



OROVILLE UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

REGULAR MEETING AGENDA

Wednesday, February 12, 2019

Closed session at 5:00 p.m. followed by open session at approximately 6:00 p.m.

All Regular Meetings Will Take Place at:
Prospect High School, 2060 Second Street, Oroville, CA 95966

District Core Beliefs

We believe:

- Every student can learn and learns at their own pace.
- Active engagement of students by caring adults is key to helping students achieve.
- Every student should have access to services and supports to enhance their learning experience.
- Every student should be exposed to college and/or career opportunities.
- Every student should learn the skills necessary to succeed in post-secondary education or in a career path.
- Every member of the learning community deserves to be part of a safe, caring and nurturing learning environment and should be treated with respect, dignity and worth.

BOARD MEMBERS:

Scott Damon, President
Bonnie King, Vice President
Nannette Walker, Clerk
Amber Englund, Trustee
Ray Sehorn, Trustee

DISTRICT ADMINISTRATION:

Dr. Corey Willenberg, Superintendent
Susan Watts, Asst. Superintendent/CBO
Kevin Simas, Director of Education
Jeff Ochs, Director of Alternative Education
Dan Ramos, Principal, Las Plumas High School
Cristi Tellechea, Principal, Oroville High School
Tim Drury, Continuation School Principal

Agenda materials are available on the district's website (ouhsd.org) and for inspection at the following location:

Superintendent's Office
Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966

In compliance with the American with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office at 538-2300, ext. 1107. Notification 48 hours prior to the meeting will enable to district to make reasonable arrangements to ensure accessibility to these meetings.

ALL MEETINGS ARE RECORDED

**OROVILLE UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES**

REGULAR MEETING AGENDA

Wednesday, February 12, 2020, 5:00 p.m., Prospect High School, 2060 Second St., Oroville, CA 95966

CALL TO ORDER

ROLL CALL

Scott Damon, Amber Englund, Bonnie King, Ray Sehorn and Nannette Walker

CLOSED SESSION

- **Personnel-Gov't. Code 54957** [Public employee employment/discipline/dismissal/release; Principal's Report on Probationary Teachers]
- **Conference with Legal Counsel-Anticipated or Existing Litigation—Gov't. Code Section 54956.9** [Case name unspecified because disclosure would jeopardize negotiations]
- **Conference with Labor Negotiators—Gov't. Code Sec. 54947.6** [OSTA/CSEA: Dr. Corey Willenberg, Superintendent, designated representative]
- **Graduation Requirement Waiver – California Education Code Section 51225.3**
- **Pupil Discipline—California Education Code Sections 48918/35146**

RESULTS OF CLOSED SESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA VARIANCE

PUBLIC HEARING

*President asks staff to introduce item
President opens item for public discussion
President closes item for public discussion
Board discussion*

1. 2020/2021 District and OSTA Initial Proposals for Negotiations

The initial proposals from the District and OSTA are presented for public discussion. The district will open negotiations on Article VII (Hours and Days of Employment) and Article XIX (Unit Member Benefits). OSTA will open negotiations on Article XIV (Adult School Employees) and Article V (Association Rights). Both proposals have been posted at the District Office and each school site.

Enclosure

STUDENT REPRESENTATIVES REPORTS

RECOGNITIONS AND PRESENTATIONS

2. Recognition of Melody Finwick for Her Retirement
3. Student Recognition/Achievement – Alternative Education

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON NON-AGENDA ITEMS

At this time, the President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to step to the podium, state their name for the record and make their presentation. Presentations are **limited to three (3) minutes per person and fifteen (15) minutes per subject**. The Board is prohibited by State law from taking action on any item not listed on the agenda, except under special circumstances as defined in the Government Code.

RECOGNITION OF INDIVIDUALS WHO WISH TO SPEAK ON AGENDA ITEMS

At this time, the President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state their name and the item number on which they wish to speak. When that item comes up on the agenda, the person will be asked to step to the podium, repeat their name and give their presentation. Presentations are **limited to three (3) minutes per person and fifteen (15) minutes per subject**.

NON-ACTION INFORMATIONAL ITEMS AND REPORTS

4. Board Comments
5. Superintendent
6. Administration
7. Mid-Year LCAP Update
8. Quarterly Williams Act Report
There were no complaints received during the last quarter.

OLD BUSINESS (None)

CONSENT CALENDAR (Recommend approval of the following Consent Items):

9. Minutes from the January 15, 2020 Board Meeting
10. Monthly Financial Report
11. Check Registers – 1/7, 1/9, 1/14, 1/16, 1/21, 1/23, 1/28 and 1/30
12. Agreement with Jack Scherer & Associates, Inc. to Prepare a Developer Fee Justification Study
13. 19/20 District Safety Plan
14. 19/20 District Transportation Safety Plan
15. New Life Preparation and Health Living Course Description for PHS
16. Graduation Waiver Request – LPHS #3-19/20
17. High Risk Activity – OHS FCCLA to State Competition
18. High Risk Activity – LP and OHS Students to the REACH Conference
19. High Risk Activity – LP Varsity Softball to a Tournament in Reno, NV
19. First Reading of Board Policies and Administrative Regulations
 - o BP/AR 0460 (Local Control Accountability Plan)
 - o BP 0520 (Intervention for Underperforming Schools)
 - o BP 0520.1 (Comprehensive and Targeted Support and Improvement)
 - o BP 21221 (Superintendent's Contract)
 - o BP/AR 3515 (Campus Security)
 - o BP 3600 (Consultants)

REGULAR BOARD AGENDA FOR FEBRUARY 12, 2020

CONSENT CALENDAR (Cont.)

- o AR 4030 (Nondiscrimination in Employment)
- o BP 4033 (Lactation Accommodation)
- o BP/AR 4116 (Probationary/Permanent Status)
- o BP 4119.22, 4219.22, 4319.22 (Dress and Grooming)
- o BP/AR 4161.9, 4261.9, 4361.9 (Catastrophic Leave Program)
- o BP 5132 (Dress and Grooming)
- o BP/AR 5142 (Safety)

NEW BUSINESS

20. Facility Fee Waiver for the Special Olympics of Butte County (Willenberg)

The Special Olympics of Butte County is asking for a facility fee waiver for 10-12 athletes and three or more coaches to practice on ten Sundays from April 5th to June 14th from 10:00 a.m. – noon at Harrison Stadium. They paid \$245.85 in fees last year and are asking for the entire fee to be waived this year.

Recommend approval

Enclosure

21. Approval of a Variable Term Waiver – Mathematics (Willenberg)

Ginny Bangar will be employed on the basis of a Single Subject Mathematics Variable Term Waiver. Her assignment will be to teach Mathematics, grades 9-12, at Oroville High School, Prospect High School, and Community Day School. **Recommend approval**

22. 4% Salary Schedule Increase and an Increase in the District's Annual Health Contribution from \$12,000 to \$12,840 for the Confidential/Supervisory Group (Willenberg)

The cost of this increase to the salary scheduled and District health benefit contribution is \$35,106 and will be paid from unrestricted funds. For 2019/2020, the \$840 increase to the benefit cap will be applied to the remaining four months of the fiscal year, increasing the monthly contribution from \$1,000 to \$1,210. As of 7/1/20, the District's monthly contribution will decrease to \$1,070 per month (\$12,840 annually). This salary and benefit adjustment will be applied retroactively to 7/1/19 to the regularly contracted salaries of all confidential/supervisory staff employed as of February 12, 2020. **Recommend approval**

Enclosure

23. 4.48% Salary Increase for the Certificated Administrative Group (Willenberg)

The cost of the increase to the salary schedule is \$53,251. \$46,924 will be paid from unrestricted funds, with the remaining \$6,327 paid from Title I and Adult Education funding. The District's health benefit contribution will remain status quo. This salary adjustment will be applied retroactively to 7/1/19 to the regularly contracted salaries of all certificated administrative staff employed as of February 12, 2020.

Recommend approval

Enclosure

24. 4.42% Salary Increase and Contract Changes for the Assistant Superintendent/CBO (Willenberg)

The cost of this increase to the salary schedule is \$8,571 and will be paid from unrestricted funds. The District's health benefit contribution will remain status quo. The salary adjustment will be applied retroactively to 7/1/19 to the regularly contracted salary of the Assistant Superintendent. Mrs. Watts is requesting a one-year contract extension to June 30, 2023. The law has changed since Mrs. Watts' last contract was approved. The board must now give Mrs. Watts 60 days of notice (instead of 45) if they will not be renewing her contract. Mrs. Watts volunteers to give the district 60 days of notice (instead of 45) if she wishes to terminate her contract. **Recommend approval**

Enclosure

REGULAR BOARD AGENDA FOR FEBRUARY 12, 2020

25. **4.39% Salary Increase and Contract Changes for the Superintendent (Watts)**

The cost of this increase to the salary is \$9,102 and will be paid from unrestricted funds. The District's health benefit contribution will remain status quo. The salary adjustment will be applied retroactively to 7/1/19 to the regularly contracted salary of the Superintendent. Dr. Willenberg is requesting a one-year contract extension to June 30, 2023. Due to eight years of positive evaluations, Dr. Willenberg is requesting that he be evaluated on odd numbered years starting with 2021. **Recommend approval**

Enclosure

26. **Out-of-State Travel Request #1 (Willenberg)**

OHS is seeking approval for Robin Kropholler and Teresa Leyva-Guterriez (RISE teachers and long-term subs for Leanna Felardo) to attend the National Conference on Science Education in Boston, MA, from April 2nd – 5th. The trip expenses will be funded by the RISE program and the subs will be funded by Title I. **Recommend approval**

Enclosure

27. **Out-of-State Travel Request #2 (Willenberg)**

LPHS is seeking approval for Keely Frazier and Sherie Kermen to attend the California Association of Directors of Activities Conference in Reno, NV, from March 4th – 7th. All expenses will be funded by Title IV. **Recommend approval**

Enclosure

28. **Personnel Assignment Order**

Approval is requested for the following Personnel Assignment Order:

Certificated

LPHS

Varsity Baseball Head Coach-Tim Harles-
\$4,247

2019/20 Extra Duty Assignments - OHS

Mock Trial - Stephanie Greco

Kurt Osterlund

Teacher

Retirement without District paid benefits

One time \$2000 incentive payment.

Effective 6/6/2020

Classified

2019/20Substitute Bus Driver

Gloria Narayan

2019/20 Substitute Custodian

Adam Morton

Hollie Preston

Administrative Secretary

8.0 hrs p/day; 260 days p/yr

Step/Column 18/A \$17.57 p/hr

Effective 2/13/2020

Billy Cash Jr.

Universal Support Staff

8.0 hrs p/day; SDO-195days p/yr

Step/Column 15/B \$17.14 p/hr

Effective 2/13/2020

2019/20 Substitute Para Educator

Ahlisa Commander

29. **Expulsion Case #24-19/20**

30. **Expulsion Case #25-19/20**

31. **Items for Next Agenda**

REGULAR BOARD AGENDA FOR FEBRUARY 12, 2020

ADJOURNMENT

The meeting will be adjourned to a special board meeting scheduled for Thursday, **February 27, 2020**, at 5:00 p.m. at Oroville High School.



To: Oroville Union High School District Board of Trustees
From: Corey Willenberg, EdD, Superintendent
Date: February 3, 2020
Subject: 2020/2021 Initial Proposal for OSTA Negotiations

The Oroville Union High School District presents its initial proposal for 2020/2021 negotiations with the Oroville Secondary Teachers Association (OSTA):

Article VII: Hours and Days of Employment

Article XIX: Unit Member Benefits

Per Article I - There will be an Annual re-opener on salary and up to two additional Articles selected by each party.

OROVILLE SECONDARY TEACHERS ASSOCIATION

2020/2021 INITIAL PROPOSAL
FOR NEGOTIATIONS

February 3, 2020

The Oroville Secondary Teachers Association (OSTA) presents its initial proposal for 2020/2021 negotiations with the Oroville Union High School District:

Article XIV: Adult School Employees

Article V: Association Rights

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: Oroville Union High School District

Person completing this form: Paula Blaney

Title: Executive Assistant

Quarterly Report Submission Date:

(check one)

☐ April 2019

☐ July 2019

☐ October 2019

☒ January 2020

Date for information to be reported publicly at governing board meeting:

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Misassignments or Vacancies	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Print Name of District Superintendent: Dr. Corey Willenberg

Signature of District Superintendent:



Date: 2/3/20

Send to: Educational Support Services, BCOE
G. Wilson
5 County Center Drive, Oroville, CA 95965
gwilson@bcocoe.org or fax 530.532.5828



**OROVILLE UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
January 15, 2020**

MINUTES

CALL TO ORDER

Board President, Mr. Damon, called the meeting to order at 5:30 p.m. on Wednesday, January 15, 2020, at Prospect High School.

ROLL CALL

Board Members Present: Scott Damon, Bonnie King and Ray Sehorn

Administrators Present: Dr. Corey Willenberg, Superintendent, Susan Watts, Assistant Superintendent/CBO and Kevin Simas, Director of Education

CLOSED SESSION

- **Personnel-Gov't. Code 54957** [Public employee employment/discipline/dismissal/release, review of possible layoffs/non-reelects, administrative evaluations]
- **Conference with Legal Counsel-Anticipated or Existing Litigation—Gov't. Code Section 54956.9** [Case name unspecified because disclosure would jeopardize negotiations]
- **Conference with Labor Negotiators—Gov't. Code Sec. 54947.6** [OSTA/CSEA: Dr. Corey Willenberg, Superintendent, designated representative]
- **Graduation Requirement Waiver – California Education Code Section 51225.3**
- **Pupil Discipline—California Education Code Sections 48918/35146**

Mrs. Englund arrived at 5:40 p.m.

RESULTS OF CLOSED SESSION

At 6:04 p.m., the board reconvened to open session. No action was taken.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA VARIANCE

#74-19/20: On a motion by Mrs. King, seconded by Mrs. Englund, the board accepted an amended Personnel Assignment Order by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

PUBLIC HEARING (None)

STUDENT REPRESENTATIVE REPORTS

Ritter Steinmann, OHS Student Board Representative, reported on Spirit Week activities next week, working with LPHS on the Winter Formal on January 25th, working on Senior Night posters and gift ideas for the winter sports season, and their first league boys' basketball game last night with heavy student attendance.

MINUTES OF REGULAR MEETING - JANUARY 15, 2020

Madison Knauth, LPHS Student Board Representative, reported on picking themes for their basketball homecoming during the week of February 3rd, planning for the Winter Formal with LPHS on January 25th, choosing four T-birds of the Month, working on boys' Senior Night posters, a successful T-bird Pride Spirit Week last week, starting a new Humans of Las Plumas Instagram page to focus on building a positive community and modeling positive use of social media, a winter sports assembly held last Friday and researching more ideas to build a positive sense of community.

RECOGNITIONS AND PRESENTATIONS

1. Student Recognition/Achievement – Oroville High School

Cristi Tellechea distributed copies of their January newsletter. She reported on the increase of tardies and starting a first period tardy contest where the top two classes with the least amount of tardies will receive Top Notch booklets. Counselors are busy registering existing student for classes next year as well as reviewing freshmen four year plans. Staff has been busy working on WASC and reviewing Dashboard Indicator data as well as D and F rates. She is working with Mr. LaGrone on clearing up fire inspection findings. Dan Briggs and auto students Andrew Kendall, Thomas Sanders, Garret Lobmeyer, Tanner Grounds and Erik Madera were introduced. Mrs. Tellechea referenced recent great newspaper articles about their culinary and auto programs. Mr. Briggs thanked the board for their support in building the auto program, which provides great opportunities to students. He has developed great connections with UTI, Butte College and Yuba College. Thomas Sanders stated that he is in Auto II. He has learned more about mechanical skills and scored very high on the ASVAB. Andrew Kendall has learned a lot about vehicles and wants to become a welder. Tanner Grounds stated that Mr. Briggs has been very helpful. He is currently restoring his car and plans to attend Butte College to get his AA. Erik Madera stated that he loves cars and has learned a lot from Mr. Briggs. Garret Lobmeyer loves to go four wheeling, which means there is always something breaking. The class has been very helpful and has saved him a lot of money. Mrs. King asked if students are allowed to work on their own vehicles. Mr. Briggs responded that students can work on their own vehicles or other vehicles that have been donated. They have a lot of diagnostic equipment to work on a variety of vehicles. They've also learned to focus on other skills, like work ethic.

HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

Alicia Walker, OHS parent, advocated for a later school start time. She feels that the late start Wednesday schedule is much easier for her student. She learned at a recent Site Council meeting that 50% of tardies are first period. Some students are late but can't control issues such as parents providing transportation. Some students have to walk on the highway to get to school. Many Thermalito parents are low income. It would be nice if the district could increase transportation options in Thermalito. Dr. Willenberg responded that stops were previously added at the Boulder Creek Apartments and Collins & Denny Market but were stopped because students weren't showing up at those locations to ride. He is unsure whether we will be affected by the new late start law as the state still hasn't come up with a definition of rural.

The Camera Man reported that the Butte County Sheriff's Office (BCSO) conducted a random search of classrooms on August 20th at the request of the PHS Principal. Students were informed about the search but not told that they could opt not to be searched. Students were counseled about not bringing unlawful items to school. BCSO told him that the district can search students at any time. The District's policy says that they must have reasonable suspicion. He feels student rights have been violated. Dr. Willenberg responded that the district has contracts with BCSO and the Oroville Police Department for School Resource Officer/Deputy services. Having a dog on campus is a tool to combat vaping, tobacco and drugs. A dog can also search an empty bus. Contraband hiding in seats has been found. PHS has been searched three times this year and each search has been supervised by a sergeant. Sheriff Honea is ensuring that rights aren't being violated.

HEARING OF INDIVIDUALS ON AGENDA ITEMS (None)

NON-ACTION INFORMATIONAL ITEMS AND REPORTS

2. Board Comments (None)

MINUTES OF REGULAR MEETING - JANUARY 15, 2020

3. Superintendent

Dr. Willenberg reported that the District is working with BCOE on differentiated assistance due to some of our Dashboard data. The first LCAP stakeholder meeting will be held in the OHS library on January 27th at 5:00 p.m. Mike Walsh and Bobby Jones have been holding meetings with the Southside community to encourage people to get involved in the process.

4. Administration

Mrs. Watts reported on coming to an agreement with CSEA on a raise for this year. Their team will hold a meeting with their membership to try to get the tentative agreement ratified. Timing wise, the raise probably won't come to the board until March.

Mr. Simas reported on attending a meeting today regarding a mental health grant. This was just an initial step. He will bring more information to the board as it becomes available. The nurse we've contracted with the past few years is no longer able to serve us. There is a contract with BCOE on the consent calendar tonight for nursing services.

5. Report on Attending the PLC Math Conference by Rebecca Howard and Nancy Diaz

Dr. Willenberg reported that seven math teachers recently attended the math conference in Atlanta. Ms. Diaz stated that she is honored to be a math teacher at OHS and was grateful for the opportunity to attend the conference. She got to meet other math teachers in the district and they had time to share their experiences. She learned how collaboration can make a difference and not to be afraid to ask for help. New teachers need to let go of their fears and realize that their thoughts and ideas are valuable to their department. It's hard at first but will get better. Mrs. Howard stated that this was one of the best trainings she's ever attended in her 20+ years of teaching; even better than CPM training. She learned that math teachers throughout the country are having the same kind of issues. They got time to focus on how to fix the problems. It was a great time to network with other math teachers and almost all new math teachers in the district got to attend. They were asked an essential question: What Teacher Actions significantly influence improved student learning and student self-efficacy (the ability to produce a desired result?) and ranked a list of items in order from one to ten. The top ranked item was collective teacher efficacy – when teacher collaborate to get effective results. She was thankful that the new teachers learned that all teacher ideas and opinions matter. She and Ramona Saetern were able to attend a session on being team leaders, which she found very helpful. Mr. Damon asked what the biggest reason she sees for kids struggling. Mrs. Howard responded that kids hitting a roadblock discourages them from overcoming the obstacle. It starts in middle school. Mrs. Englund stated that she volunteers in her daughters 4th grade class and can already see that issue. Mrs. Howard stated that big power comes from kids getting the same message from all of their teachers. They are trying to counter the poverty issue. She has always had concerns with students working in groups in the lower math classes due to behavior issues. She and Mrs. Bruce communicated during winter break and decided they would try grouping students together after break. Students worked in groups of four on team building activities last week and it went really well. Each student has a responsible role that rotates weekly. They started with the math textbook this week. Monday was a little bit of a struggle but Tuesday went much better. There seems to be less behavioral issues and students are learning to persevere. Other teachers have stopped by to see how it's working

OLD BUSINESS (None)

CONSENT CALENDAR

6. Minutes from the November 20, 2019 Board Meeting
7. Monthly Financial Report
8. Check Registers Dated 12/10, 12/12, 12/17, 12/19 and 1/2
9. 2nd Quarter Scholarship Report
10. Donations to the Hall of Fame
11. Agreement with Pacific Crest Actuaries
12. Disposal of Obsolete/Damaged Equipment
13. Surplus and Sale of Analog Motorola Radios
14. School Accountability Report Cards
15. 19/20 Superintendent Advisory Council Members

MINUTES OF REGULAR MEETING - JANUARY 15, 2020

CONSENT CALENDAR (Cont.)

16. Contract with Accountable Healthcare Staffing for Nurse Services

17. AP Chemistry Course Description

#75-19/20: On a motion by Mrs. Englund, seconded by Mr. Sehorn, the consent calendar was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

NEW BUSINESS

18. Acceptance of June 30, 2019 Audit Report

Mrs. Watts reported on the process used by the auditors; that no deficiencies were found with internal controls; that we are in compliance with all federal and state programs; that there were no findings or adjustments needed; and that we complied with recommendations from the prior year.

#76-19/20: On a motion by Mrs. King, seconded by Mrs. Englund, the report was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

19. Resolution for Tie-Breaking Criteria for Certificated Employees

#77-19/20: On a motion by Mr. Sehorn, seconded by Mrs. King, Resolution #9-19/20 was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

20. Tentative Agreement between the District and CSEA

#78-19/20: On a motion by Mr. Sehorn, seconded by Mrs. Englund, the Tentative Agreement was approved as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

21. Out-of-State Travel Request

#79-19/20: On a motion by Mrs. Englund, seconded by Mrs. King, the OHS cheerleading team was approved to attend the National JAMZ Cheerleading Competition in Las Vegas, NV, from February 20th – 23rd as presented by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

MINUTES OF REGULAR MEETING - JANUARY 15, 2020

22. Amended Personnel Assignment Order

#80-19/20: On a motion by Mrs. King, seconded by Mr. Sehorn, the amended Personnel Assignment Order was approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

(Irrespective of effective dates, new employees may not report to their school campus until Personnel Office has communicated completion of pre-employment requirements to site Principal.

Certificated

2019/20 Saturday School Teacher

Eric Isenberg

2019/20 Coaches

LPHS

Wrestling Asst. Coach-Colton Pensell
(NP)

Varsity Baseball Ass.-Lonny Johnson-
\$999 (split stipend)

Varsity Baseball Ass.-Adrien Mahnke-
\$999 (split stipend)

Varsity Baseball Ass.-John Long (NP)
JV Baseball Head Coach-Earl Johnson
\$3,497

JV Baseball Ass.-Christopher DeSylva
(NP)

JV Baseball Ass. Coach-Joe Hothan (NP)
Golf Head Coach-Lisa Ross \$3,497

JV Head Softball Coach-Johnny
Huffstetler \$3,497

Varsity Softball Head Coach-Toby
Thompson \$4,247

JV Softball Ass. Coach-Kaylie Hull \$1,000
(ASB Paid)

Boys Tennis Head Coach-Rob Rodney
\$3,497

Boys Tennis Ass.-Joseph Ford (NP)
Boys Track Head Coach-Don Frasier
\$4,247

Girls Track Head Coach-Eddie Carey
\$4,247

Boys Track Ass.-Justin Knoefler \$500
(ASB Paid)

Girls Track Ass.-Darius Bucur \$1,748.50
(split stipend)

Girls Track Ass.-Chase Hayes \$1,748
(split stipend)

2019/20 Substitute Teacher

Julia Page

Santiago Reynoza

Classified

2019/20 Substitute Custodian

Steve Hart

2019/20 Substitute Universal

Steve Hart

2019/20 Substitute Groundskeeper

Steve Hart

Melody Finwick
Administrative Secretary
Retirement w/o District paid benefits
Effective 2/29/2020

Filipina Ekkapahanh
Budget and Accounting Technician
Resignation
Effective 1/18/2020

2019/20 Para Educator Substitute

Valerie Mooney

2019/20 Food Service Substitute

Sherry Otsuka

MINUTES OF REGULAR MEETING - JANUARY 15, 2020

Certificated (Cont.)

Classified (Cont.)

Gem Henderson

School Psychologist

Request for continuance of 0.6 FTE for the
2020/2021 school year

23. Expulsion Case #20-19/20

#81-19/20: On a motion by Mrs. King, seconded by Mrs. Englund the terms of the expulsion case were approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

- Be expelled for the remainder of the 19/20 school year.
- Be referred to LEAD to continue their education as set forth in the student's Rehabilitation Plan:
 - Follow all district and school rules
 - Make positive academic progress
 - Student is to maintain positive attendance including no cutting of classes and no unexcused absences.
 - Student is not allowed to be on any other OUHSD campus or to attend any extra or co-curricular events, including games and dances.

24. Expulsion Case #22-19/20

#82-19/20: On a motion by Mrs. King, seconded by Mrs. Englund, the terms of the expulsion case were approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

- Be expelled for the remainder of the 19/20 school year, and said expulsion be suspended.
- Be returned to Oroville High School to continue their education as set forth in the student's Stipulated Expulsion Agreement and Rehabilitation Plan, dated and executed on December 17, 2019:
 - Follow all district and school rules
 - Make positive academic progress
 - Student is to maintain positive attendance including no cutting of classes and no unexcused absences.

25. Expulsion Case #23-19/20

#83-19/20: On a motion by Mrs. King, seconded by Mrs. Englund, the terms of the expulsion case were approved by the following vote:

Ayes:	Damon, Englund, King, Sehorn
Noes:	None
Abstentions:	None
Absent:	Walker

MINUTES OF REGULAR MEETING, DECMEBER 18, 2019

- Be expelled for the remainder of the 19/20 school year, and said expulsion be suspended.
- Be returned to Oroville High School to continue their education as set forth in the student's Stipulated Expulsion Agreement and Rehabilitation Plan, dated and executed on December 17, 2019:
 - Follow all district and school rules
 - Make positive academic progress
 - Student is to maintain positive attendance including no cutting of classes and no unexcused absences.

26. Items for Next Agenda (None)

ADJOURNMENT

On a motion by Mrs. King, seconded by Mr. Sehorn, the meeting adjourned at 7:15 p.m.

(Signature of Board Official)

ATTEST:

Secretary to the Board of Trustees

Fund 01 - General Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	LCFFStateAid-CurrentYear	15,820,595.00	14,047,179.00	8,562,316.00	5,484,863.00	60.95
8012	EduProtectionAccountStAidCurYr	3,349,964.00	3,846,138.00	974,610.00	2,871,528.00	25.34
8021	Homeowners'Exemptions	107,488.00	107,100.00	16,700.82	90,399.18	15.59
8022	TimberYieldTax	57,254.00	55,117.00	12,476.44	42,640.56	22.64
8029	OthrSubventionsIn-LieuTaxes	2,076.00	2,531.00		2,531.00	
8041	SecuredRollTaxes	6,424,698.00	6,933,895.00	4,037,899.76	2,895,995.24	58.23
8042	UnsecuredRollTaxes	362,080.00	443,461.00	457,857.98	14,396.98-	103.25
8043	PriorYears'Taxes	14,529.00	12,069.00	6,056.02	6,012.98	50.18
8044	SupplementalTaxes	99,781.00	98,167.00	25,353.52	72,813.48	25.83
8045	EducAtnRevenueAugmentationFund	1,219,904.00-	1,396,352.00-	666,485.40-	729,866.60-	47.73
8047	CommunityRedevelopmentFunds	1,046,392.00	1,123,606.00	433,263.23	690,342.77	38.56
8096	Trms2ChntrSchlnLieuOfPropTaxes	257,398.00-	282,283.00-	144,124.00-	138,159.00-	51.06
	Total LCFF Revenue Sources	25,807,555.00	24,990,628.00	13,715,924.37	11,274,703.63	54.88
Federal Revenue						
8181	SpecialEducation-Entitlement	248,673.00	248,387.00	7,148.52	248,387.00	NO BDGT
8285	InteragencyContractBetweenLEA			967,621.07	468,705.93	67.37
8290	AllOtherFederalRevenue	1,141,911.00	1,436,327.00			
	Total Federal Revenue	1,390,584.00	1,684,714.00	974,769.59	709,944.41	57.86
Other State Revenues						
8311	OtherStateApportionmentsCurrYr	733,494.00	698,378.00	258,392.00	439,986.00	37.00
8319	OthrStateApportionmentPriorYear			70.00-	70.00	NO BDGT
8550	MandatedCostReimbursements	125,000.00	125,000.00	124,854.00	146.00	99.88
8560	StateLotteryRevenue	431,000.00	431,000.00	131,213.83	299,786.17	30.44
8590	AllOtherStateRevenue	1,145,072.00	1,178,982.00	237,049.03	941,932.97	20.11
	Total Other State Revenues	2,434,566.00	2,433,360.00	751,438.86	1,681,921.14	30.88
Other Local Revenue						
8650	LeasesandRentals	9,000.00	9,000.00	5,810.33	3,189.67	64.56
8660	Interest	92,000.00	92,000.00	52,501.27	39,498.73	57.07
8677	InteragencySrvcBetweenLEAs	611,137.00	752,424.00	6,346.05	746,077.95	0.84
8699	AllOtherLocalRevenue	86,280.00	86,280.00	35,590.50	50,689.50	41.25
8792	TrnsfrApportionmentFrmCntyOffics	179,225.00	179,343.00	14,690.00	164,653.00	8.19
	Total Other Local Revenue	977,642.00	1,119,047.00	114,938.15	1,004,108.85	10.27
	Total Year To Date Revenues	30,610,347.00	30,227,749.00	15,557,070.97	14,670,678.03	51.47

Fund 01 - General Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Certificated Teachers Salaries	7,491,749.00	8,528,332.00	3,714,728.10	4,791,977.20	21,626.70	56.19
1101	Teacher Sub Pay	240,784.00	237,461.00		89,098.58	148,362.42	37.52
1102	Teacher Extra Pay	155,455.00	162,148.00		80,435.66	81,712.34	49.61
1200	Certificated Pupil Support Salaries	859,611.00	929,099.00	401,696.10	522,138.04	5,264.86	56.20
1202	Pupil Support Extra Pay	16,696.00	16,996.00		19,028.62	2,032.62	111.96
1300	Certificated Supervisor Administrative Salary	1,099,313.00	1,134,438.00	490,639.95	654,965.33	11,167.28	57.73
1301	Cert Admin Sub				2,297.00	2,297.00	NO BDGT
1302	Cert Admin Extra Pay	41,113.00	40,481.00		22,874.68	17,606.32	56.51
1900	Other Certificated Salaries	54,938.00	71,414.00	31,533.65	39,880.98	.63	55.84
1902	Other Certificated Extra Pay	251,050.00	271,290.00	146.68	35,390.63	235,752.69	13.05
Total Certificated Salaries		10,210,709.00	11,391,659.00	4,638,744.48	6,258,086.72	494,827.80	54.94
Classified Salaries							
2100	Classified Instructional Salary	761,672.00	769,719.00	351,478.10	416,302.13	1,938.77	54.08
2101	Para Ed Sub Pay	34,500.00	34,500.00		16,968.54	17,531.46	49.18
2102	Para Ed Extra Pay	62,000.00	62,000.00		7,327.62	54,672.38	11.82
2200	Classified Support Salaries	1,702,438.00	1,687,614.00	659,407.63	894,920.21	133,286.16	53.03
2201	Class Support Sub Pay	128,000.00	128,000.00		85,708.63	42,291.37	66.96
2202	Class Support Extra Pay	79,099.00	81,341.00		53,739.86	27,601.14	66.07
2300	Class Supervisor Administrative Salary	303,154.00	303,154.00	128,814.20	176,839.88	2,500.08	58.33
2400	Clerical Technical Office Staff Salary	1,302,482.00	1,248,286.00	517,462.05	689,033.44	41,790.51	55.20
2401	Clerical Sub Pay	5,000.00	5,000.00		16,558.49	11,558.49	331.17
2402	Clerical Extra Pay	14,963.00	14,090.00		11,912.53	2,177.47	84.55
2900	Other Classified Salaries	41,459.00	41,459.00	18,765.35	22,693.42	.23	54.74
2901	Other Classified Sub Pay				1,321.11	1,321.11	NO BDGT
2902	Other Classified Extra Pay				67,917.62	67,917.62	NO BDGT
Total Classified Salaries		4,434,767.00	4,375,163.00	1,675,927.33	2,461,243.48	237,992.19	56.25
Employee Benefits							
3101	STRS Certificated Positions	2,626,626.00	2,815,379.00	788,442.93	1,047,750.94	979,185.13	37.22
3102	STRS Classified Positions	10,211.00	10,774.00	5,014.65	6,090.07	330.72	56.53
3202	PERS Classified Positions	848,329.00	837,082.00	314,998.79	421,464.54	100,618.67	50.35
3301	OASDI Medicare Alternative Certificated Positions	905.00	3,032.00		2,182.62	849.38	71.99
3302	OASDI Medicare Alternative Classified Positions	259,706.00	254,690.00	97,252.08	142,763.67	14,674.25	56.05
3311	Medicare Certificated	144,498.00	161,053.00	65,480.28	88,430.31	7,142.41	54.91
3312	Medicare Classified	61,880.00	60,765.00	23,154.94	34,261.20	3,348.86	56.38
3401	Health Welfare Benefits Certificated Positions	2,597,360.00	2,611,909.00	1,194,761.86	1,415,239.44	1,907.70	54.18

Fund 01 - General Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3402	HlthWfarBenefitClassifdPositn	1,152,345.00	1,151,356.00	492,924.57	632,132.15	26,299.28	54.90
3501	StUnemplmntInsurncCrtPositns	10,756.00	11,333.00	2,290.17	4,522.25	4,520.58	39.90
3502	StUnemplmntInsurncClassifdPos	2,133.00	2,098.00	799.70	1,182.85	115.45	56.38
3601	WCInsuranceCertificatdPositns	251,609.00	280,644.00	111,241.07	150,010.39	19,392.54	53.45
3602	WCCompensnInsurncClassPositn	109,303.00	107,569.00	40,190.27	58,985.94	8,392.79	54.84
3701	OPEBAllocatedCertificatdPositn	457,622.00	450,412.00	209,671.63	282,793.99	42,053.62	62.79
3702	OPEBAllocatedClassifiedPositn	200,451.00	197,433.00	75,752.00	111,737.26	9,943.74	56.60
Total Employee Benefits		8,733,734.00	8,955,529.00	3,421,974.94	4,399,547.62	1,134,006.44	49.13
Books and Supplies							
4100	ApprvdTxbookCorCurriculaMaterl	267,000.00	364,960.00	638.12	140,085.27	224,236.61	38.38
4200	BooksandOtherReferenceMaterial			3,919.10	780.42	4,699.52	NO BDGT
4300	MaterialsandSupplies	728,424.00	1,131,605.00	224,738.23	282,529.21	624,337.56	24.97
4360	TransportationGenSupplies	24,000.00	24,000.00	4,231.80	10,073.65	9,694.55	41.97
4361	TransportationFuel	105,000.00	105,000.00		68,492.38	36,507.62	65.23
4362	TransportationOilGrease	8,000.00	8,000.00		1,515.95	6,484.05	18.95
4363	TransportationParts	59,000.00	59,000.00		21,644.06	37,355.94	36.68
4364	TransportationTires	15,000.00	15,000.00		5,611.63	9,388.37	37.41
4400	NoncapitalizedEquipment	2,590.00	63,890.00	14,852.83	132,808.96	83,771.79	207.87
Total Books and Supplies		1,209,014.00	1,771,455.00	248,380.08	663,541.53	859,533.39	37.46
Services and Other Operating Expenditures							
5200	TravelandConferences	138,894.00	170,824.00	3,860.00	58,912.42	108,051.58	34.49
5300	DuesandMemberships	29,100.00	29,100.00		29,647.69	547.69	101.88
5450	OtherInsurance	381,227.00	381,227.00		379,610.00	1,617.00	99.58
5501	GasElectricity	414,909.00	414,909.00		205,988.56	208,920.44	49.65
5502	PestControl	6,400.00	6,400.00	1,726.24	2,115.00	2,558.76	33.05
5503	SewerFees	61,000.00	61,000.00		51,289.67	9,710.33	84.08
5505	Water	64,000.00	64,000.00	15,891.40	50,656.83	2,548.23	79.15
5506	WasteDisposal	47,200.00	47,200.00	36,763.91	33,796.82	23,360.73	71.60
5601	FacilitiesRent	6,000.00	6,000.00		5,341.00	659.00	89.02
5602	CopierPostageMeterRents	43,300.00	45,300.00	38,742.80	28,066.33	21,509.13	61.96
5603	CopierMaintenance	35,505.00	35,505.00	5,650.87	8,864.63	20,989.50	24.97
5620	EquipmentRentalsAndRepairs	99,348.00	97,250.00	.75	115,796.13	18,546.88	119.07
5630	ComputerMaintenanceRepairs	36,600.00	36,600.00		25,687.97	10,912.03	70.19
5640	BuildingAndSiteRepairs	221,000.00	255,506.00	3,450.00	230,752.69	21,303.31	90.31
5750	TransfersDirectCostsInterfund	20,308.00	21,000.00		1,971.20	19,028.80	9.39

Fund 01 - General Fund Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5800	ProfConsultingSrvcsandOperExpend	887,860.00	1,150,429.00	279,323.84	425,952.93	445,152.23	37.03
5801	LegalFees	85,000.00	85,000.00		56,161.13	28,838.87	66.07
5804	PreEmploymentTesting	10,000.00	10,000.00		8,334.20	1,665.80	83.34
5806	Advertising	26,000.00	26,000.00		4,495.00	21,505.00	17.29
5850	SoftwareMaintenanceAndLicences	176,300.00	186,353.00	5,826.53	153,052.48	27,473.99	82.13
5900	Communications	32,000.00	32,000.00	3,817.45	19,570.04	8,612.51	61.16
	Total Services and Other Operating Expenditures	2,781,335.00	3,119,603.00	395,053.79	1,892,120.32	832,428.89	60.65
Capital Outlay							
6400	Equipment	10,000.00	95,000.00		75,653.71	19,346.29	79.64
	Total Capital Outlay	10,000.00	95,000.00	.00	75,653.71	19,346.29	79.64
Tuition							
7141	OTutExsCstDfctPmt2DisChrtSch	18,000.00	18,000.00			18,000.00	
7142	OthuuthExcsCstsDfctPy2CntyOff	1,205,199.00	1,092,012.00			1,092,012.00	
	Total Tuition	1,223,199.00	1,110,012.00	.00	.00	1,110,012.00	
Transfers of Indirect/direct support costs							
7350	TransIndirectCostsInterfund	102,171.00	104,123.00			104,123.00	
	Total Transfers of Indirect/direct support costs	102,171.00	104,123.00	.00	.00	104,123.00	
Debt Service							
7438	DebtService-Interest	15,073.00	15,073.00		15,073.00		100.00
7439	OtherDebtService-Principal	303,594.00	303,594.00		156,224.43	147,369.57	51.46
	Total Debt Service	318,667.00	318,667.00	.00	171,297.43	147,369.57	53.75
	Total Year To Date Expenditures	28,819,254.00	31,032,965.00	10,380,080.62	15,921,490.81	4,731,393.57	51.31
Other Financing Sources							
Other Financing Sources							
8919	OthrAuthorizdIntrFundTrnsfrsh	13,000.00	13,000.00		1,549.28	11,450.72	11.92
	Total Other Financing Sources	13,000.00	13,000.00		1,549.28	11,450.72	11.92
	Total Year To Date Other Financing Sources	13,000.00	13,000.00		1,549.28	11,450.72	11.92
Other Financing Uses							
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses							
Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 23, Fiscal Year = 2020, Ending Account Period = 0, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)							
Escapes		Escapes		Escapes		Escapes	
Online		Online		Online		Online	

