

**Gorman Joint School District**  
49847 Gorman School Road  
P.O. Box 104  
Gorman, CA 93243  
(661) 248-6441 - FAX (661) 248-0604

## **BOARD OF TRUSTEES**

### **MINUTES OF THE REGULAR MEETING**

**October 15, 2019**

The President of the Board, Steve Sonder, called the Regular Meeting of the Gorman Joint School District Board of Trustees to order at 3:00 P.M.

The Flag salute was held.

Members Present: Steve Sonder, President  
Patricia Edwards, Clerk  
Julie Ralphs, Member

Also Present: Johannis Andrews, Superintendent/Principal  
Jean Cummings, Business Manager/Consultant  
Denise Saenz, Accounting/Data Processing Technician

Others Present:

6437 The Board approved the Agenda as presented for October 15, 2019.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6438 Adjourn to Closed Session at 3:01 P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

1. Personnel (Govt. Code 54957)
2. Employer/Employee Relations (Govt. Code 54957.7)
3. Public Employee Discipline/Dismissal/Release

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6439 Reconvened to Regular Session at 3:30 P.M.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

No action taken in closed session.

Board President, Steve Sonder, asked for any comments from the Board.

President Sonder acknowledged that Gorman Joint School District received positive certification from Los Angeles County. He would like to thank Mr. Andrews and Jean Cummings for all of their hard work in making this possible.

Board President, Steve Sonder, asked for any comments from the staff.

New teacher, Michele Downing, introduced herself to the Board.

Board President, Steve Sonder, asked for any comments from the public.

There were none at this time.

6440 The Board discussed the first reading of the Gorman Learning Charter Network Bylaws.

6441 The Board approved the Minutes of the Regular Meeting of September 10, 2019.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6442 The Board approved Purchase Orders #19-20-057 through 19-20-089 of which \$25,980.01 was paid from the General Fund and \$10,102.30 from other funds.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6443 The Board approved Commercial Warrant Register with \$18,888.46 paid out of Fund 01.0, \$314.00 paid out of Fund 13.0, \$9,026.55 paid out of Fund 14.0 and \$10,000.00 paid out of 76.0 for a total amount of \$38,229.01.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6444 The Board approved Resolution #05-19-20 for the Appropriations Limit Recalculation and the 2019-20 Projected Appropriations Limit Calculation (GANN Limit.)

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6445 The Board approved the Quarterly Report on Williams Uniform Complaints July 1 to September 30, 2019 (1<sup>st</sup> QTR).

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6446 The Board approved 76 Wonder Media Story Maker and Animation Now 12 month licenses at \$20 each for a total of \$1,520.00.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6447 The Board approved the Licensing Agreement between the Gorman Elementary School District and Document Tracking Services, effective October 1, 2019-October 1, 2020 in the amount of \$395.00 and the 2019 Spanish School Accountability Report Card Translation Services in the amount of \$150.00 and DTS forms Services in the amount of \$395.00 for a total of \$940.00.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6448 The Board approved the Visiting Artist Agreement between Mary T. Pivetti and Gorman Joint School District in the amount of \$9,900.00.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6449 The Board approved the Visiting Artist Agreement between Teresa LeGault and Gorman Joint School District in the amount of \$9,450.00.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6450 The Board approved Contract #AG-20-4036 Advancement Grant Program Agreement between the County of Los Angeles and the Gorman Joint School District effective on the date this Agreement is executed by all parties hereto and will expire on June 30, 2020. The maximum grant amount Agreement payable by the County to the Grantee under this Agreement may not exceed \$22,500.00.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6451 The Board approved the Golden Valley Municipal Water District water rates of \$13.91 per day, only when school is in session, to provide water service to Gorman Elementary School, effective 8/1/19.

Motion made by Julie Ralphs, Seconded by Steve Sonder Patricia Edwards abstained. Vote: yes 2/no 0

6452 The Board approved Conference/Mileage Report #03-19-20.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6453 The Board approved Personnel Report #04-19-20.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6454 The Board approved Resolution #06-19-20 Board Absence of Julie Ralphs on September 10, 2019.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

6455 The Board approved the 2019-20 Contract for Employment as a Certificated Employee for Michele R. LeMaire, effective October 1, 2019-June 20, 2020.

Motion made by Patricia Edwards, Seconded by Julie Ralphs Vote: yes 3/no 0

The next regular meeting of the Board of Trustees will be held Tuesday, November 12, 2019 at 3:00 P.M. closed session and 3:30 P.M. regular session.

6456 The Board adjourned the meeting at 3:40 P.M.

Motion made by Julie Ralphs, Patricia Edwards Vote: yes 3/no 0

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Steve Sonder, President

PURCHASE ORDER LOG

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
19-20-090	10/1/2019	QUILL	TONER FOR OFFICE PRINTERS	170.52			
91	10/7/19	DENISE SAENZ	MILEAGE 9/19	\$324.80	\$324.80		10/8/19
92	10/7/19	DENISE SAENZ	REIMBURSEMENT FOR HOTEL-AERIESCON	\$424.38	\$424.38		10/8/19
93	10/7/19	LORI MICHI KNIGHT	MILEAGE 9/19	\$134.79	\$134.79		10/8/19
94	10/7/19	AMERICAN EXPRESS	DS-DIST SUPPLIES-AMAZON SHIPPING, CONF REG, JA-DIST SUPPLIES	\$1,317.33	\$1,317.33		10/8/19
95		VOID- PD BY AMEX					
96	10/8/19	QUILL	CUSTODIAL SUPPLIES	\$159.64	\$159.64		10/10/19
97	10/8/19	PRENTIS EDWARDS	TECH SERVICES 9/19	\$250.00	\$250.00		10/10/19
98	10/8/19	SANTANA'S PLUMBING	PLUMBING SERVICES 9/18/19	\$560.00	\$560.00		10/10/19
99	10/8/19	READY REFRESH BY NESTLE	SERVICE & SUPPLIES 8/23/19-9/22/19	\$48.76	\$48.76		10/10/19
100	10/8/19	WEX BANK	GAS-VANS 8/23/19 & 9/10/19	\$283.04	\$283.04		10/10/19
101	10/8/19	WONDER MEDIA	STORY MAKER VISITING ARTIST PROGRAM	\$2,800.00	\$2,800.00		10/10/19
102	10/8/19	REVOLUTION FOODS, INC	FOOD SERVICE 8/19	\$2,943.25		\$2,943.25	10/10/19
103	10/8/19	SANTANA'S PLUMBING	PLUMBING SERVICES 9/14/19	\$1,065.00	\$1,065.00		10/10/19
104	10/8/19	ATKINSON, ANDELSON, LOYA, RUDD & ROMO	LEGAL SERVICES 8/19	\$77.44	\$77.44		10/10/19
105	10/8/19	B COMMUNICATIONS CO	PHONE EQUIPMENT SERVICE 9/19	\$367.55	\$367.55		10/10/19
106	10/8/19	ACE HARDWARE	MAINT SUPPLIES & CUSTODIAL SUPPLIES	\$102.25	\$102.25		10/10/19
107	10/8/19	AKA WATER SERVICES, INC	BACTERIOLOGICAL SAMPLING 8/19 & 9/19	\$150.00	\$150.00		10/10/19
108	10/8/19	STORER TRANSPORTATION	HOME TO SCHOOL TRANSPORTATION 8/19	\$6,592.99	\$6,592.99		10/2/19
109	10/18/19	SANTANA'S PLUMBING	PLUMBING SERVICE 10/5/19	\$240.00	\$240.00		10/2/19
110	10/18/19	AMERICAN BUSINESS MACHINES	STAPLES FOR CANON COPIER	\$82.46	\$82.46		10/2/19
111	10/18/19	DOCUMENT TRACKING SERVICES	DOCUMENT TRACKING SERVICES 10/1/19-10/1/20	\$940.00	\$940.00		10/2/19
112		WONDER MEDIA	WONDER MEDIA STORY	\$1,520.00			
113		KERN CO SUPT OF SCHOOLS	CAMP KEEP OCEAN 6/3/19-6/6/19	\$6,710.00			
114	10/18/19	LOPEZ LANDSCAPING	MOW/EDGE FRONT & BACK LAWN	\$200.00	\$200.00		10/2/19
115	10/18/19	ELIZABETH FIEDOREK	ANIMATION/DRAWING PD	\$100.00	\$100.00		10/2/19
116	10/18/19	MICHELE LEMAIRE	REIMBURSEMENT FOR FINGERPRINTING	\$63.00	\$63.00		10/2/19
117	10/18/19	TERESA LEGAULT	PROJECT MANAGEMENT STORY MAKER & DRAWING	\$1,800.00	\$1,800.00		10/2/19
118	10/18/19	MARY PIVETTI	PROFESSIONAL DEVELOPMENT, PROJECT MANAGEMENT STORY MAK	\$900.00	\$900.00		10/2/19
119	10/18/19	QUILL	INSTRUCTIONAL SUPPLIES	\$67.33	\$67.33		10/2/19
120		DICK BLICK	ART SUPPLIES				
121	10/18/19	REVOLUTION FOODS, INC	FOOD SERVICE 9/19	\$4,417.50		\$4,417.50	10/2/19
			TOTAL	\$34,812.03	\$19,050.76	\$7,360.75	
			REMAINING UNPAID	\$8,400.52			

Report ID: FIN-AP-0004

Run Date: 11/07/2019

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Commercial Warrant Register

10/01/2019 - 10/31/2019

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
ACE HARDWARE - 0000009886	000000020024911	AD,64584,200000000107,1	GAX,64584,200000000116,1,0,1			01,0	00000,0	00000	81000	4360	0000000	4/2020	75.74	0.00	75.74
		AD,64584,200000000107,1	GAX,64584,200000000116,1,0,2			01,0	00000,0	00000	81100	4370	0000000	4/2020	26.51	0.00	26.51
Warrant Total: 102.25															

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
AERES SOFTWARE - 0000007504	000000020021536	AD,64584,2000000000985,1	GAX,64584,2000000000994,1,0,1			01,0	00000,0	11100	10000	4340	0000100	4/2020	8,600.00	0.00	8,600.00
		Warrant Total: 6,600.00													

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
AKA WATER SERVICES, INC. - 0000007659	000000020024912	AD,64584,200000000103,1	GAX,64584,200000000115,1,0,1			01,0	00000,0	00000	72000	5900	0000000	4/2020	150.00	0.00	150.00
		Warrant Total: 150.00													

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
AMERICAN BUSINESS MACHINES - 0000009839	000000020028600	AD,64584,200000000120,1	GAX,64584,200000000141,1,0,1			01,0	11000,0	11100	10000	4310	0000000	4/2020	41.23	0.00	41.23
		AD,64584,200000000120,1	GAX,64584,200000000141,1,0,2			01,0	00000,0	00000	27000	4350	0000000	4/2020	20.62	0.00	20.62
		AD,64584,200000000120,1	GAX,64584,200000000141,1,0,3			01,0	00000,0	00000	72000	4350	0000000	4/2020	20.61	0.00	20.61
Warrant Total: 82.46															

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
AMERICAN EXPRESS - 0000012205	000000020023175	AD,64584,200000000101,1	GAX,64584,200000000109,1,0,1			01,0	11000,0	11100	10000	4310	0000000	4/2020	129.33	0.00	129.33
		AD,64584,200000000101,1	GAX,64584,200000000109,1,0,2			01,0	00000,0	00000	72000	5220	0000000	4/2020	1,188.00	0.00	1,188.00
Warrant Total: 1,317.33															

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
AMERICAN EXPRESS - 0000012205	000000020023175	AD,64584,200000000101,1	GAX,64584,200000000109,1,0,1			01,0	11000,0	11100	10000	4310	0000000	4/2020	129.33	0.00	129.33
		AD,64584,200000000101,1	GAX,64584,200000000109,1,0,2			01,0	00000,0	00000	72000	5220	0000000	4/2020	1,188.00	0.00	1,188.00
Warrant Total: 1,317.33															

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Commercial Warrant Register  
 10/01/2019 - 10/31/2019

