



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256

MINUTES

Trinity County Board of Education Regular Board Meeting January 17, 2024

WHERE HELD: Trinity County Office of Education
201 Memorial Drive – Granite Room

MEMBERS PARTICIPATING: Randy Spencer, Area I
Michelle Myers, Area II
Sally Aldinger, Area III
Arina Erwin, Area IV
Steve Canale, Area V

COUNTY OFFICE: Fabio Robles, Superintendent of Schools
Tim Nordstrom, Assistant Superintendent of Educational Services
Melanie Holmes, Executive Director of HR & Business Services
Dawn MacLaren, Administrative Secretary

COUNTY OFFICE ABSENT: Anthony Rebelo, Assistant Superintendent of Special Education/SELPA Director
Cindy Blanchard, Chief Business Official

1.0 Formal Opening

- 1.1 Call to Order
Sally Aldinger called the meeting to order at 1:00 p.m.
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Additions or Changes to Agenda
There were no additions or changes to the Agenda.

- 2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, 20 minutes per topic, pursuant to Board policy. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

There was no public communication.

3.0 Accept Open Session Agenda

Sally asked the board for a motion to accept the Open Session Agenda.

MOTION: A motion was made by Steve Canale, with a second by Michelle Myers, to accept the Open Agenda. Motion passed. Aye-5 (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.

4.0 Consent Agenda: The following consent agenda items are considered routine by the County Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

4.1 Minutes – December 13, 2023

4.2 Warrants – December 2023

4.3 Payroll – December 2023

Sally Aldinger asked the Board if there was any further discussion on items from the Consent Agenda. Hearing none, Sally asked the board for a motion to accept the Consent Agenda.

MOTION: A motion was made by Randy Spencer, with a second by Arina Erwin, to accept the Consent Agenda. The motion passed unanimously. Aye-5, (Aldinger, Canale, Erwin, Myers, Spencer), No-0, Absent-0, Abstain-0.

5.0 Information Items

5.1 Summary of Complaints Per Williams Uniform Complaint Procedure (October 1, 2023, through December 31, 2023)

There were no complaints.

5.2 BP 0460 Local Control and Accountability Plan – First Reading (*Fabio*)

5.3 BP 1431 Waivers – First Reading (*Fabio*)

5.4 BP 5131.2 Bullying – First Reading (*Fabio*)

5.5 BB/E1/E2 9321 Closed Session – First Reading (*Fabio*)

Fabio gave a summary of the policy updates.

5.5 BB/E1/E2 9321 Closed Session was pulled for further clarification on the wording. Melanie Holmes will review the policy.

6.0 Action Items

6.1 Approve School Accountability Report Card (SARC) for the 2022-2023 SY– R.I.S.E.

Tim Nordstrom reviewed the SARC with the Board, which was also included in the board packet for review.

MOTION: A motion was made by Arina Erwin, with a second by Steve Canale, The motion passed. Aye-5 (Aldinger, Canale, Erwin, Myers Spencer), No-0, Absent-0, Abstain-0.

7.0 Reports

7.1 Financial Report and Oversight Update

The financial report and oversight update were included in the board packet for the members to review.

Fabio updated the board on the governor's budget that came out this past week.

7.1.1 School Facilities Report from Jeff Morris

The school facilities report was included in the packet for the members to review.

Jeff Morris will be taking on the job as TCOE's Safety & Communications Specialist at TCOE. There were questions about how this would affect the Facilities Analyst position. The Board was assured that Jeff's new role as the Safety & Communications Specialist will also encompass Facilities. 50% Facilities and 50% Safety & Communications Specialist.

7.2 Cabinet Report – includes Trinity COE and District LCAP Updates

Tim Nordstrom and Melanie Holmes shared their report with the board.

8.0 Correspondence

The Board received a copy of the 2024 Lozano Smith Brown Act Handbook. A letter was included with access to the electronic version of the 2024 Brown Act Handbook.

9.0 Superintendent's Report

9.1 Fabio told the board about two CSBA trainings coming up and asked if any Board members would be interested in attending. A Governance workshop is to be held March 8-9 in Sacramento, and a virtual Legislative Advocacy event is to be held March 12-14.

9.2 The Trinity COE All-Call staff meeting was held in December before the winter break. There was a lot of positive feedback from the event. The Cabinet members, along with the newly formed Employees Superintendent Advisory Committee ESAC, collectively created an agenda for the all-staff meeting, which included each department having a creative presentation on what their roles are within TCOE.

9.3 Fabio presented the Board members with a TCOE logo lapel pin.

9.4 At the All-Call meeting, the Above and Beyond awards were given to Melissa Avila, Liz McIntosh, Deidre Pickett, Laura Dawson, Megan Rourke, and Megan Koeller.

9.5 We are currently in the midst of writing our three (3) year Expelled Youth Plan. The plan allows us to work with our districts to provide a document that would serve expelled youth within our county.

10.0 Board Reports/Announcements/Comments

10.1 Arina would be interested in going to both of the CSBA training sessions in March. Arina also shared with the board some information on the Point in Time and the survey that is going out to the community. She asked if it was possible for us to share a flyer with the school district.

10.2 Sally thanked Dawn for all her work at TCOE and all that she does for the Board.

10.3 Randy provided information on the Resource Advisory Council (RAC) and its significant role in securing funding for essential community services. The RAC,

including the Federal Secure Rural Schools initiative, plays a crucial role in supporting schools, roads, and various municipal services. Randy shared that he is actively involved in the application process for the Bureau of Land Management (BLM) RAC.

11.0 Adjournment

Sally asked the board for a motion to adjourn the meeting.

MOTION: A motion was made by Michelle Myers, with a second by Arina Erwin. The Motion passed. Aye-5 (Aldinger, Canale, Erwin, Myers Spencer), No-0, Absent-0, Abstain-0.

The meeting adjourned at 1:58 p.m.

Respectfully submitted,

Fabio Robles, Ex-Officio Secretary
Trinity County Office of Education

dm

Register 000908 - 01/03/2024

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5246449	12	Check Amt	277.50	Status	Cleared	Ali Matheson (Ali Matheso - Payee)			
AMATHESONCKAPERDIEM	Ca Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246450	12	Check Amt	277.50	Status	Cleared	Alisha Main (Alisha Main - Payee)			
AMAINCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246451	12	Check Amt	277.50	Status	Cleared	Amy Wade (Amy Wade - Payee)			
AWADECKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246452	12	Check Amt	277.50	Status	Cleared	Anna Carson (Anna Carson - Payee)			
ACARSONCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246453	12	Check Amt	277.50	Status	Cleared	Bethany Cantrell (Bethany Can - Payee)			
BCANTRELLCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246454	12	Check Amt	277.50	Status	Cleared	Brittney Zimmerman (Brittney Zi - Payee)			
BZIMMERMANCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246455	12	Check Amt	277.50	Status	Cleared	Carly Miller (Carly Mille - Payee)			
CMILLERCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246456	12	Check Amt	277.50	Status	Cleared	Christian Cavalli (Christian C - Payee)			
CCAVALLICKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246457	12	Check Amt	277.50	Status	Cleared	Elizabeth Leyden (Elizabeth L - Payee)			
ELEYDENCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246458	12	Check Amt	277.50	Status	Cleared	Mary Elaine Mercill (Mary Elaine - Payee)			
MMERCILLCKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246459	12	Check Amt	277.50	Status	Cleared	Megan Rourke (Megan Rourk - Payee)			
MROURKECKAPERDIEM	CA Kindergarten Association Per Diem					12. 6054. 0. 0001. 2150. 5200. 825. .			277.50
Check # 5246460	12	Check Amt	5,000.00	Status	Cleared	Roundarch Isobar, Inc. (Roundarch I - Payee)			
045531	Qualtrics Implementation Services					12. 6057. 0. 0001. 2150. 5800. 825. .			5,000.00
Check # 5246461	01	Check Amt	634.56	Status	Printed	Comiskey, Joseph V (000152 - Emp)			
COMISKEYSEACOLOGD	J. Comiskey SEACO Travel Lodging & Mileage					01. 6500. 0. 5050. 3120. 5200. 826. . 650			373.85
JCOMISKEYAUGDECMILE	Joe Comiskey Aug-Dec Psych Mileage					01. 6500. 0. 5050. 3120. 5200. 826. . 650			260.71
Check # 5246462	01	Check Amt	65.95	Status	Cleared	Amazon Capital Services, Inc (001252/1)			
1PY3-F9CW-FGX7	Office Supplies					01. 0000. 0. 0000. 7200. 4300. 825. .			65.95
Check # 5246463	01	Check Amt	2,925.00	Status	Cleared	Applied Behavioral Alternatives, Inc (001404/1)			
28487	RBT Supervision - Naomi C					01. 5814. 0. 8600. 3130. 5800. 825. .			975.00
28757	RBT Supervision-Naomi C					01. 5814. 0. 8600. 3130. 5800. 825. .			975.00
28981	RBT Supervision- Naomi C					01. 5814. 0. 8600. 3130. 5800. 825. .			975.00
Check # 5246464	01	Check Amt	46.70	Status	Cleared	AT&T (000030/4)			

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000908 - 01/03/2024

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5246464	01	Check Amt	46.70	Status	Cleared	AT&T (000030/4) - continued	
0517865016001DEC23	23-24 AT&T Computer Line			01. 0000.	0. 0000.	8100. 5920. 825.	46.70
Check # 5246465	01	Check Amt	172.52	Status	Cleared	Atkinson, Andelson, Loya, Attorneys at Law (000031/3)	
700134	Special Education / TAU Legal			01. 3395.	0. 5060.	2200. 5800. 826.	172.52
Check # 5246466	01	Check Amt	3,995.06	Status	Cleared	Carrel's Office Solutions (000825/2)	
AR60306	New Check Printer-HP Troy M507x Check Printer			01. 0000.	0. 0000.	2420. 4400. 825.	3,995.06
Check # 5246467	01	Check Amt	6,625.00	Status	Cleared	CDW-G (000075/2)	
SF2304131	Email Migration & Support			01. 0000.	0. 0000.	7200. 5800. 825.	6,625.00
Check # 5246468	12	Check Amt	730.81	Status	Cleared	Claire M Lindstrand (001448/1)	
028	ECE Books			12. 6057.	0. 0001.	2150. 4300. 825.	730.81
Check # 5246469	01	Check Amt	2,400.00	Status	Cleared	Com-Pair Services (001086/1)	
115843	23/24 Com-Pair Monthly Expenses			01. 0000.	0. 8600.	7700. 5920. 825.	2,400.00
Check # 5246470	01	Check Amt	15.59	Status	Cleared	CompuGroup Medical, Inc. - AR (001382/1)	
8180352674	CGM RCM- MediEd Premium Package			01. 9056.	0. 5001.	2200. 5800. 826.	10.66
8180356049	CGM RCM- MediEd Premium Package			01. 9056.	0. 5001.	2200. 5800. 826.	4.93
Check # 5246471	01	Check Amt	117.72	Status	Cleared	Deanna DeAntoni (000110/1)	
DDEANTONIPARTB	D. Deantoni Part B Medicare Reimbursement			01.	.	. 9580.	117.72
Check # 5246472	01	Check Amt	300.84	Status	Cleared	Connection (001390/2)	
74795183	Wireless Access Point - Ruckus			01. 0000.	0. 0000.	2420. 4300. 825.	300.84
Check # 5246473	01	Check Amt	8,250.00	Status	Cleared	J Soon Consulting (001432/1)	
JSOON01082024	J. Soon Consulting Services			01. 0000.	0. 8600.	1000. 5800. 825. 2550.	8,250.00
Check # 5246474	01	Check Amt	1,654.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)	
BCG12042023	Trinity Smiles BCG 12/4/2023			01. 0033.	0. 8600.	3140. 5800. 825.	95.00
BH12192023	Trinity Smiles BH 12/19/2023			01. 0033.	0. 8600.	3140. 5800. 825.	136.00
DD12142023	Trinity Smiles DD 12/14/2023			01. 0033.	0. 8600.	3140. 5800. 825.	434.00
FR12192023	Trinity Smiles FR 12/19/2023			01. 0033.	0. 8600.	3140. 5800. 825.	228.00
KJ12112023	Trinity Smiles KJ 12/11/2023			01. 0033.	0. 8600.	3140. 5800. 825.	59.00
LH12192023	Trinity Smiles LH 12/19/2023			01. 0033.	0. 8600.	3140. 5800. 825.	136.00
SL12072023	Trinity Smiles SL 12/7/2023			01. 0033.	0. 8600.	3140. 5800. 825.	169.00
SM12132023	Trinity Smiles SM 12/13/2023			01. 0033.	0. 8600.	3140. 5800. 825.	125.00
ZL12192023	Trinity Smiles ZL 12/19/2023			01. 0033.	0. 8600.	3140. 5800. 825.	272.00
Check # 5246475	01	Check Amt	208.21	Status	Cleared	Lingo (001302/1)	
33707861	23/24 Long Distance Services			01. 0000.	0. 0000.	8100. 5920. 825.	208.21
Check # 5246476	01	Check Amt	54.70	Status	Cleared	ODP Business Solutions, LLC (001396/2)	
346698432001	Preschool Supplies			01. 3315.	0. 5730.	3150. 4300. 826.	54.70

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Register 000908 - 01/03/2024

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5246477	01	Check Amt	478.50	Status	Cleared	Pitney Bowes Inc Reserve Account (000278/2)
3106449858	23/24 Postage and lease			01. 0000. 0. 0000. 7200. 5910. 825. .		478.50
Check # 5246478	01	Check Amt	14.02	Status	Cleared	Plotzke Ace Hardware (000280/1)
K94428	23/24 maintenance supplies			01. 0000. 0. 0000. 8100. 4300. 825. .		9.64
K94433	23/24 maintenance supplies			01. 0000. 0. 0000. 8100. 4300. 825. .		4.38
Check # 5246479	01	Check Amt	4,530.00	Status	Cleared	ProCare Therapy TTF Holdings Lockbox (001345/3)
20841298	23/24 Behavior Specialist			01. 7816. 0. 5001. 3120. 5800. 826. .		4,530.00
Check # 5246480	01	Check Amt	1,450.30	Status	Cleared	Redding Printing Company, Inc (000290/1)
18988	printed window envelopes			01. 0000. 0. 0000. 7200. 4300. 825. .		1,450.30
Check # 5246481	01	Check Amt	17,750.00	Status	Cleared	Shasta Union High School Dist (000327/1)
AR24-00147	IT Management & Technology Support 23/24			01. 0000. 0. 0000. 2420. 5800. 825. .		17,750.00
Check # 5246482	01	Check Amt	1,550.03	Status	Cleared	Trinity Co Dept Of Transport (000389/1)
22276	23-24 Monthly Fuel			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .		1,550.03
Check # 5246483	12	Check Amt	520.00	Status	Cleared	Trinity County RCD (000981/1)
523-001	GIS Services			12. 6102. 0. 0001. 2150. 5800. 825. .		520.00
	Crt Coding RCD GIS Services			12. 6102. 0. 0001. 2150. 5800. 825. .		520.00-
Check # 5246484	14	Check Amt	125.00	Status	Cleared	Trinity Heating & Air Conditioning Corp. (001261/1)
2065-188	Damper Issue-Service Call			14. 0000. 0. 0000. 8100. 4300. 825. .		125.00
Check # 5246485	01	Check Amt	936.25	Status	Cleared	Trinity PUD (000399/2)
16243DEC23	23/24 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .		748.16
16244DEC23	23/24 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825. .		188.09
Check # 5246486	01	Check Amt	215.51	Status	Cleared	NAPA Weaverville Auto Parts (000423/2)
417104	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .		56.82-
418773	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .		127.62
419023	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .		39.66
419168	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .		38.58
419175	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. .		66.47
Check # 5246487	01	Check Amt	2.40	Status	Printed	WellCare (001342/1)
38897559APRIL24DD	D. Denatoni Wellcare Prescription Plan			01. 9580.		.40
38897559FEB24DD	D. Deantoni Wellcare Prescription Plan			01. 9580.		.40
38897559JAN24DD	D. Deantoni Wellcare Prescription Plan			01. 9580.		.40
38897559JUNE24DD	D. Deantoni Wellcare Prescription Plan			01. 9580.		.40
38897559MARCH24DD	D. Deantoni Wellcare Prescription Plan			01. 9580.		.40
38897559MAY24DD	D. Deantoni Wellcare Prescription Plan			01. 9580.		.40

Number of Items

39

63,821.17

Totals for Register 000908

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ERP for California

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Register 000908 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2024 FUND-OBJ Expense Summary / Register 000908 (continued)

2024 FUND-OBJ Expense Summary / Register 000908

01-4300	3,651.35	
01-4400	3,995.06	
01-5200	634.56	
01-5510	936.25	
01-5800	41,922.11	
01-5910	478.50	
01-5920	2,654.91	
01-9110*		54,392.86-
01-9580	120.12	
Totals for Fund 01	54,392.86	54,392.86-
12-4300	730.81	
12-5100*	520.00	
12-5200	3,052.50	
12-5800	5,000.00	
12-9110*		9,303.31-
Totals for Fund 12	9,303.31	9,303.31-
14-4300	125.00	
14-9110*		125.00-
Totals for Fund 14	125.00	125.00-
Totals for Register 000908	63,821.17	63,821.17-

* denotes System Generated entry

Net change to Cash 9110

63,821.17- Credit

Register 000909 - 01/03/2024

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5246488	01	Check Amt	1,285.00	Status Cleared	Navigate360, LLC (001446/1)

INV-19073	ALICE Training E Learning Support & Maintenance	01. 0000. 0. 0000. 7200. 5800. 825. .	1,285.00
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Number of Items	1	1,285.00	Totals for Register 000909
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2024 FUND-OBJ Expense Summary / Register 000909

01-5800	1,285.00	
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01-9110*		1,285.00-
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Totals for Register 000909	1,285.00	1,285.00-
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* denotes System Generated entry

Net change to Cash 9110	1,285.00- Credit
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Register 000909 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2024 FUND-OBJ Expense Summary / Register 000909 (continued)

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Register 000910 - 01/10/2024

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5246662	12	Check Amt	4,209.90	Status Cleared	Educational Development Corpor ation (Educational - Payee)
DIR11227090	ECE Materials		12. 6057. 0. 0001. 2150. 4300. 825. .		4,209.90
Check # 5246663	01	Check Amt	369.28	Status Cleared	Tucker, Joanne M (000547 - Emp)
JTUCKER010424LODGING	J. Tucker Math Framework Training Lodging		01. 9224. 0. 8600. 2100. 5200. 825. .		369.28
Check # 5246664	01	Check Amt	36.00	Status Cleared	ACCU-Print (001395/1)
2453	23-24 Fingerprint Fees-Accu		01. 0000. 0. 8600. 7200. 5840. 825. .		36.00
Check # 5246665	01	Check Amt	45,600.00	Status Cleared	Aegix Global LLC (001449/1)
INV-1184	AEGIX-Setup & Subscription		01. 0000. 0. 8600. 2420. 5800. 825. .		45,600.00
Check # 5246666	01	Check Amt	282.49	Status Cleared	Carrel's Office Solutions (000825/2)
AR60900	Kyocera Taskalfa 4004i Digital Imaging System		01. 0000. 0. 0000. 2420. 4300. 825. .		10.40
AR60901	23/24 KYOCERA/TASKalfa 5054ci		01. 0000. 0. 0000. 7200. 4300. 825. .		265.86
AR60902	23-24 Carrel's Kyicera TaskAlfa 5004i		01. 0000. 0. 0000. 2420. 4300. 825. .		6.23
Check # 5246667	01	Check Amt	600.30	Status Printed	John W. Kizziar, DDS, INC (001234/1)
AC12272023	Trinity Smiles AC 12/27/23		01. 0033. 0. 8600. 3140. 5800. 825. .		94.00
EB12282023	Trinity Smiles EB 12/28/23		01. 0033. 0. 8600. 3140. 5800. 825. .		386.00
KJ12282023	Trinity Smiles KJ 12/28/23		01. 0033. 0. 8600. 3140. 5800. 825. .		120.30
Check # 5246668	01	Check Amt	32,772.37	Status Cleared	Modoc County Office Of Ed (000241/1)
AR24-00195	MHSSA Pathways Grant Q2		01. 7813. 0. 0000. 9200. 7212. 825. .		32,772.37
Check # 5246669	01	Check Amt	536.90	Status Cleared	O'Reilly Automotive, Inc. (001373/1)
4919-457951	23-24 Fleet Repair Supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		536.90
Check # 5246670	01	Check Amt	113.75	Status Cleared	Plotzke Ace Hardware (000280/1)
394842	23/24 maintenance supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		60.26
K94799	23/24 maintenance supplies		01. 0000. 0. 0000. 8100. 4300. 825. .		53.49
Check # 5246671	01	Check Amt	1,530.00	Status Cleared	Total Compensations Systems (001347/1)
12671	GASB 75 Full Valuation- 2nd Installment		01. 0000. 0. 0000. 7200. 5800. 825. .		1,530.00
Check # 5246672	01	Check Amt	683.98	Status Printed	Capital One Trade Credit (000397/3)
1653118807	Trinity Lumber SELPA		01. 0000. 0. 0000. 8100. 4300. 825. .		683.98
Check # 5246673	01	Check Amt	10.71	Status Cleared	NAPA Weaverville Auto Parts (000423/2)
419489	23/24 NAPA Auto Parts		01. 0000. 0. 0000. 8100. 4300. 825. .		10.71
Number of Items		12	86,745.68	Totals for Register 000910	

2024 FUND-OBJ Expense Summary / Register 000910

01-4300	1,627.83
01-5200	369.28

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000910 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2024 FUND-OBJ Expense Summary / Register 000910 (continued)

01-5800	47,730.30	
01-5840	36.00	
01-7212	32,772.37	
01-9110*		82,535.78-
Totals for Fund 01	82,535.78	82,535.78-
12-4300	4,209.90	
12-9110*		4,209.90-
Totals for Fund 12	4,209.90	4,209.90-
Totals for Register 000910	86,745.68	86,745.68-

* denotes System Generated entry

Net change to Cash 9110

86,745.68- Credit

Register 000911 - 01/17/2024

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5246823	01	Check Amt	65.00	Status Cleared	Agile Occupational Medicine (Agile Occup - Payee)	
EM007538	New Hire Drug Screening			01. 0000. 0. 0000. 7200. 5890. 825. .		65.00
Check # 5246824	01	Check Amt	843.61	Status Cleared	Brittany Shuey (Brittany Sh - Payee)	
BSHUEYCSTGREIMB2	B. Shuey CSTG Reimbursement			01. 7311. 0. 1110. 1000. 4300. 825. .		843.61
Check # 5246825	12	Check Amt	196.31	Status Printed	Brittney Zimmerman (Brittney Zi - Payee)	
BZIMMERMANMILEAGEECE	B. Zimmerman CA Kindergarten Conference			12. 6054. 0. 0001. 2150. 5200. 825. .		196.31
Check # 5246826	01	Check Amt	61.73	Status Printed	Hammond, Bonnie L (000168 - Emp)	
BHAMMOND12182023	B. Hammond Classroom Supplies Reimbursement			01. 0000. 0. 0000. 7200. 4300. 825. .		61.73
Check # 5246827	01	Check Amt	1,470.00	Status Cleared	Keyes, Alyssa (000516 - Emp)	
AKEYSCSTG011624	A. Keyes CSTG Reimbursement 1/16/24			01. 7311. 0. 1110. 1000. 4300. 825. .		1,470.00
Check # 5246828	01	Check Amt	199.99	Status Cleared	Tucker, Joanne M (000547 - Emp)	
JTUCKER01102024	J. Tucker Book Rags Reimbursement			01. 9442. 0. 0000. 7200. 4300. 825. .		199.99
Check # 5246829	12	Check Amt	378.51	Status Cleared	Rourke, Megan L (000549 - Emp)	
MROURKE01162024	M. Rourke ECE Class Reimbursement			12. 6054. 0. 0001. 1000. 5800. 825. .		324.50
				12. 6054. 0. 0001. 2150. 5200. 825. .		54.01
Check # 5246830	01	Check Amt	90.26	Status Cleared	Amazon Capital Services, Inc (001252/1)	
1CYR-WN4H-16RG	Plain Blue Certificate Folder			01. 0000. 0. 0000. 7200. 4300. 825. .		90.26
Check # 5246831	01	Check Amt	6,704.45	Status Cleared	Breslin Occupational Service (001406/1)	
176	23-24 OT Services			01. 6500. 0. 5730. 3140. 5800. 826. .		225.00
				01. 6500. 0. 5760. 3140. 5800. 826. 0301. .		450.00
				01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651		1,353.12
				01. 6500. 0. 5760. 3140. 5800. 826. 0305. 651		185.86
				01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651		272.53
				01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651		4,105.44
				01. 6500. 0. 5760. 3140. 5800. 826. 0320. 651		112.50
Check # 5246832	01	Check Amt	92.77	Status Cleared	CVS Pharmacy Inc Bank Card Department (000687/2)	
CVS12282023	CVS Office Supplies			01. 0000. 0. 0000. 7200. 4300. 825. .		92.77
Check # 5246833	01	Check Amt	248.31	Status Cleared	Frontier Fuel (000146/2)	
3186DECFUEL	Frontier December Speech Fuel			01. 6500. 0. 5050. 3150. 5200. 826. . 650		248.31
Check # 5246834	01	Check Amt	566.11	Status Printed	Frontier Communications (001182/1)	
010167-5JAN24	23/24 Centranet 010167-5 telephone expenses			01. 0000. 0. 0000. 8100. 5920. 825. .		566.11
Check # 5246835	01	Check Amt	51.14	Status Printed	Frontier Communications (001182/1)	
051794-5JAN24	23/24 Business line 051794-5 expenses			01. 0000. 0. 0000. 8100. 5920. 825. .		51.14
Check # 5246836	01	Check Amt	26.20	Status Printed	Frontier Communications (001182/1)	
091196-5JAN24	23/24 Exchange Listing 091196-5 Expenses			01. 0000. 0. 0000. 8100. 5920. 825. .		26.20

