

AGENDA FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118  
March 14, 2017

This meeting will be available for videoconferencing at Downieville School, 130 School St., Downieville, CA 95936

*In the case of a technological difficulty at either school site, videoconferencing will not be available.*

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.*

*Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)*

- A. CALL TO ORDER  
(Please be advised that this meeting will be recorded.)
- B. ROLL CALL
- C. APPROVAL OF THE AGENDA
- D. FLAG SALUTE
- E. INFORMATION/DISCUSSION ITEMS
  - 1. Superintendent's Report
    - a. Letter of Retirement from Marlene Mongolo, SELPA Director; Testing Coordinator (\*\*under separate cover)
    - b. Submitting California Department of Education J-13 Report for 2016-2017 school closures.\*\* The SCOE J-13 includes ALL school site closures because special education encompasses all campuses.
    - c. SUMS (Scale Up Multi-Tiered System of Support) Initiative Update
    - d. California Collaborative for Educational Excellence/Early Adopter Network
  - 2. Business Report
    - a. Account Object Summary-Balance from 07/01/16 to 2/28/17\*\*
  - 3. Staff Reports (5 minutes)
  - 4. SPTA Report (5 minutes)
  - 5. Board Members' Report (5 minutes)
  - 6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
    - a. Current location
    - b. Videoconference location
- F. CONSENT CALENDAR
  - 1. Approval of minutes of the Regular Board meeting held February 14, 2017\*\*
  - 2. Approval of Board Report – Checks Dated 2/1/17 through 2/28/17\*\*

Sierra County Board of Education  
Regular Meeting Agenda  
March 14, 2017

G. ACTION ITEMS


1. New Business

- 1617-78 Approval of Recommendation and Authorization to hire Nona Griesert, Business Manager (Grant)
- 1617-79 First Reading of 2017-2018 School Calendar\*\* (Grant)
- 1617-80 Discussion: Early Release Mondays for Professional Staff Development, 2017-2018 (Grant)
- 1617-81 Active Threat Response and Emergency Planning\*\* (Dryden)
- 1617-82 Approval of Safe Schools Plan\*\* (Grant) (this plan can be found in its entirety on our website, [http://www.sierracountyofficeofeducation.org/upload/?action=viewer&path=SCHOOL\\_SAFETY\\_PLAN/&file=2017\\_v.8\\_SAFE\\_SCHOOLS\\_PLAN.pdf](http://www.sierracountyofficeofeducation.org/upload/?action=viewer&path=SCHOOL_SAFETY_PLAN/&file=2017_v.8_SAFE_SCHOOLS_PLAN.pdf))
- 1617-83 Approval of 2016-2017 Second Interim Actuals as of January 31, 2017\*\* (Asquith)
- BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)
- 1617-84 Approval of Board Policy and Administrative Regulation 3311, Bids, revision\*\*
- 1617-85 Approval of Administrative Regulation 3311.2, Lease-Leaseback Contracts, New\*\*
- 1617-86 Approval of Administrative Regulation 3311.3, Design-Build Contracts, New\*\*
- 1617-87 Approval of Administrative Regulation 3311.4, Procurement of Technological Equipment, New\*\*

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on April 11, 2017, at Downieville School, 130 School St., Downieville, CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
2. Suggested Agenda Items
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

I. ADJOURN

  
\_\_\_\_\_  
Dr. Merrill M. Grant, Superintendent  
Secretary to the County Board of Education

\*\*\* prior month handout  
\*\* enclosed  
\* handout

**SCHOOL CLOSURE**

Nature of Emergency (describe): Inclement snow conditions, impassable and closed highways and roads (snow, flood, mudslides) Winter road conditions, snow and rain causing impassable roads, highway closures, power outage

Name of School(s): Sierra County Office of Education; All Schools  
Special Education programs

School Code(s):46-10462

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

January 9, 2017-Loyalton and Downieville Schools: rain/flooded and closed roads  
January 10, 2017-Loyalton Schools: snow road conditions; Downieville School: minimum day  
(early closure) rain/flooded highway  
January 11, 2017-Loyalton Schools: Power Outage; Downieville School: Closed highway  
January 12, 2017-Downieville School: Closed highway  
January 20, 2017-Loyalton Schools: Snow road conditions; Downieville School: mud  
slide/road closure  
February 10, 2017-Loyalton Schools: Flooded road conditions  
February 21, 2017-Loyalton Schools: snow/icy and flooded road conditions  
March 6, 2017-Downieville School: Snow road conditions

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

2015-16: Loyalton Schools-1 day; Downieville Schools-1 day  
2014-15: No school closure  
2013-14: Downieville Schools-1 day  
2012-13: No school closure  
2011-12: Loyalton Schools-1 day; Downieville Schools-2 days

**AFFIDAVIT OF GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the \_\_\_\_\_ school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Names

Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
Signature, Title \_\_\_\_\_  
of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_  
Date: \_\_\_\_\_ Merrill M. Grant, Ed.D.

Subscribed and sworn (or affirmed) before me, this 14 day of March, 2017.  
Signature, Title Sharon Dryden \_\_\_\_\_ President, Sierra County Board  
of Sierra County, California

Contact/Individual responsible for preparing this form:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

DATE	SIERRA COUNTY OFFICE OF ED	LATE START	CLOSURE	REASON	Comment
12/8/2016	X	X		Snow Road Conditions	Loyalton Schools
1/3/2017	X		X	Snow Road Conditions	All Schools Make up 4/14
1/9/2017	X		X	Rain/Flood Roads	All Schools
1/10/2017	X		X	Snow Road Conditions	Loyalton Schools/ Downieville Minimum Day
1/11/2017	X		X	Power Outage	Loyalton Schools Power Outage
1/12/2017	X		X	Rain/Flood Closed Roads	Downieville Schools Flood Hwy closed
1/19/2017	X	X		Snow Road Conditions	Downieville Schools
1/20/2017	X		X	Snow Road Conditions/Closed Hwy	Loyalton Schools
2/10/2017	X		X	Flood Road Conditions	All Schools
2/21/2017	X		X	Flood, Snow Road Conditions	Loyalton Schools
2/22/2017	X	X		Snow Road Conditions	Loyalton Schools
3/6/2017	X	X		Snow Road Conditions	Loyalton Schools
3/6/2017	X		X	Snow Road Conditions	Downieville Schools

Sierra County Office of Education provides special education services to all schools in the district; Loyalton Elementary, Loyalton High School, Sierra Pass Continuation and Downieville Elementary, Downieville Jr/Sr High. Instructional days were interrupted district-wide, both Loyalton and Downieville facilities. However, due to the geographic difference of school sites, school closure dates varied with weather conditions, impassable road conditions, etc.

Balances through February						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	239,007.00	242,522.00	88,993.48	151,604.19	1,924.33
1120	Certificated Substitutes				3,880.00	3,880.00-
1200	Certificated Pupil Support Ser	63,839.00	63,870.00	24,232.44	36,379.66	3,257.90
1300	Certificated Supervisor Admini	170,833.00	181,424.00	57,316.44	116,786.43	7,321.13
1310	Teacher in Charge				1,000.00	1,000.00-
	<b>Total for Object 1000</b>	<b>473,679.00</b>	<b>487,816.00</b>	<b>170,542.36</b>	<b>309,650.28</b>	<b>7,623.36</b>
2100	Instructional Aides' Salaries	91,496.00	88,790.00	34,019.56	55,059.81	289.37-
2105	Per Diem - Same Day Travel		51.00		51.00	.00
2120	Classified Substitutes				172.71	172.71-
2200	Classified Support Salaries	22,358.00	22,358.00	4,133.97	7,336.66	10,887.37
2300	Classified Supervisors' Admini	101,356.00	101,237.00	33,544.80	67,314.60	377.60
2400	Clerical Technical Office Staf	131,117.00	131,117.00	44,623.94	87,068.72	575.66-
2900	Other Classified Salaries	13,638.00	12,099.00		5,326.76	6,772.24
	<b>Total for Object 2000</b>	<b>359,965.00</b>	<b>355,652.00</b>	<b>116,322.27</b>	<b>222,330.26</b>	<b>16,999.47</b>
3101	STRS Certificated Positions	59,287.00	85,572.00	21,227.76	38,299.67	26,044.57
3102	STRS Classified Positions	1,650.00	1,650.00	225.92	684.83	739.25
3201	PERS Certificated Positions				40.27	40.27-
3202	PERS Classified Positions	59,611.00	48,933.00	20,672.16	39,436.12	11,175.28-
3301	OASDI Certificated Positions				42.78	42.78-
3302	OASDI Classified Positions	21,633.00	19,118.00	6,868.98	13,095.07	846.05-
3311	Medicare Certificated Position	6,234.00	6,487.00	2,249.80	4,108.68	128.52
3312	Medicare Classified Positions	5,157.00	4,568.00	1,632.48	3,145.88	210.36-
3401	Health & Welfare Benefits Cert	94,367.00	95,177.00	36,499.16	59,703.84	1,026.00-
3402	Health & Welfare Benefits Clas	59,571.00	67,822.00	25,417.40	46,029.54	3,624.94-
3501	SUI Certificated	329.00	243.00	85.28	154.98	2.74
3502	SUI Classified	249.00	165.00	58.12	109.37	2.49-
3601	Workers' Compensation Certific	881.00	16,621.00	5,757.96	10,515.30	347.74
3602	Workers' Compensation Classifi	1,590.00	11,160.00	4,177.91	8,050.76	1,068.67-
3902	Golden Handshake-Class	6,920.00	34,601.00		13,840.50	20,760.50
	<b>Total for Object 3000</b>	<b>317,479.00</b>	<b>392,117.00</b>	<b>124,872.93</b>	<b>237,257.59</b>	<b>29,986.48</b>
4100	Approved Textbooks Core Curric	410.00	410.00			410.00
4200	Library and Reference Material	444.00	444.00			444.00
4300	Materials and Supplies	23,277.00	30,953.00	1,421.21	15,189.03	14,342.76
4320	Custodial Grounds Supplies	2,972.00	2,972.00			2,972.00
4330	Office Supplies	1,000.00	1,000.00	103.39	569.16	327.45

Balances through February						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4350	Vehicle Upkeep	5,500.00	5,500.00	1,978.14	353.76	3,168.10
4400	Noncapitalized Equipment	9,561.00	11,261.00	3,739.86	12,211.76	4,690.62-
	<b>Total for Object 4000</b>	<b>43,164.00</b>	<b>52,540.00</b>	<b>7,242.60</b>	<b>28,323.71</b>	<b>16,973.69</b>
5100	Subagreements for Services	42,000.00	74,000.00	31,311.00	12,573.20	30,115.80
5200	Travel and Conference	23,280.00	24,220.00	37,111.51	12,466.95	25,358.46-
5300	Dues and Membership	18,370.00	18,983.00	245.00	10,335.50	8,402.50
5400	Insurance	9,300.00	9,300.00		8,191.00	1,109.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,374.83	2,716.46	5,108.71
5600	Rentals, Leases, Repairs, Nonc	2,600.00	7,600.00	595.96	422.45	6,581.59
5801	Legal Services	25,500.00	25,500.00	1,000.00		24,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	613.00	613.00	100.00		513.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	690.26	809.74	.00
5810	Contracted Services	444,507.00	484,053.00	189,134.62	187,536.71	107,381.67
5899	SPJUSD to Reimburse			2,274.93	1,224.47	3,499.40-
5900	Communications	1,600.00	1,600.00		695.60	904.40
	<b>Total for Object 5000</b>	<b>579,970.00</b>	<b>658,069.00</b>	<b>263,838.11</b>	<b>236,972.08</b>	<b>157,258.81</b>
6200	Building and Improvement of Bu	30,032.00	60,032.00			60,032.00
6400	Equipment	30,300.00	30,300.00			30,300.00
	<b>Total for Object 6000</b>	<b>60,332.00</b>	<b>90,332.00</b>	<b>.00</b>	<b>.00</b>	<b>90,332.00</b>
7141	Tuition, excess cost etc betwe	27,582.00	32,346.00			32,346.00
7299	All Other Transfers Out				20,000.00	20,000.00-
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>27,582.00</b>	<b>32,346.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>12,346.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,862,171.00</b>	<b>2,068,872.00</b>	<b>682,818.27</b>	<b>1,054,533.92</b>	<b>331,519.81</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	80,000.00	80,000.00			80,000.00
7619	Other Authorized Interfund Tra	13,360.00	13,360.00			13,360.00
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>93,360.00</b>	<b>93,360.00</b>	<b>.00</b>	<b>.00</b>	<b>93,360.00</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>1,955,531.00</b>	<b>2,162,232.00</b>	<b>682,818.27</b>	<b>1,054,533.92</b>	<b>424,879.81</b>

MINUTES OF THE REGULAR MEEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION

February 14, 2017

Downieville School, 130 School St., Downieville, CA 95936

Video-conferenced to Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118

All votes were taken by Roll Call

5 pm for Closed Session

6 pm for Regular Session

A. CALL TO ORDER

President SHARON DRYDEN called the meeting to order at 5:15 pm.

B. ROLL CALL

PRESENT: Ms. Sharon Dryden, President– Loyalton Location  
Mr. Allen Wright, Vice President – Downieville Location  
Ms. Patty Hall, Member– Downieville Location  
Mr. Tim Driscoll, Member – Loyalton Location  
Mr. Mike Moore, Member – Loyalton Location

ABSENT: None

C. APPROVAL OF THE AGENDA

HALL/WRIGHT

TRUSTEE DRISCOLL AYE

TRUSTEE DRYDEN AYE

TRUSTEE HALL AYE

TRUSTEE MOORE AYE

TRUSTEE WRIGHT AYE

5/0

D. PUBLIC COMMENT FOR CLOSED SESSION

At this time, the meeting opens for any public comments regarding the Closed Session items.

E. CLOSED SESSION

MOORE/HALL

TRUSTEE DRISCOLL AYE

TRUSTEE DRYDEN AYE

TRUSTEE HALL AYE

TRUSTEE MOORE AYE

TRUSTEE WRIGHT AYE

5/0

The Board of Trustees, Superintendent Dr. Merrill M. Grant and Rose Asquith, Business Manager will move into Closed Session to discuss the following item:

1. Government Code §54957.6, Conference with Labor Negotiators  
Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent  
Employee Organizations:



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Represented Employees: Sierra-Plumas Teachers' Association  
Unrepresented Employees: Classified Employees  
Confidential Employees  
Administrative Employees

F. RETURN TO OPEN SESSION AT 5:57 pm

ADJOURN FOR BREAK

G. RECONVENE at 6:05 pm

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

The Board gave direction to the Superintendent regarding negotiations.

J. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Audio presentation from Clay Singleton of SingletonAuman, PC, Auditors
- b. The District Office has received nine applicants so far for the Business Manager position.
- c. Secure Rural Schools remains without congressional reauthorization.

2. Business Report

- a. Account Object Summary-Balance from 07/01/16 to 1/31/17

3. Staff Reports (5 minutes) – None

4. Board Members' Report (5 minutes) – None

5. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code [35145.5](#); Bylaw 9322; Government Code [54954.3](#))

- a. Current location - none
- b. Videoconference location - none

K. CONSENT CALENDAR

1. Approval of minutes of the Special Board meeting held January 17, 2017
2. Approval of Board Report – Checks Dated 1/1/2017 through 1/31/2017

DRSICOLL/HALL

TRUSTEE DRISCOLL        AYE

TRUSTEE DRYDEN        AYE

TRUSTEE HALL        AYE

TRUSTEE MOORE        AYE

TRUSTEE WRIGHT        AYE

5/0

L. ACTION ITEMS

1. New Business

- 1617-78 Authorization for Superintendent to enter into an agreement with SmartWatt, Inc.  
MOORE/DRISCOLL  
TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- 1617-79 Approval of Board Policy and Administrative Regulation 5141.21, Administering Medication and Monitoring Health Conditions  
MOORE/DRISCOLL  
TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

- 1617-80 Approval of Board Policy 6146.1, High School Graduation Requirements  
MOORE/HALL  
TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

- 1617-81 Approval of Board Policy and Administrative Regulation 6154, Homework/Makeup Work  
DRISCOLL/HALL  
TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

- 1617-82 Approval of Board Policy and Administrative Regulation 6164.6, Identification and Education Under Section 504

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MOORE motioned for approval with the following changes: Pull the following sentence: *The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session* from page 5, Item 5.

Seconded by DRISCOLL.

TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

1617-83 Approval of Board Bylaws 9240, Board Training

DRISCOLL/HALL

TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

1617-84 Approval of Board Bylaw 9323, Meeting Conduct

MOORE motioned for approval with the following correction: Retain language for Public Participation, Item 5: "Individual speakers shall be allowed five minutes to address the Board..." Seconded by HALL.

