon	2505
Vince Mc Garry	2506
Ben Tirado	2507
John Cooper	2508
<b>TRANSPORTATION</b> 516 W. Woolley Road, Oxnard, 93030 (805) 385-1519 Fax: (805) 486-2494	
Department Ext.	2550
Tony Binscoe	2555
Martha Gutierrez	2557
Sylvia Vasquez	2551
Rita Galvan	2552
Danny Beltran	2553
Gabriel Ceballos	2554
<b>WAREHOUSE</b> 514 W. Woolley Road, Oxnard, 93030 (805) 385-1513 Fax: (805) 483-4081	
Department Ext.	2575
Dave Hornback	2576
<b>Schools</b>	
<b>BREKIE (K-5)</b>	Ext. 3000
3400 Martin Luther King Jr. Drive, Oxnard, 93030 (805) 385-1521 FAX: (805) 485-4467	
Bertha Anguiano	Principal
Michelle Sandoval	Office Manager
<b>CHAVEZ (K-8)</b>	Ext. 3200
301 N. Marqueta Street, Oxnard, 93030 (805) 385-1524 Fax: (805) 483-4799	
Brasilia Perez	Principal
Erica Ultreras	Asst. Principal
Derek Olson	Asst. Principal
Yuliana Robles	Office Manager
<b>Chavez Family Resource Center</b> (805) 385-1525 Ext. 3213 FAX: (805) 487-5449	
<b>CURREN (K-8)</b>	Ext. 3400
1301 North F Street, Oxnard 93030 (805) 385-1527 Fax: (805) 485-7593	
Christine McDaniels	Principal
Kristin Deas	Asst. Principal
Susan Mares	Asst. Principal
Mireya Rosales	Office Manager
<b>DRIFFILL (K-8)</b>	Ext. 3600
910 South E Street, Oxnard 93030 (805) 385-1530 Fax: (805) 487-7723	
Carol Flores Beck	Principal
Gilbert Elizarraraz	Asst. Principal
Tammy Smith	Interim Asst. Principal
Rosie Rabago	Office Manager
<b>Driffill Family Resource Center</b> (805) 385-1530 Ext. 3616 Fax: (805) 487-7620	

<b>ELM STREET (K-5)</b>	Ext. 3800
450 East Elm Street, Oxnard, 93033 (805) 385-1533 FAX: (805) 487-9961	
Leticia Ramos	Principal
Veronica Hernandez	Office Manager
<b>FRANK (6-8)</b>	Ext. 4000
601 North Juanita Ave., Oxnard, 93030 (805) 385-1536 FAX: (805) 981-1754	
Dr. Richard Caldwell	Principal
Gabe Covarrubias	Asst. Principal
Marla Chithra Saucedo	Asst. Principal
Pam Cwiklo	Asst. Principal
Rosa Adams	Office Manager
<b>FREMONT (6-8)</b>	Ext. 4400
1130 North M Street, Oxnard, 93030 (805) 385-1539 FAX: (805) 485-2486	
Chantal Anderson- Witherspoon	Principal
Dr. Frank Guerrero	Asst. Principal
Dr. Naam Conesa	Asst. Principal
Bethany Moore	Asst. Principal
Suzie Dickens (Sub)	Office Manager
<b>HARRINGTON (K-5)</b>	Ext. 4800
451 E. Olive Street, Oxnard, 93033 (805) 385-1542 FAX: (805) 486-8364	
Alison Cordes	Principal
Teresa Jimenez-Sanchez	Office Manager
<b>Harrington Family Resource Center</b> (805) 385-1542 Ext. 4815 FAX: (805) 240-9776	
<b>HAYDOCK (6-8)</b>	Ext. 5100
647 West Hill Street, Oxnard, 93033 (805) 385-1545 FAX: (805) 487-7159	
Greg Brisbane	Principal
Erika Ragan	Asst. Principal
Vicant	Asst. Principal
Marie Ambriz	Office Manager
<b>KAMALA (K-8)</b>	Ext. 5400
634 West Kamala Street, Oxnard, 93033 (805) 385-1548 FAX: (805) 486-2893	
Dr. Jodi Nocero	Principal
Brian Slevins	Asst. Principal
Rosario Vitalepando	Asst. Principal
Susan Martinez	Office Manager
<b>LEMONWOOD (K-8)</b>	Ext. 5600
2700 Carnegie Street, Oxnard, 93033 (805) 385-1551 FAX: (805) 487-7293	
Sally Wennes	Principal
Eva Gonzales Nares	Asst. Principal
Teresa Ruvalcaba	Asst. Principal
Catalina Perez	Office Manager
<b>MARINA WEST (K-5)</b>	Ext. 6000
2501 Carob Street, Oxnard, 93035 (805) 385-1554 FAX: (805) 984-5494	
Jorge Mares	Principal
Gracie Cervantes	Office Manager
<b>Marina West Family Resource Center</b> (805) 385-1554 Ext. 6015 Fax: (805) 882-1081	

<b>MARSHALL (K-5)</b>	Ext. 5800
2900 Thurgood Marshall Drive, Oxnard 93036 (805) 385-1557 FAX: (805) 983-7215	
Sarah Lepe	Interim Principal
Suzanne Graveda	Asst. Principal
Carmen Grande	Office Manager
<b>McAULIFFE (K-5)</b>	Ext. 6200
3300 W. Via Marina Ave., Oxnard, 93035 (805) 385-1560 FAX: (805) 385-4690	
Mary Aries Elsondo	Principal
Suzanne Graveda	Asst. Principal
Amy Dehm	Office Manager
<b>McKINNA (K-5)</b>	Ext. 6400
1611 South J Street, Oxnard, 93033 (805) 385-1563 FAX: (805) 487-2231	
Wendy Garner	Principal
María Apera	Office Manager
<b>RAMONA (K-5)</b>	Ext. 6800
804 Cooper Road, Oxnard, 93030 (805) 385-1569 FAX: (805) 486-7049	
Dr. Andres Duran	Principal
Adriana Romero	Office Manager
<b>Ramona Family Resource Center</b> (805) 385-1569 Ext. 6860 FAX: (805) 486-7049	
<b>RETCHEM (K-5)</b>	Ext. 7000
2200 Cabrillo Way, Oxnard, 93030 (805) 385-1572 FAX: (805) 981-4685	
Dr. Andres Santamaris	Principal
Raquel Cabral	Office Manager
<b>ROSE AVENUE (K-5)</b>	Ext. 7200
220 S. Driskill Street, Oxnard, 93030 (805) 385-1575 FAX: (805) 485-8061	
Pablo Ordaz	Principal
Gabe Covarrubias	Asst. Principal
Rosa Garcia	Office Manager
<b>SAN MIGUEL</b>	EXT. 7400
<b>Infant &amp; Preschool Program</b> 2400 South J Street, Oxnard, 93033 (805) 385-1578 FAX: (805) 487-6935	
Mary Truax	Special Ed Manager
Ginny Whitt	Office Manager
<b>SIERRA LINDA (K-5)</b>	Ext. 7600
2201 Jasmine Street, Oxnard, 93036 (805) 385-1581 FAX: (805) 485-5796	
Carmen Serrano	Principal
Bethany Moore	Asst. Principal
Joanne Olivares	Office Manager
<b>Sierra Linda Family Resource Center</b> (805) 385-1581 Ext. 7614 FAX: (805) 983-8598	
<b>SORIA (K-8)</b>	Ext. 7800
3101 Dunkirk Drive, Oxnard, 93035 (805) 385-1584 FAX: (805) 815-4216	
Pam Morrison	Interim Principal
Rosaura Castellanos	Asst. Principal
Elena Garcia	Asst. Principal
Mayra Quezada (Sub)	Office Manager

09/16/18

# EMERGENCY OPERATIONS PLAN

## Partner Agency Contacts

Department/ Agency	Last Name	First Name	Email	Phone Number
<b>City Contacts</b>				
Oxnard Fire Dept. Disaster Prep.	Dueñas	Susan	<a href="mailto:Susan.Duenas@ci.oxnard.ca.us">Susan.Duenas@ci.oxnard.ca.us</a>	
Oxnard PD & Fire				
City ASP	Tapia	Jessy	<a href="mailto:Jessy.Tapia@ci.oxnard.ca.us">Jessy.Tapia@ci.oxnard.ca.us</a>	
<b>County Contacts</b>				
Ventura County Public Health	Bays	Linda	<a href="mailto:Linda.Bays@ventura.org">Linda.Bays@ventura.org</a>	
Ventura County Public Health	Benton	Claudia	<a href="mailto:claudia.benton@ventura.org">claudia.benton@ventura.org</a>	
Ventura County Sheriff's OES	McGowan	Kevin	<a href="mailto:Kevin.McGowan@ventura.org">Kevin.McGowan@ventura.org</a>	
<b>American Red Cross</b>				
American Red Cross	Davis	Jon	<a href="mailto:Jon.davis@redcross.org">Jon.davis@redcross.org</a>	
CDR	Montiel	Virginia	<a href="mailto:virginia.montiel@cdrv.org">virginia.montiel@cdrv.org</a>	
CDR	Ramirez	Alicia	<a href="mailto:Alicia.Ramirez@cdrv.org">Alicia.Ramirez@cdrv.org</a>	
City Impact	Urzua	Veronica	<a href="mailto:vurzua@cityimpact.com">vurzua@cityimpact.com</a>	
DELAC	Mercado	Claudia		
Durham	Mazini	Nanette	<a href="mailto:nmazini@durhamschoolservices.com">nmazini@durhamschoolservices.com</a>	
Dwire School	Scheerger	Rob	<a href="mailto:rscheerger@vcoe.org">rscheerger@vcoe.org</a>	
El Centrito	Rodriguez-Fausto	Patricia	<a href="mailto:familyliteracy@elcentrito.org">familyliteracy@elcentrito.org</a>	
Green Vally CDI/CDC	Izaguirre	Amanda	<a href="mailto:center122@cdicdc.org">center122@cdicdc.org</a>	
Harrington CDI	Delgado	Karla	<a href="mailto:center177@cdicdc.org">center177@cdicdc.org</a>	
MICOP	Foster	Donna	<a href="mailto:donna.foster@mixteco.org">donna.foster@mixteco.org</a>	
Mixteco	Sawyer	Margaret	<a href="mailto:margaret.sawyer@mixteco.org">margaret.sawyer@mixteco.org</a>	
PTA	Favila	Elizabeth	<a href="mailto:efavila@oxnardsd.org">efavila@oxnardsd.org</a>	
The Alliance	Marquez	Barbara	<a href="mailto:bjmarquez@aol.com">bjmarquez@aol.com</a>	

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## **EMERGENCY OPERATIONS PLAN**

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### **APPENDIX C-SCHOOL SITE FACILITY MAP AND OFF CAMPUS EVACUATION SITE**

(Insert map of off-campus evacuation location and school site map – Make sure to include on the map the locations of the Incident Command Post, Assembly Areas, Student Request Gate, Student Release Gate, Medical Treatment Area, Morgue, Utilities, location of disaster supply bin, and Evacuation Routes).



## APPENDIX E – LOCKDOWN PROCEDURES

### OXNARD POLICE DEPARTMENT SCHOOL LOCKDOWNS



There are two types (or priorities) of school lockdown: **Priority 1** and **Priority 2**.

A **Priority 1** lockdown is initiated to isolate students and staff when there is an **immediate danger or threat at the school** (e.g., an armed intruder, an on-campus shooting, etc.)

A **Priority 2** lockdown is initiated when there is no immediate danger or threat on the school campus, but there is a **potential danger or threat** in the vicinity of the school (e.g., there is law enforcement activity outside the school and we want to prevent the suspect from entering the school grounds and/or we want to prevent students from leaving the campus and walking into the situation.)

### PRIORITY 1 LOCKDOWN

In a Priority 1 lockdown, the administrator (or designee) will announce over the intercom system and/or 2-way radio: ***“Attention! A Priority 1 lockdown is immediately in effect. A Priority 1 lockdown is immediately in effect.”***

- Immediately cease classroom instruction.
- Scan the vicinity outside the classroom door and gather nearby students, even if they are not yours.
- During P.E. or any unstructured time (passing period, nutrition, lunch, etc.), any student that is not inside a classroom when a Priority 1 lockdown is initiated should proceed immediately to the nearest secure building (even if it is not their assigned classroom) to take shelter if safe to do so. Consider that in some cases, escaping from school grounds may be safer than attempting to seek shelter on campus.
- Quickly close and lock the classroom door. Ensure that the door actually latches shut.
- Turn off the classroom lights.
- Direct students to leave their desks and gather them to a safe zone in the classroom, preferably low to the floor and below window level.
- Any staff without supervision of children (office staff, food service workers, custodial and facilities employees, teachers on prep period) should shelter-in-place if they are able to lock themselves in. Staff should NOT remain outside attempting to secure perimeter gates during a Priority 1 lockdown.
- Create the appearance of an unoccupied room by silencing phones and 2-way radios, and ensure that occupants remain calm and quiet. Occupants must refrain from reacting (gasping, crying, screaming, raising their head, etc.) to any rattling of door knobs, pounding on doors and windows, shouting and screaming, bells and alarms, and other outside noises.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Consider building a barricade/defensible space and identify items in the room that could be used to defend yourself and others if the intruder enters the room.
- Listen for the nature, location and direction of the problem to gather and report updates to 9-1-1.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.

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## EMERGENCY OPERATIONS PLAN

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- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Occupants must not leave the classroom even to use the restroom. Alternate toileting arrangements may need to be implemented during an extended Priority 1 lockdown.
- **In a Priority 1 drill**, an all-clear signal or announcement will be given to indicate that the lockdown drill has concluded. **In an actual Priority 1 lockdown**, no such announcement will be given; instead, law enforcement officers will eventually make their way to every room. Occupants must remain still, low to the floor and with their hands visible to officers until the room has been cleared and deemed safe.