Fund 01 - General Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses (continued)							
Interfund Transfers Out							
7616	From Gen Fund To Cafe Fund	156,144.00	140,764.00		165,128.09	140,764.00	NO BDGT
7619	Other Authorized Interfund Transfers Out					165,128.09-	
	Total Interfund Transfers Out	156,144.00	140,764.00	.00	165,128.09	24,364.09-	117.31
	Total Year To Date Other Financing Uses	156,144.00	140,764.00	.00	165,128.09	24,364.09-	117.31

Fund 01 - General Fund Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	30,610,347.00	30,227,749.00		15,557,070.97	14,670,678.03	51.47
B. Expenditures	28,819,254.00	31,032,965.00	10,380,080.62	15,921,490.81	4,731,393.57	51.31
C. Subtotal (Revenue LESS Expense)	1,791,093.00	805,216.00-		364,419.84-	9,939,284.46	
D. Other Financing Sources and Uses	13,000.00	13,000.00		1,549.28	11,450.72	11.92
Sources	156,144.00	140,764.00		165,128.09	24,364.09-	117.31
LESS Uses						
E. Net Change in Fund Balance	1,647,949.00	932,980.00-		527,998.65-	9,975,099.27	
F. Fund Balance:						
Beginning Balance (9791)	4,914,011.00	5,976,768.00		5,976,767.65		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	4,914,011.00	5,976,768.00		5,976,767.65		
G. Calculated Ending Balance	6,561,960.00	5,043,788.00		5,448,769.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unappropri (9790)	6,561,960.00	5,043,788.00		10,380,080.62		
Other						

Fund 11 - Adult Education Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	Rcvd	%
Revenue Detail							
Federal Revenue							
8290	All Other Federal Revenue	87,101.00	138,550.00		138,550.00		
	Total Federal Revenue	87,101.00	138,550.00	.00	138,550.00		
Other State Revenues							
8590	All Other State Revenue	.00	43,952.00	43,952.00			100.00
	Total Other State Revenues	.00	43,952.00	43,952.00	.00		100.00
Other Local Revenue							
8660	Interest	13,419.00	16,000.00	7,307.95	8,692.05		45.67
8671	Adult Education Fees	205,851.00	200,000.00	97,282.31	102,717.69		48.64
8677	Interagency Svcs Between LEAs	1,161,598.00	1,161,598.00		1,161,598.00		
8699	All Other Local Revenue	45,862.00	45,862.00	7,866.64	37,995.36		17.15
	Total Other Local Revenue	1,426,730.00	1,423,460.00	112,456.90	1,311,003.10		7.90
	Total Year To Date Revenues	1,513,831.00	1,605,962.00	156,408.90	1,449,553.10		9.74

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Certificated Teachers Salaries	413,362.00	405,169.00	1,363.75	205,655.30	198,149.95	50.76
1101	Teacher Sub Pay				966.95	966.95-	NO BDGT
1300	Crtificd Supvr Adminstr Stry	62,143.00	62,143.00	27,006.65	36,279.76	1,143.41-	58.38
	Total Certificated Salaries	475,505.00	467,312.00	28,370.40	242,902.01	196,039.59	51.98
Classified Salaries							
2100	Classified Instructional Salary	42,960.00	42,959.00	19,506.30	31,524.43	8,071.73-	73.38
2102	Para Ed Extra Pay		1,139.00			1,139.00	
2200	Classified Support Salaries	29,390.00	29,390.00	9,438.00	14,336.43	5,615.57	48.78
2201	Class Support Sub Pay				2,765.12	2,765.12-	NO BDGT
2202	Class Support Extra Pay				150.00	150.00-	NO BDGT
2400	Clerical Technical Office Staff Stry	169,267.00	169,267.00	72,135.25	97,131.90	.15-	57.38
2900	Other Classified Salaries	19,915.00	9,856.00		196.00	9,660.00	1.99
	Total Classified Salaries	261,532.00	252,611.00	101,079.55	146,103.88	5,427.57	57.84
Employee Benefits							
3101	STRS Certificated Positions	81,206.00	79,806.00	4,813.00	41,226.88	33,766.12	51.66
3102	STRS Classified Positions	3,405.00	1,685.00		613.84	1,071.16	36.43
3202	PERS Classified Positions	49,817.00	47,610.00	19,831.20	26,782.52	996.28	56.25

Selection

Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 23, Fiscal Year = 2020, Ending Account Period = 0, Stmt Option? = R,

Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE

ONLINE

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Fund 11 - Adult Education Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3301	OASDI/Medical/Interventive/Classified/Positions	15,480.00	14,987.00	5,972.40	41.10	41.10-	NO BDGT
3302	OASDI/Medical/Interventive/Classified/Positions	6,895.00	6,776.00	411.35	8,454.92	559.68	56.42
3311	Medicare/Certified	3,621.00	3,505.00	1,396.80	3,496.78	2,867.87	51.61
3312	Medicare/Certified	148,954.00	150,513.00	87,615.66	2,029.33	78.87	57.90
3401	Health/Welfare/Benefits/Certified/Positions	76,163.00	76,163.00	32,219.99	71,190.88	8,293.54-	47.30
3402	Health/Welfare/Benefits/Certified/Positions	237.00	233.00	14.25	42,904.08	1,038.93	56.33
3501	State/Unemployment/Insurance/Certified/Positions	124.00	120.00	48.20	69.94	98.00	51.82
3502	State/Unemployment/Insurance/Certified/Positions	11,721.00	11,207.00	680.40	5,841.83	1.86	58.28
3601	Work/Compensation/Insurance/Classified/Positions	6,447.00	6,058.00	2,423.95	3,503.63	4,684.77	52.13
3602	Work/Compensation/Insurance/Classified/Positions	21,492.00	21,123.00	1,282.40	11,003.17	130.42	57.83
3701	Other/Employee/Benefits/Classified/Positions	11,821.00	11,366.00	4,568.85	6,603.64	8,837.43	52.09
3702	Other/Employee/Benefits/Classified/Positions					193.51	58.10
Total Employee Benefits		437,383.00	431,152.00	161,278.45	223,883.29	45,990.26	51.93
Books and Supplies							
4100	Approved/Textbook/Current/Classified/Positions	20,000.00	20,298.00	226.77	517.33	517.33-	NO BDGT
4300	Materials and Supplies	9,000.00	7,000.00		8,010.13	12,061.10	39.46
4400	Noncapitalized Equipment					7,000.00	
Total Books and Supplies		29,000.00	27,298.00	226.77	8,527.46	18,543.77	31.24
Services and Other Operating Expenditures							
5200	Travel and Conferences	5,000.00	5,000.00		5,841.64	841.64-	116.83
5300	Dues and Memberships	2,000.00	2,200.00		1,660.02	539.98	75.46
5501	Gas/Electricity	23,935.00	23,935.00		7,462.14	16,472.86	31.18
5502	Pest Control		700.00	358.76	330.00	11.24	47.14
5503	Sewer Fees		1,400.00		1,346.76	53.24	96.20
5505	Water		6,000.00	1,928.20	2,123.57	1,948.23	35.39
5506	Waste Disposal		3,000.00	1,350.47	1,142.10	507.43	38.07
5601	Facilities Rent	54,000.00	54,000.00	470.00	36,000.00	17,530.00	66.67
5602	Copier/Postage/Meter/Rentals	1,000.00	1,000.00		143.70	856.30	14.37
5603	Copier/Maintenance	3,000.00	3,000.00	1,067.42	5,132.58	3,200.00-	171.09
5620	Equipment/Rentals/And/Repairs				800.00	800.00-	NO BDGT
5640	Building/And/Site/Repairs	3,500.00	11,500.00		6,889.44	4,610.56	59.91
5750	Transfers/Direct/Costs/Interfund	18,308.00	19,000.00		1,251.32	17,748.68	6.59
5800	Professional/Consulting/Services/And/Operational/Expenditures	67,000.00	94,000.00	36,203.33	58,932.06	1,135.39-	62.69
5804	Pre/employment/Testing	9,500.00	9,500.00		1,474.50	8,025.50	15.52
5806	Advertising	40,000.00	40,000.00	1,875.00	13,676.40	24,448.60	34.19

Fund 11 - Adult Education Fund		Fiscal Year 2019/20 Through February 2020					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5850	Software/Maintenance And Licenses	14,625.00	24,828.00		16,295.24	8,532.76	65.63
5900	Communications	10,000.00	23,500.00	2,358.85	22,963.89	1,822.74-	97.72
	Total Services and Other Operating Expenditures	251,868.00	322,563.00	45,612.03	183,465.36	93,485.61	56.88
Capital Outlay							
6100	Land	15,000.00	15,000.00			15,000.00	
6200	Building Improvement	15,000.00	15,000.00			15,000.00	
6400	Equipment				5,099.60	5,099.60-	NO BDGT
	Total Capital Outlay	30,000.00	30,000.00	.00	5,099.60	24,900.40	17.00
Transfers of Indirect/direct support costs							
7350	Trans Indirect Costs Interfund	59,085.00	60,279.00			60,279.00	
	Total Transfers of Indirect/direct support costs	59,085.00	60,279.00	.00	.00	60,279.00	
Debt Service							
7438	Debt Service-Interest	34,076.00	34,076.00		34,076.00		100.00
7439	Other Debt Service-Principal	50,764.00	50,764.00		50,764.00		100.00
	Total Debt Service	84,840.00	84,840.00	.00	84,840.00	.00	100.00
	Total Year To Date Expenditures	1,629,213.00	1,676,055.00	336,567.20	894,821.60	444,666.20	53.39

Fund 11 - Adult Education Fund

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,513,831.00	1,605,982.00		156,408.90	1,449,553.10	9.74
B. Expenditures	1,629,213.00	1,676,055.00	336,567.20	894,821.60	444,666.20	53.39
C. Subtotal (Revenue LESS Expense)	115,382.00-	70,093.00-		738,412.70-	1,004,886.90	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	115,382.00-	70,093.00-		738,412.70-	1,004,886.90	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	906,985.00	1,200,899.00		1,200,899.23		
Other Restatements (9795)						
Adjusted Beginning Balance	906,985.00	1,200,899.00		1,200,899.23		
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)	791,603.00	1,130,806.00		462,486.53		
Other Designations (9780)						
Undesignated/Unappropriated (9790)	791,603.00	1,130,806.00				
Other				336,567.20		

Fund 13 - CafeteriaSpecialRevenueFund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	Rcvd
Revenue Detail						
Federal Revenue						
8220	ChildNutritionPrograms	765,000.00	910,000.00	384,364.81	525,635.19	42.24
	Total Federal Revenue	765,000.00	910,000.00	384,364.81	525,635.19	42.24
Other State Revenues						
8520	ChildNutrition	83,000.00	72,000.00	29,755.89	42,244.11	41.33
	Total Other State Revenues	83,000.00	72,000.00	29,755.89	42,244.11	41.33
Other Local Revenue						
8634	FoodServiceSales	115,000.00	10,000.00	11,454.12	1,454.12-	114.54
8660	Interest	100.00-	100.00-	156.92-	56.92	156.92
8699	AllOtherLocalRevenue	1,000.00	1,000.00		1,000.00	
	Total Other Local Revenue	115,900.00	10,900.00	11,297.20	397.20-	103.64
	Total Year To Date Revenues	963,900.00	992,900.00	425,417.90	567,482.10	42.85

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2200	ClassifiedSupportSalaries	220,186.00	214,699.00	100,082.05	112,566.00	2,050.95	52.43
2201	ClassSupportSubPay	19,300.00	19,300.00		19,920.72	620.72-	103.22
2202	ClassSupportExtraPay	12,100.00	12,100.00		4,986.94	7,113.06	41.21
2300	ClassSupvrsrAdministratorsSlry	57,336.00	57,336.00	27,091.65	31,274.22	1,029.87-	54.55
2400	CleridTechniclOfficStaffSlrys	21,210.00	12,897.00	7,475.25	5,625.51	203.76-	43.62
2401	ClericalSubPay				2,041.58	2,041.58-	NO BDGT
	Total Classified Salaries	330,132.00	316,332.00	134,648.95	176,414.97	5,268.08	55.77
Employee Benefits							
3202	PERSClassifiedPositions	55,668.00	49,626.00	21,654.80	25,763.86	2,207.34	51.92
3302	OASDIMedicrAltrmtvClasPosition	19,653.00	18,680.00	7,945.96	10,481.05	252.99	56.11
3312	MedicareClassified	4,595.00	4,369.00	1,858.45	2,451.27	59.28	56.11
3402	HlthWlfarBenefitClasifidPositn	72,000.00	72,000.00	32,727.24	39,272.76		54.55
3502	StUnemplymntInsurncClassifidPos	158.00	151.00	64.10	84.58	2.32	56.01
3602	WCCompenstnInsurncClassPositn	8,109.00	7,768.00	3,229.00	4,230.65	308.35	54.46
3702	OPEBAIllocatedClassifiedPositn	14,759.00	14,136.00	6,086.15	7,974.02	75.83	56.41
	Total Employee Benefits	174,942.00	166,730.00	73,565.70	90,258.19	2,906.11	54.13
Books and Supplies							
4300	MaterialsandSupplies	25,000.00	50,000.00	12,442.03	27,947.55	9,610.42	55.90

Fund 13 - CafeteriaSpecialRevenueFund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies (continued)							
4302	SuppersProgNonFood	8,000.00			7.99	7.99-	NO BDGT
4400	NoncapitalizedEquipment	499,850.00	525,000.00	131,285.10	266,375.72	127,339.18	NO BDGT
4700	Food						50.74
	Total Books and Supplies	532,850.00	575,000.00	143,727.13	294,331.26	136,941.61	51.19
Services and Other Operating Expenditures							
5200	TravelandConferences	4,000.00	4,000.00		215.89	3,784.11	5.40
5300	DuesandMemberships	500.00	500.00		160.33	339.67	32.07
5620	EquipmentRentalsAndRepairs	2,000.00	2,000.00			2,000.00	
5750	TransfersDirectCostsInterfund	2,000.00	2,000.00		374.84	1,625.16	18.74
5800	ProfConsultingSrvcsandOperExpnd	3,000.00	3,000.00		2,542.00	458.00	84.73
5804	PreEmploymentTesting	2,500.00	2,500.00		880.50	1,619.50	35.22
5806	Advertising	350.00	350.00			350.00	
5850	SoftwareMaintenanceAndLicences	7,000.00	7,000.00		2,617.00	4,383.00	37.39
5900	Communications	500.00	500.00		91.55	408.45	18.31
	Total Services and Other Operating Expenditures	21,850.00	21,850.00	.00	6,882.11	14,967.89	31.50
Transfers of Indirect/direct support costs							
7350	TransIndirectCostsInterfund	43,086.00	43,844.00			43,844.00	
	Total Transfers of Indirect/direct support costs	43,086.00	43,844.00	.00	.00	43,844.00	
	Total Year To Date Expenditures	1,102,860.00	1,123,756.00	351,941.78	567,886.53	203,927.69	50.53
Other Financing Sources							
Other Financing Sources							
8916	ToCafeFundFromGenFund	156,144.00	140,764.00			140,764.00	
	Total Other Financing Sources	156,144.00	140,764.00		.00	140,764.00	
	Total Year To Date Other Financing Sources	156,144.00	140,764.00		.00	140,764.00	

Fund 13 - CafeteriaSpecialRevenueFund

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	963,900.00	992,900.00		425,417.90	567,482.10	42.85
B. Expenditures	1,102,860.00	1,123,756.00	351,941.78	567,886.53	203,927.69	50.53
C. Subtotal (Revenue LESS Expense)	138,960.00-	130,856.00-		142,468.63-	363,554.41	
D. Other Financing Sources and Uses	156,144.00	140,764.00			140,764.00	
LESS Uses						
E. Net Change in Fund Balance	17,184.00	9,908.00		142,468.63-	504,318.41	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)		19,147.00		19,147.44		
Other Restatements (9795)						
Adjusted Beginning Balance	.00	19,147.00		19,147.44		
G. Calculated Ending Balance	17,184.00	29,055.00		123,321.19-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	17,184.00	29,055.00				
Other				351,941.78		

Fund 25 - Capital Facilities Fund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	Rcvd	%
Revenue Detail							
Other Local Revenue							
8660	Interest	4,000.00	4,000.00	5,184.24	1,184.24-	129.61	
8681	Mitigation/Developer Fees	207,000.00	207,000.00	81,833.16	125,166.84	39.53	
	Total Other Local Revenue	211,000.00	211,000.00	87,017.40	123,982.60	41.24	
	Total Year To Date Revenues	211,000.00	211,000.00	87,017.40	123,982.60	41.24	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses							
Interfund Transfers Out							
7619	Othr Authorizd InterFnd Trnsfrs Out	13,000.00	13,000.00		1,549.28	11,450.72	11.92
	Total Interfund Transfers Out	13,000.00	13,000.00	.00	1,549.28	11,450.72	11.92
	Total Year To Date Other Financing Uses	13,000.00	13,000.00	.00	1,549.28	11,450.72	11.92

Fund 25 - Capital Facilities Fund Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	211,000.00	211,000.00		87,017.40	123,982.60	41.24
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	211,000.00	211,000.00		87,017.40	123,982.60	
D. Other Financing Sources and Uses						
Sources	13,000.00	13,000.00		1,549.28	11,450.72	11.92
LESS Uses						
E. Net Change in Fund Balance	198,000.00	198,000.00		85,468.12	112,531.88	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	592,625.00	642,029.00		642,029.18		
Other Restatements (9795)						
Adjusted Beginning Balance	592,625.00	642,029.00		642,029.18		
G. Calculated Ending Balance	790,625.00	840,029.00		727,497.30		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesign/Unappropri (9790)	790,625.00	840,029.00				
Other						

Fund 26 - RDAFeesFund

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8625	ComRdVlpmntFndNotSubject2LCFFDd	119,000.00	119,000.00	79,389.56	39,610.44	66.71
8660	Interest	5,000.00	5,000.00	4,041.23	958.77	80.82
Total Other Local Revenue		124,000.00	124,000.00	83,430.79	40,569.21	67.28
Total Year To Date Revenues		124,000.00	124,000.00	83,430.79	40,569.21	67.28

Fund 26 - RDAFeesFund

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	124,000.00	124,000.00		83,430.79	40,569.21	67.28
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	124,000.00	124,000.00		83,430.79	40,569.21	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	124,000.00	124,000.00		83,430.79	40,569.21	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	490,966.00	515,849.00		515,848.55		
Other Restatements (9795)						
Adjusted Beginning Balance	490,966.00	515,849.00		515,848.55		
G. Calculated Ending Balance	614,966.00	639,849.00		599,279.34		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	614,966.00	639,849.00				
Other						

Fund 51 - BndIntRdmpmtFndA

Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	VotdIndbtcdnesLeviHmownrExmptn	5,000.00	5,000.00	410.61	4,589.39	8.21
8572	VotdIndbtcdnesLevOtrSbvtntnsInLuTx	1,000.00	1,000.00		1,000.00	
	Total Other State Revenues	6,000.00	6,000.00	410.61	5,589.39	6.84
Other Local Revenue						
8611	VotedIndebtdntssLevieSecurdRol	493,000.00	493,000.00	254,672.21	238,327.79	51.66
8612	VotdIndebtdntssLevieUnscurdRol	20,000.00	20,000.00	26,916.52	6,916.52	134.58
8613	VotdIndebtdntssLeviePrYrTaxes	1,000.00	1,000.00	438.58	561.42	43.86
8614	VotdIndbtcdntssLevieSuplmtlTaxe	5,000.00	5,000.00	1,640.86	3,359.14	32.82
8660	Interest	6,000.00	6,000.00	3,438.91	2,561.09	57.32
	Total Other Local Revenue	525,000.00	525,000.00	287,107.08	237,892.92	54.69
	Total Year To Date Revenues	531,000.00	531,000.00	287,517.69	243,482.31	54.15

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	BondRedemptions	271,619.00	213,381.00		213,380.60	.40	100.00
7434	BondInterestOtherServiceCharge	213,381.00	271,619.00		271,619.40	.40	100.00
	Total Debt Service	485,000.00	485,000.00	.00	485,000.00	.00	100.00
	Total Year To Date Expenditures	485,000.00	485,000.00	.00	485,000.00	.00	100.00

Fund 51 - BndIntRdmpFndA Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	531,000.00	531,000.00		287,517.69	243,482.31	54.15
B. Expenditures	485,000.00	485,000.00		485,000.00		100.00
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources	46,000.00	46,000.00		197,482.31-	243,482.31	
LESS Uses						
E. Net Change in Fund Balance	46,000.00	46,000.00		197,482.31-	243,482.31	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	554,806.00	783,290.00		783,290.39		
Other Restatements (9795)						
Adjusted Beginning Balance	554,806.00	783,290.00		783,290.39		
G. Calculated Ending Balance	600,806.00	829,290.00		585,808.08		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	600,806.00	829,290.00				
Other						

Fund 52 - BndIntRdmptFndB Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	VoidIndbtdnesLevHmownrExmptn	6,000.00	6,000.00	432.78	5,567.22	7.21
8572	VtdIndbtdnsLevOtrSbvntrnsInLuTx	1,000.00	1,000.00		1,000.00	
	Total Other State Revenues	7,000.00	7,000.00	432.78	6,567.22	6.18
Other Local Revenue						
8611	VotedIndebtdnssLevieSecurdRol	349,000.00	349,000.00	189,394.03	159,605.97	54.27
8612	VoidIndebtdnesLevieUnscurdRol	16,000.00	16,000.00	19,001.68	3,001.68-	118.76
8613	VoidIndebtdnesLeviePriYrTaxes	1,000.00	1,000.00	315.15	684.85	31.52
8614	VoidIndbtdnssLevieSuplmmntTaxe	3,000.00	3,000.00	1,162.36	1,837.64	38.75
8660	Interest	13,000.00	13,000.00	2,480.68	10,519.32	19.08
	Total Other Local Revenue	382,000.00	382,000.00	212,353.90	169,646.10	55.59
	Total Year To Date Revenues	389,000.00	389,000.00	212,786.68	176,213.32	54.70

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	BondRedemptions	212,245.00	147,755.00		147,754.80	.20	100.00
7434	BondInterestOtherServiceCharge	147,755.00	212,245.00		212,245.20	.20-	100.00
	Total Debt Service	360,000.00	360,000.00	.00	360,000.00	.00	100.00
	Total Year To Date Expenditures	360,000.00	360,000.00	.00	360,000.00	.00	100.00

Fund 52 - BndIntRdmpFndB

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	389,000.00	389,000.00		212,786.68	176,213.32	54.70
B. Expenditures	360,000.00	360,000.00		360,000.00		100.00
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources	29,000.00	29,000.00		147,213.32-	176,213.32	
LESS Uses						
E. Net Change in Fund Balance	29,000.00	29,000.00		147,213.32-	176,213.32	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	430,078.00	572,425.00		572,424.98		
Other Restatements (9795)						
Adjusted Beginning Balance	430,078.00	572,425.00		572,424.98		
G. Calculated Ending Balance	459,078.00	601,425.00		425,211.66		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	459,078.00	601,425.00				
Other						

Fund 53 - BndIntRdMptFndHarrison				Fiscal Year 2019/20 Through February 2020			
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd	
Revenue Detail							
Other State Revenues							
8571	VotdIndbtndnesLeviHmownrExmptn	17,000.00	17,000.00	1,152.11	15,847.89	6.78	
8572	VtdIndbtndsLevOtrSbvtntnsInLuTx	3,000.00	3,000.00		3,000.00		
	Total Other State Revenues	20,000.00	20,000.00	1,152.11	18,847.89	5.76	
Other Local Revenue							
8611	VotedIndebtdndssLevieSecurdRol	959,000.00	959,000.00	498,278.19	460,721.81	51.96	
8612	VotdIndebtdndnesLevieUnscurdRol	43,000.00	43,000.00	56,536.50	13,536.50	131.48	
8613	VotdIndebtdndnesLeviePriYrTaxes	1,000.00	1,000.00	868.52	131.48	86.85	
8614	VotdIndbtndssLevieSuplmtntTaxe	10,000.00	10,000.00	3,447.84	6,552.16	34.48	
8660	Interest		9,000.00	6,179.70	2,820.30	68.66	
	Total Other Local Revenue	1,013,000.00	1,022,000.00	565,310.75	456,689.25	55.31	
	Total Year To Date Revenues	1,033,000.00	1,042,000.00	566,462.86	475,537.14	54.36	
Expenditure Detail							
Debt Service							
7433	BondRedemptions	318,250.00	585,000.00	585,000.00		100.00	
7434	BondInterestOtherServiceCharge	585,000.00	230,671.00	164,975.00	65,696.00	71.52	
	Total Debt Service	903,250.00	815,671.00	749,975.00	65,696.00	91.95	
	Total Year To Date Expenditures	903,250.00	815,671.00	749,975.00	65,696.00	91.95	

023 - Oroville Union High School District

Generated for Donna Logasa (DLOGASA), Feb 3 2020 6:00AM

Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 23, Fiscal Year = 2020, Ending Account Period = 0, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 53 - BndIntRdmptFndHarrison

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,033,000.00	1,042,000.00		566,462.86	475,537.14	54.36
B. Expenditures	903,250.00	815,671.00		749,975.00	65,696.00	91.95
C. Subtotal (Revenue LESS Expense)	129,750.00	226,329.00		183,512.14	409,841.14	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	129,750.00	226,329.00		183,512.14	409,841.14	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	882,366.00	1,312,024.00		1,312,024.25		
Other Restatements (9795)						
Adjusted Beginning Balance	882,366.00	1,312,024.00		1,312,024.25		
G. Calculated Ending Balance	1,012,116.00	1,538,353.00		1,128,512.11		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,012,116.00	1,538,353.00				
Other						

Fund 73 - FoundationPrivPurposeTrustFund Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	20,000.00	20,000.00	12,425.33	7,574.67	62.13
8699	AllOtherLocalRevenue	23,000.00	23,000.00	23,679.83	679.83-	102.96
	Total Other Local Revenue	43,000.00	43,000.00	36,105.16	6,894.84	83.97
	Total Year To Date Revenues	43,000.00	43,000.00	36,105.16	6,894.84	83.97

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5800	ProfConsultingSrvcsandOperExpend	43,000.00	43,000.00		43,450.00	450.00-	101.05
	Total Services and Other Operating Expenditures	43,000.00	43,000.00	.00	43,450.00	450.00-	101.05
	Total Year To Date Expenditures	43,000.00	43,000.00	.00	43,450.00	450.00-	101.05

Fund 73 - FoundationPrivPurposeTrustFund

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	43,000.00	43,000.00		36,105.16	6,894.84	83.97
B. Expenditures	43,000.00	43,000.00		43,450.00	450.00-	101.05
C. Subtotal (Revenue LESS Expense)	.00	.00		7,344.84-	7,344.84	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		7,344.84-	7,344.84	
F. Fund Balance:						
Beginning Balance (9791)	1,473,668.00	1,488,965.00		1,488,964.70		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,473,668.00	1,488,965.00		1,488,964.70		
G. Calculated Ending Balance	1,473,668.00	1,488,965.00		1,481,619.86		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,473,668.00	1,488,965.00				
Other						

Fund 76 - Warrant/Pass-ThroughFund Fiscal Year 2019/20 Through February 2020

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
8919	Other Financing Sources			165,128.09	165,128.09-	NO BDGT
	Total Other Financing Sources	.00	.00	165,128.09	165,128.09-	NO BDGT
	Total Year To Date Other Financing Sources	.00	.00	165,128.09	165,128.09-	NO BDGT

Fund 76 - Warrant/Pass-Through Fund

Fiscal Year 2019/20 Through February 2020

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses				165,128.09	165,128.09-	NO BDGT
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		165,128.09	165,128.09-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		165,128.09		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Checks Dated 01/07/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166170	01/07/2020	DANIELLE PATRICH	25-8681	REFUND DEVELOPER FEE/CAMP FIRE RELOCATION		6,579.44
3005-166171	01/07/2020	BETTER DEAL EXCHANGE	01-4300	MAINT. SUPPLIES/BRET	26.52	
				MAINT/SUPPLIES/BRET	176.95	
				MAINT/SUPPLIES/BRETT	65.33	
				MAINT/SUPPLIES/SANTOS	23.23	
				MAINT/SUPPLIES/STEVE	71.68	363.71
3005-166172	01/07/2020	BUSWEST	01-4363	VALVE	388.44	
				Unpaid Sales Tax	.85-	387.59
3005-166173	01/07/2020	DANIELSEN CO	13-4300	DEC2019 BILLING - LP	243.86	
				DEC2019 BILLING - OHS	89.70	
			13-4700	DEC2019 BILLING - LP	2,164.92	
				DEC2019 BILLING - LP SUPPERS	305.48	
				DEC2019 BILLING - OHS	1,846.38	4,650.34
				JAN2020 BILLING		762.00
3005-166174	01/07/2020	DAY WIRELESS SYSTEMS	01-5900	LP EAST GYM REPAIR PART	95.36	
3005-166175	01/07/2020	ELECTRO-MECH SCOREBOARD CO.	01-5640	Unpaid Sales Tax	5.36-	90.00
				DEC2019 BILLING FS/ LP	6,381.36	
3005-166176	01/07/2020	GOLD STAR FOODS	13-4700	DEC2019 BILLING FS/ OHS	6,090.45	12,471.81
				FUSE CLASS RK5	22.15	
3005-166177	01/07/2020	GRAINGER INC	01-4300	KEY BLANK Y11	7.77	
				STEEL STAMPS SET, SHANK L STEEL	96.02	125.94
				MAINT. SUPPLIES/ BRET	160.99	
3005-166178	01/07/2020	HOME DEPOT	01-4300	MAINT. SUPPLIES/ RUSSELL	353.02	
				MAINT. SUPPLIES/ SANTOS	17.26	
				OAS/ SUPPLIES/ BRET	27.79	
				OHS MAINT/ RUSSELL	216.00	775.06
				SUPPLIES OHS		826.36
3005-166179	01/07/2020	INDUSTRIAL MINERALS CO	01-4300	MSINTENANCE/ GEAR BOX SUBASSEM/		840.02
3005-166180	01/07/2020	LITANIA SPORTS GROUP, INC		MOTOR SUBASSEMB		
3005-166181	01/07/2020	PAC PIZZA LLC	13-4700	DEC2019 FOOD SUPPLIES	724.21	4,412.94
3005-166182	01/07/2020	PROPACIFIC FRESH	13-4700	DEC2019 FS/ OHS	613.36	
				DEC2019 FS/LP		
				DEC2019 FS/LP SUPPERS	77.85	1,415.42
3005-166183	01/07/2020	S&L Meat Sales Company, Inc.	13-4300	DEC2019 FS BILLING/ LP	148.41	
				DEC2019 FS BILLING/ LP SUPPERS	15.12	
				DEC2019 FS BILLING/ OHS	167.81	
				DEC2019 FS BILLING/ PHS	101.39	
The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.					ESCAPE	ONLINE

Checks Dated 01/07/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166183	01/07/2020	S&L Meat Sales Company, Inc.	13-4700	CREDIT MEMOS/ LP	17.67-	
				DEC2019 FS BILLING/ LP	3,116.74	
				DEC2019 FS BILLING/ LP SUPPERS	293.01	
				DEC2019 FS BILLING/ OHS	1,727.38	
				DEC2019 FS BILLING/ OHS VENDING	121.22	
				DEC2019 FS BILLING/ PHS	887.68	
				DEC2019 FS BILLING/ PHS VENDING	61.62	6,622.71
				REIMB CHECK 1513-1522		5,975.00
3005-166184	01/07/2020	OUHSD SCHOLARSHIP FUND	73-5800			
				Total Number of Checks	15	46,298.34

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	8	4,176.89
13	CafeteriaSpecialRevenueFund	5	29,573.22
25	CapitalFacilitiesFund	1	6,579.44
73	FoundationPrivPurposeTrustFu	1	5,975.00
	Total Number of Checks	15	46,304.55
	Less Unpaid Sales Tax Liability		6.21
	Net (Check Amount)		46,298.34

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 10 2020
10:51AM

Checks Dated 01/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166435	01/09/2020	Tooker, Julie E	01-4300	CLASSROOM SUPPLIES		85.02
3005-166436	01/09/2020	Fetters, Sean D	01-5200	MEAL REIMB. PLC MATH CONF.		95.59
3005-166437	01/09/2020	Martinez, Jaymie L	01-4300	STAFF MEETING SUPPLIES		54.21
3005-166438	01/09/2020	Deadmore, Jacqueline	13-4300	KITCHEN SUPPLIES	55.18	
3005-166439	01/09/2020	Leith, Bonnie	13-5200	MILEAGE REIMB.	86.65	141.83
3005-166440	01/09/2020	Eads, Nicole L	01-4300	CLASS ROOM SUPPLIES		98.34
3005-166441	01/09/2020	ACCULARM DAN R LEDFORD	01-5200	MILEAGE REIMB.		128.53
			01-5620	2019 ANNUAL MONITORING	2,443.00	
			11-5620	2019 ANNUAL MONITORING	539.00	2,982.00
3005-166442	01/09/2020	ACE PLUMBING	01-5640	COUNSELOR SINK DRAINAGE AND PARTS		408.75
3005-166443	01/09/2020	AT&T	01-5900	ACCT. 9391008278 DEC BILLING	21.50	
				ACCT. 9391008279 DEC BILLING	21.38	
				ACCT. 9391008280 DEC BILLING	21.86	
				ACCT. 9391008281 DEC BILLING	21.42	
				ACCT. 9391008282 DEC BILLING	1,114.46	
			11-5900	ACCT. 9391008282 DEC BILLING	29.83	
				ACCT. 9391047160 DEC BILLING	105.85	
			13-5900	ACCT. 9391008282 DEC BILLING	15.29	1,351.59
3005-166444	01/09/2020	CA DEPT OF TAX & FEE ADMIN	01-4361	2ND QTR DIESEL TAX		95.04
3005-166445	01/09/2020	CA DEPT OF TAX & FEE ADMIN	01-9580	2ND QTR UTAX OAE		12.12
3005-166446	01/09/2020	CA DEPT OF TAX & FEE ADMIN	01-4361	2019-20 UNDERGROUND STORAGE TAXES		797.62
3005-166447	01/09/2020	CA DEPT OF TAX & FEE ADMIN	01-9580	2ND QTR UTAX		311.15
3005-166448	01/09/2020	BUTTE COUNTY SHERIFF	01-5804	FINGER PRINTING/GLEASON	37.00	
				FINGER PRINTING/HARD	37.00	
			11-5804	FINGER PRINTING/GARMAN & QUEDENS	74.00	148.00
3005-166449	01/09/2020	DAN'S ELECTRICAL SUPPLY	01-4300	30W LED/LA SWITCH/WAGO LUMI NUTS	631.61	
				CH BREAKER 30A 3 POLE	386.45	
				IGG BLANK PLATE	19.76	1,037.82
3005-166450	01/09/2020	ENLOE MEDICAL CENTER	01-5804	NOV2019 NEW EMPLOYEE SCREENING/ A. BARAJAS	63.00	
				NOV2019 NEW EMPLOYEE SCREENING/ J. DEADMORE	329.00	
				NOV2019 NEW EMPLOYEE SCREENING/ T. HARD	427.00	
				NOV2019 NEW EMPLOYEE SCREENING/ W. WESLEY	63.00	882.00

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 10 2020
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Checks Dated 01/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166451	01/09/2020	FAMILY CAREER COMMUNITY LEADERS OF AMERICA	01-5800	STAR COMPETITION		225.00
3005-166452	01/09/2020	GOLD STAR FOODS	13-4700	DEC2019 FS/ OHS		1,291.21
3005-166453	01/09/2020	GRAINGER INC	01-4300	AUTOMOTIVE BLADE FUSE		61.65
3005-166454	01/09/2020	HOUSERS MUSIC BRETT JOHNSON	01-5620	REPAIRS CLARINET INSTRUMENTS	239.04	20.00
3005-166455	01/09/2020	JACKSONS GLASS CO	01-4300	1/8" OBSCURE GLASS/WOOD PUTTY	978.97	
				26 3/4 X 39 WHITE VINYL WINDOWS	776.92	1,994.93
				IWC WHITE VINYL TEMPERED WINDOW		640.26
3005-166456	01/09/2020	JW WOOD COMPANY INC	01-4300	LARGE FREEZE BAG		48.50
3005-166457	01/09/2020	KINNEY ELECTRIC INC	01-5620	REPAIR LABOR		
3005-166458	01/09/2020	MCKINLEY ELEVATOR CORPORATION	01-5620	NOV2019 PERFORMED PLAN MAINT.	600.00	
				JOB# 7303841		
				NOV2019 REPAIRS JOB# 7303206	425.00	1,025.00
3005-166459	01/09/2020	MT SHASTA SPRING WATER CO INC	01-4300	DEC2019- 5 GAL. WATER- DO		18.20
3005-166460	01/09/2020	NORTHAM DISTRIBUTORS INC	13-4700	DEC2019 FS/ LP	1,340.23	
				DEC2019 FS/ OHS	1,183.74	
				DEC2019 FS/ OHS JAZZ	110.80	
				DEC2019 FS/ PHS	231.41	
				DEC2019 LP SUPPERS	392.05	3,258.23
3005-166461	01/09/2020	OJHSD SCHOLARSHIP FUND	73-5800	REIMB CHECK 1523-1532		7,075.00
3005-166462	01/09/2020	PG&E	01-5501	DEC2019 BILLING 7241342564-5	16,673.84	
				DEC2019 BILLING 7241342564-5	580.94	17,254.78
3005-166463	01/09/2020	PRACTI-CAL INC	01-5800	CRCS FLAT RATE FEE 2019-20 MOU		300.00
3005-166464	01/09/2020	RECOLOGY BUTTE COLUSA COUNTIES	01-5506	DEC2019 020375774	32.30	
				DEC2019 HARRISON- 021584903	763.54	
				DEC2019 LP- 021396977	2,217.14	
				DEC2019 OHS- 020007641	2,376.39	
				DEC2019 PHS- 020173831	366.42	
				DEC2019 SPLIT DO/TRANS #020088658	231.74	
				DEC2019 OAS- 021126259	190.35	6,177.88
3005-166465	01/09/2020	Semingson Architects Inc	01-5800	ME SYSTEM/ PACE ELECTRICAL CALC.		4,187.50
				OHS GYM		
3005-166466	01/09/2020	SHARP LOCKSMITHING GARAGE DOOR	01-5800	2 KEYS	2.17	
				GEN EXIT DEVICE HARRISON STADIUM	135.31	137.48
3005-166467	01/09/2020	SHERWIN WILLIAMS CO	01-4300	DEC2019 PAINT SUPPLIES		628.77
3005-166468	01/09/2020	SKILLS USA	01-5200	REGION 4 COMPETITION/ CONTESTANT FEE	20.00	
				TPPA MEMBERSHIP FEE FOR ADVISOR	80.00	

