

San Pasqual Union School District

The Little School in the Valley

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BOARD OF EDUCATION REGULAR MEETING

Tuesday, June 20, 2017 at San Pasqual Union School

CALL TO ORDER

Blaise Jackson, President _____ David Hersey, Member _____
Scott Heidemann, Clerk _____ Tim Spivey, Member _____
Angie Baker, Vice President _____ Shannon Hargrave, Supt /Secretary _____
Cece Bostrom, Recording Secretary _____

I. CLOSED SESSION (to begin at 5:00)

- A. Personnel – appointments, transfers, resignations and/or reassignments. Conference with the district negotiator Shannon Hargrave, superintendent regarding negotiations (GC§54957, 54954, 54957.6).
- B. Evaluation of Superintendent /Principal Performance (GC§54957, 54954)

ADJOURN INTO REGULAR SESSION (approximately 5:30 pm)

II. REGULAR BOARD MEETING

- A. WELCOME TO GUESTS AND PLEDGE OF ALLEGIANCE
- B. REPORT OF ACTION TAKEN IN CLOSED SESSION

Action _____

Motion By _____ Seconded by _____

Vote: Jackson _____ Hersey _____ Baker _____ Heidemann _____ Spivey _____

- C. HEARING OF THE PUBLIC: Persons wishing to speak to an item on the agenda or another topic that lies within the Board's jurisdiction.
- D. APPROVAL OF AGENDA AND MINUTES: Current agenda and minutes of the 06-13-17 meeting. Any changes for either the full agenda or the consent calendar must be made at this time.

Action _____

Motion By _____ Seconded by _____

Vote: Jackson _____ Hersey _____ Baker _____ Heidemann _____ Spivey _____

ACTION/DISCUSSION ITEMS

- E. APPROVAL OF LCAP: The Board shall consider approval of the Local Control Accountability Plan as presented.

Action _____

Motion By _____ Seconded by _____

Vote: Jackson _____ Hersey _____ Baker _____ Heidemann _____ Spivey _____

F. APPROVAL OF 2017-2018 DISTRICT BUDGET: The Board shall consider approval of next year's budget.

Action _____

Motion By _____ Seconded by _____

Vote: Jackson ___ Hersey ___ Baker ___ Heidemann ___ Spivey ___

G. REFURBISHING PORTABLE: Recommendation to refurbish existing 400 portable building (BP7210). Deferred maintenance funding (EC17582).

Action _____

Motion By _____ Seconded by _____

Vote: Jackson ___ Hersey ___ Baker ___ Heidemann ___ Spivey ___

H. SUPERINTENDENT CONTRACT: Discussion and annual review of Superintendent Contract.

Action _____

Motion By _____ Seconded by _____

Vote: Jackson ___ Hersey ___ Baker ___ Heidemann ___ Spivey ___

CONSENT AGENDA

- A. DISTRICT SUICIDE PLAN: Assembly Bill No. 2246 establishes a system of public education that serves pupils in grades 7 to 12 before the beginning of the 2017-18 school year, adopt a policy on pupil suicide prevention, that specifically addresses the needs of high-risk groups. This bill requires having a policy in place to serve as a guide for local educational agencies.
- B. DASHBOARD MOU: Discussion on memorandum of understanding with the San Diego County Superintendent of Schools regarding Pilot of a Business Intelligence Dashboard. This system would be used as a tool to inform decision making and identify trends.
- C. APPROVAL OF CONSOLIDATION APPLICATION: The Board shall consider approval of the Consolidated Application.
- D. OUTDOOR EDUCATION PROGRAM: Agreement between the San Diego County Office of Education to participate in the Outdoor Education Program.

Action _____

Motion By _____ Seconded by _____

Vote: Jackson ___ Hersey ___ Baker ___ Heidemann ___ Spivey ___

I. Comments by Trustees

No meeting in July. Next meeting August 09, 2016

ADJOURNMENT

Separate attachments available by request at the District office. San Pasqual Union provides appropriate disability accommodations. Any person who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

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BOARD OF EDUCATION MINUTES

Tuesday, June 13, 2017 at San Pasqual Union School

Closed Session (5:00)

- Board met in closed session in conference room on annual evaluation of Superintendent/Principal performance (GC 54957, 54954). All members present.
- The Board conducted the annual review of the Superintendent's performance, which will be continued at the June 20, 2017 meeting.
- Board adjourned closed session at 6:35.

Regular Session

- Regular meeting called to order at 6:40 p.m. All members present including Superintendent Hargrave and recording secretary, Pamela Hansen.
- Public was welcomed and the flag salute was recited.
- LCAP Public Hearing: No one addressed the board with questions.
- Public Hearing: No one requested to address the board
- Member Heidemann moved to approve the agenda. Member Hersey seconded the motion. Motion passed 5/0.

Aye: Jackson, Heidemann, Hersey, Spivey, Baker Absent: 0 No: 0

Superintendent/Principal Report

- Enrollment: Ended the year with 558 students
- Our enrollment for 17-18 is nearly identical to that of 16-17. We anticipate more enrollment between now and the start of school - room to grow in most grades.
- CAASPP Testing a success. Will report again once results are analyzed closer
- We implemented new NWEA/MAPs Assessment at the end of the school year to all K-8 students. MAPs will replace our Illuminate testing and is expected to give us better results. Will focus on this during back to school PD
- Met with "Lead" teachers and specialists discussing where we've been, the progress we've made, and the direction we are heading for the 17/18 school year.
- Met with SDCOE and Mrs. Read-Smith regarding Strategic Arts Plan

Assistant Principal Report

- 5/18 STEAM Fair
- 5/25 successful Open House and Spring Concert
- 6/1 Little Mermaid Dinner Theatre show

- 5/19 Event Calendar meeting with all volunteer committees for the 2017-18 school year:
PTO, Foundation, SAGE, Red Barn
- Leadership Changes in PTO and Foundation, both voted in new Boards
Monica Itamura, new PTO President
Boyd Masing, Foundation President
- ASB conducted their elections and Jake Vos will be ASB President
- 5/23 athletes honored at SPU Sports Banquet
- 5/30 artists from Mrs. Michalski's and Mrs. Kelly's class honored at SDCOE
- 6/1 we celebrated our Classified Employees with their annual breakfast in their honor
- 6/5 Awards Assemblies (academic and character)
- 6/7 Last Day of School
Events Coming Soon . . .
- Summer library starts 6/14/17
- Basketball camp starts 6/26/17

Maintenance Report

- Manager of Maintenance, Ray Sifuentes reported on summer projects.