### PRIORITY 2 LOCKDOWN

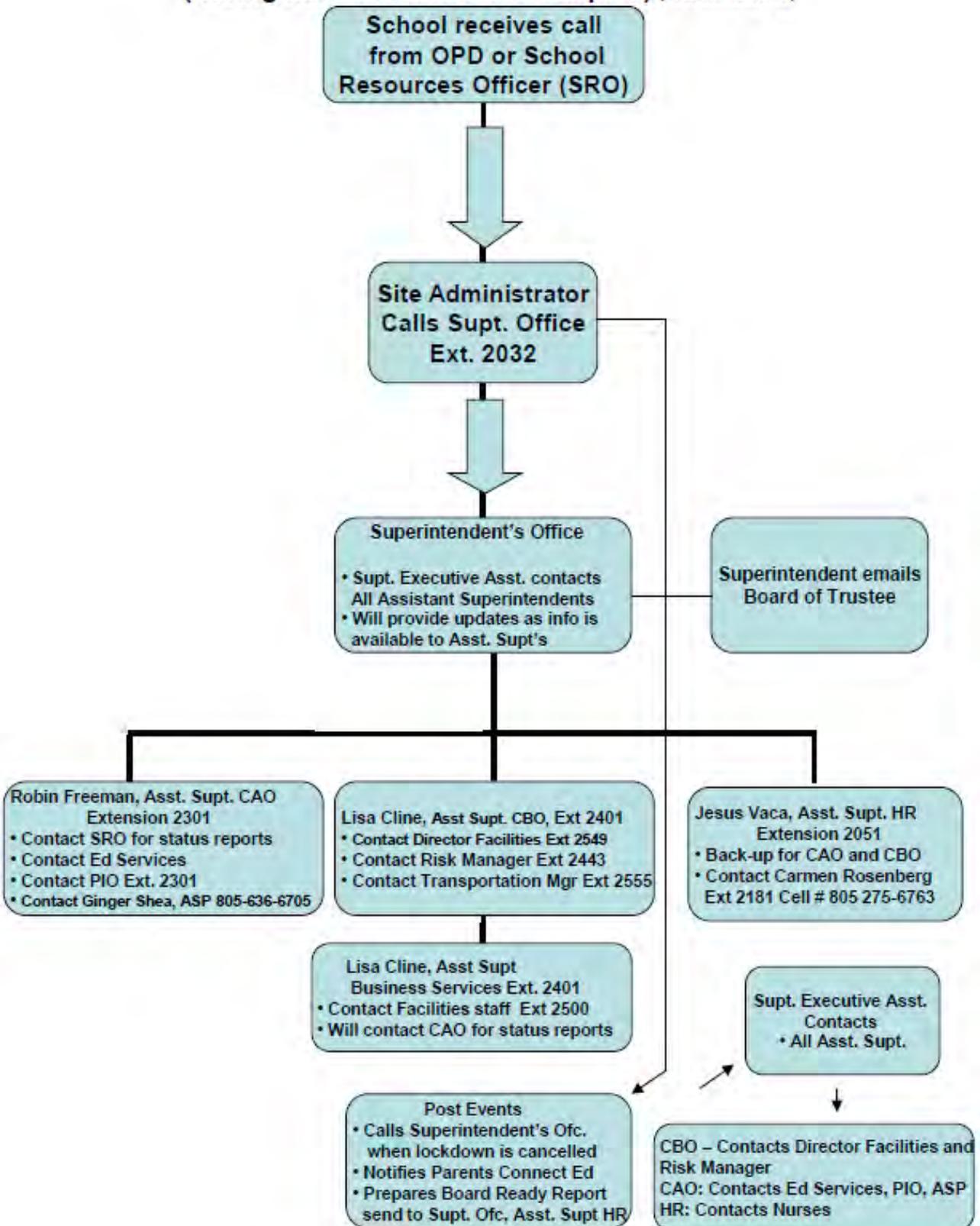
In a Priority 2 lockdown, the administrator (or designee) will announce over the intercom system and/or 2-way radio: ***“Attention! A Priority 2 lockdown is immediately in effect. A Priority 2 lockdown is immediately in effect.”***

- Promptly close and lock the classroom door, and ensure that the door actually latches shut. Students not in a classroom should immediately return to their assigned room.
- Close and cover all windows. Ensure that there are no gaps in curtains, blinds, and shades that may allow an intruder to peer inside the classroom.
- Classroom lights may remain on, students may remain at their desks, and instruction may continue as normal, but occupants must remain alert to the possibility of the lockdown being elevated to a Priority 1 lockdown.
- P.E. students who are outside should proceed immediately to the gym or designated building/room with their teacher.
- During unstructured time (passing period, nutrition, lunch, etc.), students and teachers should proceed immediately to their next scheduled class.
- Pre-designated site staff will immediately respond to lock all perimeter gates and doors and exclude anyone else from entering the campus, including the school office. Any staff without supervision of children (office staff, food service workers, custodial & facilities employees, teachers on prep period) should shelter in-place if they are able to lock themselves in.
- When so directed, take roll to determine if all your students are accounted for, if you have any students that are not yours, and any injuries and their severity. Report back as directed by your administrator.
- Once a lockdown has been initiated, the classroom door should not be opened under any circumstance. Prematurely opening the door to someone asking to be let in may allow the threat to access your room, you, and your students.
- Once a law enforcement officer has arrived at the school, students may be permitted to visit the restrooms, but they must be escorted by an officer or, as safety permits, by a school staff member.
- For both a Priority 2 drill and an actual Priority 2 lockdown, an all-clear signal or announcement will be given to indicate that the lockdown has concluded.

***“When the time to act has arrived, the time to prepare has passed.”***

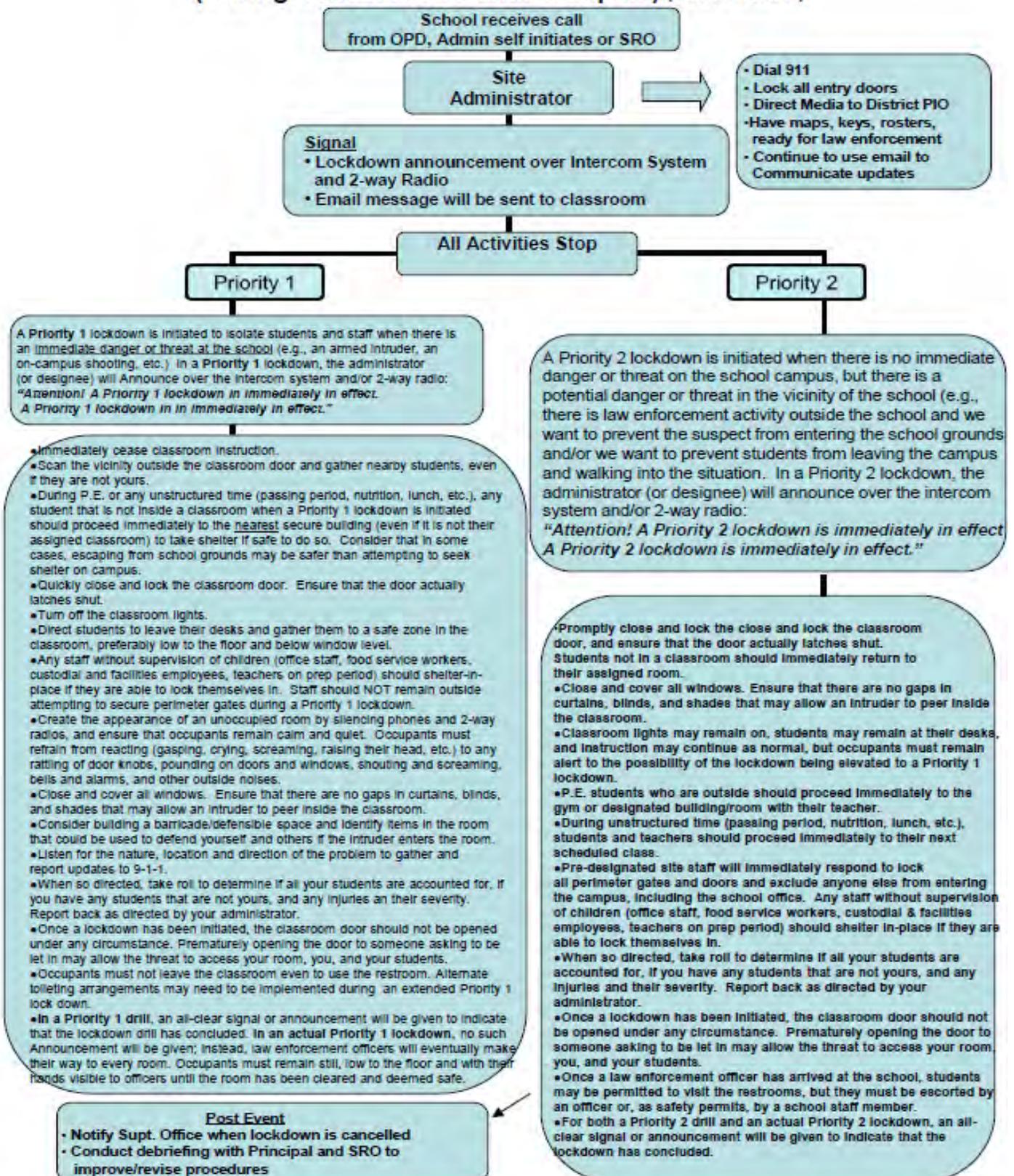
Rev. 4/15/13

**Oxnard School District  
Lockdown Communication Flow Chart  
(During School Hours until 4:00 p.m.)** (Revised 04/28/16)



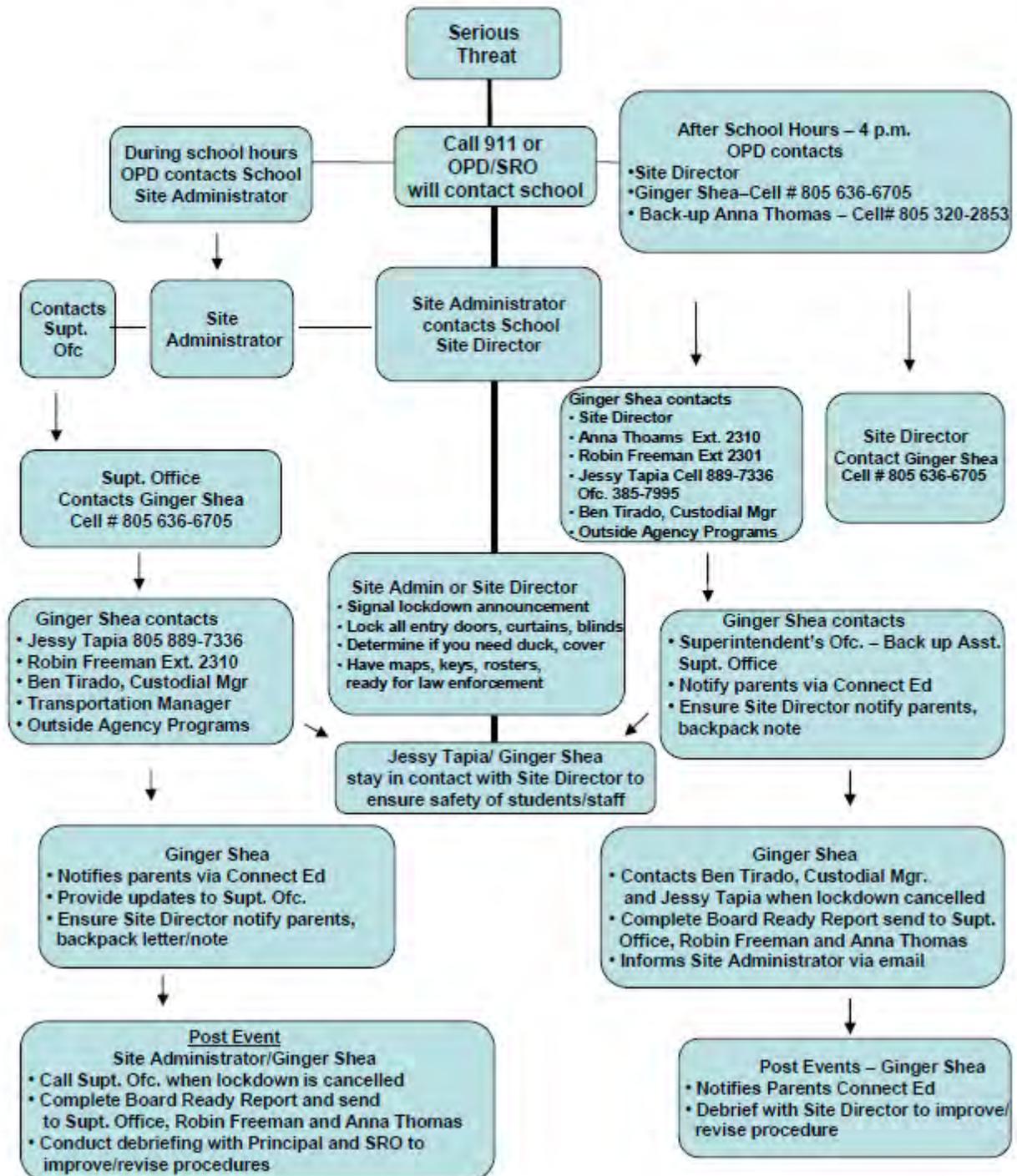
# EMERGENCY OPERATIONS PLAN

## Oxnard School District School Lockdown Flow Chart (During School Hours until 4:00 p.m.) (Revised 04/28/16)



**EMERGENCY OPERATIONS PLAN**

**Oxnard School District  
Lockdown Communication Flow Chart  
After School Hours 4:00 – 6:00 p.m. (Revised 04/28/16)**



**APPENDIX F-LOCKDOWN CLASSROOM KIT AND PROCEDURES****Oxnard School District  
Lockdown Classroom Kit**

**Contains:** Toilet Seat  
5 Gal Bucket  
Toilet Paper – 500 sheets  
Wet Wipe Towelettes 100 pk  
Infectious Waste bags 10 gal ea  
Utility Tape 10 yard  
Blue Poly Tarp 8' x 10'  
Nitrile Gloves – Large pair  
Cat Litter 4.5 lb



- Step 1** Remove lid from container
- Step 2** Empty contents from container
- Step 3** Place red liner bag inside of container
- Step 4** Place lid back onto container
- Step 5** Locate corner area of classroom to set up temporary shelter
- Step 6** Place blue tarp across two walls (preferably corner) to create privacy area. Use utility tape to secure the tarp to wall.
- Step 7** Place toilet container inside for students/staff to use during Level 1 lockdown.
- Step 8** After each use pour small amount of kitty litter as an absorbent. Use nitrile gloves when removing red trash liners.
- Step 9** After lockdown has been cleared remove used red trash liners and store contents back into container and store away in safe location.