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt	
ARCADIA AUDIOMETRIC ASSOCIATES, INC. - 0860007424	080000020021537	AD,64584,20000000000085,1	GAX,64584,2000000000104,1,0,1			01,0	00000,0	11100	10000	5800	0000100	4/2020	550,00	0,00	550,00	
	090000020021537														Warrant Total:	550,00
ATG AUTOMOTIVE SPECIALISTS - 0000008774	000000020021538	AD,64584,20000000000092,1	GAX,64584,2000000000092,1,0,1			01,0	14000,0	00000	36000	4360	0000000	4/2020	535,88	0,00	535,88	
	000000020021538														Warrant Total:	535,88
ATKINSON, ANDELSON, LOVA, RUUD & ROIMO - 0000008796	000000020024913	AD,64584,20000000000106,1	GAX,64584,2000000000118,1,0,1			01,0	00000,0	00000	71000	5820	0000000	4/2020	77,44	0,00	77,44	
	000000020024913														Warrant Total:	77,44
B COMMUNICATIONS COMPANY - 0000069380	000000020024914	AD,64584,20000000000113,1	GAX,64584,2000000000117,1,0,1			01,0	00000,0	00000	72000	5810	0000000	4/2020	367,55	0,00	367,55	
	000000020024914														Warrant Total:	367,55
BK'S HEATING & AIR - 0000007627	000000020023176	AD,64584,20000000000098,1	GAX,64584,2000000000110,1,0,1			01,0	00000,0	00000	81000	5630	0000000	4/2020	640,00	0,00	640,00	
	000000020023176														Warrant Total:	640,00
CANON FINANCIAL SERVICES, INC. - 0000007508	000000020021539	AD,64584,20000000000086,1	GAX,64584,2000000000105,1,0,1			01,0	00000,0	11100	10000	5610	0000000	4/2020	214,53	0,00	214,53	
	000000020021539					01,0	00000,0	00000	72000	5610	0000000	4/2020	71,51	0,00	71,51	
															Warrant Total:	286,04

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Commercial Warrant Register  
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CECELIA J. CUMMINGS, CPA - 0000007821	000000020021540	AD,64584,2000000000087,1	GAX,64584,200000000102,1,0,1			01,0	00000,0	00000	72000	5850	0000000	4/2020	2,730.00	0.00	2,730.00	
		AD,64584,2000000000087,1	GAX,64584,200000000102,1,0,2			01,0	65000,0	57700	21000	5850	0000001	4/2020	1,050.00	0.00	1,050.00	
		AD,64584,2000000000087,1	GAX,64584,200000000102,1,0,3			01,0	65000,0	57700	21000	5850	0000000	4/2020	420.00	0.00	420.00	
	000000020021540														Warrant Total:	4,200.00
DELTA DENTAL - 0000008847	000000020021541	AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,1			01,0	00000,0	11100	10000	3411	0000000	4/2020	97.71	0.00	97.71	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,2			01,0	65000,0	57700	11200	3411	0000000	4/2020	12.06	0.00	12.06	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,3			01,0	00000,0	11100	10000	3412	0000000	4/2020	48.25	0.00	48.25	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,4			01,0	14000,0	00000	36000	3412	0000000	4/2020	12.06	0.00	12.06	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,5			13,0	53100,0	00000	37000	3412	0000000	4/2020	12.06	0.00	12.06	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,6			01,0	00000,0	00000	72000	3412	0000000	4/2020	48.25	0.00	48.25	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,7			01,0	00000,0	00000	71100	3412	0000000	4/2020	60.31	0.00	60.31	
		AD,64584,2000000000093,1	GAX,64584,200000000103,1,0,9			01,0	00000,0	00000	27000	3411	0000000	4/2020	12.36	0.00	12.36	
	000000020021541														Warrant Total:	315.43
DENISE SAENZ - 0000012159	000000020023177	AD,64584,2000000000100,1	GAX,64584,200000000112,1,0,1			01,0	00000,0	11100	10000	5220	0000100	4/2020	424.38	0.00	424.38	
		AD,64584,2000000000100,1	GAX,64584,200000000113,1,0,1			01,0	00000,0	11100	10000	5210	0000100	4/2020	324.80	0.00	324.80	
	000000020023177														Warrant Total:	749.18



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Commercial Warrant Register  
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DOCUMENT TRACKING SERVICES - 0000007652	000000020028601	AD,64584,200000000116,1	GAX,64584,200000000138,1,0,1			01,0	00000,0	11100	10000	5800	00000000	4/2020	940,00	0,00	940,00
	000000020028601														940,00
Warrant Total: 940,00															
ELIZABETH FEDOREK - 0000096381	000000020028602	AD,64584,200000000127,1	GAX,64584,200000000131,1,0,1			01,0	00000,0	11100	10000	5800	0000100	4/2020	100,00	0,00	100,00
	000000020028602														100,00
Warrant Total: 100,00															
GOLDEN VALLEY MUNICIPAL WATER DISTRICT - 0000007413	000000020021542	AD,64584,200000000092,1	GAX,64584,200000000098,1,0,1			01,0	00000,0	00000	82000	5585	00000000	4/2020	1,031,20	0,00	1,031,20
	000000020021542														1,031,20
Warrant Total: 1,031,20															
HEATHER'S BEHAVIOR SUPPORT SERVICES - 0000009103	000000020022204	AD,64584,200000000097,1	GAX,64584,200000000097,1,0,1			30,0	00000,0	00000	85000	6510	00000000	4/2020	18,000,00	0,00	18,000,00
	000000020022204														18,000,00
Warrant Total: 18,000,00															
GOPHER - 0000006993	000000020028603	AD,64584,200000000123,1	GAX,64584,200000000130,1,0,1			01,0	00000,0	11100	10000	4400	0000100	4/2020	1,669,76	0,00	1,669,76
	000000020028603														1,669,76
Warrant Total: 1,669,76															
HEATHER'S BEHAVIOR SUPPORT SERVICES - 0000009103	000000020021543	AD,64584,200000000095,1	GAX,64584,200000000095,1,0,1			01,0	00000,0	11100	10000	5800	0000100	4/2020	1,000,00	0,00	1,000,00
	000000020021543														1,000,00
Warrant Total: 1,000,00															
JOHANNIS ANDREWS II - 0000007466	000000020021544	AD,64584,200000000084,1	GAX,64584,200000000093,1,0,1			01,0	00000,0	00000	72000	5210	00000000	4/2020	0,00	0,00	0,00
	000000020021544					01,0	00000,0	00000	72000	5210	00000000	4/2020	367,72	0,00	367,72
Warrant Total: 367,72															

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Commercial Warrant Register  
 10/01/2019 - 10/31/2019

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOBJ/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt	
	000000020021544															367.72
KAISER FOUNDATION HEALTH PLAN, INC. - 0000007631	000000020021545	AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,1			01,0	00000,0	11100	10000	3411	0000000	4/2020	2,110.40	0.00	2,110.40	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,10			01,0	00000,0	00000	71500	3411	0000000	4/2020	405.00	0.00	405.00	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,2			01,0	65000,0	57700	11200	3411	0000000	4/2020	147.60	0.00	147.60	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,3			01,0	00000,0	11100	10000	3412	0000000	4/2020	1,141.60	0.00	1,141.60	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,4			01,0	14000,0	00000	36000	3412	0000000	4/2020	310.40	0.00	310.40	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,5			13,0	53100,0	00000	37000	3412	0000000	4/2020	272.60	0.00	272.60	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,6			01,0	00000,0	00000	72000	3412	0000000	4/2020	990.40	0.00	990.40	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,7			01,0	00000,0	00000	81000	3412	0000000	4/2020	1,263.00	0.00	1,263.00	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,8			76,0	00000,0	00000	00000	9517	0000000	4/2020	700.00	0.00	700.00	
		AD.64584,20000000000088,1	GAX.64584,20000000000098,1,0,9			01,0	00000,0	00000	27000	3411	0000000	4/2020	405.00	0.00	405.00	
	000000020021545															7,746.00
LAMINATION DEPOT - 000005694	000000020024915	AD.64584,200000000114,1	GAX.64584,200000000127,1,0,1			01,0	00000,0	11100	10000	4310	0000100	4/2020	98.51	0.00	98.51	
	000000020024915															98.51

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Commercial Warrant Register  
 10/01/2019 - 10/31/2019

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOBJ/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
LOPEZ LANDSCAPING - 0000007713	000000020021546	AD,64584,2000000000089,1	GAX,64584,2000000000095,1,0,1			01,0	00000,0	00000	81000	5630	00000000	4/2020	200,00	0,00	200,00
	000000020021546														200,00
	000000020028604	AD,64584,2000000000117,1	GAX,64584,2000000000136,1,0,1			01,0	00000,0	00000	81000	5630	00000000	4/2020	200,00	0,00	200,00
	000000020028604														200,00
LORI MICHI KNIGHT - 0000008826	000000020023178	AD,64584,2000000000089,1	GAX,64584,2000000000111,1,0,1			01,0	65000,0	57700	11100	5220	00000000	4/2020	134,79	0,00	134,79
	000000020023178														134,79
	000000020028605	AD,64584,2000000000122,1	GAX,64584,2000000000132,1,0,1			01,0	00000,0	11100	10000	5800	00001000	4/2020	900,00	0,00	900,00
	000000020028605														900,00
MARY T. PIVETTI, M.ED - 0000008859	000000020028606	AD,64584,2000000000128,1	GAX,64584,2000000000135,1,0,1			01,0	00000,0	00000	72000	5860	00000000	4/2020	63,00	0,00	63,00
	000000020028606														63,00
	000000020028607	AD,64584,2000000000115,1	GAX,64584,2000000000143,1,0,1			01,0	00000,0	00000	82000	5560	00000000	4/2020	204,72	0,00	204,72
	000000020028607														204,72
MOUNTAINSIDE DISPOSAL, INC. - 0000007576	000000020024816	AD,64584,2000000000110,1	GAX,64584,2000000000125,1,0,1			01,0	00000,0	00000	77000	5640	00000000	4/2020	250,00	0,00	250,00
	000000020024816														250,00
	000000020028608	AD,64584,2000000000110,1	GAX,64584,2000000000125,1,0,1			01,0	00000,0	00000	77000	5640	00000000	4/2020	250,00	0,00	250,00
	000000020028608														250,00

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QUILL - 0000007767	000000020021547	AD,64584,2000000000091,1	GAX,64584,200000000101,1,0,1			01,0	00000,0	11100	10000	4310	0000100	4/2020	42,69	0,00	42,69
	000000020021547	AD,64584,2000000000091,1	GAX,64584,200000000101,1,0,2			01,0	11000,0	11100	10000	4310	0000000	4/2020	28,95	0,00	28,95
	000000020024917	AD,64584,200000000105,1	GAX,64584,200000000125,1,0,1			01,0	00000,0	00000	81100	4370	0000000	4/2020	159,64	0,00	159,64
	000000020028608	AD,64584,200000000119,1	GAX,64584,200000000128,1,0,1			01,0	00000,0	11100	10000	4310	0000100	4/2020	67,33	0,00	67,33
	000000020028608	AD,64584,200000000108,1	GAX,64584,200000000123,1,0,1			01,0	00000,0	00000	82000	5530	0000000	4/2020	48,76	0,00	48,76
READY REFRESH BY NESTLE - 0000006817	000000020024918	AD,64584,200000000112,1	GAX,64584,200000000120,1,0,1			13,0	53100,0	00000	37000	4710	0000000	4/2020	2,943,25	0,00	2,943,25
REVOLUTION FOODS, INC. - 0000006669	000000020024919	AD,64584,200000000126,1	GAX,64584,200000000129,1,0,1			13,0	53100,0	00000	37000	4710	0000000	4/2020	4,417,50	0,00	4,417,50
SANTANA'S PUMPING - 0000012306	000000020024920	AD,64584,200000000111,1	GAX,64584,200000000119,1,0,1			01,0	00000,0	00000	81000	5630	0000000	4/2020	1,065,00	0,00	1,065,00
	000000020024920	AD,64584,200000000111,1	GAX,64584,200000000124,1,0,1			01,0	00000,0	00000	81000	5630	0000000	4/2020	560,00	0,00	560,00
	000000020028610	AD,64584,200000000125,1	GAX,64584,200000000142,1,0,1			01,0	00000,0	00000	81000	5630	0000000	4/2020	240,00	0,00	240,00
	000000020028610	AD,64584,200000000090,1	GAX,64584,200000000106,1,0,1			01,0	00000,0	00000	82000	5520	0000000	4/2020	48,35	0,00	48,35

info@exchange

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SoCalGas - 000000744	00000020021550					01.0	00000.0	00000	82000	5520	0000000	4/2020			49.35
	000000200228612	AD,64584,200000000118,1	GAX,64584,200000000134,1,0,1										49.35	0.00	49.35
	000000200228612														49.35
SOUTHERN CALIFORNIA EDISON - 0000008874	00000020021549					01.0	00000.0	00000	82000	5510	0000000	4/2020			2,054.42
	00000020021548	AD,64584,200000000094,1	GAX,64584,200000000107,1,0,1										2,054.42	0.00	2,054.42
	000000200228611	AD,64584,200000000121,1	GAX,64584,200000000139,1,0,1										1,723.54	0.00	1,723.54
STORER TRANSPORTATION - 0000007477	00000020021549					01.0	00000.0	00000	72000	5860	0000000	4/2020			60.00
	00000020021549	AD,64584,200000000095,1	GAX,64584,200000000100,1,0,1										60.00	0.00	60.00
	00000020021549														60.00
TERESA LEGAULT - 0000009079	000000200228613	AD,64584,200000000124,1	GAX,64584,200000000133,1,0,1			01.0	00000.0	11100	10000	5800	0000100	4/2020	1,800.00	0.00	1,800.00
	000000200228613														1,800.00
VAR TECHNOLOGY FINANCE - 0000012281	00000020022836					01.0	00000.0	11100	10000	6400	0000100	4/2020	781.48	0.00	781.48
	00000020022836	AD,64584,200000000129,1	GAX,64584,200000000140,1,0,1										781.48	0.00	781.48