DISCUSSION ITEMS

- 2017-2018 District Budget: Financial Director, Rhonda Brown presented the budget for the 2017-18 school year that will be brought for approval at the June 20th meeting. Highlighted topics were the CalPERS and CalStrs percentage increases for the employer; receiving Cola 1.56%; reduction in Title I and Title II funds; District made Budget reductions. CBO reported the legal fees from Special Ed and Personnel.
- Refurbishing Portable: Manager of Maintenance reported on the cost to update and and repair the 400 Building including the bathrooms.
- District Suicide Plan: AP Mark Burroughs presented the updated district policies required by law to provide.
- Dashboard MOU: Agreement with the SDCOE to provide a free pilot to assist in data collection to integrate with Synergy

Action Item

- Member Hersey moved to approve resolution #R16-17-13 as required by Ed Code section 44256 (b), 44258.2. Member Spivey seconded the motion. Motion passed 5/0.
Aye: Jackson, Heidemann, Hersey, Spivey, Baker Absent: 0 No: 0
- Member Heidemann moved to approve the MOU with Ramona School District. Member Baker seconded the motion. Motion passed 5/0.
Aye: Jackson, Heidemann, Hersey, Spivey, Baker Absent: 0 No: 0
- Member Hersey moved to approve agreement with CSBA. Member Spivey seconded the motion. Motion passed 5/0.
Aye: Jackson, Heidemann, Hersey, Spivey, Baker Absent: 0 No: 0

Consent Agenda

- Member Hersey moved to approve the consent agenda. Member Baker seconded the motion. Motion passed 5/0.
Aye: Jackson, Heidemann, Hersey, Spivey, Baker Absent: 0 No: 0

Comments by Trustees:

- Member Baker: Very happy with elective wheels. Lovely 8th grade promotion. Thank you to Ray – the school has never looked better
- Member Hersey: Promotion was impressive. The speeches speak to how the whole school is running. Elective wheels are exciting. Impressed by how many hats all the staff wear and how well everything is going. Concerned about the CalSTERS and CalPERS situation. Very supportive of the building renovations
- Member Spivey: Great promotion – 8th grades are having a great time in DC. Supportive of the suicide prevention update.
- Member Heidemann: Great time of year. 7 valedictorians was impressive, speeches were wonderful
- Member Jackson: Echoes other board members. Happy to be a part of the community. Very appreciative of the efforts put in by all staff. Next week will be used to tie up loose ends

Regular meeting adjourned at 8:07 pm

Next meeting 6/20/17 5:00 Closed session

TO: BOARD OF EDUCATION

MEETING DATE: June 13, 2017

FROM: Ray Sifuentes, Director of Operations and Maintenance

AGENDA ITEM: II-I

SUBJECT: Authorize District to approve refurbishing of relocatable units

- Action**
- Consent Calendar**
- First Reading**
- Information**
- Presentation**
- Public Hearing**
- Roll Call Vote Required**

RECOMMENDATION: Authorize District to approve refurbishing of relocatable units

DISCUSSION: Board policy BP 7210 reads: When it is determined that school facilities must be built or expanded to accommodate an increased or projected increased enrollment, the Board of Trustees shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

400 Relocatable building is in need of refurbishing and is scheduled to be painted and new carpet installed during the summer before the 2017 school year.

FISCAL IMPACT: None to the General Fund. Funded out the Deferred Maintenance EC 17582

MOVED BY _____ **SECONDED BY** _____ **VOTE** _____

San Pasqual Union School District Youth Suicide Prevention Plan 2017-2018 School Year

The Governing Board of San Pasqual Union School District recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, this plan aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this plan shall be paired with other policies that support the emotional and behavioral wellness of students.

This plan is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or “place the idea in someone’s mind.”

In an attempt to reduce suicidal behavior and its impact on students and families, the Superintendent shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff (afterschool) and other individuals in regular contact with students such as crossing guards, tutors, and coaches.

The Superintendent shall develop and implement preventive strategies and intervention procedures that include the following:

Overall Strategic Plan for Suicide Prevention

The Superintendent shall involve school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention. Districts must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, the district shall appoint an individual (or team) to serve as the suicide prevention point of contact for the district. In addition, each school shall identify at least one staff member to serve as the liaison to the district's suicide prevention point of contact, and coordinate and implement suicide prevention activities on their specific campus. This plan shall be reviewed and revised as indicated, at least annually.

Resources:

- Local Mental Health Resources
 - Kinesis North, 474 W Vermont Avenue, #102, Escondido, CA 92025
760-480-2255
 - MHS, 940 E Valley Parkway, Escondido, CA 92025
760-747-0205
 - Neighborhood Healthcare, 425 Dae Street, Escondido, CA 92025
760-737-6900
- The K–12 Toolkit for Mental Health Promotion and Suicide Prevention has been created to help schools comply with and implement AB 2246, the Pupil Suicide Prevention Policies. The Toolkit includes resources for schools as they promote youth mental wellness, intervene in a mental health crisis, and support members of a school community after the loss of someone to suicide.