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

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Checks Dated 01/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166468	01/09/2020	SKILLS USA	01-5300	TPPA MEMBERSHIP FEE FOR STUDENTS (252)	2,520.00	
			01-5800	REGION 4 COMPETITION/ CONTESTANT FEE	380.00	3,000.00
3005-166469	01/09/2020	TENNANT SALES & SERVICE CO	01-5620	VACUM FAN AND FILTER		995.46
Total Number of Checks					35	56,969.46

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	31	43,667.93
11	Adult Education Fund	5	1,519.97
13	Cafeteria Special Revenue Fund	4	4,706.56
73	Foundation Priv Purpose Trust Fu	1	7,075.00
Total Number of Checks		35	56,969.46
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			56,969.46

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 10 2020
10:52AM

Checks Dated 01/14/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166762	01/14/2020	AMANDA PARTAIN	13-8634	REFUND FOR MY SCHOOL BUCKS		7.00
3005-166763	01/14/2020	ANDREA CLAUSEN	13-8634	REFUND FOR MY SCHOOL BUCKS		45.00
3005-166764	01/14/2020	BRAD AND ASHLEY DASILVA	13-8634	REFUND FOR MY SCHOOL BUCKS		11.00
3005-166765	01/14/2020	CASEY RITTER	13-8634	REFUND FOR MY SCHOOL BUCKS		11.00
3005-166766	01/14/2020	DAVE BREWTON	13-8634	REFUND FOR MY SCHOOL BUCKS		25.00
3005-166767	01/14/2020	DEANNA CAMPOSTRINI	13-8634	REFUND FOR MY SCHOOL BUCKS		71.00
3005-166768	01/14/2020	DINA IVANHOE	13-8634	REFUND FOR MY SCHOOL BUCKS		26.90
3005-166769	01/14/2020	ERIC AND TERESA GARDINER	13-8634	REFUND FOR MY SCHOOL BUCKS		9.00
3005-166770	01/14/2020	ERIC LINDEN	13-8634	REFUND FOR MY SCHOOL BUCKS		10.00
3005-166771	01/14/2020	IRMA COFFELT	13-8634	REFUND FOR MY SCHOOL BUCKS		8.60
3005-166772	01/14/2020	JACK AND PAULINE MCELLIGOTT	13-8634	REFUND FOR MY SCHOOL BUCKS		30.00
3005-166773	01/14/2020	JAMES MOORE	13-8634	REFUND FOR MY SCHOOL BUCKS		7.50
3005-166774	01/14/2020	JASON AND JESSICA ALGEE	13-8634	REFUND FOR MY SCHOOL BUCKS		57.00
3005-166775	01/14/2020	JENNIFER MCFERRIN	13-8634	REFUND FOR MY SCHOOL BUCKS		10.00
3005-166776	01/14/2020	JENNIFER MILLER	13-8634	REFUND FOR MY SCHOOL BUCKS		8.00
3005-166777	01/14/2020	JERRY JAYLENE HANSON	13-8634	REFUND FOR MY SCHOOL BUCKS		13.60
3005-166778	01/14/2020	JIMMY AND MERTCHIL WRIGHT	13-8634	REFUND FOR MY SCHOOL BUCKS		25.00
3005-166779	01/14/2020	KELLY LAWTON	13-8634	REFUND FOR MY SCHOOL BUCKS		22.00
3005-166780	01/14/2020	KIM LEWIS	13-8634	REFUND FOR MY SCHOOL BUCKS		13.80
3005-166781	01/14/2020	KRITINA SHELTON	13-8634	REFUND FOR MY SCHOOL BUCKS		18.60
3005-166782	01/14/2020	LAURIE SEARING	13-8634	REFUND FOR MY SCHOOL BUCKS		5.00
3005-166783	01/14/2020	LISA DEAN	13-8634	REFUND FOR MY SCHOOL BUCKS		24.30
3005-166784	01/14/2020	LUCY SAETURN	13-8634	REFUND FOR MY SCHOOL BUCKS		14.70
3005-166785	01/14/2020	NICK BOXLER	13-8634	REFUND FOR MY SCHOOL BUCKS		16.00
3005-166786	01/14/2020	ONIE AND ELIZABETH FRANKS	13-8634	REFUND FOR MY SCHOOL BUCKS		10.00
3005-166787	01/14/2020	PENNI FAAFIU	13-8634	REFUND FOR MY SCHOOL BUCKS		5.00
3005-166788	01/14/2020	PENNY LITTLES	13-8634	REFUND FOR MY SCHOOL BUCKS		13.20
3005-166789	01/14/2020	REBECCA WALDEN	13-8634	REFUND FOR MY SCHOOL BUCKS		5.00
3005-166790	01/14/2020	REBEKAH CHANG	13-8634	REFUND FOR MY SCHOOL BUCKS		17.90
3005-166791	01/14/2020	RHANNON KEATING	13-8634	REFUND FOR MY SCHOOL BUCKS		7.00
3005-166792	01/14/2020	RYAN AND JENNIFER HUFFMAN	13-8634	REFUND FOR MY SCHOOL BUCKS/ WALKER		28.00
3005-166793	01/14/2020	RYAN AND JENNIFER HUFFMAN	13-8634	REFUND FOR MY SCHOOL BUCKS/ WADE		31.00
3005-166794	01/14/2020	RYAN AND TAMMY BEABOUT	13-8634	REFUND FOR MY SCHOOL BUCKS		18.00
3005-166795	01/14/2020	SANDRA BARNES	13-8634	REFUND FOR MY SCHOOL BUCKS		146.00
3005-166796	01/14/2020	SARAH WILSON	13-8634	REFUND FOR MY SCHOOL BUCKS		10.00
3005-166797	01/14/2020	SHEILA SHORT	13-8634	REFUND FOR MY SCHOOL BUCKS		7.40
3005-166798	01/14/2020	STACY JASSO	13-8634	REFUND FOR MY SCHOOL BUCKS		6.00

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

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Checks Dated 01/14/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166799	01/14/2020	TERESA QUIROZ	13-8634	REFUND FOR MY SCHOOL BUCKS		9.00
3005-166800	01/14/2020	WENDY LOGUE	13-8634	REFUND FOR MY SCHOOL BUCKS		100.00
3005-166801	01/14/2020	YOHANG AND OMEE LEE	13-8634	REFUND FOR MY SCHOOL BUCKS		6.90
3005-166802	01/14/2020	Muntifering, Samantha N	01-4300	CLASSROOM SUPPLIES/PENS/MARKERS		57.24
3005-166803	01/14/2020	Smith, Sandra T	01-4300	6 KITCHEN MIXERS/ COOKING SUPPLIES	1,694.49	
			01-5850	SERVSAFE MANAGER CERT EXAM	360.00	2,054.49
			01-5200	MILEAGE REIMB. OHS TO LP		16.70
3005-166804	01/14/2020	Sebastain, Tina L	13-4300	KITCHEN SUPPLIES/ SHEARS & TOWELS		152.13
3005-166805	01/14/2020	Deadmore, Jacqueline	01-5200	MEAL REIMB. PROF LEARNING CONF.		84.19
3005-166806	01/14/2020	Diaz, Nancy	01-4300	CHECK PAYMENT # 159095 WAS CREDITED TO THE WRONG ACCT.	368.29	
3005-166807	01/14/2020	Amazon.com Llc		CHECK PAYMENT # 159431 WAS CREDITED TO THE WRONG ACCT.	128.41	
				DO OFFICE SUPPLIES	183.62	
				LP OFFICE SUPPLIES	96.27	776.59
3005-166808	01/14/2020	AZ BUS SALES INC	01-4363	SEAT,DRV,BOST,RTMSTR		1,363.84
3005-166809	01/14/2020	BUTTE CNTY OFFICE OF EDUC BUTTE COUNTYSSELPA	01-5200	BEHAVIOR ASD CONF. / J. KUMLE		10.00
3005-166810	01/14/2020	BUTTE COUNTY SHERIFF	01-5800	FY 2019-20/ SCHOOL RESOURCE OFFICER SERVICES/ 2ND QTR		43,404.54
3005-166811	01/14/2020	CALCHAMBER	01-4300	LABOR LAW POSTER/SDI/WORKERS COMP - CHELLO		777.03
3005-166812	01/14/2020	CARPETS GALORE INC	01-5640	REPAIR CARPET OHS WING OFFICE		1,629.00
3005-166813	01/14/2020	CENTURY LINK	01-5900	12-01/19-12/31/19 BILLING #87101630		1.33
3005-166814	01/14/2020	COMCAST	11-5900	DEC WIRELESS BILLING	1,595.44	
				DECEMBER E-RATE REBATE	1,310.68-	284.76
3005-166815	01/14/2020	DANNIS WOLIVER KELLEY	01-5801	CERT. NEGOTIATIONS 5490/002202	2,800.00	
				CLASS. NEGOTIATIONS 5490/002203	2,604.00	
				HSD V. PERB & OSTA 5490/020219	460.40	
				L.S. CLASS DISMISSAL 5490/020319	2,407.00	
				M.B. COUNCELS 5490/010517	1,711.00	
				SPED ED 5490/001104	192.50	
				STUDENTS DISCIPLINE 5490/010319	224.00	10,398.90
3005-166816	01/14/2020	DANIELSEN CO	13-4700	DEC2019 BILLING - OHS		783.01
3005-166817	01/14/2020	DEPARTMENT OF INDUSTRIAL RELATIONS-PMT	01-5800	INSPECTION SERVICE OCT2019		675.00
3005-166818	01/14/2020	PROCESSING CNTR	01-4300	LIMIT FURNANCE/INSERTION		66.47
3005-166819	01/14/2020	Geary Pacific Supply	01-4300	HIGH VISIBILITY SAFETY SIGN	216.71	
				IGNITION MODULE KIT	285.43	

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Checks Dated 01/14/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-166819	01/14/2020	GRAINGER INC	01-4300	NOTICE SIGN REPLACEMENT	135.91	638.05
3005-166820	01/14/2020	HILLYARD INC.	01-4300	MAINT. SUPPLIES		2,526.60
3005-166821	01/14/2020	HOBBS PEST SOLUTIONS INC	01-5502	JAN2020 SERVICE/ DO	50.00	
				JAN2020 SERVICE/ OUHS TRANS.	75.00	
			11-5502	JAN2020 SERVICE/ OAES	55.00	180.00
3005-166822	01/14/2020	HUNT AND SONS INC	01-4361	DIESEL FUEL PURCHASED		20,477.84
3005-166823	01/14/2020	LOAPUD	01-5503	2ND QTR BILLING-10/01/19-12/31/19		6,964.98
3005-166824	01/14/2020	MCKINLEY ELEVATOR CORPORATION	01-5620	DEC2019 PERFORMANCE MAINT.	300.00	
				JOB#7303828		
				DEC2019 PERFORMANCE MAINT.	299.00	599.00
				JOB#7304665		
3005-166825	01/14/2020	OFFICE DEPOT	01-4300	LP COPY PAPER	1,286.57	
				OHS TEACHER'S SUPPLIES	287.95	1,574.52
				REISSUE OCTOBER PETTY CASH		90.00
3005-166826	01/14/2020	OROVILLE HIGH SCHOOL PETTY CASH FUND	01-4300	QTR2 USAGE/BASE SERVICE/ LP	394.02	
3005-166827	01/14/2020	RAY MORGAN COMPANY	01-5602	QTR2 USAGE/BASE SERVICE/ OUHS	596.89	
			01-5603	QTR2 BASE RATE SERVICE/ DO	121.82	
				QTR2 USAGE SERVICE/ LP	2,047.85	
			11-5603	QTR2 USAGE/BASE SERVICE/ LP	202.31	
				QTR2 USAGE/BASE SERVICE/ OUHS	612.15	
				QTR2 USAGE/ OAS OROVILLE	118.46	
				QTR2 USAGE/ OAS RM2 OROVILLE	60.51	4,154.01
				INTERNET PROGRAMMABLE THERMOSTAT		384.37
3005-166828	01/14/2020	REFRIGERATION SUPPLIES DISTRIBUTOR	01-4300	JAN2020 #617301	107.74	
3005-166829	01/14/2020	THERMALITO WATER & SEWER DIST	01-5505	JAN2020 #620601	93.23	200.97
				5996- C.TELLECHEA RAPTOR		678.00
3005-166830	01/14/2020	US BANK	01-4300	0909- R.DARRACH	298.82	
3005-166831	01/14/2020	US BANK CORPORATE PAYMENT SYSTEM	01-4300	5996- C.TELLECHEA	990.62	
				8163- A. VON DER MEHDEN	471.17	
				8808- J.LAGRONE	107.76	
			01-4360	0215- R.SANDERS	638.42	
			01-5200	0909- R.DARRACH RM207	22.03	
				0909- R.DARRACH RM208	22.03	
			01-5620	0909- R.DARRACH	262.71	
				8808- J.LAGRONE	458.82	3,272.38
Total Number of Checks					70	105,186.34

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preceding Checks be approved.

ESCAPE

ONLINE

Checks Dated 01/14/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Fund Summary						
Fund	Description	Check Count	Expensed Amount			
01	GeneralFund	27	102,822.07			
11	AdultEducationFund	3	518.73			
13	CafeteriaSpecialRevenueFund	42	1,845.54			
Total Number of Checks			70		105,186.34	
Less Unpaid Sales Tax Liability					.00	
Net (Check Amount)					105,186.34	

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 17 2020
3:15PM

Checks Dated 01/16/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167108	01/16/2020	BRAD AND JENNIFER ALLEN	13-8634	REFUND FOR MY SCHOOL BUCK		6.00
3005-167109	01/16/2020	BRENDA TRESSLER	13-8634	REFUND FOR MY SCHOOL BUCK		8.60
3005-167110	01/16/2020	BRING WONG AND LOISA LOUIE	13-8634	REFUND FOR MY SCHOOL BUCK		83.00
3005-167111	01/16/2020	CHOU VANG	13-8634	REFUND FOR MY SCHOOL BUCK		25.00
3005-167112	01/16/2020	CHRISTOPHER AND HEATHER SCHOOF	13-8634	REFUND FOR MY SCHOOL BUCK/ CASH SCHOOF		7.60
3005-167113	01/16/2020	CHRISTOPHER AND HEATHER SCHOOF	13-8634	REFUND FOR MY SCHOOL BUCK/ SETH SCHOOF		9.30
3005-167114	01/16/2020	JAMIE JAGEARS	13-8634	REFUND FOR MY SCHOOL BUCK		20.00
3005-167115	01/16/2020	JANICE AND MICHEAL WALLICK	13-8634	REFUND FOR MY SCHOOL BUCK		17.80
3005-167116	01/16/2020	JEFF AND SONYA SMITH	13-8634	REFUND FOR MY SCHOOL BUCK		9.00
3005-167117	01/16/2020	JOEY AND TRACEY YANG	13-8634	REFUND FOR MY SCHOOL BUCK		5.10
3005-167118	01/16/2020	JULIO AND CHERRY TRINIDAD	13-8634	REFUND FOR MY SCHOOL BUCK		45.00
3005-167119	01/16/2020	KAREN LEE	13-8634	REFUND FOR MY SCHOOL BUCK		7.00
3005-167120	01/16/2020	KIRK AND PAM COON	13-8634	REFUND FOR MY SCHOOL BUCK		24.00
3005-167121	01/16/2020	KRIS AND HOLLIE BERGSTROM	13-8634	REFUND FOR MY SCHOOL BUCK		5.80
3005-167122	01/16/2020	LEANNE NEWMAN	13-8634	REFUND FOR MY SCHOOL BUCK		5.00
3005-167123	01/16/2020	LEE AND JANET BYNUM	13-8634	REFUND FOR MY SCHOOL BUCK		11.00
3005-167124	01/16/2020	LEE XIONG	13-8634	REFUND FOR MY SCHOOL BUCK		10.00
3005-167125	01/16/2020	LESLIE AND CAREY NEELEY	13-8634	REFUND FOR MY SCHOOL BUCK		5.00
3005-167126	01/16/2020	LO AND LAI SAECHAO	13-8634	REFUND FOR MY SCHOOL BUCK		6.10
3005-167127	01/16/2020	MAI AND KHANG XIONG	13-8634	REFUND FOR MY SCHOOL BUCK		16.00
3005-167128	01/16/2020	MANUEL AND LISA MORALES	13-8634	REFUND FOR MY SCHOOL BUCK		22.00
3005-167129	01/16/2020	MICHAEL COLE	13-8634	REFUND FOR MY SCHOOL BUCK		11.00
3005-167130	01/16/2020	MIKE AND JAQUELINE SCARONI	13-8634	REFUND FOR MY SCHOOL BUCK		6.00
3005-167131	01/16/2020	NAI AND RANDY SAECHAO	13-8634	REFUND FOR MY SCHOOL BUCK		10.00
3005-167132	01/16/2020	PANG XIONG AND BLONG VANG	13-8634	REFUND FOR MY SCHOOL BUCK		9.00
3005-167133	01/16/2020	PENNY LITTLES	13-8634	REFUND FOR MY SCHOOL BUCK/ AIDEN PEARSON		14.30
3005-167134	01/16/2020	PETER YANG AND XOUA LEE	13-8634	REFUND FOR MY SCHOOL BUCK		44.40
3005-167135	01/16/2020	ROBERT MORTENSEN	13-8634	REFUND FOR MY SCHOOL BUCK		7.00
3005-167136	01/16/2020	SEAN AND LEA WEGNER	13-8634	REFUND FOR MY SCHOOL BUCK		43.30
3005-167137	01/16/2020	STACE MUNAFO	13-8634	REFUND FOR MY SCHOOL BUCK		85.90
3005-167138	01/16/2020	TOM AND MICHELLE POST	13-8634	REFUND FOR MY SCHOOL BUCK		13.00
3005-167139	01/16/2020	TONG XIONG AND SEE YANG	13-8634	REFUND FOR MY SCHOOL BUCK/JOHN XIONG		9.40
3005-167140	01/16/2020	TONG XIONG AND SEE YANG	13-8634	REFUND FOR MY SCHOOL BUCK/ JAMES XIONG		6.70

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Checks Dated 01/16/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167141	01/16/2020	TONG XIONG AND SEE YANG	13-8634	REFUND FOR MY SCHOOL BUCK/ PHILIP XIONG		11.30
3005-167142	01/16/2020	TONY AND JULIE CASIMIR	13-8634	REFUND FOR MY SCHOOL BUCK		28.00
3005-167143	01/16/2020	YIA YANG AND MAI KAO VANG	13-8634	REFUND FOR MY SCHOOL BUCK		98.00
3005-167144	01/16/2020	Burket, Scott A	01-4300	SUPPLIES FOR SPEECH CLASS		106.18
3005-167145	01/16/2020	Hogan, Rich J	01-4300	CLASS ROOM SUPPLIES/AMAZON		33.00
3005-167146	01/16/2020	Guzman-Saetern, Ramona	01-5200	MEAL REIMB. MATH CONF.		125.87
3005-167147	01/16/2020	Deadmore, Jacqueline	13-4700	DRINKS FOR OHS JAZZ CAFE		28.07
3005-167148	01/16/2020	BATTERIES PLUS	01-4300	6V LEAD BATDG6 DURACELL		90.71
3005-167149	01/16/2020	BROWERS TOW SERVICE INC	01-5620	BUS 72 FLAT BED TOW BACK TO THE SHOP		350.00
3005-167150	01/16/2020	BUSWEST	01-4363	PLATE 410V		82.60
3005-167151	01/16/2020	CITY OF OROVILLE	01-5800	2ND QTR RESOURCE OFFICER		21,875.00
3005-167152	01/16/2020	COMCAST	11-5900	12/30/19-01/29/2020 BILLING #8155600281374978	87.93	
				E-RATE/ #933675892	1,279.55-	
				JAN WIRELESS BILLING/ #933675892	1,595.44	403.82
3005-167153	01/16/2020	Condensed Curriculum International, Inc.	11-5800	MED.CODING,PHAR. CLASSES		3,427.90
3005-167154	01/16/2020	GRAINGER INC	01-4300	CEILING TILES	709.99	
				EXIT SIGN,ABS,LED	459.95	
				FACILITY SIGN ALUMINUM	49.37	
				FIRE EXTINGUISHER	57.57	
				LV MECHANICAL THERMOSTAT	108.27	
				NOTICE SIGN	19.79	
				SAFETY SIGN THICK PK	42.60	1,447.54
3005-167155	01/16/2020	HOME DEPOT	01-4300	MAINT. SUPPLIES/ BRET	1,250.04	
				MAINT. SUPPLIES/ DEAN	217.55	
				MAINT. SUPPLIES/ JIM	41.51	
				MAINT. SUPPLIES/ RUSSELL	157.85	
				MAINT. SUPPLIES/ SANTOS	62.57	1,729.52
3005-167156	01/16/2020	IT SAVVY LLC	01-5850	BARRACUDA ENERGIZE SERVICE RENEWAL		11,263.32
3005-167157	01/16/2020	JW PEPPER MUSIC	01-4300	MUSIC SUPPLIES/ M.WALKER		636.29
3005-167158	01/16/2020	RAY MORGAN COMPANY	11-4300	STAPLES X1 OAE	127.73	
				Unpaid Sales Tax	1.17-	126.56
3005-167159	01/16/2020	REFRIGERATION SUPPLIES DISTRIBUTOR	01-4300	IGNITION CONTROLLER	227.41	
				TEMP AND ALARM SENSOR/ UPGRADES	253.39	480.80

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Checks Dated 01/16/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167160	01/16/2020	School Steps Inc.	01-5800	DEC2019 BILLING BEHAVIOR TECHNICIAN	3,212.50	
				DEC2019 BILLING EDUCATIONAL PSYCHOLOGY	11,200.00	
				OCT2019 BILLING BEHAVIOR TECHNICIAN	5,712.50	
				OCT2019 BILLING EDUCATIONAL PSYCHOLOGY	18,200.00	38,325.00
3005-167161	01/16/2020	STAGE OROVILLE STATE THEATER	01-5601	STATE THEATER USE FOR AWARD CEREMONY		470.00
3005-167162	01/16/2020	STATE OF CALIF DEPT OF JUSTICE	01-5804 11-5804	FINGERPRINTING/ SUB FINGERPRINTING/ CNA APP/INST	64.00 384.00	448.00
				Total Number of Checks	55	82,195.78

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	15	77,079.83
11	AdultEducationFund	4	4,343.45
13	CafeteriaSpecialRevenueFund	37	773.67
	Total Number of Checks	55	82,196.95
	Less Unpaid Sales Tax Liability		1.17
	Net (Check Amount)		82,195.78

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 17 2020
3:16PM

Checks Dated 01/21/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167390	01/21/2020	Earley, Andree M	01-5200	HOTEL REIMB FOR BRANDAN LIVE STOCK/PHOENIX		245.40
3005-167391	01/21/2020	Jenkins, Leighton R	01-5200	MEAL REIMB OAKDALE TO FR/ SOCCER		14.00
3005-167392	01/21/2020	Aichele, Sarah L	01-5200	MEAL REIMB. OHS TO RED BLUFF/SOCCER		22.00
3005-167393	01/21/2020	Jenkins, Joel A	01-5200	MEAL REIMB LP TO REDDING/ SOCCER		34.50
3005-167394	01/21/2020	Olson, Anna M	11-4300	WATER COLOR COPIES		175.26
3005-167395	01/21/2020	Galev, Mihai R	01-5200	MEAL REIMB LP TO LINDHURST/ SOCCER		22.00
3005-167396	01/21/2020	BETTER DEAL EXCHANGE	01-4300	MAINT/SUPPLIES/BRET	10.81	
				MAINT/SUPPLIES/MARK	1.72	
				MAINT/SUPPLIES/RUSSELL	95.02	
				MAINT/SUPPLIES/SANTOS	46.84	154.39
3005-167397	01/21/2020	BUTTE COLLEGE	01-4100	TEXT BOOKS 8/7/19-11/18/19		2,640.85
3005-167398	01/21/2020	BRENDON CLOSE	01-5200	MEAL AND RIDE REIMB/ LIVE STOCK PHOENIX		239.05
3005-167399	01/21/2020	GRAINGER INC	01-4300	CONTAINER DOLLY	113.32	
				SAFETY SIGN, NOT AN EXIT SIGN	27.08	171.96
				SIGN SELF ADHESIVE	31.56	
3005-167400	01/21/2020	HILLYARD INC.	01-4300	MAINT./ CUSTODIAL SUPPLIES		2,028.00
3005-167401	01/21/2020	OROVILLE ADULT ED REVOLVING	11-8671	REIM. JAN CK# 1283-1286		2,474.05
3005-167402	01/21/2020	OROVILLE POWER EQUIPMENT	01-4300	SUPPLIES AND SERVICE CHAINSAW		89.51
3005-167403	01/21/2020	PRACTI-CAL INC	01-5800	MEDI-CAL CLAIMS TRANSF.		49.90
3005-167404	01/21/2020	SWRCB ACCOUNTING OFFICE	01-5800	ANNUAL PERMIT FEE		1,400.00
Total Number of Checks					15	9,760.87

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	13	7,111.56
11	AdultEducationFund	2	2,649.31
Total Number of Checks		15	9,760.87
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			9,760.87

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 24 2020
10:15AM

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Checks Dated 01/23/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167590	01/23/2020	ANGELINA ROBINSON	13-8634	REFUND FOR ,MY SCHOOL BUCKS		30.00
3005-167591	01/23/2020	ARLEAN OCASIO LOPEZ	13-8634	REFUND FOR ,MY SCHOOL BUCKS		26.70
3005-167592	01/23/2020	ART AND MARIE SPROLES	13-8634	REFUND FOR ,MY SCHOOL BUCKS		37.00
3005-167593	01/23/2020	BRYAN AND KATHY MOSS	13-8634	REFUND FOR ,MY SCHOOL BUCKS		11.00
3005-167594	01/23/2020	BURL AND PEGGY MALMGREN	13-8634	REFUND FOR ,MY SCHOOL BUCKS		23.00
3005-167595	01/23/2020	CAROLYN THORNTON	13-8634	REFUND FOR ,MY SCHOOL BUCKS		12.70
3005-167596	01/23/2020	CELESTE BRADFORD	13-8634	REFUND FOR ,MY SCHOOL BUCKS		13.00
3005-167597	01/23/2020	CHARLES AND VALERIE HUGHS	13-8634	REFUND FOR ,MY SCHOOL BUCKS/ AMBER		8.00
3005-167598	01/23/2020	CHARLES AND VALERIE HUGHS	13-8634	REFUND FOR ,MY SCHOOL BUCKS/ BRIANA		9.00
3005-167599	01/23/2020	COURTNEY THON	13-8634	REFUND FOR ,MY SCHOOL BUCKS		16.00
3005-167600	01/23/2020	CYNTHIA WILSON	13-8634	REFUND FOR ,MY SCHOOL BUCKS		13.00
3005-167601	01/23/2020	DANIELLE LUDWIG	13-8634	REFUND FOR SCHOOL BUCKS		12.00
3005-167602	01/23/2020	DAVE AND LIA JENSEN	13-8634	REFUND FOR SCHOOL BUCKS		72.00
3005-167603	01/23/2020	DAVID AND CINDY KNAUTH	13-8634	REFUND FOR SCHOOL BUCKS		54.00
3005-167604	01/23/2020	DAWN NAPIER	13-8634	REFUND FOR SCHOOL BUCKS		19.00
3005-167605	01/23/2020	DEBRA KAYLOR	13-8634	REFUND FOR SCHOOL BUCKS		28.50
3005-167606	01/23/2020	DEBRA WASHBURN	13-8634	REFUND FOR SCHOOL BUCKS		15.00
3005-167607	01/23/2020	DR. AND MRS. DAVID KRANTZ	13-8634	REFUND FOR SCHOOL BUCKS		15.00
3005-167608	01/23/2020	ELISHA NOVELL	13-8634	REFUND FOR SCHOOL BUCKS		13.25
3005-167609	01/23/2020	ERIC AND TINA MAPLE	13-8634	REFUND FOR SCHOOL BUCKS- MCKENNA		25.00
3005-167610	01/23/2020	ERIC AND TINA MAPLE	13-8634	REFUND FOR SCHOOL BUCKS-MADISON		35.00
3005-167611	01/23/2020	ERIC REDMER	13-8634	REFUND FOR SCHOOL BUCKS		73.00
3005-167612	01/23/2020	FRANK NEWTON II	13-8634	REFUND FOR SCHOOL BUCKS- FRANK		34.00
3005-167613	01/23/2020	FRANK NEWTON II	13-8634	REFUND FOR SCHOOL BUCKS- CLARA		50.00
3005-167614	01/23/2020	GIL AND ROBIN MEDEIROS	13-8634	REFUND FOR SCHOOL BUCKS		33.00
3005-167615	01/23/2020	JEFF TUFT	13-8634	REFUND FOR SCHOOL BUCKS		13.00
3005-167616	01/23/2020	JESUS AND ANGELINA SORIA	13-8634	REFUND FOR SCHOOL BUCKS		25.00
3005-167617	01/23/2020	JIM AND RENEE LEONIS	13-8634	REFUND FOR SCHOOL BUCKS		38.00
3005-167618	01/23/2020	JOEDY AND DESIREE WOODCOCK	13-8634	REFUND FOR SCHOOL BUCKS		22.00
3005-167619	01/23/2020	JOSE AND MARIA MARTINEZ	13-8634	REFUND FOR SCHOOL BUCKS		5.00
3005-167620	01/23/2020	JOSEPH TAYLOR	13-8634	REFUND FOR SCHOOL BUCKS		75.00
3005-167621	01/23/2020	JULIE LARSON	13-8634	REFUND FOR SCHOOL BUCKS		21.00
3005-167622	01/23/2020	KA YANG AND CHU XIONG	13-8634	REFUND FOR SCHOOL BUCKS		5.00
3005-167623	01/23/2020	KAREN HAWES	13-8634	REFUND FOR SCHOOL BUCKS		20.00
3005-167624	01/23/2020	KAREN PERRY	13-8634	REFUND FOR SCHOOL BUCKS		10.00

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

ESCAPE

ONLINE

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Checks Dated 01/23/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-167625	01/23/2020	KELLY AND AMBER MARTIN	13-8634	REFUND FOR SCHOOL BUCKS		14.00
3005-167626	01/23/2020	KELLY LAWSON	13-8634	REFUND FOR SCHOOL BUCKS		16.00
3005-167627	01/23/2020	KEVIN AND ELIZABETH ROBERTSON	13-8634	REFUND FOR SCHOOL BUCKS		6.00
3005-167628	01/23/2020	LAURA ARCHULETA	13-8634	REFUND FOR SCHOOL BUCKS		6.70
3005-167629	01/23/2020	LAYCEE LANCSTER	13-8634	REFUND FOR SCHOOL BUCKS		17.90
3005-167630	01/23/2020	LAYLA RONKETTY-COLBURN	13-8634	REFUND FOR SCHOOL BUCKS		10.00
3005-167631	01/23/2020	LINDA MORGAN	13-8634	REFUND FOR SCHOOL BUCKS		13.00
3005-167632	01/23/2020	LORIN SPERLING	13-8634	REFUND FOR SCHOOL BUCKS		22.00
3005-167633	01/23/2020	MARCOS AND MARISOL SORIA	13-8634	REFUND FOR SCHOOL BUCKS		7.20
3005-167634	01/23/2020	MARIA LUNA	13-8634	REFUND FOR SCHOOL BUCKS		18.00
3005-167635	01/23/2020	MARILYN VANG	13-8634	REFUND FOR SCHOOL BUCKS- CYAN		41.00
3005-167636	01/23/2020	MARILYN VANG	13-8634	REFUND FOR SCHOOL BUCKS- MORGAN		33.00
3005-167637	01/23/2020	MARK AND TRACEY JOHNSTONE	13-8634	REFUND FOR SCHOOL BUCKS		18.00
3005-167638	01/23/2020	MELISSA MEDRANO	13-8634	REFUND FOR SCHOOL BUCKS		14.00
3005-167639	01/23/2020	RICHARD AND CARLA SMALL	13-8634	REFUND FOR SCHOOL BUCKS		18.00
3005-167640	01/23/2020	SCOTT AND SHAUNA WORDEN	13-8634	REFUND FOR SCHOOL BUCKS		8.00
3005-167641	01/23/2020	SHANNON HICE	13-8634	REFUND FOR SCHOOL BUCKS		9.00
3005-167642	01/23/2020	SIERRA VICTORINO PEABODY	13-8634	REFUND FOR SCHOOL BUCKS		5.00
3005-167643	01/23/2020	TIFFANY AND JERIMIAH CAMPBELL	13-8634	REFUND FOR SCHOOL BUCKS- BRANDEN		15.70
3005-167644	01/23/2020	TIFFANY AND JERIMIAH CAMPBELL	13-8634	REFUND FOR SCHOOL BUCKS- JONATHAN		11.30
3005-167645	01/23/2020	Ochs, Jeffrey M	11-5200	MEAL REIMB. CONF.		58.00
3005-167646	01/23/2020	Escape Technology Inc	01-5200	ESCAPE MANAGEMENT CERT.		1,400.00
3005-167647	01/23/2020	FOOD MAXX SAVE MART SUPERMARKETS	01-4300	ATC COOKING CLASS		61.02
3005-167648	01/23/2020	OUHSD REVOLVING FUND	01-5800	DEC. SERVICE CHARGE		10.00
3005-167649	01/23/2020	TRANE US INC	01-4300	IGNITION MODULE	121.38	145.76
3005-167650	01/23/2020	US BANK CORPORATE PAYMENT SYSTEM	01-4100	9689- K.SIMAS/ AMAZON	116.50	
			01-4300	0909- R.DARRACH/ HOME DEPOT	843.70	
				0950- D.RAMOS/ LA COSTENA	16.39	
				7952- L.LAFAYETTE/ DOLLAR GENERAL	200.00	
				8841- T.DRURY/ LA COSTENA	345.29	
				8841- T.DRURY/ MINERS ALLEY	194.97	
			01-5200	7952- L.LAFAYETTE/ AIR FARE TICKET	194.97	
				7952- L.LAFAYETTE/ EARLEY AIR FARE		
				TICKET	194.97	
				7952- L.LAFAYETTE/ TICKET-DARRACH	53.56	
			11-4300	6976- J.OCHS/ HOME DEPOT		2,281.73
The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.					ESCAPE	ONLINE

Checks Dated 01/23/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
				Total Number of Checks	61	5,172.46

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	5	3,844.95
11	AdultEducationFund	2	111.56
13	CafeteriaSpecialRevenueFund	55	1,215.95
	Total Number of Checks	61	5,172.46
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		5,172.46

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Jan 24 2020
10:17AM

Checks Dated 01/28/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-168548	01/28/2020	ALAN AND LORI ECKMAN	13-8634	REFUND FOR MY SCHOOL BUCK		16.00
3005-168549	01/28/2020	BAUDELA AND ANTONIO ACUNA	13-8634	REFUND FOR MY SCHOOL BUCK		9.00
3005-168550	01/28/2020	CARA HILLS	13-8634	REFUND FOR MY SCHOOL BUCK		8.00
3005-168551	01/28/2020	CHIP AND STEPHANIE FOWLER	13-8634	REFUND FOR MY SCHOOL BUCK		50.00
3005-168552	01/28/2020	CHRISTIE HICKS	13-8634	REFUND FOR MY SCHOOL BUCK		23.20
3005-168553	01/28/2020	COLLEEN GRIFFIN	13-8634	REFUND FOR MY SCHOOL BUCK		10.00
3005-168554	01/28/2020	EDWINNA CHRISTIAN JOHNSON	13-8634	REFUND FOR MY SCHOOL BUCK		7.70
3005-168555	01/28/2020	ESTELA VALENCIA	13-8634	REFUND FOR MY SCHOOL BUCK		7.50
3005-168556	01/28/2020	FERMIN AND MARGARITA GUTIERREZ	13-8634	REFUND FOR MY SCHOOL BUCK		10.90
3005-168557	01/28/2020	FRED AND PATTI MYER	13-8634	REFUND FOR MY SCHOOL BUCK		9.10
3005-168558	01/28/2020	JAY GRAMPS	13-8634	REFUND FOR MY SCHOOL BUCK		7.00
3005-168559	01/28/2020	JESS AND REBECCA HOWARD	13-8634	REFUND FOR MY SCHOOL BUCK		53.00
3005-168560	01/28/2020	JILL ALLEN	13-8634	REFUND FOR MY SCHOOL BUCK		19.20
3005-168561	01/28/2020	JOHN DE HERRERA	13-8634	REFUND FOR MY SCHOOL BUCK		16.15
3005-168562	01/28/2020	JORGE AND MARIA GONZALES	13-8634	REFUND FOR MY SCHOOL BUCK		43.70
3005-168563	01/28/2020	JOSEPH AND LAURA GOITIA	13-8634	REFUND FOR MY SCHOOL BUCK		9.00
3005-168564	01/28/2020	MARC AND DEDE FAIRBANKS	13-8634	REFUND FOR MY SCHOOL BUCK/ EMILY		16.00
3005-168565	01/28/2020	MARC AND DEDE FAIRBANKS	13-8634	REFUND FOR MY SCHOOL BUCK/ ZACHARY		24.00
3005-168566	01/28/2020	MICHAEL AND HEATHER GIESE	13-8634	REFUND FOR MY SCHOOL BUCK/ MORGAN		59.00
3005-168567	01/28/2020	MR AND MRS ROBERT FLOYD	13-8634	REFUND FOR MY SCHOOL BUCK		45.00
3005-168568	01/28/2020	NICOLE CHAPMAN	13-8634	REFUND FOR MY SCHOOL BUCK/ABIGAIL		64.00
3005-168569	01/28/2020	PAMELA CAMERON	13-8634	REFUND FOR MY SCHOOL BUCK/ ROBERT		5.00
3005-168570	01/28/2020	PARENTS OF SHYANN KARKOSKI	13-8634	REFUND FOR MY SCHOOL BUCK		15.00
3005-168571	01/28/2020	PAULA ANGLE	13-8634	REFUND FOR MY SCHOOL BUCK/ DEZ-RAY		28.10
3005-168572	01/28/2020	PERFECTO MEZA AND JUANA VARGAS	13-8634	REFUND FOR MY SCHOOL BUCK		10.60
3005-168573	01/28/2020	ROSS AND JEANA HARTMAN	13-8634	REFUND FOR MY SCHOOL BUCK/ ALEXIS		6.00
3005-168574	01/28/2020	ROSS AND JEANA HARTMAN	13-8634	REFUND FOR MY SCHOOL BUCK/ NORA		10.00
3005-168575	01/28/2020	RUBY GONZALES	13-8634	REFUND FOR MY SCHOOL BUCK		20.00
3005-168576	01/28/2020	SHANTINA FAUNCE	13-8634	REFUND FOR MY SCHOOL BUCK		66.00
3005-168577	01/28/2020	Bidlack, Bradley A	01-5200	MEAL REIMB. CCIS CONF.		58.00
3005-168578	01/28/2020	Williams, Darin W	01-5200	MEAL REIMB. CCIS CONF.		58.00
3005-168579	01/28/2020	Quarterman, Julie L	01-5200	MEAL REIMB. CCIS CONF.		58.00
3005-168580	01/28/2020	ACADEMIC SUPERSTORE JOURNEYEDCOM INC	01-4300	HEADPHONE WITH CARRYING CASE	923.97	
				HEADSET WITH MICROPHONE	490.32	1,414.29