TRUSTEE DRISCOLL AYE  
TRUSTEE DRYDEN AYE  
TRUSTEE HALL AYE  
TRUSTEE MOORE AYE  
TRUSTEE WRIGHT AYE  
5/0

M. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on March 14, 2017, at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm.

2. Suggested Agenda Items

- a. Safe Schools Plan (Co/Dist.)
- b. Business Manager
- c. Negotiations

N. ADJOURN at 6:05 pm

DRISCOLL/HALL

TRUSTEE DRISCOLL AYE

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TRUSTEE DRYDEN     AYE  
TRUSTEE HALL        AYE  
TRUSTEE MOORE       AYE  
TRUSTEE WRIGHT     AYE  
5/0

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Tim Driscoll, Clerk

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Dr. Merrill M. Grant, Superintendent  
Secretary of the Board of Education

Checks Dated 02/01/2017 through 02/28/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014573	02/10/2017	BEST WESTERN PLUS EXECUTIVE INN & SUITES	01-5200	HOTEL ACCOMODATIONS		119.89
00014574	02/10/2017	HEIDI BETHKE	01-5200	PER DIEM		117.00
00014575	02/10/2017	COMMUNITY ALLIANCE WITH FAMILY FARMERS	01-5200	REGISTRATION		303.37
00014576	02/10/2017	TOMMY DEL CARLO	01-5810	TRANSPORTATION REIMBURSE		44.73
00014577	02/10/2017	DOUBLETREE HOTEL	01-5200	HOTEL ACCOMODATIONS		445.05
00014578	02/10/2017	FAIRFIELD INN & SUITES SANTA CRUZ	01-5200	HOTEL ACCOMODATIONS		312.62
00014579	02/10/2017	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5200	REGISTRATION		125.00
00014580	02/10/2017	MERRILL GRANT	01-5200	MILEAGE		308.16
00014581	02/10/2017	JANIS HARDEMAN	01-5810	NURSE SERVICES		2,200.00
00014582	02/10/2017	HYATT MONTEREY	01-5200	HOTEL ACCOMODATIONS		449.52
00014583	02/10/2017	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		920.00
00014584	02/10/2017	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		245.48
00014585	02/10/2017	MARY LOWE, MFT	01-5810	COUNSELING SERVICES		1,440.00
00014586	02/10/2017	BARBARA MCKURTIS	01-5100	CONTRACTED CONSULTANT AGREEMENT	4,431.96	
			01-5810	CONTRACTED CONSULTANT AGREEMENT	3,172.14	7,604.10
00014587	02/10/2017	MARLENE MONGOLO	01-5200	PER DIEM		21.00
00014588	02/10/2017	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE	23.50	
			01-5899	POSTAGE MACHINE	70.52	94.02
00014589	02/10/2017	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		221.10
00014590	02/10/2017	SIERRA COUNTY ARTS COUNCIL	01-5810	MATCHING FUNDS		5,000.00
00014591	02/10/2017	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	FEB 17 HEALTH INSURANCE	1,873.00	
			76-9576	FEB 17 HEALTH INSURANCE	15,898.00	17,771.00
00014592	02/10/2017	U.S. BANK	01-4330	NORTON ANTIVIRUS	109.99	
			01-5810	BUSINESS MANAGER ADS	122.80	232.79
00014593	02/10/2017	VOYAGER	01-4350	FUEL EXPENSE	44.30	
			01-5200	FUEL EXPENSE	39.46	83.76
<b>Total Number of Checks</b>					<b>21</b>	<b>38,058.59</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	21	22,160.59
76	Payroll Clearing	1	15,898.00

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

ESCAPE ONLINE

Checks Dated 02/01/2017 through 02/28/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	21		38,058.59	
		Less Unpaid Sales Tax Liability			.00	
		<b>Net (Check Amount)</b>			<b>38,058.59</b>	

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

ESCAPE ONLINE

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**  
**2017 – 2018 Proposed School Calendar #1**

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Special Days	Teacher Days	School Days
AUG	13	14	15	16	17	18	19		6	
	20	21	22	23	24	25	26	24-25 Staff Development		
	27	28	29	30	31			28 First Day of School		
SEP						1	2		20	19
	3	4	5	6	7	8	9	4 Labor Day Holiday		
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23	22 End of 1 <sup>st</sup> Month		
	24	25	26	27	28	29	30			
OCT	1	2	3	4	5	6	7		22	20
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21	20 End of 2 <sup>nd</sup> Month		
	22	23	24	25	26	27	28	27 End of 1 <sup>st</sup> Quarter		
	29	30	31							
NOV				1	2	3	4		19	19
	5	6	7	8	9	10	11	10 Veteran's Day Holiday		
	12	13	14	15	16	17	18	15-17 Min. Days - End of 3 <sup>rd</sup> Month/1 <sup>st</sup> Trimester		
	19	20	21	22	23	24	25	22 Min. Day 23-24 Thanksgiving Holiday		
	26	27	28	29	30					
DEC						1	2		16	18
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16	15 End of 4 <sup>th</sup> Month		
	17	18	19	20	21	22	23	22 Min. Day		
	24	25	26	27	28	29	30	25-5 Winter Break		
JAN	31	1	2	3	4	5	6		17	19
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20	15 MLK Holiday 19 End of 1 <sup>st</sup> Semester		
	21	22	23	24	25	26	27	26 End of 5 <sup>th</sup> Month		
	28	29	30	31						
FEB					1	2	3		18	18
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17	12 Lincoln's Birthday Holiday		
	18	19	20	21	22	23	24	19 President's Day Holiday 23 End of 6 <sup>th</sup> Month		
	25	26	27	28						
MAR					1	2	3	2 End of 2 <sup>nd</sup> Trimester	21	20
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24	23 End of 7 <sup>th</sup> Month/3 <sup>rd</sup> Quarter		
	25	26	27	28	29	30	31	30 Snow Day		
APR	1	2	3	4	5	6	7	2-6 Spring Break	16	14
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21	20 End of 8 <sup>th</sup> Month		
	22	23	24	25	26	27	28			
	29	30								
MAY			1	2	3	4	5		21	20
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19	18 End of 9 <sup>th</sup> Month		
	20	21	22	23	24	25	26	25 Snow Day		
	27	28	29	30	31			28 Memorial Day Holiday		
JUN						1	2		6	13
	3	4	5	6	7	8	9	8 Last Day of School (Min. Day)		
<b>Total Required Days</b>									<b>182</b>	<b>180</b>

# Active Threat Response & Emergency Planning

## Day & Time:

Friday, May 12, 2017  
8:15 am:  
Registration/Brunch  
9:00 am to Noon:  
Workshop

## Cost:

\$65 CASBO members  
\$75 Non-Members

## Registration:

<https://www.casbo.org/learn/professional-development>

## Location:

SIA—Schools Insurance Authority Training Room  
9800 Old Placerville Rd., Suite 100, Sacramento CA

*Please park in spots marked Suite 100, SIA*

## Presenters:

Keenan Loss Control/Risk Management

Brian Erdelyi, CPD, CPSI,  
Director Safety Technology

Dean Waddell, Loss Control Consultant



Smart business. Smart schools.™

Sacramento Section

## CASBO SACRAMENTO BRUNCH-N-LEARN

This training is geared toward the everyday employee/civilian, meaning that it focuses on how each employee should respond to a life-threatening incident, what to expect, how to mentally prepare before, during and after the event. This training is designed to empower employees by giving them the tools necessary to increase their chances of survival.



Some of the tactics and strategies discussed include:

- Run/Hide/Fight - What does that actually look like for you at your office/ workstation?
- Breathing techniques - How to stay calm and effective in a stressful situation
- OODA Loop (the decision cycle of observe, orient, decide, and act) explained. How 1 second might save your life
- The 21-foot rule
- Concealment vs. Cover
- Improvised Weapons
- Gun Shot Wounds
- Bomb Blasts
- Evolution of Law Enforcement Tactics
- The most important 15 minutes of your life!!





**Sierra County Office of Education  
Sierra-Plumas Joint Unified School District**



# School Safety Plan

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**Version: 8.0**

**Merrill M. Grant, Ed.D.  
Superintendent of Schools**

**Board of Education Review and Approval: March 14, 2017**

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**GENERAL INFORMATION**

California Education Code §32281(d)(1)

“Subdivision(b) shall not apply to a small school district, as defined in paragraph (2), if the small school district develops a districtwide comprehensive school safety plan that is applicable to each school site.”

Sierra-Plumas Joint Unified School District is considered a small school district.

**Assessment of Crime**

**Crime Reports**

In the school year of 2014-2015, no crime reports were made.

In the school year of 2015-2016, no crime reports were made.

**Results from Healthy Kids Survey 2015-2016– 12<sup>th</sup> Grade**

Q: I feel safe in my school

Strongly disagree	.....	0
Disagree	.....	0
Neither disagree nor agree	.....	14
Agree	.....	57
Strongly agree	.....	29

Q: School staff takes parent concerns seriously

Strongly disagree	.....	3
Disagree	.....	3
Neither disagree nor agree	.....	24
Agree	.....	66
Strongly agree	.....	3

Perceived Safety at School

Very safe	.....	39%
Safe	.....	50%
Neither safe nor unsafe	.....	11%
Unsafe	.....	0
Very unsafe	.....	0

Violence and Victimization on School Property, Past 12 Months  
How many times on school property have you:

-been pushed, shoved, slapped, hit or kicked by someone who wasn't just kidding around?

0 times	.....	79%
1 time	.....	7%
2 to 3 times	.....	7%
4 or more times	.....	7%

-been afraid of being beaten up?

0 times ..... 97%  
1 time ..... 3%  
2 to 3 times..... 0%  
4 or more times ..... 0%

-been offered, sold, or given an illegal drug?

0 times ..... 97%  
1 time ..... 3%  
2 to 3 times..... 0%  
4 or more times ..... 0%

### **Suspensions/Expulsions**

The district had an unduplicated total of five students suspended during the 2014-2015 school year. **The district had an unduplicated total of eight students suspended during the 2015-2016 school year.** No students were suspended for a total of fifteen days.

In the 2014-15 school year, no students were expelled.  
**In the 2015-16 school year, no students were expelled.**

### **Procedures for Safe Ingress and Egress of Students**

Each school site in the Sierra-Plumas Joint Unified School District has provided safe ingress and egress for students and staff, including drop off areas at the front of schools and specific arrival and departure procedures for bus students. **At the beginning of each school year personnel discuss school rules and safety procedures with students.**

Under the Americans with Disabilities Act, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted. Trained staff assist individuals with disabilities.

The Sierra-Plumas Joint Unified School District encourages walking, bicycling, or scootering to school. If children must be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone's responsibility to know the traffic laws surrounding the school, including appropriate speed limits, and to obey them.

## School Crisis and Safety Plan Summary

Sierra County residents are aware that the following may characterize major emergency situations:

- There is little advance warning.
- Highways may be closed.
- Telephones and other major utilities may be out for several days.
- In a major disaster, deaths and injuries will exceed the capacity of our health facilities.
- Because government and school agencies are limited in their capabilities, it is likely that our school and our nearby community would be self-sufficient for a time and may be required to provide shelter to the immediate community.

The objectives of our plan are the following:

1. To provide a plan for action which will assist school personnel in minimizing injuries and loss of life of students and staff during an emergency;
2. To provide a plan to equip school personnel and school facilities to meet the needs of students, staff members, the community and local/state law enforcement and health officials during an emergency;
3. To provide a safe and orderly environment conducive to learning;
4. To assist in the safety and protection of our students and school personnel immediately after a disaster; and
5. To arrange for a calm and efficient plan for parents to retrieve their children from school if necessary.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

## Action Plan Summary

### A. Teachers Will:

- Give "**Duck, Cover and Hold On**" instructions in event of earthquake.
- Evacuate building in case of fire or after an earthquake.
- Take emergency folder and evacuate students to assigned area on yard.
- Hold students in assigned yard area, take roll, and wait for further instructions.
- Remain with class and report anyone who is missing.
- Take appropriate first aid action.
- Not re-enter buildings until deemed safe by authorities.
- Dismiss students to go home only to parent/or authorized adult. Children must be signed out by parent/or authorized adult.

### B. Assigned School Personnel Will:

- In the event of a fire, shut off gas, electricity and water (in that order). (Custodians, maintenance personnel)
- In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
- Set up and coordinate a first aid center.
- Report to site administrator for further instructions.
- Assume assigned emergency response roles: i.e., coordinate a first aid center, engage in search and rescue tasks, supervise students, secure gates, etc.

### C. Site Administrator's Office Will:

- If telephones are operable: notify **9-1-1** (Sierra County Sheriff) and the school district office for Level 2 & 3 emergencies,<sup>1</sup> District Office for all emergencies; and monitor incoming phone calls.
- Establish communication with the school district office.
- Maintain communication with staff and outside agencies.
- Assign available adults to tasks as needed.
- Site administrator to decide if evacuation to a designated shelter is necessary.

---

<sup>1</sup> As defined in Section I, pg. 10



## Special Information for Parents

Our school district has evacuation and emergency plans in order in case of a disaster. A complete School Safety Plan is available at the Sierra-Plumas Joint Unified School District Office.

### A. Crisis Information

**Parents will receive initial information by the "Emergency Phone Notification System" or by a "emergency phone tree" telephone call** (i.e., where teachers or others have a list of parents to notify in case of a school emergency when the Phone Notification System is not working).

**Do not come to or call the school!** Each school will designate a parent gathering center where parents will be informed and, when possible, pick up their children.

### B. Parent Gathering Places

- Loyalton Schools:           1) Holy Family Catholic Church or  
  2) Loyalton Elementary School
- Downieville Schools:       Yuba Theatre (park in corner parking lot)

### C. Student Dismissal

In the event of a major earthquake, **school will not be dismissed, and children will remain under the supervision of school authorities** until parents or responsible adults can pick them up.

If the site administrator or teacher in charge determines that students are to be dismissed following a crisis event, they will be transported to the parent gathering place, where their parents can pick them up, or be dismissed to return home by the usual method.

### D. Picking Up Your Child

Students will be released at the designated gathering center. After signing the Student Release form, your child (and any other children you are authorized to pick up) will be released to you. Only teachers, children and parent volunteers will be allowed onto the playground.

**Do not remove your child or any other child from school or gathering areas without having signed your name on the emergency release form.** This provides a record of each child's location.

Many of you may not be able to reach school by automobile or phone. If conditions make it necessary, we will release your child to the adult

indicated on your child's "Emergency Release" form. We will keep a written record of the child and the adult to whom the child has been released.

If children are caught in a disaster between home and the school, it is recommended they go immediately to school.

E. Food and Water Supply

In the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of food and fresh water. However, the supply is limited.

F. First Aid

School personnel have been trained in first aid and CPR. Each school office has a specially designed disaster kit containing appropriate supplies.

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## **Section I - Introduction**

1. Introduction
2. Planning
3. Communications
4. Emergency Actions
5. Responsibilities
6. General Crisis Management Plan
7. Team Responsibilities

## 1. Introduction

### Purpose

In the event of a widespread emergency it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance. The school may need to be self-sufficient for a time and may be required to provide shelter to the immediate community.

### Levels of Emergencies

Services are described by one of the following three levels:

- **Level One Emergency:** A localized emergency which school district personnel can handle by following the procedures at their own site.  
*Examples: power outage, minor earthquake, tragedies affecting students.*
- **Level Two Emergency:** A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, police, etc. *Examples: fire, severe earthquake with injuries and/or structural damage.*
- **Level Three Emergency:** A major disaster, clearly beyond the response capability of school district personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and response time from major supportive agencies may be seriously delayed and/or impaired.

### Authorities and References

This Safe Schools Plan is based on federal and state law, as well as the District's adopted policy and administrative regulations.<sup>2</sup>

### Plan Implementation

This Safe Schools Plan will be:

- Initiated by the superintendent, site administrator or designee when conditions exist which warrant its execution.
- Implemented by all staff that will remain at school and perform those duties as assigned until released by the site administrator.
- Reviewed at least annually.<sup>3</sup>
- To fully implement this plan each school shall have:
  - A working PA system available in all rooms and areas with students and staff
  - Rooms that are lockable from the inside
  - Drapes or other covering for all windows
  - Telephones in all rooms for communication purposes

---

<sup>2</sup> Section VII, Authorities and References, pg. 88

<sup>3</sup> Ibid

## 2. Planning

### A. Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the site administrator and maintenance staff will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

### B. Staff Orientation/Training

All school staff will be oriented to this Plan by the site administrator and/or designee at the beginning of each school year.