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10/01/2019 - 10/31/2019

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOBJ/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt	
WEX BANK - 000000775	000000020024822	AD,64584,20000000104,1	GAX,64584,200000000122,1,0,1			01.0	00000.0	00000	81000	4380	0000000	4/2020	283.04	0.00	283.04	
	000000020024822														Warrant Total:	283.04
WONDER MEDIA, LLC - 0000008905	000000020024923	AD,64584,20000000109,1	GAX,64584,200000000121,1,0,1			01.0	00000.0	11100	10000	5800	0000100	4/2020	2,800.00	0.00	2,800.00	
	000000020024923														Warrant Total:	2,800.00
															Disbursement Doc Count:	48
															Total:	74,646.55
																74,646.55

Type of Disbursements	Daily	MTD	FYTD	Daily First Warrant	Daily Last Warrant	Disbursements
Automated Warrant Count	48	0	0	000000020021536	000000020032636	48
Manual Warrant Count	0	0	0			0

Fund	Warrant Amt
01.0	48,301.14
13.0	7,645.41
30.0	18,000.00
76.0	700.00

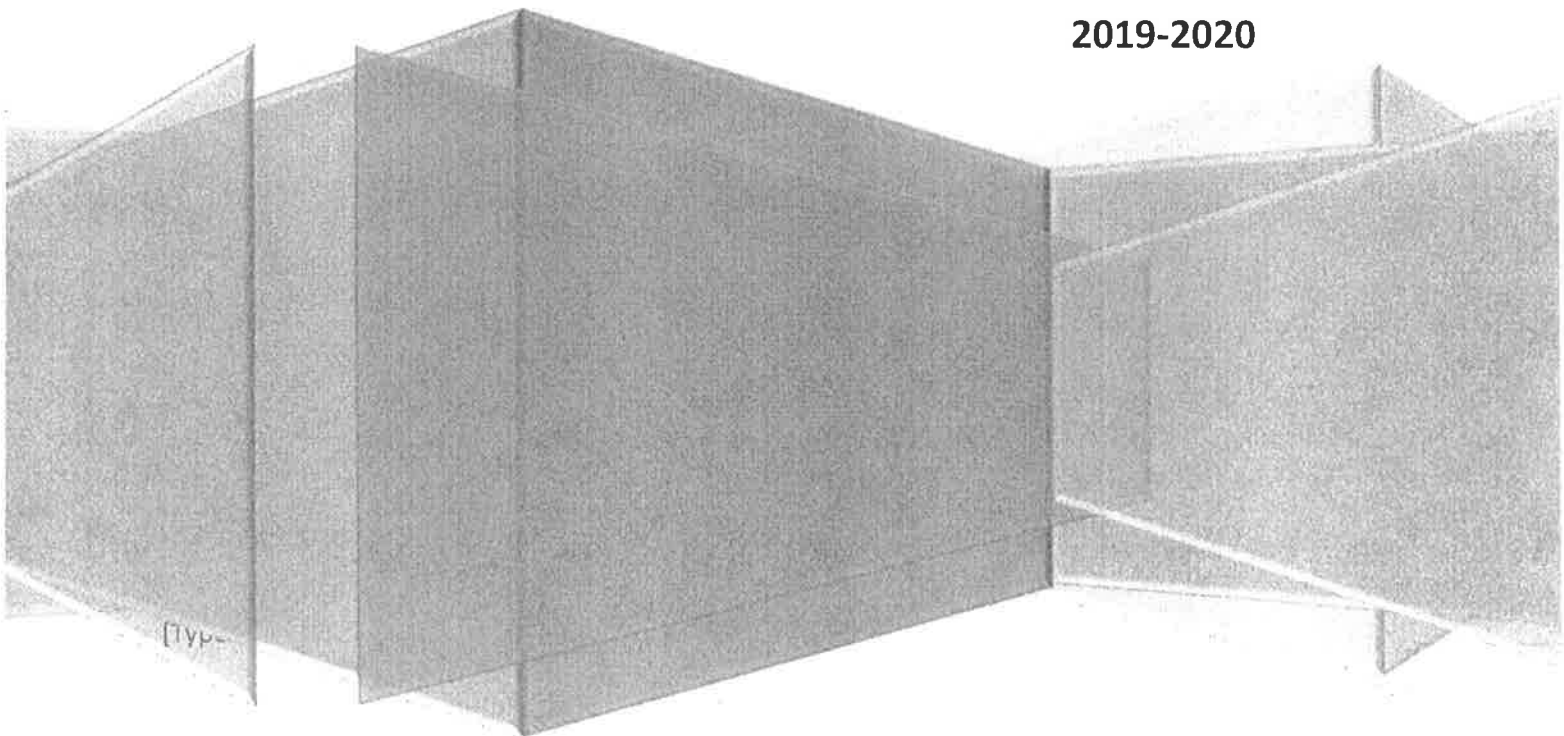


**Gorman Elementary School**  
**Comprehensive School Safety (SB 187)**  
**And**  
**Emergency Preparedness**  
**Plan**

**Gorman Joint School District 49847 Gorman School Road, P.O. Box 104, Gorman CA 93243**  
**Phone 661-248-6441 Fax 661-248-0604**



**2019-2020**



### **Introduction**

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

1. An assessment by the School Safety Planning Committee of the Gorman Advisory Committee, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.
2. The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:
  - Child Abuse reporting procedures
  - Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
  - Procedures to notify teachers and counselors of dangerous students
  - Sexual Harassment Policy
  - Safe ingress and egress to and from school
  - Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
  - Dress Code
  - Routine and emergency disaster procedures including

**The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the main office and on the District and school website.**



## School Safety Planning Committee

The advisory committee or school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. (Ed. Code 35294.1) The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1) Local law enforcement has been consulted. (Ed. Code 39294, 1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

## Safety Plan Committee

### Members:

- **Johannis L. Andrews**                      **Superintendent/Principal**
- **Michi Knight**                              **Asst. Principal/Teacher/Special Education Director**
- **Denise Saenz**                              **School Secretary**
- **CHP Richard Anthes**                      **Area Liaison Officer**
- **Officer Steven Snover**                      **LA County Sheriff**
- **Kim Lowe**                                      **Special Education Aide**
- ~~Heather Allison~~                      **Supervision Aide**  
**Leah Cetani**

## Annual Safety Goals

*The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)*

### Safety Plan Goals

#### Introduction

The Gorman Joint School District is located at the southern tip of the beautiful Tehachapi Mountains, 60 miles northwest of downtown LA. Gorman has one K-8 school with 100 students and five teachers. The small size of our school makes it possible to have an individualized nurturing environment in each classroom where the average class size is 20 students. Gorman Elementary is designated by the State Department of Education as a district of choice. As such many families from surrounding districts enroll their students at Gorman to take advantage of the small school environment. The Gorman School District is known for having a very supportive Board. The Board recently adopted five district goals that will help to propel the District forward toward our vision of academic success for each student. The mission of our District is to provide a challenging and rigorous educational experience for each of our students.

The Safe School Plan was written by a representative group, in consultation with law enforcement, and fire department to address the safety concerns identified by students, staff and the community at Gorman Elementary school.

Data used for the plan was obtained from annual suspension and expulsion reports, student and staff surveys including the California Health Kids Survey, and parent concerns. Our plan is to address the needs that will provide for continuity of services and activities all students in the Gorman Joint School District.

The following areas were identified as safety concerns: student attendance, school climate, school security practices, policies and procedures. School climate incorporates issues related to character education, student's refusal skills and student resiliency. Each area identified was then divided into an overview of the issue, goals and objectives to address the issue, as well as activities to meet those objectives. The committee recognizes that student safety is a community issue and the entire community must be involved in keeping our schools safe.

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**ISSUE: POOR STUDENT ATTENDANCE**

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Regular school attendance is crucial for children to learn basic skills and meet educational standards. Students must be present in the classroom when instruction is provided in order to benefit from such instruction. When students are absent or late, they miss out on valuable instructional time. In addition to the educational difficulties an emotional impact, for the student also exists. Research indicates that students who are absent a great deal are more likely to fail academically, drop out of school, and become delinquent over time.

From an educational perspective, poor student attendance makes evaluating the student's progress, performance, and the instructional program difficult, if not impossible. In addition, poor student attendance affects the school at large in terms of the pacing of lessons, teacher resources and financial loss. Poor attendance further affects our community in terms of increased crime in neighborhoods and support of an uneducated population.

California State law requires that children between the ages of six and seventeen attend school daily, on time, unless the parent gives a valid excuse. A student with five unexcused absences is considered a truant from school. Parents and students may be prosecuted by the District Attorney's Office. Laws regarding Positive Attendance result in a loss of revenue to the district and school site for any student either excused or unexcused, who is not in attendance. This affects the district's ability to maintain a strong instructional program for all students. Thus, one student's absences can have a negative effect on all of the students learning.

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**GOAL: INCREASE STUDENT ATTENDANCE**

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**OBJECTIVES:**

- 1) Increase percentage of district's student attendance to or above 95 percent.
- 2) Decrease the percentage of students with chronic attendance problems by 5%.
- 3) Reduce the number of truant students by 5% annually.
- 4) Increase parent education efforts regarding the importance of regular school attendance and compulsory education laws.
- 5) Increase the number of truant students referred to SARB and District Attorney for prosecution.

**PREVENTION:**

**Prevention activities are focused on improving the climate and culture of the school so that students want to attend.**

<b>Prevention</b>	<b>When</b>	<b>Whom is Responsible</b>
Educate parents on Compulsory Education laws. Include notice in school newsletter or	Beginning of the school year	Site Administrator
Educate parents on what appropriate circumstances for student absences are: define illness and signs of when a student should stay home; fever, vomiting, etc.	Beginning of the school year	Site Administrator
Encourage parents to make time spent absent from school a time for rest and little stimulation.	Beginning of the school year	Site Administrator
Handbook to all parents regarding California state law on Compulsory Education.	Beginning of the school year	Site Administrator
Publicize rewards for students with perfect attendance. Publicize in school newsletters, announcements, etc.	Annually	Site Administrator
Teachers will notify students of importance of good attendance, and expectation that students attend school daily, on time.	Beginning of the school year	Teachers
Teachers will touch upon the importance of attendance at open house, back to school activities and parent conferences, emphasizing how missing even one day makes a difference in student achievement.	Beginning of the school year	Teachers
Increase awareness of upcoming events and activities by announcing the calendar during the prior week in order to motivate students to attend.	Daily Ongoing	Teachers
Activities shall be held to increase motivation and group support for attendance, i.e., perfect attendance and PBIS celebrations, etc.	As Needed	Site Administrator
Distribute award certificates to individual students with perfect attendance at awards assemblies.	At Assemblies	Site Administrator
Continue to remind staff of the importance of regular student attendance and consistent enforcement of consequences for all students.	Beginning of the school year	Site Administrator

## INTERVENTION

Intervention activities are focused on improving individual attendance and addressing the needs of students at-risk for attendance issues. Intervention activities are conducted to improve student attendance for targeted students.