# EMERGENCY OPERATIONS PLAN

## APPENDIX G-INVENTORY SUPPLY LIST

### OXNARD SCHOOL DISTRICT

#### SITE EMERGENCY SUPPLIES INVENTORY CHECKLIST

Site \_\_\_\_\_

Date \_\_\_\_\_

SUPPLY	Recommended Qty.	Qty to Replace	Work Order #	COMMENTS
<b>ADMINISTRATIVE SUPPLIES</b>				
<i>(Items indicated by this symbol * to be provided by the site. All others provided through Facilities)</i>				
* Bullhorn				
* Clipboards				
* Legal Pads				
* Masking Tape				
* Pens, Pencils, Grease pencil				
Portable AM/FM Radio (Can be kept in Principal's Office)				
* Scissors				
* Whistles				
<b>ICS IDENTIFICATION VESTS</b> (Listed below):				
Care & Shelter				
Incident Commander				
Information Officer				
Logistics				
Medical				
Operations				
Search & Rescue				
Student Release				
<b>CARE AND SHELTER SUPPLIES</b>				
55 Gal. Water Drum (change water)				
The Grounds Division enters the				
6' Fence Post				
* Books (optional to site)				
* Cards (optional to site)				
Clear Plastic Sheeting, Heavy				
* Cups - Styrofoam and/or paper				
Flagging Ribbon (Caution tape)				
* Games (optional to site)				
Tarps - 9 x 12				
Traffic Cones				

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**EMERGENCY OPERATIONS PLAN**

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<b>SUPPLY</b>	<b>Recommended Qty.</b>	<b>Qty to Replace</b>	<b>Work Order #</b>	<b>COMMENTS</b>
	Classroom Lockdown Kits for ea.			

## EMERGENCY OPERATIONS PLAN

SUPPLY	Recommended Qty.	Qty to Replace	Work Order	COMMENTS
<b>COMMUNICATION EQUIPMENT</b>				
Cell Phone ( <b>Can be kept in</b>	2			
HT 600 Portable Radio, 2 channel ( <b>Can be kept in Principal's Office</b> )	1			
Site Communication Radios ( <b>Can be kept in Principal's Office</b> )	6			
<b>GENERAL SEARCH AND RESCUE SUPPLIES</b>				
The items kept in the sealed tool box are listed on page 4 as part of the Grounds Inventory List. The sites are responsible for checking the seal. If broken please phone the district immediately.				
Is the tool box tamper proof seal				
The Grounds Division enters the date of their inspection in				
Ax - medium size	1			
Extra Goggles	2			
Extra Dust Masks	1 box			
Extra Gloves - cloth or leather	8 pair			
Extra Hard Hats	4			
Extra Masking Tape	4 rolls			
Flashlights and twist batteries	6			
Lantern and battery pack	2			
Pry Bar	1			
Shovel 27" D-Grip	1			
Sledge Hammer (small)	1			
Soft Stretcher	4 ea.			
Spud Bar	1			
Wrecking Bar	1			
<b>MEDICAL SUPPLIES - Facilities will replace dated items</b>				
The items kept in the sealed medical containers are listed as part of the Facilities Inventory List. The sites are responsible for checking the seal. If broken please phone the district immediately.				
Is medical container(s) tamper proof seal unbroken?				
The Grounds Division enters the date of their inspection in the Information Log in the Sea Train. Please enter this date here. _____.				
Disposable Burn Sheets	2 ea.			
Triage Kit that contains 4 tarps for Triage Areas: Red, Yellow, Blue, Black	1			

## EMERGENCY OPERATIONS PLAN

SUPPLY	Recommended Qty.	Qty to Replace	Work Order #	COMMENTS
<b>SANITATION SUPPLIES</b>				
Bed Pan				
5 gallon buckets w/seats				
**Can Liners				
Emesis Basin (Vomit Pail)				
Facial Tissue				
Paper Towels				
Privacy Shelter (You can make				
Toilet Paper				
Urinal				
Water container with spigot - 2.5				
*Wet Wipes - Disinfectant				
<b>SEARCH AND RESCUE SUPPLIES - (4 two man teams) "Go Bags"</b>				
<b>Search &amp; Rescue Bags</b> (Ea. Bag contains the following):	4			
Clipboard w/S&R Cklists & Map of Search areas.	1 (4 total)			
Dust Masks	2 (8 total)			
First Aid Kit	1 (4total)			
Flashlights, w/batteries (twist	2 (8 total)			
Gloves	2 pr. (8 total)			
Goggles	2 (8 total)			
Hard Hats	2 (8 total)			
Legal Pad	1 (4 total)			
Masking Tape (2 inch)	1 roll (4 total)			
Pens, Pencils and Markers	4 ea. (16 total)			

\*Items needed to be rotated out every 2 years.

\*\*Items needed to be rotated out every 5 years.

\_\_\_\_\_  
Reporter (Print Name)

\_\_\_\_\_  
Reporter (Signature)







# EMERGENCY OPERATIONS PLAN

SUMMARY SITUATION STATUS REPORT																			
1. School:																			
2. Report as of: (Date/Time)		3. Reported by:																	
4. Significant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
5. Deaths & Injuries: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Deceased</td><td></td></tr> <tr><td>Immediate</td><td></td></tr> <tr><td>Delayed</td><td></td></tr> <tr><td>Minor</td><td></td></tr> </table>				Deceased		Immediate		Delayed		Minor									
Deceased																			
Immediate																			
Delayed																			
Minor																			
6. Fires: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
7. Damaged Buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td># Destroyed</td> <td></td> <td>% of damage assessment complete</td> <td></td> </tr> <tr> <td># Major Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># Minor Damage</td> <td></td> <td></td> <td></td> </tr> <tr> <td># No Damage</td> <td></td> <td></td> <td></td> </tr> </table>		# Destroyed		% of damage assessment complete		# Major Damage				# Minor Damage				# No Damage					
# Destroyed		% of damage assessment complete																	
# Major Damage																			
# Minor Damage																			
# No Damage																			
8. Utilities: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Outage</td> <td>Down/Leaking</td> <td>Other</td> </tr> <tr> <td>Water</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Power</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td></td> </tr> </table>					Outage	Down/Leaking	Other	Water				Power				Gas			
	Outage			Down/Leaking	Other														
Water																			
Power																			
Gas																			
9. Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>Yes/No</td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Cellular</td> <td></td> </tr> <tr> <td>Data</td> <td></td> </tr> </table>			Yes/No	Telephone		Cellular		Data											
	Yes/No																		
Telephone																			
Cellular																			
Data																			
10. Evacuations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Significant Aid Required <input type="checkbox"/> Some Aid Required <input type="checkbox"/> No Aid Required <input type="checkbox"/> Normal Situation																	
11. Critical Issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown																			
12. Overall Prognosis: <input type="checkbox"/> Worsening <input type="checkbox"/> Stable <input type="checkbox"/> Improving																			

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**EMERGENCY OPERATIONS PLAN**

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13. Resources Needed:

**STUDENT EMERGENCY RELEASE FORM**

I/We request that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Student Names

be released to me/us \_\_\_\_\_  
Print your name(s)

Relationship to student \_\_\_\_\_

California Driver's License Number \_\_\_\_\_

Our intended destination is \_\_\_\_\_

Location including address if possible \_\_\_\_\_

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

Phone Number \_\_\_\_\_

.....  
Bottom portion to be completed by School Release Team

\_\_\_ Requestor on emergency card C student released

\_\_\_ Requestor NOT on emergency card - Student released anyway.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Requestor NOT on emergency card. Student not released.

Time of Release \_\_\_\_\_

Signature of Approval \_\_\_\_\_

Date of Release \_\_\_\_\_



**RUNNER FORM**

**Runner Form**

Please Send the following student to the release gate with runner:

Student Name \_\_\_\_\_

Room # \_\_\_\_\_ Grade

Teacher \_\_\_\_\_

.....  
(Teacher fills out if child is not with class)

\_\_\_ Absent

\_\_\_ First Aid

\_\_\_ Missing

\_\_\_ Other (Write an explanation)

# EMERGENCY OPERATIONS PLAN

## Medical Treatment Victim Log

Date \_\_\_\_\_

Name	Triage Category			
	Minor	Delayed	Immediate	Morgue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTALS:</b>				

Totals: \_\_\_\_\_ Minors \_\_\_\_\_ Delayed) \_\_\_\_\_ Immediate \_\_\_\_\_ Morgue \_\_\_\_\_

Completed by \_\_\_\_\_ Time \_\_\_\_\_

Delivered to \_\_\_\_\_ at Incident Command Post

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**EMERGENCY OPERATIONS PLAN**

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**OXNARD SCHOOL DISTRICT  
Notice of First Aid Care**

Date

School

Dear Parent:

\_\_\_\_\_ was injured at school and has been given first aid. If you feel further care is necessary please consult your family physician.

Remarks:

School Representative's Signature

The purpose of this form is to inform parent of medical treatment given.

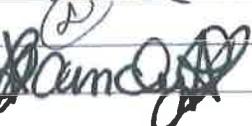
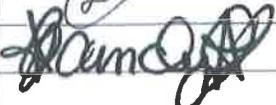
Note: In a disaster 1 copy goes home with student, 1 copy stays with teacher or medical treatment team records

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 School Year

**School:** San Miguel Preschool  
**CDS Code:** 56725386095905  
**District:** Oxnard School District  
**Address:** 2400 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** 1/3/2019

**Reviewed by:**

Name	Title	Signature	Date
Mary Truax	Site Administrator		1-24-19
Michel Haun	Assistant Principal		1-30-19
Brian Blevins	Kamala Assitant Principal		2/1/19
Lorena Hernandez	Office Assistant II		1-30-19
Dulce Rojas	Parent Liaison		1-31-19
Officer Jodie Schwabauer	OPD SRO		
Scott Brewer	Fire Department Representative - Emergency Services Manager		2-7-19

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Sierra Linda Elementary School  
**CDS Code:** 56725386055388  
**District:** Oxnard School District  
**Address:** 2201 Jasmine Avenue  
 Oxnard, CA 93036  
**Date of Adoption:**

**Reviewed by:**

Name	Title	Signature	Date
Lynn Pauley	SSC President		
Patricia Perez	ELAC President		
Susana Luna	Counselor		
Kevin Thompson	SRO/OXPD		
Armondo Arreguin	School Safety Committe Chairperson		
Jesus Espinoza	Head Custodian		
Bethany Moore	Asst. Principal		
Carmen Serrano	Principal		
Virginia Whitt	Office Manager		
Scott Brewer	Fire Department Rep. Emergency Services Manager		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	16
(J) Hate Crime Reporting Procedures and Policies.....	17
Safety Plan Review, Evaluation and Amendment Procedures .....	19
Safety Plan Appendices.....	20
EMERGENCY CONTACT NUMBERS.....	20
Sierra Linda Elementary School Incident Command System .....	21
Incident Command Team Responsibilities.....	23
Emergency Response Guidelines .....	24
Step One: Identify the Type of Emergency .....	24
Step Two: Identify the Level of Emergency.....	24
Step Three: Determine the Immediate Response Action .....	24
Step Four: Communicate the Appropriate Response Action .....	24
Types of Emergencies & Specific Procedures.....	25
AIRCRAFT CRASH.....	25
ANIMAL DISTURBANCE .....	25
BIOLOGICAL OR CHEMICAL RELEASE.....	25
PESTICIDE EXPOSURE (Pesticide Drift) .....	25

BOMB THREAT/ THREAT OF VIOLENCE .....	25
BUS DISASTER.....	25
DISORDERLY CONDUCT .....	26
EARTHQUAKE .....	26
EXPLOSION OR RISK OF EXPLOSION .....	27
FIRE IN SURROUNDING AREA.....	27
FIRE ON SCHOOL GROUNDS.....	27
FLOODING .....	28
LOSS OR FAILURE OF UTILITIES .....	28
MOTOR VEHICLE CRASH.....	28
PSYCHOLOGICAL TRAUMA .....	28
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	28
UNLAWFUL DEMONSTRATION OR WALKOUT .....	29
Medical Emergencies .....	32
Emergency Evacuation Map.....	35

## **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**

We encourage children to become creative, academically competent, responsible citizens within a safe and healthy learning environment where all individuals are nurtured and respected." We believe students should be actively involved in all aspects of their academic and social-emotional development. We promote a "Respectful, Responsible and Safe" school environment.

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)**

### **Sierra Linda Elementary School Safety Committee**

The following are members of our site's safety committee:

Lynn Pauley, Teacher and SSC President

Jesus Espinoza, Head Custodian

Patricia Perez, ELAC President & Campus Supervisor

Kevin Thompson, SRO/OXP

Scott Brewer, Fire Dept. Rep. Emergency Services Manager

Susana Luna, School Counselor

Armondo Arreguin, Teacher

Bethany Moore, Assistant Principal

Viginia Whitt, Office Manager

Carmen L. Serrano, Principal

### **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 SRO is also present for whole school evacuation drills as well as lockdown drills.