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Checks Dated 01/28/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-168581	01/28/2020	ACSA FOUNDATION FOR EDUC ADMIN	01-5200	EVALUATOR TRAINING M.KERMEN		275.00
3005-168582	01/28/2020	AMERICAN RED CROSS HEALTH & SAFETY SERVICES	01-4360	ON SITE TRAINING CPR/FIRST AID		3,140.00
3005-168583	01/28/2020	APPLE COMPUTER	01-4300	2 IPAD /K.SIMAS		813.34
3005-168584	01/28/2020	GAEAA	11-5200	2020 STATE CONF/ J.OCHS		450.00
3005-168585	01/28/2020	CALIFORNIA WATER SERVICE	01-5505	DEC BILLING 0556577777	1,906.33	
			01-5505	DEC BILLING 9931655860	62.98	
			11-5505	DEC BILLING 8767360151	156.52	
			11-5800	33 TEST FEE/ 5 STATE FEE		661.00
3005-168586	01/28/2020	EDUCATIONAL TESTING SERVICE	01-5620	FREEZER NOT WORKING CORRECTLY	521.96	
3005-168587	01/28/2020	MESA ENERGY SYSTEM INC.		QUARTERLY SERVICE CONTRACT	6,217.00	6,738.96
3005-168588	01/28/2020	GEORGE ROOFING	01-5640	ROOF REPAIRS ROOM 4		260.00
3005-168589	01/28/2020	GRAINGER INC	01-4300	DOCUMENT FRAME/MAINT.	8.64	
				EXIT SIGN,ED/MAINT.	183.98	
				FAUCET VACUUM BREAKER,CARTR,	68.40	
				REPAIR KIT/MAINT.		
				LABEL TAPE /MAINT.	21.99	
				NO PARKING SIGN/MAINT.	55.35	338.36
3005-168590	01/28/2020	HILLIARD INC.	01-4300	MAINT./ CUSTODIAL SUPPLIES		1,818.50
3005-168591	01/28/2020	NUCLEUS PUMP SERVICES	01-5800	AQMD,AIR QUALITY TESTING		1,200.00
3005-168592	01/28/2020	OFFICE DEPOT	01-4300	DO COPY PAPER	1,298.57	
				DO SUPPLIES	111.71	
				NOTEBOOK/ MR GESS	166.60	
				OHS COPY PAPER/ C.OLSON	2,597.13	
				OHS TEACHER'S SUPPLIES/ CASTILLO	226.43	
				PHS SUPPLIES	109.92	
3005-168593	01/28/2020	PERMA BOUND	11-4300	OAS SUPPLIES	113.99	4,624.35
			01-4100	80 COPIES OF ALCHEMIST	1,772.70	
				VARIOUS BOOKS SUPPLIES	2,014.80	3,787.50
				JAN2020 HOSTING FEE		386.00
3005-168594	01/28/2020	PERSEUS ASSOCIATES	01-5850	DEC2019 CREDIT 0290829210-1	462.67-	
3005-168595	01/28/2020	PG&E	01-5501	JAN2020 BILLING 0290829210-1	788.07	325.40
3005-168596	01/28/2020	SEVEN UP BOTTLING COMPANY OF CHICO INC	11-5601	FEB2020 LEASING		4,500.00
3005-168597	01/28/2020	SUTTER BUTTES COMMUNICATIONS	01-4300	PORTABLE		868.68
				RADIO,MICROPHONE,BATTERIES,PROG.		
				UNIT		
3005-168598	01/28/2020	TIM'S DOOR SHOP	01-4300	ANITEX CLASSROOM LOCKS		955.84
3005-168599	01/28/2020	TOTAL EDUCATION SOLUTIONS	01-5800	DEC2019 LAS/SLPA SERVICES		6,340.00
3005-168600	01/28/2020	TOTAL SCHOOL SOLUTIONS	01-5800	JAN15&16 NANCY'S VISIT/ COMP1,2,3		12,000.00

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Checks Dated 01/28/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-168601	01/28/2020	ALAN VON DER MEHDEN	01-4300	REIMB. WINCO COOKING CLASS		166.70
				SUPPLIES		
3005-168602	01/28/2020	ZEE MEDICAL SERVICE CO	01-4300	MEDICAL AID SUPPLIES		89.19
3005-168603	01/28/2020	CPM EDUCATIONAL PROGRAM INC	01-4100	STUDENTS TEXT WITH LICENSE		13,086.48
Total Number of Checks					56	67,207.57

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	24	60,657.91
11	AdultEducationFund	5	5,881.51
13	CafeteriaSpecialRevenueFund	29	668.15
Total Number of Checks		56	67,207.57
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			67,207.57

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

023 - Oroville Union High School District

Generated for Christina Hopper (CHHOPPER), Feb 3 2020 9:54AM

Checks Dated 01/30/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-169099	01/30/2020	Muntifering, Samantha N	01-4300	SHIRT/ ACADEMIC DECATHLON		194.85
3005-169100	01/30/2020	Aichele, Sarah L	01-5200	MEAL REIMB. LP TO CORNING WRESTLING		22.00
3005-169101	01/30/2020	Galev, Mihai R	01-5200	MEAL REIMB. LP TO PARADISE VOLLEYBALL	44.00	
				MEAL REIMB. OHS TO WHETLAND FOOTBALL	22.00	66.00
3005-169102	01/30/2020	Tatom, Judy	11-4300	CLASSROOM SUPPLIES OAE		81.71
3005-169103	01/30/2020	Bangar, Ginny	01-4300	CLASSROOM SUPPLIES OHS		35.76
3005-169104	01/30/2020	ABSOLUTE SAFETY TRAINING INC	11-5800	BASIC LIFE SUPPORT/ CPR/AED CLASS		1,050.00
3005-169105	01/30/2020	BUSWEST	01-4363	NUT-DOUBLE, 3/4 TO 5/8		125.09
3005-169106	01/30/2020	BUTTE COUNTY SHERIFF	01-5804	FINGER PRINTING FOR PRE EMPLOYMENT	74.00	
			11-5804	FINGER PRINTING FOR PRE EMPLOYMENT	444.00	518.00
3005-169108	01/30/2020	COMERS PRINT SHOP	01-4300	DASHBOARD INDICATOR- COLOR COPIES		142.89
3005-169109	01/30/2020	CA OCCUPATIONAL MEDICAL PROF	01-5804	PRE EMPLOYMENT SCREENING	185.00	
			11-5804	PRE EMPLOYMENT SCREENING	62.50	247.50
3005-169110	01/30/2020	DANIELSEN CO	13-4300	JAN2020 FS/ LP	28.91	
				JAN2020 FS/ OHS	145.31	
			13-4700	JAN2020 FS/ LP	3,614.99	
				JAN2020 FS/ LP SUPPERS	456.54	
				JAN2020 FS/ LP VENDING	131.31	
				JAN2020 FS/ OHS	2,106.61	
				JAN2020 FS/ OHS VENDING	85.57	6,569.24
3005-169111	01/30/2020	GOLD STAR FOODS	13-4700	JAN2020 FS/ LP	5,941.80	
				JAN2020 FS/ LP SUPPERS	437.53	
				JAN2020 FS/ OHS	4,736.57	11,115.90
3005-169112	01/30/2020	GRAINGER INC	01-4300	MAINT. SUPPLIES		96.45
3005-169113	01/30/2020	MT SHASTA SPRING WATER CO INC	01-4300	JAN2020- 6/ 5 GAL. WATER- DO		48.20
3005-169114	01/30/2020	OLIVER PACKAGING & EQUIPMENT COMPANY	13-4300	JAN2020 FS		3,339.70
3005-169115	01/30/2020	OROVILLE ADULT ED REVOLVING	11-8671	REIM. JAN CK# 1287-1291		2,974.05
3005-169116	01/30/2020	PAC PIZZA LLC	13-4700	JAN2020 FOOD SUPPLIES		3,171.82
3005-169117	01/30/2020	PAPA CITRUS LLC	13-4700	FOOD SUPPLIES ORAGES		572.16
3005-169118	01/30/2020	PROPACIFIC FRESH	13-4700	JAN2020 FS/ LP	1,242.46	
				JAN2020 FS/ OHS	1,174.69	
				JAN2020 FS/ OHS ADJUSTMENT	53.50-	2,363.65

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

ESCAPE ONLINE
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Checks Dated 01/30/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3005-169119	01/30/2020	ROBERT BROOKE AND ASSOCIATES	01-4300	REPAIR KIT/ MAINTENANCE		112.95
3005-169120	01/30/2020	S&L Meat Sales Company, Inc.	13-4300	JAN2020 FS/ LP	481.83	
				JAN2020 FS/ LP SUPPERS	50.37	
				JAN2020 FS/ OHS	244.03	
				JAN2020 FS/ PHS	91.52	
			13-4700	DEC2019 FS/ LP SUPPERS	252.80	
				JAN2020 FS/ LP	4,561.82	
				JAN2020 FS/ LP ADJUSTMENT	33.27-	
				JAN2020 FS/ LP SUPPERS	559.52	
				JAN2020 FS/ LP VENDING	204.72	
				JAN2020 FS/ OHS	2,273.74	
				JAN2020 FS/ OHS VENDING	118.76	
				JAN2020 FS/ PHS	1,128.48	
				JAN2020 FS/ PHSVENDING	121.85	
3005-169121	01/30/2020	Semingson Architects Inc	01-5800	ME SYSTEM/ PACE ELECTRICAL CALC. OHS GYM		10,056.17 5,144.50
3005-169122	01/30/2020	STAPLES-BUSINESS ADVANTAGE	01-4300	BLACK AND COLOR TONER/ LP MCCUTCHEN	251.42	
				CLASSROOM SUPPLIES OHS/ CARATENUTO	187.87	439.29
3005-169123	01/30/2020	ZEE MEDICAL SERVICE CO	01-4300	MEDICAL AID SUPPLIES/ OHS	528.74	
			01-4360	MEDICAL AID SUPPLIES/ TRANS	180.05	708.79
3813-169107	01/30/2020	CALIFORNIA'S VALUED TRUST FINANCE DEPARTMENT	76-9544	FEB2020 BILLING- RETIREE	50,978.90	
			76-9560	FEB2020 BILLING- ACTIVE	244,159.95	295,138.85
Total Number of Checks					25	344,335.52

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	GeneralFund	14	7,395.77
11	AdultEducationFund	5	4,612.26
13	CafeteriaSpecialRevenueFund	7	37,188.64
76	Warrant/Pass-ThroughFund	1	295,138.85
Total Number of Checks		25	344,335.52
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			344,335.52

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



June 24, 2019

Corey Willenberg
Superintendent
Oroville Union High School District
2211 Washington Ave.
Oroville, CA 95966

Dear Corey:

Enclosed is a proposal/agreement to prepare a Developer Fee Justification Study for Oroville Union High School District. The enclosed proposal/agreement provides our scope of work, price quotation and references. If you decide to retain our services, please sign the signature page and return to our office.

Jack Schreder & Associates, Inc. is an established and recognized educational consulting firm with a proven record in the successful completion of demographic and developer fee studies. For the past thirty years, Jack Schreder & Associates, Inc. has worked with districts throughout California to obtain construction and modernization funds, prepare long-range facility studies and implement local independent (bond) funding programs. The districts for which we have provided services represent a wide cross section of California school districts. Within the last several years we have successfully completed over 425 demographic and developer fee studies.

A discounted option is included in the proposal. If half of the Districts in the County accept our proposal we will discount all fees for Developer Fee Justification Studies by 15%.

We would welcome the opportunity to utilize our experience to assist the District in meeting its needs. If you have any questions, please call.

Sincerely,

A handwritten signature in black ink, appearing to read 'JS', is written over the word 'Sincerely,'.
Jack Schreder

**PROPOSAL/AGREEMENT TO PREPARE
DEVELOPER FEE JUSTIFICATION STUDY
for
OROVILLE UNION HIGH SCHOOL DISTRICT**

Prepared by:

Jack Schreder & Associates, Inc.
2230 K Street
Sacramento, California 95816
(916) 441-0986

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CLIENT LIST	9

PURPOSE OF PROJECT

The objective of this project is to determine if a reasonable relationship exists between new residential, commercial, and industrial development and the need for new and/or reconstructed school facilities in the Oroville Union High School District. The study will be documented to provide the District with the justification necessary to levy developer fees as authorized by Education Code Section 17620. The report will comply with any new legislative requirements to date, including SB 1693 and AB 3081 requirements.

PROJECT METHODOLOGY

The project that Jack Schreder & Associates, Inc. is proposing will be comprised of the following separate components:

- Component A:** Projection of the residential, commercial, and industrial development.
- Component B:** Identification of student yield factors for residential, commercial, and industrial development.
- Component C:** Generation of enrollment projections based on natural growth and new residential development.
- Component D:** Identification of existing facility capacity, facility needs, and facility costs based on enrollment projections. Class size reduction implementation may affect District capacity.
- Component E:** Preparation of documentation in compliance with current developer fee law.

COMPONENT A

In order to identify the projected student impact of residential, commercial, and industrial development, it is necessary to assess the impact of development. This component of the study will identify the level of future residential, commercial, and industrial development anticipated to occur in the District.

As required to justify developer fees, the specific steps in this component are:

- Identify approved and tentative development projects on file with the county and city planning departments where applicable.
- Identify development potential for vacant and under-developed land.
- Identify city building densities, current zoning, and master plan designations to establish build-out potentials.
- Provide development projections for single family residential and multiple family residential development. Provide projections of commercial and industrial development by category.
- Determine the development impact on the District when pre-existing dwelling units are demolished and replaced by reconstructed dwelling units as it occurs within the District boundaries.
- Project fee revenues for residential, commercial and industrial based on the current maximum fee.

District responsibility: Provide information regarding current and future projected residential development known to the District.

COMPONENT B

State default student yields will be utilized or student generation rates (SGR's) will be calculated to project the student impact of future development. The commercial/industrial SGR's will address employee generation factors, as provided by the San Diego Traffic Generation documentation (17621(e)(1)(B)).

COMPONENT C

Enrollment projections for the District will be provided which are based on the levels of new residential development identified in Component A and the SGR's identified in Component B. The enrollment projections will utilize a cohort survival methodology and proposed residential development where applicable.

District responsibility: Provide demographic information, including CBEDS enrollment for the current school year. Enrollments must be provided by grade level.

COMPONENT D

Once the enrollment projections are established, the District's ability to house future enrollments will be analyzed. The capacity of the District facility will be identified and future enrollments will be "loaded" into the facilities to determine if, and when, the capacity at each grade level organization will be exceeded. The effects of class size reduction program implementation will be determined. Costs for providing new facilities will be provided on a per dwelling unit, per student, and per square foot basis.

In addition to establishing the District's future facility needs and costs, the available facility funding sources will be identified.

District responsibility: Provide a schematic fire drill map or SP1A of each District site, including any closed or unused sites. The schematic should include current class use, District loading policy, and any limitation to housing additional students (classroom use or school site size.) Portable classrooms must be identified for each site, including use, and ownership; if they are leased, terms of lease must be provided.

COMPONENT E

The information and conclusions identified in Components A through D will be included in a report to be delivered to the District upon completion of the project. The report will comply with the requirements of Education Code Section 17620.

CONSULTING FEES

Jack Schreder & Associates, Inc. will provide a digital (PDF) draft copy of the report for district review. After the report is finalized, a digital (PDF) final report will be provided to the district. Upon request, bound hard copies will be provided to the district. Jack Schreder & Associates, Inc. will provide step-by-step instructions to implement the fees. Model resolutions and Board policies for the public hearing process and the establishment of developer fees will also be provided.

<u>Oroville Union High School District</u>	<u>Price</u>	<u>15% Discount*</u>
Developer Fee Justification Study	\$4791	\$4072

*If half or more districts in Butte County sign an agreement with Jack Schreder & Associates to have a Developer Fee Study prepared, a 15% discount will be given to each district.

Note: Education Code Section 17620(a)(5) provides that developer fee revenues may be used to pay for the cost of preparing developer fee justification documentation.

As a courtesy at **no cost to the District**, Jack Schreder & Associates, Inc. will provide a template for your District's 5-year plan as required by Government Code Sections 66006 and 66001. This plan is updated each year and must be available for public review by December 26th (180 days after close of previous fiscal year).

Upon the District's request, Jack Schreder & Associates, Inc. will assist the District with completing the plan. The cost for such assistance is \$165/hour, not to exceed 16 hours.

Additional Considerations

- The quoted price does not include attendance at the Board meeting when the report is presented; this is an additional optional cost for the District.
- Visitations to the district following the completion of the draft will be reimbursed to the Consultant in the amount of \$165 an hour including travel time.
- Reproduction costs for bound hard copies of the final report will be reimbursed to the Consultant.

- Express mail expenses will be documented and reimbursed to the Consultant.

TIME SCHEDULE

The draft report which will include baseline data regarding District capacity, student yield information, classroom loading policies and class size reduction will be determined within 60 days of a signed agreement and receipt of requested information. The final report will be completed 15 days after receipt of the final draft from the District.

This agreement is between the Oroville Union High School District and Jack Schreder & Associates, Inc.

Corey Willenberg
Superintendent
Oroville Union High School
District



Jack Schreder
Jack Schreder & Associates, Inc.

Date

June 24, 2019
Date

PROFESSIONAL QUALIFICATIONS

Dr. Jack S. Schreder **President**

As a Government Relations and School Facilities Consultant for the past thirty years, Dr. Schreder has used his expertise to assist school districts with their facility and financial concerns. Dr. Schreder's knowledge of educational facilities and finance has been augmented by his experience working within various California school districts. As a former president of the Associates of California School Administrators (ACSA Region 1), former lobbyist for ACSA, San Diego City Schools, and several private entities, he has developed the skills necessary to develop a process which results in meaningful solutions to resolving impact issues.

Dr. Schreder is a graduate of Stanford University (Ph.D. - Education and Business), San Francisco State University (M.A. - School Administration) and Michigan State University (B.A. Economics).

Kristen G. Schreder **President, School Facilities Division**

Kristen Schreder is a specialist on issues relating to State Allocation Board regulations and the Office of Public School Construction policies. She represents over eighty school districts on matters related to the LeRoy Greene School Facility Program. She is an experienced lobbyist in both Louisiana and California.

Ms. Schreder is an honors graduate of Chico State University (Social Science, 1978) and is a graduate of the National Center for Paralegal Training, Atlanta, Georgia, 1982.

Cheryl A. King **Senior Associate**

Ms. King has worked extensively with school districts throughout Illinois, Michigan, Colorado and California for over 20 years. Her diverse career includes teaching at both the secondary and university level and developing curriculum and outreach programs at both levels. She also administered programs as an Administrative Assistant for the Michigan Department of Education where she worked in conjunction with 20 school districts statewide to obtain state funding for projects in their districts, including follow-up evaluation procedures.

Her work in California includes extensive grant writing, development and

management of programs countywide for Butte County, consultant work with various school districts and Director of a State Local Partnership Program for the California Arts Council. Ms. King has also worked in the areas of legislative analysis and educational law as a legal assistant in the Sacramento area.

Elona Cunningham
Senior Associate

Ms. Cunningham received her BS in Business Administration with a Minor in Spanish from Menlo College and her English/Spanish Bilingual Multiple Subject Teaching Credential from the University of San Francisco. Her work experience includes five years as a bilingual elementary school teacher in California. Before joining Jack Schreder and Associates in 1997, Ms. Cunningham worked at the corporate offices of J. Crew in New York and the Gap in San Francisco.

Ms. Cunningham has over 14 years of experience in the school facility arena. Her experience includes all areas of school facility planning while specializing in securing facilities funding for school districts throughout the State of California. In order to maximize State funding, district's needs are evaluated and all available facility funding options are considered to maximize funding. Over the course of 14 years she has secured facilities funding for over 100 school districts totaling in excess of \$1 billion in facility funding. In order to secure facility funding, regular interaction with relevant State agencies is critical. Through regular communication and a presence in Sacramento, Ms. Cunningham has developed strong relationships with the Department of the State Architect, California Department of Education, and the Office of Public School Construction.

In addition, Ms. Cunningham prepares Level I Developer Fee Justification Studies and Level II School Facility Needs Assessments to assist with the impact of additional students generated from development projects.

Tamara Caspar
Associate

Ms. Caspar joined our firm in 1998. Ms. Caspar is responsible for tracking and assisting districts with determining new construction and modernization eligibility. Ms. Caspar serves as a liaison between school districts, architects, and State agencies to secure funding for eligible projects in a timely manner.

Jamie M. Iseman
GIS Director

Ms. Iseman received her B.S. in Geography from California State University, Sacramento and her M.S. in Geography with an emphasis in Demographics and Planning from the University of South Carolina. Ms. Iseman worked as a GIS Analyst with the State Department of Health and Environmental Control while in South Carolina and also served as a research assistant for the South Carolina Geographic Alliance, developing computer programs to assist the teaching of Geography to K-12 students.

Since 2001 she has been utilizing Geographic Information Systems (GIS), a powerful computer mapping tool, in the preparation of Demographic Analyses and Master Plans for over 18 California school districts to assist them in analyzing current and historic student populations, the migration of students and community populations, optimizing attendance boundaries, consolidation of current schools, location of new schools, and other geographic area specific analyses for long range planning. She works closely with District staff and oversight committees to develop specific criteria for optimizing current and future facility usage.

Evelyn Shafer
Associate

Ms. Shafer has worked in the School Facility Program since 1999 preparing SFP applications for all programs and working closely with districts to maximize funding opportunities. She also prepares Level I and Level II studies.

CLIENT LIST

Jack Schreder & Associates, Inc. has worked with the following districts:

FACILITY FUNDING / CLASS SIZE REDUCTION

ABC
Alhambra City Elementary
Alpaugh Unified
Antioch Unified
Archoe Union Elementary
Apple Valley Unified
Aromas-San Juan Unified
Banta Elementary
Bayshore Elementary
Bear Valley Unified
Bellevue Union
Benicia Unified
Berkeley Unified
Biggs Unified
Big Lagoon
Big Pine Unified
Bishop
Brawley Union Elementary
Brawley Union High
Buckeye Elementary
Burbank Unified
Butte Valley Unified
Cabrillo Unified
Calistoga Joint Unified
Canyon Elementary
Caruthers Union Elementary
Central Union High
Ceres Unified
Chatom Union Elementary
Cloverdale Unified
Coarsegold Union
Colusa Unified
Corcoran Joint Unified
Corning Union Elementary
Delano Union Elementary
Dos Palos Joint Union Elementary
Eastern Sierra Unified

Empire Union
Enterprise Elementary
Escondido Union Elementary
Etna Union High
Fairfax Elementary
Fillmore
Firebaugh-Las Deltas Unified
Forestville Union Elementary
Fort Bragg Unified
Galt High
Gateway Unified
Gonzales Union High
Grant Elementary
Grass Valley Elementary
Greenfield Union Elementary
Hamilton Union High
Hart-Ransom Union
Holtville Unified
Hughson Union High
Igo-Ono-Platina Union Elementary
Imperial Unified
Janesville Union
John Swett Unified
Johnstonville Elementary
Kenwood Elementary
Keppel Union
Kerman Unified
Kings Canyon Joint Unified
King City Joint Union High
King City Union Elementary
Lassen High
Laytonville Unified
Le Grand Elementary
Lewiston Elementary
Liberty Elementary
Linden Unified
Live Oak Unified
Lone Pine Unified
Los Banos Unified
Los Molinos Unified

Mammoth Unified
 Manzanita Elementary
 Marysville Joint Unified
 McSwain Union Elementary
 Merced City Elementary
 Middletown Unified
 Mt. Diablo Unified
 Monson-Sultana Joint Union Elem
 Moreno Valley Unified
 Morgan Hill Unified
 Mother Lode Union Elementary
 Napa Valley Unified
 National
 Newark Unified
 North County Joint Union
 Elementary
 Oak Grove Union Elementary
 Oakdale Joint Union High
 Oakdale Union Elementary
 Oakland Unified
 Orange Unified
 Orcutt Union Elementary
 Orick Elementary
 Orland Joint Union Elementary
 Orland Joint Union High
 Palo Alto Unified
 Patterson Joint Unified
 Pierce Joint Unified
 Planada Elementary
 Pleasant Ridge Union Elementary
 Plumas Unified
 Poway Unified
 Ready Springs Union
 Red Bluff Union Elementary
 Reef-Sunset Unified
 Red Bluff Union High
 Redding Elementary
 Rescue Union Elementary
 Richmond Elementary
 Rincon Valley Union Elementary
 River Delta Unified
 Riverbank Unified
 Roseland Elementary
 Roseville Joint Union High
 Ross Valley Elementary

Saddleback Valley Unified
 San Benito High
 San Bruno Park Elementary
 San Gabriel Unified
 San Lorenzo Unified
 Santa Paula Elementary
 Santa Rosa Elementary
 Santa Rosa High
 Scotts Valley Unified
 Selma Unified
 Sequoia High
 Shaffer Union
 Shasta Union Elementary
 Shasta Union High
 Shoreline Unified
 Sierra-Plumas Joint Unified
 Sonora Union High
 Soquel Union Elementary
 Southern Kern Unified
 Surprise Valley Joint Unified
 Susanville
 Sylvan Union Elementary
 Tahoe Truckee Unified
 Tulelake Basin Joint Unified
 Tustin Unified
 Ukiah Unified
 Victor Elementary
 Vista Unified
 Washington Unified
 Waterford Elementary
 Weaver Union
 Weed Union Elementary
 West Side Union Elementary
 Western Placer Unified
 Williams Unified
 Willits Unified
 Winters Joint Unified
 Winton Elementary
 Woodland Joint Unified
 Wright Elementary
 Yucaipa-Calimesa Joint Unified

DEVELOPER FEE STUDIES/YIELD
STUDIES

Alameda City Unified
Allensworth Elementary
Alexander Valley Union Elementary
Alpaugh Unified
Alta-Dutch Flat Union Elementary
Alview – Dairyland Union Elem.
Alvina Elementary
Analy Union High
Anderson Union High
Anderson Valley Unified
Antelope Valley Union High
Apple Valley Unified
Arcadia Unified
Arcohe Union Elementary
Arena Union Elementary
Armona Union Elementary
Aromas-San Juan Unified
Atascadero Unified
Atwater Elementary
Bangor Union Elementary
Banta Elementary
Bass Elementary
Bear Valley Unified
Bella Vista Elementary
Bellevue Elementary
Bellevue Union Elementary
Bellflower Unified
Belmont-Redwood Shores
Elementary
Benicia Unified
Bennett Valley Union Elementary
Beverly Hills Unified
Big Lagoon Union Elementary
Big Oak Flat-Groveland Unified
Big Pine Unified
Big Springs Union Elementary
Biggs Unified
Big Valley Joint Unified
Bishop Union Elementary
Bishop Joint Union High
Black Butte Union Elementary
Black Oak Mine Unified
Blue Lake Union Elementary
Bogus Elementary
Bonny Doon Union Elementary

Bradley Union
Brawley Union Elementary
Brawley Union High
Briggs Elementary
Brittan Elementary
Browns Elementary
Buckeye Elementary
Buellton Union Elementary
Burbank Unified
Butte Valley Unified
Burlingame Elementary
Butteville Union Elementary
Cabrillo Unified
Cajon Valley Union Elementary
Calexico Unified
Calipatria Unified
Calistoga Joint Unified
Cambrian Elementary
Camino Union Elementary
Camptonville Elementary
Canyon Union Elementary
Capay Joint Unified
Caruthers Unified
Caruthers Union Elementary
Caruthers Union High
Cascade Union Elementary
Castle Rock Union Elementary
Castro Valley Unified
Central Union Elementary
Central Union High
Ceres Unified
Charter Oak Unified
Chicago Park Elementary
Chinese Camp Elementary
Chowchilla Union High
Chualar Union Elementary
Cinnabar Elementary
Clay Joint Elementary
Clear Creek Elementary
Cloverdale Unified
Coffee Creek Elementary
Cold Spring Elementary
Columbia Elementary
Columbia Union
Colusa Unified

Corcoran Joint Unified
 Cotati-Rohnert Park Unified
 Cottonwood Union Elementary
 Culver City Unified
 Curtis Creek Elementary
 Covina Valley Unified
 Delano Joint Union High
 Delano Union Elementary
 Delphic Elementary
 Delta Island Union Elementary
 Delta View Joint Union Elementary
 Denair Unified
 Dinuba Unified
 Dos Palos Oro- Loma Joint Union
 Dublin Unified
 Ducor Union Elementary
 Dunsmuir Elementary
 Dunsmuir Joint Union High
 Durham Unified
 East Nicolaus Joint Union High
 El Centro Elementary
 El Dorado Union High
 Emery Unified
 Enterprise Elementary
 Esparto Unified
 Etna Union High
 Eureka City Elementary
 Exeter Union Elementary
 Exeter Union High
 Fallbrook Union Elementary
 Fall River Joint Unified
 Feather Falls Union
 Ferndale Unified
 Fillmore Unified
 Firebaugh-Las Deltas Unified
 Flornoy Union Elementary
 Fontana Unified
 Forestville Union Elementary
 Forks of Salmon Elementary
 Fort Bragg Unified
 Fort Ross Elementary
 Fort Sage Unified
 Fortuna Union Elementary
 Franklin Elementary
 French Gulch-Whiskeytown Elem

Galt Joint Union High
 Gateway Unified
 Gazelle Union Elementary
 Gold Oak Union
 Gold Trail Union
 Golden Hills
 Golden Feather Union
 Gonzales Union High
 Gorman Elementary
 Gorman Unified
 Grant Elementary
 Grant Joint Union High
 Grass Valley Elementary
 Gravenstein Union Elementary
 Grossmont Union High
 Guadalupe Union Elementary
 Gustine Unified
 Grenada Elementary
 Guerneville Elementary
 Hamilton Union Elementary
 Hamilton Union High
 Hanford Elementary
 Hanford Joint Union High
 Happy Valley Union Elementary
 Harmony Union Elementary
 Hart-Ransom Union Elementary
 Hayward Unified
 Healdsburg Unified
 Hilmar Unified
 Holtville Unified
 Hornbrook Elementary
 Howell Mountain Elementary
 Hughes Elizabeth Lakes Union Elem
 Hughson Unified
 Hughson Union High
 Igo, Ono, Platina Union Elementary
 Imperial Unified
 Indian Diggings Elementary
 Indian Springs Elementary
 Irvine Unified
 Island Union Elementary
 Jamestown Elementary
 Janesville Union Elementary
 John Swett Unified
 Johnstonville Elementary

Julian Union High
Junction Elementary (Shasta)
Junction Elementary (Siskiyou)
Kenwood Elementary
Keppel Union Elementary
Kerman Unified
Keyes Union Elementary
King City Joint Union High
Kings Canyon Joint Unified
Kings River Union Elementary
Kings River-Hardwick Union Elem
Kingsburg High
Kingsburg Joint Union Elementary
Kirkwood Elementary
Kit Carson Union
Klamath River Union Elementary
Knightsen Elementary
La Honda Pescadero Unified
Lafayette Elementary
Laguna Salida Union Elementary
Lagunitas Elementary
Lakeport Unified
Lakeside Union Elementary
Lake Tahoe Unified
Lammersville Elementary
Larkspur Elementary
Las Lomitas Elementary
Lassen Union High
Laton Joint Unified
Latrobe
Lawndale Elementary
Le Grand Union Elementary
Le Grand Union High
Lemoore Union Elementary
Lemoore Union High
Lewiston Elementary
Liberty Elementary (Petaluma)
Liberty Elementary (Sonoma)
Liberty Union High
Linden Unified
Lindsay Unified
Little Shasta Elementary
Live Oak Unified
Los Alamos Elementary
Los Banos Unified

Los Gatos- Saratoga Jt Union High
Los Molinos Unified
Los Olivos Elementary
Lucia Mar Unified
Lynwood Unified
Magnolia Union Elementary
Mammoth Unified
Manhattan Beach Unified
Marcum-Illinois Union
Mariposa County Unified
Mark West Union
Martinez Unified
Marysville Joint Unified
Maxwell Unified
McCabe Union Elementary
McCloud Union Elementary
McSwain Union Elementary
Mendocino Unified
Meadows Union Elementary
Mendota Unified
Menlo Park City Elementary
Meridian Elementary
Millbrae Elementary
Millville Elementary
Milpitas Unified
Mojave Unified
Monroe Elementary
Monson-Sultana Joint Union Elem
Montague Elementary
Montebello Elementary
Montecito Union Elementary
Monte Rio Union Elementary
Moreland Elementary
Morgan Hill Unified
Morongo Unified
Mother Lode Union Elementary
Mountain Union Elementary
Mt. Diablo Unified
Mt. Shasta Union
Mulberry Elementary
Mupu Elementary
Napa Valley Unified
Novato Unified
Needles Unified
Nevada City

Nevada Joint Union High
Newark Unified
New Jerusalem Elementary
Nicasio Elementary
North County Joint Union
North Cow Creek Elementary
Novato Unified
Oak Grove Union Elementary
Oak Run Elementary
Oakdale Joint Union High
Oakdale Unified
Oakdale Union Elementary
Oakland Unified
Oak View Union Elementary
Ojai Unified
Old Adobe Union Elementary
Orchard
Orcutt Union Elementary
Orinda Union Elementary
Orland Joint Unified
Orland Joint Union Elementary
Orland Joint Union High
Oroville City Elementary
Oroville Union High
Pacheco Union Elementary
Pacific Grove Unified
Pacific Union Elementary
Palermo Union
Palmdale Elementary
Palo Alto Unified
Patterson Unified
Pierce Joint Unified
Piner-Olivet Union Elementary
Pioneer Union Elementary
Pittsburg Unified
Placerville Union Elementary
Plainsburg Union Elementary
Planada Elementary
Pleasant Ridge Union Elementary
Pleasant View Elementary
Plumas Unified
Point Arena Joint Union High
Pollock Pines Elementary
Portola Valley Elementary
Quartz Valley Elementary

Raisin City Elementary
Ravendale Elementary
Ravenswood City Elementary
Ready Springs Union
Red Bluff Union Elementary
Redding Elementary
Redondo Beach Unified
Reed Union Elementary
Reef Sunset Unified
Richfield Elementary
Richgrove Elementary
Richmond Elementary
Rincon Valley Union Elementary
Riverbank Unified
River Delta Unified
Roberts Ferry Union Elementary
Robla Elementary
Rockford Elementary
Roseland Elementary
Ross Valley
Rowland Unified
Sacramento City Unified
Saddleback Valley Unified
San Antonio Union Elementary
San Carlos Elementary
San Bruno Park Elementary
San Juan Union Elementary
San Lorenzo Unified
San Lorenzo Valley Unified
San Lucas Union Elementary
San Mateo-Foster City
San Mateo Union High
San Rafael City Elementary
San Rafael City High
San Ramon Valley Unified
Santa Clara Unified
Santa Cruz City Elementary
Santa Cruz City High
Santa Maria Joint Union High
Santa Maria-Bonita
Santa Paula Elementary
Saratoga Union Elementary
Sausalito Elementary
Sausalito Marin City
Sawyers Bar Elementary

Scotts Valley Unified
Sebastopol Union Elementary
Seeley Union Elementary
Seid Unified
Selma Unified
Sequoia Union High
Shaffer Union Elementary
Shasta Lake Union Elementary
Shasta Union Elementary
Shasta Union High
Sierra-Plumas Joint Unified
Siskiyou Union High
Snowline Joint Unified
Soledad Unified
Somis Union Elementary
Sonora Elementary
Sonora Union
Sonora Union High
Soquel Union Elementary
Soulsbyville Elementary
South Bay Union Elementary
South Pasadena Unified
South San Francisco Unified
Standard Elementary
Stanislaus Union Elementary
Strathmore Union Elementary
Summerville Elementary
Summerville High
Sunol Glen Unified
Surprise Valley Joint Elementary
Susanville
Sutter Union High
Tamalpais Union High
Tehachapi Unified
Temple City Unified
Thermalito Union
Traver Joint Elementary
Tres Pinos Union Elementary
Trinity Union High
Twain Harte-Long Barn Union
Twin Hills Union Elementary
Twin Ridges Elementary
Ukiah Unified
Union Hill Elementary
Visalia Unified

Washington Union Elementary
Washington Union High
Weaver Union Elementary
Weaverville Elementary
Weed Union Elementary
West Contra Costa Unified
West Covina Unified
West Fresno Elementary
Western Placer Unified
Westmorland Union Elementary
Westwood Unified
Whisman Elementary
Whitmore Union Elementary
Williams Unified
Willits Unified
Willow Creek Elementary
Willow Grove Union Elementary
Willows Unified
Wilmar Union Elementary
Winton Elementary
Wiseburn Elementary
Woodland Joint Unified
Woodside Elementary
Wright Elementary
Yreka Union Elementary
Yreka Union High
Yuba City Unified

DEMOGRAPHIC/FACILITY PLANS

Alameda Unified
Banta Elementary
Bellflower Unified
Bellevue Union Elementary
Big Oak Flat-Groveland Unified
Biggs Unified
Big Valley Joint Unified
Black Oak Mine Unified
Brawley Elementary
Brawley Union High
Brittan Elementary
Calistoga Joint Unified
Chico Unified
Columbia Elementary
Corning Union Elementary

Delano Union Elementary
Dos Palos Oro-Loma Joint Unified
Dublin Unified
Edison Elementary
Esparto Unified
Firebaugh-Las Deltas Unified
Fort Bragg Unified
Fort Sage Unified
Galt Joint Union High
Gateway Unified
Glenn County Office of Education
Golden Plains Unified
Hamilton Union Elementary
Hamilton Union High
Happy Valley Union Elementary
Hart-Ransom Union Elementary
Hayward Unified
Healdsburg Unified
Imperial Unified
Irvine Unified
Jamestown Elementary
Janesville Union
John Swett Unified
Johnstonville Elementary
Kerman Unified
Kings River Union Elementary
Kingsburg Joint Union High
Lassen High
Le Grand Union High
Los Banos Unified
Mariposa County Unified
Mark West Union
Martinez Unified
Moraga Elementary
Morgan Hill Unified
Mountain View Whisman
Napa Valley Unified
Norwalk-La Mirada Unified
North Monterey County Unified
Oakdale Unified
Oakdale Joint Unified
Orcutt Union Elementary
Orland Joint Unified
Pacheco Union Elementary
Patterson Unified

Pierce Unified
Plumas Unified
Redondo Beach Unified
Richmond Elementary
Rincon Valley Union Elementary
Riverbank Unified
Robla Elementary
Roseland Elementary
Ross Valley Elementary
Saddleback Valley Unified
Saint Helena Unified
San Carlos Elementary
San Ramon Valley Unified
West Contra Costa Unified
West Covina Unified
West Fresno Elementary
Western Placer Unified
Westmorland Union Elementary
Westwood Unified
Whisman Elementary
Whitmore Union Elementary
Williams Unified
Willits Unified
Willow Creek Elementary
Willow Grove Union Elementary
Willows Unified
Wilmar Union Elementary
Winton Elementary
Wiseburn Elementary
Woodland Joint Unified
Woodside Elementary
Wright Elementary
Yreka Union Elementary
Yreka Union High
Yuba City Unified

REDEVELOPMENT ANALYSIS

Alameda City Unified
Calaveras Unified
Ceres Unified
Delano Union Elementary
Franklin-McKinley Elementary
Long Beach Unified

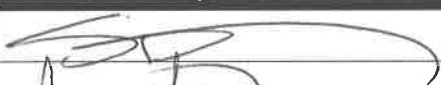
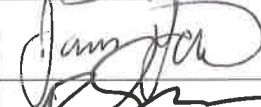
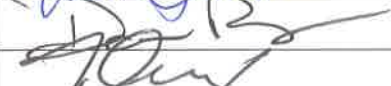
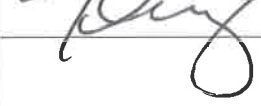
Lucia Mar Unified
Oakland Unified
Riverbank Unified
Sacramento City Unified
Southwest
Santa Rosa Schools
Tehachapi Unified
Waterford Unified
West Contra Costa Unified
Winters Joint Unified

Comprehensive School Safety Plan

**2019-2020
School Year**

School: Oroville Union High School District
CDS Code: 04615150000000
District: Oroville Union High School District
Address: 2211 Washington Avenue
Oroville, CA 95966
Date of Adoption: 02/12/2020
Date of Update: 01/07/2020
Date of Review:
- with Staff
- with Law Enforcement
- with Fire Authority

Approved by:

Name	Title	Signature	Date
Dr. Corey Willenberg	Superintendent		2-6-2020
Mr. Jim LaGrone	Maintenance and Facility Director		2-6-2020
Mr. Rick Sanders	Transportation Supervisor		2-6-2020
Mrs. Jacqueline Deadmore	Food Service Supervisor		
Mr. RICH HOGAN	TEACHER		2/6/20
Mrs. Cristi Tellechea	Principal, Oroville High		2/6/20
Mr. Dan Ramos	Principal, Las Plumas High		2/6/20
Mr. Tim Drury	Principal, Prospect/CDS		2-6-2020
Officer Breck Wright	Police Officer, Oroville Police Department		
Deputy Mariah Smith	Deputy, Butte County Sheriff's Office		

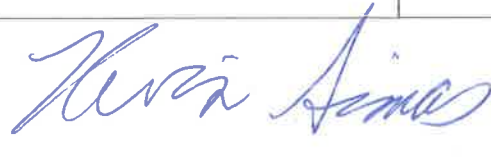
 OUHSP Dir of Ed.  Kevin James 2/6/20

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Comprehensive School Safety Plan Purpose

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

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

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

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 2211 Washington Avenue, Oroville, CA 95966.