Intervention	When	Whom is Responsible
School will send notification to individual student's parents after 3 unexcused absences with a first Truancy (form letter). Letters may be sent home certified as well as regular mail. SART meetings can be held with individual parents or as a group.	As Needed	Principal
Monitor computer print outs of Attendance Reports for students with chronic attendance difficulties, including tardies, to follow students annually from one school to another. This report will assist with tracking students and establishing a pattern of attendance.	Monthly	School Secretary
Annual letter sent to parents of children chronically absent or truant. Chronically absent is defined as absent ten percent or more of the school year. The letter will notify parents of student's attendance history during the previous school year and the District's intent to continue monitoring the student's attendance for improvement.	Annually prior to the new school year	School Secretary
Student's Cumulative files taken to the Student Attendance Review Board (SARB) will be labeled with a bright colored sticker indicating the school year in which the student was taken to SARB. Label will notify of need for continued monitoring.	As the student is referred to SARB	School Secretary
Review necessity of consistent enforcement of truancy violations and monitoring of SARB referrals with administrators.	Beginning of School Year	School Secretary
Multi-disciplinary Student Study Team (SST) meeting may be held with parent and student to discuss attendance and other issues and collaborate on strategies to solve problems. If health problems are an issue, the team will consider doing a Section 504 Accommodation Plan for the student.	As Needed	Student Study Team

<p>A student who is found to be legally truant (5 unexcused absences) shall be referred to the Student Attendance Review Board (SARB) after SART interventions have failed. The SARB board will meet with the family and set a contract for improved attendance. The SARB Board may recommend referral to community agencies, parent education or law agencies and counseling.</p>	<p>SARB Meeting</p>	<p>District</p>
<p>Notify parents that families receiving financial assistance from Aid to Families with Dependent Children that they may be subject to financial penalties if students do not regularly attend school. This can amount to reduced financial payments.</p>	<p>Newsletter</p>	<p>District</p>
<p>Administrators referring students to SARB will note names of siblings and check attendance in order to identify family and be consistent in efforts across school sites.</p>	<p>As occurs</p>	<p>District</p>

**ENFORCEMENT:**

**Enforcement- Students who continue to have chronic attendance problems or who have not responded to the interventions initiated at the site will be subject to the following consequences as deemed appropriate by the site administrator.**

Enforcement	When	Whom is Responsible
Students with a high number of excused absences may have a doctor's note required for continued excused absences over ten percent of the school year. Board policy and regulations maintain students absent over ten percent available at that of the school year require a doctor's note.	As Needed	Site Administrator
The SART Team and SARB Board will meet with the families referred to discuss student attendance and set a contract for improvement. If the SARB Boards' efforts have not been successful in improving student attendance, the family will be referred to the District Attorney's Office for prosecution.	SARB Board Meetings	SARB Board
Parents who do not attend SART or/and SARB meetings and fail to respond to contracts set forth by SART or/and SARB will be referred for prosecution by the District Attorney.	As Needed	SARB Board
Student Support Services and the school site shall monitor students on SARB contracts for the remainder of the year and the year following.	As Needed	SARB Board
Prosecution by the District Attorney's Office may result in a fine to the parent, assignment of community service or parenting classes. The District Attorney's Office may also participate in the District's efforts to mediate with families who are having difficulty prior to prosecution.	As Needed	SARB Board
Families who receive financial assistance through Cal Works may be subject to reduced grants if students are not attending school regularly. Reduction in grants to be determined by CAL Works according to County established policies.	As Applies	Cal Works & District

## SCHOOL CLIMATE

Students learn best and achieve their full potential when they are physically, socially, emotionally, and academically safe – in safe and orderly classrooms. Gorman Elementary School supports comprehensive, evidence-based efforts to increase student achievement by establishing a positive school climate as reflected in the character and quality of school life. School climate reflects multiple aspects of people’s experience of school life, including: norms, goals, values, and interpersonal relationships. Our goal is to have all students be resilient to outside influences. To accomplish this, we must create a positive school climate with activities that support a strong community, individual differences and appreciation for varying cultures providing high expectations for success for all students. Students belonging for Safe School purposes includes feelings of safety, support, respect, resilience, fitting in and feeling part of a whole where everyone contributes in a positive manner.

## OBJECTIVES:

1. Increase opportunities for parents and community members to be involved in the school. To be measured by parent attendance at parent nights, events, and activities.
2. Increase the percentage of students reporting that they feel they “belong at school” as measured on the California Healthy Kids Survey.
3. Decrease the percentage of students having behavioral difficulties as measured by school discipline and suspension reports.
4. Increase the number of students scoring as proficient on CAASPP- California Assessment of Student Performance Progress.

## PREVENTION:

**Prevention activities are focused on improving student to student and student to teacher relationships so that all students, regardless of academic achievement, feel that they belong at school. Prevention efforts further create an environment where diversity of culture, race and language are not only accepted but also incorporated and celebrated.**



Prevention	When	Whom is Responsible
Increase consistent enforcement of "sign-in" procedures on campus for "visitors". Educate parents and students on procedures and enforce procedures consistently for all individuals coming onto campus through signs in office, handbooks and newsletters.	Daily	School Secretary and Staff
Increase the number of signs and locations that signs are posted instructing visitors to sign in at the school office and wear badges identifying them.	Beginning of the school year	Maintenance
Incorporate the school wide Character Counts Prevention and Positive Behavioral Interventions & Supports programs as part of the core curriculum to teach students ways to resolve conflicts, address anger and communicate effectively.	Beginning of the school year	Teachers
Parents will receive information on social networking and computer use to decrease cyber bullying, use of inappropriate websites, and texting to increase student safety and privacy.	Throughout the school year	Site Administrator
Adults providing student supervision will be trained annually in systematic supervision and positive student interaction.	Throughout the school year	Site Administrator
Train Staff annually in Code Red and Code Blue lockdown procedures to be used in case of an intruder on campus or crisis near the school.	Annually	Site Administrator
Conduct at least one Code Red drill per school site per year.	Ongoing	Site Administrator
Make sure that each classroom is provided with the appropriate materials for emergency preparedness and code red annually.	Annually	Site Administrator
Annually train new teachers in personal safety strategies, including blood borne pathogens. Provide refresher lessons for returning staff.	Annually	District
Increase parent awareness and communication through publicizing the school and district website.	Ongoing	Site Administrator

Educate parents on the behavioral expectations and rules of the school in order for parents to support and enforce those expectations with their children.	Ongoing	Site Administrator
<b>Prevention</b>	<b>When</b>	<b>Whom is Responsible</b>
Verbally inform students of school conduct and rules at "Welcome Back" assemblies and teacher provided lessons in the classroom.	Beginning of the school year	Site Administrator and Teachers
Briefly discuss with parents school rules and reminders to check backpacks for items that should not be brought to school at Back To School Night.	Beginning of the school year	Site Administrator and Teachers
Staff will continue to communicate with students using vocabulary and expectations appropriate to the child's age level and language proficiency with the use of Character Count Program.	Ongoing	Site Administrator and Teachers
Continue to provide opportunities for academic support for students who are achieving below grade level.	Ongoing	School site staff

**STUDENT CHOICES:**

**Decrease incidents of perceived danger and poor student choices.**

<b>Student Choices</b>	<b>When</b>	<b>Whom is Responsible</b>
The Student Information System will be maintained in the individual's student log section regarding behavior, attendance, and other relevant information that needs to be documented in order to better identify and track student's needs and interventions and increase communication between school sites.	Ongoing	Site Administrator
Invite the Police and the District Insurance agency to do regular surveys of the sites to help determine any possible areas that may be targets of vandalism.	Ongoing	Site Administrator

Increase student ownership of the school site through cleanup efforts, school pride activities and beautification efforts. Let students know that vandalism affects everyone at the school. Encourage students to report incidents.	Ongoing	Site Administrator and Teachers
Remove all graffiti as soon as possible from walls and all visible surfaces.	As Occurs	School site staff
<b>POLICIES AND PROCEDURES</b>		

**Mandated Policies and Procedures**

*The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)*

- ❖ Child abuse reporting consistent with Penal Code 11164.
- ❖ Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- ❖ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
- ❖ A sexual harassment policy pursuant to Education Code 212.6.
- ❖ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school.
- ❖ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411-discipline) in order to create a safe and orderly environment conducive to learning at school.
- ❖ If the school has adopted a dress code prohibiting students from wearing “gang related apparel,” the provisions of that dress code.
- ❖ Routine and Emergency Disaster Procedures that include:
  - Emergency and Disaster Preparedness Plan
  - Fire Drills
  - Bomb Threats
  - Earthquake Emergency Procedure System
  - Transportation Safety and Emergencies

**A. Definition of Child Abuse**

Child abuse means a physical injury that is inflicted by other than accidental on a child by another person. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

1. Child Abuse
  - a. Injury inflicted by another person
  - b. Sexual Abuse
  - c. Neglect of child's physical, health, and emotional needs
  - d. Unusual and willful cruelty; unjustifiable punishment
  - e. Unlawful corporal punishment
  
2. Not Considered Child Abuse
  - a. Mutual affray between minors
  - b. Injury caused by reasonable and necessary force used by a peace officer:
    - To quell a disturbance threatening physical injury to a person or damage property
    - To prevent physical injury to another person or damage to property
    - For the purposes of self-defense
    - To obtain possession of weapons or other dangerous objects within the control of a child
    - To apprehend an escapee

**B. Mandated Child Abuse Reporting**

- a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.
- b. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report:

**The telephone call must be made immediately or as soon as practicably possible by telephone. AND a written report must be sent within 36 hours of the telephone call to the child protective agency. Hotline # 1-800-540-4000**

- c. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.
- d. When two or more persons who are required to report are present and jointly knowledge of a known or suspected instance of child abuse, and when there is agreement

among them, the telephone 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 make the report failed to do so, shall thereafter make such a report.  
e. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.  
f. This entire section on Child Abuse was taken from *California Laws Relating To Minors* manual

### **C. Sexual Activity**

**Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school Principal and to determine if particular provisions under this section are current and in effect.**

- a. Involuntary sexual activity is always reportable.
- b. Incest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code § 2200).
- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is considered voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. Any sexual activity for a child under the age of twelve will be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

#### **Not Reportable Sexual Activity:**

- a. Child is 14 years or older and the partner is 14 years or older and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

**Mandated reports of sexual activity must be reported to either the Department of Family & Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.**

### **D. Failure to Report Known or Suspected Child Abuse**

**Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.**

**E. Child Abuse Reporting Number: (800) 540-4000**

**F. Staff Training**

**New staff is trained annually. Child Abuse reporting procedures are also included in the Gorman Teacher Handbook that every staff member receives annually.**

*-Michele  
Keenan Trainings*

## STUDENT CONDUCT

### GORMAN JOINT SCHOOL DISTRICT POLICY

#### Students

#### Student Conduct BP 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds, while going to or coming from school, while at school activities, and while on district transportation, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

The Superintendent or designee shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors, such as bullying, and/or cyberbullying, as well as prevention and intervention strategies.

#### **Prohibited student conduct includes, but is not limited to:**

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below  
Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment.

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the Superintendent/Principal or designee. The principal or designee shall determine whether the required use of the laser pointer is for a valid instructional or other school related purpose.

6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty on school work or tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

### **Possession/Use of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is a limited to health-related purpose. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. No photograph or video functions may be used while under school supervision. All mobile communication devices must be turned off during the instructional day.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulations, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

In accordance with BP/AR 5145.12- Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.



## **Bullying/Cyberbullying**

The Governing Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level and District procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

## **Enforcement of Standards**

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in

accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours, which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Policy Adopted: August 14, 2012 revised adoption November 13, 2017

## STUDENT CONDUCT

### GORMAN JOINT SCHOOL DISTRICT POLICY

#### Students

#### Student Discipline BP 5144

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The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination. The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary technique.

#### CA Codes (edc: 48900-48926) EDUCATION CODE SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;  
or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other Dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a Firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating,

hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

(b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the Circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**A pupil may not be suspended or expelled for any of the acts listed above unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:**

- a. While on school grounds
- b. While going to or coming from school
- c. During the lunch period, whether on or off the campus
- d. During, or in route to and from, a school sponsored activity

### **Expulsion Policies under Education Code 48915:**

**The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:**

- a. Causing serious physical injury to another person, except in self-defense
- b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- c. Unlawful possession of any controlled substance, as defined under Ed. Code.
- d. Robbery or extortion
- e. Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code

#### **Mandatory Recommendation for Expulsion**

**The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:**

- a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- b. Brandishing a knife at another person
- c. Unlawfully selling a controlled substance as defined by Education Code
- d. Committing or attempting to commit a sexual assault as defined in the Education Code

#### **F. Staff Training**

New staff is trained annually. Site discipline procedures are discussed with staff by the Site Principal. Procedures are also included in the District Handbook which every staff member receives annually.

#### **STAFF NOTIFICATION OF DANGEROUS STUDENTS**

49079. (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts



referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 2015-16 school year, the information provided shall be from the previous two school years. For the 2016-17 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **Staff Training**

Staff <sup>is</sup> are notified of students who may be considered dangerous through Emails and memos placed in the teacher mailboxes.

### **Gorman Joint School District**

#### **Bully Behavior Prevention, Intervention and Discipline Plan**

The Gorman Joint School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Gorman Joint School District Staff will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation exclusion or manipulation.

The Gorman Joint School District expects students and/or staff to immediately address and report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur or are made aware of such an incident. Each complaint of bullying should be promptly investigated according to site procedures. This policy applies to students on school grounds, while they are traveling to and from school or a school sponsored activity. This policy also applies to incidents of cyberbullying.

To ensure bullying does not occur on school campuses, the Gorman Joint School District will provide staff development training in prevention of bullying and help cultivate acceptance and understanding in all students and staff to develop each school's ability to maintain a safe and healthy learning environment.