The school is closed to all adults unless they checked in with the office and receive a visitor badge. There is still a challenge with the additional parents for kindergarten where the kindergarten area is inside the campus, as is the breakfast area. We have determined that Transitional Kindergarten and Kindergarten parents will only escort their students into the breakfast line or into the kindergarten playground area during the first three days of school. Parents/guardians may receive special permission from principal depending on situation that may impact student.

The SRO leads a whole school lockdown drill, as well as monitors the school campus and provides support.

The Risk Management Department from the District conducts a Safety Inspection of the 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 district office. The Lead Custodian and the Principal also conduct a monthly safety inspection and submit a report to the District Office.

Office Referrals are mostly happening during recess and lunch and are shared with parents, teachers, counselors and if need be with SRO. CHAMPS team has tallied the number of office referrals and reasons in order to best assess effectiveness of consequences. The CHAMPS team also shared their findings with SSC in order to fund enough campus supervisors and staff training on Restorative Justice.

Attendance Rates and Suspension Rates are shared with parents and staff. Students with perfect attendance and no suspensions are rewarded monthly for their attendance/behavior. Staff meets with parents of those students with poor attendance/suspension. Interventions and solutions are documented and agreed upon with parents. If poor attendance continues families are placed on an attendance contract and or recommended for Oxnard School District SARB.

The California Healthy Kids Survey results are shared with parents on SSC, ELAC, and staff. CHAMPS team reviews results and uses it as a base for improvements campus-wide.

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 following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

## **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

#### Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

#### STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

#### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

#### CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

### **(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

**MANDATORY RECOMMENDATION FOR EXPULSION**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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 or Section 48915 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 school room before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Sierra Linda's 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. We are a closed campus. A staff member monitors opened gates during ingress and egress. All guests are required to sign-in at front office and show a valid ID in order to walk onto campus. All parents/guardians must show a valid ID when picking up students during school hours. Transitional Kinder thru second graders stay with teachers until picked up by parent/guardian, older sibling or staff placing them on bus.

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.
- TK-Kinder students must enter and be dismissed through kinder gates. 1st through 5th grade students must exit through assigned gates.
- Instruction begins at 8:35. There is a five minute warning bell at 8:30
- Parents, staff and guest are not to park in the bus loading and unloading zone.
- Campus Supervisors and teachers are assigned supervision at designated areas during arrival and departure for student safety.
- Parents, staff and guest are to use caution during arrival and departure times. We expect all drivers to be patient and drive safely.
- Cross streets at designated cross walks.
- Dismissal time is 1:52 for Transitional Kinder and Kindergarten students. Parents are to park outside of the main school parking lot when waiting for children.
- Dismissal time is 2:45 for first thru fifth graders. Parents are to park outside of the main school parking lot when waiting for children.
- Students going home on the bus will 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).
- Oxnard PD monitors ingress and egress, providing feedback to improve traffic flow and reminding parents to follow traffic laws.

**(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
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	Oxnard Police Department 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**

Sierra Linda Elementary's mission, vision, values and goals include:

Vision:

Empowering All Children to Achieve Excellence

Mission:

"We encourage children to become creative, academically competent, responsible citizens within a safe and healthy environment where all individuals are nurtured and respected."

VALUES:

We can achieve our vision by on-going reflection and collaboration regarding best instructional practices, using data, prioritizing time and money, engaging in professional development that is relevant to student achievement, implementing interventions for both academic and social/behavioral needs (Response to Intervention/Instruction) and engaging students by using technology as an integral part of instruction.

#### **STUDENT CONDUCT EXPECTATION AND RESPONSIBILITIES**

In order to promote positive and respectful behavior from our students, Sierra Linda has a school wide plan that involves recognizing and encouraging responsible behavior. Students who follow classroom and school rules, behave safely, and treat themselves and others with respect are positively reinforced with praise and rewards. Students who violate district policy and state educational codes receive appropriate consequences and a telephone call to the parents.

The skills we teach are used to prevent inappropriate student conduct and promote responsible behavior. This plan is intended to support classroom rules and foster opportunities and ways for students to be rewarded. Thus, supporting character building wherein they learn to make safe, responsible and appropriate choices. Staff and students have created expected behavior in all areas of school premises via "CHAMPS" components.

We expect all parents to support students by:

\*supporting the school's and district's behavior, homework and dress-code policies.

\*ensure that their child completes homework and daily assignments.

\*attend Back to School Night, parent conferences and other school related activities to support their child's academic and social-emotional growth.

\*be available for communication regarding their child's academic and social progress.

Please see attached Parent-Student Handbook for specific information on school rules, positive reinforcements, incentives and consequences.

#### **GENERAL**

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

#### **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.

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.

- 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

#### MANDATORY RECOMMENDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

#### **(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 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 based on 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, approved by the SSC, ELAC and staff. The completed plan will be distributed 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. Evacuation maps are posted in every classroom and common areas of the campus.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

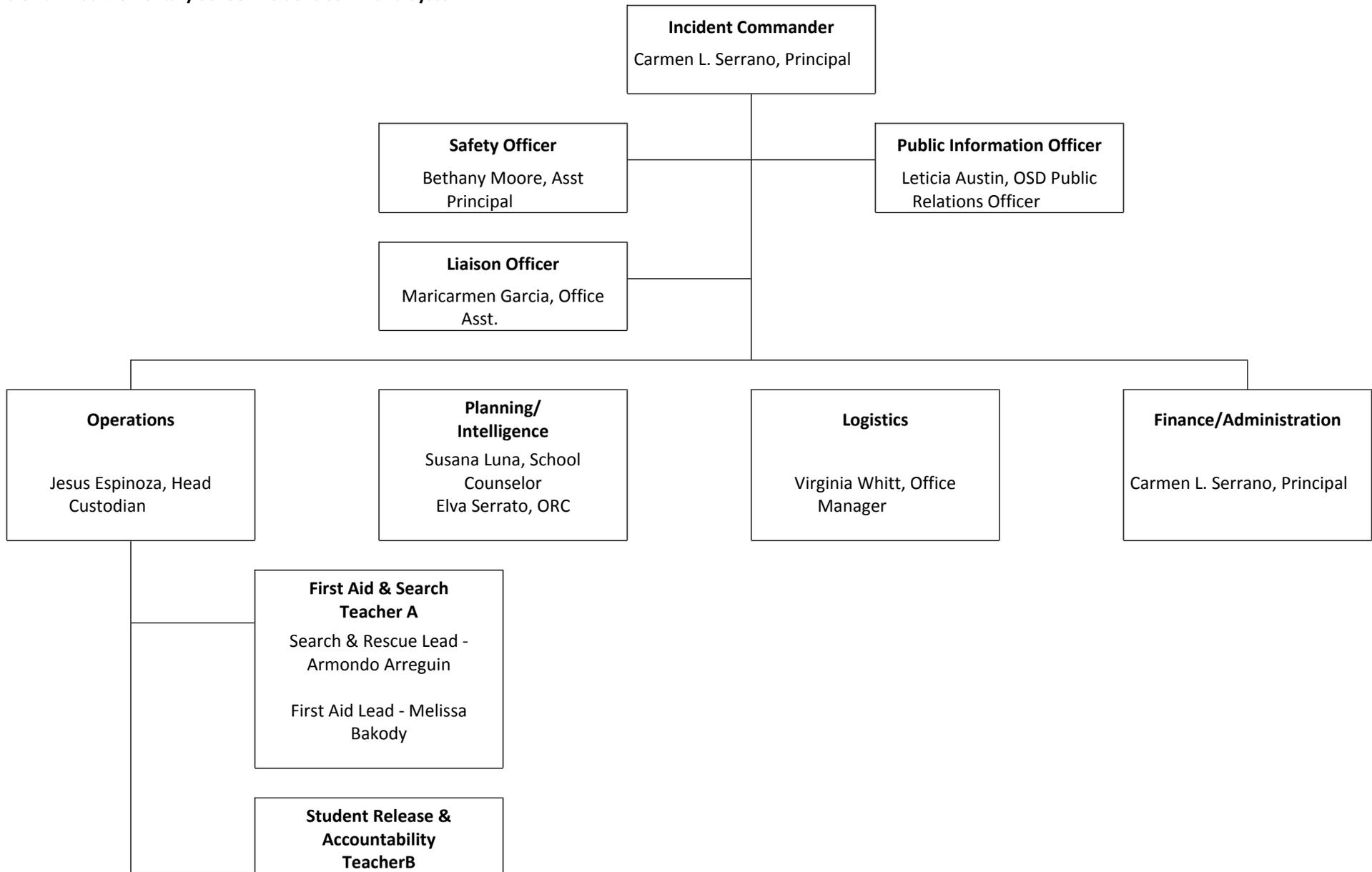
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Sierra Linda Park
Address	2229 Ironbark Dr, Oxnard, CA 93036
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Orchard Park
Address	2130 Edelweiss Street Oxnard, CA 93036
Contact	City of Oxnard Parks and Recreation
Phone Number	(805) 385-7995

**Sierra Linda Elementary School Incident Command System**



Susana Rodriguez, Attendance  
Clerk  
Maricarmen Garcia, Office  
Asst.

## **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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### 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.

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

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

# Emergency Evacuation Map

# PARENT/STUDENT HANDBOOK

*Manual de Padres e Estudiantes*

**2018-2019**



2201 Jasmine Street Oxnard CA 93036

805-385-1581

Principal: Carmen L. Serrano

[cserrano@oxnardsd.org](mailto:cserrano@oxnardsd.org)

## STUDENT 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 treat others with RESPECT and kindness.**

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.

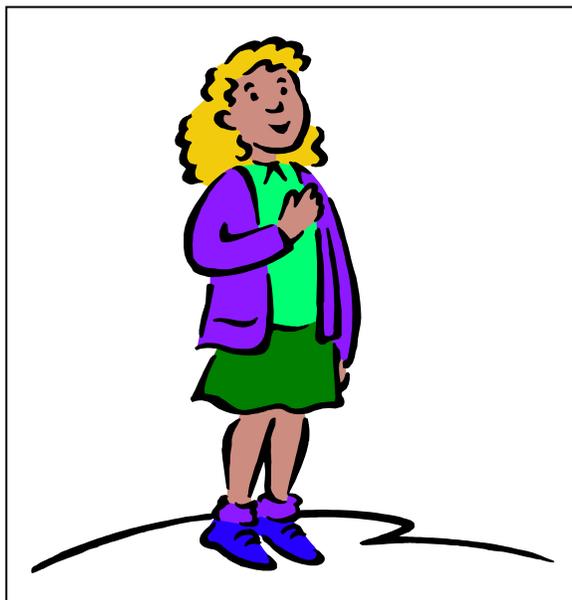
### **I will remember that I have people who care about me in my family, school, and community.**

Families, like schools and communities, can be many sizes and made up of all kinds of people.

### **I will try my best.**

Even when I make mistakes, I learn from them.

The most important thing is to keep trying.



## PROMESA ESTUDIANTIL PARA EL ÉXITO

Una Promesa Hecha a Mi Mismo

### **Voy a escuchar a lo que otros quieren decir.**

Cuando espero mi turno para hablar, puedo escuchar lo que todos tienen que decir.

### **Trataré a los demás con RESPETO y amabilidad.**

Empujando, peleando, abuzando, nombrado con apodos, y tratando a otros mal los lastimo y me lastimo a mí mismo.

### **Respetaré la diversidad de toda la gente.**

Sea que somos iguales o diferentes por fuera, lo que cuenta es la persona que somos por dentro.

### **Siempre recordaré que tengo gente que se preocupa por mí en mi familia, la escuela, y la comunidad.**

Las familias, así como las escuelas y las comunidades, pueden ser de diferentes medidas y hechas de toda clase de gente.

### **Trataré de hacer lo mejor que puedo.**

Aun cuando cometo errores, aprendo de ellos.

Lo más importante es seguir tratando.

## SELF-CONTROL

Self-control is when I control what I do and what I say. I use my self-control to follow directions. Using self-control helps me resist doing things that may be harmful to myself and others. Self-control helps me stay safe and be successful. By using my Self-control, I help create a school where everyone can learn.

## AUTODOMINIO

El autodomino es cuando controlo lo que hago y lo que digo. Utilizó mi autodomino para seguir direcciones. Usar autodomino me ayuda a resistir el hacer de las cosas que pueden ser dañosas a mí y a otros. El autodomino me ayuda a permanecer cuidadosamente y sobre salir. Cuando uso el autodomino, yo ayudo a crear una escuela donde todos podemos aprender.

\*\*\*\*\*

### PRINCIPAL'S MESSAGE

Welcome to Sierra Linda School,

Sierra Linda School is committed to the development and maintenance of a strong partnership between families and educators in our ongoing quest to provide a quality educational program for all our students.

It is vital that our teachers and parents work closely together as partners in education. Within this partnership, we must continuously strive to empower students to be articulate, read with enthusiasm, and understanding, write clearly and demonstrate proficiency in the areas of computation and critical thinking.

As we begin our 2017 - 2018 school year, it is especially important and timely that we provide each student with the necessary educational tools which will enable them to be productive, successful citizens in the years ahead. We are looking forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

### MISSION STATEMENT

**MISSION:** We encourage children to become creative, academically competent, responsible citizens within a safe and healthy environment where all individuals are nurtured and respected.

**VISION:** Empowering all children to achieve excellence.

### SCHOOL HOURS

Preschool – AM 8 am – 11 am

PM 11 am – 2 pm

TK and Kindergarten – 8:30 – 1:52 p.m.

Grades 1 – 5 - 8:30 – 2:45 p.m.