Safety Plan Vision

OUHSD will provide a variety of quality educational experiences for students of all learning styles, in a safe and nurturing environment to prepare them to be critical thinkers and consumers in the 21st century in a fiscally responsible manner. Learning communities will provide programs and experiences that promote academic achievement and personal and social growth of every student.

We expect:

All students to graduate.

Strategic establishment of positive relationships with all students in the class.

Teachers to engage students in the active learning process, which includes participation, discussion, writing, hands-on activities and experiential learning opportunities.

Teaching, modeling and reinforcement of pro social classroom skills (following directions the first time, actively listening, waiting patiently, sharing with others, etc.).

Classroom behavioral expectations to be posted, taught, reviewed and known by every student.

Students and teachers to use technology to enhance the educational experience.

Staff involvement and engagement in professional learning communities to support development in all curricular areas.

Curriculum and instructional practices to be aligned with the Common Core State Standards and the Standards for the Teaching Profession.

Our schools to actively pursue, encourage and welcome increased family and community involvement

Components of the Comprehensive School Safety Plan (EC 32281)

Oroville Union High School District Safety Committee

Assessment of School Safety

UNITED STATES SECRET SERVICE

ENHANCING SCHOOL SAFETY USING

A THREAT ASSESSMENT MODEL

An Operational Guide for Preventing Targeted School Violence

National Threat Assessment Center

July 2018

U.S. SECRET SERVICE SCHOOL SAFETY RESEARCH

Over the last 20 years, the U.S. Secret Service National Threat Assessment Center (NTAC) has conducted research, training, and consultation on threat assessment and the prevention of various forms of targeted violence. Following the tragedy at Columbine High School in April 1999, the Secret Service partnered with the Department of Education on two studies related to school safety. Published in 2002, the Safe School Initiative (SSI) examined 37 incidents of targeted violence that occurred at elementary and secondary schools to analyze the thinking and behavior of students who commit these attacks. The report, and accompanying guide, served as the impetus for establishing threat assessment programs in schools. In 2008, the agencies released the Bystander Study, a report that explored a key SSI finding that prior to most attacks, other students knew of the attackers' plans, yet most did not report it to an adult. The report highlighted the importance of creating safe school climates in which students are empowered to share their concerns. Since then, NTAC has continued to provide and update training to schools, law enforcement, and others on threat assessment and prevention practices.

U.S. SECRET SERVICE'S LATEST INITIATIVE REGARDING SCHOOL SAFETY

The tragic events of the February 14, 2018 shooting at Marjory Stoneman Douglas High School in Parkland, Florida, and the May 18, 2018 shooting at Santa Fe High School in Santa Fe, Texas, demonstrated the ongoing need to provide leadership in preventing future school attacks. As such, the U.S. Secret Service, along with many of our partners, have redoubled our efforts and are poised to continue enhancing school safety. As part of these efforts, NTAC created an operational guide that provides actionable steps that schools can take to develop comprehensive targeted violence prevention plans for conducting threat assessments in schools. The guide, titled Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for

Preventing Targeted School Violence, is available on the U.S. Secret Service website. A condensed overview is outlined on the following page.

KEY CONSIDERATIONS

- In conjunction with physical security and emergency management, a threat assessment process is an effective component to

ensuring the safety and security of our nation's schools.

- Threat assessment procedures recognize that students engage in a continuum of concerning behaviors, the vast majority of

which will be non-threatening and non-violent, but may still require intervention.

- The threshold for intervention should be relatively low so that schools can identify students in distress before their behavior

escalates to the level of eliciting concerns about safety.

- Everyone has a role to play in preventing school violence and creating safe school climates. Students should feel

empowered to come forward without fear of reprisal. Faculty and staff should take all incoming reports seriously, and assess any information regarding concerning behavior or statements.

Additional Resources: The full guide provides information and links to additional resources that can help schools create threat assessment teams, establish

reporting mechanisms, train stakeholders, and promote safe school climates.

CREATING A TARGETED VIOLENCE PREVENTION PLAN

The goal of a threat assessment is to identify students of concern, assess their risk for engaging in violence or other harmful activities, and identify intervention strategies to manage that risk. This process begins with establishing a comprehensive targeted violence prevention plan that requires schools to:

Step 1: Establish a multidisciplinary threat assessment team of school personnel including faculty, staff, administrators, coaches, and available school resource officers who will direct, manage, and document the threat assessment process.

Step 2: Define behaviors, including those that are prohibited and should trigger immediate intervention (e.g., threats, violent acts, and weapons on campus) and other concerning behaviors that require a threat assessment.

Step 3: Establish and provide training on a central reporting system such as an online form on the school website, email address, phone number, smartphone application, or other mechanisms. Ensure that it provides anonymity to those reporting concerns and is monitored by personnel who will follow-up on all reports.

Step 4: Determine the threshold for law enforcement intervention, especially if there is a safety risk.

Step 5: Establish threat assessment procedures that include practices for maintaining documentation, identifying sources of information, reviewing records, and conducting interviews. Procedures should include the following investigative themes to guide the assessment process:

Motive: What motivated the student to engage in the behavior of concern? What is the student trying to solve?

Communications: Have there been concerning, unusual, threatening, or violent communications? Are there communications about thoughts of suicide, hopelessness, or information relevant to the other investigative themes?

- Inappropriate Interests: Does the student have inappropriate interests in weapons, school attacks or attackers, mass attacks, other violence? Is there a fixation on an issue or a person?

- Weapons Access: Is there access to weapons? Is there evidence of manufactured explosives or incendiary devices?

- Stressors: Have there been any recent setbacks, losses, or challenges? How is the student coping with stressors?

- Emotional and Developmental Issues: Is the student dealing with mental health issues or developmental disabilities?

Is the student's behavior a product of those issues? What resources does the student need?

- Desperation or Despair: Has the student felt hopeless, desperate, or like they are out of options?

- Violence as an Option: Does the student think that violence is a way to solve a problem? Have they in the past?

- Concerned Others: Has the student's behavior elicited concern? Was the concern related to safety?

- Capacity: Is the student organized enough to plan and execute an attack? Does the student have the resources?

- Planning: Has the student initiated an attack plan, researched tactics, selected targets, or practiced with a weapon?

- Consistency: Are the student's statements consistent with his or her actions or what others observe? If not, why?

- Protective Factors: Are there positive and prosocial influences in the student's life? Does the student have a positive

and trusting relationship with an adult at school? Does the student feel emotionally connected to other students?

Step 6: Develop risk management options to enact once an assessment is complete. Create individualized management plans to mitigate identified risks. Notify law enforcement immediately if the student is thinking about an attack, ensure the safety of potential targets, create a situation less prone to violence, redirect the student's motive, and reduce the effect of stressors.

Step 7: Create and promote a safe school climate built on a culture of safety, respect, trust, and emotional support.

Encourage communication, intervene in conflicts and bullying, and empower students to share their concerns.

Step 8: Provide training for all stakeholders, including school personnel, students, parents, and law enforcement.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

(a) It is the intent of the Legislature that public schools serving pupils in any of grades 8 to 12, inclusive, have access to supplemental resources to establish programs and strategies that promote school safety and emphasize violence prevention among children and youth in the public schools.

(b) It is also the intent of the Legislature that public schools have access to supplemental resources to combat bias on the basis of race, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, or sexual orientation, as defined in subdivision (r) of Section 12926 of the Government Code, and to prevent and respond to acts of hate violence and bias-related incidents. Sexual orientation shall not include pedophilia.

(c) It is further the intent of the Legislature that schoolsites receiving funds pursuant to this article accomplish all of the following goals:

(1) Teach pupils techniques for resolving conflicts without violence.

(2) Train school staff and administrators to support and promote conflict resolution and mediation techniques for resolving conflicts between and among pupils.

(3) Reduce incidents of violence at the schoolsite with an emphasis on prevention and early detection.

(4) Provide age-appropriate instruction in domestic violence prevention, dating violence prevention, and interpersonal violence prevention.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5141.4 (a)

Students

Child Abuse Prevention and Reporting

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with schoolbased mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students

how to obtain help and disclose incidents of abuse.
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)
The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5145.7 - Sexual Harassment)
Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)
(cf. 0450 - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

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

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans
33195 Heritage schools, mandated reporters
33308.1 Guidelines on procedure for filing child abuse complaints
44252 Teacher credentialing
44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education
51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report Form:

http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway:

<https://www.childwelfare.gov/can>

Adopted: 4/78

Revised: 8/15/01, 2/2/05, 3/4/15

Students

Child Abuse Prevention and Reporting

Definitions

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

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
(cf. 3515.3 - District Police/Security Department)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144 - Discipline)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

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

Responsibility for Reporting

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

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

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

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)
(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department,

county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Oroville Police Department
2055 Lincoln Street
Oroville, CA 95966
(530) 538-2448

Butte County Sheriff's Office
5 Gillick Way
Oroville, CA 95965
(530) 538-7321

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

2. Written Report

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

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

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

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

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

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

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

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

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

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

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone

number of the child's parent/guardian. (Education Code 48906)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167.

The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

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

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless

disregard of the truth or falsity of the report. (Penal Code 11166)

Adopted: 4/78

Amended: 8/15/01, 2/2/05, 7/18/06, 7/18/07, 8/5/09, 2/2/11, 3/4/15

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

A disaster is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little to no advanced warning, e.g., an earthquake or flash flood, or they may develop from one or more incidents, e.g. a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Public Agency Use of School Buildings for Emergency Shelters

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. OUHSD will work with allied agencies to assist if practicable.

Authorities and References State of California

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.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5144.1 (a)

Students

Suspension and Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and wellbeing, and promotes their learning and development. The Board shall develop rules and regulations

setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

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

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds

2. While going to or coming from school

3. During the lunch period, whether on or off the school campus
(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under

"Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any

of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (cf. 5131.7 - Weapons and Dangerous Instruments)
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)
No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law

and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.
(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined
 240 Assault defined
 241.2 Assault fines
 242 Battery defined
 243.2 Battery on school property
 243.4 Sexual battery
 245 Assault with deadly weapon
 245.6 Hazing
 261 Rape defined
 266c Unlawful sexual intercourse
 286 Sodomy defined
 288 Lewd or lascivious acts with child under age 14
 288a Oral copulation
 289 Penetration of genital or anal openings
 417.27 Laser pointers
 OROVILLE UNION HIGH SCHOOL DISTRICT
 BP 5144.1 (e)
 Suspension and Expulsion/Due Process (Cont.)
 422.55 Hate crime defined
 422.6 Interference with exercise of civil rights
 422.7 Aggravating factors for punishment
 422.75 Enhanced penalties for hate crimes
 626.2 Entry upon campus after written notice of suspension or dismissal without permission
 626.9 Gun-Free School Zone Act of 1995
 626.10 Dirks, daggers, knives, razors, or stun guns
 868.5 Supporting person; attendance during testimony of witness
 WELFARE AND INSTITUTIONS CODE
 729.6 Counseling
 UNITED STATES CODE, TITLE 18
 921 Definitions, firearm
 UNITED STATES CODE, TITLE 20
 1415(K) Placement in alternative educational setting
 7961 Gun-free schools
 UNITED STATES CODE, TITLE 42
 11432-11435 Education of homeless children and youths
 COURT DECISIONS
 T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
 Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
 Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
 Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118
 Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
 John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
 ATTORNEY GENERAL OPINIONS
 84 Ops.Cal.Atty.Gen. 146 (2001)
 80 Ops.Cal.Atty.Gen. 348 (1997)
 80 Ops.Cal.Atty.Gen. 91 (1997)
 80 Ops.Cal.Atty.Gen. 85 (1997)
 Management Resources:
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
 WEB SITES
 CSBA: <http://www.csba.org>
 California Attorney General's Office: <http://www.oag.ca.gov>
 California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>
U.S. Department of Education, Office of Safe and Healthy Students:
<https://www2.ed.gov/about/offices/list/oese/oshs>
Adopted: 2/21/07
Amended 2/20/13, 11/5/14, 9/21/16, 2/28/18

Students

Suspension and Expulsion/Due Process

Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

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

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, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades 9-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 9-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
(cf. 5131.4 - Student Disturbances)

A student in grades 9-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)
(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)
(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)
(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask

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

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

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

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

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades 9-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)
(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school

district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)
(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

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

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

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

In addition, the notice may state the date and time when the student may return to school.

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

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a

suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1) (cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1) (cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912) (cf. 9321 - Closed Session Purposes and Agendas)

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

In-School Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to in-school suspension in a separate classroom, building, or site for the entire period of suspension.

The following conditions shall apply: (Education Code 48911.1)

1. The in-school suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The in-school suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

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

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
 2. Possession of any knife or other dangerous object of no reasonable use to the student
 3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
 4. Robbery or extortion
 5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee
- In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education

Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during

the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing

2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based

3. A copy of district disciplinary rules which relate to the alleged violation

4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Non-attorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing

7. The opportunity to confront and question all witnesses who testify at the hearing

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the Issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and

"Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made

within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))
(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
 2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs
- With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K12" or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
 2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
 3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades 9-12" or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
 4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
 5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
 6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(jj))
 7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)
- Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification 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. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or

(5) or 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)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension
(cf. 6158 - Independent Study)
(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades 9-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 9-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The site administrator will complete a progress report for each student to determine whether or not they have met the terms of their contract and will send the progress report to the Superintendent for review.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to

continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Adopted: 3/7/84

Amended: 4/15/98, 2/6/02, 1/15/03, 3/3/04, 5/5/04, 2/21/07, 8/5/09, 11/17/10, 8/15/12, 2/20/13, 11/5/14, 9/21/16, 2/28/18

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 4158, 4258, 4358 (a)

Personnel

Employee Security

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with necessary assistance and support when emergency situations occur.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Student Disturbances)

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

(cf. 3320 - Claims and Actions Against the District)

(cf. 3515.4 - Recovery for Property Loss or Damage)

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. 5141 - Health Care and Emergencies)

Use of Pepper Spray

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

(cf. 4118 - Suspension/Disciplinary Action)

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

Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
 2. Immediately notify the principal, who shall take appropriate action
 3. Immediately call 911 and the principal
- (cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee
44807 Duty concerning conduct of students
48201 Transfer of student records
48900-48926 Suspension or expulsion
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, including:

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 4158, 4258, 4358 (c)

Employee Security (Cont.)

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/ls/ss>

Adopted: 2/7/01

Amended: 12/19/12

OROVILLE UNION HIGH SCHOOL DISTRICT

AR 4158, 4258, 4358 (a)

Personnel

Employee Security

An employee may use reasonable and necessary force for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

(cf. 3320 - Claims and Actions Against the District)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3530 - Risk Management/Insurance)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept

confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

Approved: 2/7/01

Amended: 3/7/01, 9/5/01, 12/19/12

(E) Sexual Harassment Policies (EC 212.6 [b])

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 4119.11, 4219.11, 4319.11 (a)

Personnel

Sexual Harassment

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)

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

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

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education
 11034 Terms, conditions, and privileges of employment
 CODE OF REGULATIONS, TITLE 5
 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
 UNITED STATES CODE, TITLE 20
 1681-1688 Title IX prohibition against discrimination
 UNITED STATES CODE, TITLE 42
 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
 CODE OF FEDERAL REGULATIONS, TITLE 34
 106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities
 106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities
 OROVILLE UNION HIGH SCHOOL DISTRICT
 BP 4119.11, 4219.11, 4319.11 (c)
 Sexual Harassment (Cont.)
 COURT DECISIONS
 Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
 Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
 Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
 Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
 Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
 Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57
 Management Resources:
 U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
 Promising Practices for Preventing Harassment, November 2017
 WEB SITES
 California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
 Equal Employment Opportunity Commission: <http://www.eeoc.gov>
 U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/index.html>
 Adopted: 2/5/92
 Amended 4/15/98, 3/7/07, 3/15/17, 5/16/18

Sexual Harassment

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through

the district.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which

illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources

3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment

4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint

5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed

6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received

7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)
Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted

2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment

2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Adopted: 4/15/98

Amended: 3/7/07, 7/16/08, 5/18/16, 3/15/17, 5/16/18

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5132 (a)

Students

Dress and Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. (cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.
(cf. 4131, 4231, 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.
Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.
(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.
Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS

Jacobs v. Clark County School District, (2008) 26 F. 3d 419

Harper v. Poway Unified School District, (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Adopted: 4/78

Amended: 9/5/07, 6/19/19

Dress and Grooming

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

(cf. 3260 - Fees and Charges)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6145.2 - Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)
(cf. 5121 - Grades/Evaluation of Student Achievement)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
(cf. 5141.7 - Sun Safety)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to 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 32282)
Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)
(cf. 5145.6 - Parental Notifications)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Adopted: 9/5/07

Amended: 6/19/19

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

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

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

STATUS ALL CLEAR communicates to students and staff that the emergency is over and normal school operations can resume.

EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically will students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage school facilities or equipment.

RESTRICTED MOVEMENT & ACCESS

LOCKDOWN is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the buildings.

Lock the doors;

Close and lock windows, and close blinds or cover windows;

Turn off lights;

Silence all electronic devices;

Remain silent;

Use strategies to silently communicate with first responders if possible,

Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room); and Remain in place until the release from lockdown by school administration or evacuated by law enforcement.

SECURE CAMPUS is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community or a bomb threat is made against the school. SECURE CAMPUS requires that all students and staff take shelter in school buildings and lock all exterior doors. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of that event. The school perimeter should be secured.

SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados.

Move students and staff into the school's permanent buildings, on the ground floor.

Group students/staff together at the furthest point away from windows on the floor.

Face the wall with backs to the windows

Crouch down on knees and elbows

Hands covering the back of their head/neck

If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal.

An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.

DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.

EVACUATION EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.

EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.

REUNIFICATION/STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed.

STRUCTURED REUNIFICATION requires:

Maintaining accurate information on the location of each child.

Preventing unauthorized individuals from having access to or removing children.

Verifying the identity of individuals coming to take custody of children.

Verifying each individual has the legal right to take custody the child for which they have asked.

Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

To provide a comprehensive district wide safe schools plan that includes strategy and tactics for action in the event of a crisis or catastrophic event.

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Review Campus Supervision Staffing and explore options to increase adult supervision at each school site.

Element:

Currently, OUHSD contracts with the Butte County Sheriff's Office to provide a deputy dedicated to all schools in the District.

Currently, Oroville High School has 3.0 FTE adults assigned to supervise the campus on a daily basis.

Currently, Las Plumas High School has 3.0 FTE adults assigned to supervise the campus on a daily basis.

Currently, Prospect High and Community Day School have 2.0 FTE adults assigned to supervise the campus on a daily basis.

The District contracts with the Butte County Sheriff's Office and the Oroville Police Department for School Resource Deputy (SRO) services at all schools in the district for a yearly approximate cost of \$240,000.

Opportunity for Improvement:

Increase adult supervision on a daily basis.

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Evaluate camera system throughout the district to make sure critical areas are visually covered during non-school hours.

Element:

Camera systems have been evaluated by District staff. We are in the process of repairing cameras, installing new cameras, as well as using cameras that are more accessible to administrative staff.

Opportunity for Improvement:

The district is also in process of developing a video policy for use of monitoring systems, as well as detailing staff authorized to view the monitoring system.

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Oroville Union High School District Student Conduct Code

Conduct Code Procedures

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5144 (a)

Students

Discipline

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed.

(Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)
(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn. Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules
 37223 Weekend classes
 44807.5 Restriction from recess
 48900-48926 Suspension and expulsion
 48980-48985 Notification of parent/guardian
 49005-49006.4 Seclusion and restraint
 49330-49335 Injurious objects
 49550-49564.5 Meals for needy students
 52060-52077 Local control and accountability plan
 CIVIL CODE
 1714.1 Parental liability for child's misconduct
 CODE OF REGULATIONS, TITLE 5
 307 Participation in school activities until departure of bus
 353 Detention after school
 UNITED STATES CODE, TITLE 20
 1400-1482 Individuals with Disabilities Education Act
 UNITED STATES CODE, TITLE 29
 794 Section 504 of the Rehabilitation Act of 1973
 UNITED STATES CODE, TITLE 42
 1751-1769j School Lunch Program
 1773 School Breakfast Program
 Management Resources:
 CSBA PUBLICATIONS
 Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015
 The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014
 Providing a Safe, Nondiscriminatory School Environment for Transgender and GenderNonconforming Students, Policy Brief, February 2014
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
 Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009
 CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES
 Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
 WEB SITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 Public Counsel: <http://www.fixschooldiscipline.org>
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
 Adopted: 4/78
 Amended: 3/16/83, 3/7/84, 2/7/01, 2/21/07, 10/19/11, 2/20/13, 11/5/14, 2/28/18, 9/18/19

Discipline

Site-Level Rules

Site-level rules shall be consistent with state law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers

3. School administrators

4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teaching prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"

12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
(cf. 6145 - Extracurricular/Co-curricular Activities)

15. Reassignment to an alternative educational environment
(cf. 6158 - Independent Study)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)
(cf. 5125 - Student Records)

Break Restriction

Teachers may restrict a student's break time only when they believe that this action is the most effective way to bring about improved behavior. When break restriction involves the withholding of physical activity from a student, teachers shall try other disciplinary measures before imposing the restriction. Break restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. The student's teacher shall inform the principal of any break restrictions imposed.
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)
The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during non-school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline.

(Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Adopted: 4/78

Amended: 3/7/84, 2/7/01, 2/21/07, 10/19/11, 2/20/13, 11/5/14, 2/28/18, 9/18/19

(J) Hate Crime Reporting Procedures and Policies

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5145.9 (a)

Students

Hate-Motivated Behavior

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131- Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 5148.2 - Before/After School Programs)

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.94 - History-Social Science Instruction)

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

(cf. 3515.3 - District Police/Security Department)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Prohibition of discrimination based on age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to

Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

CSBA: <http://www.csba.org>

California Association of Human Relations Organizations: <http://www.cahro.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Adopted: 8/15/07

Amended: 2/17/10, 6/13/18

Procedures for Preventing Acts of Bullying and Cyber-bullying

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5131.2 (a)

Students

Bullying

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical,

written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.
(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)
Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy,

Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and GenderNonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying Module

California's Social and Emotional Learning: Guiding Principles, 2018

Social and Emotional Learning in California: A Guide to Resources, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to

Assist California K-12 Schools in Responding to Immigration Issues, April 2018

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5131.2 (c)

Bullying (Cont.)

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Guidance to America's Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-onStudent Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

Partnership for Children and Youth: <http://www.partnerforchildren.org>

U.S. Department of Education: <http://www.ed.gov>

Adopted: 3/20/13

Amended: 5/15/13, 9/2/15, 6/3/18, 6/19/19

Students

Bullying

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification

of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with

AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.
(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

(cf. 5141.52 - Suicide Prevention)

Adopted: 6/19/19

Safety Plan Review, Evaluation and Amendment Procedures

The OUHSD Safety Plan is reviewed by the Board and selected staff members on an annual basis. Site staff and law enforcement officers evaluate the plan and review with staff on an annual basis. If the plan needs to be amended, the district Safety Team will recommend those amendments and they will be presented to the Board for action.

Safety Plan Appendices

Emergency Contact Numbers

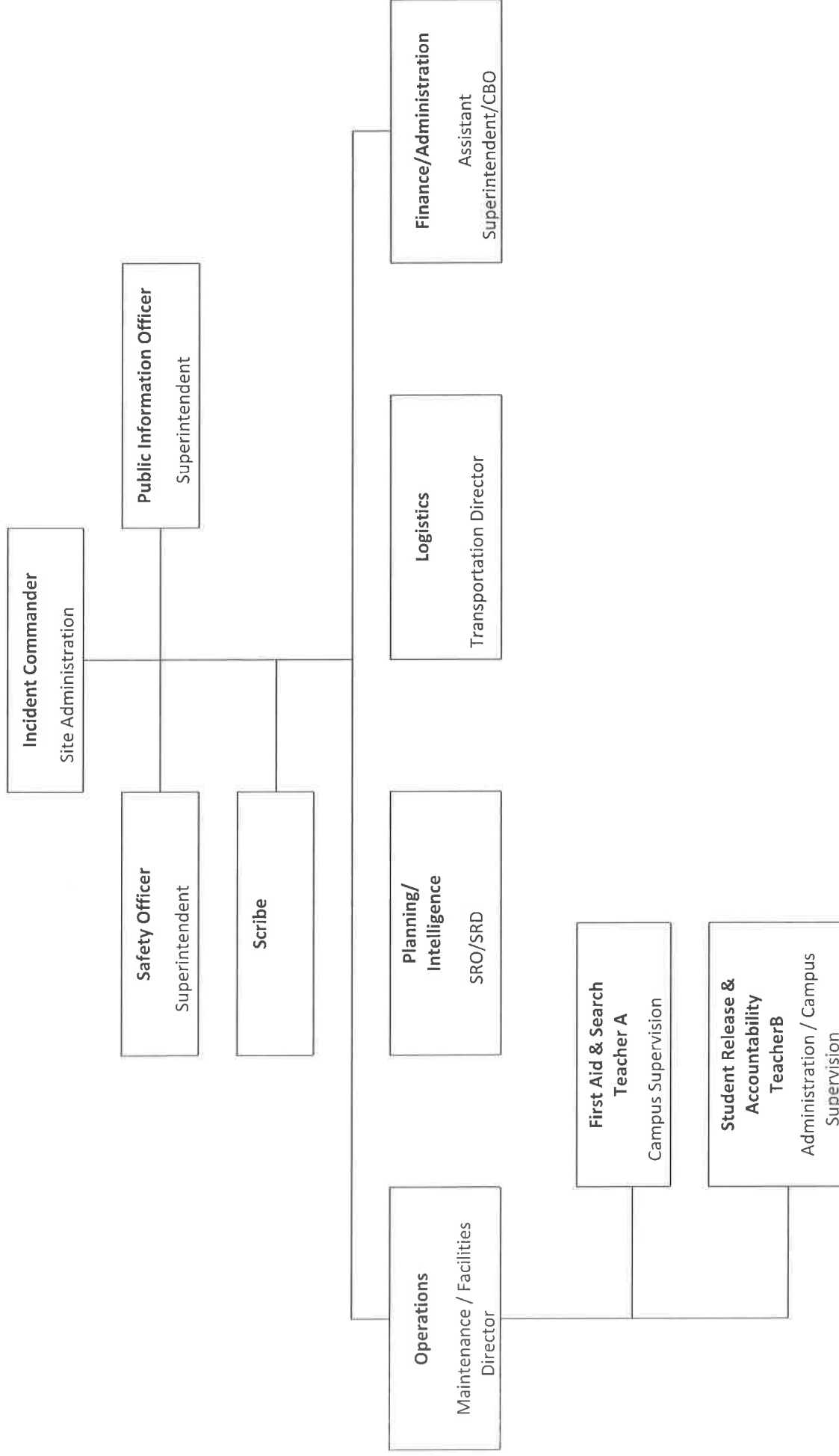
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Oroville Police/Fire	530-538-2448	
Law Enforcement/Fire/Paramedic	Butte County Sheriff's Office	530-538-7321	
School District	Oroville Union High School District	530-538-2300	
School District	Oroville City Elementary School District	530-532-3000	
School District	Palermo Union Elementary School District	530-533-4842	
School District	Thermalito Union Elementary School District	530-538-2900	
Other	OUHSD Transportation	530-538-2300 x 1109	
Other	OUHSD Maintenance	530-538-2300 x 1110	
Radio Station	Newstalk 939 KPAY	530- 342-1290	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Safety Plan Review with staff at all school sites	August 13, 2019 / 8am	
District Safety Committee meets and reviews plan. Revise if necessary	February 2020	
District Safety Plan presented to OUHSD Board for action	February 2020	

Oroville Union High School District Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Why the Standardized Emergency Management System (SEMS)?

In order to respond to frequent and multiple disasters occurring anytime and anywhere in the state, it is important that emergency response agencies operate within a clear and consistent organizational structure. Public agencies are increasingly required to manage the costs of emergencies more effectively with fewer resources. Many different agencies must work together effectively to protect lives, property, and the environment during disasters. SEMS facilitates priority setting, interagency cooperation, and the efficient flow of resources and information.

What is SEMS?

SEMS is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

SEMS incorporates:

Incident Command System (ICS) - A field-level emergency response system based on management by objectives

Multi/ Inter-agency coordination - Affected agencies working together to coordinate allocations of resources and emergency response activities.

Mutual Aid - A system for obtaining additional emergency resources from non-affected jurisdictions.

Operational Area Concept - County and its sub-divisions to coordinate damage information, resource requests and emergency response.

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Identify emergency as Active Shooter, Shelter in Place and/or Evacuation.

Step Two: Identify the Level of Emergency

Notify Administration and activate the Emergency Response System

Step Three: Determine the Immediate Response Action

LOCKDOWN is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the buildings.

- Lock the doors;
- Close and lock windows, and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Use strategies to silently communicate with first responders if possible,
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room); and
- Remain in place until the release from lockdown by school administration or evacuated by law enforcement.

SECURE CAMPUS is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community or a bomb threat is made against the school. SECURE CAMPUS requires that all students and staff take shelter in school buildings and lock all exterior doors. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of that event. The school perimeter should be secured.

SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados.

- Move students and staff into the school's permanent buildings, on the ground floor.
- Group students/staff together at the furthest point away from windows on the floor.

? Face the wall with backs to the windows

? Crouch down on knees and elbows

? Hands covering the back of their head/neck

- If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal.

An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.
Comprehensive School Safety Plan

DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK,

COVER AND HOLD ON.

EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.

EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.

STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires:

- Maintaining accurate information on the location of each child.
- Preventing unauthorized individuals from having access to or removing children.
- Verifying the identity of individuals coming to take custody of children.
- Verifying each individual has the legal right to take custody the child for which they have asked.
- Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

Step Four: Communicate the Appropriate Response Action

ALL CLEAR communicates to students and staff that the emergency is over and normal school operations can resume.

EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically will students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage school facilities or equipment.

Types of Emergencies & Specific Procedures

Aircraft Crash

In the event of a fallen aircraft, staff/supervisors should instruct staff to implement duck, cover and hold procedures. If building(s) or site is evacuated, all staff shall:

1. Maintain a safe distance from aircraft (for military aircraft, use greater caution.)
2. Shelter in place from plane, allowing for possible explosion.

In the event of explosion, the Superintendent or designee should determine the extent of damage and the potential for life threatening hazards. If explosion is in or near building, immediately order evacuation according to site plan. The Superintendent or designee should check with staff to ensure safety of and accountability for all staff. The Superintendent or designee should ensure that no one returns to buildings for ANY reason until such buildings are officially declared safe by city fire department, district maintenance staff or military personnel.

Animal Disturbance

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Isolate the students from the animal. Close doors and lock tables as a means to isolating the animal.

If the animal is outside, keep students inside and institute Secure Campus.

If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal

Contact the Marin Humane Society for assistance in removing the animal.

If the animal injures anyone, seek medical assistance from the school nurse.

Notify parent/guardian and recommended health advisor.

STAFF/TEACHER ACTIONS:

If the animal is outside, keep students inside. Lock doors and keep students away from the windows.

If the animal is inside, EVACUATE students to a sheltered area away from the animal.

Notify the principal if there are any injuries.

Armed Assault on Campus

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Low level:

- Have the person(s) under suspicion kept under constant covert surveillance.
- Approach and greet the intruder in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what their purpose is for being on campus.
- Advise intruder of the trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.

- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or grounds at brunch or lunch time:

- Outdoor Supervisors should notify the office by radio and move all students into cafeteria/gym/classrooms unless otherwise directed.
- Lock exit doors to cafeteria/gym.
- Spread SHELTER IN PLACE or LOCKDOWN/Active shooter alarm throughout rest of school as appropriate.

Staff and students should sit quietly if the situation is in their presence. TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.

- Do not engage in a conversation or try to persuade the intruder to leave your classroom or school. Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/ herself as being sane.
- If the intruder speaks to you or to your students, then answer him or her. Do not provoke him or her. Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and probably mentally ill, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action "TAKE COVER" position or run in a zig-zag fashion to the staging areas and STAY CALM.
- If and when possible, call Administration and/or 9-1-1.

An Active shooter/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the Active shooter Training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Active shooter response is a partnership with local law enforcement.

Immediate actions should include:

- Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- Notify administration
- Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- Administration notifies the Superintendent

Intermediate activities:

- Place a red card under the door/in a window if you have a serious injury in the classroom.
- Take roll
- Conduct anxiety-reducing activities

Evacuation:

- Prepare students and yourself for a quick evacuation
- Follow directions of law enforcement when they arrive

Biological or Chemical Release

Materials

POISONING:

If a student ingests a poisonous substance:

- Call Poison Control Center Link Line 1-800-222-1222. Take appropriate first aid measures.
- Call parents.
- Notify the Health Services Office.

Following any emergency, notify the District Superintendents' Office CHEMICAL SPILL ON SITE:

The following are guidelines for Chemical Spills:

- Evacuate the immediate area of personnel
- Determine whether to initiate Shelter In Place Protocol
- Secure the area (block points of entry)
- Identify the chemical and follow the procedures for that particular chemical.
- Notify the District Office.

CHEMICAL SPILL OFF SITE INVOLVING DISTRICT EQUIPMENT/PROPERTY

- Notify the District Office (530)-538-2300, extension 1107 with the following information:

v' Date, time, and exact location of the release or threatened release

v' Name and telephone number of person reporting

v' Type of chemical involved and the estimated quantity v' Description of potential hazards presented by the spill v' Document time and date notification made

v' Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)

- Locate a fire extinguisher and have present, should the need arise
- Place reflective triangles or traffic cones if in street or highway. DO NOT LIGHT FLARES!
- If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the Superintendent WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Call the District Office at (530)-538-2300, extension 1107. The cleanup will be coordinated through a designated contractor.

HAZARDOUS SUBSTANCES

Hazardous Substances include the following, but is not limited to the following:

Gasoline Solvents Motor Oil Diesel Fuel Kerosene Anti-Freeze

Airborne Gases/Fumes

Lacquer Thinner Paint

Agricultural Spray Paint Thinner Stain
Comprehensive School Safety Plan

Brake Fluid

Always call for assistance:

- Extinguish all ignition sources
- Shut off main emergency switch to fuel pump, if appropriate
- Move appropriate fire extinguishing equipment to area
- If possible, contain the spill to prevent further contamination
- Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the District Office (530)-538-2300, extension 1107.

Staff and students will evacuate the area immediately, if appropriate. Move uphill, upwind, upstream if possible.

VEHICLE FUEL SPILL

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- Shut off emergency switch
- Avoid skin contact
- Isolate the spill from people and vehicles by blocking all points of entry
- D Stop and evaluate any hazards
- Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill
- Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY
- Take care of any injured
- Notify the District Office.
- If the spill is unmanageable, contact the Fire Department by calling 9-1-1

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

- Date, time, and exact location of the release
- Name and telephone number of persons reporting the release
- The type of fuel spilled and the estimated quantity
- Description of potential hazards presented by the fuel spill
- Document the time and date notification was made and the information provided
- A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the District for assistance with this report.

Bomb Threat/ Threat Of violence

Bomb Threat

Most likely, threats of a bomb or other explosive device will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- Use the "bomb threat checklist" form (attached) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

The most important information is:

- When will the bomb explode and where is the bomb located?
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).
- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves--could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- Call 9-1-1. Give the following information:

./ Your name

./ Your call-back phone number

./ Exact street location with the nearest cross street

./ Nature of incident

./ Number and location of people involved and/or injured

- Notify Superintendent's Office.
- Evacuate involved buildings using fire drill procedures. Principal must have Superintendent's permission to evacuate the entire site.
- Implement a systematic inspection of the facilities to determine if everyone is out.
- Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.
- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- Re-occupy buildings only when proper authorities give clearance

Bus Disaster

OROVILLE UNION HIGH SCHOOL DISTRICT
AR 3543 (a)

Business and Non-instructional Operations

Transportation Safety and Emergencies

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in

good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005

2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students,

2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer. (cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.

4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.

5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.

6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.

8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

OROVILLE UNION HIGH SCHOOL DISTRICT

AR 3543 (c)

Transportation Safety and Emergencies (Cont.)