The Gorman Joint School District teachers will discuss this policy with students in ways appropriate to their ages. Teachers will assure all students that they need not endure any form of bullying or harassment and should not be either victims or bystanders to bullying. Students who

bully others are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the District handbook and/or information packet.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

## **Procedures for Investigating and Responding to Bullying Incidents**

### **Reporting**

The Site Principal shall establish and publicize to students, staff, and community how to report incidents of bullying and actions that may be taken.

The process for receiving and investigating instances of bullying of any kind, as defined within this policy, includes complaints of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics.



School personnel who witness such acts of bullying as defined within this policy shall take immediate steps to intervene when safe to do so. Complaints of bullying shall be investigated and resolved in accordance with site-level compliant procedures.

Reporting any act of bullying:

1. The principal/designee is responsible for receiving oral or written complaints alleging bullying or harassment.
2. Students may report complaints of bullying to any school employee. Any such reports of bullying allegations must be forwarded, in writing, to the principal/designee.
3. Any member of the school community who may have credible information about an act of bullying that may have taken place may file a report of bullying either as a witness or a victim.
4. Any student (or a parent or guardian on behalf of the complainant who is a minor) who believes he/she is a victim of bullying, has witnessed an act of bullying, or has knowledge of any incidents involving acts of bullying are strongly encouraged to report the incidents to a school official.
5. The Principal/designee(s) shall document in writing all complaints regarding bullying to ensure that incidents of bullying, or any other infractions, are appropriately addressed in a timely manner, whether the original report of bullying is made verbally or in writing.
6. Anonymous reports of bullying may be made to the appropriate school official. School officials should develop and publicize a system in which students, employees, volunteers, parents/guardians can make an anonymous report of bullying.

### **Investigation of Complaints**

The principal/designee and/or investigative designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. School officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.

The principal/designee has been trained in conducting comprehensive investigations.

1. The principal/designee or appropriate administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving a notification of complaint. The school administrators/designees will provide immediate notification to the parents of both the victim and the alleged perpetrator of an act of bullying or harassment upon completion of the investigation. Any act of suspected disability based harassment or bullying will also be reported to the Director of Student Support Services.
2. During the investigation, the principal/designee or appropriate administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with district policy and procedures.
3. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged

- perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim to be interviewed together.
4. Interviews will be conducted objectively with the student and witness's safety in mind.
  5. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
  6. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate administrator also may discuss the complaint with any school district employee, the parent of the alleged victim, the parent of the complainant or accused, and/or child protective agencies responsible for investigating child abuse.
  7. Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action.
  8. The Principal/Designee or appropriate administrator will inform all relevant parties of the outcome of the investigation. A written copy of findings of the investigation and any applicable discipline will be placed in the student's cumulative file and noted in all relevant data tracking systems.
  9. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying subject to further discipline.

### **Informal Resolution**

The administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together.

### **Formal Resolution**

Based on the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in a specified data system.

### **External Investigation**

If the act is outside the scope of the District and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified format.

## **EMERGENCY DISASTER SYSTEMS**

### **The Basic Plan**

The Basic Plan addresses the Gorman Joint School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

#### **The Basic Plan:**

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Gorman Joint School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

### **Requirements**

The Plan meets the requirements of Los Angeles County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

### **Objectives**

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same

purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

### **Authorities and References**

#### **State of California**

#### **California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).**

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### **California Government Code, Section 3100, Title 1, Division 4, Chapter 4.**

This section states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

**California Civil Code, Chapter 9, Section 1799.102**

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

**California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.**

These sections require that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

**California Emergency Plan**

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as maybe necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

## EARTHQUAKE SUMMARY

### Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. {Every occupant and developer in Santa Clara County assumes seismic risk because the County is within an area of high seismicity. More than ten severe earthquakes have impacted San Francisco Bay Region during historic times.}

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons. A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines. The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on the magnitude and other factors.



## DEFINITIONS: INCIDENTS, EMERGENCIES, DISASTERS

### **Incident**

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

### **Emergency**

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

*Emergency* is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

*Emergency* also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

### **Disaster**

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

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support

are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

## **RESPONSE LEVELS**

**Response Levels are used to describe the type of event:**

The area(s) affected the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

### **Response Level 0 - Readiness & Routine Phase**

A Level 0 disaster is an on-going routine response by the School District to daily emergencies or incidents. Stand-by and alert procedures issued in advance of an anticipated or planned event.

### **Response Level 3 - Local Emergency**

A Level 3 disaster is a minor to moderate incident in which local resources are adequate and available. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

### **A Response Level 2 - Local Disaster**

Level 2 disaster is a moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with El Tejon or Hughes Elizabeth Lakes School Districts to respond. The affected Cities and the Counties of Los Angeles and Kern will proclaim a local emergency. Then, the State of California may declare a state of emergency.

### **Response Level 1 - Major Disaster**

A Level 1 disaster is of such a magnitude that local and regional assets are overwhelmed, requiring statewide or federal assistance. Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the Counties of Los Angeles and Kern will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State.



## **EMERGENCY PHASES**

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention/Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents, while prevention is taking steps to avoid potential problems. Both of these elements require education of parents, students, and teachers.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs and fewer casualties.

### **Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

### **Response Phase**

**Pre-Impact:** Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

**Immediate Impact:** Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

**Sustained:** As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

## **RECOVERY PHASE**

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

## **DISTRICT AND PARENT RESPONSIBILITIES FOR STUDENTS**

### **DISTRICT RESPONSIBILITY**

If the superintendent declares a district emergency during the school day, the following procedures will be followed:

**IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.**

1. Until regular dismissal time and released only then if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on district records.
  - a. If students are on their way to school, they will be brought to school if bussed, or they should proceed to school if walking.
  - b. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

### **PARENT RESPONSIBILITY**

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released **ONLY** to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

## **Emergency Procedures**

### **Routine and Emergency Disaster Procedures: Drills**

#### **GENERAL DISASTER/EMERGENCY**

In the event of a natural or man-made emergency (such as an intruder on campus), the following plans have been developed to assist staff in being prepared for a situation that requires quick response. All members of the staff have a civil obligation to ensure the safety of our students. Staff members are required to remain on campus and support safety operations until they are specifically released by the superintendent/principal. If an evacuation is necessary, this obligation remains in effect off campus as well.

#### **FIRE- Fire Drills**

Fire drills are conducted on campus at least once a month. The superintendent/principal, or designee, will have the responsibility of initiating the drill (*Code of Regulations, Title 5, Section 550*). Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked. Evacuation areas will be established away from fire lanes.

#### **Procedure:**

- 1) Fire alarm systems will signal the beginning of a drill or an actual disaster/emergency. The drill will consist of continuous ringing of the alarm.
- 2) Whenever the fire alarm is given, all students, teachers, staff, and other employees shall quickly vacate/leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
- 3) Teachers signal the status of their class with green, yellow and red cards (green all present; yellow—someone missing but accounted for; red—someone not accounted for or injured)
- 4) Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.
- 5) At the completion of a drill, the alarm will be manually stopped for a period of silence
- 6) "All Clear" will be 15 seconds of continuous bell ringing or repeated whistle blowing and verbal confirmation that a drill is completed and students may return safely to their classrooms.
- 7) The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.
- 8) The school secretary or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

### **Standards for a Successful Fire Drill:**

- 1) The fire alarm can be heard by all staff and students.
- 2) Orderly evacuation begins immediately and is completed within 2-3 minutes of the initial alarm, with minimal congestion at the exit gates.
- 3) Teachers and students are staged in an orderly fashion away from fire lanes.
- 4) Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.
- 5) Upon sounding of the "All Clear" students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

### **Communication**

All staff with radios will turn them on and use (402.225 Channel 14 and 455.425 Channel 4) during any disaster or emergency, unless otherwise directed. Staff, students and others on campus should remain quiet to provide for good communication conditions.

### **Duties of Emergency Response Teams**

#### **Superintendent/Principal or designee- Incident Commander (Joe Andrews)**

- 1) Notification of proper authorities. Upon discovery of a fire, call 911 immediately
- 2) Notify the LA County Superintendent of Schools
- 3) Direct staff and volunteers in responding to the emergency

#### **Assistant Principal- (Michi Knight)**

- 1) Assist the superintendent/principal as directed
- 2) Act as the superintendent/principal Designee in the event he or she is not on campus

#### **Search & Rescue Team (Michi Knight and Leah Cetani)**

1. Assist the superintendent/principal as directed
2. Retrieve and use campus radio
3. Coordinate search and rescue procedures for each classroom and building
4. Report any injuries or emergency conditions
5. Know locations of fire extinguishers and alarm boxes on campus (see campus maps)
6. Report to superintendent/principal or designee the status of the classes and building
7. Await further instructions

### **Teachers**

- 1) Clear rooms of all people—take emergency class list with you
- 2) If possible, close all windows and door(s) and turn off lights
- 3) Lead the class to their designated safety area used for fire drills, if safe to do so
- 4) Establish contact with buddy class

- 5) Maintain order
- 6) Await instructions

**Emergency Assembly Area Team- (Kim Lowe and Susan Rogers)**

- 1) Implement buddy system
- 2) Account for all students
- 3) Supervise all students
- 4) Use buddy system for restrooms and other assistance
- 5) Maintain order
- 6) Await instructions

**Reunification Team- (Laurel Davis and Laura Ramirez)**

- 1) Post traffic control at school entrance so that the lot is accessible for emergency vehicles
- 2) Prepare to distribute emergency supplies as needed
- 3) Meet parents at the Reunion Gate
- 4) Escort students to the Reunion Gate
- 5) Contact insurance carrier

**First Aid/Mental Health Team (Michele Downing and Elaine Salmon)**

- 1) Set up first aid station(s), if needed, and direct all medical supplies
- 2) Prepare to distribute emergency supplies as needed
- 3) Properly administer first aide
- 4) Help set up emergency sanitation facilities, if needed

**Communications- (Denise Saenz)**

- 1) Assist the superintendent/principal as directed
- 2) Lead communications on and off campus
- 3) Notify parents/guardians in case of serious injures
- 4) Release students to authorized adults
- 5) Provide for preservation of essential school records
- 6) Monitor radio emergency broadcast

**Maintenance Site Team Leader- (Maria Paz)**

- 1) Direct staff to secure campus and check vital safety locations/operations to include electrical, water, gas and communications
- 2) Check for structural integrity of buildings
- 3) Assist emergency response agencies
- 4) Assist the Director of Business and Operations as directed
- 5) Set up emergency sanitation facilities, if needed

**No matter when the fire/drill occurs, students are to report to the area in which their class lines up. If they are in the classroom, students are to follow teacher directions. If students are at recess or in the cafeteria students are to safely make their way to their class meeting**

spot. If another staff member has a student from a classroom in a room other than her own, she should first make sure the situation is safe and then escort or send the student to her homeroom teacher. The homeroom teacher is responsible for knowing at all times which students are on campus and where they are located. The homeroom teacher should not show a green card unless he or she has visibly or by other means confirmed the safety of each of his or her students.

## EARTHQUAKE

Earthquake drills will be conducted on campus at least once every three months. The superintendent/principal, or designee, will have the responsibility for initiating the drill.

The earthquake emergency procedure system shall, but not be limited to, all of the following:

- A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.
- A drop procedure, "duck, cover and hold". As used in this article, "duck, cover and hold" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school trimester.
- Protective measures to be taken before, during, and following an earthquake. A program to ensure that the students and that both the certificated and classified staff are aware of and properly trained in, the earthquake emergency procedure system. (Code of Regulations, Section 35297)
- Whenever an earthquake alarm (FIRE ALARM AFTER THE QUAKE) is sounded, all students, teachers and other employees shall immediately begin Duck, Cover, and Hold procedures:
  - ✓ DUCK, or DROP down on the floor.
  - ✓ Take COVER under a sturdy desk, table, or other furniture with backs to the windows.
  - ✓ Protect head and neck with arms.
  - ✓ HOLD onto the furniture and be prepared to move with it.
  - ✓ Stay in this position for at least one minute or, in a real situation, until shaking stops.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non-hazardous alternate routes may be needed.

Practice evacuation using alternate routes to the assembly areas.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area, and be prepared to identify missing students to administrators and/first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

**An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.**

### **Signals**

- 1) The shaking of an earthquake
- 2) If a drill is being conducted, an announcement, "We are having an earthquake" will be made over the intercom system
- 3) In the classroom, the teacher may say, "Drop, cover and hold."

### **Duties**

#### **Teacher**

- 1) Each person should assume the "duck, cover and hold" position under their desks, if possible, with backs to the windows.
- 2) Protect head and eyes against falling debris and flying glass as much as possible
- 3) Hold this position until the "All Clear" signal is given
- 4) If children are outside, they should curl up and lie still on the ground, away from structures if possible, until the "All Clear" signal is given
- 5) Children should be quiet and ready to listen to directions
- 6) Once the "All Clear" is given, classes should proceed to their assigned fire/general disaster/emergency drill line-up location

#### **Standards for a Successful Earthquake Drill:**

The Earthquake Alarm can be heard by all staff and students.