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000911 - 01/17/2024

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5246837	01	Check Amt	33.79	Status	Printed	Independent Business Forms (000173/1)	
42869	1099 NEC Tax Forms			01.	0000.	0. 0000. 7200. 4300. 825.	33.79
Check # 5246838	01	Check Amt	385.81	Status	Cleared	Interstate Oil Company (000180/2)	
0835758-IN	23/24 bulk motor oil			01.	0000.	0. 0000. 8100. 4300. 825.	385.81
Check # 5246839	01	Check Amt	960.00	Status	Printed	Jenna Rae Johnson (001442/2)	
JENNAJOHNSON01022024	Jenna Johnson Triadic Supervision			01.	0000.	0. 8600. 3110. 5800. 825.	960.00
Check # 5246840	01	Check Amt	17.98	Status	Cleared	North State Grocery, Inc (001247/1)	
006405354231	ECE Lunch LPC Meeting			01.	1100.	0. 8600. 2100. 4300. 825. 2552.	17.98
Check # 5246841	01	Check Amt	66.90	Status	Printed	ODP Business Solutions, LLC (001396/2)	
350084178001	Preschool Supplies			01.	3315.	0. 5730. 3150. 4300. 826.	14.91
350380782001	Preschool Supplies			01.	3315.	0. 5730. 3150. 4300. 826.	51.99
Check # 5246842	01	Check Amt	18.21	Status	Cleared	Plotzke Ace Hardware (000280/1)	
394991	23/24 maintenance supplies			01.	0000.	0. 0000. 8100. 4300. 825.	13.93
395172	23/24 maintenance supplies			01.	0000.	0. 0000. 8100. 4300. 825.	4.28
Check # 5246843	01	Check Amt	3,624.00	Status	Cleared	ProCare Therapy TTF Holdings Lockbox (001345/3)	
20852851	23/24 Behavior Specialist			01.	7816.	0. 5001. 3120. 5800. 826.	3,624.00
Check # 5246844	01	Check Amt	665.00	Status	Cleared	State Of Cal Dept Of Justice (000353/1)	
704892	23-24 Fingerprint Fees			01.	0000.	0. 8600. 7200. 5840. 825.	665.00
Check # 5246845	01	Check Amt	4,292.37	Status	Cleared	Shasta-Trinity Schools Den (000329/3)	
TCOEFEB2024STSIG-D	TCOE Feb 2024 STSIG Dental Premiums			01.	.	 9580.	4,292.37
Check # 5246846	01	Check Amt	58,950.00	Status	Cleared	Shasta-Trinity Schools Med (000330/3)	
TCOEFEB2024STSIG-M	TCOE Feb 2024 STSIG Medical Premiums			01.	.	 9580.	58,950.00
Check # 5246847	01	Check Amt	1,409.40	Status	Cleared	Shasta-Trinity Schools Vis (000331/3)	
TCOEFEB2024STSIG-V	TCOE Feb 2024 STSIG Vision Premiums			01.	.	 9580.	1,409.40
Check # 5246848	01	Check Amt	997.38	Status	Cleared	Trinity Co Dept Of Transport (000389/1)	
22308	23-24 Monthly Fuel			01.	0000.	0. 0000. 8100. 4300. 825. 4300.	997.38
Check # 5246849	01	Check Amt	298.50	Status	Cleared	Trinity Co. Solid Waste (000394/1)	
20012JAN24	23/24 solid waste fees			01.	0000.	0. 0000. 8100. 5550. 825.	298.50
Check # 5246850	01	Check Amt	15,306.01	Status	Cleared	U.S. Bank Corporate Payment Systems (000404/2)	
021655	J. Dixon YAS Supplies			01.	0000.	0. 8600. 2100. 4300. 825. 2552.	38.56
024106	M. Holmes All Call Bacon			01.	0000.	0. 8600. 2100. 4300. 825. 2553.	83.94
053672	M. Rourke Amazon Accidental Charge			01.	0000.	0. 0000. 7200. 4300. 825.	10.82
056852	McKvento Pamphlets			01.	0000.	0. 0000. 7200. 4300. 825.	40.00
065765	T. Wright FYS Connections Meeting			01.	7366.	0. 4900. 4000. 4300. 825.	189.71
070996	F. Robles All Call Above & Beyond Gift Cards			01.	0000.	0. 8600. 2100. 4300. 825. 2553.	639.00

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000911 - 01/17/2024

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5246850	01	Check Amt	15,306.01	Status Cleared	U.S. Bank Corporate Payment Systems (000404/2) - continued	
081465	All Call Costco pie & caesar salad			01. 0000. 0. 8600. 2100. 5800. 825. 2553.		160.97
085486	FYS Summit Lodging			01. 7366. 0. 8600. 3130. 5200. 825.		116.02
155027	T. Wright FYS Supplies			01. 0000. 0. 8600. 1000. 4300. 825. 9630.		67.26
				01. 7366. 0. 8600. 3130. 4300. 825.		23.43
156669	M. Dabney Laserfiche Flight			01. 0000. 0. 8600. 2420. 5200. 825.		649.40
190808	Mamma Llama Leadership Meeting Lunch			01. 0000. 0. 8600. 7200. 4300. 825.		86.83
200466	R. Jackson 12V Battery Batteries Plus			01. 0000. 0. 0000. 7200. 4300. 825.		220.67
240986	Project Sign - Office Signage			01. 0000. 0. 0000. 7200. 4300. 825.		681.00
306919	C. Bayley Carnegie Foundation Flight			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		441.97
306927	M. Rourke Carnegie Foundation Flight			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		441.97
307024	T. Nordstrom Carnegie Foundation Flight			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		441.97
337123	FYS Travel-Fuel Purchases			01. 7366. 0. 8600. 3130. 5200. 825.		30.39
366728	ULINE YAS Supplies			01. 0000. 0. 8600. 2100. 4300. 825. 2552.		365.56
384656	M. Rourke Amazon Accidental Charge			01. 0000. 0. 0000. 7200. 4300. 825.		17.31
440173	Pearson Psych Forms			01. 6500. 0. 5001. 3120. 4300. 826.	650	140.93
482105	T. Wright Amazon McK-V Snow Boots for student			01. 0000. 0. 8600. 1000. 4300. 825. 9630.		37.40
487230	23-24 FYS Wireless Service			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099		50.38
588400	Snap On Annual Subscription			01. 0000. 0. 0000. 8100. 4400. 825.		549.00
636792	Amazon-Ed Serv Coaching Supplies			01. 9224. 0. 8600. 2100. 4300. 825.		116.37
672048	NAEH CY Membership Registration Fee			01. 7366. 0. 8600. 3130. 5200. 825.		50.00
680226	T. Nordstrom Carnegie Foundation Registration			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		1,720.00
680926	C. Bayley Carnegie Summit Registration			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		1,720.00
726912	M. Rourke Carnegie Foundation Registration			01. 0000. 0. 8600. 2100. 5200. 825. 2552.		1,220.00
777919	All Call Tri Tip Papa Dogs Deli			01. 0000. 0. 8600. 2100. 5800. 825. 2553.		293.25
811132	A. Rebelo All Call Fruit Tray			01. 0000. 0. 8600. 2100. 5800. 825. 2553.		119.98
836482	J. Dixon Brights Engraving Spelling Bee Trophies			01. 0000. 0. 8600. 2100. 4300. 825. 2552.		331.87
867631	AED-TC, CC, LES			01. 0000. 0. 0000. 7200. 4300. 825.		3,582.00
870401	ADR Registration Shannon Ross			01. 6536. 0. 5060. 2200. 5200. 826.		460.13
921536	J. Dixon Office Depot YAS Supplies			01. 0000. 0. 8600. 2100. 4300. 825. 2552.		75.58
937888	J. Dixon YAS Supplies			01. 0000. 0. 8600. 2100. 4300. 825. 2552.		52.34
964477	C. Blanchard Coffee All Call			01. 0000. 0. 8600. 2100. 4300. 825. 2553.		40.00
Check # 5246851	01	Check Amt	142.63	Status Cleared	NAPA Weaverville Auto Parts (000423/2)	
419735	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825.		142.63
Check # 5246852	01	Check Amt	28.00	Status Printed	Weaverville Sanitary District (000426/1)	
1926DEC23	23-24 monthly sewer service			01. 0000. 0. 0000. 8100. 5550. 825.		28.00

Number of Items

30

98,190.37

Totals for Register 000911

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000911 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2024 FUND-OBJ Expense Summary / Register 000911 (continued)

2024 FUND-OBJ Expense Summary / Register 000911

01-4300	11,261.64	
01-4400	549.00	
01-5200	7,540.16	
01-5550	326.50	
01-5800	11,862.65	
01-5840	665.00	
01-5890	65.00	
01-5920	693.83	
01-9110*		97,615.55-
01-9580	64,651.77	
Totals for Fund 01	97,615.55	97,615.55-
12-5200	250.32	
12-5800	324.50	
12-9110*		574.82-
Totals for Fund 12	574.82	574.82-
Totals for Register 000911	98,190.37	98,190.37-

* denotes System Generated entry

Net change to Cash 9110

98,190.37- Credit

Check Register with Accounts

Generated for April Angelone (AANGELONE), Feb 9 2024 11:57AM

Register 000912 - 01/24/2024

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5246968	01	Check Amt	50.92	Status Printed	Randy Spencer (001238/1) - continued	
SPENCERTCOEBOE11724	R. Spencer TCOE BOE Mileage			01. 0000. 0. 0000. 7110. 5200. 825. .		50.92
Check # 5246969	01	Check Amt	950.00	Status Printed	San Joaquin County Of Ed (000309/2)	
2324STATEBEEREG	Spelling Bee Registration			01. 0000. 0. 8600. 2100. 4300. 825. 2552. .		950.00
Check # 5246970	01	Check Amt	109.88	Status Cleared	Steve Canale (001201/1)	
CANALETBOEBOE11724	S. Canale TCOE BOE Mileage			01. 0000. 0. 0000. 7110. 5200. 825. .		109.88
Check # 5246971	01	Check Amt	375.00	Status Cleared	Trinity Co. Sheriff's Dept. (000393/2)	
OCTNOVDEV23	23-24 Fingerprint Fees-TCSO			01. 0000. 0. 8600. 7200. 5840. 825. .		375.00
Check # 5246972	01	Check Amt	112.60	Status Cleared	NAPA Weaverville Auto Parts (000423/2)	
419976	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. 4300. .		112.60
Check # 5246973	01	Check Amt	42.45	Status Cleared	Weaverville CSD (000424/1)	
10839JAN24	23-24 monthly water service			01. 0000. 0. 0000. 8100. 5560. 825. .		42.45

Number of Items

19

109,471.74

Totals for Register 000912

2024 FUND-OBJ Expense Summary / Register 000912

01-4300	3,564.05	
01-5200	4,244.99	
01-5560	42.45	
01-5800	46,770.00	
01-5840	375.00	
01-5920	47.09	
01-9110*		55,396.74-
01-9580	353.16	
Totals for Fund 01	55,396.74	55,396.74-
12-5800	300.00	
12-7299	53,775.00	
12-9110*		54,075.00-
Totals for Fund 12	54,075.00	54,075.00-
Totals for Register 000912	109,471.74	109,471.74-

* denotes System Generated entry

Net change to Cash 9110

109,471.74- Credit

Register 000913 - 01/31/2024

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5247097	01	Check Amt	125.00	Status Cleared	Katie Smith (Katie Smith - Payee)	
000001	FYS Materials			01. 7366. 0. 4900. 4000. 4300. 825.		125.00
Check # 5247098	01	Check Amt	103.25	Status Cleared	Nordstrom, Timothy M (000400 - Emp)	
TNORDSTROMELCPERDIEM	T. Nordstrom ELC Coaches Clinic Per Diem			01. 0000. 0. 0000. 7200. 5200. 825.		103.25
Check # 5247099	01	Check Amt	126.27	Status Printed	Burger, Erin E (000502 - Emp)	
EBURGSTUDENTSUPPLIES	E. Burger Student Supplies Reimb			01. 0000. 0. 0000. 7200. 4300. 825.		126.27
Check # 5247100	01	Check Amt	171.58	Status Cleared	Amazon Capital Services, Inc (001252/1)	
1K76-QC7J-11DY	Daily Planner-Megan Scalzo			01. 0000. 0. 0000. 7200. 4300. 825.		22.50
1RD1-QRC4-CV96	Business Office Furniture			01. 0000. 0. 0000. 7200. 4300. 825.		149.08
Check # 5247101	01	Check Amt	46.73	Status Cleared	AT&T (000030/4)	
0517865016001JAN24	23-24 AT&T Computer Line			01. 0000. 0. 0000. 8100. 5920. 825.		46.73
Check # 5247102	01	Check Amt	258.79	Status Cleared	Atkinson, Andelson, Loya, Attorneys at Law (000031/3)	
702949	Special Education / TAU Legal			01. 3395. 0. 5060. 2200. 5800. 826.		258.79
Check # 5247103	01	Check Amt	3,500.00	Status Printed	CDW-G (000075/2)	
ZR00443216	Google Workspace Education			01. 0000. 0. 0000. 7200. 5800. 825.		3,500.00
Check # 5247104	01	Check Amt	574.00	Status Printed	John W. Kizziar, DDS, INC (001234/1)	
EB01252024	Trinity Smiles EB 1/25/2024			01. 0033. 0. 8600. 3140. 5800. 825.		336.00
LH01112024	Trinity Smiles LH 1/11/2024			01. 0033. 0. 8600. 3140. 5800. 825.		238.00
Check # 5247105	01	Check Amt	44.97	Status Printed	Plotzke Ace Hardware (000280/1)	
395572	23/24 maintenance supplies			01. 0000. 0. 0000. 8100. 4300. 825.		44.97
Check # 5247106	01	Check Amt	3,624.00	Status Cleared	ProCare Therapy TTF Holdings Lockbox (001345/3)	
20864790	23/24 Behavior Specialist			01. 7816. 0. 5001. 3120. 5800. 826.		3,624.00
Check # 5247107	12	Check Amt	259.00	Status Cleared	Trinity Center Elementary (001105/1)	
INV24-00001	ESGI Annual Subscription reimb			12. 6057. 0. 0001. 2150. 5800. 825.		259.00
Check # 5247108	01	Check Amt	1,024.69	Status Cleared	Trinity PUD (000399/2)	
16243JAN24	23/24 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825.		799.47
16244JAN24	23/24 monthly electricity			01. 0000. 0. 0000. 8100. 5510. 825.		225.22
Check # 5247109	01	Check Amt	228.38	Status Cleared	Trinity Tire Factory (000928/1)	
73093	KIA Cam Bolt Front End Align			01. 0000. 0. 0000. 8100. 5600. 825.		228.38
Check # 5247110	01	Check Amt	25.72	Status Cleared	NAPA Weaverville Auto Parts (000423/2)	
420230	23/24 NAPA Auto Parts			01. 0000. 0. 0000. 8100. 4300. 825. 4300.		25.72
Number of Items		14	10,112.38	Totals for Register 000913		

2024 FUND-OBJ Expense Summary / Register 000913

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2024, Ending Check Date = 1/31/2024, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000913 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2024 FUND-OBJ Expense Summary / Register 000913 (continued)

01-4300	493.54	
01-5200	103.25	
01-5510	1,024.69	
01-5600	228.38	
01-5800	7,956.79	
01-5920	46.73	
01-9110*		9,853.38-
Totals for Fund 01	9,853.38	9,853.38-
12-5800	259.00	
12-9110*		259.00-
Totals for Fund 12	259.00	259.00-
Totals for Register 000913	10,112.38	10,112.38-

* denotes System Generated entry

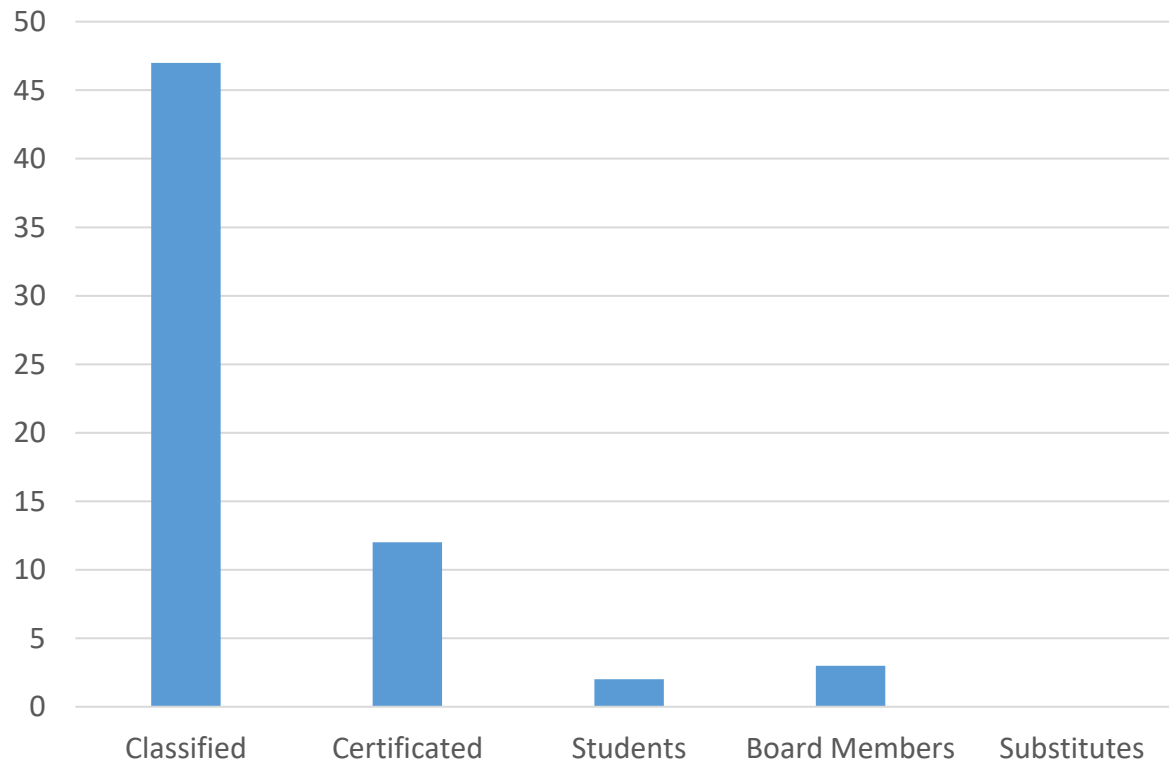
Net change to Cash 9110

10,112.38- Credit

Number of Items	115	369,626.34	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

1/1/2024 - 1/31/2024



Employee Salaries= \$375,893.93

District Liabilities= \$161,508.30

Total Payroll= \$537,402.23

LOCAL CONTROL AND ACCOUNTABILITY PLAN

The County Board of Education desires to ensure the most effective use of available state funding to improve student achievement and other outcomes for all students. A comprehensive, data-driven planning process involving local stakeholders shall be used to identify annual goals for the county office of education (COE) and specific actions which are aligned with the COE budget.

The County Board shall consider for adoption a proposed local control and accountability plan (LCAP) presented by the County Superintendent of Schools. The LCAP shall address the state priorities specified in Education Code 52066 and any additional local priorities established by the County Board. The LCAP shall be adopted or updated, as required, on or before July 1 of each year. (Education Code 52066)

The LCAP shall focus on improving outcomes for all students, particularly those who are identified as "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

An "unduplicated student" is a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth, as defined in Education Code 42238.01. (Education Code 42238.02)

Numerically significant student subgroups are ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth, students experiencing homelessness, or long-term English learners. (Education Code 52052)

Content and Structure

The LCAP and the annual update shall be based on the most up-to-date template adopted by the State Board of Education (SBE) and shall include, for each school or program operated by the County Superintendent, all of the following: (Education Code 52066)

1. A description of the annual goals to be achieved for all students and for each numerically significant student subgroup, for each of the following state priorities as applicable to the students served:
 - a. The degree to which 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 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 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 to seek parent/guardian input in making decisions for each school site and COE program, and how the County Superintendent will promote parent/guardian participation in programs for unduplicated students and students with disabilities
 - d. Student achievement, as measured by 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 CTE standards and frameworks, including, but not limited to, those described

- in Education Code 52302(a), 52372.5(a), or 54692(e)(2); 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
 - 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(a)-(i), 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(a)-(i), as applicable
 - i. How the County Superintendent will coordinate instruction of expelled students offered pursuant to Education Code 48926
 - j. How the County Superintendent will coordinate services for foster youth, including, but not limited to, all of the following:
 - i. Working with the county child welfare agency to minimize changes in school placement
 - ii. Providing education-related information to the county child welfare agency to assist the agency in the delivery of services to foster youth, including, but not limited to, educational status and progress information that is required to be included in court reports
 - iii. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services
 - iv. Establishing a mechanism for the efficient and expeditious transfer of health and education records and the health and education passport
2. Goals identified for any local priorities established by the County Board.
3. A description of the specific actions the County Superintendent 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 jurisdiction of the County Superintendent.

If the COE is required to be provided technical assistance pursuant to Education Code 52071.5 and/or 52072.5, then the LCAP shall include actions and services that implement the work related to technical assistance for improving the outcomes of the student group or groups that lead to the need for technical assistance. (Education Code 52070.5)

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 52066)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate the applicable level of increased or improved services to unduplicated students. The LCAP shall explain how the funding apportioned based on the number and concentration of unduplicated students is used and how services are provided, whether by school site or countywide, to meet the needs of unduplicated students and to improve the performance of all students in the state priority areas. (5 CCR 15494, 15496)

Services that may be considered for this purpose include, but are not limited to, those associated with the delivery of instruction, administration, facilities, student support services, technology, and other general infrastructure necessary to operate and deliver educational instruction and related services. (5 CCR 15495)

When supplemental and/or concentration grant funds are to be expended on a countywide basis, the LCAP shall identify the services being funded and describe how they are principally directed towards, and effective in, meeting the COE's goals for unduplicated students in the state and local priority areas, as applicable. (5 CCR 15496)

Development and Consultation

For the purpose of reviewing the proposed LCAP, the County Board may consider quantitative data presented by the County Superintendent as well as qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52066)

The County 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 or the annual update. The public hearing shall be held at the same meeting as the public hearing that is required prior to the adoption of the COE budget in accordance with Education Code 1620. (Education Code 1620, 52068)

Adoption and Submission

At the same public meeting at which the COE budget is adopted, but prior to considering and adopting the budget, the County Board shall adopt the LCAP or the annual update to the LCAP. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 1622, 52068)

At the same meeting and in the same manner as the adoption of the LCAP and annual update to the LCAP, the County Board shall adopt a local control funding formula (LCFF) budget overview for parents/guardians to be attached as a cover to the LCAP. The overview shall include specified information related to the COE's budget and shall be based on the template developed by the Superintendent of Public Instruction (SPI). (Education Code 52064.1)

At any time during the period in which the LCAP is in effect, the County Board may adopt revisions to the plan presented by the County Superintendent, provided that the County Board follows the same process for adopting the LCAP pursuant to Education Code 52068 and the revisions are adopted in a public meeting. (Education Code 52068)

Not later than five days after adoption of the LCAP, the COE budget, and the LCFF budget overview for parents/guardians, the County Board shall file the LCAP, the budget, and the budget overview with the SPI. (Education Code 1622, 52064.1, 52070.5)

If the SPI sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the County Board shall respond in writing within 15 days of the request. If the SPI then submits recommendations for amendments to the LCAP within 15 days of receiving the County Board's response, the County Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070.5)

The LCAP, once approved, shall be posted on the performance overview portion of the Dashboard. (Education Code 52065)

Revisions

The County Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52068 and the revisions are adopted in a public meeting. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Monitoring Progress and Complaints

At least annually, the County Board shall review data presented by the County Superintendent regarding the COE's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of COE and school performance reported on the Dashboard and any additional indicators established by the County Board and County Superintendent for state and local priorities.

Any complaint that the COE has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 -- Uniform Complaint Procedures. (Education Code 52075)

IDEA Addendum

When the County Board is presented with an Individuals with Disabilities Education Act (IDEA) Addendum, required pursuant to Education Code 52064.3, resulting from SBE notification that the COE is needing an improvement plan pursuant to 34 CFR 300.600-300.647, the County Board shall consider the Addendum for adoption in the same manner as the COE LCAP or annual update to the LCAP.

No later than 15 days after the adoption of the IDEA Addendum, when applicable, the Addendum shall be filed with the SPI. (Education Code 52064.3)

Technical Assistance

If the SPI does not approve the LCAP and the annual update, the County Board shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071.5.

District LCAPs

At the same public meeting that the County Board adopts the LCAP and annual update, the County Board shall receive the County Superintendent's plan to support districts and schools within the county in implementing their LCAPs.

(7/14) 12/23

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

WAIVERS

The County Board of Education recognizes that circumstances may arise in the operation of the county office of education (COE) that require a waiver from state law or regulation. When it is in the interest of students in COE schools or programs, the County Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which SBE has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to SBE shall first be approved by the County Board. The proposed waiver request shall include all information necessary for the County Board to analyze the need for the waiver and make an informed decision.

The Board shall only approve waiver requests that comply with the requirements of Education Code 33051, which include, but are not limited to, making sure the educational needs of the students are adequately addressed, the appropriate councils or advisory committees were given an opportunity to review the request, and the exclusive representative of employees, if any, was a participant in the development of the waiver. (Education Code 33050)

The County Board shall hold a properly noticed public hearing during a County Board meeting to receive public testimony on each proposed waiver request. (Education Code 33050)

The notice shall invite public testimony and shall state the time, date, location, and subject of the public hearing. The notice shall be printed in a newspaper of general circulation, posted at the COE, each school site, and three public places in the county, or published on the COE's website.

If the COE determines that a waiver is needed for more than one year, the County Board shall reapply to SBE. When the County Board has requested and received the same general waiver from SBE for two consecutive years, the County Board does not subsequently need to reapply annually provided that the information contained on the request remains current, except that the County Board shall apply annually to SBE for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

(1/20) 12/23

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

BULLYING

This policy shall apply to all acts constituting bullying related to a school activity or school attendance occurring within a county office of education (COE) school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the County Board of Education and the County Superintendent of Schools in enacting policies and procedures that govern the COE.

The County Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe school environment that protects students from physical, mental, 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.

Examples of Prohibited Conduct

Bullying is an 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, involves repetition or potential repetition of a deliberate act, and includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of prohibited conduct that may constitute bullying include, but are not limited to:

1. Physical bullying: An act 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: An act 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: An act 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: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, sending rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The County Board encourages the involvement of students, parents/guardians, staff, 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.

The County Board incorporates any strategies developed by the County Superintendent implementing this policy, which may include, but are not limited to:

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection
2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate
3. Providing information to students, through student handbooks, COE and school websites, and other age-appropriate means, information about COE and school rules related to bullying and harassment prevention, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying, as required by law
4. 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
5. 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 playgrounds, hallways, restrooms, and cafeterias
6. Annually notifying COE 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
7. Providing professional development to all school staff who have regular interaction with students, including information regarding staff's obligation to prevent discrimination, harassment, intimidation, and bullying of students and annually making available the California Department of Education's online training module on the dynamics of bullying and cyberbullying pursuant to Education Code 32283.5
8. Providing students with instruction, as appropriate, that promotes social-emotional learning, effective communication skills, conflict resolution skills, character development, respect for cultural differences, self-esteem development, assertiveness skills, digital and media literacy skills, and appropriate online behavior, and teaches 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

Staff and families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Preventive strategies may be incorporated into schools' comprehensive safety plans and, to the extent possible, into the local control and accountability plan and other applicable COE and school plans.