Emergency Preparedness Week will be held no later than the second week of school. During this time each drill will be practiced and evaluated for effectiveness.<sup>4</sup>

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

### C. Drills

In accordance with state law:

- Fire drills will be conducted on a monthly basis.<sup>5</sup>
- An earthquake "Drop, Cover and Hold On" drill will be held each quarter. for elementary schools and once each semester for secondary schools.<sup>6</sup>
- Test earthquake plan, or portions thereof, on a rotating basis, at least two (2) times during the school year.<sup>7</sup>
- All students and staff will participate in these mandated drills.
- Substitutes and volunteers will be instructed by staff on drill procedures, including location of the emergency binder containing a current student roster.
- All drills will be recorded on the Emergency Drills form.<sup>8</sup>

### D. Evacuation Routes and Emergency Signals & Procedures

The site administrator is responsible for establishing safe evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Emergency signals & procedures will be posted in each classroom, library and office. Each classroom will have an emergency binder containing:

- A summary of emergency procedures.
- Current class roster. High schools will have a roster for each period

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<sup>4</sup> Section IV, pg. 52

<sup>5</sup> Code of Regulations, Title 5, 550

<sup>6</sup> EC 35297

<sup>7</sup> Section 560, Title V, California Administrative Code

<sup>8</sup> Section VI, Form D, pg. 78

- of the school day.
- "Pick-up" information for each student.
- Emergency phone/cell numbers in case of separation from the main group.

**E. Emergency Signals:**

- Fire.....Fire drill bell
- Earthquake drill.....Air horn or PA announcement for drill
- Secure Building .....PA announcement or three short bells
- Return to building .....Short whistle blasts or PA announcement
- All Clear .....One long bell, or PA announcement

In the event the PA or bells are not working, runners will be used to inform staff and students.

**F. Parent Communication/Responsibility**

Pertinent components of this Plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child at a pre-designated place in the event of an emergency. (School campus pickup may be inappropriate in some emergencies.)

**G. Supplies and Equipment**

Disaster supplies and equipment are maintained at each site as follows:

- First aid kits and other search and rescue supplies which may be needed during the first few hours following an emergency located in each school office.
- Tools for shutting off the utilities at each shut-off location.

**H. Emergency File**

An Emergency File containing Student Release information for all students and blank Student Release-Permission Slips will be maintained in the school office marked "EMERGENCY FILE", and will be taken by the school secretary whenever the school building is evacuated.<sup>9</sup>

<sup>9</sup> Section VI, Form K, pg. 87.

### 3. Communications

#### Phones

- During an emergency, telephones and cell phones will only be used to safely report emergency conditions or to request emergency assistance.
- In the event that telephone and/or electrical service is interrupted or it is unsafe to use a cell phone, other means must be relied upon to relay information. Runners will be utilized within the school building and on school grounds.

#### Public

It is the responsibility of the superintendent to disseminate information to the public.

Site administrator or designee will:

- Notify the district/county office of the school's status/needs.
- Designate staff member(s) to monitor all communications.

Parents will be notified of an emergency and where to go to receive information using the "Emergency Phone Notification System". Each school will also have a "emergency phone tree" plan for parent notification in the event the Emergency Phone Notification System is not working. Parents/staff will be reminded during the Emergency Preparedness Week to have a land line phone for emergency use.

#### Communications in the Event of a School Site Lockdown

When deemed appropriate by the superintendent or designee, the following communications will take place to the greater school community:

- On the Sierra-Plumas Joint Unified School District website, an update of the situation with possible directives for parents will be posted under "Alerts and Announcements". An entry on the District's "Facebook" page with the same information will also be posted.
- An all-call phone message will be generated to the entire school community addressing the status of the lockdown and directives for parents in what course of action the school desires parents to take.
- If time permits before students are excused, a letter will be drafted by the superintendent or site principal and sent home with each student addressing the situation and the district's response.
- If necessary, all resources with local law enforcement and their communication protocols will also be utilized.



## Emergency Actions

When an emergency occurs, it is critical that every staff member take immediate steps to protect themselves and others.

The following Emergency Actions are detailed in Section II, EMERGENCY ACTIONS. Each staff member must become familiar with each Emergency Action and be prepared to do assigned responsibilities.

All students are to be taught and to practice what their actions are when the following Emergency Actions are implemented:

1. Leave Building
2. Stand-By Lockdown
3. Secure Building/Shelter in Place
4. Evacuation/Directed Transportation
5. Duck, Cover, and Hold On
6. Return to Building
7. All Clear
8. Convert Building

This Safety Plan establishes procedures to be followed which will nullify or minimize the effects of the sixteen emergencies listed below and covered in Section 3. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The emergencies outlined in this Plan are:

- Bomb Threat
- Hazardous Materials
- Civil Disobedience
- Earthquake
- Explosion and/or Threat of Explosion
- Fire
- Broken water/sewer mains/Flood
- Irrational Behavior
- Loss of Utilities
- Personal Emergencies
- Rabid Animal/Animal Disturbance
- Severe Weather
- Weapons Fired
- Medical Emergency (epidemic)
- Threat Condition Red/War
- Medical/Health emergency

***See Section III for detailed information for each emergency.***

## 4. Responsibilities

### A. Site administrator or Designee

- Assume overall direction of all emergency procedures based on procedures and actions outlined in this Plan.
- Good judgment, based upon the facts available in any emergency situation, is of paramount importance.
- This Plan should not be considered as a restriction to judgmental prerogatives.
- Assign school personnel to emergency committees as deemed necessary. Personnel may have duties in addition to those listed below.
- Establish and contact County/District schools office at (530) 993-1660 and if severe crisis Sierra County Office of Emergency Services at (530) 289-2850.

### B. Office Staff

- Provide assistance to site administrator by handling telephones, monitor radio emergency broadcasts, assist with health emergencies as needed, acting as messengers, etc.

### C. Teachers

- Responsible for the supervision of students in their charge.
- Direct evacuation of students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders.
- Give **“Duck, Cover and Hold On”** command during an earthquake or in a surprise attack.
- Take roll when class relocates in an outside or inside assembly area or at another location.
- Report missing students to site administrator.
- Send students in need of first aid to school nurse or person trained in first aid. Acquire first aid for those unable to be moved.

### D. Instructional Assistants/Aides

- Assist teacher.

### E. Custodians/Maintenance Personnel

- Examine buildings and plant for damage, provide damage control.
- Keep site administrator informed of condition of school.
- Assist as directed by the site administrator.

### F. Bus Drivers

- Supervise the care of children if disaster occurs while children are in bus.<sup>10</sup>
- Transfer students to new location when directed.

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<sup>10</sup> Section V, Page 62

- Assist custodian in damage control.
- Transport individuals in need of medical attention.

**G. Nurses/Health Assistants**

- Administer first aid.
- Supervise administration of first aid by those trained in it.
- Organize first aid and medical supplies.

**H. All Other Employees**

- Report to site administrator for directions.

## 5. General Crisis Management Plan

### **A. Site administrator, or in their absence, the teacher-in-charge, will take charge immediately:**

- Notify the District/County Office, 993 -1660, Ext \*840, \*841, \*843. (Superintendent Cell 771-7927)
- Provide immediate, accurate information about the incident to staff, students, parents, and other district staff.
- Coordinate with the police, fire department and EMTs as necessary.
- Assign roles.

### **B. Secretary:**

- Supervise front activities.
- Account for students, injuries, absences, etc.
- Have ready map of school and accountability report, and school roster for each class.

### **C. Instructional Aides/Classified employees**

- Supervise grounds.
- Notify and assist teachers in implementing plan.
- Assist site administrator in checking out all rooms in case of evacuation order.

The Emergency Teams will include:

- Emergency Operations/Command Team
  - Site administrator and front office staff
- Search and Rescue Team
  - Aides and classified staff
- First Aid Team
  - Designated staff
- Student Supervision
  - Teaching staff and aides when available
- Accounting
  - All teaching staff
- Parental Assistance/Information
  - Site administrator will designate staff
- Building Security
  - Maintenance/Custodian
- Crisis Intervention
  - Counselor/Sierra County Health or Social Services

Any school employee, as a disaster services worker, may be asked to assist an Emergency Team whenever necessary.

## 6. Team Responsibilities

### A. Search and Rescue Team (All aides)

- Obtain any equipment, supplies, or instructions to help in the search. (Emergency two way radios are available at the District Office.)
- Always work with a partner.
- Search designated area to find injured and/or missing persons. Pay close attention to restrooms, office, classrooms, storage areas.
  - a) Explore each room visually, vocally, and physically.
  - b) Look, call out for replies and actively search.
- Have one team member stay with an injured person while the other reports to the first aid team.
- Report any damage noticed.
- Mark unsafe areas.
- Report information to the command center (front office).
- Assist any team that needs help.

### B. First Aid Team (Site administrator will designate)

- Obtain equipment, supplies, and instructions to begin responsibilities.
- Meet at the first aid station (the office).
- Always work with a partner if you leave the station.
- Communicate with search and rescue team. If necessary go to the team to assist with an injured person.
- Provide first aid for each victim.
- Document all victims removed from the site for medical care.<sup>11</sup>

### C. Accounting Team (All Teachers)

- Interpret meaning of warning signal or recognize the signs such as earth tremors.
- Give command to students. E.g. Drop, Cover (under desk, table, door entry), Hold On, wait for instructions to leave the building—given by teacher, or prearranged signal.
- Determine if anyone is injured.
- Give first aid if necessary.
- Cooperate with teachers near you in student assembly area.
- Evacuate building when directed and go to your designated fire drill position, or to bus staging area if so directed. Take emergency Binder, take roll, and fill out an emergency status report if necessary. Give to an administrator/designee.
- All staff will walk with their class to assigned area in the student assembly area.
- Supervise and reassure students throughout emergency.
- Accompany students if they are evacuated and assist in signing them out to parents or other designated person.

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<sup>11</sup> Section VI, Form E, pg. 79

## **Section II – Emergency Actions**

1. Leave Building
2. Stand-By Lockdown
3. Secure Building/Shelter in Place
4. Evacuation/Directed Transportation
5. Duck, Cover, and Hold On
6. Return to Building
7. All Clear
8. Convert Building

## 1. Leave Building

### A. Announcement

- Fire alarm (bell).
- Provided time is available, make an announcement in person directly or over the public address system which will indicate the nature of the emergency event.
- Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

### B. Description

- The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety.
- This action should be followed by another action or a return to school buildings and normal class routine.
  - a) All clear signal ..... one long bell.
- Use Emergency Phone Notification System when appropriate.
- Site administrator and designees will check every room in building to be certain no students remain. Communication via 2-way, walkie-talkie.

### C. When Used

- This action is considered appropriate for, but is not limited to, the following:
  - a) Fire
  - b) Bomb threat
  - c) Chemical accident
  - d) Explosion or threat of explosion
  - e) Post earthquake
  - f) Other similar occurrences which might make the school buildings unsafe.

## 2. Stand-By Lockdown

### A. Announcement

- An announcement in person directly or over the public address system.  
*Example: "Your attention please. **STANDBY.** (Pause) **STAND BY.** (Pause) **Additional information to follow.**"*
- Use messengers with oral or written word as an alternate means of faculty notification.

The situation isn't critical enough to warrant the disruption of teaching but is serious enough to not want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

### B. Description

- If outside, teachers are to return students to their classrooms.
- If inside, teachers will hold students in classrooms pending receipt of further instructions.
- This action must be followed by another action or a return to normal school activities.
  - a) All clear signal ..... one long bell.

### C. When Used

- This action is appropriate for all disasters or emergencies, except those that occur without warning.



### 3. Secure Building/Shelter in Place

#### A. Announcement

- An announcement in person directly or over the public address system.  
*Example: "Your attention please. (Pause), SECURE BUILDING, or INTRUDER. (Pause) SECURE BUILDING.*
- Teachers should initiate this action anytime they hear extremely violent behavior, i.e., shots, etc., outside their classroom.
- Use messengers with oral or written word as an alternate means of staff notification when safe to do so.
- Students outside classrooms will walk to the nearest rooms quickly on hearing three blasts of whistle.

#### B. Description

- Teachers and other staff members are to immediately lock doors and have students lie on the floor.
- While students are getting on floor, close any shades and/or blinds if it appears safe to do so.
- Teachers and students are to remain on the floor until a staff member they recognize assures them that it is safe to unlock doors.
- During an activity period, or outside, students should take shelter in a building if possible; otherwise, run in a zig-zag pattern to shelter, cover and hide until the all clear signal.
- If a student were in the halls or bathrooms, remain inside until found by staff or hear the all clear signal.
- If any students anywhere on campus hear gunshots they are to remain inside until found by staff or hear the all clear signal.
- Not in classroom: go to closest room, take cover. Help secure the room and then take cover, remain silent until the all clear signal. People will be checking the doors, so do not respond to any attempts to open doors.
- If necessary, tape bottom of doors, and vents. (chemical spill)
- Use Emergency Phone Notification System for parents as soon as possible.

#### C. When Used

- This action is considered appropriate for, but not limited to, the following:
  - a) Extreme Violence
  - b) Gunfire
  - c) Violent intruder
  - d) Animal on campus
  - e) Chemical spill
  - f) Threat of explosion

## 4. Evacuation/Directed Transportation

### A. Evacuation

- Announcement
  - a) Fire bell or PA notification.
  - b) Use messengers with oral or written word as an alternate means of staff notification.
  
- Description
  - a) Students and teacher evacuate building using posted route. Teacher takes Emergency Binder.
  - b) Close all windows and doors.
  - c) Teacher takes roll and reports any missing students.
  
- When Used
  - a) Fire or threat of fire
  - b) Bomb threat
  - c) Threat of explosion if time to evacuate. If not, Duck, Cover and Hold On

### B. Directed Transportation

- Announcement
  - a) Use PA system to move students to bus staging area. Or follow regular fire evacuation procedures and wait further information.
  
- Description
  - a) Students evacuate to bus staging area to board buses.
  - b) Teacher: Take emergency binder.
  
- When Used
  - a) Students need to be transported to another site.
  - b) After a school lock down, in order for their parents to pick them up or to be transported home.
  - c) To remove students from hazardous materials.
  - d) To re-route buses due to road hazards.
  - e) For non-school emergency use this action will be initiated only by action of the Superintendent and/or upon the direction of Sierra County Office of Emergency Services.
  - f) It is deemed appropriate for use during any disaster in which a requirement exists for additional medical facilities or Congregate Care Centers.

## 5. Duck, Cover, and Hold On

### A. Announcement

- An oral command to **"Duck, Cover and Hold On"** (repeat as needed) given by the teacher or other staff member who realizes that an earthquake is occurring.

### B. Description

- When inside
  - a) Upon the command **"Duck, Cover and Hold On"**, students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged so that they do not face windows. Teacher will close curtains.
- When outside
  - a) Upon the command **"Duck, Cover and Hold On"**, students and staff should immediately move away from buildings and other objects which might topple over.
- Use Emergency Telephone Notification System if appropriate.

### C. When Used

- This action is appropriate for:
  - a) Earthquake
  - b) Explosion
  - c) Surprise Attack
  - d) Intruder
- Earthquake
  - a) Earthquake drill will be announced with an air horn. Students will immediately "Duck, Cover, and Hold On" away from windows, under desks, tables.
  - b) Evacuate building when the "All Clear" signal sounds. (one long bell.) Follow procedures for Evacuation/Fire.

## 6. Return to Building

### A. Announcement

- Teachers on duty will blow three short blasts on their whistle.

### B. When Used

- This action is to be taken when students are outdoors and a crisis requires that they immediately return to the building.
  - a) Dangerous animal on campus
  - b) Intruder
  - c) Lightning

## 7. All Clear

### A. Announcement

- In person directly or over PA system. May also be one long bell.

### B. Description

- This action signifies the end of the action that had been initiated.
- Teachers should immediately begin discussions, activities, etc., to assist students in addressing fear, anxiety, etc.
- Use Emergency Telephone Notification System if appropriate.

### C. When Used

- This action is used as the final action to conclude:
  - a) Duck, Cover and Hold On
  - b) Leave Building
  - c) Secure Building
  - d) Stand-By
  - e) Take Cover

## 8. Convert School

### A. Description

- During School Hours
  - a) Dismissal for all classes, followed by action to go home, or if the situation dictates, hold students at school for temporary care.
  - b) Conversion of the school into an Emergency Hospital, First Aid Station or Congregate Care Center. (Congregate Care Center is operated by officials of the Department of Health and Human Services or the American Red Cross.)
  - c) This action will normally be preceded by one or more of the other Emergency Actions.
- Other than School Hours
  - a) Alerting school employees.
  - b) Suspension of scheduled classes. Use Emergency Telephone Notification System. Notify District Office for assistance by other means.
  - c) Conversion of the school into an Emergency Hospital, First Aid Station or Congregate Care Center.
  - d) When converting the school to an Emergency Hospital or First Aid Station, follow the guidance and directions of the medical personnel upon their arrival.