Immediately, after the earthquake alarm sounds, all students, teachers and other employees shall:

- 1) DUCK, or DROP down on the floor.
- 2) Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- 3) HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed over the loud speaker by the superintendent/principal/designee. When evacuations are included as part of the drill, appropriate nonhazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc., shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the principal/designee.



Upon sounding of the “**All Clear**” students and staff return to their appropriate classroom and the teacher take roll once more. Missing students are reported to the attendance office.

## **BOMB THREAT**

Although most bomb threats are just that, each threat must be taken seriously. Appropriate action should be taken in each case reported to provide for the safety of everyone involved.

If a bomb threat is received, notify the superintendent/principal or designee immediately. All decisions about where to go and when it is safe to do so will be made by the superintendent/principal or law enforcement, if they are on the scene.

Walkie talkies or cell phones should not be used as they spark and trigger detonation of the possible bomb.

If reported via telephone:

- 1) Try to keep the caller on the line while alerting other staff about what is taking place.
- 2) Get as much information as possible
- 3) Try to determine who the caller is (male/female, young/old) and if there are any other distinctions about the speaking voice
- 4) Note the exact time the call was received
- 5) Note background noises: music, motors, traffic, etc.

If reported in a letter

- 1) Note the manner in which it arrived, who found it and where it was found
- 2) Do not continue to handle the letter; wait until law enforcement arrives

## **DUTIES**

### **Superintendent/principal**

- 1) Report, but do not touch, any suspicious objects
- 2) Ask teachers to keep students in rooms
- 3) If necessary, ask teachers to evacuate students using established routes not jeopardized by the threat
- 4) The fire department or bomb squad will take over the responsibility if they feel that the situation is dangerous

### **Teacher**

- 1) Keep students in room unless asked to evacuate
- 2) Report any suspicious objects and **DO NOT MOVE IT, PICK IT UP OR GO CLOSE TO IT**



- 3) If asked to evacuate, evacuate students immediately along established fire drill routes, unless routes are too dangerous **WITHOUT GOING CLOSE TO SUSPICIOUS OBJECTS**

### **LOCKDOWN—Code Red/Code Blue**

If there is any danger on campus, a student with a weapon, an outsider who is acting out or any other threat that appears to jeopardize the safety of students and/or staff, take precautionary measures and notify the superintendent/principal as quickly as possible. The superintendent/principal will determine which emergency action should be implemented. It is likely that a **Code Red** will be implemented, but that will be determined based on the situation.

**Code Blue** means an emergency or crisis exists at or near the school but is not an imminent danger. Code Blue offers more flexibility than a Code Red, in that, the administrator will deem the severity of action based on the crisis or threat. Teachers and staff will need to account for each student and ensure direct supervision during the time of Code Blue. Main doors will be locked from the outside only. A staff member will be positioned at or near the main doors in the event teachers or students need to change locations. Classroom instruction will continue and proceed as normal unless the administrator authorizes a classroom lock-down.

A command center will be established and all comments about the incident must be directed through the superintendent/principal, her designee or law enforcement.

### **DUTIES**

#### **Superintendent/Principal**

- 1) Direct staff until law enforcement arrives
- 2) Establish command center for rumor control

#### **Director of Business and Operations**

- 1) Immediately arrange for first aid, if necessary
- 2) Arrange transportation of injured students

#### **School Secretary**

- 1) Prepare to provide law enforcement and parents with accurate student and staff information

#### **All Staff**

- 1) Exercise sound judgment
- 2) Protect the safety of the students
- 3) When possible, escort students to safe locations

- 4) Teachers will keep students in their classrooms until notified of an evacuation OR that the disturbance has been controlled. Teachers will make sure that students hide from view from the windows or doors. Remove magnets from all doors. Remain calm until police or emergency personnel arrive.

### **Dismissal**

When the crisis or emergency prevents classroom instruction, dismissal will be considered by the administrator. In the event student dismissal is deemed appropriate, school officials will notify parents immediately through local media sources.

### **SERIOUS BUS ACCIDENT**

In the event of a serious school bus accident, the driver will follow the established procedure that is listed below.

The driver will notify the school by cellular phone. He/she will notify appropriate law enforcement, medical, other emergency agencies. A command post near the accident scene will be established by the "Incident Commander" to provide the media and parents with information about the accident and students. The bus driver is the "Incident Commander" until a district administrator or law enforcement arrives to assume that responsibility.

All pupils in K-8 who are transported in a school bus shall receive instruction in school bus emergency procedure and passenger safety.

Storer Transportation trains the bus driver to handle any emergency, including an accident, and preparation of students on the bus is explained in the student handbook each year.

Upon a call from Storer that an accident has occurred, the superintendent/principal will

- 1) Establish a command post
- 2) Keep phone communication established
- 3) Notify law enforcement
- 4) Notify the County Superintendent of Schools

The Director of Business and Operations will

- 1) Notify the insurance carrier and interface with the insurance agents regarding the situation

## **OFF-SITE EVACUATION**

In the event that it is safer to leave campus than to remain on site, an announcement will be made that we are evacuating campus.

- Initially, we will proceed to the ATG Automotive located at 49717 Ralphs Ranch Road near the corner of Ralphs Ranch Road and Gorman School Road.
- Should we need to vacate the community, for example due to wildfire, we will use school buses to remove students to Frazier Mountain High School until parents are able to pick up children
- Teachers are to take their attendance rosters with them and to take attendance when we are reassembled in the off-campus staging area

## **STUDENT RELEASE**

The way staff handles student release will be based on the type, severity and duration of the emergency. The command center will work with the Logistics Chief to determine which scenario to put in place. Once the determination has been made, staff will be apprised.

### **On-Campus**

#### Scenario 1: Release at Gate

- At least two staff members will be posted at GATE
- Parents' ID will be checked and staff will radio command post with names
- Students will be escorted to parents
- Parents will sign release log

#### Scenario 2: Release on campus

- Same as above, except parents will be allowed to drive onto campus and students will be brought to car, or, if disaster has stretched over many days, parents will pick up in rooms/cafeteria

#### Scenario 3: Students injured/deceased

- Same as Scenario 1, however, parents of students suffering injuries or fatalities will be allowed onto campus and met by school personnel

### **Off-Campus Release**

If we must evacuate campus due to emergency or severe weather conditions, parents will be directed either to the ATG Automotive or Frazier Mountain High School, depending on the situation.

The principal, vice-principal or designee will be responsible for overseeing student release

- Parents/authorized adults must show identification
- Parents/authorized adults must be in student's emergency cards
- Parents/authorized adults must sign student release log

## **EMERGENCY RESPONSE PROCEDURES**

### **Basic Actions**

Most emergency responses are covered by the following Basic Actions:

#### **A. Action: Shelter in Place**

**Action: Shelter in Place** consists of bringing students into the classroom or holding them in the classroom pending further instruction.

#### **B. Action: LEAVE BUILDING**

**ACTION: LEAVE BUILDING** consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site.

**Action: LEAVE BUILDING** is appropriate for—but not limited to—the following emergencies:

- a. Fire
- b. Peacetime Bomb Threat
- c. Chemical Accident
- d. Explosion or Threat of an Explosion
- e. Following an Earthquake
- f. Other similar occurrences that might make the building uninhabitable
- g. At the onset of an Active shooter/Lockdown Alert, when teacher/supervisor has ascertained that leaving is the best option.

#### **C. Action: TAKE COVER**

**Action: TAKE COVER** consists of bringing/keeping students indoors if possible and sheltering in place as appropriate to the situation.

**If outdoors, Action: TAKE COVER** consists of hiding behind any solid object (large tree, engine block of car, cement wall), in the event a sniper attack, armed intruder, rabid animal, or moving immediately to a location which is upwind and uphill in the event of a chemical or biological threat

**Action TAKE COVER** is appropriate for, but not limited to, the following:

- a. Severe Windstorm (short warning)
- b. Biological or Chemical Threat
- c. Sniper Attack
- d. Rabid Animal on School Grounds

#### **D. Action: DROP**

**WARNING: The warning for this type of emergency is the beginning of the disaster itself.**

**Action: DROP consists of:**

- a. Inside school buildings
  - Immediately **TAKE COVER** under desks or tables and turn away from all windows
  - Remain in a sheltered position for at least 60 seconds silent and listening to/or for instructions
- b. Outside of School Buildings
  - Earthquake: move away from buildings
  - Take a protective position, if possible
- c. Explosion/Nuclear Attack:
  - Take protective position, **OR,**
  - Get behind any solid object (ditch, curb, tree, etc.); lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

**E. Action: DIRECTED MAINTENANCE**

**No school personnel/students are allowed to enter a school facility until inspected by and authorized by appropriate school personnel: Maintenance and School Administrators, and if applicable, Police, Fire, or City Inspectors.**

**In the event that drinking water is unsafe, water valves will be turned off and the drinking fountains sealed.**

**Water, gas, and electrical shut-off valves will be shut-off for each applicable building under the joint authorization of the administration and head custodian.**

**F. Action: DIRECTED TRANSPORTATION**

**WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.**

**Action: DIRECTED TRANSPORTATION is considered appropriate only when directed by the Superintendent or Designee, Site Administrator, Police, Fire, or OES. It may be appropriate for, but not limited to, movement away from:**

- a. Fire
- b. Chemical & Biological Gas Alert
- c. Flood
- d. Fallout Area
- e. Blast Area
- f. Specific Man-Made Emergency (shooting, fire, etc.)

**G. Action: GO HOME**

**Action: GO HOME consists of:**

- a. Dismissal of all classes
- b. Return of students to their homes by the most expeditious route

**Action: GO HOME is to be considered only if there is time for students to go safely to their homes. Notification of parents by radio broadcast, local television, ALERT website, phone distribution lists, or other means will be requested.**

**H. Action: CONVERT SCHOOL**

**Action: CONVERT SCHOOL to a Red Cross emergency facility will be initiated by City officials.**

## BOMB THREAT CHECKLIST FORM

Most likely, threats of a bomb or other explosive device will be received by telephone.

### THE PERSON RECEIVING THE BOMB THREAT WILL:

- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- Use the "**bomb threat checklist**" form as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.  
The most important information is:
  - When will the bomb explode and where is the bomb located?**
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).
- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves—could trigger a bomb).

### BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- Call 9-1-1. Give the following information:
  - ✓ Your name
  - ✓ Your call-back phone number
  - ✓ Exact street location with the nearest cross street
  - ✓ Nature of incident
  - ✓ Number and location of people involved and/or injured
- Notify Superintendent's Office.
- Evacuate involved buildings using fire drill procedures. Principal must have Superintendent's permission to evacuate the entire site.
- Implement a systematic inspection of the facilities to determine if everyone is out.
- Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.



- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- Re-occupy buildings only when proper authorities give clearance

## **EARTHQUAKE**

### **DROP, COVER, and HOLD**

#### **Earthquake procedures in the classroom or office**

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

#### **Earthquake procedures in other parts of the building**

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

#### **Earthquake procedures while outside**

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue home.

**While in a vehicle or school bus**, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed

wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

## **HOSTAGE SITUATION**

**Staff and students should sit quietly if the situation is in their presence.**

**TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.**

- Do not engage in a conversation or try to persuade the intruder to leave your classroom or school.** Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/herself as being sane.
- If the intruder speaks to you or to your students, then answer him or her. **Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and probably mentally ill, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action "**TAKE COVER**" position or run in a zig-zag fashion to the staging areas and **STAY CALM.**
- If and when possible, call Administration and/or 9-1-1.

## **INTRUDER ON CAMPUS**

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

### **Low Level:**

- Have the person(s) under suspicion kept under constant covert surveillance.
- Approach and greet the intruder in a polite and non-threatening manner.
- Identify yourself as a school official
- Ask the intruder for identification.
- Ask them what their purpose is for being on campus.
- Advise intruder of the trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or grounds at breakfast or lunch time:

- Outdoor Supervisors should notify the office by radio and move all students into cafeteria/classrooms unless otherwise directed.
- Lock exit doors to cafeteria.
- Spread SHELTER IN PLACE or LOCKDOWN/Active shooter alarm throughout rest of school as appropriate.