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.

Any complaint of bullying shall be submitted to and investigated by the individual(s), position(s), or unit(s) designated by the County Superintendent and, if determined to be discriminatory, shall be resolved in accordance with law and County Board Policy 1312.3 - Uniform Complaint Procedures. 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.

Any individual with information about cyberbullying activity shall save and print any electronic or digital messages

that they feel constitute cyberbullying and shall notify a teacher, school administrator, or other COE employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, a report of the cyberbullying may be made to the social media platform together with a request that the material be removed.

Discipline/Corrective Actions

A victim of bullying, witness, perpetrator, or other student affected by an act of bullying may be referred 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)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, intervention protocols should be implemented, which may include, but are not limited to, referral to COE or community mental health services, other health professionals, and/or law enforcement, in accordance with County Board Policy 5141.52 - Suicide Prevention.

In addition, corrective actions for a student who commits an act of bullying may include counseling, behavioral intervention, and education and, if the behavior is severe or pervasive, may include notification of the student's parent/guardian, suspension or expulsion, and/or referral to law enforcement.

When a student commits an incident of racist bullying, harassment, or intimidation, the student shall be required to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance, and a regular check may be made on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. A restorative justice practice suitable to the needs of both the victim and perpetrator may also be provided to the students. (Education Code 48900.5)

(7/19) 12/23

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

CLOSED SESSION

The County Board of Education is committed to complying with state open meeting laws and modeling transparency in conducting its business. The County Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting as required by law and specified in the accompanying Exhibit (1). (Education Code 35145, Government Code 54954.2, 54954.5, 54957)

In the open session preceding a closed session, the County Board shall disclose the items to be discussed in closed session either by stating the information on the agenda or referring the public to the item(s) as listed by number or letter on the agenda. In the closed session, the County Board may consider only those items covered in its statement. (Government Code 54957.7)

After a closed session, the County Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any actions taken in the closed session, the votes or abstentions thereon, and other applicable disclosures as specified in this bylaw or the accompanying Exhibit (2). Such reports may be made in writing or orally at the location announced in the agenda for the closed session, so long as the location is open to the public at the time of announcement. (Government Code 54957.1, 54957.7)

When an action taken during a closed session involves the final approval or adoption of a document, such as a contract or settlement agreement, that becomes public upon approval or adoption, any person present at the conclusion of the closed session who submitted a written request shall be provided a copy of the document. If the action taken results in one or more substantive amendments, the document shall be made available the next business day or when the necessary changes to the document are completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the County Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A County Board member shall not disclose confidential information received in closed session unless the County Board authorizes the disclosure of that information or, as authorized by the County Board, the information has been publicly reported by the County Board or the County Superintendent of Schools. (Government Code 54963)

The County Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any County Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

If the County Superintendent is appointed, the County Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, dismissal, or change in employment status of the County Superintendent. Such a closed session shall be held consistent with any terms of the employment agreement with the County Superintendent and shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957, 54957.1)

Personnel Matters: Specific Complaints or Charges

Unless the County Superintendent requests an open session, the County Board may hold a closed session to hear complaints or charges brought against the County Superintendent. Before the County Board holds a closed session on such specific complaints or charges, the County Superintendent shall be provided written notice of the right to

have the complaints or charges heard in open session. This notice shall be delivered personally or by mail at least 24 hours before the time of the closed session. (Government Code 54957)

Personnel Matters: Application for Early Withdraw of Funds in Deferred Compensation Plan

The County Board may hold a closed session to discuss the County Superintendent's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations with County Superintendent

If the County Superintendent is elected/appointed, the County Board may meet in closed session to review the County Board's position and/or instruct its designated representative(s) regarding the salary or compensation paid in the form of fringe benefits to the County Superintendent. Final action on the proposed compensation shall not be taken in closed session. (Government Code 54957.6)

Matters Related to Students

If the County Board conducts an expulsion hearing, the County Board shall do so in closed session unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the County Board shall meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

In order to protect student privacy rights provided in 20 USC 1232g or other applicable laws, the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any report after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was on the closed session portion of the agenda.

Security Matters

The County Board may meet in closed session with the Governor, Attorney General, District attorney, county office of education (COE) legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to County Board Bylaw 9320 - Meetings And Notices and County Board Bylaw/Exhibit (1) 9323.2 - Actions By The Board. (Government Code 57957)

The County Board may also meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. (Education Code 32281)

Real Property Negotiations

The County Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by the County Board in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Anticipated Litigation/Initiation of Litigation

Based on the advice of its legal counsel, the County Board may hold a closed session to confer with or receive advice from its legal counsel regarding anticipated litigation or whether to initiate litigation when discussion of either matter in open session would prejudice the County Board's position with respect to such litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered to be "anticipated" when, in the County Board's opinion based on the advice of its legal counsel regarding the existing facts and circumstances, there is a significant exposure to litigation against the County Board based on prior or prospective activities or alleged activities during and potentially during the course and scope of that office or employment. (Government Code 54956.9)

Existing facts and circumstances are limited to the following: (Government Code 54956.9)

1. Facts and circumstances that might result in litigation against the County Board but which the County Board believes are not yet known to potential plaintiff(s).
2. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the County Board, which are already known to potential plaintiff(s).
3. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff.
4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the County Board.
5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the County Board, provided that the County Board member, County Superintendent, or COE employee receiving knowledge of the threat made a record of the statement before the meeting.

Each agenda item related to anticipated litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of its legal counsel, the County Board may hold a closed session to confer with or receive advice from its legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the County Board's position with respect to such litigation. Litigation is considered to be "existing" when the County Board has been named a party to the litigation or a County Board member has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

The County Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the County Board is a member. (Government Code 54956.95)

Joint Powers Agency Issues

When the board of the JPA has so authorized and upon advice of legal counsel, the County Board may meet in closed session in order to receive, discuss, and take action concerning information that has direct financial or liability implications for the County Board and that was obtained in a closed session of a JPA of which the County Board is a member. During the County Board's closed session, a County Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow County Board members. (Government Code 54956.96))

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the County Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any County Board meeting to discuss the report shall be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

(12/21) 12/23

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

CLOSED SESSION

COUNTY BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The County Board of Education meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: County Superintendent of Schools

PUBLIC EMPLOYMENT
Government Code 54957

Title: County Superintendent of Schools

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: County Superintendent of Schools

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957
(Due to employee privacy rights, no additional information may be provided.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957
(Due to employee privacy rights, no additional information may be provided.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10
(No additional information may be provided.)

Negotiations with County Superintendent of Schools

NEGOTIATIONS WITH COUNTY SUPERINTENDENT
Government Code 54957.6

County Board-Designated Representatives: [REDACTED]
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Matters Related to Students

STUDENT EXPULSION
Education Code 48912

Tracking/Identification Number: [REDACTED]

(Due to student privacy rights, no additional information may be provided. The County Board may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

(If the County Board is considering a confidential student matter other than those listed above, specify type of action.)

Tracking/Identification Number: _____

(Due to student privacy rights, no additional information may be provided. The County Board may use other means to identify the student for record-keeping purposes.)

Security Matters**THREAT TO PUBLIC SERVICES OR FACILITIES**

Government Code 54957

Consultation With: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

Education Code 32281

Consultation With: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

Real Property Negotiations**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code 54956.8

Property: _____

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

County Board Negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Party With Whom County Board Is Negotiating: _____

(Specify name of party, not agent.)

Under Negotiation: _____

(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Anticipated Litigation/Initiation of Litigation**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3).

(If applicable) Existing Facts And Circumstances: _____

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Initiation of litigation pursuant to Government Code 54956.9(d)(4).

(If applicable) Existing Facts And Circumstances: _____

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Government Code 54956.9(d)(1)

Name Of Case: [REDACTED]
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS
Government Code 54956.95

Name Of Claimant(s): [REDACTED]
(Specify name, except when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name Of Agency Against Which Claim Is Made: [REDACTED]

Joint Powers Authority Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR COUNTY BOARD
Government Code 54956.96

Name Of JPA: [REDACTED]

Discussion Will Concern: [REDACTED]
(Specify closed session description used by the JPA.)

Name Of County Board Representative On JPA board: [REDACTED]

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

(7/19) 12/23

**Board
Approved:**

**TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA**

CLOSED SESSION

REPORTS OF CLOSED SESSION ACTIONS

Following a closed session during any County Board of Education meeting, the County Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Appointment Made: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

PUBLIC EMPLOYMENT

Decision to Employ: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) County Board evaluated an employee in the above listed position.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(If applicable) Decision to Dismiss/Release: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST COUNTY SUPERINTENDENT OF SCHOOLS

(If applicable) County Board heard/discussed a specific complaint or charge against the County Superintendent.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) County Board received/discussed the County Superintendent's application for early withdrawal of funds in deferred compensation plan.

Negotiations with County Superintendent of Schools

(If applicable) Agreement Reached With County Superintendent

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Matters Related to Students**STUDENT EXPULSION**

Tracking/Identification Number: _____

(If applicable) County Board heard/discussed this matter and will vote in open session as indicated in the agenda.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) County Board heard/discussed this matter.

Security Matters**THREAT TO PUBLIC SERVICES OR FACILITIES**

(If applicable) County Board consulted with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) County Board approved a Tactical Response Plan.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Real Property Negotiations

(If applicable) County Board approved an agreement concluding real estate negotiations and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____

Recused: _____
(Enter names of County Board members)

Anticipated Litigation/Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(If applicable) County Board has given approval to legal counsel to defend the County Board against anticipated litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

or

(If applicable) County Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

(If applicable) County Board has given approval to legal counsel to initiate litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

or

(If applicable) County Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of County Board members)

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(If applicable) County Board has given approval to legal counsel to defend the County Board, seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in this litigation.

Ayes:
Nays:
Abstentions:
Absent:
Recused:
(Enter names of County Board members)

or

(If applicable) County Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement:

Ayes:
Nays:
Abstentions:
Absent:
Recused:
(Enter names of County Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) County Board approved disposing of this claim and that disposition is final.

Substance Of Claim, Including Amount Of Payment To Claimant:

Ayes:
Nays:
Abstentions:
Absent:
Recused:
(Enter names of County Board members)

Joint Powers Agency Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR COUNTY BOARD

(If applicable) County Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) County Board heard/discussed this matter.

(7/19) 12/23

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

Comprehensive School Safety Plan SB 187 Compliance Document

**2023-2024
School Year**

School: Trinity County Office of Education (TCOE)
CDS Code: 53 10538 0000000
District: Trinity County Office of Education
Address: 201 Memorial Dr.
Weaverville, CA 96093
Date of Adoption:

Approved by:

Name	Title	Signature	Date
Fabio Robles	Superintendent of Schools		
Tim Nordstrom	Chair, Safety Advisory Committee Representative		
Sally Aldinger	Board President		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 201 Memorial Drive Weaverville, CA 96093.

Safety Plan Vision

Vision: Employees and visitors will have a safe and secure campus where they are free from physical and psychological harm. The staff are committed to maximizing safety and creating a positive environment that models and emphasizes high expectations for employee conduct, responsible behavior, and respect for others.

TCOE has developed this Comprehensive School Safety Plan (CSSP) to ensure a safe learning and working environment, and site based emergency preparedness for all students, faculty and staff. The CSSP is intended to ensure compliance with State and Federal school safety program regulations.

This plan is a Board approved Safety Plan to deal with natural and man-made disasters.

The TCOE Safety Plan acts as the umbrella, which encompasses all TCOE personnel, property and actions during an emergency situation. Its purpose shall be to inform TCOE personnel, students, and parent/guardians of actions which will be taken during emergency situations. It establishes the standards for all emergency operations school-wide and is based on the California Department of Education required components for a comprehensive school safety plan. It also establishes the requirements for regular school-level practice drills to familiarize students and personnel with proper procedures in the event of a disaster. This TCOE Safety Plan shall be reviewed annually and updated as needed.

Components of the Comprehensive School Safety Plan (EC 32281)

Trinity County Office of Education (TCOE) Safety Committee

Tim Nordstrom, Joe Comiskey, Anthony Rebelo, Jeff Morris, Tim Edwards, Amanda Cloud, Laura Dawson, Julia Dixon, April Fiermonte, Robert Jackson

Assessment of School Safety

The committee reviewed county and school data and concerns.

TCOE does not currently enroll students, therefore there is no SSC. This responsibility is designated to the Safety Committee.

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

Safety drills and trainings are conducted monthly.

Safety memos are sent out regularly, along with quarterly safety information and quizzes on various topics to all staff as part of our organization's safety incentive plan.

The safety committee meets bimonthly.

This safety plan is annually reviewed with the staff and educational partners to ensure a safe campus.

Policies found in TCOE Policy Book:

- A. Bomb Threats – AR 3516.2 (7/10)
- B. Bullying - BP 5131.2 (3/12)
- C. Child abuse reporting - BP & AR 5141.4 (11/04 & 11/10)
- D. Comprehensive Safety Plan BP & AR 0450 (11/11)
- E. Conflict Resolution/Peer Mediation - BP 5138 (7/99)
- F. Dress Code - BP and AR 5132 (10/96 & 11/01)
- G. Drug and Alcohol - BP & AR 5131.6, BP 5131.61(7/04 & 7/12)
- H. Employee Safety – BP & AR 4157,4257,4357 (3/10)
- I. Exposure Control Plan for Bloodborne Pathogens BP, AR & E 4119.42, 4219.42 and 4319.42 (7/99)
- J. Earthquake Emergency Procedures – AR 3516.3 (3/11)
- K. Emergency and Disaster Preparedness Plans – BP & AR 3516 (7/06)
- L. Fire Drills – AR 3516.1 (11/01)
- M. Hate Motivated Behavior BP 5145.9 (7/09)
- N. Infectious Disease –
- O. Employees (BP 4119.41, 4219.41,4319.41 (7/12) and
- P. Students BP & AR 5141.22 (7/06)
- Q. Notification of Dangerous/Violent Students - BP & AR 4158 (3/11)
- R. Nondiscrimination/Harassment - BP 5145.3, BP 5145.7 (3/12)
- S. Positive School Climate - BP 5137 (3/08)
- T. Safe Ingress and Egress - BP & AR 5142 (7/06 & 7/07)
- U. School discipline - BP 5144 (11/12)
- V. Student Health Care & Emergencies – BP & AR 5141 (11/05)
- W. Student Records – BP & AR 5125 (3/09 & 11/12)
- X. Suspension/Expulsion/Due Process - BP & AR 5144.1 (11/12), BP 5144.2 (3/12) Y. Visitors - BP & AR Y. 1250 (3/12 & 7/10)
- Z. Weapons - BP & AR 5131.7 (11/11)
- AA. Work Related Injuries - BP 4157.1, 4257.1 and 4357.1 (7/02) BB. Uniform Complaint Procedures - BP & AR 1312.3 (3/12)
- CC. Universal Precautions – BP & AR 4119.43, 4219.43 and 4319.43 (7/99)

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

The Board of Trustees recognizes the responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect.

Child abuse or neglect includes the following:

- A physical injury or death inflicted by other than accidental means on a child by another person
- Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
- Neglect of a child as defined in Penal Code 11165.2
- Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3 5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

- A mutual affray between minors.
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment.
- 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.
- An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student.
- Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student.

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; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. 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.

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. 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. Any person shall notify a peace officer if he/she 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, where the victim is a child under age 14.

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. 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. No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. 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.

Reporting Procedures

It is the policy of TCOE that child custodians immediately report known or suspected child abuse by telephone to the Trinity County CWS Agency. Suspected sexual assault should be reported directly to the local law enforcement agency, followed by a report to Child Protective Services.

If someone other than the child care custodian makes the call to the respective protective agency, the child care custodian who first suspected child abuse or sexual assault is legally responsible for ensuring that the call was actually made. Notify and request, if needed, the assistance of the TCOE staff or designee for non-investigative purposes only. The telephone report must be made immediately, or as practically possible, upon suspicion. The report will include:

- a. The name of the person making the report
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

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

1. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local protective agency a written report.
2. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with the law and the TCOE regulations. At the mandated reporter's request, the site administrator may assist in completing and filing the forms and in working with any responding law enforcement official.

References:

EDUCATION CODE

32280-32288 Comprehensive school safety plans
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 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

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
11164-11174.4 Child Abuse and Neglect Reporting Act

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

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

Disaster Plan (See Appendix C-F)

The Standardized Emergency Management System (SEMS) provides the model for emergency operations. During a disaster, the SEMS serves as an "incident command system" (ICS) with a manager (the "incident commander") to coordinate leaders in each of four areas—operations, planning/intelligence, logistics and finance/administration—through a definite chain of command. The ICS is set up in an Emergency Operations Center, where the leaders of each unit can be present at a single site in order to quickly facilitate communication and coordinate the response.

- Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, others will look for leadership to those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts.
- A well-prepared and tested plan for prompt and positive protective actions minimizes injuries and loss of life in a major disaster. This plan will be reviewed and updated annually.
- This plan outlines actions, which the school staff may be called upon to execute in an emergency.
- All school staff members must be thoroughly familiar with the contents of this plan.
- Administrators are authorized and directed to implement plans as described herein; or take such other action as may, in their judgment, be necessary to save lives and mitigate the effects of disasters.

An administrator may implement one or more of these emergency actions in coping with a disaster.

Adaptations for Students with Disabilities

Evacuation of people with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that staff are familiar with the needs of people with disabilities. Whenever possible, people with disabilities will be positioned near a doorway for an easier exit.

The following guidelines are important to follow:

- Establish a buddy system*. People with disabilities should prepare for an emergency ahead of time by instructing a co-worker or supervisor on how to assist in the event of any emergency.
- If assistance is not immediately available, disabled people should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. She/he should continue to call for help until rescued.
- Individuals, who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.

Evacuation Policy for People with Disabilities

School personnel shall familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

In All Emergencies, After an Evacuation has Been Ordered:

- Evacuation of people with disabilities will be given high priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.
- Check on people with special needs during an evacuation, determine if they have established a “buddy system,” and ensure their safe evacuation.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Establishing a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all workers is an integral step in the process of planning to survive an active shooter attack. Develop a “buddy system” for assistance evacuating or concealing themselves to avoid an attacker and think creatively about how to use personal assistive devices (e.g., canes, crutches, wheelchairs) as weapons if needed during an active shooter attack. “Buddies” should educate partners concerning the respective physical, psychological and communication assistance needed to increase their safety during an active shooter attack.

- o Have an escape route and safety plan in mind specific to their respective needs;
- o Practice escape routes and safety plan by locating exits and locking offices and conference rooms before and during drills and exercises.
- o Establish a “buddy system” with coworkers.
- o Plan ahead by identifying potential areas to hide throughout their work-place prior to an incident occurring;
- o Coordinate with management and colleagues “buddies” ahead of time regarding the type of assistance they can provide to help with concealment;
- o Use assistive devices or durable medical equipment to secure a hiding spot (such as parking and locking heavy wheelchairs in front of a door);
- o Practice self-soothing techniques to remain calm and collected; and
- o Look for improvised weapons that can be used aggressively within an individual’s ability

2) Institute a “roll call” system into their emergency preparedness plan as a means of accounting for all staff once they have reached a safe location or assembly point. Include specific list of students with all-student attendance role with suggested accommodations. These persons may not be able to hear, physically comply with or cognitively understand direct commands. Law enforcement and first responders need to be informed regarding what to expect and how to communicate effectively with individuals with disabilities during and after an active shooter event. Individuals need to know that, once they have reached a safe location, they must remain in that area with law enforcement until the situation is under control and all witnesses have been identified and interviewed. As such, no one should leave until law enforcement authorities have instructed them to do so.

Public Agency Use of School Buildings for Emergency Shelters

TCOE has an agreement to allow the American Red Cross to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

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

The Superintendent of Schools desires to provide TCOE employees' with a working environment that is free of unlawful harassment. In order to achieve this, TCOE prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or other basis protected by federal, state, local law, ordinance or regulation. TCOE will not condone or tolerate harassment or sexual harassment in the workplace of any type by any employee, independent contractor or other person with which the school does business with.

This policy applies to all employee actions and relationships, regardless of position or gender. TCOE will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. TCOE shall not tolerate retaliatory action or behavior against a TCOE employee or other person who articulates a good faith concern about harassment against him or her or against another individual, or who files a complaint or who participates in an investigation. For the purposes of this policy, TCOE employees shall include applicants for employment in TCOE.

Sexual Harassment:

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in educational programs or activities conducted by TCOE. TCOE is committed to provide a workplace free of unlawful sexual harassment and considers such harassment to be a major offense. Any TCOE employee who permits, engages in or participates in sexual harassment of another TCOE employee, student, or any other person that the school does business with, shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal.

The Superintendent is responsible for maintaining an educational and work environment free of sexual harassment. All supervisors of staff will receive sexual harassment and harassment training within six (6) months of their assumption of a supervisory position, and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment and harassment training and/or instruction concerning unlawful harassment in the workplace as required by law. Each employee has the responsibility to maintain a workplace free from any form of unlawful harassment. Consequently, should any DC employee who becomes aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any employee who believes that he/she has been unlawfully harassed or who has knowledge of any instance of harassment by another employee or a student, shall immediately contact the DC administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the harassment directly with the DC School Board. Employees who witness harassment and do not report it may be subject to disciplinary action, up to and including dismissal. Employee complaints of unlawful harassment shall be filed in accordance with AR 1312.1 - Complaints Concerning DC Personnel.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Preferential or differential treatment based on any of the protected classes above.

Prohibited sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome sexual advances;
- Requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting.

Employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”), which has authority to conduct investigation of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FEHC”) or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory. All employees shall cooperate with any investigation of an alleged act of unlawful harassment conducted by TCOE or by an appropriate state or federal agency. Retaliatory behavior or threats of retaliation against any complainant or any participant in the complaint or investigative process is prohibited.

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

- Providing periodic training to all staff regarding TCOE's unlawful harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm.
- Publicizing and disseminating DC's unlawful harassment policy to staff.
- Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary.
- Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.

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

The Superintendent believes that appropriate dress and grooming by county employees contribute to a productive work environment and model positive behavior. During work hours and at work-related 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 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.

No dress code can cover all contingencies, so employees must use their own judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional attire, please ask your supervisor or the Human Resources staff for guidance. They are happy to assist. In order to project a professional image, in general, clothing that reveals too much back, chest, stomach or underwear is not appropriate for a place of business. Clothing should not be excessively wrinkled, torn, dirty, frayed or have visible holes. Clothing that has the TCOE logo is encouraged. College shirts – shirts with a college or university logo - are encouraged to be worn on Fridays.

While exceptions may be made, for instance, on holidays or days used for dressing up to support schools during a special event (such as “pajama day”), the following is a guide to dressing professionally at TCOE:

Pants

Examples of acceptable pants include slacks that are similar to Dockers and other brands of pants of cotton or synthetic material, wool pants, dress capris, and other dress pants are acceptable, including dress-jeans fabric. Pants made of blue jean fabric may also be acceptable for certain activities, occasions, and on Fridays. Leggings worn under a long shirt or tunic may also be appropriate. Dress shorts of an appropriate length may be worn during the summer months (rule of thumb: no more than 4 inches above the knee cap).

Examples of unprofessional pants include jeans which are worn and faded, sweatpants, exercise pants (which are appropriate, however, for exercise time during lunch, break, before or after work), pajama pants, cut off shorts, short shorts, bib overalls, and any 100% spandex or other form-fitting pants such as those worn for biking or yoga unless worn under a long shirt or dress.

Shirts

Casual shirts, dress shirts, sweaters, polo shirts, and turtlenecks are examples of acceptable attire. Suit jackets or sport jackets are also acceptable, but are not required.

Examples of unprofessional tops include those which expose the midriff or lower cut tops which expose the chest; tops which have other “cutouts” that expose skin; tops which show undergarments; “muscle shirts” aka “singlets” (unless worn under another shirt); faded, torn, or frayed shirts; or shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans.

Skirts/kilts/Dresses

Dresses, kilts or skirts should be of a length at which a person can sit comfortably in public (rule of thumb is to cover three quarters of the thigh).

Other

Shoes should be safe for your job activity, and in good condition. Casual flip-flops are examples of shoes that are not acceptable for work. Nails should be clean and well groomed. Hair should be clean and neat. Tattoos and piercings should not detract from your job.

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

The TCOE office is a closed campus.

Visitors are required to check in with school personnel in the main office. Office staff will verify pre-approval of campus visitor and their appropriate identification. Upon verification, visitors will be issued a visitor badge and be required to sign-in and out during the visit.

(J) Hate Crime Reporting Procedures and Policies

The Superintendent accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Superintendent desires that complaints be resolved expeditiously with little disruption to the work of the county office. The Superintendent or designee shall determine whether a complaint should be considered a complaint against the county and/or an individual employee, and whether it should be resolved by the county's process for complaints concerning personnel and/or other county procedures.

To promote prompt and fair resolution of a complaint, the following procedures shall govern the resolution of complaints against county employees:

- Every effort should be made to resolve complaints regarding district employees at the earliest possible stage. Any person who complains about a district employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.
- If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the immediate supervisor of the employee. Complaints related to an administrator shall be initially filed in writing with the Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint.
- A written complaint shall include the full name of the employee involved, a brief but specific summary of the complaint and the facts surrounding it, and a description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified within five days or in accordance with the collective bargaining agreement.
2. The immediate supervisor of the employee shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. A complaint against an administrator shall be investigated by the Superintendent or designee. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.
3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.
4. Either the complainant or the employee against whom the complaint was made may appeal the decision. A decision by the immediate supervisor may be appealed to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

(K) Opioid Prevention and Life-Saving Response Procedures

The District provides naloxone hydrochloride, commonly known as Narcan, to school nurse and trained personnel who have volunteered and school nurses or trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

The County Office of Education school nurse shall obtain from an authorizing physician and surgeon a standing order specifying the quantity of naloxone hydrochloride or another opioid antagonist to be furnished.

Pursuant to California Education Code 49414.3, the district will utilize naloxone hydrochloride or another opioid antagonist for emergency aid and shall distribute a notice at least once per school year to all staff that contains a description of the training that the volunteer will receive.

Each public and private elementary and secondary school in the state may designate one or more volunteers to receive initial and annual refresher training, based on the standards developed regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist from the school nurse or other qualified person designated by an authorizing physician and surgeon.