Front Gate opens at 8:10 a.m.

**There is no supervision before this time.**

**Do not drop off your child before.**

### TELEPHONE DIRECTORY

School Office .....385-1581  
Transportation ..... 385-1519  
District Office .....385-1501

## **TRANSPORTATION**

Any questions or concerns parents have about transportation should be directed to the Transportation Department, at **385-1519**. The transportation office is located at 514 W. Wooley Rd., Oxnard, CA 93030.

## **CAFETERIA PRICES**

Breakfast and Lunch are served in the cafeteria. Breakfast is FREE, lunch is \$2.45, milk is \$.50 and reduced lunch is \$.40. Families need to fill out an application at the beginning of the year to qualifying for free and reduced-priced lunch.

## **STUDENT CONDUCT EXPECTATIONS AND RESPONSIBILITIES**

In order to promote positive and respectful behavior from our students, Sierra Linda has a school wide plan that involves recognizing and encouraging responsible behavior. Students who follow classroom and school rules, behave safely, and treat themselves and others with respect are positively reinforced with praise and rewards. Students who violate district policy and state educational codes receive appropriate consequences and a telephone call to the parents.

The skills we teach are used to prevent inappropriate student conduct and promote responsible behavior. This plan is intended to support classroom rules and foster opportunities and ways for students to be rewarded. *Thus, supporting character building wherein they learn to make safe, responsible and appropriate choices.*

## **ELECTRONIC USE**

Electronic devices are prohibited during the school day (including recess and lunch), unless authorized by a teacher.

Cell phones and other electronic devices are expected to be secured and turned off during the school day, so as not to disrupt the classroom.

The school is not responsible for lost, stolen, or damaged electronic items on campus or bus.

Students in possession of electronic items during the day may have the item confiscated and returned to a parent only.

## **CAFETERIA RULES**

All students are expected to behave in an acceptable manner while eating in the cafeteria.

Students must:

- Keep their hands and feet to themselves.
- Not play or “rough house” while in the cafeteria line.
- Follow all directions given by cafeteria supervisors.
- Use a soft voice and “whisper” while in the cafeteria and talking to neighbors.
- Take food from categories offered and not trade/share food with other students.
- **Do not bring sodas, fast food, candy, chips or gum for lunch.**
- Do not bring additional snacks or drinks other than water if they are going through the line.
- Clean-up after themselves and not leave paper and food scraps on the table or floor
- Sit at designated areas.

\*Our school is focused on student “Health” therefore, we expect students to bring healthy snacks and lunches.

## **PLAYGROUND SAFETY RULES**

Following these rules will support safety on the playground and at recess.

STUDENTS MUST:

- Respect the rights and properties of others. Threatening, bullying, hitting, fighting, using profanity, insulting, or vulgar language will result in the appropriate consequences.
- Follow the directions of any and all adult supervisors on the playground.
- Keep the playground clean – Not litter the school grounds.
- Play in the designated area of the playground and not in areas designated as off limits (quad areas and behind buildings).
- Kick balls only on the grass areas. Balls are not to be kicked on or toward the blacktop.

## **PLAYGROUND SAFETY RULES (Cont.)**

- Use the play equipment as it was designed. No tag games or running in and around the equipment.
- Keep toys and all electronic equipment at home. These items are not allowed at school, unless otherwise requested by the classroom teacher.
- Walk to and from the playground area – not run on the asphalt.
- Keep hands and all objects to themselves. Do not throw rocks, wood chips, or other objects that can hurt another person.
- Use the restroom appropriately. Do not play in and around the restrooms, or vandalize the restrooms.
- Stop playing when the bell rings. Walk the line up quietly with their class. All playing and games end when the bell rings.
- Use the restrooms and the water fountain during recess and not after the bell has rung.

## **USE OF PLAY EQUIPMENT**

- No tag games or running in and around the Big Toy.
- Ladders are for going up only.
- Students may not climb up the slide. Slides are for going down on bottoms ONLY.
- Playground equipment (balls, ropes, etc.) are for playground use and not allowed in the play structure area.
- Feet and/or hands on the play structure at all times.
- One student on “monkey bars” at a time and in one direction only. Take turns.

## **BICYCLE/SKATEBOARD/SCOOTER ROLLER BLADES/ROLLER SKATES RULES**

Each child riding a bicycle, skateboard, scooter, roller blades, or roller skates is expected to:

- Get off the bicycle, skateboard, scooter, roller blades, or roller skates before coming onto school grounds.
- Walk the bicycle, skateboard, scooter, roller blades, or roller skates on the school campus.
- Lock the bicycle, skateboard, scooter, roller blades, or roller skates to the bicycle rack.
- Walk the bicycle, skateboard, scooter, roller blades, or roller skates off the campus when she/he is dismissed.
- Do not play in the area where the equipment is kept locked.

**REMEMBER:** The school cannot be held responsible for bicycles, skateboards, scooters, roller blades, or roller skates that are damaged or stolen. **Students need to wear a helmet.**

## **ASSEMBLIES**

The purpose of an assembly is to present information or provide a special experience for students. Students are expected to:

- Always enter and leave quickly.
- Be orderly and follow the directions of their teacher.
- Listen to and/or participate positively in the program.
- Show appreciation by applauding.
- Never hoot, boo, or whistle. These noises are inappropriate and unacceptable.

## **SIERRA LINDA DRESS CODE AND SCHOOL UNIFORM POLICY**

The Board of Trustees recognizes that the primary responsibility for student grooming lies with the student and his or her parent's working closely with school administration. The purpose of dress standards is to ensure a safe and secure environment in which to offer a quality education. In order to provide a safe, positive learning environment, dress and grooming are not to disrupt the orderly classroom processes nor interfere with school work or discipline. Common sense, safety, and practicality should be observed. The following guidelines are expected to be followed by all students.

- 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.
- Clothing which exposes underwear, bare midriffs or stomachs (including transparent blouses, crop tops, tank tops, "spaghetti" straps, or halter tops), short shorts or skirts (above mid-thigh) are not permitted.
- Shorts that extend below the bottom of the kneecap are not permitted.
- Sandals are not permitted unless child has a medical note for open toes. This is to protect students' toes from injury.
- Shoes with heels or wheels are not permitted to avoid children from injury.
- 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.
- Pants must be worn at the waist to prohibit sagging.
- Metal accessories that present a hazard to the health or safety of the wearer, or others are prohibited on school grounds.

## **ATTENDANCE**

School attendance is VERY important. When students are absent they miss the lesson and fall behind. We want students to take full advantage of their educational experience. Parent/Guardian should notify the school when and why students are absent before 10 am. The school system makes daily phone calls to parents when children are absent. When a student has repeated tardies or unexcused absences a letter is mailed home, and a parent conference may be scheduled. In the event of habitual truancy, students may be referred to the district's School Attendance Review Board (SARB).

## **PARENT COMMUNICATION AND INVOLVEMENT**

At Sierra Linda School we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways.

- Back to School Night
- Parent Teacher Association (PTA)
- Parent – Teacher – Student Conferences
- Communication via Agenda/Class Dojo
- School Site Council
- Classroom Volunteers
- Coffee with the Principal
- English Language Advisory Committee
- Parent visits and conferences  
(upon request and Teacher permission)

We pride ourselves on a warm and safe campus where everyone feels at home. Our school is a closed campus, which means that all visitors must come into the front office to check in and get a pass to enter our campus.

**When picking up your child early from school for illness/injury or doctor's appointments, please make sure you have a valid ID. An adult needs to be present when child is pulled from class.**

Together we make Sierra Linda a great place to learn. Thank you for your support and participation.

## **MENSAJE DE LA DIRECTORA**

Bienvenidos a la escuela Sierra Linda.

La Escuela Sierra Linda está comprometida a desarrollar y mantenimiento de una asociación fuerte entre familias y educadores en nuestra constante lucha por proveer un programa educativo de calidad para todos nuestros estudiantes.

Es vital que nuestros maestros y padres trabajen juntos como socios en educación. Dentro esta asociación, tenemos que luchar constantemente en que los estudiantes sean articular, leer con entusiasmo y entendimiento, escribir claramente y demostrar eficiencia en las áreas de computación y pensamiento crítico.

Al comenzar el año escolar 2017 - 2018, es especialmente importante y a tiempo que le proveamos a cada estudiante las herramientas educativas necesarias las cuales les permitirán ser ciudadanos productivos y exitosos en años por venir. Empezamos el año con entusiasmo y esperamos todos nuestros estudiantes tenga un año muy gratificante y éxitos.

### **DECLARACION DE LA MISION**

**Misión:** Animamos a cada estudiante a ser creativo, competente académicamente, ciudadanos responsables entre un ambiente seguro y saludable donde todos son educados y respetados.

**Visión:** Empoderando a cada estudiante para que alcance excelencia.

## **HORARIO DE LAS CLASES**

Pre-School: AM 8 am – 11 am

PM 11 am – 2 pm

TK and Kindergarten – 8:30 – 1:52 p.m.

Grados 1 – 5 - 8:30 – 2:45 p.m.

La puerta de enfrente se abrirá a las 8:10 a.m.

**No hay supervisión antes de esta hora.**

**No deje a su estudiante solo antes.**

## **DIRECTORIO TELEFONICO**

Oficina de escuela.....385-1581

Transportación.....385-1519

Oficina del distrito.....385-1501

## **LA OFICINA DE TRANSPORTE**

Si necesita alguna información de transporte en autobús, o si tiene alguna queja acerca del programa de transporte, por favor diríjirse al Departamento de Transporte al **385-1519**. La oficina se encuentra situado en 514 Wooley Road, Oxnard, Ca., 93030.

## **PRECIOS DE LA CAFETERIA**

El desayuno y lonche se sirven en la cafetería. El costo del desayuno es gratis y \$2.45 por lonche, leche es \$.50 centavos y el precio de lonche reducido es \$.40 centavos. Los estudiantes necesitan llenar una aplicación de lonche al comienzo del año para que califiquen para lonche gratis o reducido.

## **EXPECTATIVAS Y RESPONSABILIDADES DE CONDUCTA DE LOS ESTUDIANTES**

Para incrementar un comportamiento positivo y respetuoso de parte de nuestros estudiantes, Sierra Linda tiene un plan escolar amplio que envuelve reconocer y animar una conducta responsable. Todos los estudiantes que sigan las reglas de la escuela y del salón, se comportan sin riesgos, y tratan a los demás y a ellos mismos con respeto son esforzados positivamente con elogios y recompensas. Los estudiantes que violen las pólizas del distrito y los códigos estatales educacionales reciben consecuencias apropiadas y una llamada telefónica a los padres. Las técnicas son usadas para prevenir conductas inapropiadas de los estudiantes y promover conductas responsables. La intención de este plan es apoyar las reglas de los salones y promover oportunidades y formas para recompensar a los estudiantes. *Así, apoyando la formación del carácter en el que aprenden a tomar decisiones seguras, responsables y adecuadas.*

### ***Uso de Tecnología***

El uso de Tecnología está prohibido durante el día de la escuela (incluyendo recreo y lonche) solo si la maestra/o lo autoriza.

Celulares y otros objetos tecnológicos tienen que estar seguros y apagados durante la escuela para que no interrumpen la clase.

La escuela no está responsable por pérdida, robada o daños a sus objetos tecnológicos en la escuela o autobús escolar.

Estudiantes en posesión de objetos de tecnología durante el día estarán confiscados y solamente un padre podrá recogerlo en la oficina.

### **REGLAS DE LA CAFETERIA**

Se espera que todos los estudiantes se porten de una manera aceptable mientras comen en la cafetería.

Los estudiantes deben:

- Mantener pies y manos para sí mismos.
- No jugar o jugar luchas mientras están en línea en la cafetería.
- Seguir todas las indicaciones dadas por los/as supervisores/as de la cafetería.
- Usar voz suave y susurrar mientras están en la cafetería y cuando hablen con sus compañeros/as.
- Tomar la comida de las categorías ofrecidas y no intercambiar o compartir la comida con otras personas.
- **No traer refrescos de sodas, sabritas, comida de restaurante, dulces o chicle para el almuerzo.**
- No traer comida o refrescos extras si van a pasar por la línea.
- Al terminar de comer recoger su basura y no dejar papeles o migajas de comida sobre la mesa o el piso.
- Sentarse en las áreas designadas.

*\*Nuestra escuela se enfoca en la salud del estudiante. Esperamos que cada estudiante traiga comida y bocadillos saludables.*

## **REGLAS DE SEGURIDAD DEL PATIO DE RECREO**

Obedecer estas reglas mantendrá la seguridad a la hora de recreo.

LOS ESTUDIANTES DEBEN:

- Respetar los derechos y propiedades ajenas. Amenazas, abuzar, pegar, pelear, usar profanidades, insultar, o usar lenguaje vulgar tendrán las consecuencias apropiadas.
- Seguir las indicaciones de cada uno y todos los supervisores en el campo de recreo.
- Mantener el campo de recreo limpio - No tirar basura en los terrenos de la escuela.
- Jugar solo en las áreas designadas del campo de recreo y no en las áreas fuera del límite (área del patio ni detrás de los edificios).
- Patear las Pelotas solo sobre el sácate. Las Pelotas no deben patearse sobre o hacia el tapete negro.
- Usar el equipo de juego en la forma para la que fue designada. No jugar al “corre que te alcanzo”, ni correr dentro o alrededor del equipo de juego.
- Mantener juguetes y todo equipo electrónico en su casa. Estos artículos no son permitidos en la escuela, a menos que el maestro/a los requiera.
- Caminar hacia y desde el campo de juego— No correr sobre el asfalto.
- Mantener sus manos y todos sus objetos para sí mismos. No arrojar piedras, pedacitos de madera, u otros objetos que puedan dañar otras personas.
- Usar los baños apropiadamente. No jugar dentro ni alrededor de los baños, ni vandalizar los baños.