Additional information about this Toolkit for schools can be accessed on the Heard Alliance Web site at <http://www.heardalliance.org/>.

- You can find information about a comprehensive suicide prevention toolkit for schools on the Palo Alto Unified School District Counseling Services Web page at <https://www.pausd.org/student-services/counseling-services>

Prevention

A. Messaging about Suicide Prevention

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, San Pasqual Union School District along with its partners has critically reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

Resources:

- For information on public messaging on suicide prevention, see the National Action Alliance for Suicide Prevention Web site at <http://suicidepreventionmessaging.actionallianceforsuicideprevention.org/>
- For information on engaging the media regarding suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/making-headlines-guide-engaging-media-suicide-prsaevention-california-0>
- For information on how to use social media for suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/how-use-social-media>

B. Suicide Prevention Training and Education

The San Pasqual Union School District along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members and other adults on campus (including substitutes and intermittent staff, volunteers, interns, tutors, coaches, and expanded learning [afterschool] staff).

Training:

- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- All suicide prevention trainings shall be offered under the direction of school-employed mental health professionals (e.g., school counselors, psychologists, or social workers) who have received advanced training specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.

- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training. Training options include the all staff beginning of the year training and training during monthly staff meetings.
- Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
 - Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
 - Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
 - Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:
 - The impact of traumatic stress on emotional and mental health;
 - Common misconceptions about suicide;
 - School and community suicide prevention resources;
 - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - The factors associated with suicide (risk factors, warning signs, protective factors);

- How to identify youth who may be at risk of suicide;
 - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines;
 - District-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
 - District-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - Responding after a suicide occurs (suicide postvention);
 - Resources regarding youth suicide prevention;
 - Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
 - Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.
- The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences;
 - Youth who have been legally adopted.

Resources:

- Youth Mental Health First Aid (YMHFA) teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. YMHFA is an 8-hour interactive training for youth-serving adults without a mental health background. See the Mental Health First Aid Web page at <https://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth/>
- Free YMHFA Training is available on the CDE Mental Health Web page at <http://www.cde.ca.gov/ls/cg/mh/projectcalwell.asp>
- Question, Persuade, and Refer (QPR) is a gatekeeper training that can be taught online. Just as people trained in cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. See the QPR Web site at <http://www.qprinstitute.com/>
- SafeTALK is a half-day alertness training that prepares anyone over the age of fifteen, regardless of prior experience or training, to become a suicide-alert helper. See the LivingWorks Web page at <https://www.livingworks.net/programs/safetalk/>
- Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. See the LivingWorks Web page at <https://www.livingworks.net/programs/asist/>
- Kognito At-Risk is an evidence-based series of three online interactive professional development modules designed for use by individuals, schools, districts, and statewide agencies. It includes tools and templates to ensure that the program is easy to disseminate and measures success at the elementary, middle, and high school levels. See the Kognito Web page at <https://www.kognito.com/products/pk12/>

C. Employee Qualifications and Scope of Services

Employees of the San Pasqual Union School District and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

D. Specialized Staff Training (Assessment)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals (school counselors, psychologists, social workers, and nurses) employed by San Pasqual Union School District.

Resource:

- Assessing and Managing Suicide Risk (AMSR) is a one-day training workshop for behavioral health professionals based on the latest research and designed to help participants provide safer suicide care. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/training-events/amsr>

E. Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers the San Pasqual Union School District suicide prevention plan and procedures.
- This suicide prevention plan shall be prominently displayed on the San Pasqual Union School District Web page and included in the parent handbook.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Resource:

- Parents as Partners: A Suicide Prevention Guide for Parents is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at <https://www.save.org/product/parents-as-partners/>

F. Student Participation and Education

The San Pasqual Union School District along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding the district's suicide prevention, intervention, and referral procedures.
- The content of the education shall include:
 - Coping strategies for dealing with stress and trauma;
 - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
 - Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
 - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

The San Pasqual Union School District will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs, and National Alliance on Mental Illness on Campus High School Clubs).

Resources:

- More Than Sad is school-ready and evidence-based training material, listed on the national Suicide Prevention Resource Center's best practices list, specifically designed for teen-level suicide prevention. See the American Foundation for Suicide Prevention Web page at <https://afsp.org/our-work/education/more-than-sad/>

- Break Free from Depression (BFFD) is a 4-module curriculum focused on increasing awareness about adolescent depression and designed for use in high school classrooms. See the Boston Children’s Hospital Web page at <http://www.childrenshospital.org/breakfree>
- Coping and Support Training (CAST) is an evidence-based life-skills training and social support program to help at-risk youth. See the Reconnecting Youth Inc. Web page at <http://www.reconnectingyouth.com/programs/cast/>
- Students Mobilizing Awareness and Reducing Tragedies (SMART) is a program comprised of student-led groups in high schools designed to give students the freedom to implement a suicide prevention on their campus that best fits their school’s needs. See the SAVE Web page at <https://www.save.org/what-we-do/education/smart-schools-program-2/>
- Linking Education and Awareness for Depression and Suicide (LEADS) for Youth is a school-based suicide prevention curriculum designed for high schools and educators that links depression awareness and secondary suicide prevention. LEADS for Youth is an informative and interactive opportunity for students and teachers to increase knowledge and awareness of depression and suicide. See the SAVE Web page at <https://www.save.org/what-we-do/education/leads-for-youth-program/>

Intervention, Assessment, Referral

A. Staff

San Pasqual Union School District staff members who have received advanced training in suicide intervention shall be designated as the primary and secondary suicide prevention liaisons. Whenever a staff member suspects or has knowledge of a student’s suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