Opioid overdose Protocol

For known/suspected opioid overdose or signs of life-threatening emergency, such as:

LUNGS: Slow, shallow, erratic or no breathing, snoring, or choking with gurgling rattle

PULSE: Slow, erratic, or not present

MENTAL STATUS: Unconscious, minimally responsive, limp body, unresponsive to painful stimuli

SKIN: Pale, blue, gray or ashen color, clammy face, blue or purple lips or nail beds

Steps to take:

Determine if the person is conscious or unresponsive-shake, shout, perform sternal rub

Activate school emergency response and call/ask someone to call 911. State the person is not breathing

Provide CPR/Rescue Breaths/AED for an unresponsive victim

Administer opioid antagonist per manufacturer's instructions

If breathing, roll person on their side and monitor breathing/pulse until EMS arrive

If no response in 2–3 minutes, place person on back and give a second dose of intranasal naloxone.

Monitor and support the patient until EMS arrives and assumes care of the patient.

Notify parent/guardian and school nurse.

Report administration of naloxone as indicated in school policy.

Debrief at site level following event.

(L) Response Procedures for Dangerous, Violent, or Unlawful Activity

See Appendix C (Not available to public)

Safety Plan Review, Evaluation and Amendment Procedures

The Trinity County Office of Education Safety Team meets regularly during the academic school year to develop, revise, and assess this safety plan.

The Comprehensive School Safety Plan will be reviewed and updated by March 1st 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.

Safety Plan Appendices

Emergency Contact Numbers

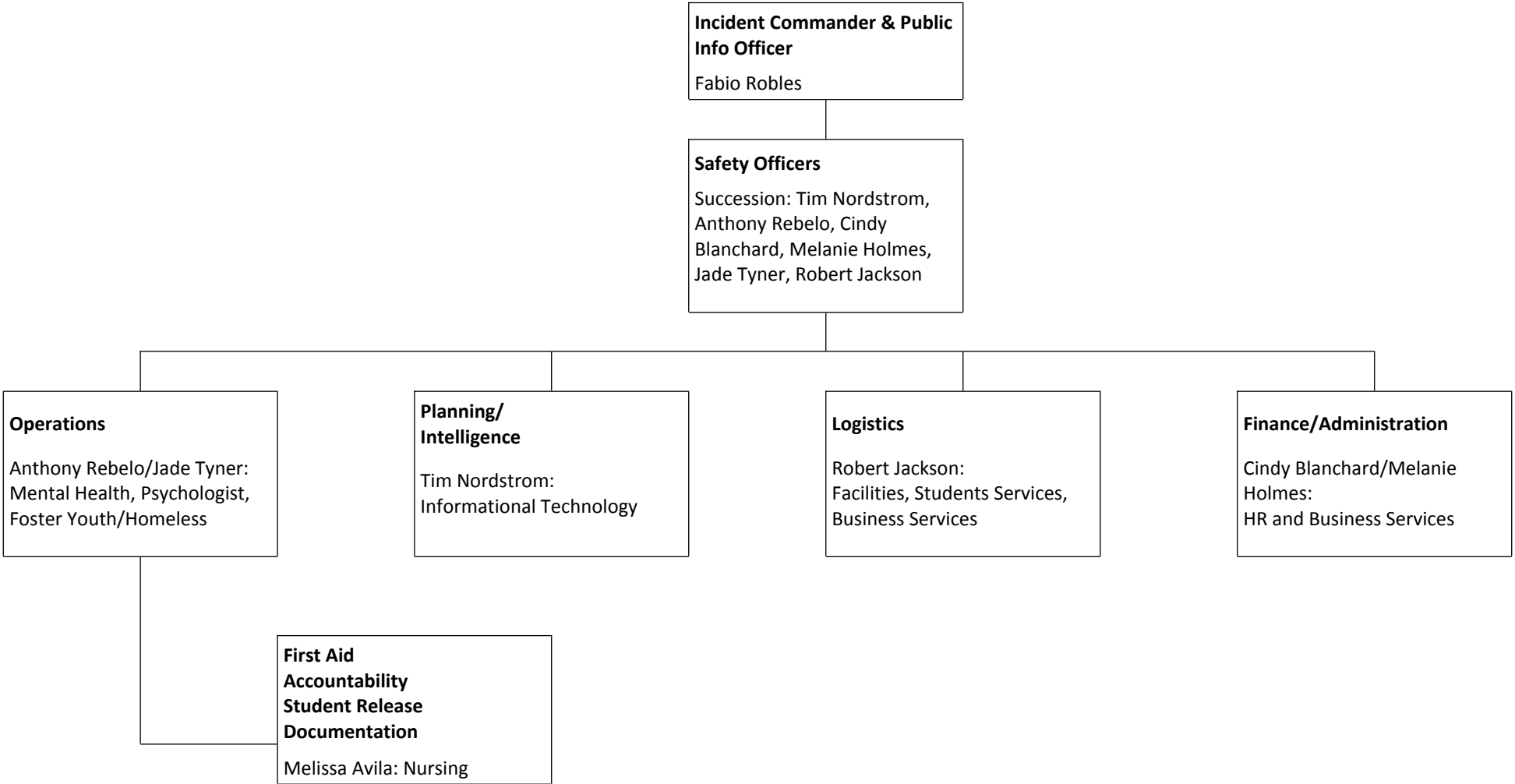
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Emergency Services	Ambulance Weaverville	530-623-2500	
Law Enforcement/Fire/Paramedic	Sheriff	530-623-2611	
Other	Child Welfare	530-623-1314	
Law Enforcement/Fire/Paramedic	CHP	530-623-3832	
Law Enforcement/Fire/Paramedic	Fire	530-623-6156	
Law Enforcement/Fire/Paramedic	CalFire	530-623-4201	
Local Hospitals	Weaverville Hospital	530-623-5541	
American National Red Cross	Local Red Cross	844-236-0153	
Public Utilities	Electric	530-623-5536	
Public Utilities	Water	530-623-5051	

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 Committee General Meeting	9/13/23	See Agenda and Minutes
Safety Committee General Meeting	12/7/23	See Agenda and Minutes
Safety Committee General Meeting	1/10/24	See Agenda and Minutes

Trinity County Office of Education (TCOE) 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:

1) Incident Commander (IC) (County Supt/Deputy Supt)

The Incident Commander is the decision maker for TCOE. He/she is responsible for all aspects of the response and emergency operations to ensure safety of students, staff and others who are on site. The Incident Commander shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

Oversees All Staff

IMMEDIATELY (In the moment):

1. Assume command, identify yourself with a vest and name card
2. Identify and setup Command Post location (see elsewhere in this plan for Command Post instructions)
3. Delegate someone to call 911 if the call has not already been initiated
4. Activate the Emergency Plan components as needed (Command Staff, Safety Officer, Operations, Logistics, Liaison, Financial)
5. Activate the Emergency Plan components as needed (Command Staff, Safety Officer, Operations, Logistics, Liaison, Financial)

SUSTAINED OPERATION (Follow-up Care):

6. Conduct initial briefing with the Command Staff
7. Create an action plan with specific objectives including strategies to review and evaluate
8. Release staff (Priority given to staff who have children under 18), as appropriate
9. Superintendent is PIO (Public Information Officer). Review all incident information before release to the news media, parents or general public
10. Signal all-clear (Police Only will signal; if present)

2) Public Information Officer (County Supt or Deputy Supt)

Establishes the media staging area. Ensures media doesn't gain access to student or staff during the incident. Controls rumors by providing staff with information about the incident.

SUSTAINED OPERATION (Follow-up Care):

1. Establish a media information center away from the command post and students (see elsewhere in this plan for media staging area instructions)
2. Advise arriving media that TCOE is preparing a press release approximate time and place of its issue
3. Write down the most important points you want to make. Limit your points to three. Keep sentences short and your words clear
4. Coordinate statements with other agencies
5. Before you start an interview, be sure you can get out gracefully: "Thank you very much for coming." "You can help us by...." "When we have more information, we will...."
6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, reunification plan, resources in use, and any other information school wishes to be released to the public
7. Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase "No comment." Repeat what you want the press to hear
8. If you don't know the answer, say, "I will get the information and get back to you. What is your deadline?"
9. Be sure you know whose responsibility it is to answer the question. Direct the media accordingly: "This matter is under police investigation." "This is a medical issue. Please contact the health department"
10. Assist with rumor control; correct any misinformation heard
11. Keep all documentation to support the history of the event
12. Remind staff and volunteers to refer all questions from media or waiting parents to you
13. Prepare others to speak with media if appropriate
14. Coordinate with Liaison for social media releases

3) Safety Officer

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances. He/she has the responsibility of evacuating the building and overseeing any necessary search and rescue operations. Below is a checklist of responsibilities.

IMMEDIATELY (In the moment):

1. Oversee the immediate set-up of IC Center facilities
2. Report to the IC and attend briefings
3. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
4. Report gas/water leaks, shut offs, fires or structural damage to Command Post
(Use yellow caution tape where necessary)
5. If necessary, turn off gas supply, water supply and/or electricity
6. Record assessment of facilities and hazardous materials on site map
7. Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)
8. Oversee shelter set-up and supplies as needed

Facilities Staff - REPORTS TO THE SAFETY OFFICER

SUSTAINED OPERATION (Follow-up care):

1. Provide water. Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
2. Improvise toilets, if necessary using 5-gallon buckets/trash cans and trash liners
3. Obtain sanitary supplies
4. Photograph any damage if possible before repair

Supplies Staff - REPORTS TO THE SAFETY OFFICER

SUSTAINED OPERATION (Follow-up Care):

1. Assist Safety Officer in obtaining necessary equipment and supplies

Evacuations

REPORTS TO THE SAFETY OFFICER

IMMEDIATELY (In the moment):

1. Manage all evacuations and search/rescue operations
2. Assist search and rescue to evacuate injured if medical permits
3. Provide perimeter control – lock gates, secure major doors
4. Have student and staff sign-in sheets with you in an evacuation and assist in locating all students, staff and visitor
5. Route all parents to reunification area if students are present
6. Report to the IC a list of students/staff missing, absent, and in need of medical attention for Emergency pick-up location
7. Restrict access to the incident scene and surrounding area as the situation demands
8. Ensure safe tactical operations for all responders
9. Establish site map and record all search and rescue and evacuation
10. Request medical assistance, if necessary

Search & Rescue Staff - REPORTS TO THE SAFETY OFFICER

IMMEDIATELY (In the moment):

1. In teams of two or more, search rooms both visually and vocally for missing or injured. Use chalk, grease pencil, etc. to mark slash (/) on door when

entering room, and when leaving room complete search by closing slash in (X)
on door

2. Document each room as it is reported clear and record on site map
3. Utilize other staff as needed. Do not use names of students/staff on radio/map
4. Record Triage on site map (I – Immediate; D – Delay; and DEAD – Dead)

4) Operations Officer

The Operations Officer exercises the functions of the operation by carrying out the plan, providing personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

IMMEDIATELY (In the moment):

1. Establishes triage/first aid area for medical staff
2. Oversee immediate medical care, document injuries & coordinate with first responders regarding injuries
3. Establishes morgue area if appropriate

SUSTAINED OPERATION (Follow-up care):

4. Monitor stress levels of personnel involved in the response
5. Coordinate mental health services and support systems ongoing; Coordinate professional community services (Mental Health agencies, faith-based organizations) when required
6. Conduct group meetings with parents or staff as needed
7. Identify 3 rooms/areas for student counseling with available crayons, paper, pencils, construction paper, etc.; if age appropriate; and 1 room for staff counseling
8. Develop plan for how staff should share the incident with other students in the county (i.e. offer students journaling, poetry, art, sharing of stories, etc. to express their thoughts)
9. Plan for staff to be relieved of duties to participate in counseling
10. Debrief support staff and take care of any witnesses

Medical Staff - REPORTS TO THE OPERATIONS OFFICER

IMMEDIATELY (In the moment):

1. Keep accurate records
2. Report deaths immediately to Logistics Officer who will report it immediately to IC
3. Establish what I-Immediate and D-Delayed treatments will be
4. Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs. Emergency card must accompany any students removed from campus to receive advanced medical treatment
5. Transport patients to First Aid
6. Call in medical assistance as needed

SUSTAINED OPERATION (Follow-up care):

7. Consult with others regarding health care, medications and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
8. Find ways to keep medication locked up, if possible
9. Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD & one tag to plastic bag if body is in bag
10. Make prior arrangements with community medical assistants (i.e. retired doctors/nurses)

Crisis Response Staff - REPORTS TO THE OPERATIONS OFFICER

Plans, organizes and provides crisis intervention and prevention counseling. Provides post-event counseling program to help students, parents, staff, and the community to recover from an incident.

IMMEDIATELY (In the moment):

1. Physical and psychological triage of students and staff to assess for immediate needs

SUSTAINED OPERATION (Follow-up care):

2. Reaffirm physical health and safety (ensure safety, shelter & sustenance)
3. Ensure perceptions of safety & security
4. Minimize crisis exposure
5. Assist in reunification with family & significant others
6. Provide crisis facts and adaptive interpretations
7. Return to safe school environment with psycho-education

5) Liaison Officer

The Liaison Officer is primarily responsible for effectively coordinating with participating organizations in support of the incident. S/he is for assisting with cooperating agencies, stakeholder groups, and government officials who have a vested interest, and will be expected to provide input into the response process.

IMMEDIATELY (In the moment):

1. Delegates top-tier chain of command positions due to absent Superintendent
2. Report to the IC and attend briefings
3. Participate in the Command and Planning meetings briefing the Command and general staff about limitations and capability of assisting agency resources
4. Coordinate with IC on communication through social media

SUSTAINED OPERATION (Follow-up care):

5. Maintain a list of assisting and cooperating agencies and Agency Representatives including name and contact information. Monitor check-in sheets daily to ensure that all Agency Representatives are identified
6. Establish and coordinate with interagency contacts
7. Keep assisting and cooperating agencies and other stakeholders supporting the incident aware of incident status
8. Monitor incident operations to identify current or potential inter- organizational problems
9. Serve as key contributor to the positive public perception of the response effort
10. Ensure all Liaison activities are documented

ADDITIONAL RESPONSIBILITIES:

Ensures that all staff members are prepared for any emergency through planning and practice drills.

11. Plans responses to emergency incidents (ie: safety plan)
12. Oversees the Safety Committee and leads safety meetings
13. Trains staff prior to an emergency
14. Organizes and evaluates Drills
15. Follows up with further training after the drill or emergency based on evaluations/assessments

Communication Staff - REPORTS TO THE LIAISON

Confirms that 911 has been called. Documents events as they occur, including decisions and actions taken with time annotations. Coordinate informational updates as directed. Assists with monitoring communication devices such as radio, scanner, etc.

IMMEDIATELY (In the moment):

1. Call 911 if not done already; report specifics
2. If safe to do so, monitor radio, scanner and/or other communication devices
3. Record, collect, and evaluate all information (keep all original notes – they are legal documents)

SUSTAINED OPERATION (Follow-up care):

4. Continue to monitor radio/scanner for local news and information
5. Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc

Web/Social Media Staff - REPORTS TO LIAISON

1. Using the office web page and social media, communicate disaster updates to the community as requested by the IC
2. Maintain computer support

If applicable:

6) Financial Officer

Monitor the utilization of financial assets and human resources. Ensure the documentation of expenditures relevant to the emergency incident. Authorize expenditures to carry out the Incident Action Plan (IAP) and ensure appropriate documentation.

SUSTAINED OPERATION (Follow-up care):

1. Report to the IC and attend briefings
2. Obtains emergency supplies as needed
3. Obtains food, water and other necessary supplies to command team
4. Documents all financial dealings - gathers receipts and invoices and reviews vendor logs
5. Tracks personnel hours, sign in and out sheets
6. Keep records of assisting organizations, agencies and departments

Procurement Staff

REPORTS TO THE FINANCIAL OFFICER

SUSTAINED OPERATION (Follow-up care):

1. Track financial records, staff hours, purchasing, etc.
2. Complete state and federal claim forms for IC
3. Be sure prior agreements are in place with local stores for supplies
4. Do a cost analysis of incident/disaster

Claims Staff

REPORTS TO THE FINANCIAL OFFICER

SUSTAINED OPERATION (Follow-up care):

5. Manages all claims-related activities (other than injury) for an incident
6. Coordinate with Financial Officer on cost reporting procedures
7. Collect and record all cost data
8. Develop incident cost summaries
9. Make cost-saving recommendations to the Finance Officer

Emergency Supplies/Vests

First Aide Backpacks are located next to each exit. First Aid Supplies are located in the hallway cupboard between the front desk & Special Education Department. Carrying (back) boards are located behind the entrance to the same hallway.

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

Determining the type of emergency will assist the Incident Commander/administrator in making the appropriate decisions to keep the campus safe. The response to a fire is drastically different from responding to an active shooter. The type of emergency may lead to evacuation, shelter-in-place, or lockdown as well as which agency to contact.

Step Two: Identify the Level of Emergency

Determining the size and immediacy of the emergency will determine the level. The site leader will determine if it is a classroom only, building only, area only (i.e. playground), whole school, neighborhood, or city-wide emergency.

Step Three: Determine the Immediate Response Action

With safety of students, staff and visitors at the forefront, site administrators/Incident Commander will determine the immediate response based on site protocols. Please reference sections about: fire, earthquake, active shooter, bomb threat, loss of utilities, etc.

Step Four: Communicate the Appropriate Response Action

Administrators/Incident Commander will communicate to the necessary emergency responders via phone, preferably a landline phone.

Administrators/Commander will utilize a variety of communication tools to notify staff and emergency participants, such as:

- Bell system
- Phone intercom system
- School email
- Radios
- Phone

In addition, the Administrator/Incident Commander will communicate with outside stakeholder personnel via:

- Phone
- Email
- Text messaging

Families will be notified of incident, pick-up procedures, or next steps through multiple methods to include:

- Student Information System Notification
- Postings on school website and social media accounts

Types of Emergencies & Specific Procedures

Aircraft Crash

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

AIRCRAFT CRASHES INTO OFFICE

STAFF ACTIONS:

- Notify Superintendent
- Move employees away from immediate vicinity of the crash.
- EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take emergency backpack.
- Check site to assure that all personnel and visitors have evacuated.
- Take attendance at the assembly area.
- Report missing people to Superintendent /designee and emergency response personnel.
- Care for the injured, if any.
- Re-enter site when emergency response officials have determined it is safe to return to the building.

Superintendent/SITE ADMINISTRATOR ACTIONS:

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

AIRCRAFT CRASHES NEAR SCHOOL

STAFF ACTIONS:

- Notify Superintendent.
- Move staff and visitors away from immediate vicinity of the crash.
- Remain inside unless subsequent explosions or fire endanger the building.

Superintendent/SITE ADMINISTRATOR ACTIONS:

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

Animal Disturbance

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

Superintendent/SITE ADMINISTRATOR ACTIONS:

- Isolate staff from the animal. Close doors and lock tables as a means of isolating the animal.
- If the animal is outside, keep staff inside and institute secure campus procedures.

- If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal.
- Contact the Trinity County Animal Control for assistance in removing the animal.
- If the animal injures anyone, seek medical assistance from the school nurse.

STAFF/TEACHER ACTIONS:

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

Armed Assault on Campus

TCOE follows Standard Response Protocol Language

- ----SECURE-----

Get Inside, Lock Outside Doors.

The Secure Protocol is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

Public Address

The public address for Secure is: "Secure! Get Inside. Lock outside doors" and is repeated twice each time the public address is performed.

"Secure! Get Inside, Lock outside doors.

Secure! Get Inside, Lock outside doors."

Actions

The Secure Protocol demands bringing people into a secure building, and locking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building. There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe. During the training period it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

- ----LOCKDOWN-----

Locks, Lights, out of Sight

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

Public Address

The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

"Lockdown! Locks, Lights, Out of Sight!

Lockdown! Locks, Lights, Out of Sight!"

Actions

The Lockdown protocol demands locking individual classroom doors, offices and other securable areas, moving occupants out of line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence. There is no call to action to lock the building's exterior access points. Rather, the protocol advises leaving the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building. If the exterior doors are already locked, leave them locked but do have a conversation with your local responders so they understand and can gain access during a Lockdown. The best option is to have the ability to lock doors remotely. Teacher, staff and student training reinforces the practice of not opening the classroom door once in Lockdown. No indication of occupancy should be revealed until first responders open the door. If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

- ----EVACUATE-----to a Location

Evacuate is called when there is a need to move people from one location to another. Most often, evacuations will be necessary when there's a heating/ventilation system failure, nearby gas leak, or bomb threat. In those cases, people will be allowed to bring their personal items with them. An evacuation drill is very similar to a fire drill.

Public Address

The public address for Evacuate is: "Evacuate! To a Location" and is repeated twice each time the public address is performed. For instance, "Evacuate! To the Flag Pole."

"Evacuate! To a location.
Evacuate! To a location."

Actions

The Evacuate Protocol demands students and staff move in an orderly fashion.

- ----SHELTER-----

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornado, earthquake, hazardous materials situation or other local threats.

Public Address

The public address for shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

"Shelter! For a hazard. Using safety strategy.
Shelter! For a hazard. Using safety strategy."

Hazards May Include

- Tornado Severe weather Wildfires Flooding Hazmat spill or release Earthquake Tsunami

Safety Strategies May Include

- Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground

Actions

Collaboration with local responders, the National Weather Service, and other local, regional and state resources will help in developing specific actions for your district response.

- ----ALICE-----

TCOE Staff members have been trained to utilize ALICE protocols, according to the Active Shooter Policy, in response to any violent critical incident, otherwise referred to as “A Violent Intruder Event.” ALICE is a proactive, options-based plan for civilian response that empowers individuals to utilize human action, building infrastructure and communication options to increase their chance of survival. Staff members are able to utilize any or all of the 3 options below during a violent intruder event.

Evacuation
Enhanced Lockdown
Counter

Violent Intruder Event Response/Options

TCOE staff members are trained to recognize an ALERT and immediately determine a course of action. Alerts can include sensory inputs like gunshots, screaming, loud noises, text messages or other types of emergency notifications. When safe to do so, all staff have been advised of how to announce via the PAGE ALL button on our office phones of any intruder event (active shooter or active intruder).

Staff have been advised, when announcing an event, to speak in plain language - no code words - and provide as many details as you know (what, where, who, how, what direction). The details provided will help other staff members gauge what would be an appropriate action for them based on where they are in relation to the intruder.

Each individual staff member will determine their best course of action during a violent intruder event.

The first and best option (whenever safely possible) is always to evacuate. If evacuation is chosen, the staff member should not stop to collect belongings, but should leave the building quickly and quietly. When the situation has been secured, return to the Assembly Area. See the Evacuation/Assembly plan for directions.

When safe evacuation is not possible, the next best option to consider would be an enhanced lockdown. Enhanced lockdown includes shutting and locking the doors and windows of the room, creating a barricade against the door(s) with all available items such as desks, chairs, tables etc. Tying door(s) and handles with belts or cords is recommended. Be as quiet as possible and turn down any electronic devices so they don't inadvertently attract the intruder to your room. If there are multiple staff members in the room, everyone should spread out and arm themselves with countermeasures in case the intruder breaches the door barricade. Countermeasures may include preparing to throw a stapler, a book, etc. at the intruder (see below). Once the door is locked and barricaded, **DO NOT OPEN THE DOOR FOR ANYONE**. If someone asks for you to unlock the door, you can phone 911 to find out if the person knocking at your door is Law Enforcement – they can relay their position and confirm.

The last choice for a staff member during a violent intruder event is to COUNTER using ALICE protocols. Counter is NOT fighting, it is distracting and interrupting the intruder's ability to aim, hit or inflict harm. Countering could include but is not limited to yelling, running, throwing objects, swarming, and if necessary, disarming the intruder. Counter is DEFENSIVE, not OFFENSIVE.

Whenever safe to do so, each staff member is responsible for informing other individuals in the vicinity of any/all pertinent details (what, where, who, how, what direction), in plain language NOT using any code words. Information sharing can be accommodated through the PAGE ALL button on each of the phones throughout the COE.

When safe to do so, call 911 if you have any information about location and description of the threat.

If the front office determines there is an immediate emergency at the entrance, they will attempt to push the panic button which calls the alarm company (who will call 911).

If anyone is injured or wounded inside a room with you, when safe to do so, alert 911 of the nature and severity of injury or injuries and the location.

Follow all directives of emergency personnel.

PLEASE NOTE:

In the event that a fire alarm is pulled WHILE in enhanced lockdown, the enhanced lockdown will take precedence. Stay in lockdown unless there are obvious signs of a fire.

ALICE

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. While accountability, liability and responsibility are important, in this case, survivability is paramount in this situation. Therefore, a proactive, options-based policy and training is necessary. Individuals may use any or all parts of the response plan.

While the ALICE acronym makes it easier to remember, it is not sequential or linear. In this type of incident, perception is the reality and individuals must decide for themselves what is in their best interests.

Alert

Can be anything. No code words.

Gunfire

Witness

PA Announcement

Phone alert, text, emergency messaging

Lockdown

This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.

Lock the door.

Cover any windows in the door if possible

Tie down the door, if possible, using belts, purse straps, shoelaces, etc.

Barricade the door with anything available (desks, chairs, etc.)

Look for alternate escape routes (windows, other doors)

Call 911

Move out of the doorway in case gunfire comes through it

Silence or place cell phones on vibrate

Once secured, do not open the door for anyone. Police will enter the room when the situation is over. However, if information is conveyed that the situation has changed and evacuation is possible, evacuate.

Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.

Put yourself in position to surprise the active shooter should they enter the room.

Inform

Using any means necessary to pass on real time information.

Given in plain language.

Can be derived from 911 calls, video surveillance, etc.

Who, what, where, when and how information

Can be used by people in the area or who may come into it to make common sense decisions

Can be given by electronic messaging, PA Announcements or Police Radio speakers

Counter

This is as a last resort when other options are not available or feasible. This is the use of simple, proactive techniques that will make the Active Shooter’s ability to shoot accurately more difficult. This is not fighting; this is countering the attack.

To counter an attack use noise, movement, noise and distraction, and when age-appropriate, the swarm technique to gain back control.

Throws things at the shooter’s head to disrupt their aim

Create as much noise as possible

The swarm technique involves grabbing the shooter’s limbs and head and take them to the ground and hold them there

Run around the room and create chaos and evacuate, if possible

If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive at scene.

Evacuate

Remove yourself from the danger zone as quickly as possible.

Decide if you can safely evacuate
Run in a zigzag pattern as fast as you can
Do not have anything in your hands.
Do not stop running until you are far away from
Break out windows and attempt to quickly clear glass from the frame
Go directly to the Rally Point.
Follow all commands given by law enforcement
Do not attempt to drive from the area

Ordinal Issues

Responding police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at occupants. Just remain calm and follow any directions they may give. Occupants may be asked questions, patted down, and given orders to exit certain ways.