## **FIRE**

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

### **Fire Within A School Building:**

**In the event that a fire is detected within a school building, use the following procedures:**

- a. The Principal or Designee will:
  - Order an evacuation if the fire alarm doesn't work
  - Call 9-1-1
  - Notify the superintendent
- b. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.
- c. Teachers will close doors upon evacuating.
- d. Teachers will take their roll books to the evacuation site and take roll.
- e. Teachers will report any missing student(s) to their Team Supervisor/Administrator.
- f. The Custodian or designees shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
- g. The Custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The Head Custodian or designee will also keep access entrances open for emergency vehicles.
- h. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

### **Fire Near School**

#### **The Principal or designee shall:**

- Determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.
- Notify the Fire Department by calling 911.
- Notify the Superintendent's office.
- Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

## **LOCKDOWN: ACTIVE SHOOTER**

An Active shooter/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the Active shooter Training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Active shooter response is a partnership with local law enforcement.

### **Immediate actions should include:**

- Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- Notify administration
- Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- Administration notifies the Superintendent

### **Intermediate activities:**

- Place a red card under the door/in a window if you have a serious injury in the classroom.
- Take roll
- Conduct anxiety-reducing activities

### **Evacuation:**

- Prepare students and yourself for a quick evacuation
- Follow directions of law enforcement when they arrive

## **POISONING, CHEMICAL SPILLS, HAZARDOUS MATERIALS**

### **POISONING:**

#### **If a student ingests a poisonous substance:**

- Call Poison Control Center Link Line 1-800-222-1222. Take appropriate first aid measures.
- Call parents.
- Notify the School Nurse.

#### **Following any emergency, notify the District Superintendents' Office**

### **CHEMICAL SPILL ON SITE:**

The following are guidelines for Chemical Spills:

- Evacuate the immediate area of personnel
- Determine whether to initiate Shelter In Place Protocol
- Secure the area (block points of entry)
- Identify the chemical and follow the procedures for that particular chemical.
- Notify the District Office.

### **CHEMICAL SPILL OFF SITE INVOLVING DISTRICT EQUIPMENT/PROPERTY**

- Notify the District Office with the following information:
  - ✓ Date, time, and exact location of the release or threatened release
  - ✓ Name and telephone number of person reporting
  - ✓ Type of chemical involved and the estimated quantity
  - ✓ Description of potential hazards presented by the spill
  - ✓ Document time and date notification made
  - ✓ Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)
- Locate a fire extinguisher and have it present, should the need arise
- Place reflective triangles or traffic cones if in the street or highway.
- DO NOT LIGHT FLARES!
- If spill response equipment is available, use it to take the necessary measures to prevent the spill from spreading.

### **Reporting Chemical Spills**

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the Superintendent WITHIN 24 HOURS OF THE SPILL.

## Spill Clean Up

**Chemical Spills may not be cleaned up by school personnel.  
The cleanup will be coordinated through a designated contractor.**

## HAZARDOUS SUBSTANCES

Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Brake Fluid
Airborne Gases/Fumes	

Always call for assistance and:

- Extinguish all ignition sources
- Shut off main emergency switch to fuel pump, if appropriate
- Move appropriate fire extinguishing equipment to area
- If possible, contain the spill to prevent further contamination
- Move people/personnel away or evacuate from contamination area

Staff and students will evacuate the area immediately, if appropriate. **Move uphill, upwind, upstream if possible.**

## VEHICLE FUEL SPILL

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- Shut off emergency switch
- Avoid skin contact
- Isolate the spill from people and vehicles by blocking all points of entry
- Stop and evaluate any hazards
- Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" to contain the spill
- Identify the source, estimated quantity spilled and stop further release(s) -- IF

### IT CAN BE DONE SAFELY

- Take care of any injured
- Notify the District Office.



If the spill is unmanageable, contact the Fire Department by calling 9-1-1

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

- ✓ Date, time, and exact location of the release
  - ✓ Name and telephone number of persons reporting the release
  - ✓ The type of fuel spilled and the estimated quantity
  - ✓ Description of potential hazards presented by the fuel spill
  - ✓ Document the time and date notification was made and the information provided
- A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the District for assistance with this report.

## **POWER OUTAGE / ROLLING BLACKOUTS**

### **IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.**

There are several stages of alerts that are being broadcast over the radio:

- STAGE 1 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.
- STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.
- STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district.

### **PREPARING FOR AN OUTAGE**

- Update each student's emergency card.
- Determine availability of portable lighting at site, i.e. flashlights & batteries.
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways.
- Ask your teachers to have alternative teaching methods and plans to be used at STAGE 3 only.
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
- Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.

- Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- Ask your staff and students to have seasonal warm clothing available.
- Use surge protectors for all computer equipment, major appliances and electronic devices.
- If you have electric smoke detectors, use a battery-powered smoke detector as a backup.

### **DURING AN OUTAGE**

- CONTACT MAINTENANCE & OPERATIONS IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT.
- According to the Telephone Company, phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- Use a buddy system when going to the restrooms.
- DO NOT USE barbeques, Coleman-type stoves, hibachis, and other outdoor cooking devices indoors.
- DO NOT USE candles or gas lanterns.
- Turn off PCs, monitors, printers, copiers, major appliances, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours, and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent for directions (release students/staff, evacuation to another site, etc.).

## **SHELTER-IN-PLACE**

Shelter in Place may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, mountain lions or a predator in the neighborhood.

When instructed or when an alerting system triggers a Shelter in Place:

- SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.
- SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- LISTEN.** Remain quiet to hear critical instructions from school officials.
  - If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

### **ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:**

- Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- A school official (or student if no official present) should close all vents and turn off ventilation systems.** *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- Advise students to remain sheltered until the “all-clear” signal is given by a school or local official.



Pricing Proposal  
 Quotation #: 17983704  
 Created On: 10/31/2019  
 Valid Until: 11/29/2019

**Gorman Elementary School District**

**Senior Inside Account Executive**

**Denise Saenz**  
 PO BOX 104  
 GORMAN, CA 93243  
 United States  
 Phone: 661-248-6441 (ext) 140  
 Fax:  
 Email: d.saenz@gormanschool.com

**Francesca Lima**  
 290 Davidson Ave  
 Somerset, NJ, 08873  
 Phone: 732-652-3092  
 Fax: 732-652-3099  
 Email: Francesca\_Lima@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Ts 100E Chromebook Mtk8173c 4Gb 32Gb Chrome Lenovo - Part#: 81QB0000US	24	\$155.50	\$3,732.00
2 Acad Chromeos Management Svc Only Perpetual Lics Term Google - Part#: CROSSWDISEDU	24	\$25.00	\$600.00
3 Ergotron YES24 Adjusta - Cart (charge only) for 24 tablets / 16 notebooks - lockable - gray, white - screen size: up to 13.3" - output: 120 V Ergotron - Part#: YES24-CHR-1	1	\$1,119.00	\$1,119.00
4 CA RECYCLING FEE FOR MONITORS (4-14) SHI International Corp - Part#: CA-RECYC-S	24	\$5.00	\$120.00

Subtotal	\$5,571.00
Shipping	\$0.00
*Tax	\$351.70
<b>Total</b>	<b>\$5,922.70</b>

\*Tax is estimated. Invoice will include the full and final tax due.

**Additional Comments**

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Please note: Google has a zero returns policy.

*The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.*

**Small School Districts'  
Association**  
925 L Street, Suite  
SACRAMENTO, CA  
958144427  
(916) 662-7213  
assistant@ssda.org  
www.ssda.org

**BILL TO**

Gorman Elementary School  
District  
49847 Gorman School  
Road  
P.O. Box 104  
Gorman, CA 93243

**INVOICE 17-02411**

**DATE 10/30/2019**

**DUE DATE 12/30/2019**

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/30/2019	Dues District Basic Membership District Membership Dues February 1, 2020 through January 31, 2021	1	350.00	350.00

**TOTAL DUE \$350.00**

Steve Sonder, President  
Patricia Edwards, Clerk  
Julie Ralphs, Member

**GORMAN JOINT SCHOOL DISTRICT**  
49847 Gorman School Rd  
PO Box 104  
Gorman, CA 93243  
(661) 248-6441 - FAX (661) 248-0604

Johannis Andrews  
Superintendent/Principal

## **RESOLUTION # 07-19-20**

### **DEFERRED MAINTENANCE FUND 14 ENDING FUND BALANCE COMMITMENT**

**WHEREAS**, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy of fund balances as follows:

- **Non-Spendable Fund Balance** – Amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory, pre-paid expenses, and revolving cash fund amounts.
- **Restricted Fund Balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors), or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.
- **Committed Fund Balance** – Amounts subject to internal constraints self-imposed by the District's highest level of decision-making authority. Commitments may be changed or lifted only by the Board of Education taking the same formal action that imposed the constraint originally.
- **Assigned Fund Balance** – Amounts the District intends to use for a specific purpose. Assignments may be established by the governing board or by a designee of the Board.
- **Unassigned Fund Balance** – Amounts representing the residual balance in the General Fund that has not been assigned to other funds and that are not in the other classifications. The Reserve for Economic Uncertainty falls into this classification; and

**WHEREAS**, GASB Statement No. 54 further clarifies the constraints that govern how a governmental entity can use and designate amounts reported as fund balance and stipulates that the Fund Balance can only be Committed by action of the highest level of decision-making authority of the governmental entity; and

**WHEREAS**, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds pursuant to Board Policy; and

**WHEREAS** Fund balance measures the net financial resources available to finance expenditures of future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing; and

**WHEREAS**, once the committed fund balance constraints are imposed it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and

**NOW THEREFORE**, be it resolved, that the, Governing Board of the Gorman Joint School District, in accordance with the provisions of GASB 54, hereby commits the following portions of fund balances, as indicated by the Committed Fund classification, and funds cannot be used for any purpose other than directed below, unless the Governing Board adopts another resolution to remove or change the constraint:

- The ending balance in Fund 14: Deferred Maintenance Fund set-aside for future major maintenance and repair projects. This commitment shall apply to each fiscal year starting with the 2018-2019 year and continue in perpetuity until subsequent action is taken by the Board to formally remove the constraint.

**PASSED AND ADOPTED** this 12th day of November, 2019 by the Board of Trustees of the Gorman Joint School District.

\_\_\_\_\_  
Steve Sonder, President

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_



## GORMAN JOINT SCHOOL DISTRICT

FIELD TRIP REPORT #01-19-20

November 12, 2019

### Mrs. Knight

Chuchupate Ranger Station  
Meet with District Ranger  
October 22, 2019  
Robotics Team  
Vans  
No cost

### Mrs. Knight, Mrs. Salmon, Mrs. Downing,

Rabobank Arena  
Bakersfield Condors Hockey Game  
November 21, 2019  
TK-8<sup>th</sup> grade - 79 students, 4 adults  
Bus and possible use of vans  
Cost of admission, bus and gas-vans to be paid by donations and PTSO

**GORMAN JOINT SCHOOL DISTRICT**

PERSONNEL REPORT #05-19-20

November 12, 2019

**Certificated**

**New Hire**

Teacher  
Employee #TU5632995  
Effective November 6, 2019

**Resignation**

Teacher  
Employee #FB8365531  
Effective October 31, 2019

Instructional Aide  
Employee #KG5270676  
Effective October 31, 2019

GORMAN JOINT SCHOOL DISTRICT

CONFERENCE/MILEAGE REPORT #04-19-20

November 12, 2019  
Page 1

PERSONNEL

Michi Knight

DATE(S)

10/2/19

CONFERENCE

Advanced FIEP Training

LOCATION

Palmdale, CA

ESTIMATE

Registration	\$	0.00
Lodging	\$	0.00
Meals	\$	12.00
Parking	\$	0.00
Mileage	\$	64.50
Total	\$	76.50

+++++

PERSONNEL

Michele Lemaire

DATE(S)

10/29/19

CONFERENCE

Practical Strategies for Reducing Anxiety & Defiant Behavior in the Classroom

LOCATION

Palmdale, CA

ESTIMATE

Registration	\$	0.00
Lodging	\$	0.00
Meals	\$	12.00
Parking	\$	0.00
Mileage	\$	67.16
Total	\$	79.16

PERSONNEL Elaine Salmon  
DATE(S) 10/29/19  
CONFERENCE Practical Strategies for Reducing Anxiety & Defiant Behavior in the Classroom  
LOCATION Palmdale, CA  
ESTIMATE  
Registration \$ 0.00  
Lodging \$ 0.00  
Meals \$ 12.00  
Parking \$ 0.00  
Mileage \$ 67.16  
Total \$ 79.16

+++++

PERSONNEL Michele Lemaire  
DATE(S) 11/1/19  
CONFERENCE Helping Traumatized Children Learn  
LOCATION Palmdale, CA  
ESTIMATE  
Registration \$ 0.00  
Lodging \$ 0.00  
Meals \$ 12.00  
Parking \$ 0.00  
Mileage \$ 67.40  
Total \$ 79.40

PERSONNEL Elaine Salmon  
DATE(S) 11/1/19  
CONFERENCE Helping Traumatized Children Learn  
LOCATION Palmdale, CA  
ESTIMATE  
Registration \$ 0.00  
Lodging \$ 0.00  
Meals \$ 12.00  
Parking \$ 0.00  
Mileage \$ 67.40  
Total \$ 79.40

+++++

PERSONNEL Johannis Andrews  
DATE(S) January 29-February 1, 2020  
CONFERENCE Information on Education issues and updates  
LOCATION Indian Wells, CA  
ESTIMATE  
Registration \$ 849.00  
Lodging \$ 1250.00  
Meals \$ 60.00  
Parking \$ 55.00  
Mileage \$ 218.08  
Total \$ 2432.08



**GORMAN SCHOOL DISTRICT**

49847 Gorman School Road

P.O. Box 104

Gorman, CA 93243

**2019-2020 CONTRACT FOR EMPLOYMENT  
AS A CERTIFICATED EMPLOYEE**

THIS AGREEMENT, made between the Gorman Elementary School District and Mark M. Sanders provides as follows:

**RECITALS**

- 1. Applicant represents that she possess the following California credentials and Certificates, duly registered with the County Superintendent of Schools:

<u>TYPE</u>	<u>EXPIRES</u>
Clear Multiple Subject Credential	08/01/2022
Administrative Services Credential	11/01/2020

- 2. Applicant further represents that she is not now under contract to any other school district or public or private school entity in the State of California, except as set forth by a memorandum attached to this Agreement, and applicant does not intend to enter into any such contractual obligation.
- 3. District by law is empowered to hire certificated persons and is desirous of filling a certificated position at this time.
- 4. District expressly relies on the above representations of the applicant in entering into this agreement.