- Under normal circumstances, the primary and/or secondary contact persons shall notify the principal, another school administrator, school psychologist or school counselor, if different from the primary and secondary contact persons. The names, titles, and contact information of multi-disciplinary crisis team members shall be distributed to all students, staff, parents/guardians/caregivers and be prominently available on school and district Web sites.
 - Primary Suicide Prevention Liaison: School Psychologist
 - Secondary Suicide Prevention Liason: Vice Principal

The principal, another school administrator, school counselor, school psychologist, social worker, or nurse shall then notify, if appropriate and in the best interest of the student, the student's parents/guardians/caregivers as soon as possible and shall refer the student to mental health resources in the school or community. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary or secondary suicide prevention liaisons.
- Students experiencing suicidal ideation shall not be left unsupervised.
- A referral process should be prominently disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.
- The Superintendent shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

B. Parents, Guardians, and Caregivers

A referral process should be prominently disseminated to all parents/guardians/caregivers, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

C. Students

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

D. Parental Notification and Involvement

Each school within the San Pasqual Union School District shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

- After a referral is made for a student, school staff shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student.
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide point of contact (or other appropriate school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth by calling 1(800) 344-6000.

E. Action Plan for In-School Suicide Attempts

If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;
- Move all other students out of the immediate area;
- Immediately contact the administrator or suicide prevention liaison;
- Call 911 and give them as much information about any suicide note, medications taken, and access to weapons, if applicable;
- If needed, provide medical first aid until a medical professional is available;
- Parents/guardians/caregivers should be contacted as soon as possible;
- Do not send the student away or leave them alone, even if they need to go to the restroom;
- Listen and prompt the student to talk;
- Review options and resources of people who can help;
- Be comfortable with moments of silence as you and the student will need time to process the situation;
- Provide comfort to the student;

- Promise privacy and help, and be respectful, but do not promise confidentiality;
- Student should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help.

F. Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of San Pasqual Union School District property, it is crucial that the LEA protects the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family;
- Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct;
- Designate a staff member to handle media requests;
- Provide care and determine appropriate support to affected students;
- Offer to the student and parents/guardians/caregivers steps for re-integration to school.

G. Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis has happened:

- Treat every threat with seriousness and approach with a calm manner; make the student a priority;
- Listen actively and non-judgmental to the student. Let the student express his or her feelings;
- Acknowledge the feelings and do not argue with the student;

- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;
- Explain calmly and get the student to a trained professional, guidance counselor, or designated staff to further support the student;
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

H. Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

The following steps shall be implemented upon re-entry:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;
- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student's teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

Resource:

- The School Reentry for a Student Who Has Attempted Suicide or Made Serious Suicidal Threats is a guide that will assist in school re-entry for students after an attempted suicide. See the Mental Health Recovery Services Resource Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/

I. Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital that we are prepared ahead of time in the event of such a tragedy. The Primary (school psychologist) and Secondary (vice principal) Suicide Prevention Liaisons for the San Pasqual Union School District shall ensure that each school site adopts an action plan for responding to a suicide death as part of the general Crisis Response Plan. The Suicide Death Response Action Plan (Suicide Postvention Response Plan) needs to incorporate both immediate and long-term steps and objectives.

- Suicide Postvention Response Plan shall:
 - Identify a staff member to confirm death and cause (school site administrator);
 - Identify a staff member to contact deceased's family (within 24 hours);
 - Enact the Suicide Postvention Response Plan, include an initial meeting of the district/school Suicide Postvention Response Team;
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
 - Notification (if not already conducted) to staff about suicide death;
 - Emotional support and resources available to staff;
 - Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - Share information that is relevant and that which you have permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
 - Review of protocols for referring students for support/assessment;
 - Talking points for staff to notify students;
 - Resources available to students (on and off campus).

- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
- Identify media spokesperson skilled to cover story without the use of explicit, graphic, or dramatic content (go to the Reporting on Suicide.Org Web site at www.reportingonsuicide.org). Research has proven that sensationalized media coverage can lead to contagious suicidal behaviors.
- Utilize and respond to social media outlets:
 - Identify what platforms students are using to respond to suicide death
 - Identify/train staff and students to monitor social media outlets
- Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
 - Support siblings, close friends, teachers, and/or students of deceased
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Resources:

- *After a Suicide: A Toolkit for School* is a comprehensive guide that will assist schools on what to do if a suicide death takes place in the school community. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/comprehensive-approach/postvention>
- *Help & Hope for Survivors of Suicide Loss* is a guide to help those during the bereavement process and who were greatly affected by the death of a suicide. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/resources-programs/help-hope-survivors-suicide-loss>

- For additional information on suicide prevention, intervention, and postvention, see the Mental Health Recovery Services Model Protocol Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/
- Information on school climate and school safety is available on the CDE Safe Schools Planning Web page at <http://www.cde.ca.gov/ls/ss/vp/safeschlplanning.asp>
- Additional resources regarding student mental health needs can be found in the SSPI letter Responding to Student Mental Health Needs in School Safety Planning at <http://www.cde.ca.gov/nr/el/le/yr14ltr0212.asp>

**SAN PASQUAL UNION SCHOOL
SUICIDE PREVENTION
POLICY**

Presented by Mark Burroughs
June 13, 2017

What's the Need for a New Policy?

- Kids are at increased risk
- Suicide leading cause of death among youth
- 17% of high school students consider suicide
- 8% of high school students attempt suicide

(Centers for Disease Control & Prevention, 2015)

- AB2246 mandates starting 2017-2018 school year

AB 2246

- Mandates districts serving 7th-12th grades to adopt a policy on suicide prevention, intervention, and postvention.
- Requires all staff PD
- Requires student instruction and supports

Postvention (After Suicide)

- Crisis Response
- Emergency Response per Safety Plan
 - Death of a Student
 - Death of a Staff Member

Questions?



SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS
Memorandum of Understanding
Pilot Business Intelligence Dashboard Creation

The SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS, a public educational agency, located at 6401 Linda Vista Road, San Diego, California 92111-7399, hereinafter referred to as "SDCSS" and San Pasqual Union School District, located at 15305 Rockwood Road, Escondido, CA 92027, hereinafter referred to as "LEA", mutually agree as follows:

1. SCOPE OF SERVICE

The SDCSS will create executive and other role-based dashboards for the LEA based on data and feedback provided by the LEA and other pilot districts. The SDCSS will provide the infrastructure and expertise necessary to house, create, and present the dashboards. This system is not a system of record but rather a tool to inform decision making and identify trends.

2. SDCSS RESPONSIBILITIES

- Provide a secure repository for the LEA to deposit regularly scheduled data uploads
- Create a mechanism for the LEA to manage user access to the dashboard for staff members within their district
- Work with pilot LEA's to prioritize dashboard and feature creation and will establish a release schedule to be completed within the term of this agreement

3. LEA RESPONSIBILITIES

- Provide at least one point of contact who can respond to inquiries about their data
- Provide data exports from contracted third-party vendors they wish to incorporate into their dashboards on a regular basis
- Manage LEA staff member access to dashboards including terminating access to the dashboards when appropriate

4. SECURITY

- All student information involved in this agreement shall continue to be the property of and under the control of the LEA.
- SDCSS will not use any student record information for any purpose other than those required or specifically permitted by this contract. Any other use of the LEA's student information will not be undertaken without the express, written consent of the LEA.
- SDCSS uses the following methods to ensure the privacy and security of student information:
 - Transmission of student information is always via secure protocols (SFTP, SSL and/or encryption)
 - No data transmission occurs via email
 - Student data is stored in an encrypted form and programmatic access to that data is done using secure coding standards without visible account or password information
 - All server systems including data storage are maintained in a locked, secure, environmentally controlled facility
 - All server systems have been hardened with industry standard recommended measures for security protection
- SDCSS will notify the LEA within 24 hours if unauthorized access is discovered.
- SDCSS and LEA will work together to ensure compliance with FERPA regulations.

5. FEES AND BILLING SCHEDULE

There will be no charges from SDCSS for districts participating in this pilot.

12. GOVERNING LAW/VENUE SAN DIEGO

In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

13. NO WARRANTY

No warranty regarding the accuracy or usability of the information provided by the business intelligence dashboard developed by SDCSS on behalf of the LEA is expressed or implied. LEA should independently confirm information provided by the business intelligence dashboard before acting upon it.

14. COMPLIANCE WITH LAW

Both parties shall be subject to, and shall comply with, all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, purchasing practices, wages, hours, and conditions of employment, including nondiscrimination.

15. FINAL APPROVAL

This Agreement is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

16. ENTIRE AGREEMENT

This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provision hereof. This Agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be duly executed, such parties acting by their representatives being thereunto duly authorized.

SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS

SAN PASQUAL UNION SCHOOL DISTRICT

By (Authorized Signature)

By (Authorized Signature)

Lora Duzyk

Name (type or print)

Name (type or print)

Assistant Superintendent of Business Services

Title

Title

Date

Date

2017-18 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/20/2017
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Julie Romero
DELAC review date	04/24/2017
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	http://www.sanpasqualunion.net
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A English Learner ESEA Sec. 3102 SACS 4203	Yes
Title V, Part B Subpart 1 Small, Rural School Achievement Grant	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESSA Sec. 5211 SACS 5810	
Title V, Part B Subpart 1 REAP Flexibility Participation	Yes

Warning

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California Department of Education

San Pasqual Union Elementary (37 68353 0000000)

Consolidated Application

Status: Certified
Saved by: Rhonda Brown
Date: 6/14/2017 4:22 PM

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

LEA meets small district criteria, submission of this data collection is optional.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Projected, the LEA meets one or more of the following:

- Is a single school district
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In
- k - Funded with EIA/SCE

Low income measure	FRPM
Group Schools by Grade Span	No
District-wide Low Income %	15.19%
Grade Span 1 Low Income %	15.19%
Grade Span 2 Low Income %	0.00%

*****Warning*****

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California Department of Education

San Pasqual Union Elementary (37 68353 0000000)

Consolidated Application

Status: Certified
Saved by: Rhonda Brown
Date: 6/14/2017 4:22 PM

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

Grade Span 3 Low Income % 0.00%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible for Funding	Funding Required	Ranking	Fund Flag	Exception Reason
San Pasqual Union Elementary	6040331	1	553	84	15.19	Y	N	1	Y	

*****Warning*****

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**AGREEMENT FOR PARTICIPATION AND SERVICES 2017-2018
OUTDOOR EDUCATION PROGRAM**

THIS AGREEMENT is entered into this 6th day of June 2017, by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE and + San Pasqual Union School District hereinafter called the SCHOOL/DISTRICT.

WHEREAS, the OFFICE operates for the schools of San Diego County an outdoor education program at designated sites and authorized by the Education Code Section 35335 and following and 8760 and following; and

WHEREAS, the SCHOOL/DISTRICT desires to participate in said program; NOW, THEREFORE, the parties agree as follows:

I Use and Occupancy of Outdoor Education Premises and Facilities

A. The OFFICE agrees to provide:

- (1) Administration and operation of the outdoor education program.
- (2) Outdoor science education and conservation instructional and supervision services for an educational program.
- (3) Sites, buildings, utilities, and maintenance.
- (4) Food and its preparation.
- (5) All staff other than school district employees accompanying students.
- (6) Preparation and distribution of outdoor school schedules designating the site to be attended and the specific dates of attendance.
- (7) Promotion of the outdoor school program.
- (8) Transportation for students while in camp.
- (9) Availability of health and accident insurance of pupils and to notify the SCHOOL/DISTRICT of the pertinent information.