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe

to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5) (cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:

- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway, or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to

develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123.5 Use of wireless telephone or communications device while driving; exceptions

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

28160 Child safety alert system

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1294 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

OROVILLE UNION HIGH SCHOOL DISTRICT

AR 3543 (g)

Transportation Safety and Emergencies (Cont.)

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

Adopted: 1/20/93

Amended: 4/18/07, 8/20/08, 5/20/09, 3/20/13, 3/21/18, 9/18/19

Disorderly Conduct

Disorderly conduct may involve a student or staff member exhibiting threatening or irrational behavior.
Procedure

1. Upon witnessing Disorderly Conduct, staff will immediately notify the School Administrator.

2. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The School Administrator will call Oroville Police Department 530-538-2448 or the Butte County Sheriff's Office 530-538-7321, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911."
4. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
5. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
6. The School Administrator will notify the District Superintendent of the situation.

Earthquake

Earthquake

DROP, COVER, and HOLD

Earthquake procedures in the classroom or office

At the first indication of ground movement, you should DROP to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective COVER under or near desks, tables, or chairs in a kneeling or sitting position.

You should HOLD onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures in other parts of the building

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue to home.

While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

Explosion or Risk Of Explosion

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

PRINCIPAL/SITE ADMINISTRATOR:

Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.

Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.

Secure area to prevent unauthorized access until the Fire Department arrives.

Advise the District Superintendent of school status.

Notify emergency response personnel of any missing students.

Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.

Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).

Determine if Student Release should be implemented. If so, notify staff, students and parents.

If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

Initiate DROP, COVER AND HOLD ON.

If explosion occurred inside the school building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.

Check to be sure all students have left the school site. Remain with students throughout evacuation process.

Upon arrival at assembly area, check attendance. Report status to site administrator immediately.

Render first aid as necessary.

Do not return to the building until the emergency response personnel determine it is safe to do so.

If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

Fire in Surrounding Area

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Determine if EVACUATION of school site is necessary.

Contact local fire department (call 911) to determine the correct action for your school site.

If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for OFF-SITE EVACUATION.

Direct inspection of premises to assure that all students and personnel have left the building.

Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.

Monitor radio station for information.

Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.

Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.

Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.

Remain with students until the building has been inspected and it has been determined safe to return to.

Fire on School Grounds

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

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Sound the fire alarm to implement EVACUATION of the building.

Immediately EVACUATE the school using the primary or alternate fire routes.

Notify the Fire Department (call 911).

Direct search and rescue team to be sure all students and personnel have left the building.

Ensure that access roads are kept open for emergency vehicles.

Notify District Office of situation.

Notify appropriate utility company of suspected breaks in utility lines or pipes.

If needed, notify bus dispatch for OFF-SITE EVACUATION.

Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

EVACUATE students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.

Take attendance. Report missing students to the Principal/designee and emergency response personnel.

Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.

Determine the need to implement an EVACUATION. If the fire threatens the school, execute the actions above. If not, continue with school routine.

Flooding

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Issue STAND BY instruction. Determine if evacuation is required.

Notify local police department of intent to EVACUATE, the location of the safe evacuation site and the route to be taken to that site.

Delegate a search team to assure that all students have been evacuated.

Issue Off Site Evacuation instruction if students will be evacuated to a safer location by means of buses and cars.

Post a notice on the office door stating where the school has relocated and inform the District Office.

Monitor AM radio weather station KPAY Newstalk 93.9 for flood information.

Notify District Superintendent of school status and action taken.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

If warranted, EVACUATE students using evacuation plan. Take the class roster, emergency backpack and student comfort kits. Take attendance before leaving the campus.

Remain with students throughout the evacuation process.

Upon arrival at the safe site, take attendance. Report any missing students to principal/site administrator and emergency response personnel.

Do not return to school building until it has been inspected and determined safe by property authorities.

BUS DRIVER ACTIONS:

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

Loss or Failure Of Utilities

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.

There are several stages of alerts that are being broadcast over the radio:

- STAGE 1 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.
- STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.
- STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district.

PREPARING FOR AN OUTAGE

- Update each student's emergency card.
- Determine availability of portable lighting at site, i.e. flashlights & batteries.
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways.
- Check school district's PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50's power will not be interrupted.
- Ask your teachers to have alternative teaching methods and plans to be used at STAGE 3 only.
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.

- Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.
- Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- Ask your staff and students to have seasonal warm clothing available.
- Use surge protectors for all computer equipment, major appliances and electronic devices.
- If you have electric smoke detectors, use a battery-powered smoke detector as a back-up.

DURING AN OUTAGE

- CONTACT MAINTENANCE & OPERATIONS IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT.
- According to SBC (Telephone Company), phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- Use a buddy system when going to the restrooms.
- DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor- cooking devices indoors.
- DO NOT USE candles or gas lanterns.
- Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent for directions (release students/staff, evacuation to another site, etc.)

Motor Vehicle Crash

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Notify police and fire department (call 911).

Determine immediate response procedures, which may include EVACUATION, or OFF-SITE EVACUATION which may include the use of busses or alternate transportation.

Arrange for first aid treatment and removal of injured occupants from building.

Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.

Ensure that students and staff remain at a safe distance from the crash.

Account for all building occupants and determine extent of injuries.

Notify District Superintendent.

STAFF ACTIONS:

Notify Principal.

Move students away from immediate vicinity of the crash.

EVACUATE students to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.

Check school site to assure that all students have evacuated.

Take attendance at the assembly area.

Report missing students to the principal /designee and emergency response personnel.

Maintain control of the students a safe distance from the crash site.

Care for the injured, if any.

Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

Psychological Trauma

Recovering emotionally from disaster

Recovering emotionally from disaster

Recovering emotionally from disaster

Disasters such as hurricanes, earthquakes, transportation accidents or wildfires are typically unexpected, sudden and overwhelming. For many people, there are no outwardly visible signs of physical injury, but there can be nonetheless an emotional toll. It is common for people who have experienced disaster to have strong emotional reactions. Understanding responses to distressing events can help you cope effectively with your feelings, thoughts and behaviors, and help you along the path to recovery.

What are common reactions and responses to disaster?

Following disaster, people frequently feel stunned, disoriented or unable to integrate distressing information. Once these initial reactions subside, people can experience a variety of thoughts and behaviors. Common responses can be:

Intense or unpredictable feelings. You may be anxious, nervous, overwhelmed or grief-stricken. You may also feel more irritable or moody than usual. Changes to thoughts and behavior patterns. You might have repeated and vivid memories of the event. These memories may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat or sweating. It may be difficult to concentrate or make decisions. Sleep and eating patterns also can be disrupted — some people may overeat and oversleep, while others experience a loss of sleep and loss of appetite. Sensitivity to environmental factors. Sirens, loud noises, burning smells or other environmental sensations may stimulate memories of the disaster creating heightened anxiety. These “triggers” may be accompanied by fears that the stressful event will be repeated. Strained interpersonal relationships. Increased conflict, such as more frequent disagreements with family members and coworkers, can occur. You might also become withdrawn, isolated or disengaged from your usual social activities. Stress-related physical symptoms. Headaches, nausea and chest pain may occur and could require medical attention. Preexisting medical conditions could be affected by disaster-related stress.

How do I cope?

Fortunately, research shows that most people are resilient and over time are able to bounce back from tragedy. It is common for people to experience stress in the immediate aftermath, but within a few months most people are able to resume functioning as they did prior to the disaster. It is important to remember that resilience and recovery are the norm, not prolonged distress.

There are a number of steps you can take to build emotional well-being and gain a sense of control following a disaster, including the following:

Give yourself time to adjust. Anticipate that this will be a difficult time in your life. Allow yourself to mourn the losses you have experienced and try to be patient with changes in your emotional state. Ask for support from people who care about you and who will listen and empathize with your situation. Social support is a key component to disaster recovery. Family and friends can be an important resource. You can find support and common ground from those who've also survived the disaster. You may also want to reach out to others not involved who may be able to provide greater support and objectivity. Communicate your experience. Express what you are feeling in whatever ways feel comfortable to you — such as talking with family or close friends, keeping a diary or engaging in a creative activity (e.g., drawing, molding clay, etc.). Find a local support group led by appropriately trained and experienced professionals. Support groups are frequently available for survivors. Group discussion can help you realize that you are not alone in your reactions and emotions. Support group meetings can be especially helpful for people with limited personal support systems. Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat well-balanced meals and get plenty of rest. If you experience ongoing difficulties with sleep, you may be able to find some relief through relaxation techniques. Avoid alcohol and drugs because they can be a numbing diversion that could detract from as well as delay active coping and moving forward from the disaster. Establish or reestablish routines. This can include eating meals at regular times, sleeping and waking on a regular cycle, or following an exercise program. Build in some positive routines to have something to look forward to during these distressing times, like pursuing a hobby, walking through an attractive park or neighborhood, or reading a good book. Avoid making major life decisions. Switching careers or jobs and other important decisions tend to be highly stressful in their own right and even harder to take on when you're recovering from a disaster.

In addition to these recommendations, APA's Road to Resilience brochure describes steps that you can take to build resilience — the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress.

When should I seek professional help?

If you notice persistent feelings of distress or hopelessness and you feel like you are barely able to get through your daily responsibilities and activities, consult with a licensed mental health professional such as a psychologist. Psychologists are trained to help people address emotional reactions to disaster such as disbelief, stress, anxiety and grief and make a plan for moving forward. To find a psychologist in your area, visit APA's Psychologist Locator.

Thanks to psychologists Kevin Rowell, PhD, and Rebecca Thomley, PsyD, for their assistance with this article.

Revised August 2013

Resources

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Suspected Contamination of Food or Water

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.

Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.

Provide list of potentially affected students and staff to responding authorities.

Provide staff with information on possible poisonous materials in the building.

Notify District Superintendent of situation and number of students and staff affected.

Confer with Department of Health and Human Services before the resumption of normal school activities.

Prepare communication for families advising them of situation and actions taken.

STAFF ACTIONS:

Notify principal/site administrator.

Call the Poison Center Hotline 1-800-222-1222.

Administer first aid as directed by poison information center.

Seek additional medical attention as needed.

PREVENTATIVE MEASURES:

Keep poisonous materials in a locked and secure location.

Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.

Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

Tactical Responses to Criminal Incidents

The California Education Code establishes the basic framework for school districts to take steps to make schools safe. Each school in a district is required to develop a comprehensive school safety plan "that addresses the safety concerns identified through a systematic planning process." (Ed. Code, § 32280.) A "safety plan" is "a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus." (Ed. Code, § 32280.) The plan must be annually reviewed and updated by March 1. (Ed. Code, § 32286.)

Generally, the school site council is responsible for developing the safety plan. (Ed. Code, § 32281.) However, in lieu of the school site council, a school district or county office of education may elect to develop confidentially the portions of the safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, otherwise known as a "tactical response plan." (Ed. Code, § 32281(f)(1).) The term "tactical response" means the "steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators." (Ed. Code, § 32281(f)(2).) When developing a tactical response plan, district or county officials must consult with law enforcement officials and invite representatives of exclusive bargaining units of district employees to participate. (Ed. Code, § 32281(f)(1).)

Unlawful Demonstration or Walkout

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

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

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

Inside School

STAFF ACTIONS:

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

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

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

Outside of School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Move any students who are outside into the school building. If unable to do so, have students lie down and cover their heads. Once students are in the school building, lock and secure all exterior doors, including restrooms. Have custodians remove trash containers and other burnable items from public access.

Cancel all outside activities.

Maintain an accurate record of events, conversations and actions.

Assign staff members to assist nurse as necessary.

STAFF ACTIONS:

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

Instruct students to DUCK AND COVER, lie on the floor and keep students calm.

Care for the injured, if any.

Remain with students within locked classrooms until all clear is given, regardless of bells and the school schedule.



Oroville Union High School District
Transportation Department
2139 Washington Ave
Oroville Ca 95966
530-538-2300 ext. 1108

Transportation Safety Plan and Handbook
(Complies with California Ed Code 39831.3)

Preface

California Education Code 39831.3

The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

The plan shall be revised as required. The plan shall address all of the following:

- 1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- 2a) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- 2b) Nothing in this paragraph requires the county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- 3a) Boarding and exiting a school bus at a school or other trip destination.
- 3b) A current copy of a plan shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

California Education Code 39831.5

a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school whom are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but is not limited to, all of the following:

- a) A list of school bus stops near each pupil's home.
- b) General rules of conduct at school bus loading zones.
- c) Red light crossing instructions.
- d) School bus danger zone.
- e) Walking to and from school bus stops.

2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- a) Proper fastening and release of the restraint system.
- b) Acceptable placement of passenger restraint systems on pupils.
- c) Times at which the passenger restraint systems should be fastened and released.

d) Acceptable placement of the passenger restraint systems when not in use.

4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

a) Name of school district, county office of education, or private school.

b) Name and location of school.

c) Date of instruction.

d) Names of supervising adults

e) Grade levels of pupils

f) Subjects covered in instruction.

g) Amount of time taken for instruction.

h) Bus driver's name.

i) Bus number

j) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

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CONTACT INFORMATION

Oroville Union High School District
2211 Washington Ave Oroville Ca 95966
530-538-2300

Superintendent's Office
Corey Willenberg-Superintendent
530-538-2300 ext. 1107

Paula Blaney – Administrative Assistant
530-538-2300 ext. 1107

Business Office
Susan Watts – Assistant Superintendent/CBO
530-538-2300 ext. 1103

Contact Information Transportation
Hours of operation: office 6am to 4pm, mechanic staff 6am to 5:30pm
Rick Sanders – Supervisor
530-583-2300 ext. 1108

Julie Howarth – Dispatcher
530-538-2300 ext. 1109

Las Plumas High School
Dan Ramos-Principal
530-538-2310 ext. 2203

Oroville High School
Cristi Tellechea – Principal
530-538-2320 ext. 3301

Prospect Alternative and Community Day School
Tim Drury – Principal 530-538-2330 ext.4150

Contact Information Oroville City Elementary-District Office

Spencer Holtom – Superintendent
530-532-3000 ext. 3001

Superintendent Secretary – Kim Felder
530-532-3000 ext. 3001

John Bohannon – Assistant Superintendent, Curriculum and Instruction
532-5690 ext. 105
Special Education Clerk II
532-5690 ext. 101

Central Middle School
Mikeal Williamson – Principal

530-532-3002

Ishi Hills Middle School
Renee Henderson– Principal
530-532-3078

Oakdale Heights School
John Bettencourt – Principal
530-532-3004

Ophir School
Teresa Lightle – Principal
530-532-3005

Stanford Avenue School
Patrick O'Brien – Principal
530-532-3006

Wyandotte Avenue School
Todd Dowell – Principal
530-532-3007

SCHOOL BUS TRANSPORTATION

OUHSD routes buses in the most cost effective means for fuel consumption and to minimize route time. Students may have early AM pick up times, even as early as 6:00 AM. As well, some students may have late drop off times, sometimes as late as 4:30, or 5:00 PM, depending on school bell times, the amount of students and their destinations. We try to route students to experience a comfortable and timely trip from home to school. However, ride times can vary from 5 minutes to 2 hours depending on route configuration.

Loading and Unloading Pursuant 22112 of the Vehicle Code

Rules of Conduct at Bus Stops and School Bus Loading Zones

Procedures for all students to follow as they board and exit the school bus:

- 1) Arrive to bus stop 5 minutes prior to the scheduled bus arrival
- 2) Students shall wait for the bus in an orderly manner, line up single file 12 feet away from the bus stop and six feet off the road, and wait until the bus comes to a complete stop and door is open before approaching.
- 3) Students shall board and exit the school bus only at bus stops designated by the District Superintendent or designee.
- 4) Students must load and unload only at their designated school site and designated bus stop; which is specified on the Permission to Ride form (In the case of an emergency the student must obtain a bus pass from the school office).
- 5) All students (K-12) require driver escort both morning and afternoon. Students who cross the roadway to get to their designated bus stop must wait across from the stop until the bus arrives to be escorted by the driver. Students must notify the driver of their need to cross in the afternoon. While boarding or exiting the bus students are **NEVER** allowed to cross the street without a driver escort.
- 6) Students shall notify the driver of their need to cross the street.
- 7) Students shall exit the bus in an orderly manner, remaining seated until the bus comes to a complete stop and is placed in gear and the parking brake is set. Leave the bus promptly. Immediately leave the vicinity of the bus stop and stay clear of the roadway.
- 8) While at bus stop, student will show respect to public and private property. There will be no marking and/or destruction of public property.

Bus Driver Requirements:

- 1) On approaching a bus stop, the driver must activate approved flashing amber light (if bus is so equipped) beginning 200 feet before the bus stop.
- 2) The driver shall operate flashing red light and stop arm when the bus is stopped for purpose of loading and unloading students.
- 3) Before opening the door, the driver shall ensure the flashing red signal lights and stop arm are activated
- 4) Driver shall escort all students across the highway or private road. The driver shall use an approved hand-held stop sign while escorting all students.
- 5) The driver shall stop only at bus stops designated by the District Superintendent or designee.
- 6) The driver shall ensure that all students who need to cross the highway or private road are crossed safely, that all other unloaded students and pedestrians are a safe distance from the bus and that it is safe to move before setting the bus in motion.

Red Light Crossing Instruction/Escort of Students across Roadway

22112 (d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

- 1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
- 2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

NOTE: Oroville Union High School District escorts all students through grade 12. Driver escort is required both morning and afternoon. Students needing to cross the roadway to get to their designated bus stop must wait across from the stop until bus arrives to be escorted by the bus driver.

Driver Escort Procedure

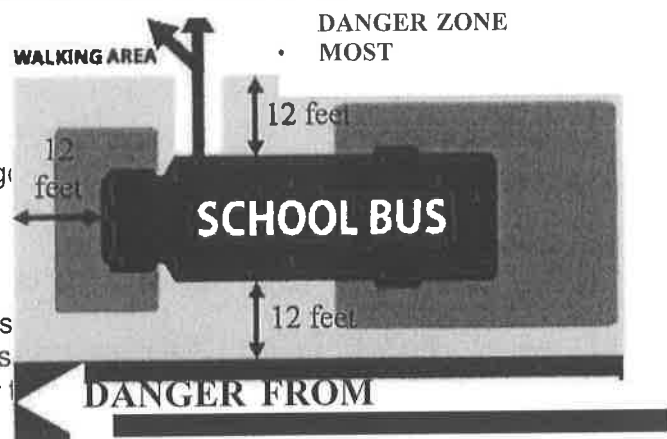
- 1) Students shall:
 - a) Wait for the driver to exit the bus
 - b) Cross the roadway only when the bus driver tells them it is safe to do so
 - c) Always cross in FRONT of the bus straight across the roadway between the bus driver and the bus
 - d) After crossing, from the bus, stay clear of the roadway
 - e) After crossing, to the bus, find a seat promptly and remain seated
- 2) The transportation department will determine if a student requires escort to or from the bus by anyone or a combination of the following:
 - a) Conversation between driver and student and/or parent
 - b) Information from routing software and Permission to Ride forms
 - c) Observation from the bus driver

School bus Danger Zone

It is very important that students know the danger zone of the bus driver's knowledge.

Designated Bus Stop

Students must load and unload only at their designated bus stop. Designated stops are determined by the address of the student needs to load or unload at a stop other than the designated stop, obtain a bus pass from the school office.



Application for Permission to Ride

All students must have a current Permission to Ride form on file with the transportation department in order to ride any Oroville Union High School bus; transportation of student will be denied if not on file. The bus driver will hand out forms at the beginning of each school year, anytime a new student is added or when there are changes to the student's information such

as change of address or bus stop location.

Bus rules and conduct are printed on the Permission to Ride form. It is encouraged that the parent/guardian reads over rules of conduct with their student and keeps the upper section of the form for reference. An electronic RFID bus pass will be issued to each student. This pass is to be scanned upon boarding and departing the bus.

Bus Pass

Anytime a student is loading or unloading at a bus stop or bus route that is not listed on their Permission to Ride form the student must obtain a bus pass. A bus pass may be obtained through the school office by the parent/guardian either in person or in writing. In the event of an emergency permission by phone may be accepted. Students who do not obtain a bus pass will be refused transportation. In the event a student is at a morning bus stop without a bus pass and no parent/guardian is available, the bus driver will notify dispatch and take the student to his/her school site. The parent/guardian will be contacted.

Bus Behavior/Conduct:

Bus Rules and Conduct

5 CCR § 14103 (a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Bus Rules

- 1) Obey the directions of the bus driver.
- 2) Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.
- 3) The bus driver is authorized to assign seats.
- 4) Students shall observe the same conduct as in the classroom.
- 5) Respect the rights of other students & obey all safety and evacuation rules.
- 6) No loud talking, fighting, pushing or tripping.
- 7) Be courteous and refrain from using profane language.
- 8) Students are not to shout or make offensive remarks or gestures to pedestrians or motorists.
- 9) At all times, remain properly seated, facing forward, knees and backpack out of the aisle.
- 10) Remain seated until the bus comes to a full and complete stop.
- 11) **No Cell phone pictures or video.** Other cell phone use is at the discretion of the driver.
- 12) No eating, drinking or chewing gum.
- 13) Keep head, hands & feet inside the bus.
- 14) Paper or other objects are not to be thrown on the floor, seats or out the window.
- 15) The following items are not allowed on the bus: baseball bats, balls, rollerblades, skateboards, and bicycles, items made of glass, animals, insects, firearms, hazardous

articles, aerosols, perfumes or any illegal substance. No touching or tampering with bus equipment.

- 16) No touching or tampering with bus equipment.
- 17) Arrive at the bus stop 5 minutes prior to the scheduled bus arrival.
- 17) While waiting to board the bus students must be orderly, and line up 12 feet away from the bus.
- 18) All students (K-12) require driver escort both morning and afternoon. Students who cross the roadway to get to their designated bus stop must wait across from the stop until the bus arrives to be escorted by the driver. Students must notify the driver of their need to cross in the afternoon.
- 19) Always cross in FRONT of the bus.
- 20) Students must load and unload ONLY at their designated bus stop and school site.
- 21) **Rule violators are suspended without compensation from using any OUHSD school bus. Suspension from transportation includes suspension from all athletic and extracurricular trip buses.**

School Bus Incident Report to Parents (bus slip)

The lack of compliance of rules and/or undesirable conduct by a student can result in the issuance of a School Bus Incident Report to Parents (bus slip).

Disciplinary Actions:

Elementary Students

First violation: Warning

Second violation: Shall result in a 3-day suspension of transportation privileges.

Parents must provide transportation during the period of suspension

Third violation: Shall result in a 5-day suspension of transportation. A conference between parents and the principal will be held in order to have transportation reinstated. *Parents must provide transportation during the period of suspension*

Fourth violation: Shall result in the loss of transportation for the remainder of the school year.

- All disciplinary action is at the discretion of the school administrator and/or Board of Education; the penalty may be more severe or less severe if deemed necessary

High School Students

First Level: 1 - 3 days loss of riding privilege, student will receive a bus slip home; parent/guardian/student signature required; the site Assistant Principal or Principal will notify the parent/guardian.

Second Level: 3 - 5 days loss of riding privilege, student will receive a bus slip home; parent/guardian/student signature required; the site Assistant Principal or Principal will notify the parent/ guardian.

Third Level: Loss of riding privilege for remainder of school year.

- All disciplinary action is at the discretion of the school administrator and/or Board of Education; the penalty may be more severe or less severe if deemed necessary

Other Discipline

Bus driver may use other means of discipline in addition to or in place of a Bus Slip. Such as; assigning a seat, writing sentences, phone call to parent/guardian, conferencing with the school administration or the use of incentives such as stickers, color pages, small toys, behavior charts.

Evacuation Instruction

All pupils in prekindergarten to grade 12, inclusive, in public or private schools, who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety.

At least once in each school year, all pupils in prekindergarten to grade 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but not limited to:

- Proper loading and unloading procedures including escorting by the driver
- How to safely cross the street, highway or private road
- Instruction on the use of passenger restraint systems
- Proper passenger conduct
- Bus evacuation
- Location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit

As part of the instruction, pupils shall evacuate the school bus through emergency exit doors

Each school year the transportation department takes school buses to each elementary school sites (exception Central Middle School and Ishi Hills Middle School) and all students receive instruction on safety and participate in a bus evacuation (see above 1-6)). Middle School and high schools instruction is done on a selected day where they are instructed by their bus driver and are evacuated at their school site before entering a regular school day.

Bus Safety Equipment and Emergency Exits

All school buses are inspected by each driver before leaving the bus yard to transport students, at regular scheduled intervals (3000 miles or 45 days), by a mechanic and yearly by a CHP officer. Included in these inspections are ensuring safety equipment and emergency exits are in proper working order. During evacuation training, students are trained on the location and use of safety equipment and the proper operation of emergency exits. At this time, and during the event of an emergency, the students are permitted to handle safety equipment and emergency exits. Handling safety equipment and emergency exits any other time will result in disciplinary action to be taken toward the student with possible loss of bus riding privileges.

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operations whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Procedures for Discontinuance of Service due to Reduced Visibility

In order to insure safe operations at all times, drivers will be responsible to assess road conditions on a continuous basis. If, due to atmospheric conditions, visibility on the roadway is reduced to 200 feet or less, the driver will advise the Transportation Supervisor or his designee of the fact and a decision will be made as to the next course of action.

If the conditions warrant, whether or not students are on board, the driver will remain parked and secure until it is safe to proceed. School sites and the superintendent will be notified

immediately.

If the morning or afternoon routes have not commenced, the buses will be held until it is safe to proceed. School sites and the superintendent will be notified immediately.

FIELD TRIP/ACTIVITY TRIP

To be in compliance with Vehicle Code 221 12b The Request for Transportation form must contain all stops where students will load or unload including comfort stops such as restroom and food. Home-to-school routes take precedence over activity trips in scheduling. It is very important to have correct times listed on trip request forms and to adhere to those times. Trip request forms must have all proper signatures in order for the trip to be scheduled. It is recommended that the activity trip confirmed by phone or email at least one week prior to the day of the trip.

All bus rules and orderly conduct apply to fieldtrips/school activity trips (see above). Before departing on a school activity trip, students shall receive safety instruction which, includes but not limited to:

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit
- May include the use of the passenger restraint system (if so equipped)

PASSENGER RESTRAINT

Currently Oroville Union School District has only a few school buses equipped with passenger restraint systems. School buses purchased or leased for use in California must be equipped at all designated seating positions with a combination pelvic and upper torso passenger restraint system when the bus is a Type 2 (small bus) bus manufactured on or after July 1, 2004 or a Type 1 bus (large bus) manufactured on or after July 1, 2005.

TRANSPORTING PASSENGERS WITH SPECIAL NEEDS

Many special education students can ride the school bus with their non-disabled peers, while other students require specialized transportation service. For those, transportation service is addressed in their IEP.

The IEP and Transportation

Each student's success is reliant upon sustaining positive communication, and the teamwork of parents, teachers, and the school bus driver. OUHSD bus drivers recognize that their personal attitude and behavior affects the people served. Initially the student's needs may require curbside service, or an aide; however, safety concerns need to balance with the need to foster independence in students. After all, education is to prepare students for life outside of school.

Transportation Independence Tools

IDEA requires that all related services (including transportation) are provided in the Least Restrictive Environment (LRE). IDEA requires students with disabilities be provided access to the educational program, to the extent possible, in the same manner as their non-disabled peers. Our goal is for all students to have access to the education program, which includes teaching skills for greater independence, in order to achieve the LRE.

Levels of Service

The district offers transportation service at multiple levels to correspond with each student's skills and abilities. Listed below are the service options available from least restrictive to most restrictive.

Public Transit	Where public transit is available and appropriate students may use public transit.
Centralized	This bus service is provided at the designated neighborhood bus stop which may be used to provide bus service for students in the regular education program.
Transitional	The bus stop is located at a safe point which is somewhere between the home location and the regular neighborhood bus stop. This stop location can be customized based upon the student's abilities. As the student's skills increase transportation staff will work with the IEP team to provide a progressively more independent location.
Curbside	Service is provided at the closest safe point to the student's residence. This bus service is the most restrictive service provided. Typically, for students requiring this service, it is expected that a responsible adult is present to deliver/receive custody of the student.

Providing the Least Restrictive Bus Service

Although every student has an individualized education program, the following guidelines help establish targets and goals. Not every student in a given program will be able to achieve these standards while some students will be capable of exceeding them. In each case, the IEP team should assess the student's skills and abilities in order to establish the correct level of service. Where a student's skills and abilities do not meet the expected service standards a targeted intervention is warranted.

Autism Program SDC	Curb	Curb	Trans	Trans	Cent	
Fully Included Autism	Curb	Trans	Trans	Cent	Cent	
Mild/Moderate SDC	Curb	Trans	Trans	Cent	No Service	
Moderate/Severe SDC	Curb	Curb	Curb	Trans	Trans	
Adult Transition	N/A	N/A	N/A	N/A	N/A	Pub. Trans
VI	Curb	Curb	Trans	Trans	Trans	Trans
RSP	No Service	No Service	No Service	No Service	No Service	No Service
ED SDC	Curb	Curb	Trans	Trans	Cent	
DHH	Curb	Curb	Trans	Trans	Cent	Cent

Skill Ladder

Each level of transportation service has an associated set of skills which must be learned before the student can proceed to a more independent level. The skills do not need to be learned in any particular order. Based upon specific knowledge of student abilities, the IEP team may add additional skills to any category. When a student is not capable of being safely served at the expected level, the case manager should establish IEP goals to help the student progress. When the IEP team finds it necessary to modify this skill set, transportation staff

should be contacted.

When a student is not capable of being safely served at the least restrictive level, the case manager should establish IEP goals to help the student progress. These goals should be specific to the desired skills and may require the assistance of the bus driver for assessment and/or instructions. The frequency of goal achievement should be increased until the student demonstrates mastery. Listed below (in order from least restrictive to most restrictive) are each of the service levels and their associated skills.

Service Level	Skills to be Mastered	Sample IEP Goal (Student will be able to . . .)
Public Transit	Make Change Read a public transit schedule Ask directions Position own wheelchair (if appropriate)	Produce correct bus fare as measured by the teacher 9/10 times. Select stop times & buses using transit schedule. Role play asking the driver for directions as measured by teacher. Set wheelchair in the correct position as measured by the driver.
Centralized	Safe path to your stop Respect for property Knowing how long to wait for a late bus Ability to contact transportation dispatch if the bus is late	Demonstrate safely walking to the bus stop as measured by the teacher. Wait for the bus in the correct area properly as measured by the teacher. Role play waiting and determining when to call transportation as measured by the teacher. Demonstrate accurately calling transportation dispatch as measured by the teacher
Transitional	Recognize the bus/route Recognize the stop and be ready for it Importance of time, ability to tell time Waiting for the bus with assistance Requesting help/self-advocacy Interact with other passengers appropriately. Crossing the street safely – being crossed Avoiding neighborhood obstacles, Stranger Danger (dogs, etc.) Waiting for the bus independently	Identify the route number located on the bus as measured by the driver. While on the bus, get ready to get off at the assigned stop as measured by the driver. Correctly report whether (s)he is on time for the bus as measured by the teacher. Locate a safe spot to wait with help from a responsible adult assessed by teacher. Properly and politely ask for assistance as measured by the driver. Role play entering and exiting the bus appropriately as measured by the teacher. Demonstrate safe street crossing skills as measured by the teacher. Recognize potentially unsafe conditions as measured by the teacher. Wait for the bus independently in a safe location as measured by the teacher.
Curbside	Present bus pass Greet the driver Follow instructions Observe Bus Rules	Show the bus pass to the bus driver as measured by the driver Address the driver in a friendly manner as assessed by the driver Appropriately respond to driver instructions on the bus as assessed by the driver. Demonstrate safe riding behavior as reported by the bus driver.

Once transportation is identified as a related service, the transportation department is notified. Within 3-5 working days of notification from the special education department the student is added to the Special Needs route best suited for the student. At which time transportation will contact parents in regard to student pick up and drop off times. Transportations services cannot be provided until transportation has been approved through the OUHSD special education department.

Transporting students with special needs requires appropriate care and concern and the “least restrictive environment.”

Parental Responsibilities

Parental involvement is vital for safe conveyance and student achievement. Parental involvement helps drivers to make informed choices on seating and providing support for the

student's positive attitude. Parents have the responsibility to inform the driver of their child's needs and any changes for transportation to provide a consistent and safe level of service. The driver-parent relationship should be professional, friendly, and oriented toward acquiring a better understanding of the child. As a parent, you have the responsibility to:

- Communicate safety concerns to the driver, transportation officials, and school administration.
- Have student(s) ready for transportation 5 minutes before the scheduled arrival of transport.
- Inform bus drivers of medications needing transportation.
- Inform bus drivers of changes in a student's medication.
- Call dispatch if student will not need transport that day (530) 538-2300 ext. 1109.
- Understand transportation policy.
- Maintain the wheelchair and other adaptive devices in safe conditions.
- Provide bus drivers and transportation officials with emergency phone numbers.
- Participate in communicating rules and consequences.
- Participate in educating students of safety issues and loading and unloading.
- Inform bus drivers of medical health considerations for their child.

Confidentiality Requirements

The IDEA (34 CFR 300.560) and the Education Code (EC 56347) require that information in the IEP (even if confidential) shall be made available to related service providers to transport students safely. School bus drivers are school officials who perform the IEP mandated transportation-related service. Information on the handicapping condition, medical/health issues, and other personal characteristics is provided to transportation staff to assist in the orderly and safe transportation of a student protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Transportation staff shall be trained regarding confidentiality requirements.

Pick-up and Drop-off Locations

The OUHSD Transportation Department will route **special needs buses to pick and drop off on the right side only**. Therefore, no student will have to be escorted across the street. In the event an unforeseen circumstance should require a student to be escorted across the street, the driver shall comply with provisions of Vehicle Code 22112.

Parents should have students ready for AM pick up **5 minutes prior** to the stop time. Students shall be at the school bus stop (usually in front of house on side walk curb), 5 minutes before stop time. Parents/Guardians shall not leave children unattended at the stop unless a waiver is submitted and approved by transportation.

Parent must notify transportation daily if students are not going to school because of illness or any other cause. **If student does not ride the bus for three days, the school bus will cease servicing the stop** until the parent/guardian calls transportation to restart services.

In the afternoon, when the school bus is dropping off students at home, **parents must be present at the drop off time or students may be dropped off back at the school location, and parents/guardians will have to arrange for transportation home**. The school bus driver shall not leave children unattended at the stop unless a waiver is submitted and approved by transportation.

The transportation department must have parent approval and contact information of all adults or family members who are approved to receive the child should the parent not be available.

Parents shall notify the transportation department immediately upon changing contact or emergency contact information. Also, plan in advance if you will be moving or if your child will be using adaptive equipment so that your child does not have an interruption in transportation services.

Routing and Ride Times

As with all our buses, OUHSD routes in the most cost effective means for fuel consumption and to minimize route time. Students may have early AM pick up times, even as early as 6:00 AM. As well, some students may have late drop off times, sometimes as late as 4:30, or 5:00 PM, depending on school bell times, the amount of students and their destinations. We try to route students to experience a comfortable and timely trip from home to school. However, ride times can vary from 5 minutes to 2 hours depending on route configuration.

Loading and Unloading Zone Communication and Supervision

It's in the best interest of all to have as much supervision as possible in the school bus loading zones. Parents are encouraged to communicate with their school bus driver and must supervise students at the bus stops unless a waiver is submitted and approved by transportation.

Transporting Children in Wheelchairs

Students who need transportation while seated in a wheelchair, should be seated in a wheelchair that meets regulations stipulated in 13 CCR 1293 and should be WC-19 (ANSI/RESNA) compliant. WC-19 chairs are designed for safe transport in vehicles with strong anchor points to secure them. Drivers and parents should routinely inspect wheelchairs for:

- Brake function
- Headrest position and securement to the chair.
- Securement of the seat and back of the chair to the frame.
- Chair size appropriate to student
- Footrests function for student's needs.
- Functioning anti-tip bars.
- Proper integrity of batteries.
- Positive locking positioning belt fasteners attachment to the chair frame (not Velcro).
- Tire and wheel condition and function.
- Book bag secure to chair (should be removed if heavy)
- When wheelchair condition compromises safety, driver may refuse transport. Local organizations can be a resource for the funding of needed repairs or a resource for temporary replacement. The district must ensure any noted defects are fixed before resuming transportation of the wheelchair.

Laptrays

Wheelchairs cannot be transported with their lap trays in position on the wheelchair. For safety reasons, all lap trays should be removed prior to transport and secured.

Oxygen Tanks

Oxygen tank types vary; please inform dispatch/transportation if your child will need transport with an oxygen tank. It is safer to transport oxygen detached from the wheelchair as you would a lap tray and secure it separately. The tank should be stowed in an area out of the impact zone. The district will need to provide appropriate training to load and unload all medical

support equipment. Any change in medical equipment, or change in transportation as a related service, must be changed on the IEP. Sufficient notice should be given to the transportation department so as not to disrupt service (530-538-2300 ext.1109).

Transporting Children in Safety Vests, Car Seat, and Support Systems

Some students benefit from using a safety vest or car seat while being transported in a school bus. Usually when a student needs extra support, a safety vest or car seat may be used. This is beneficial when a student needs additional physical or behavioral support. Please consult with transportation and the IEP team if requesting the use of a safety vest or car seat.

Driver-Parent-Teacher Communication

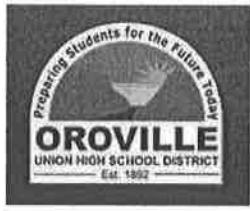
There is a direct link between a student's ability to communicate and a student's behavioral excess. When people have difficulty communicating, they tend to have frequent behavioral outbursts.

We encourage our drivers to communicate with parents and teachers to understand our student's needs. If drivers learn about behaviors and know when and where they are likely to happen, they can plan positive behavioral interventions to guide and help teach better behavior. As drivers develop trust with each student, they are more likely to communicate in a positive manner. As we learn from teachers and parents about each student's home and school environment, we better understand how to support and teach our children to manage their own behaviors.

When drivers notice frequent student behavioral excesses on the bus, we ask them to ask the parents, teachers or administrators for information in regard to any changes in the school or home environment that may be causing behavioral excesses. Cooperation and collaboration will assist the driver-parent-teacher relationship and assist in teaching the student how to communicate to get his or her needs fulfilled.

When a pattern of behavioral problems exist that may require a disciplinary measure, a warning citation is written and transportation will notify the teacher and parent. Subsequent behavioral excesses may result in suspension of bus privileges. Transportation attempts to work with both the parent and teacher prior to suspending students from the school bus service.

Our goal is to be proactive and to develop a means to eliminate challenging behaviors before they occur. The focus is on reinforcing positive behavior instead of punishing negative behavior. This approach is especially true when the student's behavior is related to a disability and can be anticipated and planned for in advance. Therefore drivers are trained to observe and understand problem behaviors, such as where they occur and what function they serve for the child.



To: Oroville Union High School Board of Trustees
From: Kevin Simas, Director of Education
Date: 2/4/20
Subject: Life Preparation and Healthy Living Course for PHS

Background Information: Prospect High School site administration, counseling staff, and Health teachers have collaborated to develop an elective course to be offered during the next block. The course is called Life Preparation and Healthy Living and will combine standards from Health class, standards on social emotional learning, and financial literacy. The goal is to help students prepare to be productive citizens, and community and family members as adults.