### B. When Used

- This action will be initiated only by action of the Superintendent and/or upon the direction of officials from the Sierra County Office of Emergency Management, Department of Health and Human Services or upon the request of the American Red Cross.
- It is deemed appropriate for use during any disaster in which a requirement exists for additional medical facilities or Congregate Care Centers.

## **Section III – Emergency Procedures**

1. Preface
2. Fire
3. Flood
4. Earthquake
5. Loss of Utilities and/or Sewer Problems
6. Severe Weather
7. Weapons Fired
8. Hazardous Materials
9. Irrational Behavior
10. Personal Emergencies
11. Rabid Animal/Animal Disturbance
12. Bomb Threat
13. Civil Disobedience/Student Disorder
14. Stranger or Intruder on Campus
15. Explosion/Threat of Explosion
16. Threat Condition Red/War
17. Health/Medical Emergency
18. Special Education Adaptations

## 1. Preface

Staff awareness and knowledge of what to do in the following emergencies is vital for the safety of all on our campuses.

Therefore, the following methods will be used for dissemination of information about procedures:

- Staff handbook and discussion at staff meeting.
- Substitute folders.
- Drill during Emergency Preparedness Week and additionally as required by law. It is recommended that law enforcement be present for the drill to help monitor and improve performance.

It is recommended that students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

In emergencies, the administrator or designee is in charge. Some duties are pre-designated, and some will be assigned as needed. See Team Responsibilities.<sup>12</sup>

During Level 3 emergencies, the Sierra County Office of Emergency Services will be the lead agency, coordinating needed services.

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<sup>12</sup> Section I, pg. 10.

## 2. Fire

### LEVEL 2 OR 3 EMERGENCY

#### A. Within School Buildings

Site administrator or designee will:

- a) Immediately initiate action **LEAVE BUILDING/ Evacuate**. Fire bell (three short bells – consistently rung).
- b) Pull fire alarm.
- c) Call 9-1-1.
- d) Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)
- e) Ensure that access roads are kept open for emergency vehicles.
- f) Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
- g) Notify the superintendent.
- h) Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Teachers will:

- i) Take emergency binder, close doors and windows if time.
- j) Take roll after proceeding along designated evacuation route.
- k) Report missing students to site administrator designee outside. Those not found will be reported to Fire and Law Enforcement Officials.
- l) Do not release students to anyone but their parents or the student's emergency person.

#### B. Fire Near School

- Site administrator will determine the need to implement any action. If the answer is "no", continue with school routine.
- Notify appropriate Fire Department to be sure alarm has been given.
- If the fire threatens the school, the site administrator will execute those actions under "Within School Buildings" above.



### 3. Flood

#### LEVEL 1 EMERGENCY

None of the SPJUSD schools are in a flood zone. However, there will be times when transportation of students to their homes may be through flood prone areas.

##### **A. Within School Buildings** (such as broken water mains, or sewer or floods that may prevent building occupation .)

1. The extent of the crisis will dictate the course of action to be taken. Depending on the situation, the Site administrator may find it necessary to initiate one or more of the following Emergency Actions and procedures:
  - a) Action **STAND-BY**, followed by
  - b) Action **LEAVE BUILDING**, or
  - c) Action **DIRECTED TRANSPORTATION**, or
  - d) On official request, action **CONVERT SCHOOL** for emergency evacuations.
2. Sound the appropriate warning signal.
3. Maintain communication with County Emergency Services for information updates.
4. Supervise the execution of the action decided upon.
5. The site administrator will notify the Superintendent of action taken.

##### **B. Roads Flooded Affecting Transportation**

1. Action **STAND-BY**, followed by
  - Construct Alternate Route by authorization of Superintendent
  - Place Emergency Phone Notification System to bus students effected.
2. Action **DIRECTED TRANSPORTATION**

## 4. Earthquake

### LEVEL 1 OR LEVEL 2 EMERGENCY

#### A. When Students are Inside the School

1. Action **DUCK, COVER AND HOLD ON** upon an indication of an earthquake and at teacher's command. Teacher will try to close curtains if inside.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to other staff members.)
3. When the earthquake is over, Site administrator or designee will initiate action **LEAVE BUILDING/EVACUATE BUILDING**.
4. Teachers will take their emergency binders as class leaves following designated evacuation route or alternate route if first is hazardous or blocked.
5. The earthquake safety team (custodians/maintenance) will:
  - a) Post guards a safe distance away from building entrances to see that no one re-enters the buildings.
  - b) Warn all personnel to avoid touching electrical wires which may have fallen to the ground.
  - c) Notify the superintendent.
  - d) Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
  - e) Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school.
  - f) Initiate any other action deemed necessary, or return to normal routine.

#### B. When Students are Outside the School

1. Give command to students and any visitors around you to move away from buildings, trees, large structures and exposed wires.
2. Keep everyone together and ensure that no one leaves your group.
3. Wait for further instruction at a safe distance from buildings, trees, large structures and exposed wires. Do not re-enter the building without the authority of the superintendent or County or State emergency personnel.

#### C. At Times Other Than School Hours

Site administrator will:

- Have fire marshal or other experts inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school.
- If school must be closed, notify staff members and students.
- Notify the District Office who will inform public media as appropriate.

## 5. Loss of Utilities and/or Sewer Problems

### A. Advanced Warning

1. During School Hours
  - a) Advance notice may be received from utility companies regarding loss of service. In many cases, these losses of service will be of short duration and require no special action other than notifying staff of the pending interruption of service.
  - b) Make announcement in person directly or over public address system.
  - c) Use messengers with oral or written word as an alternate means of faculty notification.
2. Other Than School Hours
  - a) If disruption in service will severely hamper school operation, students and staff should be notified by the Emergency Phone Notification System.
  - b) District Office will also assist in notification process by other means.

### B. Sudden Interruption

1. During School Hours
  - a) Determine length of time service will be interrupted.
  - b) Notify School District Office of loss of service.
  - c) If site administrator decides it is necessary, students will be dismissed. Busses will be called and parents notified using the Emergency Phone Notification System.

## 6. Severe Weather

### LEVEL 1 EMERGENCY

#### A. Wind:

1. With Warning
  - a) *Site administrator or designee will:*
    - Initiate action, **STAND-BY**.
    - Take appropriate actions to safeguard school property.
2. With Little or No Warning
  - a) *Teachers will:*
    - Initiate action **DUCK, COVER, & HOLD ON**
    - Ensure that all windows and blinds are closed.
    - Evacuate classrooms bearing the full force of the wind to inside rooms.
    - Do not allow structures with large, open roof spans to be used as shelter.
  - b) *Site administrator or designee will:*
    - Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
    - Notify the superintendent.
    - Upon passage of the storm initiate any other appropriate action, or return to normal routine.

#### B. Lightning:

1. Fundamental Principles
  - a) No place outside is safe with thunderstorms within six miles.
  - b) Schedule indoor activities to avoid lightning.
  - c) '30-30 Rule' (If 30 sec between lightning and thunder, go inside. While inside, stay away from corded telephones, electrical appliances and wiring, and plumbing. Stay inside until 30 min after last thunder.)
  - d) Avoid dangerous locations/activities. (Elevated places, open areas, tall isolated objects, water activities.)
  - e) If on a school trip, teacher will signal students return to buses at first sign of lightening. Remain seated with hands in laps, as far from windows as possible.
  - f) Do **NOT** go under trees to keep dry in thunderstorms!
  - g) Lightning Crouch. (desperate last resort)
  - h) First Aid: Call 9-1-1. CPR or rescue breathing, as appropriate.
2. Lightning Crouch
  - a) USE THIS AS A DESPERATE LAST RESORT ONLY! Remember, no place outside is safe with lightning in the area. If you are outside far away from proper shelter and lightning threatens, proceed to the safest location. If lightning is imminent, it will sometimes give a few seconds of warning. Sometimes your hair will stand upright,

your skin will tingle, light metal objects will vibrate, or you'll hear a crackling static-like a "kee-kee" sound. If this happens and you're in a group:

- Spread out so there are several body lengths between each person. If one person is struck, the others may not be hit and can give first aid.
- Once you've spread out, use the lightning crouch; put your feet together, squat down, tuck your head, and cover your ears.

b) When the immediate threat of lightning has passed, continue heading to the safest spot possible. Remember, this is a desperate last resort.

### 3. First-Aid

All deaths from lightning are from cardiac arrest or stopped breathing from the cardiac arrest.

Have someone call 9-1-1 for professional emergency medical care.

a) Start CPR or rescue breathing if the person has no pulse or no breathing, respectively.

## **7. Weapons Fired**

### **A. Report of Weapons Fired on Campus or Near School**

1. Students will immediately get on the floor. Action: Duck, Cover and Hold On
2. Close windows and curtains.
3. Notify police department using 9-1-1.
4. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
5. If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
6. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
7. A suspect should be considered armed, unstable and extremely dangerous.
8. Have a special/pre-arranged all-clear signal when situation/school is safe/secure.

## 8. Hazardous Materials

### A. Procedures

1. If necessary, call 9-1-1.
2. The site administrator will determine which Emergency Action, if any, should be implemented. (The nature of the material and the nearness of the accident will be a deciding factor. Police, Fire, Public Health or Environmental Health Departments may order evacuation of the school.)
3. If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
4. Determine the need to implement action **LEAVE BUILDING**. If the spill is outside, remain inside. If the spill is inside, go outside. Move crosswind to avoid fumes, never upwind or downwind.
5. Do Not light any fires during a chemical accident.
6. Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until public safety personnel carry out decontamination procedures.
7. If time is available, initiate action **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the chemical. Determine whether students should be sent home--if so, notify parents as per notification plan.
8. Notify the superintendent.
9. Teachers report names of missing students to office.<sup>13</sup> Those not found will be reported to Fire or Police officials, if forced by conditions to evacuate the school grounds.
10. Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
11. Upon return to school, Custodians/Maintenance personnel must ensure that all classrooms are adequately aired.

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<sup>13</sup> Section VI, Form G, pg. 83

## 9. Irrational Behavior

### A. Student or Staff

1. Notify site administrator.
2. Administrator shall notify staff using "**STANDBY LOCKDOWN**" procedure.
3. Notify school psychologist at (530) 993-4485.
4. Isolate person from students.
5. Notify person's family.
6. Protect individual from injury.
7. Make arrangements for necessary care of individual.
8. Notify Law Enforcement if individual is endangering self or others.
9. Notify superintendent.

### B. Campus Visitor

1. Notify site administrator.
2. Administrator shall notify staff using "**STANDBY LOCKDOWN**" procedure.
3. Isolate person from students.
4. Site administrator or designee will request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, void hostile-type actions, except in cases when necessary to safeguard person or property.
5. Notify appropriate Law Enforcement Agency, if necessary.
6. Notify superintendent.



## 10. Personal Emergencies

### A. Student, Staff or Visitor

1. Notify site administrator, call 9-1-1.
2. Provide privacy for the person.
3. Provide appropriate first aid.

### B. Problems affecting the whole school (e.g. student accident, death, or other emergency)

1. Notify the Superintendent
2. Notify all faculty members of the details of the crisis as they are currently known and keep them updated on details. If a crisis takes place at night or over the weekend, this notification would go out as soon as possible prior to the start of the next school day.
3. Notify the school's parent organization so that they can be involved during the resolution and follow-up phases.
4. Request assistance from other schools to ensure adequate personnel to deal with the situation.
5. Encourage students to express their feelings regarding the crisis.
6. Notify the parents of severely affected students to prepare them for their child's arrival home.
7. Provide a "roaming" substitute teacher who can cover for a teacher who is too upset to carry out their duties. Make a counselor available to faculty and staff.
8. Each school will handle in an appropriate manner, using counselors or Sierra County Mental Health personnel.

## 11. Rabid Animal/Animal Disturbance

### LEVEL 1 EMERGENCY

#### A. Procedures

1. The first consideration is the safety of the pupils and personnel.
2. Isolate the pupils from the animal.
  - a) If **animal is outside**, keep pupils inside. Teachers will lock doors to the outside.
  - b) If **students and animal are outside**, have students walk, NOT RUN, to the nearest entrance.  
Action: **RETURN TO BUILDING**  
Three short whistle blasts signal students to walk quickly to building.
  - c) If **animal is inside**, keep pupils outside or in some other sheltered area.
  - d) If **students and animal are inside**, have students walk, NOT RUN, to the nearest exit or classroom, whichever is closest and away from animal.  
Action: **LEAVE BUILDING**  
Fire alarm bell signals students to leave building.
3. Call law enforcement or fire department.
4. If animal injures someone, site administrator or designee shall call the parent, guardian or emergency contact and the Sierra County Sheriff.

## 12. Bomb Threat

### LEVEL 2 EMERGENCY

**LOW LEVEL THREAT** – The probable motive is to cause disruption: The Subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly.

### LEVEL 3 EMERGENCY

**MEDIUM LEVEL THREAT** – The Subject gives details such as the size, location or type of bomb. The Subject stays on the line longer and states a motive for the bomb.

**HIGH LEVEL THREAT** – The Subject is very detailed and describes the type, power, location or time of detonation. The Subject stays on the line longer or makes multiple calls. The Subject may exhibit advanced knowledge of bombs. In addition, the Subject may make demands such as publicity, money, etc.

#### ***A. If threat by telephone comes directly to a school:***

- **Person receiving call should:**
  - USE ONLY LANDLINE PHONES
  - TURN OFF YOUR CELL PHONE (Utilize “runners” to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
  1. Stay calm.
  2. Do not hang up or put the caller on hold.
  3. **Listen** – Do not interrupt caller.
  4. Alert someone else by prearranged signal so they can:
    - (a) Get on an extension (**landline only**), call **9-1-1** and notify the operator, "**This is \_\_\_\_\_ from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_. Please trace the call.**"
  5. Use Bomb Threat Form for guidance in dealing with caller.
  6. Attempt to **keep the caller on the telephone** as long as possible.
  7. Ask permission to repeat any instructions to make sure they were understood.
  8. Notify Site Coordinator immediately after completing the call.
  9. Try to determine if the caller is a student or an adult.
  10. Listen for any background noise.
  
- **Site Administrator Actions:**
  - USE ONLY LANDLINE PHONES
  - TURN OFF CELL PHONE (Utilize “runners” to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
  1. Alert teachers to conduct a rapid visual scan of their areas for unidentified objects.
  2. **Remove students:** Issue **Leave Building** command on the PA

system or by messenger. Students will remain out of range until receiving the All Clear signal.

3. Notify the Superintendent's office. (530) 993-1660 Ext \*837
  4. The site administrator and designee will canvass building to determine that no students or personnel remain in building
  5. The site administrator will call the fire department or police, if, in his/ her opinion, it is warranted. **Wait for Law Enforcement to begin search.**
  - 6.
  7. Resume school after the building(s) have been inspected and determined safe by proper authorities.
  8. Do not publicize the threat any more than necessary.
  9. Individual receiving call should complete the Bomb Threat Report, <sup>14</sup> as soon as possible.
- **Teacher Actions:**
    - USE ONLY LANDLINE PHONES
    - TURN OFF CELL PHONE AND INSTRUCT
    - STUDENTS TO TURN OFF CELL PHONES (Utilize "runners" to communicate)
    - SHUT OFF ALL TWO WAY RADIOS
    1. Conduct a rapid visual scan of work area. Do not touch any suspicious items.
    2. Collect the SAFETY BINDER.
    3. Ensure that the handicapped receive assistance in evacuating.
    4. Calmly instruct students to walk to the assigned area, usually 300 feet from the building
    5. Do not allow anyone to run or rush the hallways or exits
    6. Once safe, take attendance and report search results and student count to your administrator
    7. Wait with students until the search for the bomb has been conducted
    8. Do not re-enter the building until the all clear signal is given
    9. In times of severe weather or a prolonged search, students may be moved to pre-arranged locations, for example elementary students moved to the high school and vice versa.
    10. Account for all students.

#### ***B. If notified of call through police/sheriff department***

1. Implement action **LEAVE BUILDING. (Section II-1)**
2. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
3. Notify the Superintendent's office.
4. Resume school after the building(s) have been inspected and determined safe by proper authorities.
5. Do not publicize the threat any more than necessary.
6. Individual receiving call should complete the Bomb Threat Report, <sup>15</sup> as

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<sup>14</sup> Section VI, Form B, pg. 76

<sup>15</sup> Section VI, Form B, pg. 76

soon as possible.