B. The SCHOOL/DISTRICT agrees to:

- (1) Pay to the OFFICE a "per pupil fee" " less any applicable discounts, based on the number of SCHOOL/DISTRICT student's actual attendance at any time during each encampment.
- (2) In the event that the actual total number of SCHOOL/DISTRICT students attending during the agreement period is less than the minimum guaranteed number of students noted in section III.B., then the SCHOOL/DISTRICT shall pay OFFICE a "per pupil fee" to cover the difference between the guaranteed number and the number in actual attendance. Payments shall be made as noted in section B.(5).
- (3) Pay to the OFFICE, a "teacher fee" for each teacher in actual attendance at the encampment based on the daily Teacher rate stated in the Fee Schedule.
- (4) For purposes of this agreement:
 - (a) "Pupil fee" means that per pupil amount established by the OFFICE for a school year as the cost of a pupil's instruction, food, lodging, and support services.
 - (b) "Teacher fee" means the fee established by the OFFICE for each school year as the cost to cover teacher's food and lodging.
 - (c) Attendance for any portion of a day shall be counted a full day in camp.
 - (d) **No refund of fees shall be made for students sent home for disciplinary reasons.**

- (5) Payments to OFFICE for all fees under this agreement shall be made as follows:
- (a) For San Diego County School Districts and Schools, payment shall be made by way of an auditor's cash transfer initiated by the OFFICE after each student encampment. OFFICE will provide DISTRICT/SCHOOL appropriate detailed backup for all charges.
 - (b) For private schools and out-of-county schools/districts, or others not subject to an auditor's transfer, OFFICE will invoice the participating schools or districts and payment shall be made to OFFICE within 30 days of invoice. Invoices that are not paid in full within 30 days after invoice will be considered past due and will be subject to a 1.5% per month late fee on any outstanding balance which will compound until paid in full. If collections are necessary, debtor agrees to pay all costs of collection, including but not limited to reasonable attorney's fees, court costs, and third party collection agencies.
- (6) Provide transportation for pupils to and from outdoor school. In the event of an emergency closure of the camp facility, the SCHOOL/DISTRICT is responsible to evacuate students from the facility. If the SCHOOL/DISTRICT is unable to provide transportation within the timeframe needed to ensure the safety of students, the OFFICE will provide transportation and invoice the SCHOOL/DISTRICT for the actual cost of transportation.
- (7) Secure necessary funding so no child will be denied the outdoor school experience because of inability to pay.
- (8) Provide approximately one classroom teacher for every 30 pupils to actively participate in the 24-hour per day program under the direction of the site administrator.
- (9) Comply with the outdoor school schedule.
- (10) Require each pupil attending an encampment to have the health and accident insurance referred to in I.A.(9) hereof.
- (11) Each party shall defend, indemnify and hold the other party and the State of California, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of or resulting from, SCHOOL/DISTRICT's use and occupancy of the premises and facilities and participation in the activities of the Outdoor Education Program under this agreement. The indemnifying party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the other party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgement that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings or result thereof.
- Additionally, SCHOOL/DISTRICT shall maintain general liability and property damage insurance in at least the minimum amount of \$2,000,000 to cover all activities under this agreement and provide OFFICE a certificate of insurance naming the OFFICE and State of California as additionally insured under the policy. Coverage under said policies shall not be reduced or canceled without thirty (30) days prior written notice to OFFICE and all required coverage shall be reinstated or replaced prior to expiration/cancellation date and new certificates naming the OFFICE and State of California as additionally insured under the policy shall be issued to OFFICE for the replacement policy or policies.
- (12) Provide all required information on the Participation Agreement form for each school that will participate in the OFFICE Outdoor School program. Form shall be completed and submitted to OFFICE by the deadline noted on the application form. Participation Agreement shall be filled out each year of a multi-year agreement.
- (13) Provide to OFFICE, on timelines indicated, complete and accurate information for each student, teacher and school on all Outdoor School registration and health forms provided by the OFFICE. Forms are available via SDCOE website. Such information includes, but is not limited to; a complete and accurate list of the students and teachers from each school who will attend the Outdoor School Program. The required student information includes, but is not limited to; the student name, gender, ethnicity code, Child Nutrition program eligibility

status (free, reduced, or paid), complete and accurate student health forms, information on requirements for special meals, authorizations for medications and prescriptions. Parental and physician signatures are required as noted on the forms. The OFFICE is authorized by the State of California Department of Education to obtain from the SCHOOL/DISTRICT all student information required to participate in the State and Federal child nutrition programs, including, but not limited to; each student's child nutrition eligibility status (Free, Reduced, Paid), ethnicity code, and other appropriate demographic or identifying information. **If you choose to not provide this information prior to the encampment the cost per student will increase by \$25.00.**

(14) Provide services and/or accommodations as specified in the student's IEP or Section 504 plan for all students with special needs participating in Outdoor School programs.

II. Agreement Period and Termination

A. The term of this agreement shall commence on **July 1, 2017** and will continue through **June 30, 2018, 2019, or 2020** based on the option chosen below.

B. **Please initial one of the options below** to determine the number of years for this agreement:

_____ a. Option 1 – 1 Year Agreement

_____ b. Option 2 – 2 Year Agreement with the base fee and equity credit rate locked in for two years.

_____ c. Option 3 – 3 Year Agreement with the base fee and equity credit rate locked in for 3 years and provides a \$10 discount per full fee student.