Financial Impact: N/A

Recommendation: Approval

Oroville Union High School District
Course Description

Course Title:	Life Preparation and Healthy Living
Aeries Course #:	900A
CBEDS #:	9220
Course Length:	Twelve Weeks
Type of Credit(s):	Elective (Variable Credit)
A-G Approved:	No
Approval Date:	N/A
Integrated (Academic & CTE):	No
2+2 Credit:	No
Dual Enrollment:	No
District Certification:	No
Prerequisite:	None
Includes Hands-on Lab Activities:	No
Grade Level(s):	10-12
Primary Textbook(s):	<i>Glencoe Health, McGraw Hill Education, Mary H. Bronson, 2015 ISBN: 9780021407071</i> <i>Sexual Health Education for America's Youth: for High School and Community Settings, Clark and Ridley, Positive Prevention Plus, 2016</i>
Supplemental Resources:	<i>I Want More Pizza, Real World Money Skills for High School, College and Beyond, Steve Burkholder, Overcome Publishing, 2017</i> <i>Teen Love, On Relationships: A Book for Teenagers, Kimberly Kirberger, Heath Communications, Inc., 1999</i> <i>YOU: The Owner's Manual for Teens: A Guide to a Healthy Body and Happy Life, Roizen and Oz, Free Press, 2011</i>
Digital Resources:	whytry.org stopbullying.gov khanacademy.org careerzone.org

teenmentalhealth.org
weareimago.com
assets.speakercdn.com
teens.drugabuse.gov

Course Overview

Most units in this course align with high school grades nine through twelve health curriculum. The goal of the course is to provide students the knowledge they need to make educated decisions regarding their psychological, physical and financial well-being. Increasing knowledge and improving decision-making in these three areas will increase the probability of a successful transition into adulthood, and could even have a positive effect on a student's current emotional stability, school attendance, work production, discipline record, and graduation potential.

Please attach a copy of all standards that apply to this course.

Board Approval Date: _____

Unit One: Social-Emotional Learning: (roughly 4 weeks; 20 class periods)

Standards Focus:

- Describe the benefits of having positive relationships with trusted adults.
- Analyze the qualities of healthy peer and family relationships.
- Describe healthy ways to express caring, friendship, affection, and love.
- Describe qualities that contribute to a positive self-image.
- Describe how social environments affect health and well-being.
- Analyze signs of depression, potential suicide, and other self-destructive behaviors.
- Classify personal stressors at home, in school, and with peers.
- Identify warning signs for suicide.
- Identify loss and grief.
- Analyze the internal and external issues related to seeking mental health assistance.
- Access school and community resources to help with mental, emotional, and social health concerns.
- Seek help from trusted adults for oneself or a friend with an emotional or social health problem.
- Monitor personal stressors and assess techniques for managing them.
- Compare various coping mechanisms for managing stress.
- Analyze situations when it is important to seek help with stress, loss, and unrealistic body image and depression.
- Practice respect for individual differences and diverse backgrounds.
- Support the needs and rights of others regarding mental and social health.
- Promote a positive and respectful environment at school and in the community.
- Object appropriately to teasing of peers and community members that is based on perceived personal characteristics and sexual orientation.

Readings:

- Chapters 3-9 in *Glencoe Health*, 2015.

Unit Two: Physical Well-Being: (roughly 5 weeks; 25 class periods)

Standards Focus:

- Analyze the relationship between physical activity and overall health.
- Evaluate various approaches to maintaining a healthy weight.
- Explain the physical, academic, mental, and social benefits of physical activity, and the relationship between a sedentary lifestyle and chronic disease.
- Analyze the impact of various influences, including the environment, on eating habits and attitudes toward weight management.
- Analyze internal and external influences that affect physical activity.
- Describe internal and external influences that affect physical activity.
- Analyze positive strategies to communicate healthy eating and physical activity needs at home, at school, and in the community.
- Develop practical solutions for removing barriers to healthy eating and physical activity.
- Explain how conception occurs, the stages of pregnancy, and the responsibilities of parenting.
- Discuss the characteristics of healthy relationships, dating, committed relationships, and marriage.

- Identify why abstinence is the most effective method for the prevention of HIV, other STDs, and pregnancy.
- Describe the short and long-term effects of HIV, AIDS, and other STDs.
- Analyze STD rates among teens.
- Recognize that there are individual differences in growth and development, physical appearance, gender roles and sexual orientation.
- Evaluate the benefits to mother, father, and child when teenagers wait until adulthood to become parents.
- Evaluate the safety and effectiveness (including success and failure rates) of FDA-approved condoms and other contraceptives in preventing HIV, other STDs, and pregnancy.
- Determine personal, family, school, and community factors that can help reduce the risk of engaging in sexual activity.
- Assess the discrepancies between actual and perceived social norms related to sexual activity among teenagers.
- Assess situations that could lead to pressure for sexual activity and to the risk of HIV, other STDs, and pregnancy.
- Evaluate how culture, media, and other people influence perceptions about body image, gender roles, sexuality, attractiveness, relationships, and sexual orientation.
- Use effective verbal and nonverbal communication skills to prevent sexual involvement, HIV, other STDs, and pregnancy.
- Demonstrate effective communication skills within healthy dating relationships.
- Use decision-making process to examine barriers to making healthy decisions about relationships and sexual health.
- Use a decision-making process to evaluate the social, emotional, physical, and economic effects of teen pregnancy on the child, the teen parent, the family, and society.
- Use a decision-making process to evaluate the social, emotional, physical, and economic effect of teen pregnancy on the child, the teen parent, the family, and society.
- Evaluate how HIV, AIDS, other STDs, or pregnancy could impact life goals.
- Encourage and support safe, respectful, and responsible relationships.
- Describe the health benefits of abstaining from or discontinuing use of alcohol, tobacco, and other drugs.
- Explain the impact of alcohol, tobacco, and other drug use on brain chemistry, brain function, and behavior.
- Explain the connection between alcohol and tobacco use and the risk of oral cancer.
- Identify the social and legal implications of using and abusing alcohol, tobacco, and other drugs.
- Describe the use and abuse of prescription and nonprescription medicines and illegal substances.
- Analyze the consequences for the mother and child of using alcohol, tobacco, and other drugs during pregnancy--including fetal alcohol spectrum disorders and other birth defects.
- Interpret school policies and community laws related to alcohol, tobacco, and illegal drug use, possession, and sale.
- Explain the impact of alcohol and other drug use on vehicle crashes, injuries, violence, and risky behavior.
- Evaluate strategies for managing the impact of internal and external influences on alcohol, tobacco, and other drug use.
- Analyze the role of individual, family, community, and cultural norms on the use of alcohol, tobacco, and other drugs.

- Describe financial, political, social, and legal influences on the use of alcohol, tobacco, and other drugs.
- Evaluate prevention, intervention, and treatment resources and programs concerning alcohol, tobacco, and other drugs.
- Demonstrate assertive communication skills to resist pressure to use alcohol, tobacco, and other drugs.
- Use effective refusal and negotiation skills to avoid riding in a car or engaging in other risky behaviors with someone who has been using alcohol or other drugs.
- Use decision making process to evaluate how the use of alcohol, tobacco, and other drugs affects individuals, families, and society.
- Explain the healthy alternatives to alcohol, tobacco, and other drug use.
- Predict how a drug free lifestyle will support the achievement of short and long term goals.
- Use effective coping strategies when faced with various social situations involving the use of alcohol, tobacco, and other drugs.

Readings:

- Chapters 10-12; 17-18; 19-22; 23-25 *Glencoe Health*, 2015
- Lessons 1-12 *Sexual Health Education for America's Youth*

Unit Three: Financial Literacy (roughly 3 weeks; 15 class periods)

Standards Focus:

- Understand important aspects of the consumer services industry and the role of the industry in state, local, and global economies.
- Understand essential consumer protection laws and regulations
- Understand consumer rights and responsibilities in the consumer services industry.
- Understand personal financial management and its effects on the economy and career, personal, and family goals.
- Understand the effect of the U.S. economic system on personal income, financial management, individual and family security, and consumer decisions.
- Create and use budgets to guide financial decision making
- Career Planning and Management: Understand how to make effective decisions, use career information, and manage personal career plans.
- Know cash management techniques, including bank reconciliation and cash controls.
- Understand the process of making consumer decisions, including the comparison of goods and services.
- Understand how to manage financial resources to achieve personal and family goals.

Oroville Union High School District
Request for Board Approval to Participate in a "High Risk" Activity

Activity: FCCLA State Leadership Meeting and Competitions

Date(s): April 24-April 28, 2020 Hours: All Day

Location(s): Fresno, CA Double Tree by Hilton

Individuals Responsible for Supervision: Sandy Smith

Cell Phone # for the Above Individuals: (530) 712-5414

Additional Chaperones: _____

List of Students Attending Activity (attach list if additional space is needed): See attached list

Liability and property insurance can be purchased for special events through companies like insurevents.com.
Has special event insurance been purchased? ☐ Yes ☒ No If yes, please attach a copy of the policy.

Provide details of any measures taken to reduce the risk of incurring a loss: Supervision by an adult
at all times around pool area.

High Risk Categories

The following activity/activities are considered "High Risk" Activities by the Butte Schools Self- Funded Programs (Policy 5.9). For any claims arising out of the specified activity/activities, the District will incur a \$5,000 deductible.

- | | | |
|---|---|--|
| ☐ Snow/ski trip | ☐ Scuba diving trips | ☒ Any water activity* |
| ☐ Bicycle activities/trips | ☐ Out-of-country trips | ☐ Indoor/outdoor floor hockey |
| ☐ Kickboxing, martial arts | ☐ Bonfires | ☐ Bounce houses/inflatable structures |
| ☐ Overnight trips (chaperones not fingerprinted) | ☐ Skateboard/rollerblade or similar item | ☐ Outdoor rock climbing, spelunking or rappelling (no contract for Ropes or similar course) |

***You must complete the second page.**

Requestor's signature: Sandy Smith

Date: 1-9-20

Principal's signature: Chris Kelleher

Date: 1/10/20

Asst. Superintendent's/CBO signature: _____

Date: _____

Date of Board approval: _____

Forms are due to the Superintendent's office no later than the first working day of the month in which the activity occurs.

- Please list specific details of your water activity: We will be staying at the Double Tree by Hilton.
Hotel has a pool and hot tub available for student use.

Please list specific details of your water activity: We will be staying at the Double Tree by Hilton.
Hotel has a pool and hot tub available for student use.

Name of certified life guard (if applicable): _____

Oroville Union High School District
Request for Board Approval to Participate in a "High Risk" Activity

Activity: Reach
Date(s): 03/26/20-03/28/20 Hours: 72
Location(s): Richardson Springs
Individuals Responsible for Supervision: Mr. Anderson / Mrs. Regnerus (LP)
Cell Phone # for the Above Individuals: _____
Additional Chaperones: Mrs. Regnerus
List of Students Attending Activity (attach list if additional space is needed): See attachment

Liability and property insurance can be purchased for special events through companies like insurevents.com.
Has special event insurance been purchased? ☐ Yes ☒ No If yes, please attach a copy of the policy.

Provide details of any measures taken to reduce the risk of incurring a loss: _____

High Risk Categories

The following activity/activities are considered "High Risk" Activities by the Butte Schools Self-Funded Programs (Policy 5.9). For any claims arising out of the specified activity/activities, the District will incur a \$5,000 deductible.

- | | | |
|---|---|---|
| ☐ Snow/ski trip | ☐ Scuba diving trips | ☐ Any water activity* |
| ☐ Bicycle activities/trips | ☐ Out-of-country trips | ☐ Indoor/outdoor floor hockey |
| ☐ Kickboxing, martial arts | ☐ Bonfires | ☐ Bounce houses/inflatable structures |
| ☐ Overnight trips (chaperones not fingerprinted) | ☐ Skateboard/rollerblade or similar item | ☒ Outdoor rock climbing, spelunking or rappelling (no contract for Ropes or similar course) |

*You must complete the second page.

Requestor's signature: [Signature]

Date: 2/3/20

Principal's signature: [Signature]

Date: 2/4/20

Asst. Superintendent's/CBO signature: _____

Date: _____

Date of Board approval: _____

Forms are due to the Superintendent's office no later than the first working day of the month in which the activity occurs.

Water Activity Requirements

1. A certified lifeguard must be present for any swimming activity in open bodies of water (lakes, Forebay, oceans, rivers, etc.).
2. For swimming activities in any private pool, we require proof of insurance from the homeowner. A certificate of insurance listing the district as an additional insured must be attached to this form.

Please list specific details of your water activity: NA

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

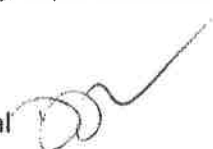
Name of certified life guard (if applicable): NA

Las Plumas High School

Memorandum

DATE: February 6, 2020

TO: Dr. Corey Willenberg, Superintendent
Board Members

FROM: Dan Ramos, Principal 

SUBJECT: Out of state travel request

I am requesting the Board approve out of state travel for Varsity Softball Coaches Toby Thompson and Kevin Potes to attend a softball tournament with the Varsity Softball team in Sparks, NV. The dates of travel will be March 27, 2020 – March 28, 2020. There will be 14 softball players traveling with Mr. Thompson and Mr. Potes. There will be four female parents who will be chaperoning as well; Andrea Thompson, Terri Potes, Lisa Benedict, and Shelly Leforce. The team will be as a group at the Grand Sierra Resort in Reno, NV. The trip will be fully funded with Softball ASB funds.

Oroville Union High School District
Request for Board Approval to Participate in a "High Risk" Activity

Activity: Softball Tournament (Staying Night)

Date(s): 3/27/20 - 3/28/20 Hours: _____

Location(s): Sparks, NV

Individuals Responsible for Supervision: Toby Thompson & Kevin Poles

Cell Phone # for the Above Individuals: 530-510-0310

Additional Chaperones: Terri Poles, Andrea Thompson, Lisa Benedict, Shelly Benedict

List of Students Attending Activity (attach list if additional space is needed): See attached

Liability and property insurance can be purchased for special events through companies like insurevents.com.
Has special event insurance been purchased? ☐ Yes ☒ No If yes, please attach a copy of the policy.

Provide details of any measures taken to reduce the risk of incurring a loss: Filling out

Player Conduct form

High Risk Categories

The following activity/activities are considered "High Risk" Activities by the Butte Schools Self-Funded Programs (Policy 5.9). For any claims arising out of the specified activity/activities, the District will incur a \$5,000 deductible.

- | | | |
|--|---|--|
| ☐ Snow/ski trip | ☐ Scuba diving trips | ☐ Any water activity* |
| ☐ Bicycle activities/trips | ☐ Out-of-country trips | ☐ Indoor/outdoor floor hockey |
| ☐ Kickboxing, martial arts | ☐ Bonfires | ☐ Bounce houses/inflatable structures |
| ☒ Overnight trips (chaperones not fingerprinted) | ☐ Skateboard/rollerblade or similar item | ☐ Outdoor rock climbing, spelunking or rappelling (no contract for Ropes or similar course) |

***You must complete the second page.**

Requestor's signature: [Signature]

Date: 2-5-20

Principal's signature: [Signature]

Date: 2-6-20

Asst. Superintendent's/CBO signature: _____

Date: _____

Date of Board approval: _____

Forms are due to the Superintendent's office no later than the first working day of the month in which the activity occurs.

First Reading of BP's and AR's

Local Control and Accountability Plan (BP/AR 0460)

(BP/AR revised) Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect NEW LAW (AB 1240) which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

Intervention for Underperforming Schools (BP 0520)

(BP added) New policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).

Comprehensive and Targeted Support and Improvement (BP 0520.1)

(BP added) New policy addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for CSI, TSI, or ATSI. Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

Superintendent's Contract (BP 2121)

Policy updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

Campus Security (BP/AR 3515)

(BP/AR revised) Policy updated to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.

Consultants (BP 3600)

Policy updated to reflect NEW LAW (AB 5) which codifies a three-part test, established in *Dynamex Operations West Inc. v. Superior Court of Los Angeles*, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor.

Nondiscrimination in Employment (AR 4030)

Regulation updated to reflect NEW LAW (SB 778) which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects NEW LAW (AB 9) which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

Lactation Accommodation (BP 4033)

Policy updated to reflect NEW LAW (SB 142) which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

Probationary/Permanent Status (BP/AR 4116)

(BP/AR revised) Policy updated to reflect court decisions clarifying the distinction between probationary employees and temporary employees. Material regarding eligibility for permanent status based on average daily attendance moved from AR to BP, except option for not granting permanent status deleted, as this option was only applicable to districts with less than 250 average daily attendance and the remainder of this policy and regulation is for use only by districts that grant permanent status. Policy also adds material regarding the notification of non-reelection of a probationary employee, formerly in AR 4117.6 - Decision Not to Rehire. Regulation updated to add material regarding the computation of the length of service required for classification as a permanent employee, including types of service excluded from that computation.

Dress and Grooming (BP 4119.22, 4219.22, 4319.22)

(BP revised) Policy updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

Catastrophic Leave Program (BP/AR 4161.9, 4261.9, 4361.9)

(BP/AR revised) Policy and regulation substantially revised and reorganized to clarify requirements for the catastrophic leave program. Policy recommends that donated leave be placed into a pool for eligible employees rather than earmarked for particular employees, and adds notification to employees regarding the program. Regulation provides that donation of leave be made in writing to the superintendent rather than the board, encourages employees to retain sufficient leave for their own potential use, establishes a maximum amount of catastrophic leave that may be used by an individual employee, and provides that employees will be ineligible for catastrophic leave while receiving workers' compensation benefits.

Dress and Grooming (BP 5132)

(BP revised) Policy updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

Safety (BP/AR 5142)

(BP/AR revised) Policy updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to NEW LAW (SB 316), the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies.

Philosophy, Goals, Objectives and Comprehensive Plans

Local Control Accountability Plan

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Local Control Accountability Plan (Cont.)

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

Local Control Accountability Plan (Cont.)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

State Reference	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair
Ed. Code 305-306	English language education
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation
Ed. Code 41020	Requirement for annual audit
Ed. Code 41320-41322	Emergency apportionments
Ed. Code 42127	Public hearing on budget adoption
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 47604.33	Submission of reports by charter schools
Ed. Code 47606.5	Charter schools, local control and accountability plan

Local Control Accountability Plan (Cont.)

Ed. Code 48985	Parental notices in languages other than English
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 52052	Numerically significant student subgroups
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52302	Regional occupational centers and programs
Ed. Code 52372.5	Linked learning program
Ed. Code 54692	Partnership academies
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission
Ed. Code 64001	School plan for student achievement, consolidated application programs
Ed. Code 99300-99301	Early Assessment Program
W&I Code 300	Dependent child of the court

Federal Reference

Description

20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds, local plans

Adopted: 6/26/14
 Amended: 9/2/15, 7/19/17, 12/20/17, 2/13/19

Philosophy, Goals, Objectives and Comprehensive Plans

Local Control Accountability Plan

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
 - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
 - c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities
 - d. Student achievement, as measured by all of the following as applicable:
 - i. Statewide assessments of student achievement
 - ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs
 - iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

Local Control Accountability Plan (Cont.)

- iv. The English learner reclassification rate
 - v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
 - e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
 - f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
 - g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
 - h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.
 - 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Local Control Accountability Plan (Cont.)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

Approved: 6/26/14
Amended: 9/2/15, 12/20/17

Philosophy, Goals, Objectives and Comprehensive Plans

Intervention in Underperforming Schools

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness
2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities

Intervention in Underperforming Schools (Cont.)

3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

State Reference

Ed. Code 52052
Ed. Code 52059.5
Ed. Code 52060-52077
Ed. Code 60640-60649
Ed. Code 64001

Description

Numerically significant student subgroups
Statewide system of support
Local control and accountability plan
California Assessment of Student Performance and Progress
School plan for student achievement, consolidated application programs

Federal Reference

20 USC 6311-6322
US DOE Publications

Description

Improving basic programs for disadvantaged students
Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive and Targeted School Improvement

The Governing Board is committed to enabling all district students to meet state academic achievement standards. The district shall provide support and assistance to increase student achievement in all district schools, especially any school that has been identified by the California Department of Education (CDE) as in need of comprehensive support and improvement (CSI), targeted support and improvement (TSI), or additional targeted support and improvement (ATSI).

When any school is identified for CSI, TSI, or ATSI, the Superintendent or designee shall notify the school community, including the principal, teachers, and parent/guardians of students of the school, of the identification and, if applicable, shall inform the school of the student subgroup(s) which are consistently underperforming at the school.

School Plan

Upon receiving notification from CDE that a district school has been identified as eligible for CSI, TSI, or ATSI, the district shall, in partnership with principals, other school leaders, teachers, and parents/guardians, develop and implement a plan to improve student outcomes at the school. The plan shall: (20 USC 6311)

1. Be based on all state indicators in the California School Dashboard, including student performance against state-determined long-term goals, except that any school subject to the state's Dashboard Alternative School Status that has fewer than 100 students may focus on the state indicators that are more applicable to the nature of its program
2. Be based on a school-level needs assessment
3. Include evidence-based interventions
4. If the school is identified for CSI or ATSI, identify resource inequities, which may include a review of district and school-level budgets, to be addressed through implementation of the plan

The school plan for student achievement developed pursuant to Education Code 64001 may serve as the school improvement plan required for CSI, TSI, or ATSI, provided that the plan meets the requirements of 20 USC 6311. (Education Code 64001)

The school improvement plan shall be submitted to the Board for approval. (20 USC 6311)

If any district school is identified for CSI, the district's local control and accountability plan shall include descriptions of how the district provides support to CSI school(s) in developing the CSI plan and how the district will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

Monitoring and Intervention

The Board and the Superintendent or designee shall regularly review the performance of each school identified for CSI, TSI, or ATSI.

Comprehensive and Targeted School Improvement (Cont.)

After two years of implementing the school plan, if any such school has been unsuccessful in improving student outcomes to a level that exceeds initial eligibility criteria, the district shall identify the problem and take additional action as necessary.

If a school identified for CSI fails to improve student outcomes within four years to a level that exceeds the CSI eligibility criteria, it shall be subject to more rigorous interventions that include, but are not limited to, partnering with an external entity, agency, or individual with demonstrated expertise and capacity to:

1. Conduct a new needs assessment that focuses on systemic factors and conduct a root cause analysis that identifies gaps between current conditions and desired conditions in student performance and progress
2. Use the results of the analysis along with stakeholder feedback to develop a new improvement plan that includes:
 - a. A prioritized set of evidence-based interventions and strategies
 - b. A program evaluation component with support to conduct ongoing performance and progress monitoring

State Reference

Ed. Code 52052
Ed. Code 52059.5
Ed. Code 52060-52077

Description

Numerically significant student subgroups
Statewide system of support
Local control and accountability plan

Federal Reference

20 USC 6311-6322
20 USC 6313
US DOE Publications

Description

Improving basic programs for disadvantaged students
Eligibility of schools and school attendance areas; funding allocation
Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

Administration

Superintendent's Contract

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board
4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

5. Vacation, illness and injury leave, and personal leaves
6. Professional development
7. General duties and responsibilities of the position
8. Criteria, process, and procedure for annual evaluation of the Superintendent
9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract
10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice
11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

Superintendent's Contract (Cont.)

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

Terms of the contract shall remain confidential until the ratification process commences.

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

Superintendent's Contract (Cont.)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

State Reference

Ed. Code 35031
Ed. Code 41325-41328
Gov. Code 3511.1-3511.2
Gov. Code 53243-53243.4
Gov. Code 53260-53264
Gov. Code 54953
Gov. Code 54954
Gov. Code 54956
Gov. Code 54957
Gov. Code 54957.1
Gov. Code 54957.6
Gov. Code 6250-6270

Description

Term of employment
Conditions of emergency apportionment
Local agency executives
Abuse of office
Employment contracts
Oral summary of recommended salary and benefits of superintendent
Time and place of regular meetings
Special Meetings
Closed session personnel matters
Closed session, public report of action taken
Closed sessions regarding employee matters
California Public Records Act

Federal Reference

26 CFR 1.105-11
26 USC 105

42 USC 300gg-16

Description

Self-insured medical reimbursement plan
Self-insured medical reimbursement plan; definition of highly compensated individual

Business and Non-instructional Operations

Campus Security

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

In consultation with the district's safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

State Reference	Description
24 CCR 1010.1.11	Lockable doors from the inside
24 CCR 1010.1.9	Door operations
CA Constitution Article 1, Section 28(c)	Right to Safe Schools
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17583	Classroom security locks, modernization projects
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building
Pen. Code 626-626.11	Crimes on school grounds

Campus Security (Cont.)

Federal Reference

20 USC 1232g

34 CFR 99.3

US DOE Publication

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

Definition of education records

FAQs on Photos and Videos under FERPA

Business and Non-instructional Operations

Campus Security

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

4. Control access to keys and other school inventory

5. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures and emergency response.

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.

Campus Security (Cont.)

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Adopted: 11/28/90
Amended: 12/20/06, 8/15/07

Business and Non-instructional Operations

Consultants

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

As part of the contract process, the Superintendent or designee shall determine that the individual, firm, or organization is properly classified as an independent contractor. A person, firm, or organization shall be considered an employee rather than an independent contractor unless the district is able to demonstrate that all of the following conditions have been met: (Labor Code 2750.3)

1. The person or entity is free from the control and direction of the district in connection with the performance of the work.
2. The person or entity is performing work that is outside the usual course of the district providing educational services.
3. The person or entity is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

Specific statutory exceptions to this analysis for the determination of whether a person, firm, or organization is an independent contractor may apply. (Labor Code 2750.3)

All consultant contracts shall be brought to the Board for approval.

All qualified independent contractors shall be accorded equal opportunity for contracts regardless of actual or perceived race, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

Independent contractors shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend approval of the contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

Consultants (Cont.)

When employees of a public university, county office of education, or other public agency serve as consultants or independent contractors in other capacities for the district, they shall certify as part of the agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

State Reference	Description
2 CCR 18700-18760	Conflicts of Interest
Ed. Code 10400-10407	Cooperative improvement programs
Ed. Code 17596	Limit on continuing contracts
Ed. Code 220	Prohibition of discrimination
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35172	Promotional activities
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 44925	Part-time readers employed as independent contractors
Ed. Code 45103	Classified service in districts not incorporating the merit system
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 45134-45135	Employment of retired classified employee
Ed. Code 45256	Merit system districts; classified service; positions established for professional experts on a temporary basis
Gov. Code 12940-12952	Unlawful employment practices
Gov. Code 53060	Special services and advice
Gov. Code 82019	Definition, designated employee
Gov. Code 87300-87313	Conflict of interest code
Lab. Code 2750.3	ABC three-part test: employees and independent contractors
Unemp. Ins. Code 606.5	Determination of employment status
Unemp. Ins. Code 621	Employer and employee defined

Adopted: 5/2/07
Amended:

Personnel

Nondiscrimination in Employment

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Dr. Corey Willenberg
Oroville Union High School District
2211 Washington Avenue
Oroville, CA 95966
(530) 538-2300, ext. 1107
cwillenb@ouhsd.net

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)

Nondiscrimination in Employment (Cont.)

- a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy
4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
 5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

Nondiscrimination in Employment (Cont.)

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

Nondiscrimination in Employment (Cont.)

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Personnel

Lactation Accommodation

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382

Lactation Accommodation (Cont.)

3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

State Reference

2 CCR 11035-11051

Civ. Code 43.3

Ed. Code 200-262.4

Gov. Code 12926

Gov. Code 12940

Gov. Code 12945

Lab. Code 1030-1034

Lab. Code 6382

Description

Unlawful sex discrimination: pregnancy, childbirth and related medical conditions

Right of mothers to breastfeed in any public or private location

Educational equity; prohibition of discrimination on the basis of sex

Definitions

Unlawful discriminatory employment practices

Unlawful discrimination based on pregnancy, childbirth, or related medical conditions

Lactation Accommodation

Procedure for listing hazardous substances

Federal Reference

29 USC 207

Description

Fair Labor Standards Act

Adopted: 1/4/12

Amended:

Personnel

Probationary/Permanent Status

The Governing Board desires to employ and retain highly qualified certificated personnel to implement the district's educational program. Newly hired certificated personnel shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

Certificated employees who satisfactorily complete the probationary period shall be granted permanent status.

A probationary employee who has been employed by the district in position(s) requiring certification for two complete consecutive school years and is then reelected for the next succeeding school year shall become a permanent employee at the beginning of the third year. (Education Code 44929.21, 44929.23)

During the probationary period, employees shall receive professional development and assistance which may consist of in-service training and/or meetings with the employee's evaluator to discuss areas of strength and areas requiring improvement. In-service training may be provided during school hours as part of a comprehensive staff development program.

The performance of each probationary employee shall be evaluated and assessed at least once every school year.

Dismissal/Non-reelection of Probationary Employees

During the school year, a probationary employee may be suspended or dismissed only for cause and in accordance with district procedures. (Education Code 44948.3)

With proper notice, the Board may, without cause, elect not to reemploy a probationary employee for the subsequent year. (Education Code 44929.21, 44929.23)

The Superintendent or designee shall annually provide the Board with recommendations regarding the reelection or non-reelection of probationary certificated personnel for the ensuing school year.

At any time during a probationary employee's first year of employment in the district, the Board may give written notice to the employee of the Board's decision not to reelect the employee for a second school year. If the Board does not give written notice, the employee shall be deemed reelected for the next succeeding school year.

During the final year of the probationary period, the Board may decide not to reelect the employee for the following year, and shall so notify the employee in writing on or before March 15. If the Board does not give written notice on or before March 15, the employee shall be deemed reelected for the next succeeding school year. (Education Code 44929.21, 44948.5)

Such notices shall be delivered through personal service upon the employee, certified mail with return receipt, email, or another method which documents actual receipt of the notice by the employee.

Probationary/Permanent Status (Cont.)

State Reference	Description
Ed. Code 44466	Status of university interns
Ed. Code 44850.1	No tenure in administrative or supervisory position
Ed. Code 44885.5	District interns classified as probationary employees
Ed. Code 44908	Complete year for probationary employees
Ed. Code 44910-44913	Service not computed in eligibility for permanent status
Ed. Code 44915	Classification of probationary employees
Ed. Code 44917-44921	Status of substitute or temporary employees
Ed. Code 44929.20	Continuing contracts (not to exceed four years - ADA under 250)
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44929.28	Employment by another district
Ed. Code 44930-44988	Resignations, dismissals and leaves of absence
Ed. Code 44948.2	Election to use provisions of Section 44948.3
Ed. Code 44948.3	Dismissal of probationary employees
Ed. Code 44948.5	Non-reelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44955	Reduction in number of permanent employees

Adopted: 8/78
 Amended: 3/16/83, 11/28/84, 12/19/12

Personnel

Probationary/Permanent Status

Eligibility for Permanent Status

A probationary employee who, in any one school year, has served for at least 75 percent of the number of days maintained by regular district schools shall be deemed to have served a complete school year. (Education Code 44908)

The following shall not be included for purposes of computing the service required as a prerequisite to classification as a permanent employee:

1. Service as an instructor in classes conducted at regional occupational centers or programs (Education Code 44910)
2. Service under a provisional credential other than a one-year emergency credential (Education Code 44911)
3. Service only as a teacher of basic military drill in high school cadet companies (Education Code 44912)
4. Employment in summer school (Education Code 44913)

Permanency Achieved in Other Districts

A person who has achieved permanent status as a certificated employee in another school district may be employed by the Governing Board as a permanent certificated employee. (Education Code 44929.28)

Interns

A person employed as a district or university intern shall be classified as a probationary employee. Following completion of the internship, if reelected by the district to serve in a position requiring certification qualifications for the next succeeding school year, the employee shall continue to be classified as a probationary employee during that year. (Education Code 44466, 44885.5)

An employee who has completed an internship and at least one complete school year in a position requiring certification qualifications within the district shall be granted permanent status when the employee is reelected for the next succeeding school year to a position requiring certification qualifications. (Education Code 44466, 44885.5)

Adopted: 3/7/84
Amended: 11/28/84, 12/19/12

Personnel

Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

State Reference

Ed. Code 35160
Ed. Code 35160.1
Gov. Code 12926
Gov. Code 12940
Gov. Code 12949
Gov. Code 3543.2

Description

Authority of governing boards
Broad authority of school districts
Definitions
Unlawful discriminatory employment practices
Dress standards, consistency with gender identity
Scope of representation

Adopted: 12/6/06
Amended: 9/18/19

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 4161.9, 4261.9, 4361.9

Personnel

Catastrophic Leave Program

The Governing Board recognizes that district employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The Superintendent or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when he/she has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of his/her family for an extended period of time. (Education Code 44043.5)

State Reference	Description
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 44978	Sick leave, certificated employees
Ed. Code 44983	Compensation during leave, certificated employees
Ed. Code 45190-45191	Sick leave and vacation, classified employees
Ed. Code 45196	Salary deductions during sick leave, classified employees
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014

Adopted: 12/18/02
Amended: 8/20/08

Personnel

Catastrophic Leave Program

Donations to Catastrophic Leave Program

An employee who chooses to donate accrued vacation and/or sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount of sick leave or accrued vacation he/she wishes to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

Donations to the certificated bargaining group shall be a minimum of a full day, and in 0.2 FTE increments thereafter. For all other groups, donations shall be at a minimum of eight hours, and in hour increments thereafter. (Ed. Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

Employees should be cautious in making large donations of leave that they may need for their own use in the future.

The Superintendent or designee shall ensure that all donations are confidential.

Requests for Catastrophic Leave

A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.

The employee shall provide verification of the illness or injury. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the individual's health care provider, indicating the incapacitating nature and probable duration of the illness or injury.

Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

An employee who is the recipient of donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)

If donated leave credits are not used by the employee within 12 consecutive months, the credits shall be returned to the pool of catastrophic leave for use by other eligible employees.

An employee who receives catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

Adopted: 12/18/02
Amended: 8/20/08

Students

Dress and Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

Dress and Grooming (Cont.)

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

State Reference	Description
Ed. Code 212.1	Nondiscrimination based on race or ethnicity
Ed. Code 220	Prohibition of discrimination
Ed. Code 32281	School safety plans
Ed. Code 35183	School dress code; uniforms
Ed. Code 35183.5	Sun-protective clothing
Ed. Code 48907	Student exercise of free expression
Ed. Code 49066	Grades; effect of physical education class apparel

Students

Safety

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number
2. The National Domestic Violence Hotline

State Reference	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 5531	Supervision of extracurricular activities of pupils
5 CCR 5552	Playground supervision
5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Approval of plans and supervision of construction
Ed. Code 17365-17374	Fitness of buildings for occupancy; liability of board members
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE school safety and security resources unit
Ed. Code 32280-32289	School safety plans

OROVILLE UNION HIGH SCHOOL DISTRICT

BP 5142 (b)

Safety (Cont.)

Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for students to leave school grounds; notice (high school)
Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Hazing
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 8482-8484.6	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of equipment usable by persons with disabilities
Veh. Code 21100	Rules and regulations; crossing guards
Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures, disposition by cities
Veh. Code 42201	Fines and forfeitures, disposition by counties
Vehicle Code 21201	Rules for operation of bicycle on roadway

Adopted: 3/83
Amended: 8/15/07

Students

Safety

Each principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 5 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, promptly report any such observations to the principal or designee, and file a written report as appropriate.

In arranging for appropriate supervision ~~on playgrounds~~, the principal or designee shall:

1. Clearly identify supervision zones on ~~the playground~~ campus and require all ~~playground~~ supervisors to remain outside at a location from which they can observe their entire zone of supervision.
2. Consider the size of the campus and the number of areas that are not immediately visible to determine the ratio of supervisors to students.

At any school where supervision is not otherwise provided, the principal or designee shall provide for certificated or classified employees to supervise the conduct and safety of students who are on school grounds during break and lunchtime.

Safety (Cont.)

The Superintendent or designee shall ensure that employees who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Blood borne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.



January 30, 2020

Oroville Union High School District
2211 Washington Avenue
Oroville, CA. 95966

Attn: Donna Logasa

Dear Donna,

Special Olympics Butte County would like to request the use of your facility at Harrison Field for our Track & Field practices for our athletes. We would like to have practices on Sundays (April 5 through June 14) from 10a – 12p for approximately 10-12 athletes with 3 or more coaches.

We did use your facility last year and we were able to expand the athlete's skills using a professional facility and include the Oroville Special Olympics athletes that have transportation issues. It was a pleasure to have access to your facility and so enjoyable for our athletes.

As Special Olympics Northern California is a 501(c)3 non-profit organization and our Tax ID# is 68-0363121, we would ask you to consider a no cost fee for our organization.

Thank you for consideration which will really benefit our Track & Field Program.

last year custodial
fee paid \$245.85
please wave this fee.

Regards,

Suzanne Barlow

Suzanne Barlow
Volunteer Area Director
Butte County

MARGARET SHIPP
(530) 370-3906

OROVILLE UNION HIGH SCHOOL DISTRICT

RESOLUTION #10-19/20

Approval of a Variable Term Waiver – Mathematics

Pursuant to Title 5 Section 80122, approval of a variable term waiver is being sought to allow Ginny Bangar to be employed on the basis of a Single Subject Mathematics Variable Term Waiver. Her assignment will be to teach Mathematics, to grades 9-12 at Oroville High School, Prospect High School and Community Day School for the 2019/2020 school year.

PASSED AND ADOPTED by the Board of Trustees of the Oroville Union High School District at its regular meeting held on the 12th day of February, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Board President

Attest:

Board Secretary

OROVILLE UNION HIGH SCHOOL DISTRICT
CONFIDENTIAL/SUPERVISORY UNIT SALARY SCHEDULE
FISCAL YEAR 2019/2020
with 4%

Position (Monthly Salary)	Paid Days	A	B	C	D	E	7th	10th	13th	16th	19th	22nd	25th	28th	31st
Transportation Director	260	5,192	5,453	5,722	6,010	6,308	6,497	6,691	6,891	7,100	7,312	7,532	7,758	7,991	8,232
Maintenance Supervisor	260	4,435	4,656	4,889	5,133	5,390	5,552	5,719	5,891	6,067	6,248	6,437	6,630	6,829	7,032
Executive Assistant	260	4,271	4,483	4,709	4,943	5,191	5,347	5,506	5,672	5,843	6,017	6,197	6,384	6,575	6,772
Senior Personnel Technician															
Senior Budget & Accounting Technician															
Payroll Technician															
Acct Payable & Purchasing Technician	260	3,580	3,759	3,945	4,144	4,349	4,479	4,613	4,753	4,894	5,042	5,193	5,349	5,509	5,674
Budget & Accounting Technician															
Receptionist/CBO Secretary	240	2,787	2,930	3,074	3,230	3,388	3,491	3,596	3,704	3,815	3,929	4,047	4,168	4,294	4,423
Position (Hourly Rate)	Paid Days	A	B	C	D	E	7th	10th	13th	16th	19th	22nd	25th	28th	31st
Food Service Director	240	27.96	29.26	30.73	32.29	33.87	34.88	35.94	37.02	38.14	39.27	40.45	41.66	42.91	44.20
Educational Services Technician	240	16.43	17.26	18.13	19.04	19.99	20.58	21.21	21.84	22.50	23.17	23.86	24.59	25.31	26.07

Hourly equivalent rates are computed on the basis of a 40 hour week and 173.33 hours per month

Effective: July 1, 2019

OROVILLE UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE SALARY SCHEDULE
FISCAL YEAR 2019/2020
with 4.48%

Initial placement on the Administrative Salary Schedule shall be at the discretion of the Board to secure properly qualified personnel. Maximum credit for prior experience shall be Step 5 on the schedule.