**C. If a threat is received on district phones other than at a school**

- USE ONLY LANDLINE PHONES
  - TURN OFF YOUR CELL PHONE (Utilize "runners" to communicate)
  - SHUT OFF ALL TWO WAY RADIOS, PAGERS
1. Stay calm. Do not hang up or put the caller on hold.
  2. **Listen** – Do not interrupt caller.
  3. Use Bomb Threat Form for guidance in dealing with caller.
  4. Attempt to **keep the caller on the telephone** as long as possible.
  5. Ask permission to repeat any instructions to make sure they were understood.
  6. Listen for any background noise.
  7. Alert someone else by prearranged signal so they can:
    - (a) Get on an extension (**landline only**), call **9-1-1** and notify the operator, "**This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_. Please trace the call.**"
  8. Notify Site Coordinator immediately after completing the call.
  9. Try to determine if the caller is a student or an adult.
  10. Notify school concerned.
  11. Implement action **LEAVE BUILDING (Section II-1)** at affected site.
  12. Notify the Superintendent's office. (530) 993-1660 Ext \*837
  13. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
  14. Ensure that 9-1-1 has been called.
  - 15.
  16. Resume school after the building(s) have been inspected and determined safe by proper authorities.
  17. Do not publicize the threat any more than necessary.
  18. Individual receiving call should complete the Bomb Threat Report, <sup>16</sup> as soon as possible.

**D. If a written threat is received**

1. Handle document as little as possible & place in another larger envelope.
2. Call 9-1-1 to report the threat.
3. If threat is immediate or indefinite, implement action **LEAVE BUILDING** then enact the following procedures.
4. The site administrator and designee will canvass building to determine that no students or personnel remain in building.
5. Notify the Superintendent's office.
6. Resume school after the building(s) have been inspected and determined safe by proper authorities.
7. Do not publicize the threat any more than necessary.

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<sup>16</sup> Ibid

8. Individual receiving threat should complete the Bomb Threat Report,<sup>17</sup> as soon as possible.

### 13. Civil Disobedience/Student Disorder

#### LEVEL 2 EMERGENCY

Civil disobedience is defined as any assemblage, including terrorists, on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students.

#### A. Procedure

1. Implement action **Secure Building**.  
The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep classes within their rooms.
2. Site administrator or designee will notify 9-1-1 of situation and request assistance and notify teachers of reason for action.
3. Upon the receipt of an alert, the custodians will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
4. Teachers and custodians will be directed to lock and close their classroom doors.
5. Notify School District Office of situation.
6. Upon command from the authority in charge, all faculty members will keep their students within their locked classrooms until further notice **regardless** of the bells and schedule.
7. The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
8. Darkening drapes and blinds should be closed in rooms so equipped.
9. Any other precautions should be taken to protect students and personnel from flying glass should the windows be broken.
10. When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
11. Should a disturbance enter the building itself, the secretarial staff should be prepared to move into the site administrator's office. When possible, phones should be adjusted to feed into those areas.
12. Accurate record of events, conversations and actions, should be kept.
13. Assign staff members to assist administration or other staff as necessary.
14. Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

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<sup>17</sup> Section VI, Form B, pg. 76

## 14. Stranger or Intruder on Campus

### A. Signage

1. All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. <sup>18</sup> The following statement should be used on signage:

*"All visitors entering school grounds on school days between (school hours) must register at the main office. Failure to do so may constitute a misdemeanor. California Penal Code 627.2. "*

### B. Procedure

1. The signal will be given over the intercom, or other warning device, that there is now in effect a **STAND-BY** or **SECURE BUILDING**.
  - a) Where there are no bells or PA systems, site administrators and/or designee will act as runners to notify staff of **LOCK-DOWN**.
2. As soon as a decision is made to lock down the school, administration will notify law enforcement using 9-1-1.
3. If students are in class at the time of the signal,
  - a) Staff will:
    - Explain that there is an emergency;
    - Lock the classroom doors;
    - Have students lie on the floor;
    - Close blinds and take any possible precautions to protect others from possible broken glass; and,
    - Remain locked in offices until advised to move personally by administration or public safety officer or an *all clear* signal.
  - b) Site administrator will:
    - Act with custodians to check locks on all exterior doors and classroom doors, and if possible, gates to school grounds to keep outsiders out until problem is resolved;
    - Designate a person to coordinate with public safety personnel at their command post; and,
    - Make sure that a site map and key set are available to safety personnel.
    - Be available to deal with the media/press and bystanders to keep site clear of visitors.
    - Notify parents of where to go to receive news, and their students when crisis is over.
4. If students are not in class at the time of the signal,
  - a) Teachers will:
    - Assist administration in moving students into the nearest safe building available;
    - Lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure;

<sup>18</sup> California Penal Code Title 15, Chapter 1.1 § 627

- Remain with students to maintain order;
- Keep students in a safe area until advised by administration or public safety personnel to move or that there is an all clear signal; and,
- Avoid, if possible, large open areas such as the library, gym, lawns or parking lots.

**5. All-Clear signal will**

- a) Be given after consultation with the senior public safety officer on the scene; and/or
- b) Be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification.

### **Stranger or Intruder In The School Or District Office**

In the case of a dangerous or extremely hostile person in the office:

- a. All uninvolved staff should leave the office and move to a safe location and call 911.
- b. Adult runners should go to each classroom (out of view of the office) to announce the SECURE AND HOLD action.



## 15. Explosion/Threat of Explosion

### A. Explosion

1. Personally execute action **DUCK, COVER AND HOLD ON** upon the first indication of the explosion.
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate action **LEAVE BUILDING**.
3. Pull the fire alarm.
4. Call 9-1-1.
5. If trained, organize a fight of fires until arrival of the Fire Department.
6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines.
8. Notify the superintendent.
9. Do not allow the return of students or staff members to school buildings.
10. Initiate any other action deemed necessary because of the condition of the school, or return to normal routine.

### B. Threat of Explosion

1. Initiate action **LEAVE BUILDING**.
2. Execute those actions required under 4 through 10 above.

## 16. Threat Condition Red (Terrorist Attack)

### LEVEL 1 OR 2 OR 3 EMERGENCY

#### A. Homeland Security Advisory of a Threat Condition Red specific to your community.

##### 1. During School Hours

Initiate one of the following actions as appropriate for situation. Continue to monitor for more specific information.

a) Action: **Stand By**

b) If circumstances allow and there is time, move students to closest suitable shelter.

c) Action: **Directed Transportation**

d) If the above is not advisable, remain in building as place of shelter.

#### C. Attack Without Warning

##### 1. During School Hours

Depending on the location of the initial attack, staff will execute action **DUCK, COVER AND HOLD ON.**

#### D. Attack in other parts of the country

1. Our schools are far from metropolitan areas that may become targets. However, if attacks occur in other parts of the country, school will continue as usual. Staff will discuss with the students what is going on, to help alleviate stress.
2. If parents wish to pick up their children, or have a person with the necessary permission pick up their child, they may.
3. If attack is close enough that our buildings might be used for emergency shelters then: action **DIRECTED TRANSPORTATION** to send students home and action **CONVERT BUILDING.**
4. Notify parents to pick up non-bus students.

## 17. Health/Medical Emergency

Contagious diseases can have a profound impact on our schools and communities. Procedures need to be in place to help prevent and mitigate the effects diseases such as seasonal flu, and a flu epidemic or pandemic, or other infectious disease.

Season flu outbreaks happen in the fall and winter. Staff are urged to be vaccinated.

### A. Prevention

1. Every year review good hygiene habits with students.
  - a) Cover coughs.
  - b) Wash hands thoroughly for at least 20 seconds.
  - c) Stay home if ill.
  - d) Each class room should have a supply of waterless hand sanitizer for student and staff use.

### B. Mitigation

1. If an outbreak occurs:
  - a) Separate students as much as possible, i.e., move desks further apart, seat further apart at tables.
  - b) Send any sick children home immediately, or take other measures to isolate at school if parents unavailable.

Each school will conduct prevention activities every year during Emergency Preparedness Week to instruct students on these activities and the necessity for such.

### C. In the event of an epidemic or pandemic flu or other medical emergency:

1. The District/County Office will work directly with the Sierra County Health Department and the Sierra County Office of Emergency Services.
2. These agencies may:
  - a) Close the schools.
  - b) Use the facilities for emergency hospitals, child care, feeding facilities, or other uses as needed.

### D. At the first sign of an epidemic or worse, teachers will:

1. Closely monitor students for illness and report to the office.
2. Implement the mitigation strategies listed above.
3. Prepare emergency lessons that can be sent home with students in the event of school closure. These should be for at least 2 weeks. (Unless alternate continuing education means is available, such as posting assignments on the school web site.)

## **18. Special Education Adaptations**

When students with special needs are not with their general education classroom, the special education staff assigned to those students will escort the child to the general education teacher wherever they have assembled.

In the case that a child is more severely handicapped, an appropriate emergency plan will be written into the student's IEP to be followed by the special education staff.

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## Section IV – Emergency Preparedness Week

- Agenda for Emergency Preparedness Week
- EP Week
- EP Week Team Discussion Check List
- General Emergency Instructions
- Monday
- Tuesday & Wednesday
- Thursday & Friday

## 1. Agenda for Emergency Preparedness (EP) Week

### A. Prior to EP Week

- All teachers are asked to review the Emergency Binder and make sure your evacuation map is posted and students know where to go. Everything you need to know is in the Binder
- All teams of teachers should review the procedures for EP Week found in the Binder. New teachers please ask the veterans any questions you may have. Make sure you have all the telephone numbers you need for the Staff Emergency Phone Call List in case the Emergency Phone Notification System doesn't work and that you know the order of calls and what to do if someone doesn't answer. If there is no answer, call Emergency contact for that student. You should also check to see where the alarms are located near your room and where the first aid kits are in your building (school office). You should also have an alternate evacuation route from your room.
- See that instructions for minimizing germs through proper hygiene and proper coughing and sneezing methods are posted throughout the school, as appropriate.

### B. Notes

- Please do not share the drill time schedule with your students.
- When making plans for a substitute, please note in your plans the location of the Emergency Binder. Request subs to familiarize themselves with it.
- The Emergency Binder will be placed near the door. You must take the book with you to any drills/emergencies.
- During drills held at breaks, students will either evacuate to field area or take cover in the gym/multipurpose room. Unless it's a terrorist drill, please go to the area where students are and help with supervision.

**2. EP Week**

- ❖ **Monday**.....Orientation Day
  - Students should know all exit routes from each of their classrooms and where to meet. It's OK to practice taking cover and the evacuation routes.
  - All students should know appropriate responses to emergency bells and announcements.
  - Students should also know what to do during break times.
  
- ❖ **Tuesday**.....Fire Drill and Good Hygiene
  
- ❖ **Wednesday**.....Hazardous Substance/Attack
  
- ❖ **Thursday** .....Earthquake
  
- ❖ **Friday** .....Civil Disturbance Drill/Bomb threat



### 3. EP Week Team Discussion Checklist

Every teacher should be familiar with our school's emergency plan found in our emergency Binder and the instructions for Emergency Preparedness Week. In addition, the following suggestions may be helpful.

#### A. Every teacher should know:

- The evacuation route and meeting place of his/her room, maps are posted, review them with your students. New teachers need to walk their routes and see the meeting places.
- The location of fire alarms on campus and specifically the two closest to his/her room.
- The location of fire extinguishers in his/her classroom.
- The location of the emergency binder in the classroom.
- The purpose of the Emergency phone cards. Please check to see that all phone numbers are current and correct.
- The procedure to contact the office by phone.
- The different codes for evacuation of a building or for getting into a building.
- An alternate route from his/her room in case there is a fire or structural damage to his/her room.

#### B. Discuss evacuation procedures

- Teachers are to take Emergency Binder, close door, stay with students going to meeting place, take roll, alert the administration if any students (who are not absent) are missing or injured, keep class together as orderly as possible, until the "all clear signal".
- If someone in your room shows a weapon, alert the office if you can. If possible, remove students from the room. If necessary/possible, dial 9-1-1. If there is some emergency situation on campus, follow procedures until relieved by police or fire department. You may need to make decisions covering topics not discussed here. Always keep the safety of your students as your top priority. Get help when possible and do your best to keep the students out of harm's way.

## 4. General Emergency Instructions

*Teachers, please share the following with your students on Monday in preparation for Emergency Preparedness Week. You may use this as a script or just a basis for sharing the information with your classes.*

This is the Sierra-Plumas Joint Unified School District "Emergency Preparedness Week." Every day this week you will be discussing and reviewing procedures for different types of emergencies.

Your teachers will tell you how to evacuate their rooms for fire or earthquake situations. You should know where the evacuation map is in each of your classrooms and where the evacuation areas are all over the campus. Look at each one and know where to go should you need to leave in an emergency. The evacuation signal is the fire alarm. Return to the building immediately is three short bells or whistle blows. The all clear signal is one long bell.

When leaving a room, stay with your teacher and go to your designated area in a quiet orderly way. Once there, your teacher will take attendance. If you notice a student is missing, notify your teacher who will then notify the site administrator or secretary. You are to remain with your class and not mingle or communicate with other classes so that if your teacher should need to give your further emergency directions, you will be able to hear and follow quickly. When the all clear signal is sounded, quietly return to class. Please return at your teacher's direction.

Should an earthquake occur, duck under your desk or a table, and cover your head to the best of your ability. Remain there until notified that you can move. If severe structural damage has happened to the building, your teacher may direct you to evacuate to your regular or alternate evacuation area. Remain there until the all clear signal or until notified.

If a teacher suddenly becomes incapacitated (falls, faints, becomes ill, etc.), a student needs to immediately call the office and report the emergency. A second student should go to the nearest teacher and seek help. All need to act calmly and quickly. These students need to be pre-selected with alternates.

Should a student become incapacitated in class or on the grounds, find an adult. If possible, another student should stay with the incapacitated student until help arrives.

Should a stranger intrude on the campus or some other terrorist event occurs, a warning over the intercom, or a messenger will signal students to stay in the classrooms. At this point, windows and doors should be closed and locked. If you're in class or a break, seek shelter in a room. Your teachers will discuss with you this week the safest place in their rooms for shelter. Remain quiet and calm until the all clear signal is sounded.

All visitors are to check in through the office and should have a visitor's badge displayed. If you see a stranger on campus, do not approach that person and tell a staff member immediately.

Should an emergency occur during recess, lunch or P.E., similar procedures should be followed. Staff members are always on duty; follow their directions and use common sense and stay calm. If you hear the evacuation signal, go to the evacuation area designated for your class. If there were a severe earthquake, duck, cover and hold on to something until the quake has finished. Then go to the primary evacuation area. Should an intruder be on campus, 3 whistle blasts will be the signal to go into the nearest building for shelter.

We hope you will never be in an emergency situation, but if you are, it is better to be prepared, have a plan, and know how to act.

*\*\*In the event of a chemical spill please DO NOT under any circumstance allow students to leave your room. You may be instructed to cover windows, doors and/or use respirator masks. Please stay tuned to the intercom or walkie talkie. If you have a child in a pull out program, keep them in your room and notify the office. Office staff will notify classroom teacher. Please report missing students to the office so we may search for them.*

## Monday

### A. Monday..... Orientation Day

- Discuss "General Emergency Instructions" so that all students know:
  - a) The evacuation route from your room and assembly area.
  - b) The bell signals:
    - The fire drill means evacuate buildings.
    - One long bell will signal "all clear".
    - The earthquake drill signal (different from the fire bell).
  - c) The location of the fire alarms around the school, the one closest to your room, and the penalty for false alarms. In the event a fire bell goes off accidentally, the office will stop evacuation over the intercom.
  - d) The safest areas in your room during an earthquake or terrorist attack (e.g. under desks, away from windows).
  - e) That orderliness is required to, from and while at the evacuation site.
  - f) Where to find the posted map.
  - g) Location of emergency binder in each classroom.
- Discuss what students should do if there is a substitute teacher.
  - a) Select students who will contact the office if necessary.
- Teachers must have at all times their emergency binders during an emergency.
- After each drill, allow the students to voice their questions and/or concerns about the procedures.

**Tuesday & Wednesday**

**B. Tuesday** ..... Fire Drill Day

- At the evacuation signal (fire Alarm), all classes will move in an orderly and quiet manner to their designated areas.
  - a) Classes are to remain in line with their teachers while role is taken.
  - b) There is to be no interaction between classes.
- At the all-clear signal, teachers are to signal their classes when it is their turn. Students are to return quietly to their rooms.
- Upon return to classroom, discuss with students any concerns they or you may have.

**C. Wednesday** ..... Chemical Attack Day

- An intercom announcement will inform all that there has been a report of a possible chemical spill/attack.
- Classes must stay indoors at all times. No one is to go outside for any reason.
- If instructed, teachers must duct tape outside doors/windows and vents or air ducts. Office personal shall make sure all heating systems with outside access are shut down.
- Staff and students should remain solely inside until notified that the drill is complete.