Responding police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.

If you come into possession of a weapon, DO NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoelaces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember, it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save their life.

If you are in lockdown for a long period of time, consider issues such as bathroom use, keeping people calm, etc.

Discuss beforehand with people in your office where you will meet up should you have to evacuate, and make it a place easily accessible and far away from the scene.

Talk to your co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in an office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can aid in this type of incident.

Consider setting up classrooms and offices to make it harder for an Active Shooter to enter and acquire targets.

These measures are meant to provide you with the knowledge and skills you may need to make decisions for your safety and the safety of the children. There are no mandates on how to survive, you are empowered to make decisions and won't be second guessed

References:

See TCOE Board Policies

BP5141 Health Care and Emergencies BP5142 Safety

Philosophy, Goals, Objectives and Comprehensive Plans BP0450 Comprehensive Safety Plan

Business and Non-instructional Operations

3516 Emergencies and Disaster Preparedness Plan 4157, 4257, 4357 Employee Safety

Biological or Chemical Release

Prevention

Follow the policy on the prevention, storage and dispensing of cleaning or other chemicals at all times.

Procedure

There are three possible scenarios involving the release of biochemical substances. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Substance released inside a room or building.

Scenario 2: Substance released outdoors and localized.

Scenario 3: Substance released in surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

EVACUATE BUILDING. Use designated routes or other alternative safe routes to the assigned assembly area or an alternative site located upwind of the affected room or building.

If a fire occurs during a chemical spill, the fire alarms should be pulled and the fire emergency procedures shall be followed.

- Office personnel will call 911 and will provide the exact location (e.g., building, room, area) and nature of emergency.
- Fans/air conditioning should be turned off, windows and doors closed, if possible.
- Personnel in contact with the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
- List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the administrator and the emergency response personnel.
- The administrator will follow the pre-established communication procedures and will then monitor the emergency situation and make decisions about moving groups of students and staff away from areas that might be dangerous.
- Follow all instructions given by the Fire Department when they arrive at the facility.
- In the event of an evacuation away from the school site, the TCOE employees must be prepared to transport themselves and others, including students, to a safe evacuation site.
- Resume school and office activities only after buildings have been inspected and determined safe by proper authorities.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

The Office will immediately direct staff and visitors from the affected area to an area upwind from the substance.

- Establish a safe perimeter around the affected area to ensure personnel do not reenter the area.
- Call "911" and provide the exact location (e.g., building, room, area) and nature of emergency.
- Fans/air conditioning should be turned off, windows and doors closed.
- Personnel in contact with the substance should wash their hands with soap and water. Immediately remove and contain all contaminated cloths.
- List all people in the affected area of contamination, especially those who had actual contact with the substance. Provide the list to the office, and emergency response personnel.
- Do not reopen the area until authorized to do so by the administrator.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

If the office or local authorities determine a potentially toxic substance has been released to the atmosphere, initiate **SHELTER IN PLACE**.

- Upon receiving the **SHELTER IN PLACE** action, Fans/air conditioning should be turned off, windows and doors closed. Gaps under doors and windows sealed with wet towels or duct tape, and seal vents with aluminum foil or plastic wrap, if available.
- If outdoors, immediately go into the nearest building. Staff should communicate their locations to the office, using the phone system, email or other means without leaving the building.
- Turn off sources of ignition, such as pilot lights.
- The Office will call "911", and will provide the exact location (e.g., building, room, area) and nature of emergency.
- The administrator will turn on a radio or internet to monitor information concerning the incident if possible.
- Continue **SHELTER IN PLACE** until notified by the Office.

Recognize and respond to symptoms of toxic poisoning:

- Difficulty breathing

- Irritation of the eyes, skin, throat, or respiratory tract Changes in skin color
- Headache or blurred vision Dizziness
- Clumsiness or lack of coordination Cramps or diarrhea

If someone is experiencing acute toxic poisoning symptoms:

- Find any containers of the substance that are readily available, in order to provide requested information.
- Call the national poison control center at 1(800) 222-1222.
- Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional.
- Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

Reference:

Education Code

- School Eye Safety: Sections 32030, 32031, 32032, 32033
- Alternatives to Dissection: Sections 32255.1, 32255.3, 32255.4, 32255.5
- Earthquake Emergency Procedures: Sections 32282(a)(B)(ii), 35295, 35296, 35297, 40041.5
- Hazardous Materials Education: Sections 49340, 49341, 49401.5, 49411
- Instruction in Personal and Public Health and Safety: Section 51202
- Use of Animals in Public Instruction: Section 51540 California Code of Regulations, Title 8, General Industry Safety Orders
- Ventilation Requirements for Laboratory-Type Hood Operations: Section 5154.1
- Ventilation Requirements for Biological Safety Cabinets: Section 5154.2
- Emergency Eyewash and Shower Equipment: Section 5162
- Spill and Overflow Control: Section 5163
- Storage of Hazardous Substances: Section 5164
- Occupational Exposure to Hazardous Chemicals in Laboratories (Chemical Hygiene Plan): Section 5191
- Bloodborne Pathogens: Section 5193
- Hazard Communication; Material Safety Data Sheets: Section 5194 California Code of Regulations, Title 22
- Standards Applicable to Generators of Hazardous Waste: [Excerpts from] Section 66262.10 et seq. Health and Safety Code
- Humane Care of Animals: Sections 1650, 1651, 1660, 1662
- Repeal of Requirement for Obtaining an Extremely Hazardous Waste Disposal Permit: Sections 25153, 25205.7(o)
- Transporting Hazardous Waste: Sections 25163, 25163.1
- Hazardous Materials Release Response Plans and Inventory: [Summary of] Section 25500 et seq

Bomb Threat/ Threat Of violence

GET OFF THE "AIR"

Do NOT text message Do NOT use walkie-talkies Do NOT use cell phones

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

BOMB THREAT

The office will initiate the appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD, SECURE (Lockdown) BUILDING, EVACUATE BUILDING or OFF-CAMPUS EVACUATION.

If phone call, attempt to keep the caller on the line as long as possible using the questions in the "Bomb Threat Report" and complete form (see below).

Alert someone else to call "911" on a landline – telling the operator, "This is (name of caller) from _____. We are receiving a bomb threat on another line. The number of that line is _____."

Intercom announcement, "Please do a quick visual 1-minute scan of your office and the meeting room closest to you and look for anything unusual or out of place." (A professional/law enforcement officer will decide if it is a bomb-device or not).

Administrator activates Emergency Command System, as needed.

Secure campus perimeter.

Follow the directions of law enforcement. They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra maps available for law enforcement.

If evacuation is deemed necessary, help students or adults with disabilities. Teachers take roll sheets and office staff take student emergency cards to evacuation area.

Take roll and alert command center of any student or adult not accounted for.

All clear will be signaled by the Administrator. Only law enforcement can authorize an all clear.

Administrator debriefs staff, parents/community, and students.

"Student Release Procedures" (only send students home before end of day if directed by Incident Commander)- Follow Student Release & Reunification Procedures in this plan.

BOMB THREAT REPORT

Try to keep the caller on the phone. Stall by saying: "I'm sorry, I didn't hear you." Date & Time of Call: Sex of Caller? M F Mature? Yes No

Exact Words of Caller:

Questions to ask the caller.

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you place the bomb?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Please check the appropriate boxes.

Voice

? Loud

? High Pitched

? Raspy

? Intoxicated

? Soft

? Deep

? Pleasant

? Other

Accent

? Local

? Not Local

? Foreign

? Regional

Manner

? Calm

? Rationale

? Coherent

? Deliberate

? Righteous
? Angry
? Irrational
? Incoherent
? Emotional
? Laughing
Background Noise
? Factory Machines
? Music
? Office Machines
? Mixed
? Street Traffic
? Trains
? Animals
? Quiet
? Voices
? Airplanes
? Party Atmosphere

Language

? Excellent
? Fair
? Foul
? Good
? Poor
? Other

Speech

? Fast
? Distinct
? Stutter
? Slurred
? Slow
? Distorted
? Nasal
? Lisp

Familiarity With Threatened Facility

? Much
? Some
? None

If the voice is familiar, who did it sound like?

Person receiving call: Reported to:

FOR LANDLINE ONLY! [DO NOT USE A CELL PHONE OR RADIO!]

Sample Message for lockdown due to bomb threat:

Initial message:

This is name, the principal of _____. This message is to inform/update you on an existing situation at our school this morning/afternoon. A suspicious item was found this morning/afternoon on the school campus. The school is now in a lockdown mode. Working collaboratively with the Law Enforcement, we are being guided through the process, and children and staff are all safe. At this time, it is best for your children to remain in the safe surroundings of their locked classroom. Law Enforcement has requested that no one approach the school at this time or use their cell phone to call or text message their children because of the suspicious item. As soon as the Law Enforcement gives us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

All clear message:

Hello families, this is name, the principal and I am happy to report that the situation with the suspicious item on campus has been resolved safely, and the school is no longer on lockdown. Law Enforcement has removed the item, and it is being analyzed. There is an ongoing investigation at this time. Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

Spanish

Initial message / Mensaje inicial:

(Buenas padres de familia) Habla el/la director/directora, de la Escuela. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. La escuela se encuentra actualmente en situación de confinamiento porque esta mañana/tarde se encontró un artículo sospechoso en nuestro campo escolar. Trabajando conjuntamente con el departamento de policía de se nos ha guiado a través del proceso y los niños de mantengan protegido en el salón de clases que está cerrado con llave. El departamento de policía de Happy Valley nos ha solicitado que nadie se acerque a la escuela por el momento y, que so se envíen llamadas telefónicas ni mensajes de texto con el celular debido al artículo sospechoso. Tan pronto que la policía nos dé el visto bueno para abrir la escuela, nos podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

All clear message / Mensaje de que pasó el peligro:

(Buenas padres de familia) Habla el/la director/directora, de la Escuela; tengo el placer de reportarles que se ha resuelto el incidente con el artículo sospechoso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. El departamento de policía de Happy Valley retiró el artículo y está siendo analizado. Por el momento se está realizando una investigación. La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad

Reference:

See TCOE Board Policies:

0450 Comprehensive Safety Plan 4157, 4257, and 4357 Employee Safety

Bus Disaster

he teacher in charge of a special activity trip utilizing bus transportation will carry a copy of field trip permission forms with student emergency contact information.

STAFF ACTIONS AT THE SCENE:

? Call 911, if warranted.

? Notify Principal.

? Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.

? Move all uninjured students to a safe distance from the accident.

? Document the names of all injured students and their first aid needs.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

? Notify law enforcement.

? Notify parents/guardians of all students on the bus as soon as accurate information is available.

? Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.

? Notify school community about the incident and status of injured students and/or staff. Prepare news release for media, if appropriate.

Disorderly Conduct

In the event of a hostile or potentially threatening person or event, implement the following procedures to control and contain the situation:

- If in doubt, call for a lockdown or ask someone else to do so, and follow the procedures for a Violent Intruder elsewhere in this plan.
- Attempt to isolate the perpetrator from others, if it is safe to do so.
- Do not approach or disarm the threat.
- Call “911” and provide the exact location of the threat and the nature of the emergency.
- If an immediate threat is not clearly evident, and staff feels safe to do so, attempt to defuse the situation by remaining calm and talking in a soft, non-threatening manner. Request perpetrator to leave the area, as appropriate.
- Avoid all hostile actions or interactions, except to maintain the safety and welfare of staff.
- If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.

Earthquake

Tremors and shaking of the earth indicate an earthquake; there are usually no advance warnings.

Before:

- Maintain staff emergency cards. Keep them in a safe, accessible place.
- Keep emergency kits in a safe, easily accessible place.
- Participate fully in drills, encouraging others as well.
- Train staff to have a working knowledge of response protocols and how to use them. Plan safe areas for staff members who may not fit under a desk or table.
- Provide instruction to staff on earthquakes and earthquake preparedness.
- Test any special response procedure during earthquake drills.
- Secure all cabinets, doors and supplies so they are less likely to fall.
- Know your environment. Make note of surrounding areas, and clearly know the layout of your office in case the lights go out.
- Earthquake drills should be held at least once per year.

Most earthquake related casualties result from collapsing walls, flying glass and falling objects.

During: If You Are Inside A Building

- Drop onto your hands and knees so you are not knocked down.
- Duck, and cover your head and neck with your arms to protect yourself from falling debris
- If you are in danger from falling objects and you can move safely, crawl for additional cover under a sturdy desk or table.
- If no sturdy shelter is nearby, crawl away from windows, next to an interior wall.
- Stay away from glass, outside doors and walls and anything that can fall.
- Hold on to sturdy covering so you can move with it until the shaking stops.
- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects and you may not be able to remain standing.
- Be aware that the electricity may go out or the sprinkler systems and/or fire alarms may turn on.
- People who use wheelchairs or other mobility devices should lock their wheels, bend over and protect their head and neck with their arms, a pillow, a book or whatever is available.

During: If You Are Outside

- Stay outside.
- Move away from buildings, street lights and utility wires
- Once out in the open, “Drop, Cover, and Hold On”. Stay there until the shaking stops.

After:

- When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas. Move to our evacuation assembly location.
 - If you are trapped, do not move about or kick up dust.
 - If you have a cell phone with you, use it to call or text for help.
 - Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
-
- Once outside and safe, implement and coordinate our emergency incident command system including accounting for all people present (staff, visitors, students) and those missing.
 - Check for injuries and aid if you have training.
 - Activate search and rescue team for the missing, if you can do so safely.
 - Document events, decisions and actions.
 - Be prepared to “Drop, Cover, and Hold on” in the likely event that an aftershock will occur
 - Do not let any students leave the site until they have been reunited with their families and the proper authorities have told you it’s all right to leave.
 - If the Superintendent is not on site, contact him/her as soon as you can, to communicate the condition of any children, staff and surrounding areas. Communicate any information that the authorities have given you.
 - DO NOT TALK WITH THE MEDIA. A Communication Officer that will be in charge of this event. Be very careful about information shared.
 - Use extreme caution during post-disaster clean-up of buildings and around debris. Do not attempt to remove heavy debris by yourself. Wear protective clothing, including a long-sleeved shirt, long pants, work gloves, and sturdy, thick-soled shoes during clean-up.
 - When the event is completed, fill out required paperwork and debrief with the proper authorities and/or staff officials.

MEMORANDUM

TO: OPERATIONAL AREA COORDINATORS

FROM: Richard Eisner, Coastal Regional Administrator Stephen Sellers, Southern Regional Administrator Charles Wynne, Inland Regional Administrator

DATE: September 7, 2004

SUBJECT: DUCK, COVER AND HOLD PROCEDURE

Recently, you may have received information via email and other sources promoting a protective measure called the "triangle of life" and questioning the "duck, cover and hold" procedure recommended for use during earthquakes here in California and in other areas of the United States. Because buildings constructed in California are built to much stricter codes and standards than those in the rest of the United States and those in other countries, including Mexico, Iran and Turkey, collapses here are very rare.

Extensive research into the causes of earthquake injuries and deaths supports the use of the Duck Cover and Hold procedure recommended by OES, the California Seismic Safety Commission and the American Red Cross. Most injuries in California earthquakes occur when building occupants attempt to exit buildings or move to a different location in the building. In the recent San Simeon earthquake, two people were crushed by falling debris when they exited the building.

Studies of the 1979 El Centro, 1987 Whittier, 1989 Loma Prieta and 1994 Northridge earthquakes confirm this pattern of injuries, and that use of the Duck Cover and Hold procedure reduces the likelihood of serious injury from a collapsed building and falling objects. After each disaster, OES attempts to learn from behavioral research and other studies, and apply lessons learned into safety action recommendations. There is, of course, no guarantee that people will not be injured in an earthquake. Earthquakes can shake buildings violently and cause extensive damage. The key to injury prevention is making sure buildings are safe, contents are secured, and occupants are trained to duck, cover and hold.

Reference:

See TCOE Board Policies

0430 Comprehensive Safety Plan

3516 Emergencies and Disaster Preparedness Plan 7110 Facilities Master Plan

4157, 4257, 4357 Employee Safety

Explosion or Risk Of Explosion

There are three possible scenarios involving the explosion/threat of explosion. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on school/office property

Scenario 2: Credible threat of an explosion on school/office property Scenario 3: Explosion or threat of an explosion in a surrounding area

SCENARIO 1: EXPLOSION ON PROPERTY

Upon an explosion all persons should DUCK, COVER AND HOLD.

- The office will consider the possibility of another imminent explosion and take appropriate action.
- After the blast, the office will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, SECURE BUILDING, EVACUATE BUILDING or OFF- SITE EVACUATION. Evacuation may be warranted in some parts of the building and other areas may be used as shelter.
- If the explosion occurred within the building, the office will issue EVACUATE BUILDING action. Staff and others will evacuate using prescribed routes or other safe routes and proceed to the assembly area (see Evacuation/Assembly Area Instructions).
- Take attendance. Note anyone missing.

- The office will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
- If necessary, the office will advise the Fire/Rescue Team to suppress fires and rescue personnel.
- Notify the appropriate utility company of damages.
- Post guards a safe distance away from the building entrance to prevent persons entering the building.

SCENARIO 2: CREDIBLE THREAT OF AN EXPLOSION ON PROPERTY

- The office will initiate appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD, SHELTER-IN- PLACE, SECURE BUILDING, EVACUATE BUILDING or OFF-SITE EVACUATION.
- If the office issues EVACUATE BUILDING action, evacuate the building using prescribed routes or other safe routes and proceed directly to the assembly area (see Evacuation/Assembly Area instructions).
- Take attendance. Note anyone missing.
- The office will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
- Notify the appropriate utility company of damages.

SCENARIO 3: EXPLOSION OR THREAT OF EXPLOSION IN SURROUNDING AREA

- The office will order SHELTER IN PLACE.
- The office will notify “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
- The office will take further actions as needed.
- Remain in SHELTER IN PLACE until further instructions.

Fire in Surrounding Area

FIRE IN THE SURROUNDING AREA

The office will initiate the appropriate Immediate Response Actions. If the fire occurs during work hours, the response may be:

- Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate should leave now. Others should prepare.
- Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.
- These will be announced through the intercom system if appropriate. If not during work hours, the Emergency Phone Tree will be enacted to communicate with staff regarding the need for emergency workers or to remain at home and not report into work.
- Keep access routes open for emergency vehicles.
- The office will work with the fire department to determine if the building is threatened by fire, smoke, hazardous atmosphere or other conditions.
- If an EVACUATION ORDER is required, follow emergency personnel evacuation guidelines.
- The office will maintain open communication with the fire department and other first responders.

If a wildfire reaches within 10 or fewer miles of TCOE:

- Safety Committee and Management Emergency Meeting must occur
- Will review evacuation plan

Dept. heads will determine:

- Will determine what items need to be evacuated and when

BY PRIORITY

SELPA: ACTIVE IEP FILES: In the SELPA Filing Room on the left side - ALL special education files (including IFSPs), last names A-Z.

IT: 13 SERVERS labeled with purple squares. Lower numbers are most important. (Check in with IT Director before extracting)

Business Office: FILE/CHECK printing room to the right of the employee mailboxes.

Tall gray HP printer

File cabinet to the left of gray HP printer

Superintendent: HISTORICAL ITEMS: Glass case in the lobby. Bookshelf across from the kitchen with some historical society yearbooks and old records in binders. Cabinets to the left in the SELPA hallway.

SELPA: TEST KITS AND ASSESSMENTS: (includes CPI/OLWEUS training materials): Facing the SELPA Secretary desk, this includes the filing cabinets on the left (TCOE tags 7762 and 7763) and the right (TCOE tag 3186 - top and bottom cabinets)

Evacuated items will be placed in fleet vehicles, starting with larger vehicles. Fleet vehicles will be driven to a safe location (preferably Redding). Redding's employees may assist in transport and storage of vehicles.

Safety Committee will assign a member to communicate personnel evacuations, locations and safety and log in Google Drive as well as keep inventory of evacuated items and locations.

Acquire an updated personnel phone number list from Superintendent's admin assistant

Sample message to staff will be sent:

We hope this message finds you safe. As a reminder, if you need to evacuate your residence, please send a message indicating your status and your location when it is safe to do so to -----@tcoek12.org. "As more communities and areas are being evacuated, we want to ensure that everyone knows our office protocol. If Weaverville receives an evacuation warning, T C O E will shut down and all personnel are to evacuate to a safe location. Within one hour of receiving the warning, there are to be no personnel at T C O E. Please do not return to the office unless your supervisor has given you permission. We will send an all clear message when the evacuate warning is lifted, indicating you may return to the office at that time. If you have any items you wish to evacuate, we encourage you to do so now."

Thanks everyone, and please be safe.

If TCOE falls under an area receiving an Evacuation Warning, the following will occur:

Sample message to staff will be sent:

"Per the Trinity County Sheriff's Office and Trinity County Office of Emergency Services, the area of Weaverville is now under Evacuation Warning. This is T C O E's cue to evacuate the office and for all staff currently there to go to safer locations. As there is not an {immediate threat}, our server will remain functional for a while longer, but when it gets pulled, we will all need to use our @trinitycoe.org email to continue to be able to communicate. Stay safe everyone!"

- Office closes to staff and to the public
- Safety Committee chair to communicate to districts TCOE's status
- All staff must be evacuated within 1 hour – encouraged to take personal items
- Staff may not return to the office unless with prior approval from supervisor
- Staff will continue to work remotely if safe and viable
- If any staff member evacuates from his/her residence, a message will need to be sent to designated safety team member

If TCOE falls under the area receiving an Evacuation Order, the following will occur:

Sample message to staff will be sent:

"Per the Trinity County Sheriff's Office and Trinity County Office of Emergency Services, the area of Weaverville is now under Evacuation Order. If you have been given approval to work at the office and are currently there, please evacuate immediately. No personnel are allowed to return to the office without the Superintendent's direct approval. Please stay safe."

- No personnel will be allowed to work at or return to TCOE for any reason without the Superintendent's (or designee) direct approval
- Staff will continue to work remotely if safe and viable
- If tcoek12.org email is not working, please transfer all working email to trinitycoe.org
- If any staff member evacuates from his/her residence, a message will need to be sent to designated safety team member

If TCOE falls under an area that has an evacuation order lifted, but is in an area where a warning still remains, the following will occur:

- Evacuated items and vehicles will remain evacuated
- Staff may not return to the office unless with prior approval from supervisor
- Staff will continue to work remotely if safe and viable
- If any staff member evacuates from his/her residence, a message will need to be sent to designated safety team member

If TCOE falls under an area that has an evacuation order lifted (no warning remains), the following will occur:

Sample message to staff will be sent:

"T C O E staff, the evacuation warning has been lifted for Weaverville. The management team will be meeting tomorrow afternoon to discuss what we will do regarding our office. Continue working wherever you have been working for now until you receive an ALL CLEAR message. We have many issues to consider, including smoke and building filtration, Covid, and still active fires in the area or where staff are located who are unable to return to their homes. Watch for another message here, or, your manager may get a hold of you to fill you in when a decision is made. For now, everyone, take care and be vigilant!"

- Safety Committee and Management Emergency Meeting must occur
- Consider any cleaning needed, air quality, working conditions of office
- Staff will continue working remotely

If the safety committee and management team consider the office to be safe and healthy, the following will occur:

Sample message to staff will be sent:

"Hello! This is an announcement from T C O E. All T C O E Staff will be back to work, in person. Staff will return to T C O E starting on _____. The smoke that was in the office has been reduced to acceptable levels. If the outside air is smoky, please only enter and exit the main office from the front door. We will have an air filter in the front lobby to reduce the smoke that gets indoors from outside. N95 masks are readily available at T C O E to wear for smoke. If you have any questions or concerns about your individual circumstances, please contact your manager to discuss. {The fire is still not yet considered "contained" near Weaverville}, so we all must stay aware and vigilant. Thank you and see you all soon!"

- All evacuated vehicles and items are returned to TCOE
- All staff returns to TCOE
- Individual circumstances will be considered by working with your direct supervisor

Fire on School Grounds

What Should Be Done Before A Fire:

Install smoke alarms. Check and/or change the batteries twice a year.

Review escape routes with staff. Practice escaping from each room.

Make sure all exits are clear and working.

Store flammable liquids in approved containers in well-ventilated storage areas.

Have A-B-C type fire extinguishers installed and know how to use them.

FIRE IN THE BUILDING - The warning of fire is the alarm signal and/or smoke and flames.

Upon discovery of a fire, get everyone out first and then find the nearest phone and call 911 immediately.

- Evacuate using the designated route or other safe routes to the Evacuation/Assembly area (see elsewhere in this plan).
- If there is heavy smoke, have everyone stay low, breathing through a piece of clothing if possible. Smoke and poisonous gasses collect first along the ceiling.
- Take the “go bag” which should include an up-to-date attendance roster and pen.
- Close door and windows as you leave, if there’s time, to delay the spread of fire.
- Take roll. Notify the office staff if anyone is missing.
- Establish a Command Post away from the danger area; co-locate command post with fire departments.
- Follow all directives of emergency personnel.
- Contact the Administrator if he or she is not on site.
- Resume regular activities only after buildings have been inspected and determined safe by proper authorities.

Flooding

Know Your Terms:

Flood Watch: Flooding is possible.

Flash Flood Watch: Flash flooding is possible.

Flood Warning: Flooding is occurring or will occur soon

Flash Flood Warning: A flash flood is occurring; seek higher ground on foot immediately.

If a flood is likely in your area, you should:

- Listen to the radio or check the Internet for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons and other areas known to flood suddenly.

If you must prepare to evacuate, you should do the following:

- Secure your classroom or office. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves, if instructed to do so.
- Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your classroom or office, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall.
- If you have to walk in water, walk where the water is not moving, and check the firmness of the ground in front of you.

Driving Flood Facts:

- Six inches of water will reach the bottom of most passenger cars, causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles, including sport utility vehicles (SUVs) and pick-ups.

The following are guidelines for the period following a flood:

- Listen for news reports to learn whether the community’s water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline or raw sewage. Water may also be electrically charged from underground or by downed power lines.
- Avoid moving water.

- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines and report them to the power company.
- Return to classrooms and offices only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Stay in contact with your principal/supervisor.

Reference:

See TCOE Board Policies

0450 Comprehensive Safety Plan

3516 Emergencies and Disaster Preparedness Plan

3517 Facilities Inspection

5142 Safety

4157, 4257, and 4357 Employee Safety

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure:

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and notify the Principal or designee immediately.
2. Upon notice of loss of utilities, the Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. The Principal or designee will notify the appropriate utility company and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the Principal or designee.
4. The Principal or designee will notify the Lewis Center CEO of the loss of utility service.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, please refer to that section.
7. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

A. Plan for a Loss of Water:

? Toilets: 5 gallon buckets with shower curtains in each classroom.