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 8	Step 11	Step 14	Step 17	Step 20
		Longevity									
Principals - Comprehensive, Director of Education, Director of Alternative Education		116,215	119,316	122,415	125,515	128,610	132,789	137,105	141,215	145,455	149,819
	w/MA	116,845	119,946	123,045	126,145	129,240	133,419	137,735	141,845	146,085	150,449
	w/earned Doctorate	117,685	120,786	123,885	126,985	130,080	134,259	138,575	142,685	146,925	151,289
Continuation School Principal		101,895	105,969	110,210	114,618	119,202	123,076	127,076	130,889	134,816	138,860
	w/MA	102,525	106,599	110,840	115,248	119,832	123,706	127,706	131,519	135,446	139,490
	w/earned Doctorate	103,365	107,439	111,680	116,088	120,672	124,546	128,546	132,359	136,286	140,330
Assistant Principal - Comprehensive,		94,351	98,119	101,554	105,110	108,788	112,052	115,413	118,875	122,442	126,115
	w/MA	94,981	98,749	102,184	105,740	109,418	112,682	116,043	119,505	123,072	126,745
	w/earned Doctorate	95,821	99,589	103,024	106,580	110,258	113,522	116,883	120,345	123,912	127,585
Psychologist		82,855	85,756	88,758	91,797	95,081	97,933	100,870	103,896	107,013	110,223
	w/MA	83,485	86,386	89,388	92,427	95,711	98,563	101,500	104,526	107,643	110,853
	w/earned Doctorate	84,325	87,226	90,228	93,267	96,551	99,403	102,340	105,366	108,483	111,693

Longevity steps are for years of administrative service earned in this district only.

MASTERS DEGREE: \$630/YR > INCLUDED ABOVE
DOCTORATE: \$840/YR > INCLUDED ABOVE

EFFECTIVE: July 1, 2019

Oroville Union High School District

Assistant Superintendent/CBO

Employment Contract for 2019-2023

This Employment Agreement ("Agreement") is made and entered into effective as of July 1, 2019 by and between the Oroville Union High School District, a public school district of the State of California ("District") and Susan Watts, an individual (referred to herein as "Assistant Superintendent/CBO").

WHEREAS, the District's Governing Board of Education ("Board") desires to employ the Assistant Superintendent/CBO as the Assistant Superintendent/CBO of the District, and the Assistant Superintendent/CBO desires to accept employment as the Assistant Superintendent/CBO of District upon the terms and conditions hereinafter set forth in this Agreement;

NOW, THEREFORE, in consideration of the foregoing, and of the terms and conditions set forth herein, the parties hereto agree as follows:

1. Term

The term of this Agreement shall commence on July 1, 2019 and terminate on June 30, 2023, unless terminated earlier pursuant to the provisions of this Agreement, or unless extended as provided herein or as provided by law.

The District shall provide the Assistant Superintendent/CBO with at least forty-five (45) days written notice prior to the expiration of this Agreement of the intention of the District not to renew the Agreement.

2. Senior Management

The Assistant Superintendent position is a Senior Management position of the classified service pursuant to Education Code section 45100.5. The Assistant Superintendent shall not have any property interest in the position that would entitle the Assistant Superintendent to permanent status in a Senior Management position; her employment rights are as provided in Education Code sections 45104.5 and 35031.

3. Employment Duties and Obligations

The Board hereby employs the Assistant Superintendent/CBO as the Assistant Superintendent/CBO of the District, and the Assistant Superintendent/CBO accepts employment as the Assistant Superintendent/CBO of the District. In said capacity, the Assistant Superintendent/CBO shall do and perform all services, acts, or things, necessary or advisable, to manage and conduct the business of the District. Without limiting the foregoing, the Assistant Superintendent/CBO (or Superintendent's designee) shall perform the following duties:

Professional Growth

Endeavor to maintain and improve the Assistant Superintendent/CBO's professional competence by a variety of means, including, without implied limitation, subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities;

Credentials/Licenses

Obtain and maintain all licenses, credentials, certificates, permits and approvals of whatever nature that are legally required to fulfill the Assistant Superintendent/CBO's obligations as the Assistant Superintendent/CBO of the District;

Attend All Board Meetings

The Assistant Superintendent/CBO shall be entitled to attend all regular, special and (when necessary) closed session meetings of the Board, and shall serve as an ex officio member on any and all District committees and subcommittees, and shall be entitled to submit recommendations on any items of business considered by the Board or any committee or subcommittee of the District.

Assigned Other Duties

This is an agreement for the performance of professional services as the Assistant Superintendent/CBO of the District. In recognition of the purposes of this Agreement, the Assistant Superintendent/CBO shall not be assigned to any other position or have her duties assigned to others without the Assistant Superintendent/CBO's consent. No policy or bylaw of the District shall diminish the Assistant Superintendent/CBO's statutory or contractual authority. All duties assigned to the Assistant Superintendent/CBO by the Board shall be appropriate to and consistent with the professional role and responsibility of the Assistant Superintendent/CBO. The Assistant Superintendent/CBO shall be provided with such facilities, equipment, supplies, and clerical assistance as appropriate to the Assistant Superintendent/CBO's position and necessary for the adequate performance of her duties. The Assistant Superintendent/CBO will be provided with the appropriate technology that will assist her in the performance of the Assistant Superintendent's CBO job duties and responsibilities. These are to include, by way of example but not by way of limitation, a laptop computer, iPad and internet access.

4. Obligations of District

The District shall provide the Assistant Superintendent/CBO with the compensation, incentives, benefits, and business expense reimbursements specified in this Agreement.

Salary

District shall pay the Assistant Superintendent/CBO an annual salary of \$157,723. The Assistant Superintendent/CBO shall receive such annual increases in salary as may be agreed to by the Assistant Superintendent/CBO and the Board and also included in this agreement. The Board may agree to provide the Assistant Superintendent/CBO with additional increases in the Board's sole discretion.

In an effort to maintain equity with other certificated and administrative personnel, the Assistant Superintendent/CBO shall receive a salary increase each year of this agreement equal to the same percentage increase given the administrative/management team.

Expense Allowance

The Assistant Superintendent/CBO shall receive a monthly expense allowance of \$50 to assist the Assistant Superintendent/CBO for such expenses as a cell phone and other expenses that naturally are incurred as the Assistant Superintendent/CBO conducts the District's business. The Assistant Superintendent/CBO shall not be required to provide documentation for this allowance.

Work Days/Vacation Days/Sick Days

The Assistant Superintendent/CBO's work year shall be 260 days. The Assistant Superintendent/CBO shall be entitled to 24 days of vacation, non-work time, each year without loss of compensation as well all statutory leaves and those days enjoyed by all other 12-month district employees (i.e. personal necessity, bereavement, etc.). Vacation shall be accrued at the rate of 2 days per month. At the conclusion of this Agreement, any unused vacation time shall be paid to the Assistant Superintendent/CBO at the Assistant Superintendent/CBO's then existing daily rate of pay. The Assistant Superintendent/CBO may elect at the conclusion of each school year, ending June 30 annually, to be paid for any portion of his/her then accrued vacation time at the Assistant

Superintendent/CBO's then existing daily rate of pay. The Assistant Superintendent/CBO may not accrue more than 10 days of paid vacation.

The Assistant Superintendent/CBO shall earn twelve (12) days of sick leave per contract year.

Positive Work Year

The Assistant Superintendent/CBO's work year shall be 12 months.

Health Benefits

The Governing Board shall provide the Assistant Superintendent/CBO and family with health, dental and vision insurance benefits under the Butte Schools Self-Funded Programs as administered by the Butte County JPA for which the premium paid by the District will not exceed \$12,000 annually. The Governing Board shall reimburse the Assistant Superintendent/CBO the difference if the combined insurance benefits cost is less than the annual cap of \$12,000.

Miscellaneous Provisions: Upon retirement, the Assistant Superintendent/CBO shall be entitled to a paid family health plan provided by the District until she is eligible for benefits under Medicare (OASDI) providing she:

- Has attained age 55.
- Has completed 10 years of service within the Oroville Union High School District.

The family health plan granted under this article shall be equal to benefits available to other certificated management personnel at time of retirement of Assistant Superintendent/CBO, or to most recent plan available to Assistant Superintendent/CBO prior to retirement, whichever is greater, plus all extended benefits granted certificated management personnel after Assistant Superintendent/CBO's retirement. Assistant Superintendent/CBO shall receive any increases in insurance cap granted to other certificated management personnel.

Prof Association Dues/Service Club Expenses

District shall pay the Superintendent's expenses and dues for membership in professional organizations and maintaining CPA and CMA licenses. The District shall also pay on behalf of the Assistant Superintendent/CBO expenses incurred in attendance for regional, state or national conferences, seminars, hearings or meetings which are devoted to matters that in the Superintendent's judgment relate to the benefit and welfare of the District.

5. Professional Growth of the Assistant Superintendent/CBO

The Board supports the concept of lifelong learning and encourages the continuing professional growth of the Assistant Superintendent/CBO through her participation in maintaining her CPA/CMA licensure. The district is willing to support the Assistant Superintendent/CBO's professional growth and will be responsible for the expenses involved in such activity.

6. Evaluation of the Assistant Superintendent/CBO

The Superintendent and the Assistant Superintendent/CBO shall annually develop and agree upon performance goals and objectives that shall serve as the basis for an annual evaluation.

Within thirty (30) days after the commencement of the Agreement Term, the Superintendent and the Assistant Superintendent/CBO shall meet to discuss agreed upon goals and objectives for the purposes of the ensuing year's evaluation.

The Superintendent and the Assistant Superintendent/CBO shall agree upon a written evaluation format which shall be used during the Agreement Term.

If the Superintendent concludes that the Assistant Superintendent/CBO's performance is unsatisfactory in any respect, the Superintendent shall identify in writing specific areas where improvement is required, provide written recommendations for improvement, and notify the Assistant Superintendent/CBO that another evaluation will be conducted within six (6) months. Such written recommendations and the specifications for improvement shall be provided within thirty (30) days of the date of the evaluation.

7. Outside Professional Activities

The Assistant Superintendent/CBO may serve as a consultant to other districts or educational agencies, lecture, engage in professional activities and speaking engagements, and engage in other activities which are of a short-term duration at the Assistant Superintendent/CBO's discretion. Any such activities which require the Assistant Superintendent/CBO to be absent from the District for more than three (3) consecutive full working days shall be reported in advance to the Superintendent and may be subject to Board approval. Any compensation received by the Assistant Superintendent/CBO for these outside professional activities shall belong to the Assistant Superintendent/CBO if they are completed on the Assistant Superintendent/CBO's vacation or non-work day.

8. Termination/Agreement Extension

- a. Agreement Extension: After completion of this Agreement, the Governing Board may elect to extend the Agreement.
- b. Mutual Consent: This Agreement may be amended or terminated at any time by written, mutual consent of the Governing Board and the Assistant Superintendent, which will be effective no sooner than thirty (30) days following such written, mutual consent.
- c. Non-Renewal: If the Governing Board decides not to reelect or reemploy the Assistant Superintendent at the expiration of this Agreement, the Governing Board shall notify the Assistant Superintendent in writing at least sixty (60) days before this Agreement or any extension or renewal of this Agreement expires.
- d. The Assistant Superintendent/CBO may terminate her obligations under this Agreement by giving the District at least sixty (60) days written notice.
- e. This Agreement shall terminate upon the occurrence of any of the following events:
 - Whenever the Assistant Superintendent/CBO and the District shall mutually agree to termination in writing.
 - Upon the death of the Assistant Superintendent/CBO.

Unable to Perform Duties

The Assistant Superintendent/CBO has been unable to perform all or substantially all of the Assistant Superintendent/CBO's duties due to illness or other disability for a period of four (4) consecutive months, and it is medically determined that the Assistant Superintendent/CBO is permanently disabled from performing all or substantially all of the duties of the Assistant Superintendent/CBO. Any time a question exists as to the Assistant Superintendent/CBO's ability to perform her duties, the Board may require the Assistant Superintendent/CBO undergo a comprehensive medical examination in accordance with the provisions of Section 6 of this Agreement. Such examination shall occur within two weeks of the date written notice is given to the Assistant Superintendent/CBO that the District is exercising its right to an examination as provided in this Section. If the Assistant Superintendent/CBO wishes to do so, she may, within one week of said examination, submit a separate report made by a physician

chosen by the Assistant Superintendent/CBO and concerning all or part of the matters covered in said comprehensive medical examination.

Termination With or Without Cause/Buyout

For Cause: The Governing Board may terminate the Agreement for cause, including but not limited to material breach of contract or any grounds constituting good cause. Notice of termination for cause shall be given in writing, and the Assistant Superintendent shall be entitled to appear before the Governing Board to discuss such causes. The Assistant Superintendent shall be afforded the right to be represented by counsel at her own expense, the right to present witnesses and evidence on her behalf and to cross-examine witnesses presented against her, and the right to a decision based on the matters at the hearing and stating the ground for any action. Such meeting shall be conducted in closed session unless specifically prohibited by state law. The Assistant Superintendent shall not be entitled to severance pay in the event of termination for cause.

Unilateral Termination by the Governing Board: The Governing Board may terminate the Agreement without cause upon ninety (90) days' written notice provided that the District shall pay the Assistant Superintendent, as severance pay, the base salary she would have earned under this Agreement to the date of termination, not to exceed twelve (12) month's base salary. Base salary is the annual salary amount specified in section 3(b) above. This amount shall include the ninety day notice period. Pursuant to Government Code section 53261, in the event of termination of this Agreement for any reason, no non-cash benefit may be conferred in settlement except for employer-paid health benefits, which may be provided for a period not to exceed the period by which any cash settlement is measured. In any event, employer-paid health benefits shall be discontinued if and when the Assistant Superintendent obtains employment before the measuring period has expired.

Unilateral Termination by Assistant Superintendent/Notice of Application of Employment: The Assistant Superintendent may unilaterally terminate the Agreement provided that, unless otherwise waived by the Governing Board, the Assistant Superintendent shall give at least ninety (90) days advance written notice. Notwithstanding the provisions of section 3.d above, for each day less than ninety (90) days advance written notice, the Assistant Superintendent's unused vacation days shall be reduced by one day. Should the Assistant Superintendent become interested in a position elsewhere during the term of this Agreement, she shall advise the Superintendent of this interest before she is interviewed for such position.

Reimbursement By Assistant Superintendent to the District: If this Agreement is terminated, any cash settlement related to the termination that Assistant Superintendent may receive from the Governing Board shall be fully reimbursed to the Governing Board if Assistant Superintendent is convicted of a crime involving an abuse of her office or position as defined by Government Code Section 53243.4.

If any express or implied provision of this Agreement, the Bylaws of the Governing Board, or any policy or practice of the Governing Board provide paid leave salary to Assistant Superintendent pending an investigation, said paid leave salary shall be fully reimbursed by the Assistant Superintendent to the Governing Board if Assistant Superintendent is convicted of a crime involving an abuse of her office or position as defined by Government Code Section 53243.4.

If any express or implied provision of this Agreement, the Bylaws of the Governing Board, or any policy or practice of the Governing Board provide for payment of funds for the legal criminal defense of Assistant Superintendent, said funds paid for her legal criminal defense shall be fully reimbursed by the Assistant Superintendent to the Governing Board if Assistant Superintendent is convicted of a crime involving an abuse of her office or position as defined by Government Code Section 53243.4.

9. Delivery of Notices

All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Susan Watts
Assistant Superintendent/CBO
11 Buehler Avenue
Oroville, CA 95966

Such notice shall be deemed received when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepared and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

10. Conflict of Laws

This Agreement shall be governed by the laws of the State of California.

11. Integration

This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party.

12. Severability

If one or more of the provisions of this Agreement are hereafter declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties hereto agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

13. Modification

No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

14. Construction of Agreement

This Agreement will be liberally construed to effectuate the intention of the parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the party primarily responsible for drafting and preparation of this Agreement), under any rule of construction or otherwise, it being expressly understood and agreed that the parties have participated equally or have had equal opportunity to participate in the drafting hereof.

15. Waiver

No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

16. Attorneys' Fees

In the event of any action or proceeding to enforce or construe any of the provisions of this Agreement, the prevailing party in any such action or proceeding shall be entitled to attorneys' fees and costs.

17. Further Assurances

Each of the parties hereto shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent and agreements of the parties hereto.

18. Assignment

Since this Agreement is for the employment of the Assistant Superintendent/CBO and the Assistant Superintendent/CBO's specific knowledge and talents, both parties acknowledge that neither party shall assign this Agreement or any interest therein. Any such attempt to assign this Agreement is null, void and of no effect.

19. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

20. Indemnity

In accordance with the provisions of Government Code §825 and 995, the District shall defend the Assistant Superintendent/CBO from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Superintendent/CBO in Assistant Superintendent/CBO's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Assistant Superintendent/CBO was acting within the scope of employment.

Upon retirement or separation from the district, the Assistant Superintendent/CBO will continue to be indemnified for any actions taken against him/her related to his/her role as the Assistant Superintendent/CBO.

21. Safety

In the event of public controversy or threats, if the Board or the Assistant Superintendent/CBO deems it necessary, the Board will at District expense provide appropriate security measures for the safety of the Assistant Superintendent/CBO and Assistant Superintendent/CBO's family.

IN WITNESS WHEREOF, this Agreement has been executed this 12th day of February, 2020.

Susan Watts, Assistant Superintendent

Date

Corey Willenberg, Ed.D, Superintendent

Date

Scott Damon, Board President

Date

**OROVILLE UNION HIGH SCHOOL DISTRICT
EMPLOYMENT CONTRACT FOR DISTRICT SUPERINTENDENT**

PREAMBLE

The following is an agreement between the Governing Board of the Oroville Union High School District, hereinafter referred to as "Governing Board", and Corey Willenberg, hereinafter referred to as "Superintendent".

RECITALS

I. TERM OF CONTRACT

The Governing Board hereby employs Corey Willenberg as District Superintendent for a term of four years commencing July 1, 2019 and ending June 30, 2023, subject to the terms and conditions of this Contract. The term may be extended by mutual agreement of the Governing Board and Superintendent

II. COMPENSATION

Salary: The base salary of the Superintendent shall be \$178,775 per year for the term of this contract, payable at the rate of not less than \$14,897.92 per calendar month for 260 work days ending June 30th. When only a portion of any year or month is served, the Superintendent's salary shall be prorated to reflect such service.

The Governing Board agrees to grant a \$630.00 per year stipend for an earned master's degree, and \$840.00 per year stipend for an earned doctorate degree in education, to be payable in equal installments over a twelve-month period for each year of service.

The Superintendent's salary shall be increased by any generally applied compensation increase provided to any members of the certificated employee unit within the District, such as, for example, any increase for COLA, and one-time payment or other increase, on or off the salary schedule, in a percentage amount equal to the greatest amount of any such increase, which for this purpose shall be computed as a percentage increase to the existing salary schedule for the members of any such employee unit.

Health and Welfare Benefits: The Governing Board shall provide the Superintendent with health, dental and vision insurance benefits under the Butte Schools Self-Funded Programs as administered by the Butte County JPA for which the premium paid by the District will not exceed \$12,000 annually. The Governing Board shall reimburse the Superintendent the difference if the combined insurance benefits cost is less than the annual cap of \$12,000

Professional and Community Club Dues: The Governing Board shall provide the Superintendent annual membership in the Association of California School Administrators (ACSA) paid for by OUHSD and pay for membership in local Oroville area service club and/or economic development organization.

Transportation: The Governing Board shall provide the Superintendent with a District allowance of \$750 per month for transportation in his own automobile in performance of his duties. Superintendent shall pay fuel and maintenance expenses for said automobile and shall maintain liability insurance thereon. The District shall reimburse the Superintendent for school-business mileage outside of Butte County.

Based on merit, job performance, and any other criteria predetermined by the Governing Board, the Governing Board may provide salary increases for any and all years of the Agreement. Specific Governing Board action is required to approve any salary increase. It is further provided, however, that by so doing it shall not be considered that a new contract has been entered into or that the termination date of the existing contract has been extended. The Governing Board shall have an annual review of the Superintendent's salary during the first Board meeting in April. Any adjustment in salary made during the term of this agreement shall be made by a written amendment to this agreement.

III. FRINGE BENEFITS

Fringe Benefits: All statutes applicable to sick leave and disability leave shall apply. Unused sick leave and disability insurance shall be compensated according to Governing Board policies.

Expense Reimbursement: The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the Superintendent within the scope of employment and while representing the District.

Should the District require the Superintendent to attend or to participate in a function requiring him to be absent from home, the Superintendent may at his option be accompanied by his family members. Any increased travel or accommodation expenses occasioned by the presence of family members will be borne completely by the Superintendent.

Superintendent agrees to provide receipts for all expenses submitted for a request for reimbursement.

Miscellaneous Provisions: Upon retirement, the Superintendent shall be entitled to a paid family health plan provided by the District until he is eligible for benefits under Medicare (OASDI) providing he:

- Has attained age 55.
- Has completed 10 years of service within the Oroville Union High School District.

The family health plan granted under this article shall be equal to benefits available to other certificated management personnel at time of retirement of Superintendent, or to most recent plan available to Superintendent prior to retirement, whichever is greater, plus all extended benefits granted certificated management personnel after Superintendent's retirement. Superintendent shall receive any increases in insurance cap granted to other certificated management personnel.

IV. SUPERINTENDENT AND GOVERNING BOARD RESPONSIBILITIES

The Superintendent shall perform the duties of Superintendent as prescribed under California law and Board policy. All powers and duties shall be executed in accordance with District policy and the rules and regulations of the State Board of Education. Subject to Governing Board approval, the Superintendent shall have the following authority and responsibility: to organize or reorganize administrative/supervisory staff to best serve the District; to recommend placement, transfer, and reassignment of all personnel; to review criticisms, complaints, or suggestions referred to the Superintendent by the Governing Board and to make appropriate recommendations for disposition to the Governing Board; to administer the instructional and business affairs of the district.

The Governing Board, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its/their attention to the Superintendent for study and recommendation, and shall refrain from individual interference with the administration of school policies, except through Board action.

The Governing Board agrees to work with the Superintendent in a spirit of cooperation and teamwork, and shall provide the Superintendent with periodic opportunities to discuss Governing Board/Superintendent relationships. Whenever it is deemed desirable by either a majority of the Governing Board or by the Superintendent an outside advisor will be mutually selected by the Governing Board and Superintendent, and shall be paid for by the District, to facilitate discussion of the relationships of the Governing Board and Superintendent, in advancement of the best interests of the District.

The Superintendent shall render 260 work days of full and regular service to the Oroville Union High School District during each annual period covered by this agreement, except as hereinafter provided.

The Superintendent shall endeavor to maintain and improve his professional competence by all available means including subscriptions to appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state and national level, with Governing Board approval. The expense of said subscriptions, membership, and attendance is to be at District expense. The Superintendent shall request approval from the Governing Board for his attendance at out-of-state meetings and periodically report to the Governing Board his appraisal of the meetings.

The Superintendent shall furnish throughout the life of this contract a valid and appropriate certificate to act as Superintendent, as issued by the State of California.

V. OUTSIDE PROFESSIONAL ACTIVITIES

With the approval of the Governing Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations. Said outside professional activities may be performed for pay provided they do not interfere with or conflict with the Superintendent's performance of his duties under this contract.

VI. MEDICAL EXAMINATION

The Superintendent shall have a comprehensive medical examination once every two (2) years. A report of the medical examination shall be given directly and exclusively to the Superintendent. The Governing Board shall be advised in writing by the examining physician of the Superintendent's continued medical fitness to perform his duties, and such report shall be confidential. All costs and expenses of said medical examination and report shall be paid by the District.

VII. WORK DAYS/VACATION/SICK LEAVE

The Superintendent shall be entitled to twenty-four (24) working days annual vacation with pay, and in addition, will receive holidays defined in Sections 37220 and 37222 of the Education Code as well as those enjoyed by all other 12-month district employees. It is further stipulated that vacation days must be taken during the year in which earned, except by special agreement between the Governing Board and the Superintendent. In the event of termination of this contract, the Superintendent shall be entitled to full compensation for unused vacation at the then existing daily rate effective during the school year in which the vacation credit was earned.

The Superintendent shall accrue sick leave at the rate of twelve (12) days per contract year. Such days may be used prior to their accrual, but not exceed the total accumulated and which may accrue in that contract year. For this agreement holidays, sick leave and vacation days will be prorated.

VIII. PERFORMANCE OBJECTIVES AND EVALUATION

On or prior to July of each year, the parties shall meet to establish the superintendent's performance objectives for the succeeding school year. Performance objectives shall be reduced to writing and shall be based upon the duties and responsibilities set forth in this contract and any other criteria mutually agreed upon by the Superintendent and Governing Board.

The performance objectives shall be a basis for evaluation of the Superintendent.

Prior to April 1 of each odd numbered year, the Governing Board shall evaluate the performance of the Superintendent according to mutually agreed upon and specified performance objectives.

In the event the Governing Board determines that the performance of the Superintendent is satisfactory, the Governing Board shall so state in writing by May 15 of each year. In the event that the Governing Board determines that the performance of the Superintendent is less than satisfactory, the Governing Board shall describe in written detail the unsatisfactory performance including specific instances where appropriate. Each area ranked less than satisfactory shall be supplemented with recommendations for improvement and Governing Board-developed plan for accomplishing said improvement.

The President of the Governing Board shall deliver a copy of the written unsatisfactory evaluation to the Superintendent within ten (10) days of its completion. The Superintendent shall have the right to make a written response to the Governing Board with respect to the evaluation. Within thirty (30) days of the delivery of the written unsatisfactory evaluation to the Superintendent, the Governing Board shall meet with the Superintendent to discuss the evaluation.

If more than 50 percent of the evaluation areas have received less than satisfactory performance evaluation, a six (6) month probationary period shall commence. During the probationary period the improvement plan developed by the Governing Board shall be implemented. At the end of the probationary period and assuming that the improvement plan has been fully operative for at least five (5) to six (6) months, the Governing Board shall reevaluate the Superintendent's performance.

IX. CHANGES IN OR TERMINATION OF CONTRACT

Alleged Material Breach by Superintendent: In the event the Governing Board charges the Superintendent with a material breach of this Agreement based on an unsatisfactory evaluation, or based on other mutually agreed upon criteria, and seeks to terminate said Agreement prior to its expiration, the Governing Board shall, prior to taking such action, give the Superintendent notice of (a) the proposed action and the reasons thereof, (b) a reasonably detailed statement of the charges and material upon which the proposed action is based; (c) the right to respond either orally or in writing to the Governing Board; and (d) the right to a hearing before the Governing Board.

A request for hearing shall be filed by the Superintendent with the presiding officer of the Governing Board within fifteen (15) days after service of notice of the proposed action on him. The hearing shall be held before any action is taken and within 30 days after the notice was served on the Superintendent, unless continued for good cause.

The hearing shall be conducted by the Governing Board and shall not be an evidentiary hearing; but, rather, an opportunity for the Superintendent to respond to the charges of material breach. Each party shall have the right to call any witnesses. Each party shall have the right to counsel. The Governing Board agrees to assume the cost of the attorney fees for said Superintendent. The hearing shall be held in executive or public session at the option of the Superintendent. The Governing Board, at its expense, shall provide a certified shorthand reporter who will transcribe all proceedings.

The decision of the Governing Board shall be in the form of a resolution which shall set forth either a rescission of the charges or the charges of material breach found to exist, and the final decision of the Governing Board specifying the action to be taken.

If the Governing Board's decision is to terminate this Agreement, the Termination shall be effective six (6) months from the date of the notice of proposed termination. The Superintendent shall be notified in writing of said decision.

Thereafter, if the Governing Board has terminated the Superintendent's employment, he shall have the right to bring an action in any court of competent jurisdiction to pursue any remedy available to him. The Governing Board's determination of the question of material breach shall not be binding on said court.

Change or Termination Without Breach (Option to Terminate): This Agreement may be changed or terminated by mutual consent of the parties hereto in the manner provided for in Education Code Section 35031 provided, however, that the party seeking such change or termination shall give not less than sixty (60) days written notice to the other party.

Additional amendments may be added to the contract by mutual consent of the Superintendent and the Governing Board at any time during the period of this contract, provided such agreements are reduced to writing and signed by both parties.

In addition to the termination of this Agreement by mutual consent, this Agreement may be terminated by the following:

Discharge for Cause: For the purposes of this Agreement, "cause" shall mean the grounds for dismissal of the permanent certificated employee as described in Education Code Section 44932.

The Superintendent shall be entitled, in the event the district contends that there is any basis to terminate the Superintendent for cause, to all the rights provided to a certificated employee pursuant to Article 3 of Chapter 4, Part 25 of Division 3, Education Code 44930 et seq., including, but not limited to, those provisions set forth in Education code Section 44944, which provisions shall apply with respect to any such attempted termination of his position as Superintendent.

Termination Without Cause: The Governing Board may determine not to continue the employment of the Superintendent as of June 30 of any year during this Agreement if at least 80% of the members of the Governing Board vote to terminate this Agreement without cause, and provide the Superintendent with ninety (90) days written notice thereof. Upon exercising its option in this paragraph, the Governing Board shall pay to the Superintendent salary and benefits pursuant to this paragraph and shall advise the public and prospective employers that the Superintendent was terminated under a provision of this Agreement which does not require cause. Pursuant to Government Code 53260, if this Agreement is terminated between the Superintendent and the Governing Board for any reason, the maximum cash settlement the Superintendent shall receive an amount equal to the monthly salary of the Superintendent multiplied by the number of months left on the unexpired term of the Agreement. If the unexpired term of the Agreement is greater than twelve (12) months, the maximum cash settlement shall be an amount equal to the monthly salary of the Superintendent multiplied by twelve (12). Pursuant to Government Code 53261, the cash settlement shall not include any other non-cash benefits except health benefits as set forth in this Agreement, which may be continued for the same duration of time as the cash settlement or until the Superintendent finds other employment, whichever occurs first.

Non-Re-election: The Governing Board may determine not to re-employ the Superintendent upon the expiration of this Agreement by providing written notice at least forty-five (45) days before the expiration of this contract in accordance with Education Code Section 35031.

Education Code Section 35031 provides that, unless a Governing Board notifies a Superintendent in writing at least forty-five (45) days prior to the expiration of the term that he is not to be re-employed, he shall be deemed re-employed for the same term as the current contract. It shall be the duty of the Superintendent to notify each member of the Governing Board in writing of the provisions of Education Code Section 35031 prior to the last regularly scheduled meeting of the Governing Board to be held forty-five (45) days prior to the expiration of this contract or any extension thereof.

Superintendent's Election to Terminate Agreement: Should the Superintendent voluntarily seek employment elsewhere during the term of this contract, he shall indicate to the Governing Board his intentions to do so and the reasons for taking this action. Should the Superintendent receive unsolicited offers of employment or requests to be a candidate for other employment, he shall notify the Governing Board of his intentions to pursue these offers prior to becoming a final candidate for any position so offered. The Superintendent may resign at any time upon giving ninety (90) days written notice to the Governing Board.

X. ATTORNEY FEES

In the event of a conflict arising out of the Superintendent's employment with the District and it becomes necessary for the Superintendent to consult and/or retain an attorney to determine and/or protect his legal rights and interests, the District shall reimburse the Superintendent for all reasonable attorney fees and other costs up to an amount equal to that expended by the District for attorney fees and other costs.

XI. INCORPORATION OF GOVERNMENT CODE SECTIONS

In the event this agreement or applicable law is construed or interpreted to provide any paid leave pending an investigation, criminal legal defense, or cash settlement in the event of termination, the specific limitations set forth in government code sections 54243, 53243.1, 54242.2, and 5324.3 are fully incorporated into this agreement.

GENERAL PROVISIONS

In witness herein we affix our signatures to this agreement as full and complete understanding of the relationship between the parties hereto.

This contract is the full and complete agreement between the parties hereto, and it can be changed or modified only by a written agreement signed by all parties or their successors in interest to this agreement.

References to code sections in this agreement are references to sections in force at the time the agreement was signed and to successor sections covering the same statutory issues or to which may subsequently amend the section referred to herein.

GOVERNING BOARD OF THE OROVILLE UNION HIGH SCHOOL DISTRICT

By _____ By _____
Mr. Scott Damon Dr. Amber Englund

By _____ By _____
Mrs. Bonnie King Mr. Ray Sehorn

By _____
Mrs. Nannette Walker

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment as Superintendent of the Oroville Union High School District.

Date of Acceptance

Corey Willenberg, Ed.D., Superintendent



Oroville High School

MEMORANDUM

Memo

Date: 2/7/20

To: Corey Willenberg, Superintendent- Board Members

From: Oroville High School/ Cristi Tellechea, Principal

Re: Rise NSTA Travel

A handwritten signature in blue ink, appearing to be "CT" or similar initials.

Oroville High School requesting permission Robin Kropholler and Teresa Leyva-Gutierrez to travel to the National Conference on Science Education. Teresa and Robin are hired, short term subs for Leanna Felardo this semester. This is a RISE funded event and Mr. Simas has agreed to pay for the subs while they are gone.

The conference is focused on exploring three-dimensional teaching and learning. The role of curriculum materials in improving three-dimensional learning as well as the role of professional learning and assessment in using curriculum materials. Attending this conference will prepare the future science teachers as they have the opportunity to collaborate with experts in the field of science education.

Oroville High School

1395 Bridge St.

Oroville, CA 95966

Phone: 530-538-2320

Fax: 530-534-6203

Mission Statement

Our mission at Oroville High School is to provide: A safe, engaging environment that promotes high academic achievement. Develops high personal and social responsibility encourages a cooperative effort of students, teachers, and parents.

"TIGER PRIDE RUNS DEEP"

NATIONAL CONFERENCE ON SCIENCE EDUCATION



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20
20
BOSTON
April 2-5



SPONSORS

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Conference Overview

20/20 Science: Expanding the Vision

Boston Convention & Exhibition Center • 415 Summer St. • Boston, MA 02210

April 2-5, 2020

The conference will begin with concurrent sessions on Thursday, April 2, at 8:00 AM and end on Sunday, April 5, at 12 Noon.

The deadline to submit proposals was April 15, 2019.

[Browse sessions.](#)

[View the Conference Preview Program.](#)

REGISTER NOW!

The Kavli Foundation Keynote Speaker



Jane Luu

Astrophysicist and Scientist/Engineer at Draper Laboratory, Cambridge, MA and
Adjunct Professor at The Centre for Earth Evolution and Dynamics
at the University of Oslo, Norway (*in addition, the Asteroid 5430 Luu is named in her honor*).

Thursday, April 2, 2020
9:15-10:30 AM

NSTA wishes to thank The Kavli Foundation for sponsoring this speaker.

Conference Pricing

Full Registration	Earlybird*	Advance*	On-site
	2/21/20	3/13/20	after 3/13
NSTA Member	\$305	\$335	\$360
MAST Member**	\$305	\$335	\$360
Nonmember	\$395	\$425	\$450
Retired NSTA Member	\$200	\$215	\$240
Full-time Student	\$120	\$135	\$160

One Day Only (Thu, Fri, Sat)	Earlybird*	Advance*	On-site
	2/21/20	3/13/20	after 3/13
Non-Student (Member or Nonmember)	\$210	\$230	\$250
Full-time Student	\$90	\$95	\$105

Last Day Only (Sunday)**	Earlybird*	Advance*	On-site
	2/21/20	3/13/20	after 3/13
Non-Student (Member or Nonmember)	\$130	\$135	\$140
Full-time Student	\$60	\$65	\$70

Please note the Exhibit Hall is not open on Sunday.

Nonteaching Spouse/Guest Attending	Earlybird*	Advance*	On-site
	2/21/20	3/13/20	after 3/13
All	\$130	\$155	\$175

*Earlybird deadline: February 21, 2020 *Advance deadline: March 13, 2020

****Chapter Member:**
Massachusetts Association of Science Teachers (MAST)

How to Attend an NSTA Conference on a Budget

Graduate Credit

Boston national conference attendees can earn one (1) graduate-level credit/unit in professional development through **Cambridge College**, course **#NSTA SCI 608**. To obtain credit/unit, you must be registered for the Boston national conference, complete the required assignments, and pay a fee of \$100 for one credit/unit. A session attendance log is also required. Register for graduate-level credit/unit by **Sunday, April 26, 2020**, and submit the required assignments by **Tuesday, December 15, 2020**. [Click here for complete details.](#)

Conference Program Strands

To help you make the most of the professional development opportunities available at the NSTA Boston National Conference, the Conference Committee has planned the conference around four strands that explore topics of current significance, enabling you to focus on a specific area of interest or need.

- The Long View: Building a Lifelong Passion for Science
- Learning Science in All Spaces and Places: Near and Far
- Thinking, Acting, and Communicating Like Scientists: A Focus on Disciplinary Literacy
- Aligning the Lenses: Authentic, Three-Dimensional Measurement of Student Learning



What does an NSTA conference look like? [View the slideshow!](#)

Event Sponsors

NSTA and the Conference Committee are extremely grateful to the following companies and associations for their generous support and contributions to the 2020 National Conference on Science Education.

Sponsors

- Amplify
- Carolina Biological Supply Co.
- FIRST

- Howard Hughes Medical Institute (HHMI) BioInteractive
- The Kavli Foundation
- Kemtec / Aquaphoenix
- Lab-Aids, Inc.
- Learning A-Z
- Massachusetts Association of Science Teachers (MAST)
- McGraw Hill
- Museum of Science, Boston
- Northrop Grumman Foundation
- PhD Science by Great Minds
- Shape of Life
- STEMscopes - Accelerate Learning

Contributors

- Brandwein Institute
- Harvard Museum of Natural History
- New England Aquarium
- WGBH Education / PBS LearningMedia

Conference Committee Leaders

Sean Musselman

Conference Chairperson

Science Specialist

Burlington MA Public Schools

123 Cambridge St.

Burlington, MA 01803

Pam Pelletier

Program Coordinator

Retired Educator, Boston Public Schools

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Palmetto, FL 34221

Jennifer L. Craddock

Local Arrangements Coordinator

K-8 Science & Technology / Engineering

Curriculum Coordinator

Newton Public Schools

100 Walnut St.

Newton, MA 02460



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Las Plumas High School

Memorandum

DATE: January 22, 2020

TO: Dr. Corey Willenberg, Superintendent
Board Members

FROM: Dan Ramos, Principal 

SUBJECT: Out of state travel request

I am requesting the Board approve out of state travel for Keely Frazier and Sherie Kermen to attend the CADA Conference that will be held in Reno, NV from March 4th – 7th 2020. The topics that will be addressed completely relate to our students and would have a positive effect on developing leadership skills students will use for the rest of their lives as they learn to serve their schools, communities, and families. The conference will provide Mrs. Frazier and Mrs. Kermen the tools and resources necessary to teach these skills to our students. The trip will be funded through title IV funds.