**Thursday & Friday**

**D. Thursday** ..... Earthquake Day

- A special bell will be sounded to signal the beginning of the earthquake drill. Teachers will command "Duck, Cover, & Hold On".
- Students will immediately duck under desks or tables, away from light fixtures and/or windows and stay quiet. If possible, teachers will close curtains against flying glass.
- After the simulation, the evacuation (fire) bell will ring and teachers are to direct their students to their designated areas. You may have to take an alternate route due to "structural damage".
- Once at the designated area, teachers are to take roll and to report any missing students.
- At the all clear signal, everyone should return in order to their classrooms.

**E. Friday** ..... Civil Disturbance Day

- An intercom announcement will inform all that there are unauthorized strangers on campus.
- Stay in your room, make sure the doors and windows are closed and locked and the blinds are closed. Students are to move to the safest area in your room, possibly under their desks or away from windows. All should remain quiet and still until notified.
- Administration and staff will check the doors of the rooms and students are expected to stay quiet rather than react to the rattling of the door. *In an emergency, a noise in a room would alert an intruder that there are people there and thus place those people in danger.*

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## **Section V – Other Procedures and Information**

1. Child Abuse Reporting Procedures
2. Hate Motivated Reporting Procedures
3. Bus Driver Disaster Procedures
4. Emergency Numbers
5. Emergency Supplies
6. Evacuation Routes
7. Individual School Plans
8. Contents of Emergency Binder
9. Signals & Actions
10. Emergency Action Summary



## 1. Child Abuse Reporting Procedures

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

### Definitions

**Child abuse or neglect includes the following:** (Penal Code [11165.5](#), [11165.6](#))

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

**Child abuse or neglect does not include:**

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

## Responsibility for Reporting

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

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

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

#### **SIERRA COUNTY SHERIFF**

##### **DOWNIEVILLE**

100 Courthouse Square  
Downieville CA 95936  
(530) 289-3700

##### **LOYALTON SUBSTATION**

61050 State Route 49  
Loyalton CA 96118  
(530) 993-4479

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

### 2. Written Report

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

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

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

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

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

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

### 3. Internal Reporting

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

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

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

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

## 2. Hate Motivated Behavior Reporting

A hate crime is defined by the U. S. Congress as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation."

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the site administrator or designee. The site administrator or designee shall contact law enforcement, if deemed appropriate.

If the student believes that the situation has not been remedied by the site administrator or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the site administrator, Superintendent or designee, and law enforcement, as appropriate.

Student, site administrator or staff shall complete the Hate Motivated Behavior Reporting Form<sup>19</sup> and submit to the site administrator or District Office.

Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and Administrative Regulation.

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<sup>19</sup> Section VI, Form H, pg. 84

### 3. Bus Driver Disaster Procedures

These procedures are intended as guidelines for bus drivers to follow in the event of a disaster. It is understood that drivers may need to make spontaneous and independent decisions, depending on the emergencies, age of children, location of bus, etc.

A copy of these procedures shall be kept in the emergency packet of the school buses and at each school site.

#### A. Earthquake

- 1) Issue "**DUCK, COVER AND HOLD ON**" command.
- 2) Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
- 3) Set brake, turn off ignition and wait for shaking to stop.
- 4) Check for injuries.
- 5) Contact school to report location and condition.
- 6) If instructed to continue route:
  1. If enroute to school, continue to pick up students.
  2. If dropping students off, continue to do so if there is adult supervision.
- 7) If unable to contact school, complete number 6 above.
- 8) If it is impossible to return to school, proceed to nearest shelter. Notify school of location. Remain with children until further instructions are received from command center.
- 9) If the bus is disabled, stay with the bus until help arrives.
- 10) DO NOT attempt to cross bridges or overpasses that have been damaged.

#### B. Flood

- 1) DO NOT drive through flooded streets/roads.
- 2) Take an alternate route or wait for public safety personnel to determine safety.
- 3) Proceed to school, home, or designated shelter, as appropriate.

\_\_\_\_\_  
Driver's Signature

*Signature indicates that procedure has been read and understood.*

\_\_\_\_\_  
Date

**4. Emergency Numbers**

**EMERGENCY:** Fire, Medical ..... **9-1-1**

**Sierra County District Office**..... 993 – 1660

**Superintendent: Ext. \*837**

**Cell: 530 771-7926**

**Alternate Extensions: \*838, \*840, \*842, \*843**

**Fire Department**

- Downieville ..... 289 - 3333
- Loyalton ..... 993 - 6751

**Sheriff**

- Downieville ..... 289 - 3700
- Loyalton ..... 993 - 4479

**Sierra County Office of Emergency Services**..... 289 - 2850

**Human Services**

- Downieville ..... 289 - 3711
- Loyalton ..... 993 - 6700

**Mental Health**..... 993 - 6746

**Site administrator's Offices**

- Downieville School ..... 289-3473 ext 11
- Loyalton Elementary ..... 993-4482 ext \*811
- Loyalton High School..... 993-4454 ext 203

## 5. Evacuation Routes

Each school needs evacuation routes outlined on a school plot plan displayed at the main exit of each facility and room that houses students and/or staff. These routes should be followed during each drill and/or emergency. Each school should have a pre-designated location with an alternate location for all students/staff to assemble for roll call.

The evacuation routes for Downieville, Loyalton Elementary, Loyalton Middle School and Loyalton High School and Sierra Pass School also need to be in the County/District office for inclusion in Emergency Binders.

## 6. Contents of Emergency Binder

Front of binder will be green to use to signal "all accounted for".

### **A. Each classroom will have an emergency binder containing:**

- Signals & actions.
- Summary of emergency procedures.
- Up-to-date class roster. Middle and high schools will have a roster for each period of the school day.
- "Pick-up" information for each student in case class becomes separated from main group.
- Emergency phone/cell numbers in case of separation from the main group.
- Accountability report forms.
- Evacuation route and alternate route.



## 7. Signals & Actions

### **B. Fire Alarm = Leave Building**

- Teachers and Students:
  - a) Evacuate building following posted route or alternate route if primary route is blocked.
- Teachers:
  - a) Turn out lights.
  - b) Close windows.
  - c) Make sure rooms are empty and unlocked.
  - d) Take Emergency Binder.
  - e) At evacuation site take roll to ensure all students are accounted for. Respond by reporting any missing students or other personnel to secretary or other designee.

### **C. Three Short Bells or Whistle Blasts = Remain In / Return to Building**

- Teachers and Students:
  - a) Duck Cover and Hold On in safe place away from windows, under tables or desks, away from light fixtures.
  - b) If outside, take cover inside the nearest building if possible.
  - c) If ground is shaking, Duck, Cover and Hold On.
- Teachers:
  - a) Close blinds and lock doors.
  - b) Tell students to Duck, Cover and Hold On.

### **D. One Long Bell = All Clear Signal**

## 8. Emergency Action Summary

There are three basic emergency actions with some modifications to meet the requirements of different emergency events:

- Evacuate
- Lockdown
- Shelter in Place/Secure Building

### A. Evacuation: Fire, Bomb Threat, Threat of Explosion

- At sound of fire bell everyone evacuates following the posted route or alternate route in an orderly fashion.
- Close windows and doors.
- Take emergency binder.
- Teacher takes roll and reports any missing students.
- At the "All Clear" signal return to building.
- Discuss fears/concerns of the students.

### B. Standby Lockdown:

- The situation isn't critical enough to warrant the disruption of teaching but is serious enough to not want students outside or unsupervised.
- All students and staff are instructed to remain in their designated room with the door locked.

### C. Shelter in Place/Lockdown:

- When notified by PA, or other means:
  - a) Lock and secure all outside doors.
  - b) Cover all outside windows.
  - c) Students and staff "Duck, Cover & Hold On" away from windows and light fixtures.
  - d) All equipment and lights turned off.
  - e) No noise or talking.
  - f) Only open door or release from lockdown when notified by person you know.

### D. Earthquake

- Earthquake procedure is a combination of Shelter in place and Evacuation.
- For drill when air horn blows, or ground starts shaking, teacher commands "**Duck, Cover and Hold On**".
- Students immediately take cover under desks or table and hold on.
- When earth stops shaking or the fire bell sounds, students and teacher follow the Fire procedures.

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## **Section VI – Miscellaneous**

1. Form A: Annual Emergency Plan Checklist
2. Form B: Bomb Threat Report
3. Form C: Classroom Hazard Checklist
4. Form D: Emergency Drill Form
5. Form E: Emergency Status Report
6. Form F: Evacuation Route Hazard Checklist
7. Form G: Injury and Missing Persons Report
8. Form H: Hate Motivated Behavior Report
9. Form I: Special Staff Skills/Equipment
10. Form J: Student Release Log
11. Form K: Student Release–Permission Slip

### Form A: Annual Emergency Plan Checklist

School \_\_\_\_\_

<b>Date</b>	<b>Activity</b>	<b>Person Responsible</b>
August	School Facilities/Grounds Hazard Assessment	_____
August	Evacuation Routes Hazard	_____
August	Update School Plot Plans	_____
September	Emergency Numbers and Resources Update	_____
September	Emergency Preparedness Week practice	_____
September	Survey of Special Staff Skills	_____
September	Message to Parents	_____
September	Assign Disaster Functions	_____
September	Update Bus Routes to Identify Potential Hazards	_____
September	Staff Orientation to Plan	_____
February	Review Plan	_____

Prepared By \_\_\_\_\_

Date Prepared \_\_\_\_\_ School Year \_\_\_\_\_

**Form B: Bomb Threat Report**

*This form needs to be in each Emergency Binder so it is available to anyone receiving a bomb threat.*

**TELEPHONE BOMB THREAT CHECKLIST/REPORT FORM**

School: \_\_\_\_\_

**KEEP CALM:** Do not get excited or excite others. **SIGNAL A STAFF MEMBER TO CALL 9-1-1.**

**TIME CALL RECEIVED:** \_\_\_\_\_ am/pm **TIME CALL TERMINATED:** \_\_\_\_\_ am/pm

**EXACT WORDS OF CALLER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Delay: Ask caller to repeat or ask permission to repeat the details to the caller to confirm accuracy.**

**Questions you should ask:**

- A. Time bomb is set to explode? \_\_\_\_\_
- B. Where located? Site? \_\_\_\_\_ Area \_\_\_\_\_
- C. Kind of bomb? \_\_\_\_\_
- D. Description? \_\_\_\_\_
- E. Why kill or injure innocent people? \_\_\_\_\_

**Voice description:**

- Male     Female     Calm     Nervous     Loud     Quiet
- Rough     Refined     Young     Middle-aged     Old     Intoxicated
- Accent  No     Yes-Describe \_\_\_\_\_
- Speech impediment  No     Yes-Describe \_\_\_\_\_
- Unusual phrases \_\_\_\_\_
- Recognize voice? If so, who do you think it was? \_\_\_\_\_

**Background noise:**

- Music     Running motor (type) \_\_\_\_\_     Traffic
- Whistles     Bells     Horns     Aircraft     Tape Recorder
- Machinery     Voices    Other \_\_\_\_\_

**Additional information:**

A. Did caller indicate knowledge of the facility? If so, how? In what way? \_\_\_\_\_  
\_\_\_\_\_

B. On what line did call come in? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form C: Classroom Hazard Checklist**

*One for each room on file in the office as well as the emergency binder for teacher information*

School: \_\_\_\_\_

Room #: \_\_\_\_\_

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

<b>Potential Hazards</b>	<b>Yes/No</b>	<b>Unknown</b>	<b>Applicable</b>
Are freestanding cabinets, bookcases, and wall shelves secured to a structural support?			
Are heavy objects removed from high shelves? (High shelves are shelves above the heads of seated students/teachers desk.)			
Are aquariums and other potentially hazardous displays located away from seating areas?			
Are A.V. equipment and computers securely attached to the wall, ceiling or a portable (rolling) cart with lockable wheels?			
Are wall mounted clocks, maps, fire extinguishers, etc., secured against falling?			
Are hanging objects secured to prevent them from swinging free or breaking windows in an earthquake?			
Is lab equipment secure to prevent movement?			
Are chemicals stored to prevent spillage?			
Is ventilation adequate where chemicals are stored?			
Are objects around doors secured so as not to fall and block egress?			

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

Completed by: \_\_\_\_\_

***To be kept in the office of each school***





**Form E: Emergency Status Report**

*This form is to be completed and forwarded to the Emergency Operations Center by the Site administrator or designee as soon as evacuation has been completed and the required information collected.*

School: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediate Assistance Required** (Circle One or More)

None      Medical      Fire      Search & Rescue      Support Personnel

**Condition of Students** (Circle One or More)

All Accounted For      No Injuries      No immediate help required

**Missing (\_\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Trapped in Building (\_\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continued next page)

**Injured (\_\_\_\_) Requiring Immediate Medical Attention (\_\_\_\_)**

**Type of Injuries:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Condition of Staff (Circle One or More)**

All Accounted For          No Injuries          No immediate help required

**Missing (\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Trapped in Building (\_\_\_\_) -- Names:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Injured (\_\_\_\_) Requiring Immediate Medical Attention (\_\_\_\_)**

**Type of Injuries:**

\_\_\_\_\_  
\_\_\_\_\_

(medical attention, cont.)

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**Condition of School Building and Grounds**

*e.g. wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc*

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**Condition of Neighborhood**

*e.g.: fallen power lines, debris-cluttered streets, etc.*

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**Form F: Evacuation Route Hazard Checklist**

*Note:*

- (1) *This form is to be completed each school year prior to return of teachers.*
- (2) *Results from this assessment may result in memo to staff alerting them to temporary changes in normal evacuation routes.*

School: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Possible Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Location</b>
Is any maintenance and/or repairs being done that places construction obstacles in normal evacuation routes?			
Do hallways and/or doors contain glass panels?			
Are these panels of safety (tempered) glass?			
Do lockers, bookshelves and other storage units line hallways?			
Is lighting dependent on electricity rather than sunlight?			
Do building exit routes pass through arcades, canopies or porch-like structures?			
Are gas, sewer and power lines near outdoor assembly areas?			
Has there been any change in storage or location of emergency equipment/supplies?			

### Form G: Injury and Missing Persons Report

*To be included in each Emergency Binder*

School: \_\_\_\_\_ Room: \_\_\_\_\_

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

- List names of missing or injured students.
- Send form to site administrator or designee **immediately**.

Injured		
Name	Type of Injury	Possible Location

Missing Persons	
Name	Possible Location

### Form H: Hate Motivated Behavior Reporting

Hate Incident  School \_\_\_\_\_ Incident Date \_\_\_\_\_ Hate Crime   
Other Bias Event

Victim Information  
Name(s) \_\_\_\_\_ Gender \_\_\_\_\_

Physical Address \_\_\_\_\_ (City) \_\_\_\_\_ P. O. Box \_\_\_\_\_ (City) \_\_\_\_\_

Race/Ethnicity/National Origin \_\_\_\_\_

Age \_\_\_\_\_ If exact not known:  <18  18-25  25 If applicable, Religion \_\_\_\_\_

Incident Address \_\_\_\_\_ (City) \_\_\_\_\_

Location of the Incident: (Include further description of location in the narrative)  
 Religious Site/Organization  School  Public Building  Public Place  
 Community Based Organization  Business  Residence  Government Building  
 Other \_\_\_\_\_

**Type of Hate Crime/Incident**

Annoying Email  Annoying Phone Call  Assault with a Deadly Weapon  Assault/Battery  
 Attempted Murder  Bomb Threat  Brandishing A Weapon  Criminal Threat  
 Vandalism/Graffiti  Robbery/Attempted Robbery  Other \_\_\_\_\_

PLEASE INCLUDE FULL NARRATIVE DESCRIPTION OF INCIDENT ON BACK

**Type of Hate Motivations(s):**

Race/Ethnicity/National Origin  Gender  Disability  Sexual Orientation  
 Religion  Anti-Transgender  Anti-Immigrant  Sept. 11/Middle East Conflict  
 Other \_\_\_\_\_

**Specific Slurs:**

\_\_\_\_\_

**Suspect(s) Information:**

Number of Offenders(s) \_\_\_\_\_ Age(s): \_\_\_\_\_ If exact not known:  <18  18-25  25  
Race/Ethnicity/National Origin \_\_\_\_\_ Gender \_\_\_\_\_  
Member of identifiable hate group or gang?  Yes  No If yes, specify \_\_\_\_\_  
Crime Report Information:  
Recorded as Hate Crime?  Yes  No Report#/Case#/DRN \_\_\_\_\_  
Prior Incident?  Yes  No Previous police report filed?  Yes  No  
Was victim assistance provided?  Yes  No If yes, please describe when and what services:  
\_\_\_\_\_  
\_\_\_\_\_

Report completed by: \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE

**Form I: Special Staff Skills and Equipment**

School: \_\_\_\_\_

School Year: \_\_\_\_\_

<b>Experience/Equipment</b>	<b>Name of Employee</b>
Medical/First Aid Experience	
Search & Rescue Experience	
Fire Fighting Experience	
Communication Equipment (indicate type)	
Accessible Emergency Vehicles and Equipment	





**Form K: Student Release-Permission Slip**

*To be included in each Emergency Binder*

School: \_\_\_\_\_

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

**Name of Person Releasing Student:**

\_\_\_\_\_

**Student's Name:**

\_\_\_\_\_

**Authorized Adult:**

\_\_\_\_\_

**Relationship to Student:**

\_\_\_\_\_

**Student Being Transported To:**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**Verified by Office:**

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Section VII – Authorities and References

1. Earthquake Emergency Procedure System  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516.3
2. Emergencies and Disaster Preparedness Plan BP  
Sierra County/Sierra-Plumas Joint Unified School District Board Policy 3516
3. Emergencies and Disaster Preparedness Plan AR  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516
4. Fire Drills & Fires  
Sierra County/Sierra-Plumas Joint Unified School District Administrative Regulation 3516
5. Civil Defense and Disaster Preparedness Plan  
CA Administrative Code, Title V
6. Earthquake Emergency Procedures  
Education Code §38130
7. School Safety Plans  
Education Code §32282
8. Use of School Property  
Education Code §38130
9. Signage  
Penal Code §627

For other policies and administrative regulations pertaining to safety at school, please visit our website at [sierracountyofficeofeducation.org](http://sierracountyofficeofeducation.org).