**THE PARTIES AGREE AS FOLLOWS:**

**A. Employment**

District offers to Applicant, and Applicant accepts, employment in the certificated service of the District pursuant to the further terms of this Agreement.

**B. Term of Employment**

This Agreement is made effective November 6, 2019 and will continue until the occurrence of the earliest of the following events:

1. June 30, 2020;
2. Resignation by Applicant: It is understood that the District Superintendent is empowered to receive and accept resignations and the District may set the effective date at any time during the fiscal year, with the understanding that a resignation is irrevocable after acceptance by the Superintendent;
3. Abandonment of position by Applicant;
4. Termination of employment due to layoff under Education Code Section 44955 (see Attachment #1)
5. Termination of probationary employment due to non-reelection under Education Code Section 44929.23 (see Attachment #1)
6. Retirement:
7. Dismissal pursuant to Education Code Section 44948.5 (see Attachment #1)
8. Failure to maintain a credential or certificate (as further provided in paragraph "C" below);
9. Termination for any other reason authorized by law.

**C. Maintenance of Credential(s):**

Applicant warrants and represents that she will, with respect to each credential recited above and any other credential subsequently obtained by Applicant:

1. Immediately register each credential with all appropriate agencies including the County Superintendent of Schools.
2. Take and pass all examinations or continuing education courses which are now or may be required for renewal of each credential.
3. Refrain from any act or omission, which is intended to, or will result in suspension, revocation, or deregistration of any or all credentials.

Applicant acknowledges that his/her continuing employment with the District is expressly subject to maintenance of each credential. Failure to maintain each credential may be treated by the District, at its sole option, as a material breach of this contract and as grounds for dismissal for unprofessional conduct and insubordination.

A decision by the District not to pursue its remedies under this section "Maintenance of Credential(s)" shall not be deemed to be a waiver of District's rights with respect to a later incident of failure to maintain a credential.

**D. Compensation – Classroom Teacher:**

Applicant will be compensated for services in accordance with applicable policies. Initial placement and compensation for the 2019-2020 school year as determined by the Board Approved Teacher Salary Schedule approved July 16, 2019. Applicant will be rated at Step 14, Column BA+75/MA+45 at \$61,156 annual salary pro-rated for eight months (72.7%) from November 1, 2019 – June 30, 2020 to be \$44,477 for 2019-2020.

**H. Final Approval of Contract:**

Upon execution by Employee, this Contract constitutes an irrevocable acceptance of employment but confers no equitable or legal rights until and unless the Contract is approved by the District Board at a lawfully conducted public meeting or by a designee of the Board who has been delegated by the Board the authority to approve such contracts.

**I. Adherence to Laws and Regulations:**

This Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved by the District at a lawfully conducted public meeting.

Applicant agrees that he will faithfully adhere to all laws of the State of California and the United States, the regulations of the State Board of Education, the regulations, policies, and directives of the District and all lawful directives of Applicant's superiors.

Executed at Gorman, California, this 12<sup>th</sup> day of November 2019.

Applicant

GORMAN ELEMENTARY SCHOOL DISTRICT

\_\_\_\_\_  
Mark M. Sanders  
Certificated Employee

\_\_\_\_\_  
Johannis Andrews  
Superintendent



## **Gorman Elementary School District 2019-2020 Teacher Contract Attachment #1**

### **Education Code Section 44955**

(a) No permanent employee shall be deprived of his or her position for causes other than those specified in Sections 44907 and 44923, and Sections 44932 to 44947, inclusive, and no probationary employee shall be deprived of his or her position for cause other than as specified in Sections 44948 to 44949, inclusive.

(b) Whenever in any school year the average daily attendance in all of the schools of a district for the first six months in which school is in session shall have declined below the corresponding period of either of the previous two school years, whenever the governing board determines that attendance in a district will decline in the following year as a result of the termination of an inter-district tuition agreement as defined in Section 46304, whenever a particular kind of service is to be reduced or discontinued not later than the beginning of the following school year, or whenever the amendment of state law requires the modification of curriculum, and when in the opinion of the governing board of the district it shall have become necessary by reason of any of these conditions to decrease the number of permanent employees in the district, the governing board may terminate the services of not more than a corresponding percentage of the certificated employees of the district, permanent as well as probationary, at the close of the school year. Except as otherwise provided by statute, the services of no permanent employee may be terminated under the provisions of this section while any probationary employee, or any other employee with less seniority, is retained to render a service which said permanent employee is certificated and competent to render.

In computing a decline in average daily attendance for purposes of this section for a newly formed or reorganized school district, each school of the district shall be deemed to have been a school of the newly formed or reorganized district for both of the two previous school years.

As between employees who first rendered paid service to the district on the same date, the governing board shall determine the order of termination solely on the basis of needs of the district and the students thereof. Upon the request of any employee whose order of termination is so determined, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group. This requirement that the governing board provide, on request, a written statement of reasons for determining the order of termination shall not be interpreted to give affected employees any legal right or interest that would not exist without such a requirement.

(c) Notice of such termination of services shall be given before the 15th of May in the manner prescribed in Section 44949, and services of such employees shall be terminated in the inverse of the order in which they were employed, as determined by the board in accordance with the provisions of Sections 44844 and 44845. In the event that a permanent or probationary employee is not given the notices and a right to a hearing as provided for in Section 44949, he or she shall be deemed reemployed for the ensuing school year.

The governing board shall make assignments and reassignments in such a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. However, prior to assigning or reassigning any certificated employee to teach a subject which he or she has not previously taught, and for which he or she does not have a teaching credential or which is not within the employee's major area of postsecondary study or the equivalent thereof, the governing board shall require the employee to pass a subject matter competency test in the appropriate subject.

(d) Notwithstanding subdivision (b), a school district may deviate from terminating a certificated employee in order of seniority for either of the following reasons:

(1) The district demonstrates a specific need for personnel to teach a specific course or course of study, or to provide services authorized by a services credential with a specialization in either pupil personnel services or health for a school nurse, and that the certificated employee has special training and experience necessary to teach that course or course of study or to provide those services, which others with more seniority do not possess.

(2) For purposes of maintaining or achieving compliance with constitutional requirements related to equal protection of the laws.

#### Education Code Section 44929.23

(a) The governing board of a school district of any type or class having an average daily attendance of less than 250 pupils may classify as a permanent employee of the district any employee who, after having been employed by the school district for three complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications. If that classification is not made, the employee shall not attain permanent status and may be reelected from year to year thereafter without becoming a permanent employee until a change in classification is made.

(b) Notwithstanding subdivision (a), Section 44929.21 shall apply to certificated employees employed by a school district, if the governing board of the school district elects to dismiss probationary employees pursuant to Section 44948.2. If that election is made, the governing board thereafter shall classify as a permanent employee of the district any probationary employee who, after being employed for two complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications as required by Section 44929.21. Any probationary employee who has been employed by the district for two or more consecutive years on the date of that election in a position or positions requiring certification qualifications shall be classified as a permanent employee of the district.

(c) If the classification is not made pursuant to subdivision (a) or (b), the employee shall not attain permanent status and may be reelected from year to year thereafter without becoming a permanent employee until the classification is made.

#### Education Code Section 44948.5

(a) This section applies only to (1) probationary employees of a school district with an average daily attendance of less than 250 pupils, or (2) those persons currently employed as probationary employees whose probationary period commenced prior to the 1983-84 fiscal year.

(b) No later than March 15 and before a probationary employee is given notice by the governing board that his or her services will not be required for the ensuing year for reasons other than those specified in Section 44955, the governing board and the employee shall be given written notice by the superintendent of the district or his or her designee, or, in the case of a district which has no superintendent, by the clerk or secretary of the governing board, that it has been recommended that the notice be given to the employee, and stating the reasons therefor.

If the probationary employee has been in the employ of the district for less than 45 days on March 15, the giving of the notice may be deferred until the 45th day of employment and all time period and deadline dates prescribed by this subdivision shall be coextensively extended.

Until the employee has requested a hearing as provided in subdivision (c) or has waived his or her right to a hearing, the notice and the reasons therefor shall be confidential and shall not be divulged by any person, except as may be necessary in the performance of duties. However, the violation of this

requirement of confidentiality, in and of itself, shall not in any manner be construed as affecting the validity of any hearing conducted pursuant to this section.

(c) The employee may request a hearing to determine if there is cause for not reemploying him or her for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice pursuant to subdivision (b), on or before a date specified in that subdivision, which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, his or her failure to do so shall constitute a waiver of his or her right to a hearing. The notice provided for in subdivision (b) shall advise the employee of the provisions of this subdivision.

(d) In the event a hearing is requested by the employee, the proceeding shall be conducted and a decision made in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code and the governing board shall have all the power granted to an agency therein, except that all of the following shall apply:

(1) The respondent shall file his or her notice of defense, if any, within five days after service upon him or her of the accusation and he or she shall be notified of this five-day period for filing in the accusation.

(2) The discovery authorized by Section 11507.6 of the Government Code shall be available only if request is made therefor within 15 days after service of the accusation, and the notice required by Section 11505 of the Government Code shall so indicate.

(3) The hearing shall be conducted by an administrative law judge who shall prepare a proposed decision, containing findings of fact and a determination as to whether the charges sustained by the evidence are related to the welfare of the schools and the pupils thereof. The proposed decision shall be prepared for the governing board and shall contain a determination as to the sufficiency of the cause and a recommendation as to disposition. However, the governing board shall make the final determination as to the sufficiency of the cause and disposition. None of the findings, recommendations, or determinations contained in the proposed decision prepared by the administrative law judge shall be binding on the governing board. Non-substantive procedural errors committed by the school district or governing board of the school district shall not constitute cause for dismissing the charges unless the errors are prejudicial errors. Copies of the proposed decision shall be submitted to the governing board and to the employee on or before May 7 of the year in which the proceeding is commenced. All expenses of the hearing, including the cost of the administrative law judge, shall be paid by the governing board from the district funds.

The board may adopt from time to time such rules and procedures not inconsistent with provisions of this section as may be necessary to effectuate this section.

(e) The governing board's determination not to reemploy a probationary employee for the ensuing school year shall be for cause only. The determination of the governing board as to the sufficiency of the cause pursuant to this section shall be conclusive, but the cause shall relate solely to the welfare of the schools and the pupils thereof. The decision made after the hearing shall be effective on May 15 of the year the proceeding is commenced.

(f) Notice to the probationary employee by the governing board that his or her service will not be required for the ensuing year, shall be given no later than May 15.

(g) If a governing board notifies a probationary employee that his or her services will not be required for the ensuing year, the board shall, within 10 days after delivery to it of the employee's written request, provide the employee with a statement of its reasons for not reemploying him or her for the ensuing school year.

(h) Any notice or request shall be deemed sufficient when it is delivered in person to the employee to whom it is directed, or when it is deposited in the United States registered mail, postage prepaid and addressed to the last known address of the employee.

(i) In the event that the governing board does not give notice provided for in subdivision (e) on or before May 15, the employee shall be deemed reemployed for the ensuing school year.

(j) If after request for hearing pursuant to subdivision (c) any continuance is granted pursuant to Section 11524 of the Government Code, the dates prescribed in subdivisions (d), (e), (f), and (i) which occur on or after the date of granting the continuance shall be extended for a period of time equal to the continuance.