C. This agreement may be terminated at any time upon mutual agreement of the parties involved.

III. Fees and Minimum Guaranteed Participation

A. The fee schedule is established each year and is adopted by the Board of Education. The applicable adopted fee schedule for fiscal year **2017-2018** is attached and is hereby made a part of this agreement. The fee schedule now includes available discounts which will be applied to the "per pupil fee" when applicable:

5-day Program**	Per student	\$320.00
4-day Program***	Per Student	\$270.00
5-day Program – Out of County	Per Student	\$320.00
4-day Program – Out of County	Per Student	\$270.00
Classroom Teacher Fee	Per Teacher/Per Day	\$ 11.00
Insurance	Per Student/Per Day	\$.28

** Discounts 5-day Program

Equity Credits: \$90 credit will be applied to the percentage of students in the grade level who have been identified as socioeconomically disadvantaged. The percentage shall be based on the data reported to the CDE for the prior fiscal year.

Introductory Credit: \$10 credit per full fee student

Three Year "Discount" Contract: Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Credit: \$5 credit per student. May be combined with two or three year contracts

*** Discounts 4-day Program

Equity Credits: \$78 credit will be applied to the percentage of students in the grade level who have been identified as socioeconomically disadvantaged. The percentage shall be based on the data reported to the CDE for the prior fiscal year.

Introductory Credit: \$8 credit per full fee student

Three Year "Discount" Contract: Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Credit: \$5 credit per student. May be combined with two or three year contracts

B. The SCHOOL/DISTRICT guarantees payment of the "per pupil fee" to the Office for not less than 85% of the total projected participation from all schools from the district as noted below during the school year. For multi-year contracts, the second and third year numbers cannot fluctuate more than 15% of the original year contract. In the event of a major change in the District that affects a school, you may contact OFFICE to discuss the contract terms. Minimum number of students per school as follows:

School	Scheduled	Guaranteed	Days	Week of
San Pasqual	66	56	5	1/29/2018

Executed by the parties on the dates shown below their respective signatures.

San Pasqual Union
School/District

By _____

Title _____

Date _____

County Superintendent of Schools
San Diego County Office of Education



Authorized Signature

Senior Director, Outdoor Education
Title

June 6, 2017
Date

Authorized or ratified by the Board of Education on:

Rules for acceptance and participation in the outdoor school program are the same for everyone without regard to race, color or national origin, sex, gender or handicap.

San Diego County Office of Education

**SCIENCE OUTREACH PROGRAM
FIELD TRIP AGREEMENT – 2017-2018**

THIS AGREEMENT, made this July 1, 2017 and which will terminate on June 30, 2018, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and San Pasqual Union School District hereinafter called the "District/School/Organization", mutually agree as follows:

1. Basis of Agreement

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct science outreach programs for schools and districts within the County of San Diego. For each science outreach program scheduled to serve the District/School/Organization, District/School/Organization agrees to adhere to the terms and conditions of this agreement.

It is understood that third parties (such as the Port of San Diego, County of San Diego, City of San Diego, San Diego County Water Authority and various other municipalities and water districts) sometimes agree to pay for a science outreach program to be delivered to a District/School/Organization. In these circumstances, County may invoice the third parties for the designated events (if the third party agrees) or will invoice the District/School/Organization (if the third party provides the funds directly to the District/School/Organization). The fees charged to third parties may be different than those stated below, based on the services requested by them.

Regardless of whether a third party funding source is involved, the District/School/Organization must still execute this agreement and be responsible for payment for any event which is not paid for by a third party.

2. Scope of Agreement

A. General

The County will make available and provide by this contractual agreement the following programs with pricing for school year 2017-2018:

- 1) Green Machine
\$455.00 per trip, serving up to four 1-hour classes of up to 30 students each
The Green Machine curriculum aligns with the California Science Content Standards for grades K-4. The presentation describes the journey from seed to dinner table through hands-on learning stations that enable students to learn where their food comes from. A musical and dramatic wrap-up reinforces the learning.
- 2) Splash Science Mobile Lab
\$670.00 per trip, serving up to four 1-hour classes of up to 36 students each
The Splash Science Mobile Lab curriculum aligns with the California Science Content Standards for grades 4-6. The presentation offers hands on learning opportunities for students at multiple learning stations; watershed/storm drain, GIS examination of local watersheds, water conservation, San Diego estuary, and microscope.
- 3) Marine Science Floating Lab
\$700.00 per morning trip and \$670 per afternoon/ twilight trip, serving up to 40 people on one of two boats. This program consists of half-day field trip on San Diego Bay with hands-on science instruction and materials.

B. County agrees to provide:

- 1) Instructional materials and equipment.
- 2) Boat transportation with qualified crew (Floating Lab only).
- 3) Curriculum and instruction.
- 4) Invoicing of the District/School/Organization for the field trip.