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Earthquake Emergency Procedure System

AR 3516.3

#### **Business and Noninstructional Operations**

##### Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows or currently recommended practices or guidelines.

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.

3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

#### Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.

4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation SIERRA COUNTY OFFICE OF EDUCATION

approved: April 10, 2007 Sierraville, California

revised: June 10, 2008

revised: May 10, 2011

# Sierra County/Sierra-Plumas Joint USD Board Policy

## Emergencies And Disaster Preparedness Plan BP 3516

### Business and Noninstructional Operations

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)  
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:  
EDUCATION CODE  
32001 Fire alarms and drills  
32040 Duty to equip school with first aid kit (field trips)  
32280-32289 School safety plans  
32290 Safety devices

39834 Operating overloaded bus  
46390-46392 Emergency average daily attendance in case of disaster  
49505 Natural disaster; meals for homeless students; reimbursement  
GOVERNMENT CODE  
3100 Public employees as disaster service workers  
8607 Standardized emergency management system  
CODE OF REGULATIONS, TITLE 5  
550 Fire drills  
560 Civil defense and disaster preparedness plans  
CODE OF REGULATIONS, TITLE 19  
2400-2450 Standardized emergency management system  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

WEB SITES

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

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy  
adopted: April 10, 2007

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
Sierraville, California



# Sierra County/Sierra-Plumas Joint USD Administrative Regulation

## Emergencies And Disaster Preparedness Plan AR 3516

### Business and Noninstructional Operations

#### Components of the Plan

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff  
(cf. 3516.1 - Fire Drills and Fires)
2. Earthquake or other natural disasters  
  
(cf. 3516.3 - Earthquake Emergency Procedure System)
3. Environmental hazards  
(cf. 3514 - Environmental Safety)  
(cf. 3514.2 - Integrated Pest Management)
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group  
  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 5131.4 - Student Disturbances)
5. Bomb threat or actual detonation  
(cf. 3516.2 - Bomb Threats)
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak  
(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks  
(cf. 3530 - Risk Management/Insurance)
2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation

- b. Regular practice of emergency procedures by students and staff  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)
- 3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
  - b. Individuals responsible for specific duties
  - c. Designation of the site administrator for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
  - e. Assignment of responsibility for identification of injured persons and administration of first aid
- 4. Personal safety and security, including:
  - a. Identification of areas of responsibility for supervision of students
  - b. Procedures for evacuation of students and staff, including posting of evacuation routes
  - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5142 - Safety)
  - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety  
  
(cf. 3543 - Transportation Safety and Emergencies)
  - e. Provision of a first aid kit to each - school and district office.
  - f. Arrangements for students and staff with special needs  
(cf. 4032 - Reasonable Accommodation)  
(cf. 6159 - Individualized Education Program)
  - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease  
(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)  
(cf. 4261.1 - Personal Illness/Injury Leave)  
(cf. 5113 - Absences and Excuses)  
(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:
  - a. The impact on student learning and methods to ensure continuity of instruction
  - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians(cf. 3516.5 - Emergency Schedules)
6. Communication among staff, parents/guardians, the Board of Education, other governmental agencies, and the media during an emergency, including:
  - a. Identification of spokesperson(s)(cf. 1112 - Media Relations)
  - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites(cf. 1113 - District and School Web Sites)
  - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
  - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
7. Cooperation with other state and local agencies, including:
  - a. Development of guidelines for law enforcement involvement and intervention
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
8. Steps to be taken after the disaster or emergency, including:
  - a. Inspection of school facilities
  - b. Provision of mental health services for students and staff, as needed(cf. 6164.2 - Guidance/Counseling Services)

Regulation  
approved: April 10, 2007

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California

# Sierra County/Sierra-Plumas Joint USD Administrative Regulation

## Fire Drills And Fires AR 3516.1

### Business and Noninstructional Operations

#### Fire Drills

The site administrator shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The site administrator shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The site administrator shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The site administrator or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

#### Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The site administrator or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The site administrator or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the site administrator, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.

7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - School Safety Plan)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit (field trips)

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation  
approved: April 10, 2007

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California

<b>PROHIBITED STUDENT CONDUCT AND CONSEQUENCES</b>		
<b>Conduct Policy AR 5131</b>		
<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
I BEHAVIOR THAT ENDANGERS STAFF AND/OR STUDENTS	Remove student Notify Parent Notify Superintendent for Suspension Review PowerSchool Log Entry Recommend Counseling May Contact Sheriff Refer to RTI SARB Warning Letter	Remove student Parent/Student Conference Notify Superintendent for Expulsion Review PowerSchool Log Entry Recommend Counseling Refer to RTI Refer to SARB May Contact Sheriff
II BEHAVIOR THAT DISRUPTS THE ORDERLY CLASSROOM OR SCHOOL ENVIRONMENT INCLUDING INSUBORDINATION	Remove from classroom Student Conference Notify Parent PowerSchool Log Entry Refer to RTI May Suspend from Class	Remove from Classroom PowerSchool Log Entry Parent/Student Conference May suspend 1 or More Days Revisit RTI Plan SARB Warning Letter
III HARASSMENT OF STUDENTS OR STAFF, INCLUDING BULLYING, INTIMIDATION, HAZING, OR ANY OTHER VERBAL, WRITTEN OR PHYSICAL CONDUCT THAT CAUSES OR THREATENS TO CAUSE BODILY HARM OR EMOTIONAL SUFFERING	Remove student Notify Parent PowerSchool Log Entry Student Conference May suspend 1 day Recommend Counseling Refer to RTI May Notify Sheriff SARB Warning Letter	Remove Student PowerSchool Log Entry Parent/Student Conference May suspend 1 or more days Revisit RTI Plan Recommend counseling May notify Sheriff May refer to SARB
IV DAMAGE TO OR THEFT OF PROPERTY BELONGING TO THE DISTRICT, STAFF, OR STUDENTS	PowerSchool Log Entry Student Conference Notify Parent Replace or Repair Item or Provide Money for Replacement/Repair May Notify Sheriff	PowerSchool Log Entry Student Conference Notify Parent Replace or Repair Item or Provide Money for Replacement/Repair May Notify Sheriff Refer to RTI
V PROFANE, VULGAR, OR ABUSIVE LANGUAGE – WRITTEN OR SPOKEN	PowerSchool Log Entry Detention - 1 day Other as needed	PowerSchool Log Entry Detention – 2 days Other as needed

<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
VI PLAGIARISM OR DISHONESTY IN SCHOOL WORK OR ON TESTS	PowerSchool Log Entry Notify Parent Loss of credit on Assignment	PowerSchool Log Entry Parent/Student Conference Loss of Credit
VII INAPPROPRIATE DRESS	PowerSchool Log Entry Student Conference Offer Alternate Article(s) of Clothing Remove from Classes Until Clothing is Within Guidelines	PowerSchool Log Entry Notify Parent Remove from Classes Until Clothing is Within Guidelines SARB Warning Letter
VIII TARDINESS AND UNEXCUSED ABSENCE FROM SCHOOL	May Notify Parent May Notify Sheriff Assign Detention – 1 Day	Assign Detention – 1 Day May Notify Parent May Notify Sheriff May refer to Social Services Eventual SARB referral
IX FAILURE TO REMAIN ON SCHOOL PREMISES ACCORDING TO SCHOOL RULES	PowerSchool Log Entry Notify Parent Detention- 1 Day Considered Truant	PowerSchool Log Entry Notify Parent Detention – 1 Day Eventual SARB Referral
X DISTURBING THE PEACE, INCLUDING, BUT NOT LIMITED TO, DESTROYING PROPERTY, FIGHTING, CHALLENGING ANOTHER TO FIGHT, OR USING OFFENSIVE WORDS LIKELY TO PROVOKE A FIGHT	Remove student Student Conference PowerSchool Log Entry Notify Parent May notify Sheriff Recommend Counseling Refer to RTI	Remove Student PowerSchool Log Entry Parent/Student Conference May suspend 1 or More Days May Notify Sheriff Recommend Counseling Revisit RTI Plan SARB Warning Letter
XI INTERFERING WITH OR UNAUTHORIZED USE OF THE DISTRICT'S COMPUTERS	PowerSchool Log Entry Notify Parent Computer Use Taken Away for up to 1 Week May notify Sheriff	PowerSchool Log Entry Notify Parent Student Conference Notify Superintendent Computer Use in Jeopardy at School May Notify Sheriff

<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>
XII POSSESSING, USING, OR SELLING ALCOHOL, OTHER DRUGS OR PARAPHERNALIA	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Superintendent for Suspension Review Notify Sheriff Review Counseling
XIII POSSESSING OR USING TOBACCO OR ANY TOBACCO OR NICOTINE PRODUCT	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff May refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Refer to Counseling Revisit RTI Plan
XIV POSSESSING WEAPONS OF ANY KIND	PowerSchool Log Entry Notify Parent Student Conference May Notify Sheriff Notify Superintendent for Suspension/Expulsion Review Refer to Counseling Refer to RTI	PowerSchool Log Entry Notify Parent Student Conference Notify Sheriff Notify Superintendent for Expulsion Review Review Counseling Review RTI Plan
XV PUBLIC DISPLAYS OF AFFECTION	Student Conference PowerSchool Log Entry Notify Parent May Assign Detention	Student Conference PowerSchool Log Entry Notify Parent Refer to Counseling
XVI FAILURE TO SERVE DETENTION(S)	Double Detentions Assigned for Each Missed Detention	Double Detentions Assigned for Each Missed Detention SARB Warning Letter

**Unresolved behavior at school may result in a referral to the School Attendance Review Board.**

KEY: RTI *Response to Intervention*  
SARB *Student Attendance Review Board*  
SAP *Student Assistance Program*

Approved: April 10, 2007  
Revised: November 18, 2008  
Revised: September 8, 2009  
Revised: December 14, 2010  
Revised: April 10, 2012

Sierra County Office of Education  
Sierra-Plumas Joint Unified School District  
Sierraville, California



## Civil Defense and Disaster Preparedness Plans

### California Administrative Code, Title V

#### Section 560, Division 1, Chapter 2, Subchapter 3, Article 2

##### 560. CIVIL DEFENSE AND DISASTER PREPAREDNESS PLANS.

The governing board shall:

- (a) Adopt a written policy guideline for use by schools of the district in formulating individual civil defense and disaster preparedness plans.

The policy guideline shall meet the criteria established in that part of the *Civil Defense and Disaster Planning Guide for School Officials entitled "Essential Characteristics of the School Planning Guide"*, published by the State Department of Education, and shall be subject to approval by the county superintendent of schools. The policy guideline shall be reviewed at least annually and revised as needed. Plans and revisions may be subject to review and approval by the State Department of Education.

- (b) Require the site administrator of each school in the district to formulate and submit to the district superintendent for approval a civil defense and disaster preparedness plan for that school. Each school plan shall satisfy the governing Board's policy guideline, coordinate with the appropriate local government plan, be reviewed at least annually and be kept current.
- (c) Require each school to test its plan (other than fire drills) or each portion thereof on a rotating basis at least two times during the school year and keep a record of such tests. The record shall be maintained in a manner determined by the governing board, and available to the Department of Education upon request.

# Earthquake Emergency Procedures

## EDUCATION CODE §35294 LEGISLATIVE INTENT

**35294.10.** (a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school safety and emphasize violence prevention among children and youth in the public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant to the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

## EDUCATION CODE §32282 SCHOOL SAFETY PLANS

(a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

(1) Assessing the current status of school crime committed on school campuses and at school-related functions.

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil 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 quarter in elementary schools and at least once a semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

(H) A safe and orderly environment conducive to learning at the school.

(I) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.

(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

(c) Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.

(d) Each school site council or school safety planning committee in developing and updating a comprehensive school safety plan shall, where practical, consult, cooperate, and coordinate with other school site councils or school safety planning committees.

(e) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

(f) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

(g) The comprehensive school safety plan, as written and updated by the school site council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288.

*(Amended by Stats. 2013, Ch. 352, Sec. 69. Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)*

## **EDUCATION CODE §38133**

### **ARTICLE 2. Use of School Property [38130 - 38139]**

The management, direction, and control of school facilities under this article are vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

- (a) Aid, assistance, and encouragement to any of the activities authorized in Sections 38131 & 38132.
- (b) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.
- (c) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork.  
*(Amended by Stats. 2002, Ch. 1168, Sec. 9. Effective September 30, 2002.)*

### **Penal Code § 627**

All public schools are required by California Penal Code Title 15, Chapter 1.1 § 627, to post signs at points of entry to their campuses or buildings from streets and parking lots.

627.2. No outsider shall enter or remain on school grounds during school hours without having registered with the site administrator or designee, except to proceed expeditiously to the office of the site administrator or designee for the purpose of registering. If signs posted in accordance with Section 627.6 restrict the entrance or route that outsiders may use to reach the office of the site administrator or designee, an outsider shall comply with such signs.

627.6. At each entrance to the school grounds of every public school at which this chapter is in force, signs shall be posted specifying the hours during which registration is required pursuant to Section 627.2, stating where the office of the site administrator or designee is located and what route to take to that office, and setting forth the applicable requirements of Section 627.2 and the penalties for violation of this chapter.

- 627.7. (a) It is a misdemeanor punishable by imprisonment in the county jail not to exceed six months, or by a fine not to exceed five hundred dollars (\$500), or by both, for an outsider to fail or refuse to leave the school grounds promptly after the site administrator, designee, or school security officer has requested the outsider to leave or to fail to remain off the school grounds for 7 days after being requested to leave, if the outsider does any of the following:
- (1) Enters or remains on school grounds without having registered as required by Section 627.2.
  - (2) Enters or remains on school grounds after having been denied registration pursuant to subdivision (a) of Section 627.4.
  - (3) Enters or remains on school grounds after having registration revoked pursuant to subdivision (b) of Section 627.4.
- (b) The provisions of this section shall not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.
- (c) When a person is directed to leave pursuant to subdivision (a), the person directing him or her to leave shall inform the person that if he or she reenters the place within 7 days he or she will be guilty of a crime.

627.8. Every outsider who willfully and knowingly violates this chapter after having been previously convicted of a violation of this chapter committed within seven years of the date of two or more prior violations that resulted in conviction, shall be punished by imprisonment in the county jail for not less than 10 days nor more than six months, or by both such imprisonment and a fine not exceeding five hundred dollars (\$500)

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## Section VIII – Standard Emergency Management System

The Sierra-Plumas Joint Unified School District utilizes the National Incident Management System, Incident Command System and the Standardized Emergency Management System in alignment with the County of Sierra, California.

The five key elements utilized are as follows:

1. **Management/Incident Command:** Responsible for overall policy and coordination
2. **Planning/Intelligence:** Responsible for collecting, evaluating, and disseminating information; developing the action plan in coordination with other functions; and maintaining documentation
3. **Operations:** Responsible for coordinating all operations (carrying on the mission of the organization)
4. **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials
5. **Finance/Administration:** Responsible for financial activities and administrative aspects not assigned to other functions

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Business and Noninstructional Operations BP 3311(a)

### BIDS

Note: Pursuant to Public Contract Code 20111, public contracts for the lease or purchase of equipment, materials, supplies, or services or for "public projects," as defined, are required to be competitively bid when they involve expenditure of specified amounts.