- Parar de jugar cuando suena la campana. Caminar hacia la línea silenciosamente junto con los compañeros de salón.
- Usar los baños y tomar agua de la fuente durante el recreo y no después de que suena la campana.

## **USO DE EQUIPO DE JUEGOS**

- No jugar o correr alrededor o en el equipo de juego grande.
- Las escaleras son para subir solamente.
- La resbaladera es para bajar sentado solamente.
- Equipo del campo de juego (Pelotas, sogas, etc.) son para usarse en el campo de juego y no son permitidos en la estructura de juego grande.
- Solo un estudiante a la vez sobre las barras de la estructura en una sola dirección. Tomar turnos.

## **REGLAS PARA EL USO DE BICICLETAS/MONOPATINES/PATINES DE AGARRADERA/PATINES DE NAVAJA/PATINES DE RUEDITAS**

Cada estudiante usando bicicleta /monopatín /

Patines debe seguir las reglas de enseguida:

- Bajarse de la bicicleta/monopatín/ patines al llegar a los terrenos de la escuela.
- Caminando la bicicleta/monopatín/patín al llegar a los terrenos de la escuela.
- Amarrar las bicicletas/monopatines/patines con candado a la estructura con seguro.
- Camine la bicicleta/monopatín/patín cuando se van de los terrenos de la escuela.
- No jugar en el área donde se amarra el equipo.

RECUERDEN: La escuela no se hace responsable si las bicicletas/monopatines/patines de agarradera/patines de navaja/patines de rueditas son robados o dañados en los terrenos de la escuela.

**Los estudiantes deber usar casco protector.**

## **ASAMBLEAS**

El propósito de las asambleas es de presentar información o proveer una experiencia especial para los estudiantes. Los estudiantes deben:

- Siempre entrar y salir silenciosamente.
- Permanecer ordenadamente y seguir las indicaciones de sus maestros/as.
- Escuchar o participar positivamente en el programa.
- Mostrar apreciación aplaudiendo.
- Nunca burlarse, abuchear, o chiflar. Estos ruidos son inaceptables.

## **POLITICAS DE UNIFORMES Y CODIGO DE VESTIMENTA DE SIERRA LINDA**

La Mesa Directiva reconoce que la mayor responsabilidad en la apariencia de los estudiantes reposa en sí mismo y en sus padres en estrecho acuerdo con las autoridades de la escuela. El propósito de este requisito de vestimenta es mantener un ambiente sano y seguro en el cual se ofrezca una educación de calidad. Los estudiantes deben vestir con ropa limpia y que sea apropiada para aprender. Se debe observar el sentido común, seguridad, y viabilidad. Las siguientes son normas que se espera sean obedecidas por todos los estudiantes.

- La ropa, alhajas, y artículos personales (mochilas, etc.) deben estar libres de escritura, fotos o cualquier otra insignia que sea ruda, vulgar, profana o sexualmente sugerente, que muestre anuncios de compañías de tabaco, drogas, o alcohol, promociones o algo parecido, o algo que refleje prejuicios o intolerancia.
- La ropa que expone ropa interior, descubre parte del estómago (inclusive blusas transparentes, blusas escotadas, camisetas con tirante angosto, blusas con tirante de "espaguetis", o blusas con tirantes de sogas), pantalones cortos o faldas muy cortas (arriba de medio muslo) no son permitidos.
- Pantalones cortos abajo de la rodilla no son permitidos.

## **POLITICAS DE UNIFORMES Y CODIGO DE VESTIMENTA DE SIERRA LINDA (Cont.)**

- No se permite usar cachuchas dentro del salón de clase o del edificio escolar. Las “gorras de beisbol” pueden ser usadas para protección del sol y deben ser sencillas de color sólido, sin ningún logo.
- Sandalias no so permitidas para proteger los dedos de los estudiantes. Se necesita una nota médica para usar sandalias.
- Zapatos de tacón o con llantas no están permitidas para proteger los tobillos y pies.
- Los pantalones deben ser llevados en la cintura para impedir que se caigan.
- Accesorios de metal que presentan un riesgo o peligro para la salud o la seguridad de las personas que los usan o a otras personas son prohibidos en el terreno escolar.

### **ASISTENCIA**

La asistencia escolar es MUY importante. Cuando un estudiante falta, él/ella pierde la lección del día y se atrasa. Los padres/guardianes deben notificar a la escuela cuando y porque los estudiantes están ausentes antes de las 10 am. La escuela hace llamadas diarias a los padres cuando los niños están ausentes.

Cuando un estudiante tiene tardanzas repetidas o ausencias sin excusa se manda una carta al hogar, y se hace una conferencia de padres. En el caso de ausencias sin permiso de la escuela habitual, los estudiantes puedan ser referidos a la junta de Revisión y Verificación de Asistencia del distrito llamada (SARB).

## **COMMUNICACION Y PARTICIPACION DE LOS PADRES**

El personal de la escuela esta comprometidos a tener comunicación abierta y clara. Todos los padres se les dan la oportunidad de participar en la educación de sus hijos en las siguientes áreas;

- Noche de Regreso a la Escuela
- Asociación de Padres y Maestros
- Conferencias de estudiantes, padres y maestros
- Comunicación atreves de las Agendas y Class Dojo.
- Visitas o conferencias (favor de hacer cita antemano)
- Café con la Directora
- Junta del Concilio Escolar
- Voluntarios en los salones
- Comité Consultivo del aprendizaje del idioma Ingles

Es nuestro orgullo tener una escuela donde todos son bienvenidos y seguros. Nuestra escuela está completamente cerrada y todos tendrán que pasar por la oficina a firmar y recibir un pase para entrar.

**Si están recogiendo un estudiante temprano de la escuela por enfermedad/lastimado o tiene una cita de doctor, por favor asegúrense de tener su identificación para sacar a un estudiante. Un adulto necesita estar en la tarjeta de emergencia y presentes en la oficina para sacar a un estudiante de clase.**

Juntos hacemos Sierra Linda un buen lugar para aprender. Gracias por su participación y apoyo continuo!!



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501  
[www.oxnardsd.org](http://www.oxnardsd.org)



## Sierra Linda School

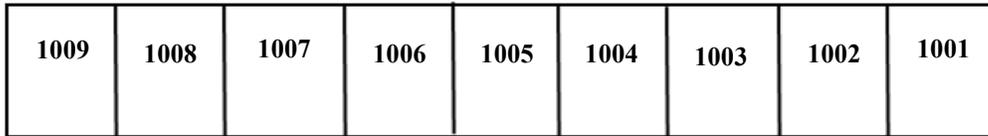
2201 Jasmine Street, Oxnard CA 93036  
(805) 385-1581 Fax: (805) 485-5796

### Emergency Evacuation Map

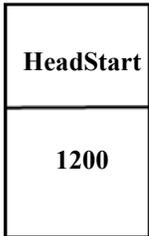
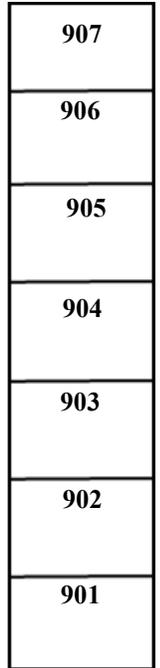


Towards Sierra Linda City Park

BLDG. 10



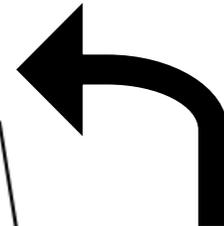
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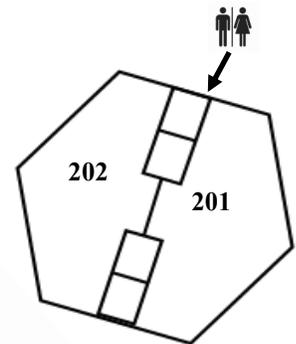
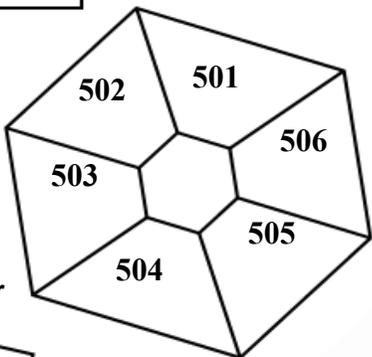
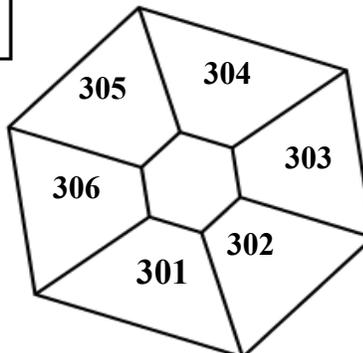
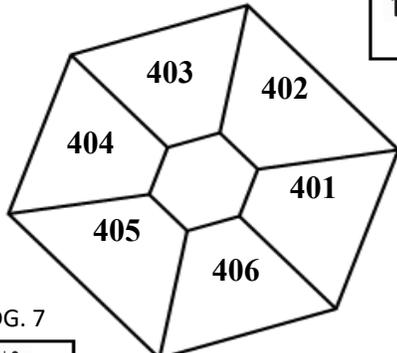
Towards Playground



BLDG. 6



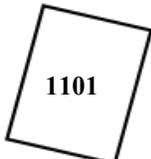
First Aid & Mounge



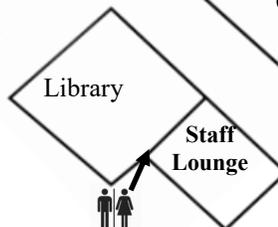
Towards Ironbark Dr.



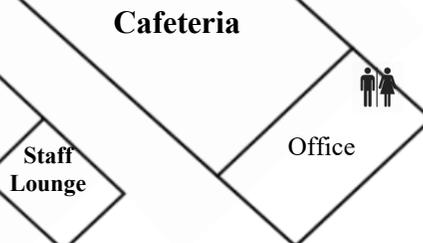
Command Center



Towards Playground



BLDG. 8



BLDG. 1



Student Release Gate



Bins With Emergency Supplies

Towards Jasmine Dr.

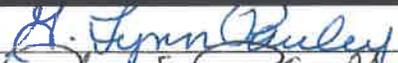
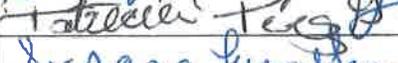
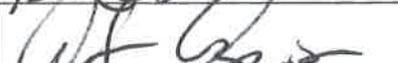
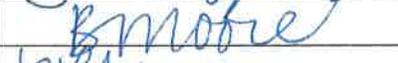
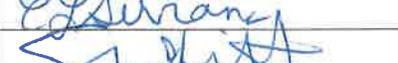


# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Sierra Linda Elementary School  
**CDS Code:** 56725386055388  
**District:** Oxnard School District  
**Address:** 2201 Jasmine Avenue  
 Oxnard, CA 93036  
**Date of Adoption:**

**Reviewed by:**

Name	Title	Signature	Date
Lynn Pauley	SSC President		1/31/19
Patricia Perez	ELAC President		1/31/19
Susana Luna	Counselor		1/28/19
Kevin Thompson	SRO/OXPD		1/31/19
Armondo Arreguin	School Safety Committee Chairperson		1/25/19
Jesus Espinoza	Head Custodian		1/29/19
Bethany Moore	Asst. Principal		1/25/19
Carmen Serrano	Principal		01/25/19
Virginia Whitt	Office Manager		1/25/19

 Scott Brewer  
 Fire Department Representative - Emergency Services Manager  
 2/7/19

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 15, 2019

**Reviewed by:**

Name	Title	Signature	Date
Confidence Johnson	Principal		
Elena Garcia	Assistant Principal		
Maria Magana	ORC/Classified Rep		
Kevin Thompson	Student Resource Officer		
Naomi Aguilera	School Office Manager		
Alicia Serrato	Attendance Tech		
Sheryl Fidler	School Psychologist		
Diana Pelayo	Intermediate Secretary		
John Guillen	Teacher		
Kori Lauchland	Teacher		
Amanda Glover	SSC Chairperson		
Leticia Beltran	Teacher		

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose .....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines .....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) .....	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) .....	15
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) .....	24
(J) Hate Crime Reporting Procedures and Policies.....	28
Safety Plan Review, Evaluation and Amendment Procedures .....	29
Safety Plan Appendices.....	30
EMERGENCY CONTACT NUMBERS.....	30
Juan Lagunas Soria Elementary School Incident Command System .....	31
Incident Command Team Responsibilities.....	32
Emergency Response Guidelines .....	33
Step One: Identify the Type of Emergency .....	33
Step Two: Identify the Level of Emergency.....	33
Step Three: Determine the Immediate Response Action .....	33
Step Four: Communicate the Appropriate Response Action .....	33
Types of Emergencies & Specific Procedures.....	34
AIRCRAFT CRASH.....	34
ANIMAL DISTURBANCE .....	34
BIOLOGICAL OR CHEMICAL RELEASE.....	34
PESTICIDE EXPOSURE (Pesticide Drift) .....	34

BOMB THREAT/ THREAT OF VIOLENCE .....	34
BUS DISASTER.....	34
DISORDERLY CONDUCT .....	35
EARTHQUAKE .....	35
EXPLOSION OR RISK OF EXPLOSION .....	36
FIRE IN SURROUNDING AREA.....	36
FIRE ON SCHOOL GROUNDS.....	36
FLOODING .....	37
LOSS OR FAILURE OF UTILITIES .....	37
MOTOR VEHICLE CRASH.....	37
PSYCHOLOGICAL TRAUMA .....	37
SUSPECTED CONTAMINATION OF FOOD OR WATER.....	37
UNLAWFUL DEMONSTRATION OR WALKOUT .....	38
Medical Emergencies .....	41
Emergency Evacuation Map.....	44

## **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 academically stimulating environment where children will believe in exceeding their potential.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Juan Lagunas Soria Elementary School Safety Committee**

Confidence Johnson (Principal), Elena Garcia (Assistant Principal), Maria Magana (Outreach Coordinator), Officer Kevin Thompson (School Resource Officer), Alicia Serrato (Attendance Accounting Technician), Naomi Aguilera (Office Manager), Sheryl Fidler (School Psychologist), Kori Lauchland (8th Grade Teacher), Leticia Beltran (Reading Specialist), Diana Pelayo (Intermediate Secretary), John Guillen (Middle School PE Teacher) and Amanda Glover (SSC Chairperson),

### **Assessment of School Safety**

The site monitors closely Office Referrals, Attendance Rates, Suspensions/Expulsions Data, and the Healthy Kids Survey to assure that there continues to be improvements in students' behavior and overall school climate. Findings are shared with all stakeholders including faculty, staff, parents and overall community. Meetings are scheduled during the school year to present information to all stakeholders and gather their input, meetings include SSC, ELA, PTA, Staff Meetings, and the CHAMPS/PBIS committee meetings.