? Bottled Water will be delivered to classrooms as needed.

B. Plan for a Loss of Electricity:

? Emergency Light: Flashlight in each classroom.

? Generators are located on each campus.

C. Plan for a loss of Communication

? Telephone Service:

? Administrators carry cellular phones.

? Administrators and CDO's (proctors) carry radios.

Motor Vehicle Crash

The County Board and Superintendent has a strong interest in ensuring that employees who drive vehicles in the course of County Office business do so responsibly and act in accordance with established County Office policies and procedures.

The County Superintendent or designee has the responsibility to monitor, evaluate and put into place the procedures designed to manage risks associated with vehicle use.

The County Office also has a strong interest in avoiding undue liability risks by curtailing driving privileges of any person whose driving records suggest they presently pose higher than normal risks. The County Superintendent or designee further has the authority to require suspension or revocation of privileges to drive County Office or privately-owned vehicles for County Office business.

Any person using a vehicle for County Office purposes must register each school year with the County Office for such purposes. See the complete Superintendent Policy #3544 (in the front office), and the Employee Driver Application for further information.

Employees shall notify the Superintendent should they be involved in any type of traffic violation and/or accident while driving a fleet vehicle.

Employees shall notify the Superintendent should their driving status (i.e.: moving violations and/or accidents) changes in any way.

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 buses 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 LCER CEO.

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/name tags and emergency backpack.
 - ? Check school site to assure that all students have evacuated.
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- ? Take attendance at the assembly area.
 - ? Report missing students to the principal /designee and emergency response personnel.
 - ? Maintain control of the students a safe distance from the crash site.
 - ? Care for the injured, if any.
 - ? Escort students back to the to the school site when emergency response officials have determined it is safe to return to the buildin

Pandemic

The Governing Board recognizes that all TCOE staff must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. TCOE shall take all reasonable steps to prevent and/or mitigate the impact of a disaster including an infectious disease outbreak.

An influenza pandemic is a global outbreak of a new influenza virus. Pandemics happen when new (novel) influenza viruses emerge which are able to infect people easily and spread from person to person in an efficient and sustained way. The illness rates for both seasonal and pandemic flu are high among children. Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community. Therefore, school closures may result as a means of reducing the overall illness rates within communities. Office closures may also result.

Prevention

TCOE works to promote health and hygiene throughout the year. Such initiatives as outlined below and maintaining social distance when sick (i.e. stay at home if sick) are encouraged:

Cover nose and mouth with a tissue when they cough or sneeze. Throw the tissue away after use and wash hands or sneeze, or cough into your upper sleeve to prevent spread.

Wash hands often with soap and water, especially after coughing or sneezing. If water is not available, use an alcohol-based hand rub.

Avoid touching eyes, nose, or mouth. Germs spread this way.

Stake holders Involved in a Pandemic Event

Trinity Office of Emergency Services, Trinity County Public Health, as well as TCOE Nursing Staff and the TCOE Safety Team/Emergency Command Team (see elsewhere in this document) are responsible for executing the community operational plan which may include case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

When flu arrives in the community.

- Enact response plan with nursing team and community partners, as directed by OES or Public Health
- Any staff member can be designated to serve as Civil Service Worker
- Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.
- Supply N95 respirators to all staff if exposed to infectious diseases
- The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff
- The "All Call" system will communicate with staff as needed

Plan for Pandemic

Plan for pandemic is triggered by Department of Public Health and/or County Superintendent of Schools only

Goals:

- Be prepared for the unpredictable nature of pandemics
- Limit the number of illnesses
- Reduce the spread of the virus within office and community
- Preserve continuity of essential office functions
- Minimize economic and academic losses
- Work with local and state health departments to coordinate pandemic plans

Preparation

Ensure staff members understand early detection - TCOE County Nurse

Determine procedure for reporting any children and staff members exhibiting signs of illness - TCOE County Nurse

Maximize communication with parents and district communities related to health and safety and any pandemic episode. Educate about what each person can do to prepare and respond to minimize health risks. Information can be disseminated through social media, website postings, and press releases. Social media monitors - Management team Website monitor

Consider how to keep office running if staff become sick or must care for sick family members: Which employees can cover for others? - Department Heads/Management

Prevention

Work-From-Home Pandemic Policy Essential personnel, as determined by management, will be able to work from home for a determined amount of time until safe for the employee to return to the office. These employees will be able to check out computer equipment from IT. - Department Heads/Management

Ensure staff and visitors are educated and trained in preventative measures such as respiratory etiquette, and universal procedures. - Front Office, Administrative Assistant, Departmental Admin Assistants

Place reminders around the office (including entrances, meeting rooms, and restrooms).

Topics include hand hygiene, covering coughs and sneezes, washing hands after using tissues, not touching eyes, nose, or mouth. - Front Office, Administrative Assistant, Departmental Admin Assistants

Ensure all personnel are informed with the latest developments of any pandemic episode. - TCOE County Nurse, County Superintendent

Post notices at all entry points asking

visitors not to enter if they have symptoms of influenza, Covid-19, or other virus symptoms. Front Office Administrative Assistant, Departmental Admin Assistants

Discourage prolonged congregation in the hallways, offices, meeting rooms. - All Staff

All large group meetings are to be suspended.

Telephones should not be shared.

Disinfecting shared work areas, counters, railings, door knobs, and inside vehicles should be performed more frequently. Work areas, counters, door knobs, railings 2X a day

Inside of vehicle after each trip

While operationally possible, during the day increase ventilation to the facility to decrease the spread of disease.

Ensure extra supplies of tissues, hand sanitizing gels, soap and water, disinfecting wipes and other cleaning supplies as well as no-touch trash cans are available for employees.

Provide disinfectant wipes in each vehicle

Filters of air conditioning should be monitored, cleaned and changed frequently. Director of Facilities and Operations

As a last resort, in consultation with public health officials, dependent upon significance of outbreak, consider if/when to close office.

COVID-19 Prevention and Training Plan

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines

- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
- Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
- Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

As per Public Health and the state of CA mandates during an active pandemic, all staff will follow intake procedures which include:

- Taking employees' temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
- Daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:

- Provide resources including how to seek medical care information
- The employee will be asked to go home. An employee sent home from work due to visible signs of illness shall remain home until asymptomatic for at least 72 hours. The employee may be eligible for up to two workweeks of emergency sick leave at the employee's full pay rate; the emergency paid sick leave is separate from the employee's district leave balances and may be used before any personal leaves. If the employee needs additional leave after the emergency paid sick leave has exhausted, the employee will use their paid sick leave, and upon exhaustion, other entitlement/differential pay leave during the absence. An employee may choose to use paid vacation (classified only) and/or compensatory time if available, prior to other entitlement/differential pay. After exhaustion of all sick leave benefits, an employee will be required to use vacation (classified only) and/or compensatory time as available, consistent with leaves policy.
- An employee who has been off work due to illness with the type of symptoms associated with COVID-19 (fever, cough, and shortness of breath) may return to work once they have been completely asymptomatic for at least 72 hours or they gave a release from a health care provider to return to work. This requirement is in accordance with guidance from local public health authorities and applies whether or not the employee has been confirmed to have COVID-19.

If informed that an employee tests positive for COVID-19, the company will provide notice to health officials in the county/city in which they are working to thus provide company with further guidance. Information includes but is not limited to:

- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

Company will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:

- Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

- Procedures to Increase Physical Distancing
- Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure hand washing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure hand washing supplies are re-stocked regularly
- Assign an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- Sanitize water receptacle and spigot frequently

Limit Non-Essential Visits and Travel

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one campus to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.
- Work Related Injuries and Illnesses
- For individuals not exhibiting signs of COVID-19 but who experience a work-related injury or illness, regular procedures and reporting are to be followed.

Psychological Trauma

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 symptoms, 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 LCER CEO 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

Unlawful Demonstration or Walkout

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

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Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Principal or designee.
2. The Principal or designee will initiate appropriate Immediate Response Actions.
3. The Principal or designee will call 911 to request assistance and will provide the exact location and nature of emergency.
4. The Emergency Response Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked down, as a blocked entrance may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the Principal or designee, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Principal or designee. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and/or blinds.
7. The Documentation staff member should keep accurate record of events, conversations and actions.
8. The Principal or designee should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The Principal or designee will notify parents of the incident, as appropriate

INJURY AND ILLNESS PREVENTION PROGRAM FOR: Trinity County Office of Education



RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, **Jeff Morris**, Safety Officer, has the authority and responsibility for implementing the provisions of this program for Trinity County Office of Education.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in the reception area.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: 1) Informal recognition of safety practice or 2) Gift cards.
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: When it becomes necessary, our district reserves the right to discipline employees who knowingly violate district safety rules or policies. Disciplinary measures include but are not limited to: 1) Verbal Warning 2) Written warning for more severe or repeated violations 3) Suspension without pay, if verbal and written warnings do not prove to be sufficient 4) If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the district will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.

- Other means that we use to ensure employee compliance with safe and healthful work practices include: Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and superintendents are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. Our system of ensuring that all workers comply with the rules and maintain a safe work environment include: 1. Informing workers of the provisions of our IIP Program; 2. Evaluating the safety performance of all workers; 3. Recognizing employees who perform safe and healthful work practices; 4. Providing training to workers whose safety performance is deficient; 5. Disciplining workers for failure to comply with safe and healthful work practices; 6. Terminating any employee who receives more than two written warnings.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least Annually during our all staff meeting and ad hoc as necessary when new materials are available or topics of interest. – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated during daily routine operations. Hazards can be reported to their supervisors anonymously.
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include: It is the district's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the district safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing. All safety suggestions will be given serious consideration and each will receive a response. In turn, the district will provide current safety news and activities, safety reading materials, signs posters, and, website postings for easy access to information. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

Yes, our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7)(c)(1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.

Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Facilities Director (Tim Edwards) according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- At least Quarterly site inspections including all buildings and grounds prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by **Jeff Morris** (Safety Officer) or **Fabio Robles** (County Superintendent), and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;

- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*.

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.

- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORD KEEPING

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record*. This documentation is maintained for at least one (1) year.

* Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.

Addendum A.1. COVID-19

EMPLOYEE TRAINING

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- ☐ What is COVID-19 and how is it spread

- ❑ Signs and symptoms of COVID-19
- ❑ When to seek medical attention if not feeling well
- ❑ Prevention of the spread of COVID-19 if you are sick
- ❑ Physical distancing guidelines
- ❑ Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- ❑ Methods to avoid touching eyes, nose and mouth
- ❑ Coughing and sneezing etiquette
- ❑ Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

PROCEDURES TO HELP STOP THE SPREAD OF COVID-19

- ❑ As per Public Health and the state of CA mandates during an active pandemic, all staff will follow intake procedures which include:
 - Taking employees' temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
 - Daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
- ❑ If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
 - ❑ Provide resources including how to seek medical care information
 - ❑ The employee will be asked to go home. An employee sent home from work due to visible signs of illness shall remain home until asymptomatic for at least 72 hours. The employee may be eligible for up to two workweeks of emergency sick leave at the employee's full pay rate; the emergency paid sick leave is separate from the employee's district leave balances and may be used before any personal leaves. If the employee needs additional leave after the emergency paid sick leave has exhausted, the employee will use their paid sick leave, and upon exhaustion, other entitlement/differential pay leave during the absence. An employee may choose to use paid vacation (classified only) and/or compensatory time if available, prior to other entitlement/differential pay. After exhaustion of all sick leave benefits, an employee will be required to use

vacation (classified only) and/or compensatory time as available, consistent with leaves policy.

- ☐ An employee who has been off work due to illness with the type of symptoms associated with COVID-19 (fever, cough, and shortness of breath) may return to work once they have been completely asymptomatic for at least 72 hours, or they gave a release from a health care provider to return to work. This requirement is in accordance with guidance from local public health authorities and applies whether the employee has been confirmed to have COVID-19.
- ☐ If informed that an employee tests positive for COVID-19, the company will provide notice to health officials in the county/city in which they are working to thus provide the company with further guidance. Information includes, but is not limited to:
 - ☐ The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked by the health officials.
- ☐ The Company will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to:
 - ☐ Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- ☐ The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

PROCEDURES TO INCREASE PHYSICAL DISTANCING

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- ☐ When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- ☐ Before starting the work shift
- ☐ After the work shift
- ☐ Coming and going from vehicles
- ☐ Entering, working and exiting physical buildings or other structures
- ☐ During breaks and lunch periods

- When other work activities, including using various tools

GOOD SANITATION PRACTICES

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to serve drinking water and provide appropriate PPE, including but not limited to gloves and N95 respirators
- Sanitize water receptacle and spigot frequently

LIMIT NON-ESSENTIAL VISITS AND TRAVEL

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one campus to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

Addendum A.2. Infectious Disease Plan

INFECTIOUS DISEASE PREVENTION AND CONTROL PROGRAM

1. SCOPE AND APPLICATION

1.1. PURPOSE

The purpose of the Trinity County Office of Education Infectious Disease Prevention and Control Program (Program) is to establish guidelines and procedures, assign responsibilities, and ensure compliance with regulations and guidance established to protect employees from contracting or spreading infectious diseases in the workplace.

Information from the State of California Division of Occupational Safety and Health (CalOSHA), U.S. Department of Labor Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), and Centers for Disease Control and Prevention (CDC) were referenced in the creation of this program.

1.2. OBJECTIVE

The primary goal of this program is to protect employees from hazards associated with infectious disease in non-healthcare workplace settings and ensure effective planning, communication, and employee training of those hazards in order to prevent the spread of disease.

1.3. INTRODUCTION

Infectious diseases can spread in a variety of ways. The best method of disease control is to prevent the disease from spreading in the first place. While the risk related to 'traditional infections' has often been reduced by vaccination and antibiotics, new infectious diseases are emerging and 'traditional infections' are getting smarter.

Trinity County Office of Education (TCOE) plans to respond to hazards associated with infectious diseases in a flexible way to varying levels of disease transmission and is prepared to refine its response plans as needed. Actions will be coordinated with state and local health officials and county guidance to ensure timely and accurate information guides appropriate responses. Although specific actions used to decrease the spread of disease and lower the impact on the workplace may be influenced by local conditions and by the disease itself, actions should generally include activities that reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.

1.3.1. APPLICABILITY/SCOPE

This program applies to all TCOE employees and visitors, and specifically to workplaces where duties could reasonably be anticipated to result in exposure to infectious disease from other employees, from the environment, or from visitors.

No TCOE employees are classified as those required to comply with CalOSHA's Aerosol Transmissible Diseases (ATD) Standard (Title 8 CCR 5199) which protects employees in specific industries from airborne infectious diseases and pathogens transmitted by aerosols (meaning, person-to-person transmission of pathogens through the air by means of inhalation of infectious particles) and which requires a written plan and procedures. Instead, TCOE is following recommendations from the CDC including infection prevention measures and the development of an infectious disease outbreak response plan.

1.3.2. REGULATIONS AND STANDARDS

Although the scope of the ATD Standard is limited to certain employers, there are other CalOSHA regulations that apply to all employers. One or all of these may be applicable to protect employees from exposure to infectious disease where there is significant risk in the workplace:

1. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

TCOE utilizes the IIPP to help prevent work-related injuries, illnesses, and accidents in the workplace. In compliance with the IIPP, TCOE has taken the following measures:

- Implement all applicable CDC recommended actions to prevent or reduce infection hazards. These actions will be included in the TCOE Infectious Disease Control Plan(s), attached as Appendices to the Program, and will be updated as needed in response to new or changing protocols.
- Provide employee training on infection prevention methods, as outlined in Section 2.7 /Training of this program.

2. WASHING FACILITIES

TCOE employees are provided with washing facilities that have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE specific to protection against infectious disease may include gloves, gowns/aprons, goggles/face shields, and facemasks.

While PPE plays an important role in the protection of employees, it does not alone guarantee total protection against hazards associated with infectious disease and should always be used in combination with training, and with precautionary measures such as hand hygiene, to be most effective.

1.3.3. ASSIGNMENT OF RESPONSIBILITIES

1. MANAGERS/SUPERVISORS

- Know where to find the Program.
- Ensure the basic requirements of the Program are met by understanding its contents.
- Identify at-risk employees and ensure all employees are trained and understand their responsibilities
- Alert employees as soon as you are aware that an infectious disease hazard exists, provide information about what protective measures are available, and adjust work schedules when necessary.
- Encourage employees to report any adverse symptoms that may be the result of infectious disease exposure.
- Provide sufficient administrative controls to reduce employee exposure.
- Provide or coordinate training to affected employees and supervisors on effective infection prevention methods.
- Track employee training to ensure compliance
- Keep training records up-to-date and on file, and ensure a hard copy of the Program is readily available for employee reference.

2. EMPLOYEES

- Understand and comply with applicable directives.
- Participate in meetings and trainings specific to infectious disease control, and ensure training prepares you to recognize risks of exposure.
- Advise your supervisor of any health or medical conditions that could predispose you to contracting an infectious disease.
- Contact your supervisor if you have any questions or concerns, or do not understand something specific to infectious disease training or planning.

1.4. DEFINITIONS

BBP	Bloodborne Pathogens. Pathogenic (infectious) microorganisms that may be present in human blood and can cause disease in humans, including Hep B and HIV.
Coronavirus	Coronaviruses are a group of related viruses that cause diseases in mammals and birds. In humans, coronaviruses cause respiratory tract infections that can be mild, such as some cases of the common cold (among other possible causes, predominantly rhinoviruses), and others that can be lethal, such as SARS, MERS, and COVID-19.
Contraction	When you contract an infectious disease, you are infected with that disease.
Infectious Disease	A disorder caused by bacteria, viruses, fungi, or parasites that enter the body and grow and multiply there.
Epidemic	Also known as “outbreak.” A sudden increase in the number of cases of a disease; more than what is typically expected for the population in that area.
Face Mask	(aka Surgical mask). A loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants. Intended to reduce the spread of large-particle droplets, splashes, and sprays from the wearer. Does not block very small particles in the air (airborne transmission).
Hierarchy of Controls	The different levels of control methods are placed in order of importance, including in order of effectiveness, elimination (most effective), substitution, engineering controls, administrative controls, and finally, personal protective equipment (least effective).
Infectious	Means communicable, transmittable, or contagious.
N95 Mask	An N95 mask is a lightweight, filtering facepiece respirator that covers your mouth and nose. N95 can also refer to the level of filter used in a cartridge-type respirator. N95 respirators are the PPE most often used to control exposure to droplet spread and airborne transmitted infections to the wearer.
PPE	Personal Protective Equipment (goggles, face shield, masks, gloves, etc.)
Pandemic	An epidemic that has spread over several countries or continents, affecting a large number of people. Examples of a pandemic include the 2009 Swine Flu (caused by H1N1 flu virus) and the 2019 “Covid-19” virus.
Pathogen	An organism (bacteria, viruses, and toxins) that causes disease in a host

Sensitive Populations	People with compromised immune systems or existing health issues that may consequently experience more severe acute and chronic symptoms from an illness.
Social Distancing	Social distancing means staying an appropriate distance from other people to help slow the spread of disease. It is often required when a disease is spread by droplet spread or airborne transmission when someone coughs or sneezes. The distance required for protection depends on the disease and the potential spread or transmission.
Vectors	Insects that can spread disease

2.

ELEMENTS

2.1. WHAT IS AN INFECTIOUS DISEASE

Infectious disease describes health disorders caused by organisms that have the potential to cause serious illness or death.

A pathogen is an organism that causes disease in a host. There are many types of pathogens (also known as germs). The most common types are bacteria, viruses, and toxins (fungi and parasites). All a pathogen needs to survive and thrive is a host. Once the pathogen itself sets up in a host's body, it manages to avoid the body's immune responses and uses the body's resources to replicate before exiting and spreading to a new host.

Many organisms live in and on our bodies and are normally harmless and sometimes helpful. But under certain conditions, some organisms may cause disease. A primary pathogen can cause disease in a host regardless of the host's "resident microbiota" (microbes that live inside our body) or immune system. An opportunistic pathogen can only cause disease in situations that compromise the host's defenses, such as the body's protective barriers, immune system, or normal microbiota.

When you contract an infectious disease you are "infected" with that disease. An infection occurs when germs enter the body, increase in number, and cause a reaction in the body.

Three things are necessary for an infection to occur:

- Source – places where germs live (people, animals, surfaces, skin)
- Susceptible Person (host) – someone who is not vaccinated or otherwise immune or who has a weakened immune system, and has a way for germs to enter the body
- Transmission – the way germs are moved to a host (contact, sprays, inhalation, sharps)

Infections have the potential to cause symptoms, but sometimes people can be sick and not know it. Infections can affect different parts of the body, including the blood, skin, intestines, brain, lungs, etc., and can be localized (in one part of the body) or systemic. Infections that you contract from other people are usually systemic, meaning the infection has spread throughout the body, usually via the bloodstream.

The word "infectious" can also be referred to as communicable, transmittable, or contagious.

2.2. HOW INFECTIOUS DISEASE IS SPREAD

Infectious disease can be spread through direct or indirect contact with people or animals, by vectors that transmit disease from host to host (like mosquitos), or by consuming contaminated food or water.

Many infectious diseases can be spread in a combination of the following ways. For example, MRSA (methicillin-resistant staphylococcus aureus) can be spread both directly from one person to another by touching infected skin, abrasions, or incisions, and indirectly by sharing personal items such as towels, razors, or needles, by touching unclean surfaces like gym equipment and toilet seats, and even airborne, by the shedding of skin particles that land on other people.

Diseases can also be spread by two different types of people; 1) people who are infected and 2) people who are carriers but are either not infected themselves or are not yet showing any signs or symptoms.

2.2.1. DIRECT CONTACT

1. PERSON TO PERSON

A common way infectious disease can spread is through the direct transfer of germs from one person to another via skin contact (shaking hands), bodily fluids (kissing), or contact with feces (not washing hands, aka fecal/oral). Examples of diseases that can spread via direct contact with an infected person include staph infections (touch), HIV (bloodborne pathogens), and hepatitis A (fecal/oral).

2. DROPLET SPREAD

The spray of large droplets during coughing and sneezing can also spread an infectious disease. These droplets can land in the mouth, nose, or eyes of people who are nearby, or possibly be inhaled into the lungs. If you are close enough, you can even infect another person through droplets created when you speak. According to the CDC, large respiratory droplets containing pathogens like influenza can travel up to 6 feet when a sick person coughs or sneezes. Examples include TB and many coronaviruses.

2.2.2. INDIRECT CONTACT

1. AIRBORNE TRANSMISSION

Unlike large droplets which are heavier and typically fall to the ground short of 6 feet, airborne transmission refers to smaller airborne particles that—according to an MIT scientific study—can potentially travel as far as 20 feet and can be spread through some ceiling ventilation systems. This means infectious disease can be suspended in the air and will move with the airflow. The primary difference between droplet and airborne contamination is that precautions associated with droplets are focused on the nose, mouth, mucous membranes, and conjunctivae, while airborne precautions attempt to prevent the entry of the disease through the respiratory system. These diseases are typically “highly contagious.”

Examples of disease that can be spread by airborne transmission include meningitis, chicken pox, TB, strep throat, mumps/measles, and the flu virus.

2. CONTAMINATED OBJECTS

Disease-causing organisms can be spread by indirect contact when you touch inanimate objects such as tabletops, doorknobs, and money. When you touch a doorknob that

someone with a flu or coronavirus previously touched, for example, you risk infection by potentially transmitting those germs to your body by touching your eyes, mouth, or nose before washing your hands. People can also transmit disease to other people by sharing personal objects like razors, towels, drinking cups, and needles.

Viruses, for example, can live for a surprisingly long time outside the body, depending on conditions. They tend to live longer on water resistant surfaces such as stainless steel and plastic. A cold virus can survive on indoor surfaces for several days. Flu viruses can survive on hard surfaces and remain infectious for 24 hours. Enteric viruses, such as norovirus and hepatitis A, can survive for weeks on a surface if conditions are suitable. Bloodborne viruses, like Hepatitis B, can live for days outside the body and still cause infection.

2.2.3. CONTACT WITH ANIMALS AND VECTORS

1. ANIMAL TO PERSON - DIRECT

A bite or scratch from an infected animal—even a pet—can make you sick and, in very extreme cases, can be fatal. Other examples of ways you can get infected include petting or touching animals, or coming into contact with the saliva, blood, or other body fluids of an infected animal. Animal-to-person transmission of disease is called “zoonosis.” Directly handling animal waste can also be hazardous. For example, you can get a toxoplasmosis infection by scooping your cat’s litter box. This is especially true for pregnant women or people with compromised immune systems. Still other diseases can be contracted by ingestion and absorption.

Examples of diseases that are transmitted by animals include anthrax, rabies, cat scratch disease, influenza, Ebola, leprosy, and leptospirosis.

2. ANIMAL TO PERSON - INDIRECT

You can be infected by entering areas where animals live and roam, or touching objects or surfaces that have been contaminated with germs. Examples include aquarium tank water, pet habitats, chicken coops, barns, plants, and soil, as well as pet food and water dishes. These diseases can be contracted from sheep, cows, birds, rodents, and other mammals and can be spread by inhaling, ingesting, or touching animal products, such as wool or hides, or by inhaling microbes or bacterial infections kicked up while moving soil or sweeping rat feces.

Examples of diseases that can be transmitted indirectly by animals include swine flu, plague, a variety of coronaviruses, anthrax, and Hantavirus.

3. VECTOR-BORNE ILLNESS

Some zoonotic infectious diseases are transmitted by insects, especially those that suck blood. These include mosquitos, fleas, and ticks. The insects become infected when they feed on infected hosts, such as birds, animals, and humans. Disease is then transmitted when the insect bites a new host. Examples of vector borne diseases include malaria, West Nile virus, and Lyme disease.

2.2.4. CONTAMINATED FOOD, WATER, OR ENVIRONMENT

1. *FOODBORNE AND WATERBORNE ILLNESS*

Food and waterborne illnesses can be caused by toxins created by growing bacteria, produced by harmful algae, or contaminated with other viruses or parasites.

Many cases of food poisoning happen when someone eats food that has harmful bacteria in it. The bacteria are introduced by unsanitary conditions or when food is not thoroughly cooked.

Waterborne disease is caused by consuming water contaminated with bacteria, viruses, or small parasites from animal feces or human septic runoff or landfills. Often, these bacteria cannot be tasted, smelled, or seen.