- C. District/School/Organization agrees to:
- 1) Schedule their participation in the program of choice with the County by phone or email.
 - 2) Provide a written request/authorization for the delivery of the program(s) in the form accepted by District (either a district PO, check or, for Private Schools only, a Personal Letter of Guaranty signed by the site administrator).
 - 3) Send no more than the maximum number of allowed per Marine Science Floating Lab field trip (40, including chaperones/teachers). If the school arrives for the field trip with a group size of more than 40, the ship captain may, at his/her sole option; refuse to take more than the maximum of 40 on board or agree to accept additional passengers up to a maximum of 45 with the understanding that the District/School/Organization agrees to pay an additional fee of \$50 for each person in excess of 40. Group sizes in excess of 45 will not be accepted under any circumstances. If the group arrives with more than 40, and the ship captain refuses to take more than 40 on board, the group may elect to leave some behind or cancel the trip. If the trip is canceled by the group in this circumstance, there will be no refund or compensation to the District/School/Organization.
 - 4) Provide a minimum of number of adult participants authorized by the District/School/Organization to supervise the students and participate in the delivery of each presentation during the day. The Green Machine requires a minimum of one participating adult, the Splash Science Mobile Lab requires two participating adults and the Marine Science Floating Lab requires a minimum of one participating adult.
 - a. Splash Lab and Green Machine only - If the school cannot provide the required participating adults, they must inform County a minimum of five days in advance of the scheduled field trip event. County will endeavor to locate suitable adults to participate in the presentation of the program in lieu of the school's participant(s) subject to a minimum charge of \$150 per participant provided by County.
 - 5) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the scheduled trip. Cancellation with less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the normal fee for the field trip event. Cancellation with less than five (5) days notice will result in a cancellation fee equal to one hundred percent (100%) of the normal fee for the field trip event.
 - 6) Pay the agreed upon fees upon receipt of invoice. District/School/Organization will be invoiced 30 days prior to the trip when possible and refunds will be processed based on the above guidelines if the field trip is canceled.
 - 7) County may terminate individual scheduled presentations at any time due to mechanical breakdown or other reason outside of their control (sick staff, etc.). If County cancels a program, they will endeavor to reschedule with the District/School/Organization at the District/School/Organization's earliest convenience. If County cannot reschedule the canceled event at a mutually agreeable time, they will refund all fees paid for the undelivered event.

3. Authorization to Copy Materials

The County hereby authorizes the District/School/Organization to make copies of individual pages of the worksheets and teacher's guide as necessary and appropriate to enhance their participation in the County program. Copying materials for any other purpose is prohibited without the express permission of the County.

4. Confidentiality of Service or Work

All curriculum and participant information are considered proprietary and confidential. All requests for information relating to the County's program should be directed to the County Office.

5. **Independent Contractor**

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, the County is acting as an independent contractor and is not an officer, agent, or employee of the District/School/Organization.

6. **Hold Harmless**

Each party agrees to hold harmless, defend, and to indemnify the other, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

A. Any injury to person, including death therefrom, or damage to property sustained by the Party or any person, firm, student, teacher, volunteer, or corporation, employed directly or indirectly associated with or employed by it, however caused; and

B. Any injury to person, including death therefrom, or damage to property sustained by any person, firm, student, teacher, volunteer, or corporation, caused by any act, neglect, default, or omission of the defending party, or of any person, firm, student, teacher, or corporation directly, or indirectly associated with or employed by it upon, or in connection with the services rendered pursuant to this agreement. The defending party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the non-defending party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof.

7. **Insurance Requirements**

Both County and District/School/Organization shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School/Organization as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$2,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured and certificate holder under their policy.

8. **Compliance With Laws**

The District/School/Organization shall be subject to and shall comply with all Federal, State, and local laws, policies and regulations with respect to its performance under this agreement including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

9. **Compensation/Costs and Payment Schedule**

The contract price is a fixed fee per field trip based on the program and price indicated in Section 2 above. County will prepare and submit an invoice for each field trip. The District/School/Organization agrees to pay County's invoice on a Net 30 day basis from date of receipt of invoice.

10. **Termination**

It is mutually agreed that either party may terminate this agreement by giving a minimum of twenty (20) working days written notice.

11. **Audit**

The District/School/Organization agrees to maintain and preserve any pertinent books, documents, papers, and records related to this agreement until three years after termination of this agreement, and to provide access to said documents to the County or any of its duly authorized representatives for examination or audit.

- 12. Safety**
District/School/Organization will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips under this agreement.
- 13. Governing Law/Venue San Diego**
In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.
- 14. Final Approval**
This agreement is of no force and effect until approved by signature by the San Diego County Superintendent of Schools or his designee, the Interim Senior Director of Outdoor Education.
- 15. Contract Participants**
If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.
- 16. County Contact Person**
San Diego County Office of Education
Bob Mueller, Interim Senior Director Outdoor Education
6401 Linda Vista Road, Room 410, San Diego, California 92111-7399
(858) 292-3695 Fax (858) 571-7206
- 17. Entire Agreement**
This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be duly executed, such parties acting by their representatives being duly authorized.

San Pasqual Union School District

By _____

Title _____

Date _____

Authorized or ratified by the Board of Education

on _____

Please return only one copy of this page

Rules for acceptance and participation in these outreach programs are the same for everyone without regard to race, color or national origin, sex, age or disability.

These are estimated figures, final costs and discounts will be based on actual attendance numbers and billed accordingly.

4 -Day Camp Estimate

Enter highlighted cells only

			66
Fee/Credit	Detail		Students
Base Fee	\$270 / student		17,820.00
Student Insurance	\$0.28 / student		18.48
Teacher/Staff Fee	\$44 / teacher (1 per 30 students)	3	132.00
Equity Credit	Percent x students x -\$78	10%	-514.80
Three Year Contract Discount	Full fee students x -\$8	N	0.00
New to Camp Discount	Full Fee students x \$8	N	0.00
		Total	\$17,455.68
		Per Student	\$264.48

5 -Day Camp Estimate

			66
Fee/Credit	Detail		Students
Base Fee	\$320 / student		21,120.00
Student Insurance	\$0.28 / student		18.48
Teacher/Staff Fee	\$55 / teacher (1 per 30 students)	3	165.00
Equity Credit	Percent SES x students x -\$90	10%	-594.00
Three Year Contract Discount	Full fee students x -\$10	N	0.00
New to Camp Discount	Full Fee students x -\$10	N	0.00
September Discount	Less \$5 on every student	N	0.00
		Total	20,709.48
		Per Student	\$313.78