An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000-22045); see BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures. Also see AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment for procedures applicable to those contracts.

The Governing Board of Education is committed to promoting public accountability and ensuring prudent use of public funds. ~~When leasing,~~ purchasing, or contracting for equipment, materials, supplies, or services for the district, including ~~when contracting for public projects involving district facilities,~~ the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 3000 - Concepts and Roles)*  
*(cf. ~~3300 - Expenditures and Purchases~~ 3230 - Federal Grant Funds)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)*  
*(cf. 3311.2 - Lease-Leaseback Contracts)*  
*(cf. 3311.3 - Design-Build Contracts)*  
*(cf. 3311.4 - Procurement of Technological Equipment)*

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements ~~regarding contracting after~~for competitive bidding. ~~(Public Contract Code 20116, 22033)~~

Note: Requirements for competitive bidding, including notice and advertising, are specified in Public Contract Code 20110-20118.4. See the accompanying administrative regulation.

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

Note: Pursuant to Public Contract Code 20111.5, the district is permitted, but not required, to establish prequalification procedures for any contract for which bids are legally required; see the accompanying administrative regulation. However, pursuant to Public Contract Code 20111.6, a district with average daily attendance of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders ~~and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20104~~ on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

Note: Districts should be careful in crafting bid specifications, as a misleading specification that results in a lower bid than might have been made may make the district liable for the extra work done or expenses incurred by the contractor. In Los Angeles Unified School District v. Great American Insurance Co., the California Supreme Court held in favor of a contractor who was misled by the district's nondisclosure of material information that would have affected the contractor's bid.

When calling for bids, the Superintendent or designee shall ensure that the bid ~~specification specifications~~ clearly ~~describes~~ describe in appropriate detail the quality, delivery, and service required, and ~~includes~~ include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Note: Pursuant to Public Contract Code 20111, a contract required to be put out to bid must be awarded to the lowest responsible bidder. As defined in Public Contract Code 1103, a "responsible bidder" is one who possesses the quality, fitness, capacity, and experience to satisfactorily perform the proposed work.

However, a bid may be awarded to other than the lowest responsible bidder when conditions specified in law exist.

Except as authorized by law ~~and specified in the administrative regulation~~, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

Note: Pursuant to Public Contract Code 20118, districts may be exempt from the bidding requirements and may "piggyback" onto the bid of any public corporation or agency for specific items when the Governing Board determines it is in the best interest of the district. See the accompanying administrative regulation for a list of those items that may be leased or purchased using this procedure.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase ~~equipment or supplies~~ any personal property to the extent authorized by law. (Public Contract Code 20118)

*Legal Reference:*

EDUCATION CODE

17070.10-17079.30 *Leroy F. Greene School Facilities Act*

17250.10-17250.55 *Design-build contracts*

17406 *Lease-leaseback ~~contract~~contracts*

17595 *Purchase of supplies through Department of General Services*

17602 *Purchase of surplus property from federal agencies*

38083 *Purchase of perishable foodstuffs and seasonable commodities*

38110-38120 *Apparatus and supplies*

39802 *Transportation services*

BUSINESS AND PROFESSIONS CODE

7056 *General engineering contractor*

7057 *General building contractor*

CODE OF CIVIL PROCEDURE

446 *Verification of pleadings*

GOVERNMENT CODE

4217.10-4217.18 *Energy conservation contracts*



4330-4334 Preference for California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

1103 Definition, responsible bidder

2000-2002 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

4113 Prime contractor; subcontractor

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20110-20118.4 Local Agency Public Construction Act; school districts

20189 Bidder's security, earthquake relief

22000-22045 Alternative procedures for public projects (UPCCAA)

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

Department of General Services: <https://www.dgs.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Sierraville, California  
Loyalton, California

**Policy** adopted: April 10, 2007  
revised: October, 2013  
revised: June 14, 2016  
revised: March 14, 2017

Reference UPDATE Service

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Business and Noninstructional Operations AR 3311

### BIDS

Note: Pursuant to Government Code 54202, districts are **mandated** to establish bidding procedures governing the purchase of equipment and supplies. The following administrative regulation reflects the competitive bidding procedures applicable to these purchases, as well as contracts for certain services, public works projects, and repairs and maintenance, when the contract exceeds the amount specified in law.

An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22000-22045), which allows public projects of \$45,000 or less to be performed by district employees and public projects of \$175,000 or less to be awarded through an informal bidding process. See BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures. Districts that have adopted the UPCCAA procedures should modify the following regulation to delete or revise conflicting provisions related to contracts for public works. Also see AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment for procedures applicable to those contracts.

### Advertised/Competitive Bids

The district shall advertise for ~~competitive bids when~~ any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more. ~~Public project means, including a contract for~~ construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, ~~and/or~~ repair work involving a district owned, leased, or operated facility. ~~(Public Contract Code 20111, 22002)~~

*(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)*

*(cf. ~~The district shall also advertise for competitive bids when a contract~~ 3311.2 - Lease-Leaseback Contracts)  
(cf. 3311.3 - Design-Build Contracts)*

Note: For the contracts specified in item #2a-c below, Public Contract Code 20111 requires the Superintendent of Public Instruction (SPI) to annually establish a bid limit that reflects U.S. Department of Commerce data. The following paragraph allows the amount to escalate automatically once the SPI has made the annual determination. For 2016, the bid limit is \$87,800.

2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: ~~(Public Contract Code 20111)~~

- 1a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district

*2 (cf. 3230 - Federal Grant Funds)*

*(cf. 3311.4 - Procurement of Technological Equipment)*

- b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
- 3c. Repairs that are not a public project, including maintenance

*Maintenance* means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

### Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. ~~The district may accept a bid that has been submitted electronically or on paper.~~ (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover ~~and shall be accompanied by one of the following forms of bidder's security:~~ The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code ~~20107,~~ 20111, 20112)

The bid shall be accompanied by a Cash form of bidder's security, including either cash, a cashier's check ~~made~~ payable to the district

~~e.A.~~ a certified check made payable to the district

~~d.A.~~ or a bidder's bond executed by an admitted surety insurer and made payable to the district

\_\_\_\_\_. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board of Education may determine by lot which bid shall be accepted. (Public Contract Code 20117)

Note: Public Contract Code 20103.8 specifies that, in those cases when the bid includes items that may be added to or deducted from the scope of the work in the contract, the bid solicitation must specify the method to be used to determine the lowest bid, as detailed below. Districts should consult with legal counsel, as appropriate, if they have questions regarding the applicability of this law.

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
  - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
  - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

Note: For a bid to be successful, it must conform to bid specifications (i.e., it must be "responsive") and the bidder must be determined to be able to perform the work (i.e., he/she must be "responsible" as defined in Public Contract Code 1103). There is no right to a due process hearing when the district has merely found the bid to be nonresponsive. However, the district must be careful in making a determination on the "nonresponsiveness" of a bid based on anything other than the documents submitted. To avoid any confusion, the district should provide clear and comprehensive bid specifications to bidders.

When rejecting the lowest responsive bid on the basis that the bidder is nonresponsible, the district must inform the bidder of the evidence used when making the determination and afford him/her a hearing with the right to present evidence that

he/she is responsible. (City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court and Great West Contractors Inc. v. Irvine Unified School District)

7. ~~The~~In determining the lowest bid, the district shall consider only responsive bids ~~from responsible bidders in determining the lowest bid.~~

8. ~~Any subsequent change or alteration of a~~that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract ~~shall be governed by the provisions of Public Contract Code 20118.4.~~

a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.

b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

*(cf. 1340 - Access to District Records)*

~~10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.~~

*(cf. 3580 - District Records)*

## Prequalification Procedure

Note: The following section is **optional**. Pursuant to Public Contract Code 20111.6, a district with average daily attendance (ADA) of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for any public project of \$1 million or more, when the project uses or is reimbursed from School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds. Additionally, pursuant to Public Contract Code 20111.5, districts are permitted, but not required, to establish prequalification procedures for other contracts which, by law, require competitive bidding.

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized ~~proposal form~~prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district

shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (~~Education Code 17406, 17407;~~ Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in ~~the~~ Public Contract Code 4113 or Business and Professions Code ~~4113, 7056,~~ or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

### **Award of Contract**

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of ~~students~~ a student who ~~are~~ is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

Note: Pursuant to Public Contract Code 2000-2002, a district is permitted to establish bidding requirements that facilitate the participation of minority, women, disabled veteran, and small business enterprises in contracts. Though minorities and women are included in Public Contract Code 2000, Article 1, Section 31(a) of the California Constitution prohibits the granting of preferences based on race, sex, color, ethnicity, etc., in state employment and contracting. The district should consult legal counsel if there is any question about the granting of preferences to any such business.

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract



Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

*(cf. 3311.2 - Lease-Leaseback Contracts)*

5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with the section "Design-Build Contracts" below Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

*(cf. ~~9270—Conflict of Interest~~ 3311.3 - Design-Build Contracts)*

## Protests by Bidders

Note: The law does not specify a procedure for handling protests by bidders. The following optional section provides one such procedure and should be modified to reflect district practice.

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

Note: The following paragraph provides a process for appealing a bid award to the Board. Although the law does not specify the notice to be given in this circumstance, CSBA recommends at least three business days which may be modified to reflect district practice.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. -The Board's decision shall be final.

## ~~Alternative Bid Procedures for Technological Supplies and Equipment~~ -

This alternative tech section is now a separate AR.

## Limitation on Use of Sole Sourcing

Note: "Sole sourcing" is the practice by which one brand name product is specified, although comparable, competitive products are available. Public Contract Code 3400 allows sole sourcing in limited circumstances and requires that the specification of the designated product be followed by the words "or equal," so that bidders for such a contract are able to base their bids on the use of other products of equal functionality that may result in cost savings for the district. The following section is optional.

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

Note: The following optional paragraph is for use by districts with ADA of more than 2,500. For the repair or replacement of the roof of a public facility, a material must meet the requirements specified below to be considered "equal" pursuant to Public Contract Code 3000-3010.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. ~~(Public Contract Code 3002)~~

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

*(cf. 9323.2 - Actions by the Board)*

### **Bids Not Required**

Note: The following paragraph lists those items that may be purchased through a "piggybacked" bid; see the accompanying Board policy. Many districts have used the piggyback procedure to purchase portable and relocatable buildings. The Attorney General has opined (89 Ops.Cal.Atty.Gen. 1, 2006) that a district may not rely on the piggyback exception to contract for the acquisition and installation of factory-built modular building components (i.e., roofs and walls) for installation on a permanent foundation. However, this opinion does not apply to typical portable or relocatable single-classroom buildings, because they lack a permanent foundation and building



mobility. Districts considering using the piggyback process for relocatables, portables, modulars, and the like should consult district legal counsel. While Attorney General opinions are not binding, they are often given deference by the court and may also be considered by the State Allocation Board when making funding decisions.

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3512 - Equipment)*

Note: The following optional paragraph reflects the authority granted to public agencies pursuant to Government Code 4217.10-4217.18 to enter into energy service contracts without competitive bidding when the agency's governing body determines that the contract is in the best interest of the agency based on the "costs-benefits" analysis specified in Government Code 4217.12.

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district, and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

*(cf. 3511 - Energy and Water Management)*  
*(cf. 9320 - Meetings and Notices)*

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

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

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Note: Pursuant to Public Contract Code 20113, a district may award contracts without competitive bidding in emergency situations, as specified below. In Marshall v. Pasadena Unified School District, a court held that the definition of

"emergency" in Public Contract Code 1102 is applicable. Public Contract Code 1102 defines "emergency" as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

*(cf. 3517 - Facilities Inspection)*

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

~~Lease-Leaseback Contract~~

This Lease-Leaseback section is now a separate AR.

Regulation

approved: April 10, 2007

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SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Sierraville, California

Loyalton, California

Reference UPDATE Service

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Business and Noninstructional Operations

AR 3311.2

### LEASE-LEASEBACK CONTRACTS

Note: The following administrative regulation addresses construction financing contracts that are commonly described as "lease-leaseback" contracts. Education Code 17406, as amended by AB 2316 (Ch. 521, Statutes of 2016), no longer permits the selection of a lease-leaseback contractor without advertising, and instead requires districts to use a comprehensive "best value" selection process. Education Code 17406, as amended, **mandates** that any district choosing to award a lease-leaseback contract adopt and publish procedures and guidelines for evaluating the qualifications of proposers that ensure the fair and impartial selection of the "best value" for the district. In addition, for any project that will involve the use of preconstruction services, the request for sealed proposals must require proposers to include the fee to perform the preconstruction services as part of their sealed proposal to the district. Such procedures and guidelines must include, at a minimum, the provisions specified in Education Code 17406 as reflected in the following regulation.

The lease-leaseback financing method should only be used in coordination with competent technical consultants and legal counsel to ensure all legal requirements are met.

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

*(cf. 3312 - Contracts)*

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code 17400, 17406)

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:
  - a. An estimate of the project's price
  - b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
  - c. The key elements of the contract to be awarded
  - d. A description of the format that proposals shall follow and the elements they shall contain
  - e. The standards the district will use in evaluating proposals

- f. The date on which proposals are due
  - g. The timetable the district will follow in reviewing and evaluating proposals
2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:
- a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112
  - b. Providing notice in a trade paper of general circulation published in the county where the project is located

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.

Note: Pursuant to Education Code 17406, the prequalification requirements for contracts that meet the criteria specified in Public Contract Code 20111.6 are also applicable to lease-leaseback contracts. Education Code 17406 requires prequalification for such projects irrespective of whether or not they are funded locally or through state sources.
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3. Prequalification: A proposer shall be prequalified in accordance with Public Contract Code 20111.6(b)-(m) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.

*(cf. 3311 - Bids)*

4. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

5. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

6. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17407.5)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

*Legal Reference:*

EDUCATION CODE

17400 Definitions

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

*Management Resources:*

WEB SITES

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

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation

approved: March 14, 2017

Loyalton, California

**Policy Reference UPDATE Service**

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Business and Noninstructional Operations

AR 3311.3

### DESIGN-BUILD CONTRACTS

Note: As an alternative to the more traditional design-bid-build process (see BP/AR 3311 - Bids) or a lease-leaseback process (see AR 3311.2 - Lease-Leaseback Contracts), the district may enter into a design-build contract for a public works project in excess of \$1 million pursuant to Education Code 17250.10-17250.55. As defined by Education Code 17250.15, "design-build" means a project delivery process in which both the design and construction of a project are procured from a single entity. Education Code 17250.15 and 17250.25 provide that such contracts may be awarded to either the low bid or best value, as defined. Pursuant to Education Code 17250.50 and 17250.55, this authority applies to bid requests issued on or after July 1, 2016 and will be repealed January 1, 2025 unless legislation is enacted to delete or extend that date.

The Governing Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7140 - Architectural and Engineering Services)*

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25)

The procurement process for design-build projects shall be as follows: (Education Code 17250.25, 17250.35)

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to:
  - a. The size, type, and desired design character of the project
  - b. Performance specifications that cover the quality of materials, equipment, and workmanship
  - c. Preliminary plans or building layouts
  - d. Any other information deemed necessary to describe adequately the district's needs

The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:

- a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity
- b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors
- c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract.

3. The district shall prepare a request for proposals (RFP) that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The RFP shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method for a project, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.
4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.
5. For those projects utilizing best value as a selection method, the following procedures shall be used:
  - a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.

- b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.
- c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.
- d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

*Legal Reference:*

EDUCATION CODE

17250.10-17250.55 *Design-build contracts*

*Management Resources:*

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation

approved: March 14, 2017

Loyalton, California

**Policy Reference UPDATE Service**

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Business and Noninstructional Operations

AR 3311.4

### PROCUREMENT OF TECHNOLOGICAL EQUIPMENT

Note: The following administrative regulation is **optional**. As an alternative to competitive bidding procedures (see BP/AR 3311 - Bids), Public Contract Code 20118.2 authorizes the issuance of a request for proposals for district procurement of electronic equipment and apparatus, with the contract being awarded to the proposal that is most beneficial to the district considering price and all other factors.

Rather than seek competitive bids, the district may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

*(cf. 0440 - District Technology Plan)*

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

Whenever the competitive negotiation process is determined to be appropriate for such procurements, the district shall use the following procedures: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources, and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Governing Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district, considering price and all other factors.

7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.
8. The Board, at its discretion, may reject all proposals and request new RFPs.

Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer. (Public Contract Code 20118.2)

*Legal Reference:*

PUBLIC CONTRACT CODE

*20118.2 Contracting by school districts; technological equipment*

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