Examples of foodborne and waterborne illnesses include salmonella, shigella, E.coli, C.parvum, and cholera, dysentery, and giardia. Many of these diseases can be passed to another person both directly and indirectly.

2. *ENVIRONMENTAL*

Soil, water, and vegetation containing infectious organisms can also be transferred to people. Hookworm, for example, is transmitted by contact with soil contaminated with larvae. The larvae enter your skin, travel through the bloodstream, and enter your lungs. Legionnaire's disease is an example of a disease spread by water contaminated with bacteria that thrive in warm water. In this case, that water is used to supply evaporative cooling systems and whirlpool spas. People become infected by breathing in contaminated droplets of water in the air.

Most of these diseases do not spread directly between humans.

2.2.5. BLOODBORNE PATHOGENS

A bloodborne pathogen (BBP) is an infection (such as bacteria or virus) of the human blood and body fluids that can cause disease in humans. Like MRSA, a BBP can be transmitted both directly and indirectly from person to person.

The bloodborne pathogens of primary concern are hepatitis B, hepatitis C, and HIV/AIDS. These and other bloodborne pathogens are spread primarily in the following ways:

- Direct Contact – Blood or body fluid from an infected person enters your body (needle stick or cut, blood splashing into your eyes, nose, or mouth, or touching an infected person who is bleeding while you have an open wound).
- Indirect Contact – Your skin touches something that is contaminated with the blood or body fluid of an infected person (picking up clothing contaminated with blood, touching a surface with infected blood on it, even dried blood).
- Respiratory Droplet Transmission – You inhale droplets from an infected person, such as through a cough or sneeze.
- Vectorborne Transmission – Your skin is penetrated by an infected insect.

It is policy that all blood and other body fluids be treated as if they are infectious. Certain bloodborne viruses can live for days outside the body and still cause infection. Hepatitis B can live in dried blood for up to a week, and Hepatitis C can survive for up to four days.

Work surfaces that become contaminated can expose you to a bloodborne disease through cross contamination (the spread of germs from one surface to another, by contact).

Bloodborne pathogens can be transmitted through any type of damaged or broken skin such as open sores, cuts, abrasions, acne, blisters, or even hangnails

“Body Fluids” includes other potentially infectious material such as brain/spine, lung, joint, heart, or amniotic fluid, semen, vaginal secretions, and any other body fluid that contains visible blood (tears, feces, urine, sweat, vomit, saliva, nasal secretions, and sputum).

2.3. HOW MANY PEOPLE WILL BE AFFECTED

Where you live and where you visit can affect the likelihood that you will contract an infectious disease.

The amount of a particular disease that is usually present in a community is referred to as the baseline, or endemic, level of the disease. You can research this information prior to traveling to a certain country, for example, to find out what your risk of contracting an infectious disease might be. Each level of disease has a different name and can be helpful in assessing your risk, whether at home or while traveling:

- Sporadic – When a disease occurs infrequently and irregularly
- Endemic – A constant presence and/or usual prevalence of a disease or infection within a geographic area.
- Epidemic – A sudden increase in the number of cases of a disease; more than what is typically expected for the population in that area.
- Pandemic – A pandemic is an epidemic (a sudden increase in the number of cases) that has spread over several countries or continents, affecting a large number of people. Examples of a pandemic include the 2009 Swine Flu (caused by H1N1 flu virus) and the 2019 “Covid-19” virus.

2.4. HOW WILL I KNOW I HAVE AN INFECTIOUS DISEASE?

Infectious diseases can affect people of all ages and health status, and symptoms can range from mild to severe. Treatment depends on the cause of the illness. Most infectious diseases have only minor complications; but some infections, such as pneumonia, AIDS, and meningitis, can become life threatening.

Some infectious diseases may become silent, only to appear again in the future—sometimes even decades later. For example, someone who had chickenpox may develop shingles much later in life. Department employees have the potential of being exposed to infectious disease by coworkers, sick people—especially those returning from international travel—customers, and delivery personnel.

2.4.1. **SENSITIVE POPULATIONS**

Most healthy adults will recover quickly from illness and will not suffer long-term health effects. However, certain sensitive populations may experience more severe acute and chronic symptoms. Those at higher risk include:

- People with suppressed immune systems, such as those going through treatment for certain types of cancer or other disorders that affect your immune system, taking steroids or other medications that suppress the immune system, or you have HIV or AIDS.
- People with pre-existing respiratory and cardiovascular problems, like asthma or other respiratory diseases, including COPD
- People who smoke or use illegal drugs
- People who are unvaccinated against common infectious diseases
- Healthcare workers
- People who travel by air, especially those traveling to high-risk countries
- Children and Pregnant Women
- Older Adults (generally, over 65), especially those with chronic disease

2.4.2. **HEALTH EFFECTS**

For some conditions, complications may include wheezing, skin rash, or extreme fatigue. Mild complications usually disappear as the infection resolves. Certain infectious diseases may cause cancer, including hepatitis B and C, which can cause liver cancer.

2.4.3. **SIGNS AND SYMPTOMS**

The signs and symptoms associated with infectious disease are, of course, particular to the type of disease.

General signs and symptoms common to a number of infectious diseases include:

- Fever
- Diarrhea
- Fatigue
- Muscle Aches
- Coughing or Sneezing

General symptoms of more serious diseases include:

- Bloody diarrhea
- Vomiting
- Dehydration
- Shock

2.5. **WHAT SHOULD I DO IF I THINK I HAVE AN INFECTIOUS DISEASE?**

Many infectious diseases can be treated by antibiotics, especially those caused by bacteria. Disease caused by viruses and fungi can sometimes be treated by antiviral and antifungal medications. Some diseases, however, have become resistant to drugs, and still others are so new, a treatment has not yet been developed.

2.5.1. NOTIFY YOUR SUPERVISOR

If you are exhibiting signs or symptoms associated with infectious disease, you should notify your supervisor right away regarding your illness. In some cases, your supervisor may instruct you to stay home so you do not infect other employees. Depending on the illness, an Incident Reporting Form may need to be completed.

You should immediately report any of the following to your supervisor and prepare to see a doctor right away:

- You have been bitten by an animal
- You have had exposure or potential exposure to someone's blood
- You have a puncture wound or needlestick
- If you suspect you have contracted a foodborne illness
- If you have a family member at home who is sick with infectious disease

2.5.2. TAKE ACTION TO CONTROL THE SPREAD

First and foremost, stay home if you are sick. If you start to feel sick at work, notify your supervisor and go home. Practice "social distancing" and avoid shaking hands with anyone during this time. Understand which infectious diseases pose a high-risk of contamination like those associated with bloodborne pathogens--and seek medical attention right away.

2.5.3. VISIT YOUR DOCTOR

Visit your doctor if you do not begin to feel better within a few days of the onset of your illness. Seek medical attention right away if you:

- Have been bitten by an animal
- Are having trouble breathing
- Have been coughing for more than a week
- Have severe headache with fever
- Experience a rash or swelling
- Have unexplained or prolonged fever
- Have sudden vision problems

2.6. PREVENTION AND CONTROL OF INFECTIOUS DISEASE

A few basic precautions can prevent the transmission of most infectious diseases. The simplest of these is washing your hands frequently and thoroughly using soap and warm water. If you are not able to wash your hands, use an alcohol-based hand sanitizer and keep your hands away from your face until you are able to wash your hands.

2.6.1. GENERAL GUIDELINES

The following general guidelines should be used to prevent illness:

- Wash your hands frequently with warm, soapy water for 20 seconds.
- Wash your hands after using the restroom.
- Wash your hands before handling food or touching your face and after certain activities like touching a doorknob.
- Use hand sanitizer with at least 60% alcohol if soap and water are not immediately available, avoid touching your face, and wash your hands as soon as you can • Avoid shaking hands and/or wash your hands as soon as possible after doing so
- Avoid touching your mouth, nose, and eyes with your hands as much as possible
- Avoid sick people whenever possible
- Stay home if you are sick; wear a mask if you need to go to the doctor.
- Don't share personal items. Avoid sharing drinking glasses or dining utensils.
- Wear disposable gloves to avoid contact with blood and feces and other germs
- Using disposable gloves when caring for an ill person
- Cover your mouth and nose with a tissue when you cough or sneeze (preferred), or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.
- Frequently clean and disinfect frequently touched objects and surfaces such as door knobs, telephone handles, and other equipment and surfaces frequently, especially during cold and flu season
- When working with food, avoid cross-contamination by keeping raw meat and produce separate. Use different preparation surfaces for raw meats and wash surfaces and utensils thoroughly.
- Freeze or refrigerate perishable foods and leftovers promptly.
- Be careful about sources of food when visiting foreign countries.
- When working outside, wear long pants and long sleeves and/or use insect repellent to protect your skin from bug bites.
- Do not touch sick or dead animals.
- Stay up-to-date on vaccinations, especially when traveling. Vaccinations can reduce your risk of becoming ill with some infectious diseases. Vaccinations contribute to the contraction and the spread of disease. Examples of available vaccinations include Hepatitis, measles/mumps, influenza, and tetanus.
- Travel wisely. If you are traveling out of the country, talk to your doctor about any special vaccinations you may need, such as yellow fever, cholera, hepatitis A or B, or typhoid fever.

2.6.2. HIERARCHY OF CONTROLS

Controlling exposures to occupational hazards is the fundamental method of protecting workers. A hierarchy of hazard control should always be utilized to protect employees from hazards in the workplace. Generally speaking, this hierarchy includes, in order of

effectiveness, elimination (most effective), substitution, engineering controls, administrative controls, and finally, personal protective equipment (least effective).

This Program focuses on the need to implement necessary engineering, administrative, and work practice controls, and personal protective equipment, as well as considerations for doing so.

Additional information may be added to a Control Plan as outbreak conditions change or new information about the transmission and impacts of a disease become available.

2.6.3. ENGINEERING CONTROLS (BEST)

The Department will use engineering controls to reduce employee risk from hazards associated with infectious disease whenever feasible. Engineering controls should involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Examples include staying at home and installing high-efficiency air filters.

2.6.4. ADMINISTRATIVE CONTROLS (BETTER)

Whenever engineering controls are not feasible or do not reduce employee exposures, the employer shall implement administrative controls, if practicable. Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedure to reduce or minimize exposure to a hazard.

Examples include encouraging sick workers to stay home, developing emergency communications plans like a forum for answering employee concerns, and providing workers with up-to-date education and training on the risk factors and protective behaviors for a disease.

2.6.5. RESPIRATORY PROTECTION

Although elimination and substitution are at the top of a typical hierarchy, these controls can be difficult if not impossible to implement for employees required to work during outbreaks of infectious disease. If engineering controls are not sufficient to reduce employee exposure, and if administrative controls are not practicable, then respirators can be used to reduce employee risk from the hazard of infectious disease, when applicable.

The CDC recommends that a facemask (aka surgical mask) should be used by people who have an infectious disease and are showing symptoms, to protect others from the risk of getting infected. These people should, of course, stay home when they are sick.

Nevertheless, it is important to note that surgical and other non-respirator face masks do not protect employees (or people who are not sick) from airborne infectious disease and cannot be relied upon for novel pathogens or against inhalation of virus particles.

Due to the high demand for masks during outbreaks of infectious disease, surgical masks and other supplies such as disinfecting wipes, latex gloves, and hand sanitizer are often unavailable when needed.

2.7. TRAINING

TCOE will train employees about sources of infectious disease exposure and appropriate precautions for preventing infections. Two of the relevant OSHA standards requiring training are

those for PPE and BBP. Under the PPE standards, employers must provide training to workers required to use PPE, including training on what equipment is necessary, when and how they must use the equipment, and how to dispose of the equipment. In addition, where workers are exposed to blood or other potentially infectious materials, employers must provide the training required by the BBP standard, including information about how to recognize tasks that may involve exposure and the methods to reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.

2.7.1. GENERAL TRAINING REQUIREMENTS

Training specific to the prevention and control of infectious disease shall include, at a minimum, the following:

- Ensure that training is provided in a language employee can easily understand and review responsibilities specific to the Infectious Disease Prevention Program.
- Information about infectious disease, including what it is, how it spreads, and how to know infection has occurred.
- Up-to-date training on risk factors, protective behaviors, and instruction on proper behaviors, including proper hygiene practices and the use of workplace controls.
- Where to find protocol for specific diseases.
- Where to find information about essential job functions.
- Training in the proper use of PPE, including how to don/off PPE to avoid inadvertent self contamination (i.e., how to properly remove latex gloves), if required in essential job functions.

3.

RECORDKEEPING

Any and all training related to Infectious Disease Prevention and Control shall be documented. Documentation shall include the date, subject matter, name(s) of trainer/instructor(s), name and signature of employee(s), and time/length of training. Whenever possible, include backup information used for training.

4.

RESOURCES AND ADDITIONAL INFORMATION

During times of infectious disease outbreak, and especially during pandemic situations, it is imperative and required that employees obtain information and instructions about infectious disease, including education, answers to questions, guidance, and protective measures from only the following resources.

It is also imperative during this time to avoid stigma and discrimination associated with a disease. Stigma can occur when someone is diagnosed and sent home with a disease or when they are released from quarantine even though they are no longer considered at risk. Stigma

hurts everyone by creating fear or anger toward other people. The best way to avoid stigma is to KNOW THE FACTS and share them with others.

Share only accurate information about how a virus spreads, speak out against negative behaviors including negative statements on social media, and work together to maintain the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.

OFFICIAL SOURCES OF INFORMATION ABOUT INFECTIOUS DISEASE INCLUDE THE FOLLOWING:

Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/DiseasesConditions/>

World Health Organization (WHO) https://www.who.int/topics/infectious_diseases/en/

United States Department of Labor Occupational Safety and Health (Fed-OSHA)

https://www.osha.gov/SLTC/healthcarefacilities/infectious_diseases.html

California Department of Industrial Relations Division of Occupational Safety (CalOSHA)

This source would be referenced if searching for interim guidance regarding a specific disease.

<https://www.dir.ca.gov/>

California Department of Public Health <https://www.cdph.ca.gov/>

APPENDIX A
Infectious Disease Control Plan – GENERAL

Trinity County Office of Education is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

TCOE will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified by TCOE, normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided during an outbreak of infectious disease. Employees who travel as an essential part of their job should consult with management on appropriate actions. Employees should avoid crowded public transportation when possible.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

Staying Home When Sick

Many times, with the best of intentions, employees report to work even though they feel ill. TCOE provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, body aches, or chills.

– GENERAL

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Department may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are required to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

– COVID-19

INTRODUCTION

This coronavirus, also known as COVID-19, is a respiratory disease caused by the virus “SARS-CoV2.” On March 11, 2020, WHO declared the disease a pandemic.

DISEASE-SPECIFIC INFORMATION

COVID-19 can cause fever, tiredness, and dry cough. Some people may have aches and pains, nasal congestion, runny nose, sore throat, or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. About 80% of people recover from the disease without needing special treatment. Around 1 out of 6 people become seriously ill and develop difficulty breathing. Older people and those with underlying medical problems like high blood pressure, heart problems, or diabetes, are more likely to develop serious illness. People with fever, cough, and difficulty breathing should seek medical attention.

HOW THIS DISEASE SPREADS BETWEEN PEOPLE

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, COVID-19 is highly contagious and transferable by human to human contact, including between people who are in close contact (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching an infected surface or object and then touching their eyes/nose/mouth.

POTENTIAL WAYS THIS DISEASE COULD AFFECT THE WORKPLACE

Potential impacts to the workplace include: Absenteeism due to illness, staying home to care for children if schools or day care centers are closed, or simply being afraid to come to work because of fear of possible exposure. Changes in patterns of commerce, for example, consumer demand for items related to infection prevention is likely to increase. Interrupted supply/delivery – shipments may be delayed or cancelled.

HOW TO MAINTAIN OPERATIONS DURING AN OUTBREAK OR PANDEMIC

Mandate social distancing, stagger work shifts, downsize operations where practicable, and deliver services remotely where reasonable.

HOW TCOE INTENDS TO PROTECT ITS EMPLOYEES

As outlined in the Infectious Disease Prevention and Control Program, employees are required to self-monitor and inform a supervisor if they suspect possible exposure. Potentially infectious individuals will be sent home for self-quarantine. Promote frequent and thorough hand washing, encourage employees to stay home if they are sick, encourage "respiratory etiquette" including covering coughs and sneezes and properly disposing of tissues, maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.

IDENTIFYING RISK OF EXPOSURE

The immediate risk of being exposed is still low for most Americans. People in places where ongoing community spread has been reported are at elevated risk of exposure. Close contact with people who have COVID-19 also poses elevated risk. Travelers returning from affected

international locations where community spread is occurring are also at elevated risk. Some people are at higher risk of serious illness including older adults, and people who have chronic serious medical conditions like heart disease, diabetes, and lung disease.

CLASSIFYING EMPLOYEE EXPOSURE TO THIS DISEASE AT WORK

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2. Lower exposure risk jobs are those that do not require contact with people known to be or suspected of being infected or with the general public. Medium exposure risk jobs include those that require frequent and/or close contact (within 6 feet) of people who may be infected, but who are not known or suspected patients.

STEPS TO REDUCE THE RISK OF EXPOSURE IN THE WORKPLACE – LOWER EXPOSURE RISK

Additional engineering controls are not required for workers in the lower exposure risk group. Administrative controls include monitoring public health communications about COVID-19 and ensuring that workers have access to that information. Collaborate with workers to designate effective means of communicating important COVID-19 information. Additional PPE is not required for workers in the lower exposure risk group.

STEPS TO REDUCE THE RISK OF EXPOSURE IN THE WORKPLACE – MEDIUM EXPOSURE RISK

Engineering controls for medium exposure risk includes installing physical barriers, such as clear plastic sneeze guards, where feasible. Administrative controls including offering face masks to sick employees until they are able to leave the workplace. In the event of a mask shortage, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. Where appropriate, limit customer and public access to the worksite, or restrict access to only certain workplace areas. Ask sick customers to minimize contact with workers. Consider strategies to minimize face-to-face contact with customers. Workers with medium exposure may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposure workers have on the job.

CONTROL AND PREVENTION

General control and prevention measures include frequently washing hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people who are sick.

TRAVEL RESTRICTIONS (IF APPLICABLE)

Work-related travel should be cancelled or postponed, especially to locations with ongoing COVID-19 outbreaks. Employees should be encouraged to advise a supervisor if they have recently returned from a cruise or trip that included airline travel.

**REFERENCE
– COVID-19**

FOR MORE INFORMATION

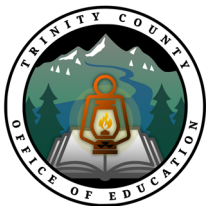
CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

FedOSHA: <https://www.osha.gov/SLTC/covid-19/>

CalOSHA: <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.as>



Trinity County Office of Education

Fabio Robles, Ed. D
Trinity County
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256

Date: February 21, 2024
To: Trinity County Board of Education
From: Tim Nordstrom
Subject: Resolution #23-24-09 Joint Powers Authority Membership SPURR

Background Information:

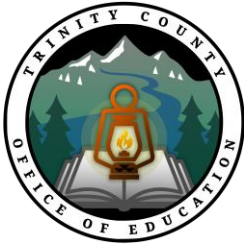
We are currently outsourcing our networking services through Shasta Union High School District IT services.

Current Situation:

We do not receive any type of consortium pricing on any network infrastructure equipment.

Recommendation:

To approve the resolution to join the consortium JPA to receive their pricing. There is no cost to join SPURR, no membership dues, and no obligation to participate in any SPURR programs. We would utilize primarily for network infrastructure and eRate pricing.



Trinity County Office of Education

Fabio Robles, Ed.D.
Trinity County
Superintendent of Schools

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(530) 623-2861 • FAX (530) 623-4489
<https://www.tcoek12.org>

Trinity County Office of Education Joint Powers Authority Membership -- School Project for Utility Rate Reduction

RESOLUTION #23-24-09

WHEREAS, Trinity County Office of Education has been considering methods to better address the costs, sources, and terms of its utilities services, including natural gas, electricity, renewable energy, telecommunications, network infrastructure, water, sewage, and waste hauling, and;

WHEREAS, other California public agencies, such as school districts, community college districts, and county offices of education who have also considered these issues, have determined that there is a need to form a coalition of public districts to be active in utility regulatory proceedings and to acquire utility supplies and services for use at their respective facilities, and have formed the School Project for Utility Rate Reduction (SPURR), a California joint powers authority;

WHEREAS, the Alameda County Superintendent of Schools has agreed to act as the treasurer and responsible Fiscal Agent for SPURR, and;

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, (Section 6500 et seq.) of the Government Code authorizes joint exercise by two or more public agencies of any power common to them, and;

WHEREAS, California law enables school districts, county superintendent of schools, community college districts, and joint power agencies to be active in utility regulatory proceedings, to acquire utility supplies and services for use at their respective facilities, and to establish a coalition to accomplish those ends.

NOW, THEREFORE, BE IT RESOLVED that the governing board of Trinity County Office of Education hereby declares its membership in SPURR, and instructs its duly authorized agent to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including the SPURR Joint Powers Agreement and any agreements necessary or appropriate to participate SPURR programs.

ADOPTED by the following called vote on this twenty-first day of February 2024.

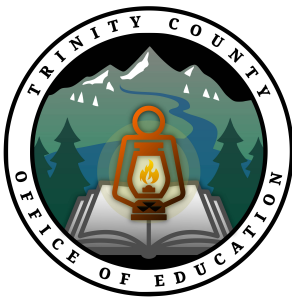
AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

Sally Aldinger, President
Trinity County Board of Education



Trinity County Office Of Education
2023/2024
General Fund 01- January 31, 2024

Beginning Balance \$ 2,732,617

	Current Budget	Year to Date Activity	Remaining Budget	% of Budget Recvd/Expend
<u>Revenue Accounts</u>				
Local Control Funding Formula	\$ 4,176,010	\$ 2,535,339	\$ 1,640,671	60.71%
Federal Revenues	\$ 404,926	\$ 87,389	\$ 317,537	21.58%
Other State	\$ 3,010,527	\$ 990,036	\$ 2,020,491	32.89%
Other Local	\$ 1,774,393	\$ 430,983	\$ 1,343,410	24.29%
Total Revenues	\$ 9,365,856	\$ 4,043,747	\$ 5,322,109	43.18%

<u>Expense Accounts</u>				
Certificated Personnel Salaries	\$ 1,436,855	\$ 789,963	\$ 646,892	54.98%
Classified Personnel Salaries	\$ 2,758,010	\$ 1,446,747	\$ 1,311,263	52.46%
Employee Benefits	\$ 1,973,088	\$ 1,014,146	\$ 958,942	51.40%
Books & Supplies	\$ 518,027	\$ 121,628	\$ 396,399	23.48%
Services & Other Operating Srv	\$ 2,086,047	\$ 861,429	\$ 1,224,618	41.29%
Capitlay Outlay	\$ 351,762	\$ 222,258	\$ 129,504	63.18%
Spec Ed, Excess Costs	\$ 160,000	\$ 135,348	\$ 24,652	84.59%
Pass Thru to Districts	\$ 1,197,360	\$ 80,930	\$ 1,116,430	6.76%
Indirect Costs	\$ (27,734)	\$ (15,490)	\$ (12,244)	55.85%
Total Expenses	\$ 10,453,415	\$ 4,656,959	\$ 5,796,456	44.55%

Transfers In, Retiree Ins	\$ 49,744	\$ 49,744	\$ -
Transfers Out	\$ 480,985	\$ 130,985	\$ 350,000

Budget for Rev/Exp \$ (1,518,800)

Net Ending Balance \$ 1,213,817



February 14, 2024

To: Tim Nordstrom, Assistant Superintendent
Cindy Blanchard, Chief Business Official

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities Projects

COUNTYWIDE

Likely 2024 Statewide School Facilities Bond: There will likely be a school facilities bond on the statewide ballot in November of 2024. The most likely legislative contender (legislation must pass and then it goes to the voters) is AB247 (Muratsuchi).

More info is available here: <https://legiscan.com/CA/text/AB247/id/2834138>

Behavioral Health Facilities Funding: **Update:** Apparently the “ownership” issue is still in question, despite previous assurances from TCBHS staff. TCBHS are running the issue past Trinity County counsel and we believe there are viable options (school districts “lease back” the portion of the building “owned” by TCBHS for \$ 1 per year for the required period, etc.).

Electric School Buses – Update: Trinity Alps USD has received their one large bus and it is in regular rotation in their daily driving. They expect their smaller wheelchair bus to arrive soon. Here’s a summary of the team’s experience so far.

“Starting January 3rd we put it on the road- it runs 30 miles in the morning and 30 in the afternoon on the DC - Weaverville run. Since we started running it, it has only missed one morning run do to a confusion in the ecm (electric control module) a quick cycle of the batteries and it was back on the road. At this time the bus claims with the terrain and the weather we are having that it can run 90 miles. The most that we have put on it in one day is 68. We get a little nervous at 1/4 tank. We are very impressed with the power and capability of the new bus. In the future we would like to take it to Redding and maybe charge it at either Shasta Union or Gateway. These school districts have fast chargers all set up at this time.” – Luke Case

CAL OES Hazard Mitigation Plan Development – Update: TCOE staff is working on a structured timeline and drafting a Request for Proposals (RFP) for a consultant to drive the plan development process.

Universal Pre-Kindergarten (UPK) Facilities – No new updates other than district detail

General Plan Update: TCOE continues to track the process.

Extreme Heat Grant Opportunity: Update: Application guidelines have been released. Applicants must submit the Pre-Application Interest Form and Full Application Form by April 23 at 5 p.m., PST. TCOE staff will be attending webinars to ensure we are fully versed on the application process. We've completed an initial "sensing" of our school districts' wants / needs and will be getting back in touch with all of them to confirm more specifics.

KEY CAMPUS STATUS (RECENT AND UPCOMING MAJOR PROJECT SITES)

BURNT RANCH

- *Versa Court:* **Update:** TCOE helped the district to complete a revised bid package and get it out to the building trades. We're hoping that we get some reasonable pricing in this second distribution of the project package.

CHYBA (California Heritage Youth Build Academy) – No new news on the facilities side of things.

COFFEE CREEK

- *Kitchen Equipment Regulations* – No new news
- *Generator* – **Update:** District still needs to decide on a replacement project regarding their Coast Central Award since generator has been fixed with other assistance. Our recommendation is to initiate design for either ADA generally or focus on the design for a commercial kitchen.