At the beginning of the school year the SRO conducts a security inspection of the campus with the School Principal.

The SRO is present during the school's evacuation drills.

District's Risk Management conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.

The Lead custodian and the School Principal conduct a monthly safety inspection and submit a report to the District Office.

Any safety issue is reported by staff to 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.

Monthly drills, evaluation of monthly drills and end of the year self-evaluation in collaboration with OPD.

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)**

The following strategies and programs are consistent with California educational code 32281 and reflect the school's commitment to safety within the following areas:

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

Each employee has been properly trained on Child Abuse Reporting Procedures and the timeline to report and providing information to the school office manager, principal and Oxnard School District Superintendent

#### GENERAL

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. Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

School manager either mails or faxes over the completed abuse form to CFS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### SEXUAL ACTIVITY

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code §2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship. There is unlawful sexual intercourse with a partner older than 21 years
- b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child is.
- c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Children and Family Services (DCFS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

## STAFF TRAINING

All Oxnard School District staff who work with students are trained annually in regard to child abuse. New employees are trained upon being hired. Employees receive training on their legal obligation under law regarding mandated reporting. Employees also receive training to recognize signs and symptoms of child abuse.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

### GENERAL

This Plan addresses the Oxnard School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. This Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Oxnard School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### OBJECTIVES

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government Representatives, and should be planned and arranged for in advance.

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation, teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly.
- Account for all students.
- Check room and report anything amiss to the Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

In an Emergency Campus Evacuation:

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

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.

- 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.
- 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.
- 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.

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

CALIFORNIA EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, CALIFORNIA GOVERNMENT CODE)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

CALIFORNIA GOVERNMENT CODE, SECTION 3100, TITLE 1, DIVISION 4, CHAPTER 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared. States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6). It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

#### CALIFORNIA CIVIL CODE, CHAPTER 9, SECTION 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

#### 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.

#### AFTER SCHOOL PROGRAM

The after-school program staff is trained annually in regard to disaster response. The District maintains a full-time After School Program Manager, who oversees safety training and disaster preparedness for the program. The After School Program Manager ensures that the following safety components are addressed within the after-school program environment:

- Elements of a safe and orderly environment
- Emergency evacuation procedures
- Student release procedures
- Incident Command Team responsibilities
- Child abuse reporting
- Rules, expectations and consequences
- Non-discrimination and harassment reporting

#### TRAINING

All staff are trained annually in regard to disaster procedures within the Comprehensive School Safety Plan and the District's Emergency Operations Plan. The school conducts monthly safety drills for fire and earthquake. The school also conducts a lockdown security drill at a minimum of once yearly within the first month of school under the direction of the School Resource Officer.

*FOR DISASTER PLAN PROTOCOLS AND PROCEDURES (SEE APPENDICES).*

#### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

Administration follows district guidelines as set by Pupil Services for suspension, expulsion and mandatory expulsion.

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

#### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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)**

Teachers were informed at the beginning of the school year of dangerous pupils (K-8) via a list and signature upon receipt of list.

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 or Section 48915 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])**

Each employee has been trained by district office human resource department of Sexual Harassment Policies. Employees are to inform administration of suspected sexual harassment personally or witnessed.

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.

Students may not wear clothing or hairstyles that will be disruptive to the educational process both on and off campus.

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 assess 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 7:30 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.
- 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 3:20 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 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

#### SAFETY AT DISMISSAL-TRAFFIC

- 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.
- 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.

### **(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.

Objectives	Action Steps	Resources	Lead Person	Evaluation
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
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>

Objectives	Action Steps	Resources	Lead Person	Evaluation
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>• Administratio n 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
The site will assure that all facility repairs are done on a timely manner.	<ul style="list-style-type: none"> <li>• Minor repairs are made immediately through the lead custodian or work orders placed through the DO.</li> <li>• Major changes will go through a process of involving all stakeholders.</li> </ul>	District/Facilities	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• Lead Custodian</li> <li>• Office Manager</li> </ul>	Weekly walk-throughs

**Component:**  
Disaster Preparedness

**Element:**  
School Safety

**Opportunity for Improvement:**  
Ensure all staff and students are prepared for an emergency

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
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<p>The school staff will know what to do in case of an emergency situation.</p>	<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> <li>• The emergency operation plan (EOP) and rescue plan is updated regularly.</li> <li>• The staff is trained in the EOP/School Safety Plan.</li> <li>• The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.</li> <li>• The school staff will receive training on search and rescue procedures and responsibilities.</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>
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<p>The site will have available adequate emergency equipment</p>	<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> <li>• All emergency equipment is replenished as needed.</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>• Custodian/School Administration</li> <li>• Safety Committee</li> </ul>	<p>-Checklist of supplies on site/needed supplies</p>
<p>Teachers and staff will be knowledgeable about their roles in case of an emergency.</p>	<ul style="list-style-type: none"> <li>• The Safety Committee reviews and discussed procedures to be followed by staff and students during emergencies</li> <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>

<p>Students will know what to do in case of an emergency situation.</p>	<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> <li>• 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.</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>
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**(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.

**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 follow the AZTECS school's guidelines to success:

Always Give Your Best  
Zero Tolerance for Bullying  
Treat Everyone with Respect  
Encourage Others  
Create a Positive Environment  
Seek Excellence in Everything

#### 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 follow 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.

Conserve and protect the school and private property.

Engage in activities without "body contact."

Follow all school, and playground rules and procedures.

Use appropriate language.

Follow district dress/uniform standards.

Respect the rights of others.

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.

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;

Inappropriately using cellular telephones or electronic devices or failing to follow school policy outline in Parent/Student packet given out at the beginning of the year;

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).

#### 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 hold community (restorative) circles with middle school students regularly during their advisory period.

The School Counselor and ORC will use 2nd Step Curriculum for grades 2-6 to teach and promote positive behavior

#### GENERAL

Education Code 44807: Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

### 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.

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.
  - 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

### MANDATORY RECOMMEDATION FOR EXPULSION

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be in violation of Education Code 48915(a)(1), unless the principal determines that alternative means of correction would address the conduct.

- (a)(1)(A) Causing serious physical injury to another person, except in self-defense.
- (a)(1)(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(1)(C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(1)(D) Robbery or extortion.
- (a)(1)(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 in violation of 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.

**(J) Hate Crime Reporting Procedures and Policies**

Hate crimes are immediately reported to administration and investigated in accordance to AR 5145 if a student feels that a behavior is motivated by a hate crime. If a hate-motivated behavior has taken place appropriate discipline shall be followed.

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 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 based on 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 in January's meeting, and updated after review of Pupil Services director.

## Safety Plan Appendices

### EMERGENCY CONTACT NUMBERS

- Emergency: 9-1-1
- Ventura County EOC Disaster Information Hotline: 805-465-6650
- Disaster Information website (activated only for emergencies): [www.vcemergency.com](http://www.vcemergency.com)
- Ventura County Fire Dept. Emergency Fire Information Line (during major fires):  
805-388-4276
- Ventura County Sheriff's Department: 805-654-2380
- Ventura County Fire Department: 805-389-9710
- City of Oxnard Fire Dept. 805-385-7717
- Ventura County Public Health Emergency Preparedness Office: 805-981-5331
- Ventura County Sheriff's Office of Emergency Services: 805-654-2551
- Department of Homeland Security Disaster Response: 202-282-8000
- California Office of Emergency Services: 916-845-8510
- American Red Cross of Central California: 805-987-1514
- FEMA: 800-621-3362
- Ventura County Health Care Agency: 805-677-5110
- Oxnard Police Department: Non-Emergency: 805-385-7740 Main: 805-385-7600

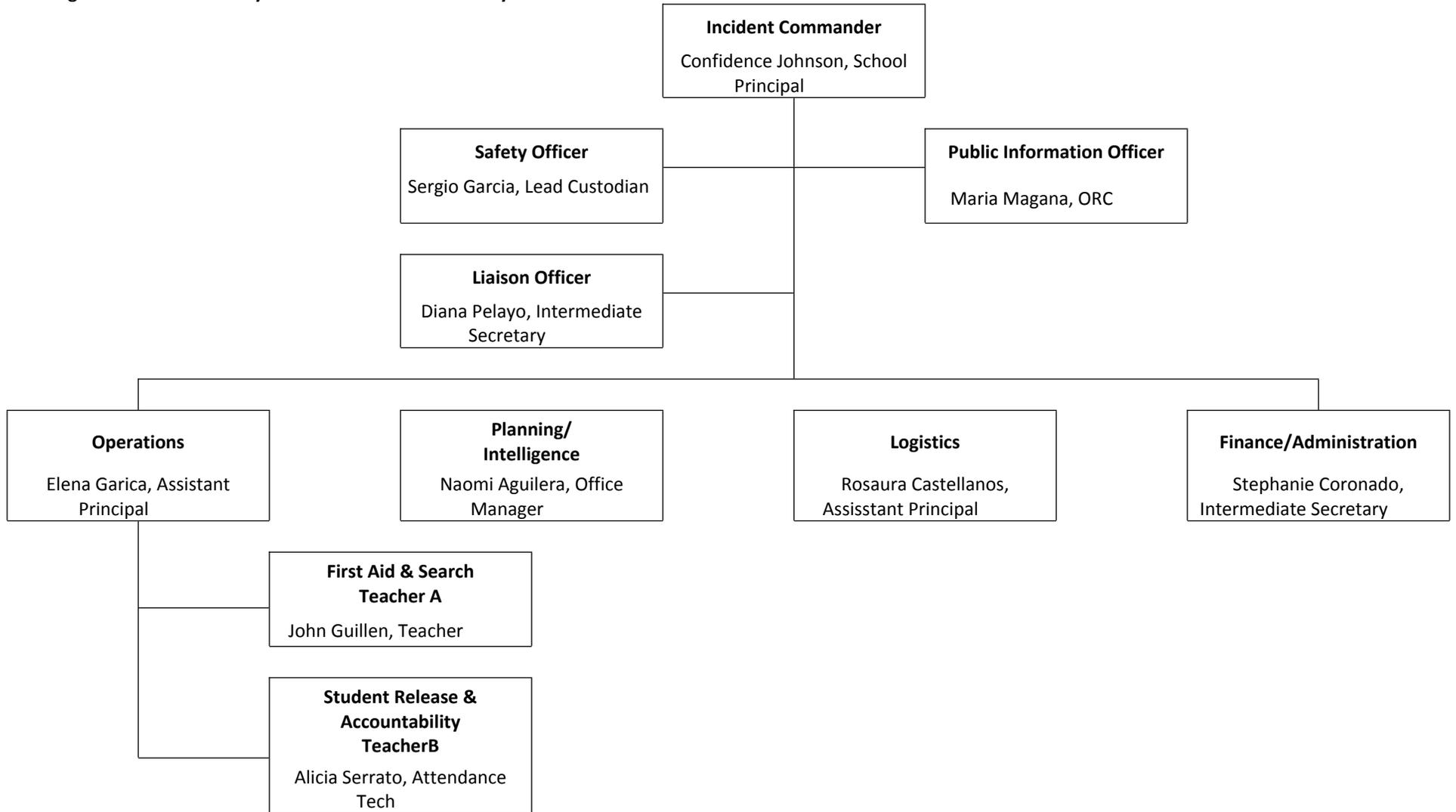
### PRIMARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	City of Oxnard Recreation & Community Services
Address	West Wing 305 3rd St. Oxnard, CA 93030
Phone Number	805-385-7995

### SECONDARY OFF-SITE EVACUATION/ASSEMBLY LOCATION

Organization	Boys and Girls club of Oxnard
Address	1900 W. 5th St Oxnard, CA 93030
Contact	Alicia Valenzuela
Phone Number	805-815-4959

**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 with 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. 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. The school principal typically fills this function. A Public Information & Liaison Officer and Safety Officer assist the principal in carrying out this function.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

#### **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. A single person who reports directly to the Incident Commander performs these activities.

### WORKING WITH THE NEWS MEDIA

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process. News media personnel are not to be on school grounds, except in designated areas. Staff are to report any news media personnel that appear elsewhere on campus.

## 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, and 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 affects 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
- 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. The District then reports significant Emergencies. 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

### **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.

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**

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.

1. Contact the office.
2. DO NOT use radios or cellular telephones.
3. If deemed necessary, incident commander will call for evacuation.
4. An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
5. 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.
6. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.
7. Shut down all heating and ventilation system.
8. Keep students in classrooms with their backs to the interior walls.
9. Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
10. 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.

### DISORDERLY CONDUCT

1. Inform the office of the emergency.
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, "EVACUATE 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 THE BUILDING:**

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. STUDENTS WITH DISABILITIES:**

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**

**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

School administrators will be proactive in working with student groups to best plan and organize opportunities for lawful expression of free speech. While students maintain their First Amendment rights (freedom of speech and peaceable assembly) while on school grounds, students also may not pose a disruption to the school environment while on school grounds. When students wish to express their First Amendment rights, school administrators will work with student leaders to provide opportunities for students to assemble and to express their opinions peacefully on school grounds. Working with students to create an organized plan of assembly or an alternative to a walkout will allow school staff to maintain order and supervision of the students and consequently better ensure their safety.

#### Procedure

In cases where there is an unlawful assembly (an assembly with intention of disrupting the school environment), school administrators will take the following actions:

Make multiple attempts to redirect students away from the disruption and into a calm and safe environment.

1. Contact the School Resource Officer (SRO) for support with supervision and safety.
2. Direct students not to leave the campus and warn students of consequences.
3. Identify any student who leaves the campus.
4. Follow and maintain supervision of any student who leave the campus.
5. Maintain contact with police regarding the incident.
6. Contact parents of any student disrupting or leaving the campus.
7. Make multiple attempts to have students return to the campus.
8. Remain with students until a return to campus or home.

#### AB 1747 – COMPREHENSIVE SCHOOL SAFETY PLAN – INVOLVEMENT OF FIRE DEPARTMENT AND FIRST RESPONDERS

AB 1747 requires schools to involve the fire department and first responders in the development of the Comprehensive School Safety Plan. As a function of this requirement, all schools within Oxnard School District will collaborate annually to address the following areas of campus safety:

- **Hazardous Materials:** The locations of hazardous materials including toxic, flammable, corrosive, chemically, or reactive materials should be identified. This should include, on and off campus locations, and the proximity off the campus to fixed sites and transportation corridors that may contain or transport hazardous materials (roadways, highways, pipelines and rail lines)
- **Powerlines:** The proximity of high voltage power lines should be considered in establishing the site evacuation plan (overhead and below ground lines and vaults)

- **Flooding and Landslides:** The likelihood and possible effects of flooding or landslides should be consider both for the campus location and planned evacuation sites and routes.
- **Tsunami Zones:** The location of tsunami inundation zones and evacuation routes should be examined for the campus and evacuation areas.
- **Evacuation Zones:** Evacuation zones and routes should be evaluated for hazards that may result following earthquakes and other disasters. The location of power, gas, water, and sewer lines, as well as hazardous materials sites, bridges, large buildings sprinklers and other hazards should be evaluated.
- **Access and Egress:** Access and egress routes such as walkways and hallways should be identified and kept free of objects and obstacles that can restrict movement (tables, boxes, equipment, carts, desks, chairs, etc.)
- **Utility Shutoffs:** The location of utility shutoffs including water, gas and electrical services should be identified and included on diagrams and site maps. All water heaters on the site should be identified and properly strapped.
- **Electrical Panels:** Areas surrounding electrical panels should be kept clear (Minimum of 3 foot clearance in front of all electrical panels)
- **Janitorial Areas:** Chemicals and tools should be stored in proper, locked and approved closets, rooms, containers and cabinets.
- **Storerooms:** Shelving should be secured to walls or braced. Heavy items stored on lower shelves. Fragile or hazardous item secured.
- **Computers and Peripherals:** All items including CPUs, displays, scanners and printers should be secured or situated so that they do not block walkways or access and egress routes following an earthquake.
- **Large and Heavy Equipment and Machines:** All heavy machines and objects should be secured and located away from access and egress routes
- **Sound System Speakers, Spotlights and Displays:** Items need to be properly secured with earthquake straps or braces. Consideration should be given to areas directly around and below these objects.
- **Compressed Gas Cylinders:** All cylinders should be properly secured at the top and bottom with safety straps or chains. Care should be given to the use, storage and movement of high pressure cylinders.
- **Weight Rooms, Motor Development Room and Equipment:** Weights and equipment should be stored on racks that are secured and/or anchored to the floor or walls. Equipment should be located away from doorways and access and egress points.

#### CAMPUS ACCESS

- Controlled Access
- Traffic review, parking, fire lanes
- Adequate surfacing, lighting
- Safety Plan
- Required Postings
- Stairs, ramps, walkways
- Gateways and fences

#### ASSEMBLY ROOMS

- Exits clear, exit & emergency lights
- Floors, seating maintained
- Stage: clean, clear exits, wiring
- Kitchen: clean, safe food storage

#### SCIENCE ROOMS

- Hazardous material storage
- Adequate ventilation, fume hoods
- Eyewash, gas shut-off
- Safety training
- Safety signs posted, enforced

#### EMERGENCY PREPAREDNESS

- Fire extinguishers checked monthly
- Fire and Earthquake drills conducted
- First Aid Equipment in place
- Evacuation routes posted

- Health care plans / 504s – In binder for evacuation
- Medications – Access and evacuation
- Emergency card – Access and evacuation
- Staff Training on Emergency Procedures

#### NONSTRUCTURAL HAZARDS

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly. The following items will be inspected annually in all rooms within the campus:

- Free standing shelves over 4 feet tall secured to floor or wall
- File cabinets bolted to wall
- File cabinet drawers have latches
- Paints and chemicals restrained on shelves
- Wall-mounted objects are secured
- Sound system speakers are secured to building
- TV securely fastened to platform or cart
- Heavy objects removed from high shelves
- Aquariums located on low counter or restrained
- Computers fastened to work station
- Desks and tables cannot block exits
- Cabinets or equipment on wheels cannot block doorway

## Medical Emergencies

Calmly and carefully, assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

### Rescue Breathing

- ☐ Gently tilt the head back and lift the chin to open the airway.
- ☐ Pinch the nose closed.
- ☐ Give two slow breaths into the mouth.
- ☐ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ☐ If you are doing the procedure correctly, you should see the chest rise and fall.

### To Stop Bleeding

- ☐ Apply direct pressure to the wound.
- ☐ Maintain the pressure until the bleeding stops.
- ☐ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ☐ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

### Treatment for Shock

- ☐ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ☐ Attempt to rule out a broken neck or back.
- ☐ If no back or neck injury is present, slightly elevate the person's legs.

### Choking

- ☐ Stand behind the person.
- ☐ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ☐ Grasp your fist with your other hand and give an abdominal thrust.
- ☐ Repeat until the object comes out.
- ☐ If required, begin rescue breathing.

### Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

### TRIAGE Priorities

#### Highest Priority - RED TAG

1. Airway and breathing difficulties
2. Cardiac arrest

3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
<b>Second Priority - YELLOW TAG</b>
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

### S.T.A.R.T. Plan Triage Checklist

*This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.*

#### Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

#### Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM CPR
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

#### Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

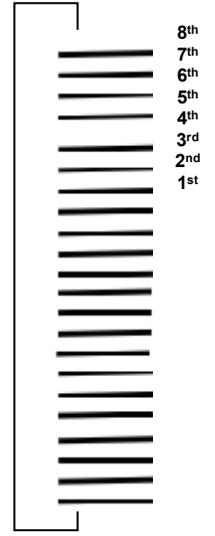
#### Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**

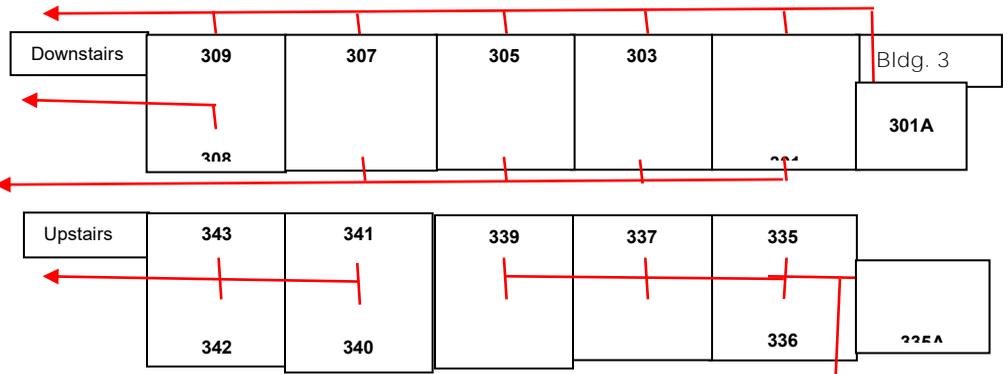
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

**Emergency Evacuation Map**

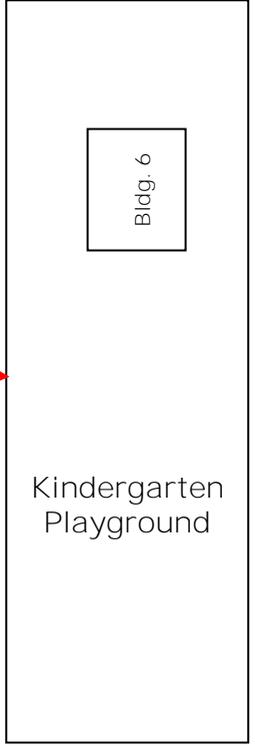
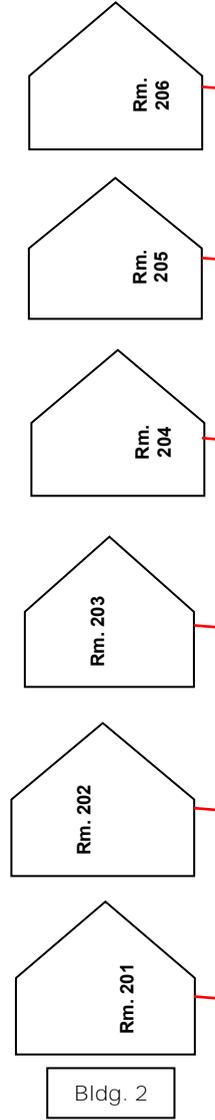
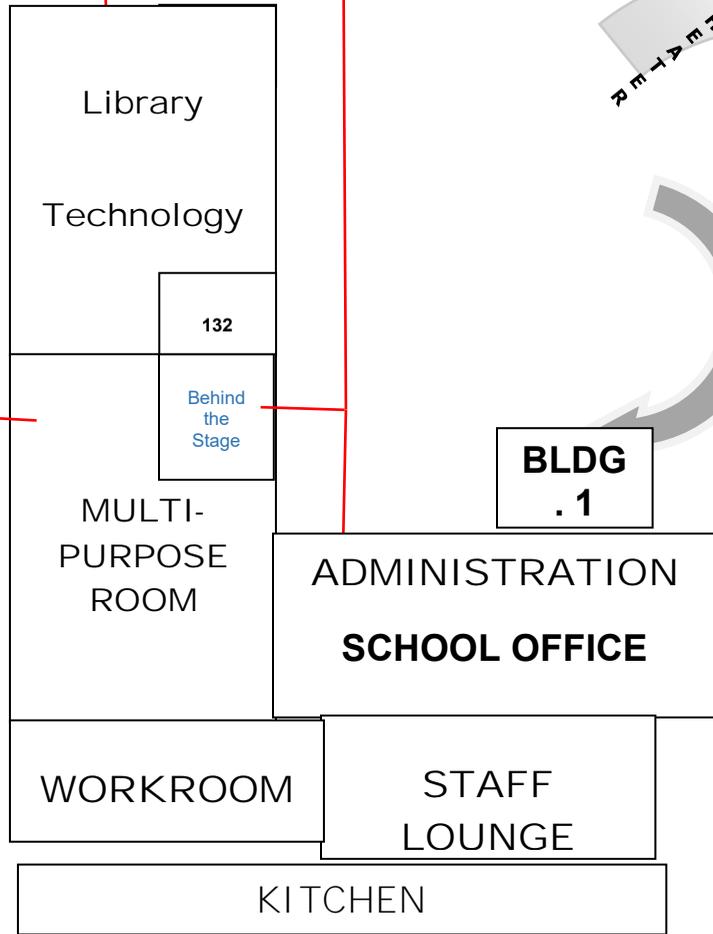
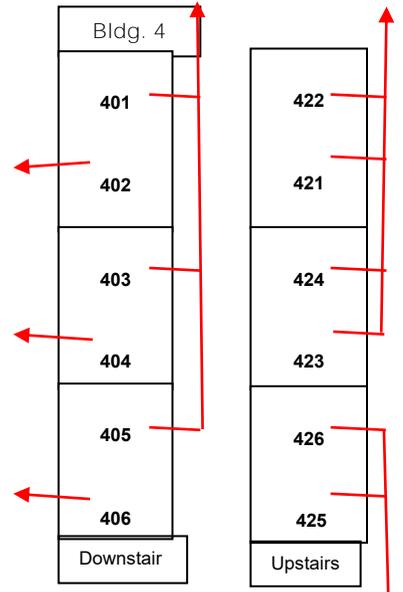
**PLAYGROUND**



Juan Lagunas Soria School



Rest Rooms  
Storage  
P.E.  
Bldg. 5



Basketball Court

Bldg. 8  
Boys Locker Room  
Girls Locker Room

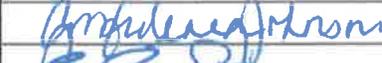
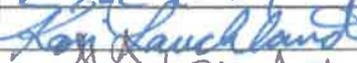


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2018-2019 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 15, 2019

**Reviewed by:**

Name	Title	Signature	Date
Confidence Johnson	Principal		1-29-19
Elena Garcia	Assistant Principal		1-29-19
Maria Magana	ORC/Classified Rep		1-29-19
Kevin Thompson	Student Resource Officer		1-29-19
Naomi Aguilera	School Office Manager		1-28-19
Alicia Serrato	Attendance Tech		1-28-19
Sheryl Fidler	School Psychologist		1-28-19
Diana Pelayo	Intermediate Secretary		1-28-19
John Guillen	Teacher		1-28-19
Kori Lauchland	Teacher		1-28-19
Amanda Glover	SSC Chairperson		01/28/19
Leticia Beltran	Teacher		1-28-19
Scott Brewer	Fire Department Representative - Emergency Services Manager		2-7-19