DOUGLAS CITY

- *UPK Facilities Application:* **Update:** District administrator and faculty met as a team and worked out the optimum location for the building. Pending district board action on Monday, Feb 12, direction will be given to the architect to proceed.
- *Shade Structure:* Expect spring 2024 installation
- *Behavioral Health Project:* See overview at beginning of report

JUNCTION CITY

- *Water System Replacement* – **Update:** While the project is still in the design phase, the district received an initial notice from the State Water Board that **the project will receive implementation funding, including the backup generator.** This is likely a \$ 1 million dollar plus project.
- *UPK Facilities Application* – **Update:** District did a site walk with their new architect, project engineers and key TCOE personnel and has determined the optimum location for the building.
- *Future Modernization* – No new news.
- *HVAC* – **Update:** We will likely be looking at the Extreme Heat funding opportunity to fund a campus wide HVAC replacement.

LEWISTON

- *Universal Pre-Kindergarten* – **Update:** After the initial bids came in too high, district staff and Semingson Architects reworked project slightly to value engineer costs while still achieving project goals. Revised bid package will be bid out within next few weeks.
- *ESSER III / HVAC / Electrical* – **Update:** Designs are nearly approved by the Division of State Architects (DSA) and we should be on track to bid project within next few months. This is another project that would benefit from the Extreme Heat Funding grant since it is likely that there will not be enough ESSER funding to complete the campus wide scope.

- *Additional Projects, Modernization Funds, etc.* – TCOE staff is working with LESD staff and board members to review overall short- and long-term steps for improving the overall campus.

MOUNTAIN VALLEY

- No new news

SOUTHERN TRINITY

- *HVAC replacement (CAL Shape – California Energy Commission):* **Update:** Pace submitted a revised contract and scope on Feb. 09. TCOE and district will review and define key next steps. This project would also be prime for Extreme Heat grant funding.
- *Architect Recruitment, Facilities Master Planning, ESSER Projects:* **Update:** TCOE staff has created a draft survey to include Semingson's key questions. Will finalize and work with district and Semingson on survey distribution.

TRINITY ALPS

- *Extreme Heat Grant:* **Update:** District will likely be applying for the Extreme Heat grant funding on their own, but we'll be in close coordination.

TRINITY CENTER

- No new updates

TRINITY COUNTY OFFICE OF EDUCATION

- *Overall TCOE Campus:* **Update:** TCOE staff is taking an initial look at our current campus, future projections for both staffing levels and programs, and how all of that informs future TCOE facilities needs and configuration.
- *New Signage:* **Update:** Over the last few months, TCOE staff has been analyzing our internal and external signage and "wayfinding." You'll notice some changes / additions starting to be implemented.
- *Summit Room:* **Update:** We have discovered some water issues with the Summit Room portable building. Facilities staff met with Jeff Morris (the contractor) on site and assessed the situation. Repairs to the door openings and surrounding thresholds are in order. Given the age and structure of the building, this is not too surprising.
- *ADA Analysis and Design:* No new updates
- *Lease agreement with County of Trinity and related items:* No new updates

Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Trinity County Office of Education	Fabio Robles Superintendent	frobles@tcoek12.org 530-623-2861

Goal 1

Goal Description

The educational outcomes of foster youth will mirror that of the general population in our county.

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
1.1: Priority 6B: Local Metric/Expulsion rate. Maintaining a 0 expulsion rate will be measured by local data.	In May 2021, there were 34 in-county (IC) foster youth and 32 out of county (OC) foster youth. No IC youth or OC youth have been expelled (0%)	0%	0%	0	We will continue to maintain a 0% expulsion rate or will remain at a rate lower than that of the general population.
1.2: Priority 6A: State Indicator/Student Suspension Indicator. Decrease suspension rate to 0%, will be measured by local data (Schoolwise reporting- SIS)	2020/2021- Two out of county youth (OC) (less than 5%) were suspended and no in county youth (IC) youth were suspended or expelled.	One out of county youth was suspended and three in county youth were suspended. 0 expulsion overall. 12% overall	7% (2/27)	Less than 5% = 1 out of county foster student, 1 out of state foster student	OC and IC Foster youth will maintain a 0% suspension rate or will remain at a rate lower than that of the general population.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
1.3: Priority 10: Coordination of Services for Foster Youth (COE Only). CHAFEE and FAFSA completion rates will be measured by local data.	As of May 2021, 70% of IC and OC High School Eligible Seniors are completing the CHAFEE and 100% are completing the FAFSA.	0 Foster Youth Seniors in the 2021-22 School Year.	100%	In progress, the FAFSA had a delay opening date. The goal is to have all foster seniors complete by Jan 2024	100% of High School Eligible Seniors OC and IC Foster Youth will complete the CHAFEE and FAFSA applications.
1.4: Priority 10: Coordination of Services for Foster Youth (COE Only). Foster Youth college campus attendance will be measured by teacher field-trip log.	As of May 2021 0% of IC and OC High School Eligible Seniors have toured a college campus.	0 Foster Youth Seniors in the 2021-22 School Year.	100%	100%. 4 out of 4 foster youth seniors have completed campus tours	100% of OC and IC Foster Youth will attend a college campus tour by the end of their senior year.
1.5: Priority 5: Local Metric/Student Engagement/School attendance rates. Increasing attendance rates will be measured by Schoolwise reporting (SIS)	2020/2021- One IC youth did not have regular attendance. All other OC youth attended school regularly. (3%)	0%	4% (1/27) IC youth attended SARB and zero OC youth)	One out of county foster student does not have regular attendance.	Foster youth will have 0% on the student attendance and review board for both IC and OC or will remain at a rate lower than that of the general population.
1.6: Priority 5: State Indicator/Student Engagement/High School Graduation Rate Indicator. Maintain 100% Foster Youth diploma rate as be measured by Schoolwise reporting (SIS)	2020/2021- One IC Youth and one OC youth eligible to graduate were awarded High School Diplomas (100%).	0 Foster Youth Seniors in the 2021-22 School Year. No % reportable	0 Foster Youth Seniors in the 2022-23 School Year. No % reportable	3 seniors are on track to graduate	All students eligible to graduate will be awarded High School Diplomas (100%).
1.7: Priority 10: Coordination of Services for Foster Youth (COE Only). Increase # of Foster Youth completing career education program as measured through progress reporting on California Career Zone program. (web-based)	2020/2021- Very little consistent college and career awareness and education available to foster youth in grades 7th-12th.	15%	0%	No progress. Instead, we moved to having monthly connections meetings that share college and career information with foster youth that attend	75% of foster youth will register with the California Career Zone. Additionally middle/high school foster youth will progress through the program by taking the self-assessments and exploring careers, education and complete the money management portions of the program.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
1.8: Priority 10: Coordination of Services for Foster Youth (COE Only). Increase Foster Youth enrolled in CTE, AP, or college ready courses as measured by Schoolwise reporting (SIS)	2020/2021- No baseline of foster youth middle and high school students taking CTE, AP, or college ready courses.	100%	29%	2 seniors are enrolled in CTE courses	70% of foster youth in Middle School and High School will select courses that are aligned to their college and career aspirations.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	Foster Youth Staff Trinity COE will continue to maintain the positions of Foster Youth Education Coordinator, and the part-time positions (if grant funding continues) who support our Foster Youth placed both in and outside of our county, who help with their transfers and work to minimize changes to school placement, ensure health and educational records are moved efficiently, assist county child welfare to deliver services, provide educational status and progress information required for court records, respond and coordinate requests and delivery of services to juvenile within the court system, who also track attendance rates, suspension rates, expulsion rates, and graduations rates to be sure that they are equal to those of their non-foster peers and will intervene to provide direct services as needed if districts are unable to provide the direct services.	No	Fully Implemented	Part-time Coordinator is being maintained. 1 full-time alumni liaison maintained through the end of the year		\$141,163.00	\$78,250

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.2	Mental Health Services to Foster Youth Trinity COE will maintain mental health services to Foster Youth students with an IEP through Trinity County Behavioral Health, tutoring services, and have expanded transport services for foster youth to include dental as well as medical care out of the area, transport to work placement and educational conferences, and transport to appropriate support groups and as well as transport to all available and necessary services if districts are unable to provide the direct services.	No	Fully Implemented	All students have been provided appropriate services as needed through the year. 1 district currently has FY students.		\$3,000.00	\$3,000
1.3	Foster Youth Executive Advisory Council A Foster Youth Executive Advisory Council will be maintained, and coordinated by Foster Youth Staff, inviting and encouraging Foster parents and Foster Youth to attend as well as services organizations (ie: Behavioral Health), local county agencies (ie: Probation), Shasta College, and school districts.	No	Fully Implemented	Attendance is growing, we've had one meetings so far this year.		\$0.00	\$0
1.4	Training to School Districts The Foster Youth Education Coordinator will continue to provide training to school districts as needed for capacity building and for expanding services.	No		Two districts have utilized training. (Only one district has FY this year enrolled)		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.5	Foster Youth Lending Library A lending library will be maintained for Foster Youth for technology devices and Internet access. Purchase devices and equipment to replace outdated devices and equipment.	No	Partially Implemented	Need to replace equipment but haven't started the process yet.		\$500.00	\$225
1.6	Foster Youth Healthy Kids Survey Review Trinity County Office of education will continue to provide oversight for the California Healthy Kids Survey but the districts are responsible for their foster youth as well as all youth enrolled in their districts (who have permission to participate) every year. TCOE will review the results insuring that we have data on their sense of safety and school connectedness.	No	Not Implementing	Survey is given every other year, this is an off year.		\$0.00	\$0
1.7	Staff to Provide College and Career Awareness to Foster Youth in 7th-12th grades Foster Youth staff will work with middle school through high school students on college and career awareness and education.	No		This action has changed. Instead of utilizing a computer based program, team started Connections Career Workshops for FY to attend. Students hear from guest speakers regarding various careers.		\$34,428.00	\$15,500

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.8	Advocacy Field-trips Student driven research and advocacy field-trip to capital regarding foster youth related future legislation	No	Partially Implemented	We plan on taking a group of students in April to this conference in Sacramento.		\$7,500.00	\$26,658

Goal 2

Goal Description

Coordinate the instruction of expelled pupils with local school districts through site-based restorative trauma-sensitive programs with the goal of decreasing expulsion and suspension and providing appropriate programming to all students. You can find the plan for expelled youth on our website under accountability at www.tcoek12.org

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED: Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). Measure % of students who have access to RISE educational placement for expulsion.	2020/2021- 100% of countywide alternative educational placements of expelled youth were served at RISE Academy.	100% of students who needed services, received services through placement at RISE.	100% of students who needed services, received services through placement at RISE.	REMOVED	Maintain 100% of students who need services, receive services through placement at RISE.
7/22 REMOVED: Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). Maintaining Wellness Liaisons provided at each school site as measured by Pathway Mental Health Grant.	2020/2021- 4 out of 9 Wellness Liaisons positions filled at each school district.	9 Wellness Liaison positions filled, along with 1 RBT	5 Wellness Liaisons positions filled, along with 3 RBT, and 4 mental health clinicians	REMOVED	9 out of 9 Wellness Liaison positions will be filled for each school district. One Wellness Liaison at each school district to assist with the coordination of wrap around and restorative practices to prevent suspension and expulsion.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED: Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). Measure % of students by grade level who need access to RISE classrooms.	RISE Academy in 2020-2021 served 100% of 7th-12th grade students in one classroom.	RISE Academy in 2021-22 served 100% of expelled youth 4th - 8th grade classroom 7th - 12th grade classroom in two classrooms.	RISE Academy in 2021-22 served 100% of expelled youth 4th - 8th grade classroom 7th - 12th grade classroom in two classrooms.	REMOVED	100% of expelled youth in 4th-12th will be served through RISE Academy in two classrooms.
7/24 ADDED: Priority 9: Coordination of Instruction of Expelled Pupils (COE Only). Maintain a 'Met' status at the Full Implementation and sustainability phase in all 4 areas. County Expelled Youth Plan is in place.	Baseline established 2023 from Local Indicator Self-Relection Tool Priority 9: In 3/4 areas, Full implementation In 1/4 areas, Full implementation and Sustainability	n/a	n/a	We will be updating and creating our new plan this spring.	Utilize the County Expelled Youth Plan when necessary. Using the rubric, TCOE will be at Full Implementation and Sustainability in 4/4 areas.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	6/23 REMOVED: RISE Academy Maintain RISE Academy a County Community School that provides an educational program for students requiring an alternative placement.	No		Removed		\$0.00	\$0
2.2	Priority 9: Expelled Youth Plan TCOE will coordinate with local districts to provide services to expelled youth to include continuation of achieving credits and to continue on the college/career pathway. Follow county-wide expulsion plan. Plan renewal every 3 years.	No		The county-wide plan is currently being followed by districts. The plan is up for revision and renewal this year. Districts will be approving a new plan by June 30.		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures

Goal 3

Goal Description

6/23 REMOVED: All Trinity County RISE Academy students will be provided with high quality classroom instruction and curriculum with personalized interventions promoting college and career readiness so that each student will be ready to return to their "home" schools on track to graduate.

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED:Priority 1 - A: Teachers in the LEA are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching. Maintain 100% as measured by Local Indicators.	2020-21 100% of teachers have appropriate credentials and are assigned to classes.	100%	100%	REMOVED	We will maintain 100% of our teachers fully credentialed and appropriately assigned.
6/23 REMOVED:Priority 1 - B: Pupils in the school district have sufficient access to the standards-aligned instructional materials. Maintain 100% as measured by Local Indicators.	2020/2021 100% of curriculum is aligned with state standards.	100%	100%	REMOVED	We will maintain 100% of our curriculum will continue to be aligned to state standards.
6/23 REMOVED:Priority 2 - A: The implementation of state board adopted academic content and performance standards for all students as measured by the implementation survey from the Local Indicators. Maintain 100%	2020/2021 100% of teachers trained in the implementation of state standards and aligned teaching based upon each student's home school standards based curriculum, in ELA, Math, and NGSS.	100%	100%	REMOVED	We will maintain 100% of our teachers and support staff trained in the implementation of state standards.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
trained as measured by Local indicator survey.					
6/23 REMOVED:Priority 4 – A: Statewide assessments. CAASPP assessment progress will be measured by CAASPP reporting through TOMS.	2018/2019 is the first year that RISE enrolled students and was the only year that RISE students took statewide assessments due to COVID-19 students did not take statewide assessments in the 19-20 school year. Depending upon the current enrollment during the CAASPP testing window all elementary, middle school and 11th grade students will be assessed, unless they are not with us for the required time. Due to the high mobility rate of students and small class sizes each student will be measured based on their individual scores. 2020-2021 Local NWEA Assessment Benchmark data shows 75% of our students showed growth in Math from their beginning of the year assessment. In Reading and Language, 65% of our students showed growth.	NWEA Assessment: 50% of students showed growth in math 50% of students showed growth in ELA	NWEA Assessment: 17% of students showed growth in math 17% of students showed growth in ELA	REMOVED	50% of the students who have spent at least 90 days at RISE Academy will maintain or increase their individual assessment test scores.
6/23 REMOVED:Priority 4 - D: The percentage of English learner pupils who make progress toward English proficiency as measured by the ELPAC Priority 4 - E: The English learner reclassification rate.	No English Learner students were enrolled at RISE Academy during the 2020-2021 school year.	0	0	REMOVED	If EL students are enrolled 100% of EL students will demonstrate proficiency as measured by the ELPAC. Due to the short-term nature of student enrollment at RISE Academy, re- classification

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
					will need to be completed at the district of residence.
6/23 REMOVED:Priority 7 - A: Access broad course of study including courses described under Sections 51210 and 51220(a)-(i). Maintain 100% access as measured by Local Indicators.	2020/2021- 100% of students had access to a broad course of study through Edgenuity online course work.	100%	100%	REMOVED	100% of students will continue to have access to a broad course of study through Edgenuity.
6/23 REMOVED:Priority 7 - B: Programs and services developed and provided to unduplicated pupils. Maintain 100% of progress towards individualized goals as measured by their outtake meeting through Schoolwise reporting (SIS).	2020/2021- School wide credit recovery, and career development and intervention classes are developed based upon initial intake and the personal needs of each student. 80% of our high students made progress toward their credit recovery, intervention and career goals.	97%	70% of students made progress toward their credit recovery goals and 100% of students made progress toward their career and intervention goals.	REMOVED	100% of students will make progress toward their credit recovery, career development and intervention goals as measured from their initial intake meeting.
6/23 REMOVED:Priority 7 - C: Programs and services developed and provided to individuals with exceptional needs. Maintain 100% of students with exceptional needs services as measured by IEP service time.	2020/2021- 100% of exceptional needs students receive appropriate services to meet their IEP goals.	100%	100%	REMOVED	100% of exceptional needs students receive appropriate services to meet their IEP goals.
6/23 REMOVED:Priority 8: Pupil Outcomes addresses pupil outcomes. Decrease # of students dropping levels on Daily Support System as measured by classroom behavior log.	2020/2021- Restorative intervention and support level system is reviewed daily with each student and progress is monitored toward personalized restorative plans. This progress is communicated regularly with parents and the referring home school staff. Overall individual level drops on avg. have been 4 students per day.	Less than three students drop levels daily.	Less than two students drop levels daily.	REMOVED	Level support system reviewed daily with less than 3 student's dropping levels per day per classroom.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED:Priority 4 - H: Pupil Achievement The percentage of pupils in, and demonstrate college preparedness pursuant to the Early Assessment Program, or any subsequent assessment of college preparedness. 11th grade CAASPP scores for ELA and Math. College preparedness will be measured by CAASPP through TOMs reporting.	In the 2020-21 School Year RISE Academy had 0 pupils in 11th grade. The NAEYC local assessment showed 50% of High School students with at least 90 Days at RISE Academy demonstrate 75% proficiency in ELA and 60% proficiency in Math. Note: Due to the high mobility rate of students and small class sizes each student will be measured based on their individual 11th Grade CAASPP scores.	Due to the high mobility rate of students and small class sizes each student will be measured based on their individual 11th Grade CAASPP scores. These will not be reported out due to confidentiality. We will continue to monitor and report locally within our staff.	Due to the high mobility rate of students and small class sizes each student will be measured based on their individual 11th Grade CAASPP scores. These will not be reported out due to confidentiality. We will continue to monitor and report locally within our staff.	REMOVED	50% of our high school students who have spent at least 90 days at RISE Academy will demonstrate college preparedness based upon 11th Grade CAASPP and local NAEYC assessments.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	6/23 REMOVED: Collaborations and Professional Development Teachers and paraprofessionals will participate in collaborations and PD. Collaborations and PD that focus on: 1. California Standards instruction (Math, ELA, NGSS, ELD) 2. Curriculum alignment (Math, ELA, NGSS, ELD) 3. Edgenuity Online Curriculum 4. Life Skills and SEL Curriculum 5. Training in reviewing results of career interest surveys with students and coordinate completion of Individualized Career Learning Plans through CA Career Zone	No		REMOVED		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	6. Trauma informed and restorative practices 7. Non-violence crisis prevention 8. Love and Logic						
3.2	6/23 REMOVED: Additional Administrator Time Ensure access to a broad course of study by monitoring the Master Schedule and enrollment as applicable, via 10% of additional administrator time to assure teachers are implementing personalized learning that aligns to required high school course schedule.	No		REMOVED		\$0.00	\$0
3.3	6/23 REMOVED: Facilities Inspections Monitor that facilities are in good repair to maximize efficiency and provide a safe learning environment.	No		REMOVED		\$0.00	\$0
3.4	6/23 REMOVED: Personalized Interventions Provide personalized intervention to students on a daily basis, embedded in the regular classroom to increase overall student achievement and address personalized restorative plans,	No		REMOVED		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	special education need, English learners, foster youth, adjudicated youth by using para-educator/instructional aides.						
3.5	6/23 REMOVED: Student Technology Ensure students have access to technology to aide classroom instruction. 1. One-to-one student to device ratio 2. Increase blended learning strategies 3. Increase access to web based learning modules 4. Security applications	No		REMOVED		\$0.00	\$0
3.6	6/23 REMOVED: Student Transitions Ensure students transition into RISE Academy are enrolled in an appropriate academic setting without a gap in services. Staff will also provide guidance and coaching on course access, college and career readiness, monitor Personalized Learning Plans and engage/coach parents in assisting students in meeting their goals.	No		REMOVED		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.7	6/23 REMOVED: Additional Rotating Aide Provide personalized intervention to students on a daily basis, embedded in the regular classroom to increase overall student achievement and increase student attendance focused on our low income student group. The intervention aide will rotate between the elementary and high school classrooms.	No		REMOVED		\$0.00	\$0

Goal 4

Goal Description

6/23 REMOVED: All students at RISE Academy will be actively engaged and supported in a safe, healthy, culturally responsive, and rigorous learning environment.

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED: Priority 6 - C: Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness. Increase survey completion as measured response rate of survey.	2020/2021- 10% of parents or guardians completed annual survey of school safety and connectedness on which decisions are based.	55%	57%	REMOVED	75% of parents or guardians will complete the annual survey of school safety and connectedness.
6/23 REMOVED: Priority 3 - A: The efforts the school district makes to seek parent input in making decisions for the school	2020/2021- 50% of our parents participate in at least one Parent Advisory Committee meeting.	50%	90%	REMOVED	100% of our parents will participate in at least one Parent Advisory Council Meeting.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
district and each individual school site. Increase parent Advisory Meeting attendance as measured by sign-in logs.					
6/23 REMOVED:Priority 3 - B: How the school district will promote parental participation in programs for unduplicated pupils. Maintain 100% feedback as measured by meeting minutes .	2020/2021- 100% parent or guardian participation in providing feedback during each student's intake and outtake meetings.	100%	100%	REMOVED	Maintain 100% parent or guardian participation and providing feedback during each student's intake and outtake meetings.
6/23 REMOVED:Priority 3 - B: How the school district will promote parental participation in programs for unduplicated pupils. Maintain 100% participation as measured by meeting minute attendance.	2020/2021- 100% of Parents/guardians of unduplicated students were included in participating in their student's intake and outtake meetings.	100%	100%	REMOVED	Maintain 100% of Parents/guardians of unduplicated students included in intake and outtake meetings.
6/23 REMOVED:Priority 3 - C: How the school district will promote parental participation in programs for individuals with exceptional needs. Maintain 100% participation as measured by meeting minutes attendance.	2020/2021-Participation for parents/guardians of students with exceptional needs shows 100% of parents attended IEP and intake and outtake meetings.	100%	100%	REMOVED	Maintain participation for parents of students with exceptional needs of 100% of parents attending IEP and intake and outtake meetings.
6/23 REMOVED:Priority 5 - A & B: School attendance rates; Chronic absenteeism rates. Increase attendance rate and decrease chronic absenteeism rate as measured by Schoolwise reporting (SIS)	2020/2021- 95% attendance rate. 1 student out of 12 students was chronically absent.	89.4% attendance rate with no chronically absent students.	73% overall attendance rate. 11 students (cumulatively) were chronically absent but of those 11 students 55% attended more at RISE than their previous school.	REMOVED	Some students are placed into RISE Academy with goals to improve their attendance at school. All students maintain 95% or higher attendance rate or attend 50% more than they attended at their district of residence prior to placement at RISE Academy. No chronically absent students while attending TCCS.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
6/23 REMOVED:Priority 5 - C: Middle school dropout rates. Maintain 0% dropout rates will be measured by Schoolwise reporting (SIS).	2020/2021- 0% Middle School Dropout Rate.	0%	0%	REMOVED	Maintain 0% Middle School Dropout Rate.
6/23 REMOVED:Priority 5 - D: High school dropout rates. Maintain 0% dropout rates will be measured by Schoolwise reporting (SIS).	2020/2021- 0% High School Dropout Rate.	0%	0%	REMOVED	Maintain 0% High School Dropout Rate.
6/23 REMOVED:Priority 5 - E: High school graduation rates. Increase graduation rates will be measured by district of residence SIS.	2020/2021- RISE does not graduate students. Students graduate from their district of residence.	RISE Academy does not graduate students. Students graduate from their district of residence.	RISE Academy does not graduate students. Students graduate from their district of residence.	REMOVED	RISE Academy does not graduate students. Students graduate from their district of residence.
6/23 REMOVED:Priority 6 - A: Pupil suspension rates. Decrease suspension rates as measured by Schoolwise reporting (SIS).	2020/2021- 1 Student was suspended during the 2020-2021 school year.	27%	4 students were suspended. 24%	REMOVED	Reduce suspension rate to 0%.
6/23 REMOVED:Priority 6 - B: Pupil expulsion rates. Maintain 0% expulsion rates will be measured by Schoolwise reporting (SIS).	2020/2021- 0% Expulsion rate.	1 Suspended Expulsion this school year. Still 0% Expulsion Rate.	0%	REMOVED	Maintain 0% Expulsion Rate.
6/23 REMOVED:Priority 3 - B: How the school district will promote parental participation in programs for unduplicated pupils. Increase parent participation as measured by course sign-in logs.	2020/2021- 50% of parents participated in Love and Logic Parenting classes.	0%	0%	REMOVED	100% of parents will participate in one Love and Logic Parent Development evening class.
6/23 REMOVED:Priority 6 - C: Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.	2020/2021- 100% of students at RISE completed the annual survey of school safety and connectedness.	90%	71%	REMOVED	Maintain 100% of students completing the annual survey of school safety and connectedness.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Maintain student safety and connectedness as measured by student surveys.					

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.1	Removed 6/23 Social Emotional Support Ensure adequate social and emotional support is provided to students, including special education, ELL, foster youth, and adjudicated youth. 1. Provide Counseling services 2. Provide professional development in positive behavioral intervention 3. Collaborate with interagency staff to develop consistent programming between home to school (district of residence staff, probation officers, and parents/guardians)	No		REMOVED		\$0.00	\$0
4.2	Removed 6/23 Social Emotional Support Career Engage students and their families in relevant learning through functional life skills, and expose them to careers by offering certification courses and working the California Career Zone website guided by classroom para-educator.	No		REMOVED		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.3	Removed 6/23 Social Emotional Support Run Parent Advisory Council Seek parental input through the Parent Advisory Council, parent surveys, input at board meetings, parent	No		REMOVED		\$0.00	\$0
4.4	Removed 6/23 Social Emotional Support Mental Health Clinician One part-time, 2 day per week, focused on supports for staff and students	No		REMOVED		\$0.00	\$0
4.5	Removed 6/23 Social Emotional Support Registered Behavior Technician Current para-educators will be required to complete and pass registered behavioral technician training and become certified by March 2023	No		REMOVED		\$0.00	\$0
4.6	Removed 6/23 Social Emotional Support Moral Recognition Therapy Training Provide training to all staff	No		REMOVED		\$0.00	\$0
4.7	Removed 6/23 Social Emotional Support Classroom site move	No		REMOVED		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Move elementary classroom back to high-school campus to allow for more collaboration and wrap around services						

Goal 5

Goal Description

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures