

The Yolo County Office of Education will be a countywide and regional leader to support and advocate for equity and access to high-quality educational programs.

AGENDA
YOLO COUNTY BOARD OF EDUCATION
Regular Meeting, Tuesday, February 28, 2017, 3:30pm

BOARD MEMBERS

Matt Taylor, President
Cirenio A. Rodriguez, Vice President
Bill Owens
Carol Souza Cole
Shelton Yip

LOCATION

Yolo County Office of Education
Conference Center
1280 Santa Anita Court, Suite 120
Woodland, CA 95776-6127

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call
- 1.2 Pledge of Allegiance
- 1.3 Approval of Agenda
- 1.4 Public Comment

Posted: February 23, 2017

Action

This item is placed on the agenda for the purpose of providing visitors the opportunity to address the Board on any item(s) of business that does not appear on the formal agenda. You may request recognition by completing the form provided at the door.

Visitors may also request recognition from the chairperson, to address the Board concerning an item on the agenda by completing the form provided at the door.

The Board reserves the right to establish a time limit on these discussions, or to refer them to the next regular meeting for further deliberation.

2.0 REPORTS

2.1 Board Member(s)/Superintendent/Superintendent's Advisory Team/Committee(s)

- a. Board Members
- b. Superintendent
 - 1) YCOE Employee of the Month
- c. Superintendent Advisory Team
- d. Committees

2.2 Associations *(This item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and public.)*

THE BOARD HAS THE OPTION TO TAKE ACTION ON ANY ITEM(S) LISTED ON THE AGENDA FOR INFORMATION.

3.0 INFORMATION/DISCUSSION/ACTION

- | | | |
|---|-------------|--|
| Action | 3.1 | Consent Agenda <ul style="list-style-type: none">a. Approval of Minutes: January 31, 2017 Regular Meeting
February 16, 2017 Special Meetingb. Temporary County Certificates |
| Information/
Possible Action | 3.2 | Resolution #16-17/13: In Support of High School Voter Weeks, April 16-29, 2017 |
| Information/
Possible Action | 3.3 | Resolution #16-17/14: In Support of Immigrant Students |
| Information/
Possible Action | 3.4 | Resolution #16-17/15: Approving Field Trips for the Student Host Program In Support of Farm Connection Day, May 5, 2017 |
| Information | 3.5 | Program Highlight: Yolo County Office of Education Internship Program |
| Information | 3.6 | Greengate Safe School Plan |
| Information | 3.7 | Annual Review of Yolo County Investment Policy |
| Information | 3.8 | Attendance Reports <ul style="list-style-type: none">a. Alternative Educationb. Special Education |
| Information | 3.9 | Head Start/Early Head Start Reports <ul style="list-style-type: none">a. Enrollment Updateb. Programc. Financial Statusd. External Auditor Selectione. "Draft" Grant Application |
| Information | 3.10 | Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of October, November, December 2016 |
| Information | 3.11 | Suggested Future Agenda Item(s) |
| Action | 4.0 | ADJOURNMENT |

AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

- *Four calendar days prior to the meeting, a full Board packet is available for review at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding County Office of Education holidays).*
- *Agenda documents distributed to the Board less than 72 hours before the meeting will be made available at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding County Office of Education holidays). [Government Code § 54957.5]*
- *Board agendas are posted outside the YCOE Administrative Office building at 1280 Santa Anita Court, Suite #100 and #120, in weather-protected glass cases.*
- *The Board agenda is posted on the County Office website: www.ycoe.org*

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Yolo County Office of Education at 530-668-3703. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Reports	AGENDA ITEM #: 2.0
PER: <input checked="" type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Superintendent's Office
<u>BACKGROUND:</u>	DATE: February 28, 2017

Reports will be given as follows:

2.1 Board Member(s) / Superintendent / SAT / Committee(s)

- a. Board Members
- b. Superintendent
 - 1) YCOE Employee of the Month
- c. Superintendent Advisory Team (SAT)
- d. Committees

2.2 Associations

RECOMMENDATION/COMMENTS: For information.

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Consent Agenda	AGENDA ITEM #: 3.1
PER: <input checked="" type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Superintendent's Office
DATE: February 28, 2017	

BACKGROUND:

These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion unless a Trustee or citizen requests that an item(s) be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items:

- a. Approval of the Minutes: January 31, 2017 Regular Meeting
February 16, 2017 Special Meeting
- b. Temporary County Certificates: Temporary County Certificates (TCCs) are issued for up to a year throughout the county to certified employees whose credential applications are being processed by the California Commission on Teacher Credentialing.

RECOMMENDATION/COMMENTS: That one action is taken to approve above listed items.

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: January 31, 2017
DRAFT MINUTES

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on January 31, 2017 at 3:32pm in Regular session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present were: Carol Souza Cole, Matt Taylor, Bill Owens, Cirenio Rodriguez, and Shelton Yip. Board President Matt Taylor presided. Dr. Jesse Ortiz, Superintendent of Schools, was also present. (Roll Call held)
- 1.2 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.3 Approval of Agenda. The agenda was approved as submitted.

MOTION: Owens. **SECOND:** Souza Cole. **AYES:** Owens, Souza Cole, Taylor, Yip, Rodriguez. **NOES:** None. **ABSENT:** None.

- 1.4 Public Comment. There were no comments at this time.

2.0 REPORTS

2.1 Board Member(s)/Superintendent/SAT/Committee(s).

a. Board Members Reports:

- Trustee Yip wished all Gung hay fat choy (Happy Chinese New Year). He shared that he had attended the Adult Living Skills graduation in December and thoroughly enjoyed it. He congratulated Garth Lewis for a fantastic speech as keynote speaker at the Martin Luther King Jr. event in Davis. He also attended the State of the State address here at Yolo County Office of Education (YCOE) with Peter Birdsall, the YCOE New Years Gathering for employees, the Policy Analysis for California Education Conference as well as the Yolo County School Boards Association (YCSBA) meeting. He shared that YCSBA is now considering two year terms for members as well as two events, one on fiscal solvency and the annual Excellence in Education awards celebration in May.
- Trustee Souza Cole attended the art show at Cesar Chavez West Sacramento featuring Blues in the Schools and greatly enjoyed the musicians and art for sale. She also attended the ALSA graduation and wanted to thank Sharon Holstege and staff for the meaningful life passage for the student. She also thanked Garth Lewis for speaking at two Martin Luther King Jr. Celebrations (in Woodland and in Davis) and Superintendent Ortiz shared that his speech will be uploaded to the YCOE website.
- Trustee Owens shared that he had visited a potential site for future YCOE use as part of Facilities Committee and will share more information with

- full board at a later date. He shared that he sponsored the Soups On event which raised \$34,000 for Empower Yolo which is an organization that provides services to children and adults who have experienced domestic violence, sexual assault, human trafficking and other forms of abuse.
- Trustee Rodriguez just returned from holiday in Mexico and has begun filling in for a colleague teaching. He shared that he is very proud to rejoin the YCOE family of which he was a part of for many years. He helped organize an immigration forum to keep the community informed. Initially it was intended for Spanish speaking parents but the word did not get out on time so instead every level of county government participated and it got many engaged in a discussion on leadership in the community. It was found to be productive and worthwhile and have planned others throughout the year to keep grounded on how to protect youth. Trustee Yip shared that some boards are passing resolutions for Safe, Positive Schools for all and asked if this Board would consider passing a similar resolution.
 - Board President Taylor shared that he is excited to hear the upcoming presentation on foster youth as he and his wife have recently begun foster parenting a young boy.
- b. Superintendent:
- Superintendent Ortiz provided the following report:
 - o Intends to bring a resolution to the Executive Committee in support of immigrant students since 70% students are students of color in Yolo County, 50% are Latino and 25% are English learners.
 - o Distributed a list of upcoming events and highlighted the Youth in Transition conference on February 6th, the African American Youth Conference on February 4th, the YCSBA presentation on fiscal solvency on March 1st and the State of Young Children in Yolo County presentation on March 10th.
 - o Recognized Employee of the Month for December, Edward Clark, Custodian at Greengate School. He was nominated by Greengate staff for enthusiasm and going above and beyond. More important he is there to meet the needs of all of our students.
- c. Superintendent's Advisory Team:
- Ronda DaRosa reviewed the attendance report which showed steady improvement. She shared that she and Tami Ethier made presentations at the California County Boards of Education Governance Training and would be happy to share that information with the Board. She also shared that the Early Adopter Professional Network kicked off on January 20th with all five Yolo County school districts calling in as well as three other county offices. There will be web presentations and other upcoming events and so far have received good feedback.
 - Tami Ethier reviewed the Governor's budget proposal for 2017-18 with a Prezi presentation.
- d. Committees:
- Trustee Souza Cole reported that she and Trustee Yip will review existing policies and proposed CCBE policies with a goal to move through policies

- and get them done as soon as possible.
- Bill and Matt met with Facilities committee.

2.2 Associations. No reports.

3.0 INFORMATION/DISCUSSION/ACTION

3.1 Consent Agenda.

- a. Approval of Minutes: December 13, 2016 Regular Meeting
- b. Temporary County Certificates

The Board took action to approve the Consent Agenda as submitted.

MOTION: Souza Cole. **SECOND:** Rodriguez. **AYES:** Souza Cole, Rodriguez, Yip, Taylor, Owens. **NOES:** None. **ABSENT:** None.

3.2 Report on Services for Foster Youth in Yolo County. Garth Lewis provided information regarding services available to foster youth in Yolo County. He introduced Kaelin Souza, the new Foster Youth Coordinator, then he reviewed a PowerPoint presentation: "Yolo County Foster Youth Services Coordinating Program (FYSCP) AB 854" (a copy of the presentation can be found with the official records of the meeting).

3.3 2015-16 Audit Report. Tami Ethier introduced Jeff Nigro of Nigro & Nigro. Mr. Nigro reviewed the results of the annual audit and responded to questions of the Board.

3.4 P-1 ADA Report 2016-17. Mechele Coombs reviewed the Actual Average Daily Attendance P-1 Report reflecting student attendance from the beginning of school year and responded to questions of the Board.

3.5 Attendance Reports.

- a. Alternative Education
- b. Special Education

The Board reviewed the attendance reports distributed by staff. Garth Lewis responded to questions of the Board regarding the Alternative Education reports.

3.6 Head Start/Early Head Start Reports.

- a. Enrollment Update
- b. Program
- c. Financial Status
- d. Standard Form 425

Gail Nadal shared some updates for the program including the following: the Region

IX Program Specialist that has worked with our program has left, she has met the new Program Specialist, and Region IX has put our program on a training and technical assistance plan due to the fact that it had not been fully enrolled for four months. She then answered questions of the Board.

- 3.7 Quarterly Report of Investments for Period Ending September 30, 2016. Mechele Coombs presented this item for information and responded to questions of the Board.
- 3.8 Quarterly Report on Williams Uniform Complaints for YCOE Operated Schools Covering the Months of October, November, and December 2016. Ronda DaRosa reviewed the report contained in the Board packet which reflects YCOE operated schools. There were no complaints.
- 3.9 Public Hearing. At 5:19pm, Board President Taylor opened the public hearing to receive comments from parents, teachers, members of the community, and bargaining unit leaders regarding the Yolo County Superintendent of Schools' Response to the Initial Proposal from the California School Employees Association (CSEA), Chapter #639 for 2016-17. The Public Hearing was closed at 5:20pm.
- 3.10 Discuss Yolo County Board of Education Retreat Goals. The Board discussed availability for holding the retreat on February 16, 2017, 9am – 12:00pm. They suggested the following topics for the retreat: goals for YCOE as an institution that both the Superintendent and Board are integrated and engaged in, establishing a program or pattern for succession of officers, reviewing interdistrict attendance appeal approach, CCBE guidelines for charter schools, and a quick review of 2016-18 goals set at last year's retreat.
- 3.11 Suggested Future Agenda Items. The Board reviewed the suggested future items list contained in the Board packet. Superintendent Ortiz requested that the Board consider scheduling regular program highlights on the monthly agenda throughout the year.
- 4.0 **ADJOURNMENT.** The meeting adjourned at 5:31pm.

MOTION: Owens. **SECOND:** Rodriguez. **AYES:** Owens, Rodriguez, Souza Cole, Yip, Taylor. **NOES:** None. **ABSENT:** None.

Jesse Ortiz, Ed.D.
Yolo County Superintendent of Schools and
Secretary to the Yolo County Board of Education

YOLO COUNTY BOARD OF EDUCATION
Special Meeting: February 16, 2017
DRAFT MINUTES

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on February 16, 2016 at 9:10am in Special Session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present: Matt Taylor, Shelton Yip, Cirenio Rodriguez, Bill Owens, and Carol Souza Cole. Board President Taylor presided. Dr. Jesse Ortiz, Superintendent of Schools, was present.
- 1.2 Pledge of Allegiance. The Pledge of Allegiance was conducted.
- 1.3 Approval of Agenda. The agenda was approved as submitted.

MOTION: Souza Cole. **SECOND:** Yip. **AYES:** Souza Cole, Yip, Taylor, Owens, Rodriguez. **NOES:** None. **ABSENT:** None.

- 1.4 Public Comment. Trustee Souza Cole gave kudos to the Woodland Joint Unified School District for sending bilingual substitute teachers to the Yolo County fairgrounds to work with children who were taken in as evacuees due to the Oroville Dam crisis. Superintendent Ortiz announced that the candlelight vigil for the two missing Cesar Chavez Community School students was postponed due to the storm, but will be rescheduled at a later time.
- 2.0 Board Retreat. See attached list of items discussed by the Board with input from Superintendent Ortiz and YCOE staff, Lori Perez, Garth Lewis, Sharon Holstege, Tami Ethier, Matt Juchniewicz and Carolynne Bottum.

The Board recessed the meeting to take a tour of the newly renovated space at 1280 Santa Anita Court which will be the new home of Support Operations Services; the meeting reconvened @ 11:31am and the Board continued their discussion regarding the above mentioned items.

- 4.0 MOTION TO ADJOURN.** The meeting adjourned at 12:05pm.

MOTION: Rodriguez. **SECOND:** Souza Cole. **AYES:** Owens, Rodriguez, Souza Cole, Taylor, Yip. **NOES:** None. **ABSENT:** None.

Jesse Ortiz, Ed.D.
Yolo County Superintendent of Schools and
Secretary to the Yolo County Board of Education

YOLO COUNTY BOARD OF EDUCATION
Special Meeting, February 16, 2016
9:00 a.m.

I. **YCOE Goals: Programs/Facilities Update**

Provide excellent education programs for all students served by YCOE

- Alternative Education
 - Dan Jacobs & Chavez School Accreditation (Feb-March)
 - PBIS training in collaboration with probation
 - Support of CTE programs with Marquez design at Chavez
 - YCCP partnership with probation
 - Youth Advocates hired
 - Yolo Arts enhanced
 - Concept of STEAM charter school at YCOE (cemex – 16,500 sq ft: Lori)
- Special Education
 - Access
 - Parent Engagement
- Quality Preschool
 - Program/Facilities
 - Lincoln lease expires June 2020- \$127,000 per year. Assessing district sites or county facilities for 4 classrooms
 - Head Start sites: 17-18 add Winters & Plainfield and 2018-19 site 1 to Greengate (18-19, 3 classes at Lincoln site)
 - Discussion of YCOE child care center
 - Successful Head Start Governance Review
 - Yolo County Preschool Initiative update
 - The State of Young Children in Yolo County: March 10 breakfast
 - Head Start Lincoln STEM program
 - Intern program with WCC & Gateway
 -
 - Longitudinal Study & Data
 - In progress

Be excellent stewards of resources

- Financial Resources
- Human Resources
- Facilities

Serve as a resource and partner to school districts

- LCAP

- Alternative Education
- College and Career Readiness
- Special Education

II. Tour of SOS Facility (break)

- Date for full completion May

III. Other

- a. Establish pattern of succession of officers (Bill)
- b. CCBE Charter School Guidelines (Shelton)
 - i. Potential report by Carol – CCBE
- c. Interdistrict Transfer Appeals discussion (Bill)
 - i. Philosophy, frame of reference, etc.

IV. Other not in goals

- Conference audio improvement to be completed by June 30
- New padlocks for Greengate and Chavez
- Classification position and salary study
- Teacher Intern and classified opportunities – future teachers
- Farm to Fork partnership
- Explore loft with lift for possible staff move. Would also house LRC Display
- Explore Geemgate SOS rooms usage (2X750 sqft)
- Teen parent education/child care concept being explored
-

V. Closure

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

January 2017

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Thomas Kurth	Multiple Subject

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Matt Davis	Single Subject

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Rachael Cuffe	30 Day Sub Permit
Austin Calver	30 Day Sub Permit

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Kelly Rayl-Johnson	Career Sub Permit
Paige Powell	Administrative Services
Kyle Monhollen	Short Term Staffing Permit (STSP)
Paige Powell	Single Subject
Dean Mora	30 Day Sub Permit
Tracy Clark	30 Day Sub Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Talia Carthen	CD Teacher Permit
Yesenia Ramirez Macias	CD Associate Teacher Permit

Total TCC's for the Month of January 2017: 12

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Resolution #16-17/13 In Support of High School Voter Weeks, April 16-29, 2017	AGENDA ITEM #: 3.2
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input checked="" type="checkbox"/> POSSIBLE ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Jesse Ortiz, Ed.D.
DATE: February 28, 2017	

BACKGROUND:

Education Code 49040 cites that the last two full weeks in April and September be known as “high school voter weeks”. This resolution meets the defined education code.

RECOMMENDATION/COMMENTS: For information.



**Yolo County Board of Education and
Yolo County Superintendent of Schools**

**Resolution #16-17/13
In Support of High School Voter Weeks, April 16-29, 2017**

WHEREAS, Education Code 49040 lists the last two full weeks in April and in September as “High School Voter Weeks,” and is supported by the Student Voter Registration Act of 2003, and,

WHEREAS, it is vital that communities in Yolo County, including 18-24 year olds, immigrants, seniors and low-income populations and those who are traditionally underrepresented be represented at the polls, and,

WHEREAS, in the coming months the High School Voter Weeks through traditional and nontraditional methods focus on increasing voter registration and voter turnout, and work to educate communities on the importance of voting;

NOW, THEREFORE, LET IT BE RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools endorse, and support the High School Voter Weeks of April 16-29, 2017

BE, IT FURTHER, RESOVLED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools encourage local school districts to develop outreach activities, such as holding voter registration drives and special events to deliver the message of how voting could impact local schools; and encourage high school students to coordinate activities to register eligible students and parents; and encourage teachers to conduct appropriate lessons related to voting, so that elementary and middle school students can encourage their parents to engage in the upcoming elections.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on February 28, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Matt Taylor, President
Yolo County Board of Education

Jesse Ortiz, Ed.D.
County Superintendent of Schools

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Resolution #16-17/14 In Support of Immigrant Students	AGENDA ITEM #: 3.3
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input checked="" type="checkbox"/> POSSIBLE ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Jesse Ortiz, Ed.D.
DATE: February 28, 2017	

BACKGROUND:

At the urging of State Superintendent of Public Instruction, Tom Torlakson, school leaders throughout the state of California have recently put forth resolutions in support of immigrant and undocumented students.

Yolo County Superintendent of Schools, Jesse Ortiz, in collaboration with the Yolo County Board of Education have put forth Resolution #16-17/14 to demonstrate their support of immigrant and undocumented students in Yolo county schools.

RECOMMENDATION/COMMENTS: For information.



**Yolo County Board of Education and
Yolo County Superintendent of Schools**

**Resolution #16-17/14
In Support of Immigrant Students**

WHEREAS, The Yolo County Board of Education, Yolo County Superintendent of Schools are committed to the success of every student in Yolo County schools, and our vision is that we create and support a learning environment that challenges and enables students to achieve their highest potentials; and

WHEREAS, Yolo County, just like many other counties in California, is the home and workplace of many immigrant communities, including persons with both documented and undocumented immigration status; and

WHEREAS, Yolo County students rank 13th of 58 counties in diversity in California, and according to Public Policy Institute study of 2008 over 6 percent of the county population is undocumented, half of California children have at least one immigrant parent and estimates suggest that 13% of K-12 school children have an undocumented immigrant parent; and

WHEREAS, There are approximately 29,681 K-12 Yolo County public school students in which 65% makeup students of color, 22% are English Learners with over 40 different languages spoken; and

WHEREAS, All students have a right to attend school regardless of their immigration status. The United States Supreme Court in 1982 ruled in *Plyler v. Doe* that public schools were prohibited from denying students access to elementary and secondary public education based on their immigration status, citing that children have little control over their immigration status, the lifelong harm it would inflict on the child and society itself, and constitutional equal protection rights; and

WHEREAS, On September 25, 2016, California Governor Brown approved AB 2845, School safety: Safe Place to Learn Act to ensure that students who are faced with Islamophobia are provided the assistance and support needed when faced with school bullying and discrimination and the State Department of Education review and assess whether local educational agencies adopted a policy that prohibits discrimination, harassment, intimidation, and bullying; and

WHEREAS, On November 8, 2016, California voters passed Proposition 58, which recognizes the value and importance of students graduating from our schools proficient in both

English and one or more other languages and a diverse student population greatly helps in supporting an inclusive county; and

NOW, THEREFORE, BE RESOLVED that the Yolo County Board of Education, the Yolo County Superintendent go on record in support of all immigrant and undocumented students and their families; and

BE IT FURTHER RESOLVED that the Yolo County Board of Education, the Yolo County Superintendent of Schools and staff will continue to work every day to create positive school climates and cultures where every student, family and staff member is respected as a valued member of the school community; and

BE IT FINALLY RESOLVED that the Yolo County Board of Education, the Yolo County Superintendent of Schools will advocate on behalf of the rights of all students and their families.

PASSED AND ADOPTED by the Yolo County Board of Education and Yolo County Superintendent of Schools at a regular meeting held on the 28th day of February 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Matt Taylor, President
Yolo County Board of Education

Jesse Ortiz, Ed.D.
County Superintendent of Schools

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Resolution #16-17/15: Approving Field Trips for the Student Host Program In Support of Farm Connection Day, May 5, 2017	AGENDA ITEM #: 3.4
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input checked="" type="checkbox"/> POSSIBLE ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Jesse Ortiz, Ed.D.
DATE: February 28, 2017	

BACKGROUND:

Yolo County 4H and the Yolo County Farm Bureau will sponsor Farm Connection Day on May 5, 2017. The Yolo County Superintendent of Schools and the Yolo County Board of Education propose the attached resolution to encourage student participation and authorize a Student Host field trip for Yolo County Office of Education students.

RECOMMENDATION/COMMENTS: For information.



**Yolo County Board of Education and
Yolo County Superintendent of Schools**

**Resolution #16-17/15: Approving Field Trips for the Student Host Program
In support of Farm Connection Day, May 5, 2017**

WHEREAS, Yolo County 4H and the Yolo County Farm Bureau have been sponsoring Farm Connection Day for Yolo County students for decades; and

WHEREAS, Farm Connection Day exposes over two thousand public, private and homeschooled students to the agricultural roots of our community, through the exhibits and projects of County 4H and FFA students; and

WHEREAS, Farm Connection Day is possible because of participation of over two hundred 4H members that act as "Student Hosts", showcasing various projects and club exhibits, and using their leadership and public speaking skills to share the work of the 4H organization; and

WHEREAS, organizing the Student Host participation as a 'field trip' under the supervision of a single certificated teacher (assisted by adult volunteers meeting district coverage ratios) allows for standardized accountability and centralized control, while meeting ADA requirements and counting as school attendance for the 4H members;

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools support Farm Connection Day, encourage participation by students within Yolo County, and in particular, authorize a Student Host Field Trip for May 5, 2017, consistent with policies, in support of Farm Connection Day for their schools.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on February 28, 2017 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Matt Taylor, President
Yolo County Board of Education

Jesse Ortiz, Ed.D.
County Superintendent of Schools

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Program Highlight: Yolo County Office of Education Internship Program	AGENDA ITEM #: 3.5
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Lori Perez
	DATE: February 28, 2017

BACKGROUND:

In celebration of Career Tech Ed month, Lori Perez, Director of College and Career Readiness, will present information regarding the YCOE Internship Program.

RECOMMENDATION/COMMENTS: For information.

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Greengate Safe School Plan	AGENDA ITEM #: 3.6
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Sharon Holstege
BACKGROUND:	DATE: February 28, 2017

According to Education Code 32281, the County Office of Education is responsible “for the overall development of all comprehensive school safety plans for its schools...” that is written by the school site council or a school safety plan committee.”

The Greengate Safe School Plan was reviewed by the Site Safety Committee which consists of a parent representative, administration, and CSEA and YEA representatives. The School site plan includes procedures, strategies and program information promoting school safety. It includes procedures for reporting child abuse, disaster procedures/preparedness; incident/accident procedures; and a variety of other information to assure a safe campus.

RECOMMENDATION/COMMENTS: For information.

SAFE SCHOOL PLAN

GREENGATE SCHOOL

2016-17

YOLO COUNTY OFFICE OF EDUCATION

Table of Contents
Safe School Plan 2016-2017
Greengate School

- I. **Introduction**
 - A. School Mission and Assurances
 - B. YCOE Mission Statement
 - C. School Profile
- II. **Campus Incidents: Local Crime and Student Incidents/ Accidents**
- III. **Strategies and Programs Promoting School Safety**
 - A. Daily Student/Staff Attendance Ratios
 - B. Emergency Staff Cell Numbers
 - C. Student Daily Health Check Procedure
 - D. Incident/Accident Reporting Procedures
 - E. Universal Precautions and Procedures
 - F. Specialized Health Care Plans
 - G. Classroom Health and Safety Checklist
 - H. Safe Egress and Ingress of Students
 - I. Visitor Access to School Campus
- IV. **Procedure for Reporting Child Abuse**
- V. **Disaster Procedures**
 - A. Evacuation Procedures: Fire, Flood, Bomb Threat
 - B. Lockdown/Shelter in Place
 - C. Earthquake
- VI. **YCOE Board Policies and Procedure**
 - A. Administering Medication and Monitoring Health Conditions
 - B. Specialized Health Care Services
 - C. Safety
 - D. Child Abuse Prevention and Reporting
 - E. Nondiscrimination/Harassment
 - F. Sexual Harassment
 - G. Bullying
 - H. Discipline
 - I. Conduct
 - J. Student Disturbances
 - K. Suspension and Expulsion/Due Process (Students with Disabilities)
 - L. Dress and Grooming
 - M. Gangs
 - N. Vandalism, Theft and Graffiti
 - O. Public Use of Center and School Facilities
 - P. YCOE Crisis Manual: The Role of Mental Health professionals

Safe School Plan – Greengate School School Information and Assurances

County: **Yolo**

COE: **Yolo County Office of Education**

School Site Name: **Greengate School**

Address: **285 West Beamer Street, Woodland, CA 95695**

Telephone: **530.668.3800**

Principal's Name: **Debra Johnsen**

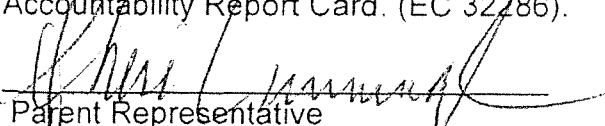
Name or title of committee preparing the Safe School Plan (EC 32280, EC 35147):
Site Safety Committee

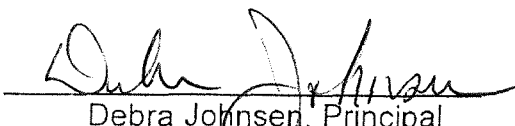
NAME	POSITION/ROLE
Debra Johnsen	Principal
Don Hermance	Behaviorist, CSEA Representative
Rosalva Wisterman	Administrative Secretary
Cyndy Bauer	School Nurse, YEA Representative
Sherry Cunningham	Parent Representative

As required by Education Code (EC) Section 35294.2, the school's Comprehensive Safe School Plan was reviewed and amended prior to March 1 of this school year.

A public meeting was scheduled for 2/15/17 at 11:00 a.m. to allow the public an opportunity to participate in the adoption of this Safe School Plan. (EC 35294.8). The agenda and the minutes of this School Safety Plan meeting in which the plan is adopted will follow this page.

A report of the status of the Safe School Plan will be included in the annual School Accountability Report Card. (EC 32286).


Parent Representative
(original signatures on file at school site)


Debra Johnsen, Principal

February 10, 2017

Dear Parents,

January and February are often the most challenging months for students, staff, families and administrators. We are definitely in that post-holiday, stormy weather, cold and flu season time!

The good news is there are some exciting events and a couple holidays upcoming!

- **Tuesday, February 14**, is Valentine's Day. Teachers are planning fun, age-appropriate activities for each classroom.
- **Wednesday, February 15**, 10:30-11:00 am. **Blues in the Schools** musical group is coming to Greengate! A group of 4 musicians will be performing for all students in Building D. For more information: <http://www.sacblues.com/blues-in-the-schools/> Parents are welcome to stop by; space may be limited due to our rainy weather!
- **Monday, February 13**: Presidents' Day. No School!
- **Monday, February 20**: School Holiday. No School!

Also, an ongoing collaboration with **Yolo Arts** includes six weeks of exploratory art activities for each classroom of students. This begins on February 16 and ends on March 31. Students will spend about one hour per week experiencing monoprints, fish prints on rice paper, clay bowls and textural clay tile wall hangings. The artist, Julie Karlonas, is working closely with staff, including Adrienne Baker, OT, to assure the activities are fun, safe and appropriate.

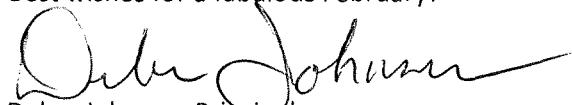
Our students' health, including their nutrition, weight, and fitness, are very important aspects of the curriculum. We are continuing to make this an important aspect of Greengate School and appreciate the great partnerships we have with families. The staff, including Nurse Cyndy, will be in contact, regarding your child's needs and ways we can all work together to assist in this.

In addition to good health and fitness, student safety is the most important aspect of Greengate School. **A School Safety Plan for Greengate has been developed by the site safety team. All parents are invited to take a look at this on February 15, following the Blues in the Schools performance!**

Finally, the rainy cold weather has all of us thinking about spring and perhaps even summer. The ESY (summer school) dates have been set:

- Multiple Disabilities: Monday, June 19-Tuesday July 18. No ESY July 3-5.
- Autism: Monday, June 19-Friday, July 28. No ESY July 3-5.

Best wishes for a fabulous February!



Debra Johnsen, Principal

Greengate School

SAFE SCHOOL PLAN: Greengate School 2016-2017

I. Introduction

YCOE Mission and Core Values

Our Mission:

YCOE will be a countywide and regional leader to support and advocate for equity and access to high-quality educational programs.

Our Core Values:

YCOE will 1) Stay student centered; 2) Communicate regularly 3) Value Employees and Customers

School Profile:

Greengate School is an extraordinary, self-contained educational setting for students with severe to profound special needs. As part of a regionalized system within YOLO County SELPA, Greengate School serves approximately 65 students with autism and multiple disabilities. Greengate is also the location of several administrative and staff offices, including the *First Steps Infant Program* (approximately 65 families), *YOLO County Children's Services Medical Therapy Unit*, and various YCOE therapists and specialists.

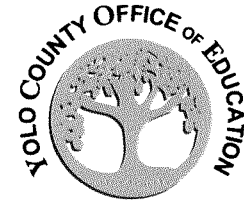
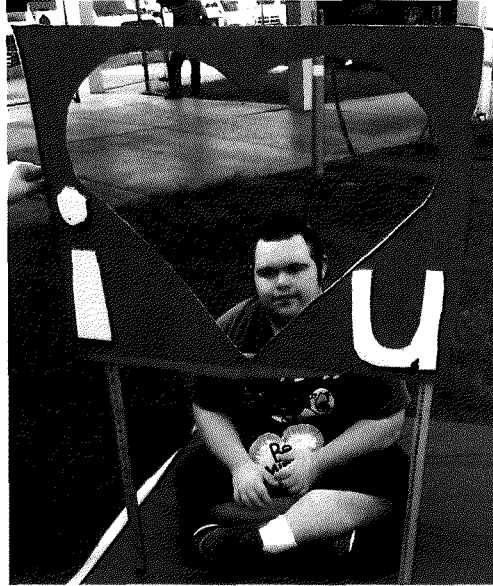
The first priority for Greengate School is to provide a physically and emotionally safe environment for all students. To support this priority, a variety of well-trained staff are available to provide a rich curriculum that addresses students' academic, social, emotional, behavioral, self-help, community instruction, vocational and recreational needs. Parents, caregivers, student volunteers, community members and administrators are also important team members. The goal for all students is to engage in multiple opportunities for meaningful practice of functional life skills.

Functional life skills and practical academics are the basis for the curriculum, including the following:

- Community Based Instruction
- Gardening
- Recycling
- Meal Preparation
- Home and Life Skills
- Indoor and Outdoor Recreation
- Mobility Opportunities Via Education (MOVE Program)

Our Partners include...

- Alta California Regional Center
- Warmline Family Resource Center
- Early Head Start, Yolo County
- U.C. Davis Circle K Club
- Woodland Elks Club
- George Hinkle Foundation
- Woodland Rotary Club
- Yolo Arts Center
- California Children's Services
- Esparto Unified School District
- Davis Joint Unified School District
- Washington Unified School District
- Winters Joint Unified School District
- Woodland Joint Unified School District



GREENGATE SCHOOL



Jesse Ortiz, Ed.D, Superintendent

Yolo County Board of Education

Carol Souza Cole

Matt Taylor

Bill Owens

Meg Stallard

Shelton B. Yip

285 West Beamer Street

Woodland, CA 95695

530-668-3800

530-668-9907 – Fax

GREENGATE SCHOOL

Greengate School

Greengate School is an extraordinary, self-contained educational setting for students with special needs. As part of a regionalized system within Yolo County SELPA, Greengate School serves students with autism and multiple disabilities. Greengate is also the location of several administrative and staff offices, including the *First Steps Infant Program*, Yolo County *California Children's Services Medical Therapy Unit*, and various YCOE therapists and specialists.



Greengate Priorities

The first priority is to provide a physically and emotionally safe environment for all students. To support this priority, a variety of well trained staff are available to provide a rich curriculum that addresses students' academic, social, emotional, behavioral, self-help, community instruction, vocational and recreational needs. Parents, caregivers, student volunteers, community members and administrators are also important team members. The goal for all students is to engage in multiple opportunities for meaningful practice of functional life skills.



Greengate Numbers: At a glance

- Autism: 3 classes
- Multiple Disabilities: 4 classes
- First Steps Infant Program:
Funded capacity = 41

Greengate Opportunities

Functional life skills and practical academics are the basis for the curriculum, including the following:

- Community Based Instruction
- Gardening
- Recycling
- Meal Preparation
- Home and Life Skills
- Indoor and Outdoor Recreation
- Mobility Opportunities Via Education (MOVE Program)
- Integration and Inclusion with nearby comprehensive campuses

Greengate Team

Greengate Team consists of the following positions:

- Principal
- Administrative Secretary
- Nurse
- Behavior Analyst
- Behavior Specialist
- Speech-Language Pathologist
- Speech-Language Pathologist Assistant
- Teachers
- Para-educators
- Occupational Therapist
- Physical Therapist
- Psychologist
- Assistive Technology Specialist
- Itinerant Vision, Hearing and Orientation and



**YOLO COUNTY OFFICE OF EDUCATION
GREENGATE SCHOOL
SAFE SCHOOLS PLAN**

**II. Campus Incidents: Local Crime and Student
Incidents/Accidents**

II. Campus Incidents: Local Crime and Student Incidents/ Accidents

Assessment of school crime committed on the school campus and at school related activities (EC 32282) and an assessment of overall safety related issues are accomplished by a review of the following sources:

- Local Law Enforcement Crime Data
- Student Accidents/Incidents Data
- Workers Compensation Claims
- Responses to Students' Individualized Health Care Procedures and Emergency Response Procedures

A review of Woodland Police Department Activity on or near to the Greengate campus since 8/1/16 and school records, reveal several incidences of vandalism related to the program's vans and storage buildings. Although the specialized vans have been a target for gas siphoning and other vandalism, the school campus has a long history of very little vandalism and theft. The vehicle parking issue is currently being remedied with a safer, new location.

A review of incidents and accidents on campus, as recorded on the Student Incident Forms, reveals 43 occurrences since the start of the school year. These incidents range from falling on the playground and scraping an elbow to a student hit or bit by another student. Careful documentation of each incident allows the team to review the situation, provide immediate care and support, contact the parent and determine preventative strategies for going forward. The chart (attached) of the attendance and enrollment data provides insight into the low adult-child ratio in each classroom and therefore, the capacity of the programs to provide well supervised and safe environments.

Safety of staff is also an important indicator. Since August 2016, there have been no claims for Workers Compensation on campus. Staff are very physically involved in the lifting, transferring, positioning, etc. of students of varying sizes.

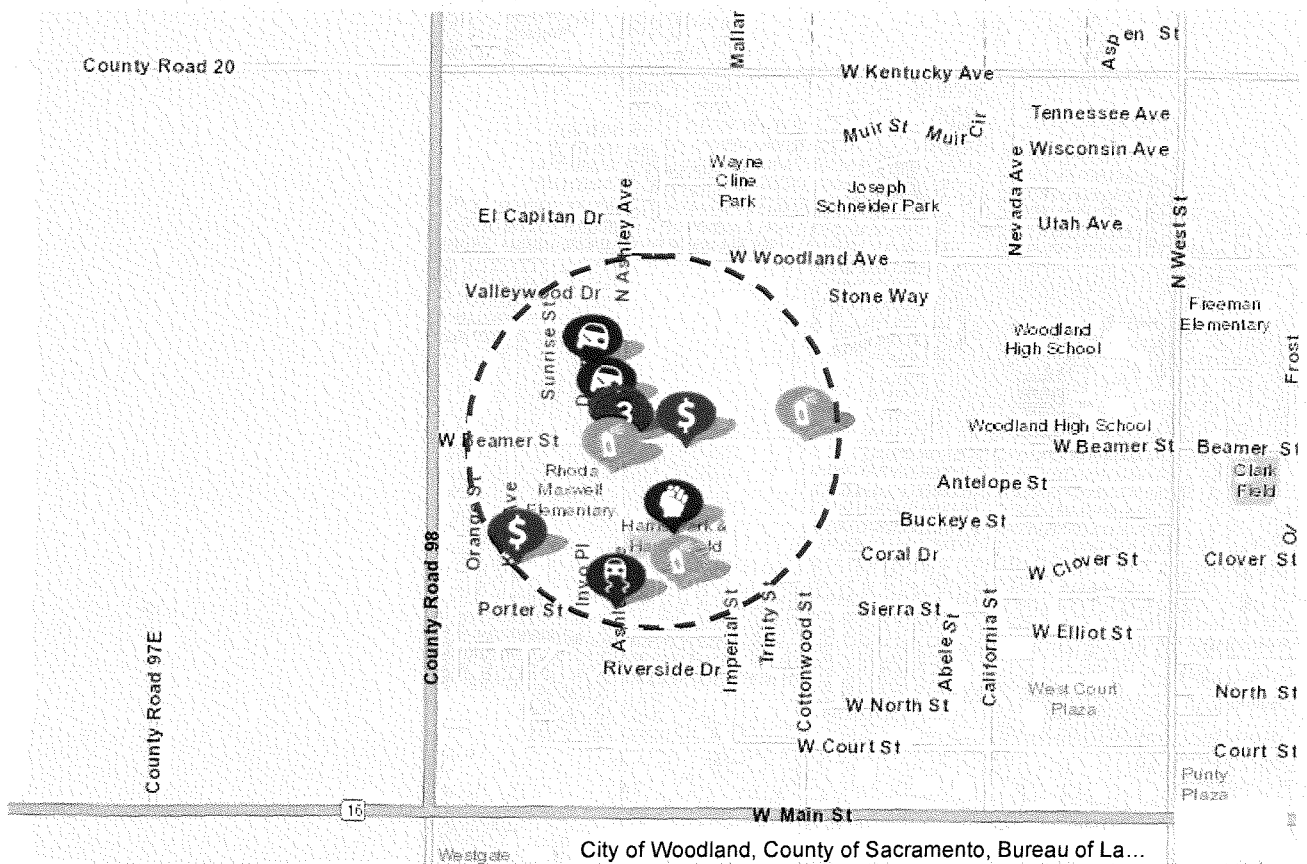
Print

CrimeMapping.com Map

Thursday, August 18, 2016 through Monday, February 13, 2017

Showing crime types: Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons

Show crime report Show crime chart



Grab the bottom/right borders to resize the map or the handle in the bottom right corner.

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[Back to Map](#)

Crime Incidents

08-18-2016 to 02-13-2017 (180 Days)

13 Records

	Type	Description	Incident #	Location	Agency	Date
Map it		Other Assaults	WDP17-000414	100 BLOCK IMPERIAL ST	Woodland Police	1-24-2017 1:45 P
Map it		Larceny/Theft d. From Motor Vehicles (except e.)	WDP17-000175	0 BLOCK DAWN DR	Woodland Police	1-10-2017 11:43
Map it		Driving Under the Influence	WDP16-007019	ASHLEY AV / PORTER ST	Woodland Police	12-20-2016 12:2
Map it		Vandalism	WDP16-006836	100 BLOCK MODOC PL	Woodland Police	12-11-2016 11:4E
Map it		Vandalism	WDP16-006853	200 BLOCK W BEAMER ST	Woodland Police	12-9-2016 11:00
Map it		Larceny/Theft d. From Motor Vehicles (except e.)	WDP16-006788	0 BLOCK N ASHLEY AV	Woodland Police	12-9-2016 6:31 A
Map it		Larceny/Theft d. From Motor Vehicles (except e.)	WDP16-006710	200 BLOCK W BEAMER ST	Woodland Police	12-2-2016 3:30 F
Map it		Vandalism	WDP16-006587	200 BLOCK W BEAMER ST	Woodland Police	11-28-2016 6:20
Map it		Vandalism	WDP16-006069	0 BLOCK ASHLEY AV	Woodland Police	11-1-2016 4:33 F
Map it		Larceny/Theft i. All Other	WDP16-006777	W BEAMER ST / ASHLEY AV	Woodland Police	10-1-2016 12:00
Map it		Larceny/Theft e. Motor Vehicle Parts and Accessories	WDP16-004820	100 BLOCK KERN AV	Woodland Police	9-1-2016 9:12 AM
Map it		Larceny/Theft g. From Building (except c. and h.)	WDP16-004692	200 BLOCK W BEAMER ST	Woodland Police	8-25-2016 12:15
Map it		Vandalism	WDP16-004621	BEAMER ST / COTTONWOOD ST	Woodland Police	8-22-2016 10:50

1 - 13 of 13 items

**YOLO COUNTY OFFICE OF EDUCATION
GREENGATE SCHOOL
SAFE SCHOOLS PLAN**

III. Strategies and Programs Promoting School Safety

III. School Safety

An identification of strategies and programs that provide or maintain a high level of school safety, (ED 35294.21) reveals the following procedures and forms:

- A. Daily Student/Staff Attendance Ratios
- B. Emergency Staff Cell Phone Numbers
- C. Student Daily Health Checks
- D. Incident/Accident Reporting Procedures
- E. Universal Precautions and Procedures
- F. Specialized Health Care Procedures
- G. Classroom Health and Safety Checklist
- H. Safe Egress and Ingress of Students
- I. Visitor Access to the School Campus

Additional strategies that promote a safe environment include the following:

- Positive Behavior Support Plans
- Community/Parent Partnerships
- Character Building Curriculum, including Unique Learning Systems
- Monthly Staff Assignments for Campus climate and safety
- Equipment Review and Purchase Procedures
- Substitute Staff Orientation
- Keenan Safe Schools Training Video series
- Regular Health and Safety Trainings, including CPI, CPR, First Aid, etc.
- Monthly Staff Meetings to Review Safety Needs and Procedures
- Regular Review of Facility Needs and Improvements

Greengate School's Strategy:

Greengate prides itself on a physically and emotionally safe environment for all students and staff. The key to assuring this is a strong communication system with multiple layers and a great focus on preventative strategies. Monthly staff meetings with classified and certificated staff address safety concerns and procedures. A system of staff development is in place that provides four tiers of training for the beginning practitioner to the exemplary ones and includes a variety of strategies and skills that address safety, health, behavior management, positioning and handling and appropriate use of equipment. Regular emails to various clusters of staff also address health and safety procedures. Keenan online videos are provided to staff during the early dismissal day, Wednesday, and discussed with the classroom team. Safety is also a

predominant focus of orientations provided to substitute staff through written and verbal information.

Prevention is supported by a low child to adult ratio in each classroom with a range of 1-3 students per staff, depending on the daily attendance. *Specialized Health Care Procedures* for all students who need them, including most of the students with multiple disabilities are written. These documents are discussed at IEP meetings, attached to the plan, and shared during training sessions with appropriate staff. Daily Health Checks are done on each student upon arrival, with any unusual observations documented on this form and shared immediately with the nurse. Incidents or accidents with students and staff that occur after arrival are documented and followed up immediately with the nurse and parent. Regarding staff injuries, Worker Compensation procedures are maintained through the Human Resources Department for all YCOE staff. Support Plans are in place for many students, particularly those with autism, and the document, training and ongoing monitoring and coaching are provided by the behaviorist.

Other prevention activities include efficient work order procedures to identify and resolve facility and equipment issues, monthly staff assignments related to campus safety, cleanliness and security, a system of locked external gates and doors throughout the campus and procedures for all visitors, including parents, to sign in at the school office upon campus entry. All visitors are then escorted by staff to the classroom or meeting area. Disaster procedures, including fire, lockdown and earthquake, have been developed with Emergency Team Leaders, shared with staff and practiced according to a set schedule. Greengate is in compliance with the laws, rules and regulations pertaining to hazardous materials and state earthquake standards. Pesticides and other toxic chemicals are regulated by licensed Structural Pest Control Operators, with postings regarding applications done accordingly.

Cleanliness and safety are critical for all students, particularly those who are medically fragile. The principal and administrative secretary work with the Support Operations Staff(SOS) to ensure that the site is clean, safe and operational. Each classroom is cleaned daily and outside maintenance is done as often as needed. In-service training for the SOS team is scheduled by the Coordinator, SOS. All campus enhancements, such as the recent new playgrounds, were planned and reviewed by a project team and inspectors for health and safety requirements.

Resources often utilized to support strong, healthy, family-school and family-community relationships which support healthy and safe environments include a network of community partners, monthly school letters to parents, daily/weekly journal entries between parents and teachers and access to the City of Woodland Special Needs Alert Program(SNAP).

YCOE has implemented a new process following the elimination of Deferred Maintenance programs. A Facility Condition Assessment (FCA) is performed by a contractor to evaluate all facility systems. This information is documented in a School Dude Module, allowing for timely and accurate prioritizing and planning for all facility needs on campus.

Yolo County Office of Education

Greengate School

Daily Student/Staff Attendance (2 week sample: 11.14.16-12.2.16)

Program	Teacher (Total Enrollment)	Total Students/staff									
		11/14	11/15	11/16	11/17	11/18	11/28	11/29	11/30	12/1	12/2
Autism	Jackson (9)	8/4 +Sub	9/4	9/4 +Sub	7/4 +Sub	8/4 +Sub	9/4 +Sub	9/4 +Sub	8/4 +Sub	8/4 +Sub	8/4 +Sub
	Keithley (8)	7/4	8/4 +Itinerant	7/4 +Itinerant	7/4 +Itinerant	7/4 +Itinerant	8/4 +Itinerant	7/4 +Itinerant	8/4 +Itinerant	7/4 +Itinerant	7/4
	Lucero (8)	6/4	8/4	7/4	6/4	8/4	8/4	8/3	8/4	8/4	8/4
Multiple Disabilities	Griffin (9)	7/4	6/4	8/4	7/4	7/4	6/4	6/4	7/4	8/4	7/4
	Schoen (7)	6/4 +1:1	7/3 +1:1	7/4 +1:1	7/4 +1:1	6/4 +1:1	6/3 +1:1	6/4 +1:1	7/4 +1:1	7/4 +1:1	7/4 +1:1
	Williams (10)	8/4	8/4	8/4	5/4	7/4	5/4	7/4	6/4	8/3	7/4
	Wolfe (8)	8/4	8/4	8/4	7/4	8/4	8/4	7/4	7/3	5/4	4/4

GREENGATE SCHOOL
EMERGENCY STAFF CELL PHONE NUMBERS

NAME	CELL PHONE	BUILDING
Adrienne Baker	916-591-9386	C
Alexandra Takanikos	530-304-8066	D
Amanda Keithley	530-701-7626	C
Amanda Kitaura	916-761-1330	E
Amy Lucero	530-366-0629	F
Ana Renteria	567-715-9912	F
Ann Crew	530-848-5975	E
Birdie Cruz	530-760-6677	F
Bob Mooney	916-501-4785	B
Bridgett Pilling	916-934-6340	D
Caren Hill	530-400-7130	F
Cyndy Bauer	530-848-7823	A
Cynthia Ortiz	916-396-4589	B
Darin Tidball	253-592-2947	B
Debra Johnsen	916-207-7629	A
Debra Toft	916-204-3795	D
Dianne Andres	530-405-7575	E
Dominique Smith	559-389-8640	E
Don Hermance	916-747-2601	F
Edward Clark	530-574-5895	B
Elizabeth Wolfe	530-219-6421	E
Erica Benefield	530-908-1107	E
Hannah Andres	530-405-7722	E
Heather Williams	619-921-2580	E
Holly Alvis	530-788-3529	F
Jessica Getter	530-219-3374	E
Jessica Monte	209-601-2123	C
Justin Newcomb	775-901-3492	F
Kate Harvey	315-591-7481	F
Kathy Groth	530-574-3446	B

NAME	CELL PHONE	BUILDING
Katya Griffin	916-517-6981	E
Lauren Burke	480-201-7329	F
LeeAnna James	559-284-3706	D
Lexi Whitten	530-574-2354	D
Maria Briseno	530-681-8682	B
Marissa Wisterman	530-848-3445	C
Mary Andrade	530-304-7482	F
Mathew Sano	916-335-0675	E
Michael Jackson	530-723-0599	F
Natasha Ingman	530-383-8700	F
Nicole Richardson	530-554-3361	E
Noemi Castro	530-681-2712	D
Norma Schoen	916-889-1618	E
Olivia Becker	714-514-9625	C
Peter Lindquist	530-207-9694	D
Roni Morales	530-383-4402	E
Romelia Holmes	530-867-0488	E
Rosalva Wisterman	530-848-0750	A
Rosie Vargas	530-908-7217	C
Sally Scholl		E
Sherry Fuller	916-496-1129	E
Susan Doyle	925-334-1327	D
Susie Anderson	916-213-1823	E
Tarryne Sandum	530-216-3967	F

Main Office Contacts

NAME	CELL PHONE
Jesse Ortiz	530-908-1000
Main Receptionist Desk	530-668-3723
Matt Juchniewicz	530-405-7265
Sharon Holstege	530-446-0681

STUDENT DAILY HEALTH CHECK RECORD

All staff are expected to become familiar with doing a quick daily visual check of each student's overall health condition and appearance **when the student first arrives**. On occasion, significant changes may be noted, which may include a bump, cut, bruise, etc. The following form will be used by teachers and other professional staff only when there is something "significant" to record. This form does not take the place on any other form, including the *Student Incident Report* form.

The specific procedure is indicated on the form, along with directions as to where to file it, etc.

YCOE Special Education
STUDENT DAILY HEALTH CHECK RECORD

Student: _____ Staff: _____ Date/Time: _____

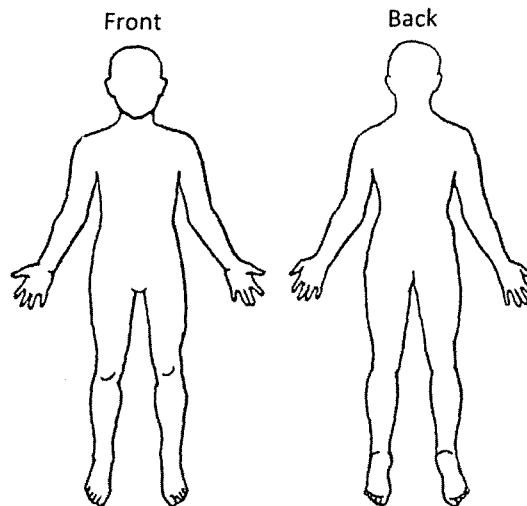
A daily health check of each student supports a safe, appropriate experience for everyone.

I. Procedures

1. Upon arrival to school, the teacher makes a visual inspection of the student.
2. Look for any changes in the student's overall condition and appearance including scrapes, scratches, and bruises that were not previously seen.
3. Use the form below to indicate more specific information regarding any **significant** change.
4. After completing the form, the teacher contacts the school nurse for follow up assistance and questions.
5. The nurse reviews the situation and provides care, as necessary. The school nurse contacts the parent and the administrator, as appropriate.
6. The school nurse provides follow up information to the teacher.
7. The teacher places the *Daily Health Check Record* in the student file within the classroom.

II. Record

Please indicate the location and type of injury:



Comments:

Other changes noted:

Eyes _____

Ears _____

Mouth _____

Nose _____

Skin _____

Temperature _____

Contacted Nurse on _____
(Date)

Did not contact Nurse: Reason _____

Yolo County Office of Education

Student Incident Report Form

Student: _____ Birthdate: _____

Site: _____ Program: _____ Teacher: _____

Staff member(s) involved in the incident: _____

Witnesses to the incident: _____

Date and Time of incident (start and end time): _____

Location(s) of incident(s):

Description of Incident (full details including action taken) Use second page, if needed.

Description of Injury (if any): _____

Student's family/parent/guardian notified (by whom/date): _____ Date: _____

School authorities notified (by whom/date): __ Principal __ Director __ Other Date: _____

Signature of Reporter: _____ Date: _____

Signature of Teacher: _____ Date: _____

Signature of Administrator: _____ Date: _____

Student has BIP: __yes __no

Student Incident Report Instructions (Internal Page)

Please read carefully

A Student Incident Report Form is used . These forms must be submitted on the same day the incident occurs to YCOE administrator and designees. Teacher (or administrator or designee) must notify parent before the end of the day. The first page of report must be sent home to parents within 48 hours.

If a student sustains an injury, call the School Nurse at _____. For a major medical emergency call 911.

- Please state only the facts. The statement you make is a legal statement
- Avoid using other student names on the page that goes home; use Student A/Student B
- Use neutral language for descriptions
- Call parent after incident occurs (same day),
- Notify parent within 48 hours of incident in writing (page one of forms)
- If there is no BIP, schedule an IEP within 48 hours to determine need for a BIP and Behavior Goal
- If BIP is in place, refer to the IEP team for possible revisions; If BIP is effective, IEP meeting is not required
- If behavior is a serious threat, follow school/district/county assessment and discipline procedures
- Email Director or Principal, Program Specialist, Behavior Analyst, Behavior Specialist after incident occurs
- Send incident report to Director of Special Education or Principal to sign, send copy of emergency report to Special Education Secretary, Program Specialist, Behavior Analyst, Behavior Specialist (within 24 hours)
- If more than one student involved, complete form for each student

Student Name: _____

Student Incident Report – Behaviors (Internal Page)

Other students involved: _____

Describe Student Behavior/Description of Incident	Check Staff Response Used/Emergency Intervention
Anxiety:	<input type="checkbox"/> Proximity <input type="checkbox"/> Counseling <input type="checkbox"/> Restructure Routine/Environment <input type="checkbox"/> Accommodate materials/Expectations <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Other: _____
Defensive (questioning, refusal, release-vent, intimidation):	<input type="checkbox"/> Redirect, Restate Direction <input type="checkbox"/> Set Limits: _____ <input type="checkbox"/> Separate the Group from Student <input type="checkbox"/> Move Location in Classroom
Acting Out: Intervention Team:	<input type="checkbox"/> Clear Area <input type="checkbox"/> Child Control <input type="checkbox"/> Block <input type="checkbox"/> Release <input type="checkbox"/> Visual Supervision <input type="checkbox"/> Call Administrator <input type="checkbox"/> Team Control <input type="checkbox"/> Other: _____
Tension Reduction:	<input type="checkbox"/> Review Events: <input type="checkbox"/> Review Schedule <input type="checkbox"/> Make Plan: _____ _____ _____ _____
Injury/Medical:	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> 911 Paramedics <input type="checkbox"/> Other: _____

<p>-Parent/guardian is notified within 24 hrs. verbally and 48 hrs. written communication</p> <p>-If behavior is serious threat, follow risk assessment process.</p> <p>-If there is no BIP, schedule an IEP within 48 hours to determine need for BSP</p> <p>BIP: _____ Yes _____ No</p>	<p>-If BIP is in place, refer to the IEP team for possible revisions.</p> <p>-If clearly effective BIP is in place (behavior has been improving per data), IEP meeting is not required</p> <p>-Put copy of report in student file and send copy to YCOE</p>
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UNIVERSAL PRECAUTIONS & PROCEDURES

The term "Universal Precautions" refers to a system of infection control in which the body fluids of all persons are treated as if known to be infectious. In the school setting, those precautions should include: Hand washing, using disposable gloves, careful trash disposal, using disinfectants, and cardiopulmonary resuscitation (CPR).

It is critical that universal precautions be used in every instance when handling blood and body fluids because (1) there may be situations where it is not known that a person is infectious; (2) persons should not wait until an identified student or adult is encountered before practicing infectious disease prevention techniques; and (3) for legal reasons related to confidentiality, there is no requirement that health officials notify school authorities of the results of blood tests for antibody to the HIV virus or other diseases.

The term "body fluids" includes": Blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal drainage), and saliva.

HANDWASHING:

1. Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practice.
2. All staff should wash their hands in the following circumstances:
 - a) Before handling food, drinking or eating
 - b) After toileting
 - c) After contact with body fluids or items soiled with body fluids
 - d) After touching or caring for students, especially those with nose, mouth, or other discharges.
 - e) After assisting students using bathroom; diaper change
3. Scheduling time for students to wash hands before eating is suggested to encourage the practice.
4. How to wash hands: Wet hands with running water, turn water off and apply soap from a dispenser. Lather well and wash vigorously for 20 seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. After lathering, turn water on and rinse well under running water with water draining from wrist to fingertips. Turn faucet off using a paper towel, discard, and then dry hands well with another paper towel. Discard the towel.
5. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

FIRST AID INVOLVING BODY FLUIDS AND CPR:

1. Avoid direct skin contact with body fluids. Allow the student or staff person to clean their own body fluid spill when this can be done safely. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended.
2. An "occupational exposure incident" is defined as: Specific eye, mouth, or other mucous membrane, contact with skin or potential contact with *blood* or *blood-tinged* body fluids resulting from the performance of an employee's duties. If an "incident" occurs, the following steps should be taken by the affected employee:

- Immediately wash the skin area exposed to body fluids with soap and running water. If it is the eye or mouth, flush with water.
- Report the incident directly to your administrator and include the names of everyone directly involved, as soon as possible.
- The site administrator or designee will report work-related injuries to a representative from the Human Resources Department by fax or phone. The representative will direct the employee as to his/her next steps.
- *Disposable single-use non-latex gloves* should be used when contact with body fluids is anticipated (such as bloody nose, diapering, etc.). Gloves are standard components for first aid supplies in the schools and they are readily accessible for emergencies and regular care given in school health offices. Powder and powder free as well as non-latex gloves are available.
- Devices that prevent backflow of fluids from the mouth of a victim being given CPR should be used by rescuers in the school setting. These devices are available from the school health office.
- Any soiled clothing should be placed in a plastic bag, sealed, and placed in a second plastic bag. If soiled with *blood*, the second bag should be a red biohazard bag, available from the custodian. Label with the student's name. Send home with the student.

TRASH DISPOSAL:

1. All wastebaskets should be lined with disposable plastic bags. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.

USING DISINFECTANTS:

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic-lined wastebasket.
2. Mop solution used to clean up body fluids spills should consist of the county approved disinfectant. Used mops should be soaked in this solution thirty minutes and rinsed thoroughly before reusing.
3. After cleanup, remove gloves and wash hands.
4. If carpet is soiled, clean up immediately with absorbent material and disinfect with county approved disinfectant.

Yolo County Office of Education

SPECIALIZED PHYSICAL HEALTH CARE (SPHC) PROCEDURE

Sample

Student's Name: _____ Birthdate: _____

Response To: Gastrostomy Tube/Button – Syringe Feeding

Dates: _____ September, to September, _____

SYMPTOMS

ESSENTIAL STEPS

If student shows signs of distress, vomiting, hiccups, restlessness, stomach distention, leakage, or if feeding stops flowing and/or backs up into tubing – STOP FEEDING AND CALL THE NURSE IMMEDIATELY.

1. Assemble the equipment and supplies
2. Explain procedure to the student. Position student in upright position or reclining at a 45 degree angle
3. Pin or tuck clothing out of the way of the GT site to monitor delivery of formula during feeding. Place a towel over student's lap.
4. Wash hands and apply gloves (vinyl, if latex precautions in classroom)
5. Close the clamp on the Feeding Set
6. Open GT button stopper – hold button firmly with fingers when pushing in Bolus Feeding Set
7. Access GT button device by inserting Bolus Feeding Set into button and turn ¼ turn
8. At 10:00AM shake the can of formula well. Measure prescribed amount of formula into container, 240cc 1 can (total 8 oz.)
9. Insert syringe into top of blue adapter of Bolus Feeding Set
10. Open clamp on Bolus Feeding Set
11. Carefully pour formula from can/container into syringe
12. **Do not allow syringe/tubing to empty completely (prevents air from entering student's stomach)**
13. When feeding is finished, pour 1 oz. water for flush into the syringe
14. Once water has cleared syringe, raise syringe (allows water to empty from tubing)
15. If flow of formula slows or stops in syringe – fit plunger into top of syringe and give a *gentle* "push"
16. Close clamp on Bolus Feeding Set
17. Remove syringe and Bolus Feeding Set from GT button by turning ¼ turn. Hold button firmly with fingers when removing Bolus Feeding Set
18. Close GT button stopper. If necessary, use moistened cotton swab to clean around GT site. Let area air dry.
19. Re-adjust student's clothing and allow student to remain upright or reclining at 45 degrees for at least 30 minutes after feeding
20. Record feeding to Intake and Output form.

Parent/Guardian Signature Date

Principal Signature Date

Physician Signature Date

School Nurse Signature Date

Greengate School

Procedure: Safe Egress and Ingress of Students

A. Designated Primary Exits: Front gates near the office and gate by MTU/CCS

The evacuation floor plan includes one primary exit. This exit is remote from other exits and arranged so as to minimize any possibility that both exits in the room may be blocked by any one fire or other emergency condition. Staff calmly walk students out of the gate closest and safest gate.

B. Exit Away from Rooms with Hazardous Materials

Emergency exit routes lead away from maintenance or storage rooms containing potentially hazardous materials so that no student or employee is forced to pass the area during an emergency.

C. Exit Signs indicating the Nearest Emergency Exit

Signs reading "Exit" with an arrow indicating the directions are placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.

D. Designated Assembly Area

An assembly area is designated outside the building for employees to gather during an emergency. This is designated on evacuation maps. Student/staff roll counts are done at this location. (See *Evacuation Procedure* for detailed steps).

Procedure: Visitor Access to the School Campus

A. Signs are posted at all school entry points: ***All Visitors Must Check in at the School Office***

B. Visitors, including parents and volunteers, must sign in at the school office, regardless of purpose of visit.

C. All parents, visitors and volunteers are escorted to class if the purpose is to visit/observe. These visits are also prearranged with the principal.

D. When parents drop off students, a staff member is called to come to the office to assist the student.

**YOLO COUNTY OFFICE OF EDUCATION
GREENGATE SCHOOL
SAFE SCHOOLS PLAN**

IV. Procedure for Reporting Child Abuse

SUSPECTED CHILD/ADULT ABUSE REPORTING PROCEDURES

*This is a summary of critical information regarding mandated reporting of child or vulnerable adult abuse. Please refer to the **YCOE Child Abuse Identification and Reporting Manual** for complete information.*

The State of California Child Abuse and Neglect Reporting Act requires all mandated child abuse reporters to report known or suspected child abuse or neglect to the proper authorities.

All employees of schools are mandated reporters which mean they are required by law to report any suspected or known child or adult abuse.

Any person who fails to report an instance of suspected abuse is guilty of a misdemeanor punishable by confinement in the county jail for a term not to exceed six months, or by a fine of not more than \$1000.00 or both.

Abuse is any act which impairs an individual's physical or emotional health and development. It includes the sexual assault of a child or adult, willful cruelty, unjustifiable punishment or corporal punishment resulting in trauma, medical neglect, the infliction of mental suffering and neglect.

Reporting Procedures:

1. Whenever a "reasonable suspicion" arises, a telephone report must be made **immediately** to Child Protective Services (CPS), or Adult Protective Services (APS) if the individual is over the age of 18.
 - Yolo County Child Protective Services: (530) 669-2345, or 888 400 0022 after hours
 - Yolo County Adult Protective Services: (530) 661 2227, or 888 675 1115 after hours

A report to a supervisor or coworker **does not** substitute for making a mandated report.

2. After reporting the suspected abuse, notify your supervisor by the end of the school day.
3. **Within 36 hours**, a written report must be submitted to Child Protective Services. Make sure the form is directed to the case worker you spoke to when you contacted CPS/APS.
Forms are available from your school site administrator and online:
ag.ca.gov/childabuse/pdf/ss_8572.pdf (CPS) and
dss.cahwnet.gov/cdssweb/entres/forms/English/soc341.pdf (APS)

Your administrator or the CPS/APS caseworker can help you complete the form.

Fax the written report to Yolo County CPS/APS, using the number provided by the CPS/APS caseworker.

Any and all reports are to remain confidential.

A mandated reporter is entitled to absolute immunity in criminal and civil actions for making the report.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A.	REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B.	REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
		ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL			
		OFFICIAL CONTACTED - TITLE				TELEPHONE ()					
C.	VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS			Street	City	Zip	TELEPHONE ()			
		PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
		<input type="checkbox"/> PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
		<input type="checkbox"/> IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
		RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
D.	INVOLVED PARTIES	VICTIM'S SIBLINGS									
		NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
		1. _____				3. _____					
		2. _____				4. _____					
		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()		
		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()		
		SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS			Street	City	Zip	TELEPHONE ()			
		OTHER RELEVANT INFORMATION									
E.	INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
		DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

**YOLO COUNTY OFFICE OF EDUCATION
GREENGATE SCHOOL
SAFE SCHOOLS PLAN**

V. Disaster Procedures

V. Disaster Procedures

- A. Evacuation Procedures: Fire, Flood, Bomb Threat
- B. Lockdown/Shelter in Place
- C. Earthquake

Emergency/Disaster Drills 2016-17 School Year

Greengate School

Date of Drill	Type of Drill	Comments
November 30 2:00 pm	Fire/Evacuation	Training
December 1 1:00 pm	Fire/Evacuation/	Drill
December 7 2:00 pm	Shelter in Place	Training
December 8, 11:30 am	Shelter in Place	Drill
December 14 2:00 pm	Earthquake	Training
December 15 10:00 am	Earthquake	Drill
February 23 10:00 am 1:15 pm	Fire/Evacuation Earthquake	Drills
March 20, 10:10 am 1:30 pm	Earthquake/ Shelter in Place	Drills
April 13 2:00 pm 9:30 am	Fire/Evacuation Shelter in Place	Drills
May 1, 10:45 am 1:00 pm	Fire/Evacuation Shelter in Place	Drills

Types Drills:

- Fire/Evacuation Drill
- Shelter in Place
- Earthquake/Explosion

YOLO COUNTY OFFICE OF EDUCATION
SPECIAL EDUCATION

GREENGATE SCHOOL

**EVACUATION PROCEDURE FOR GREENGATE SCHOOL
(Fire, Flood, Bomb Threat)**

STEPS	CLASSROOM STAFF:	SUPPORT STAFF:	EMERGENCY TEAM LEADERS:
	Para Educators, Teachers	OT, PT, SLP, SLPA, Behavior Specialist/Analyst	Principal, Secretary, Nurse, Behaviorist
Step 1: Alarm Sounds	Check Fire Pulls in Room. If it is one in your classroom, call or intercom the school secretary or principal to indicate location of pull and verify the emergency or indicate a false alarm. Proceed to step 2.	Check immediate area for activated pulls. If you are not with a student, join and provide assistance to classroom staff nearest to your location and follow their assigned procedures.	If with a student, notify other team leaders and evacuate with the student. Secretary will verify emergency and call dispatch and Superintendent. Principal will assume these responsibilities in her absence.
Step 2: Prepare to Exit	Gather children at Exit, grab red emergency backpack (includes emergency cards and roll sheets), keys and phone.	If with a student, take student to nearest accessible evacuation site.	Secretary will grab emergency cards, sign out binder, SPHC/medical binders and visitor sign in. Principal will assume these responsibilities in the secretary's absence..
Step 3: Exit	Exit the building and follow route to designated evacuation site. Primary <u>Playground Hill (behind building C)</u> Secondary <u>Ralph Harris Park (behind building E)</u> Note: Teacher is last to leave the classroom.	If the student's teacher is at the evacuation site, deliver student to the teacher and offer assistance.	Nurse will clear building E. Behaviorist will clear buildings C, D and F. Principal will clear building A, B and Maintenance. Secretary will assume responsibilities of other team leaders in their absence.
Step 4: Verify	Once at evacuation site, take roll of students and identify missing students. Take roll of staff noting the names of substitutes and whether they are present. If anyone is missing (staff or students) indicate last known location (lunch, CBI, walk, bathroom etc.).	If the student's teacher is not at the evacuation site, retain responsibility over the student.	Emergency Team Leaders will check in with each other to verify that all buildings are clear.
Step 5: Share info	Give list of missing persons to Emergency Team Leader.	Inform Emergency Team Leader that you have a student and provide their name.	Emergency Team leaders will gather lists of missing persons and their last known location, extra persons and take roll for groups without a roll sheet. Secretary will take roll of visitors. List of extra persons and list of missing persons will be compared.
Step 6: Wait/Locate	Wait for instructions	Wait for instructions	For unaccounted missing persons: Name will be called in all evacuation sites. If no response, the secretary will attempt to call their cell phone, if known. If no response or no known number, a pair will be assigned to check last known location (if on campus).

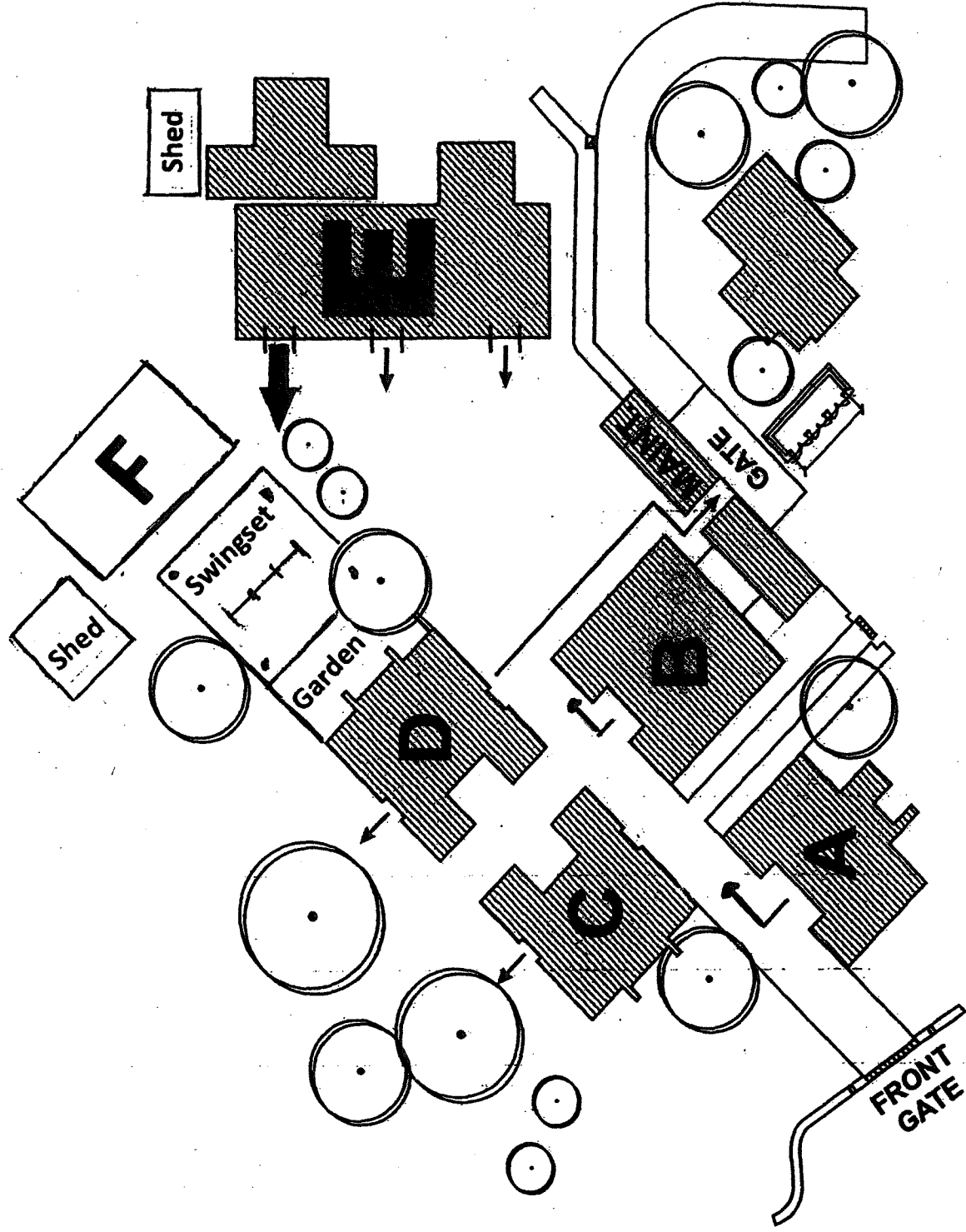
YOLO COUNTY OFFICE OF EDUCATION
SPECIAL EDUCATION

GREENGATE SCHOOL

STEPS	CLASSROOM STAFF:	SUPPORT STAFF:	EMERGENCY TEAM LEADERS:
	Para Educators, Teachers	OT, PT, SLP, SLPA, Behavior Specialist/Analyst	Principal, Secretary, Nurse, Behaviorist
Step 7a: <i>All Clear</i>	If not an emergency, skip to step 11.	If not an emergency, skip to step 11.	If not an emergency, skip to step 11.
Step 7b: <i>EMERGENCY: Leave Campus</i>	If Emergency Team Leader indicates campus is no longer safe , follow directive given to designated site.	Follow directive from Emergency Team Leader.	If campus is not safe , direct teachers to evacuate to: 1. Ralph Harris Park (behind building E) 2. Maxwell Elementary School gym 3. _____
Step 8: <i>Verify-Wait</i>	Repeat steps 4-6 (Take roll, inform, wait for instructions)	Repeat steps 4-6	Repeat steps 4-6
Step 9: <i>Contact Parents</i>	In an actual emergency, Teachers may be directed to contact parents. If not available or no response, Teachers will call alternative emergency card contacts.	Wait for instructions; assist teachers, as possible.	If an actual emergency, Emergency Team Leaders may direct teachers to contact parents or alternative contacts.
Step 10: <i>Release Students</i>	Teachers will check out students to their parents or other individual on the emergency card. Teachers will verify ID of the adult checking out the child. Teacher will remain on site until all students have been checked out.	Wait for instructions; assist teachers as possible.	Leaders will direct parents to their child's evacuation point. Leaders will remain on site until all students have been checked out.
Step 11: <i>Wait</i>	Remain at designated site until given a verbal "all clear" from emergency team leader.		Team leaders, after confirming that a danger does not exist, will give a verbal "all clear" to teachers and staff
Step 12: <i>Resume</i>	Return to classroom and resume normal operations	Resume normal operations	Resume normal operations

Ralph Harris Park: Secondary Staging Area

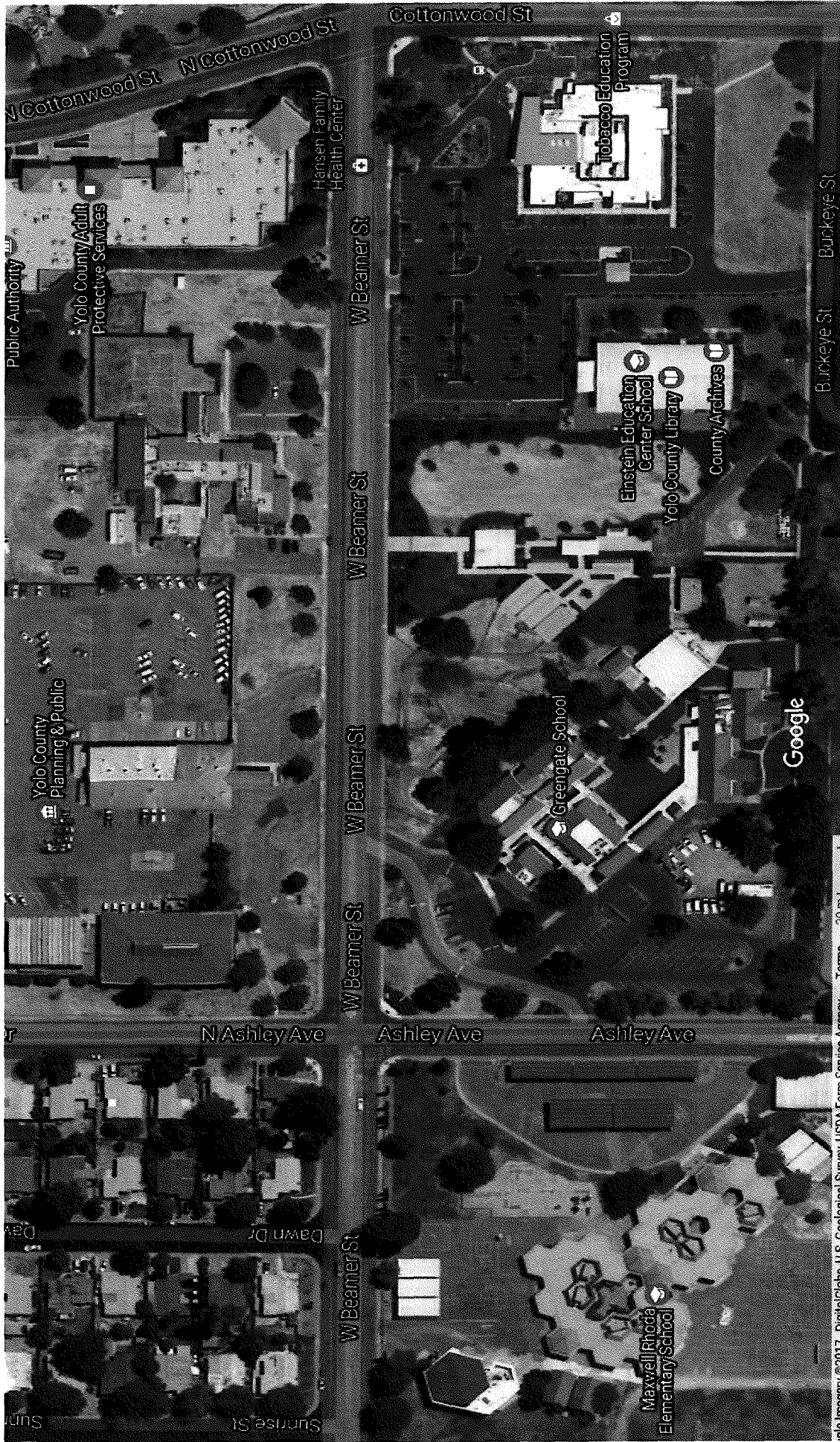
Hillside: Primary Staging Area



ASHLEY STREET

WEST BEAMER

Greengate School
Yolo County Office of Education
285 W. Beamer Street
Woodland, CA 95695



YOLO COUNTY OFFICE OF EDUCATION
SPECIAL EDUCATION

GREENGATE SCHOOL

**LOCKDOWN/SHELTER-IN-PLACE PROCEDURE FOR GREENGATE SCHOOL
(Intruder on Campus)**

STEPS	CLASSROOM STAFF:	SUPPORT STAFF:	EMERGENCY TEAM LEADERS:
	Para Educators, Teachers	OT, PT, SLP, SLPA, Behavior Specialist/Analyst	Principal, Secretary, Nurse, Behaviorist
Step 1: All Call Announcement			Emergency Team Member will send an <i>All Call</i> Voice message: "Attention: Return to Your Classrooms Immediately. Shelter in Place." (Visiplex: Main Menu: 1 Device I.D.:200 Volume: F4) Call kitchen 530-668-3882 and CCS/MU 530-666-6184.
Step 2: Go to Classroom	Receive and share message with immediate team. Return to closest classroom.	If out of the classroom with a student, take student to nearest lockable space/classroom.	Emergency Team Leaders will assist staff in their immediate (physical) areas. Principal and/or secretary remain at main desk.
Step 3: Lock	When students are in classroom, lock door. Move away from doors and windows. Turn out lights; maintain quiet, as possible. (Do not respond to Fire Alarm)	Assist teachers, as possible. (Do not respond to Fire Alarm)	Emergency Team Leaders will assist staff in their immediate (physical) areas. Principal and/or secretary remain at main desk. If Actual Emergency, Team Leader will call 9-1-1 and follow directives from responders and then call YCOE (668-6700) to inform ADMIN.
Step 4: Verify	<ol style="list-style-type: none"> 1. Take roll of students and identify missing students. 2. Take roll of staff noting the names of substitutes and whether they are present. If anyone is missing (staff or students) indicate last known location (lunch, CBI, walk, etc.). A classroom team member must call the staff that are off campus to alert them of "shelter in place." 3. One classroom team member then sends a text message to secretary and principal with status of students and staff, (e.g. "All Katya's staff and student in room, including Jesus and Sherry") 	If the student's teacher is not present, retain responsibility over the student. Inform classroom of student's location via text message.	Principal and secretary will receive individual text messages from each classroom. Further directives will be provided via text or cell phone.

STEPS	CLASSROOM STAFF:	SUPPORT STAFF:	EMERGENCY TEAM LEADERS:
	Para Educators, Teachers	OT, PT, SLP, SLPA, Behavior Specialist/Analyst	Principal, Secretary, Nurse, Behaviorist
Step 5: Maintain	Wait for further instructions. Maintain quiet and calm.	Wait for further instructions. Maintain quiet and calm.	Principal and/or secretary will call cell phones individually or text to verify Lockdown and roll and provide further directives if needed.
Step 6: Emergency	In an actual emergency, Teachers will be provided further directives via intercom or cell phones by Emergency Team Leaders. Teachers should not contact parents or other authorized persons until directed to do so.	Assist teachers, as possible.	Maintain communication with staff, Emergency Personnel, and YCOE Admin.
Step 7: All Clear	Remain in space until given a verbal "all clear" or other directive from Emergency Team Leader. Proceed as directed.	Wait for intercom message. Proceed as directed.	After verifying information, <i>All Call</i> to campus to inform "Lockdown is over. Resume normal operations" or to provide further directives.
Step 8: Resume	Resume normal operations	Resume normal operations	Resume normal operations.

EARTHQUAKE

Earthquake

Warning signals are unlikely for earthquakes, requiring site emergency plan teams to respond efficiently, immediately and calmly despite the suddenness.

Inside Building

1. "Duck and Cover"
2. Stay away from windows, overhead fixtures and falling items.
3. Crouch under solid cover, desk, table or doorway.
4. Cover head with arms and protect face.
5. Remain calm.
6. Avoid exposed wires, pipes or other hazards.
7. Assess the situation when shaking has stopped.
8. Evacuate quickly and calmly. If safe, evacuate structures to designated evacuation site.
9. Take roll of students, mark and identify missing students. Take roll of staff, substitutes and whether they are present. If anyone is missing (staff or students) indicate last known location.
10. Give list of missing persons to Emergency Team Leader.
11. **KEEP CLEAR OF BUILDING UNTIL THEY ARE DECLARED SAFE!**
12. Disconnect electrical controls and turn off gas, if safely possible.
13. Notify Director of Support Operations Services, Director of Special Education and Superintendent.

Outside Building

1. Move away from structures and power lines.
2. Expect aftershocks.
3. Report to designated evacuation site.
4. Take roll of students, mark and identify missing students. Take roll of staff, substitutes and whether they are present. If anyone is missing (staff or students) indicate last known location.
5. Give list of missing persons to Emergency Team Leader.
6. Do not enter any building until appropriate personnel declare safe.

**YOLO COUNTY OFFICE OF EDUCATION
GREENGATE SCHOOL
SAFE SCHOOLS PLAN**

**VI. YCOE Board Policies and Procedures:
Request for Safe School Plan**

VI. YCOE Board Policies and Procedures: Required for Safe School Plan

M. Specialized Health Care Services

N. Safety

O. Nondiscrimination/Harassment

P. Bullying

Q. Discipline

R. Conduct

S. Student Disturbances

T. Suspension and Expulsion/Due Process (Students with Disabilities)

U. Dress and Grooming

V. Gangs

W. Public Use of Center and School Facilities

X. YCOE Crisis Manual

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Yolo County Office of Education believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

In addition, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, including, but not limited to, emergency anti-seizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency anti-seizure medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.5, 49414.7, 49423, 49423.1)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

School nurses and other designated school personnel shall administer medications to students in accordance with law, Superintendent's policy, and administrative regulation and shall be afforded appropriate liability protection.

Legal Reference:

EDUCATION CODE

48980 *Notification at Beginning of Term*

49407 *Liability for Treatment*

49408 *Emergency Information*

49414 *Emergency Epinephrine Auto-Injectors*

49414.5 *Providing School Personnel with Voluntary Emergency Training*

49423 *Administration of Prescribed Medication for Student*

49423.1 *Inhaled Asthma Medication, Conditions Upon Which Pupil May Carry and Self-Administer Medication*

49423.5 *Specialized Health Care Services*

49426 *School Nurses*

49480 *Continuing Medication Regimen; Notice*

49414.7 *Administration of Emergency Anti-seizure Medication by Trained Volunteer Nonmedical School Personnel*

49422-49427 *Employment of medical personnel*

BUSINESS AND PROFESSIONS CODE

2700-2837 *Nursing, Especially:*

2726 *Authority Not Conferred*

2727 *Exceptions in General*

3502 *Definitions*

CODE OF REGULATIONS, TITLE 5

600-611 *Administering Medication to Students*

620-627 *Administration of emergency anti-seizure medication by trained volunteer nonmedical school personnel*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.App.4th 570

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

Management Resources:

CSBA PUBLICATIONS

Pandemic Influenza, Fact Sheet, September 2007

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June, 2003

WEBSITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/ls/he/hn>

Department of Health and Human Services, National Institutes of Health, National

Heart, Lung and Blood Institute, Asthma Information:

<http://www.nhlbi.nih.gov/health/public/lung/indez.htm#asthma>

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency anti-seizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a non-episodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Each school year, providing parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a non-episodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)
3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency anti-seizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student.
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration.
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment.
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time.

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration.
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication.

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation.
2. That the individual is permitted to be on the school site.
3. Any limitations on the individual's authority.

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer auto-injectable epinephrine or prescribed diabetes or asthma medication during school hours, the authorized health care provider's written statement shall include:

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

1. Clear identification of the student. (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
2. The name of the medication. (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
3. The method, amount, and time schedules by which the medication is to be taken. (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication. (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation.
6. Possible side effects of the medication.
7. Name, address, telephone number, and signature of the student's authorized health care provider.

When authorizing a district employee to administer emergency anti-seizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary.
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services.
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation.
4. A statement that following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

County Office of Education Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement.
2. Accept delivery of medications from parents/guardians and count and record them upon receipt.
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered.
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information.
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication.
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student.
6. Ensure that student confidentiality is appropriately maintained.

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities.

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

to take his/her medication.

9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects.
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances.
13. Provide immediate medical assistance if needed and report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement.

Additional Requirements for Management of Epileptic Seizures

In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)

1. Whenever a parent/guardian requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child, notification to the parent/guardian that the child may qualify for services or accommodations pursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).

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

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

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school, if his/her parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504.

(cf. 6159 - Individualized Education Program)

3. The distribution of an electronic notice to school staff no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer.

If no employee volunteers to administer emergency anti-seizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.

4. An assurance that any employee who volunteers to administer an emergency anti-seizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication.

When a trained employee has not administered an emergency anti-seizure medication to a student within two years after completing the training and a student who may need the administration of an emergency anti-seizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency anti-seizure medication.

5. An assurance that any training provided for district employees who volunteer to administer emergency anti-seizure medication to students shall include, but is not limited to:
 - a. Recognition and treatment of different types of seizures.
 - b. Administration of an emergency anti-seizure medication.
 - c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (Cont.)

d. Techniques and procedures to ensure student privacy.

(cf. 5022 - Student and Family Privacy Rights)

6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency anti-seizure medication to a student at a school site.
7. Supervision of volunteer school employees by a licensed health care professional, in accordance with 5 CCR 627.

Adopted: February 24, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

SPECIALIZED HEALTH CARE SERVICES

Definitions

Specialized physical health services means those health services prescribed by the student's licensed physician requiring medically related training for the individual who performs the services and which are necessary during the school day to enable the student to attend school. These services include catheterization, gastric tube feeding, suctioning, or other services that require medically related training. (Education Code 49423.5; 5 CCR 3051.12)

Qualified means the ability to demonstrate competence in cardio-pulmonary resuscitation, current knowledge of community emergency medical resources, and skill in the use of equipment and performance of techniques necessary to provide specialized physical health care services for individuals with disabilities. In addition, for designated school personnel, *qualified* means trained in the procedures to a level of competence and safety which meets the objectives of the training as provided by the school nurse, public health nurse, licensed physician, or other programs which provide the training. (Education Code 49423.5; 5 CCR 3051.12)

Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services. (5 CCR 3051.12)

Supervision means review, observation, and/or instruction of a designated school person's performance and of physical health care services, but does not necessarily require the immediate presence of the supervisor at all times. (5 CCR 3051.12)

Provision of Services

A student with disabilities who requires specialized health care services during the school day, as identified in his/her individualized education program (IEP), may be assisted by any of the following individuals: (Education Code 49423.5, 56345)

1. Qualified persons who possess an appropriate credential pursuant to Education Code 44267 (service credential with specialization in health), Education Code 44267.5 (service credential with specialization in health for school nurse), or a valid certificate of public health nursing issued by the Board of Registered Nursing
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision of a credentialed school nurse, public health nurse, or licensed physician and the services are determined by the credentialed school nurse or licensed physician, in consultation with the physician treating the student, to meet all of the following criteria:
 - a. Constitute routine care for the student
 - b. Pose little potential harm for the student

SPECIALIZED HEALTH CARE SERVICES (continued)

- c. Are performed with predictable outcomes, as defined in the student's IEP
- d. Do not require a nursing assessment, interpretation, or decision making by the designated school personnel

(cf. 6159 - Individualized Education Program)

Specialized health care or other services that require medically related training shall be provided pursuant to Education Code 49423. (Education Code 49423.5)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Schools shall provide appropriate accommodations for safety and necessary physical care services. The student's personal privacy and dignity shall be assured. (5 CCR 3051.12)

A qualified school nurse, public health nurse, or licensed physician responsible for supervising the physical health care of students with disabilities in the school setting shall: (5 CCR 3051.12)

1. Coordinate the health care services to the students with disabilities on the school site
2. Consult with appropriate personnel regarding management of health care services for students with disabilities
3. Make appropriate referrals and maintain communication with health agencies providing care to students with disabilities
4. Maintain or review licensed physician and parent/guardian requests and daily documentation records

The licensed physician of a student with disabilities who is required to receive physical health care services shall provide a written statement detailing the procedure and time schedule by which such procedures are to be given. In addition, the student's parent/guardian shall provide a written statement indicating his/her desire that the County Office assist the student in the matters set forth in the physician's statement and granting consent for the delivery of such services. (5 CCR 3051.12)

For each student with disabilities, the County Office shall maintain the physician and parent/guardian statements, as well as the specific standardized procedures to be used if the services are provided. The County Office shall also maintain daily documentation of specific services provided and shall include the signatures of the personnel who performed the procedure. This documentation shall be maintained in accordance with the requirements for confidentiality of student records and shall be classified as mandatory interim student records. (5 CCR 3051.12)

SPECIALIZED HEALTH CARE SERVICES (continued)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

44267 *Services credential with specialization in health*
44267.5 *Services credential with specialization in health for school nurse*
49423 *Administration of prescribed medication for student*
49423.5 *Specialized physical health care services*
49426 *School nurses*
56000-56606 *Special education programs, especially:*
56345 *Individualized education program contents*

BUSINESS AND PROFESSIONS CODE

2700-2837 *Nursing, especially:*
2726 *Authority not conferred*
2727 *Exceptions in general*

CODE OF REGULATIONS, TITLE 5

3051.12 *Health and nursing services*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act of 1974*
1400-1482 *Individuals with Disabilities Education Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 *Individuals with Disabilities Education Act, especially:*
300.34 *Related services*

COURT DECISIONS

Cedar Rapids Community School District v. Garret F., (1999) 526 U.S. 66
Clovis Unified School District v. Office of Administrative Hearings, (1990) 903 F.2d 635
Taylor v. Honig, (1990) 910 F.2d 627

Management Resources:

WEB SITES

California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/lh/he/hn>
California School Nurses Organization: <http://www.csno.org>

SAFETY

The Yolo County Board of Education and the Yolo County Office of Education recognize the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Yolo County Superintendent of Schools or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 3320 - Claims and Actions Against the District)*
- (cf. 3514 - Environmental Safety)*
- (cf. 3514.1 - Hazardous Substances)*
- (cf. 3514.2 - Integrated Pest Management)*
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)*
- (cf. 3530 - Risk Management/Insurance)*
- (cf. 3542 - School Bus Drivers)*
- (cf. 3543 - Transportation Safety and Emergencies)*
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)*
- (cf. 5131 - Conduct)*
- (cf. 5131.1 - Bus Conduct)*
- (cf. 5141 - Health Care and Emergencies)*
- (cf. 5141.22 - Infectious Diseases)*
- (cf. 5142.1 - Identification and Reporting of Missing Children)*
- (cf. 5143 - Insurance)*
- (cf. 5144 - Discipline)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 6145.2 - Athletic Competition)*
- (cf. 6161.3 - Toxic Art Supplies)*
- (cf. 6163.2 - Animals at School)*
- (cf. 7111 - Evaluating Existing Buildings)*

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using County Office transportation to and from school.

The County Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

- (cf. 5141.7 - Sun Safety)*
- (cf. 6142.8 - Comprehensive Health Education)*

Legal Reference: (see next page)

SAFETY (continued)

Legal Reference:

EDUCATION CODE

8482-8484.6 *After School Education and Safety Program*
17280-17317 *Building approvals (Field Act)*
17365-17374 *Fitness of school facilities for occupancy*
32001 *Fire alarms and drills*
32020 *School gates; entrances for emergency vehicles*
32030-32034 *Eye safety*
32040 *First aid equipment*
32225-32226 *Two-way communication devices in classrooms*
32240-32245 *Lead-free schools*
32250-32254 *CDE school safety and security resources unit*
32280-32289 *Safety plans*
44807 *Duty of teachers concerning conduct of students*
44808 *Exemption from liability when students are not on school property*
44808.5 *Permission for students to leave school grounds; notice (high school)*
45450-45451 *Crossing guards*
48900 *Hazing*
49300-49307 *School safety patrol*
49330-49335 *Injurious objects*
49341 *Hazardous materials in school science laboratories*
51202 *Instruction in personal and public health and safety*

GOVERNMENT CODE

810-996.6 *California Tort Claims Act*

HEALTH AND SAFETY CODE

115725-115735 *Playground safety*
115775-115800 *Wooden playground equipment*
115810-115816 *Playground safety and recycling grants*

PENAL CODE

245.6 *Hazing*

PUBLIC RESOURCES CODE

5411 *Purchase of equipment usable by physically disabled persons*

VEHICLE CODE

21100 *Rules and regulations; crossing guards*
21212 *Use of helmets*
42200 *Fines and forfeitures, disposition by cities*
42201 *Fines and forfeitures, disposition by counties*

CODE OF REGULATIONS, TITLE 5

202 *Exclusion of students with a contagious disease*
570-576 *School safety patrols*
5531 *Supervision of social activities*
5552 *Playground supervision*
5570 *When school shall be open and teachers present*
14103 *Bus driver; authority over pupils*

Legal Reference continued: (see next page)

SAFETY (continued)

Legal Reference: (continued)

COURT DECISIONS

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138

Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990

Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508

Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Management Resources:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

Handbook for Public Playground Safety, Pub. No. 325, 1994, rev. 1997

WEB SITES

American Society for Testing and Materials: <http://www.astm.org>

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

California Department of Health Services: <http://www.dhs.ca.gov>

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

Environmental Protection Agency: <http://www.epa.gov>

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osers/osep/gtss.html>

SAFETY

Each site administrator or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Yolo County Office of Education policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the site administrator or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension)

4. The adult is taking the student to emergency medical care at the request of the site administrator or designee.

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The site administrator or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the site administrator or designee, and file a written report on such conditions as appropriate.

(cf. 3530 - Risk Management/Insurance)

SAFETY (continued)

In arranging for appropriate supervision on playgrounds, the site administrator or designee shall:

1. Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Yolo County Superintendent of Schools or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

CHILD ABUSE PREVENTION AND REPORTING

Child Abuse Prevention

The Yolo County Board of Education and the Yolo County Office of Education recognize the County Office's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The County Office's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

The Yolo County Superintendent of Schools or designee shall seek to incorporate community resources into the County Office's child abuse prevention programs. To the extent feasible, the County Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

Child Abuse Reporting

The County Office recognizes that child abuse has severe consequences and that the County Office has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The County Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

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.

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

In the event that training is not provided to mandated reporters, the County Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference: (see next page)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Legal Reference:

EDUCATION CODE

- 32280-32288 *Comprehensive school safety plans*
- 33308.1 *Guidelines on procedure for filing child abuse complaints*
- 44690-44691 *Staff development in the detection of child abuse and neglect*
- 44807 *Duty concerning conduct of students*
- 48906 *Notification when student released to peace officer*
- 48987 *Dissemination of reporting guidelines to parents*
- 49001 *Prohibition of corporal punishment*
- 51220.5 *Parenting skills education*

PENAL CODE

- 152.3 *Duty to report murder, rape, or lewd or lascivious act*
- 273a *Willful cruelty or unjustifiable punishment of child; endangering life or health*
- 288 *Definition of lewd or lascivious act requiring reporting*
- 11164-11174.4 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

- 15630-15637 *Dependent adult abuse reporting*

CODE OF REGULATIONS, TITLE 5

- 4650 *Filing complaints with CDE, special education students*

Management Resources:

CDE LEGAL ADVISORIES

- 0514.93 *Guidelines for parents to report suspected child abuse*

WEB SITES

- California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>*
- California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>*
- California Department of Social Services, Children and Family Services Division:
<http://www.childsworld.ca.gov>*
- U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect
Information: <http://nccanch.acf.hhs.gov>*

CHILD ABUSE PREVENTION AND REPORTING

Definitions

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

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

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)

CHILD ABUSE PREVENTION AND REPORTING (continued)

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

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

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

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

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

Responsibility for Reporting

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

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

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

CHILD ABUSE PREVENTION AND REPORTING (continued)

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

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible 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 11166)

Yolo County CWS Agency
25 North Cottonwood Street
Woodland, CA 95695
530-669-2345/46 days
530-669-8920 nights

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)

Mandated reporters may obtain copies of the form from the County Office.

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 information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

CHILD ABUSE PREVENTION AND REPORTING (continued)

- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

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)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

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 Yolo County Superintendent of Schools 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, County Office policy, and administrative regulation. At the mandated reporter's request, the site administrator may assist in completing and filing the necessary forms.

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

He/she may provide or mail a copy of the written report to the site administrator or County Superintendent or designee without his/her signature or name.

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)

Training

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

CHILD ABUSE PREVENTION AND REPORTING (continued)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5145.7 - Sexual Harassment)

Victim Interviews

Whenever a representative of a government agency investigating suspected child abuse or neglect or the state Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

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

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

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

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the County Superintendent or designee and/or site administrator shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

CHILD ABUSE PREVENTION AND REPORTING (continued)

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the County Superintendent or designee shall provide parents/guardians with a copy of the County Office's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The County Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The County Office shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the County Superintendent or designee. (Penal Code 11166.5)

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

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

CHILD ABUSE PREVENTION AND REPORTING (continued)

The County Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the County Office for making a report. (Penal Code 11166)

NONDISCRIMINATION/HARASSMENT

Yolo County Office of Education programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

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

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

The Yolo County Board of Education and the County Office shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The County Office may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The County Office prohibits intimidation or harassment of any student by any employee, student or other person in the County Office. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

The County Office hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the County Office's nondiscrimination policies:

Human Resources Director
Yolo County Office of Education
530-668-3780

NONDISCRIMINATION/HARASSMENT (continued)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the site administrator or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Yolo County Superintendent of Schools or designee and refer the matter to law enforcement where required.

Legal Reference: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex, especially:*
221.5 *Prohibited sex discrimination*
221.7 *School-sponsored athletic programs; prohibited sex discrimination*
48900.3 *Suspension or expulsion for act of hate violence*
48900.4 *Suspension or expulsion for threats or harassment*
48904 *Liability of parent/guardian for willful student misconduct*
48907 *Student exercise of free expression*
48950 *Freedom of speech*
49020-49023 *Athletic programs*
51006-51007 *Equitable access to technological education programs*
51500 *Prohibited instruction or activity*
51501 *Prohibited means of instruction*
60044 *Prohibited instructional materials*

CIVIL CODE

1714.1 *Liability of parents/guardians for willful misconduct of minor*

PENAL CODE

422.55 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

4621 *District policies and procedures*
4622 *Notice requirements*
4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

UNITED STATES CODE, TITLE 42

2000a-2000e-17 *Title VI & VII Civil Rights Act of 1964 as amended*
2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 *Prohibition of discrimination on basis of race, color or national origin*
104.7 *Designation of responsible employee for Section 504*
106.8 *Designation of responsible employee for Title IX*
106.9 *Notification of nondiscrimination on basis of sex*

COURT DECISIONS

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

OFFICE OF CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January, 1999

Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance, 59 FR 47, March, 1994

WEB SITES

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

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

SEXUAL HARASSMENT

The Yolo County Board of Education and the Yolo County Office of Education are committed to maintaining an educational environment that is free from harassment and discrimination. The County Office prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The County Office also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in County Office complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Instruction/Information

The Yolo County Superintendent of Schools or designee shall ensure that all County Office students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the County Office's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaint Process

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

SEXUAL HARASSMENT (continued)

The County Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the County Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5131 - Conduct)

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

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

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

The County Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the County Office to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference: (see next page)

SEXUAL HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

48900 *Grounds for suspension or expulsion*

48900.2 *Additional grounds for suspension or expulsion; sexual harassment*

48904 *Liability of parent/guardian for willful student misconduct*

48980 *Notice at beginning of term*

CIVIL CODE

51.9 *Liability for sexual harassment; business, service and professional relationships*

1714.1 *Liability of parents/guardians for willful misconduct of minor*

GOVERNMENT CODE

12950.1 *Sexual harassment training*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform Complaint Procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX, discrimination*

UNITED STATES CODE, TITLE 42

1983 *Civil action for deprivation of rights*

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 *Nondiscrimination on the basis of sex in education programs*

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any Yolo County Office of Education program or activity

Examples of types of conduct which are prohibited in the County Office and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

SEXUAL HARASSMENT (continued)

10. Displaying sexually suggestive objects

School-Level Complaint Process/Grievance Procedure

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the County Office Coordinator for Nondiscrimination/Site administrator. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Site administrator, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Site administrator to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the County Superintendent or designee.

2. **Initiation of Investigation:** The Coordinator/Site administrator shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The County Office shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Site administrator receives an anonymous complaint or media report about alleged sexual harassment, he/she shall consider the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to pursue an investigation.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Site administrator shall describe the County Office's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the County Office's ability to investigate.
4. **Investigation Process:** The Coordinator/Site administrator shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

SEXUAL HARASSMENT (continued)

The Coordinator/Site administrator shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Site administrator may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Site administrator also may discuss the complaint with the County Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and County Office legal counsel or the County Office's risk manager.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

5. **Interim Measures:** The Coordinator/Site administrator shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-to-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Site administrator may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.
7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Site administrator may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue

SEXUAL HARASSMENT (continued)

To judge the severity of the harassment, the Coordinator/Site administrator may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different students

8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Coordinator/Site administrator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Site administrator shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the County Superintendent or designee.

In addition, the Coordinator/Site administrator shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Site administrator shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

SEXUAL HARASSMENT (continued)

Enforcement of County Office Policy

The County Superintendent or designee shall take appropriate actions to reinforce the County Office's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism, Theft, and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Disseminating and/or summarizing the County Office's policy and regulation regarding sexual harassment

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

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

Notifications

A copy of the County Office's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

SEXUAL HARASSMENT (continued)

2. Be displayed in a prominent location in the main administrative building or other area where notices of County Office rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or County Office publication that sets forth the school's or County Office's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Bullying

BP/SP 5131.2(a)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings,

that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

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Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: August 28, 2012

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

DISCIPLINE

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

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

County Office policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6164.5 - Student Success Teams)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Yolo County Superintendent of Schools or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

DISCIPLINE (continued)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

CIVIL CODE

1714.1 Parental liability for child's misconduct

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49335 Injurious objects

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CDE PROGRAM ADVISORIES

1010.89 Physical Exercise as Corporal Punishment, CIL 89/9-3

1223.88 Corporal Punishment, CIL: 88/9-5

WEB SITES

CDE: <http://www.cde.ca.gov>

USDOE: <http://www.ed.gov>

Students

AR 5144(a)

DISCIPLINE

Site-Level Rules

In developing site-level disciplinary rules, the school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

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

The final version of the rules shall be adopted by a panel comprised of the site administrator or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of its rules with the Yolo County Superintendent of Schools or designee.

The rules shall be consistent with law, Yolo County Office of Education policy and regulations. The Yolo County Board of Education may review, at an open meeting, the approved school discipline rules for consistency with County Office policy and state law. (Education Code 35291.5)

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary strategies provided in County Office policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student for advice and counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Discussion or conference with parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

3. Recess restriction

DISCIPLINE (continued)

4. Detention during and after school hours
5. Community service
6. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

7. Removal from the class in accordance with County Office policy, administrative regulation and law

8. Suspension and expulsion

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

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

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Recess Restriction

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.

DISCIPLINE (continued)

3. Teachers shall inform the site administrator of any recess restrictions they impose.

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the site administrator or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the site administrator or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, County Superintendent, site administrator or site administrator's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during nonschool hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

CONDUCT

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

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.1 - Bus Conduct)

(cf. 6145.2 - Athletic Competition)

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

The Yolo County Superintendent of Schools or designee shall ensure that each school site develops standards of conduct and discipline consistent with County Office policies and administrative regulations. Students and parents/guardians shall be notified of County Office and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

3. Harassment of students or staff, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the section entitled "Bullying/Cyberbullying" below

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

CONDUCT (continued)

4. Damage to or theft of property belonging to students, staff, or the County Office

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the site administrator or designee. The site administrator or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Plagiarism or dishonesty in school work or on tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)

8. Inappropriate attire

(cf. 5132 - Dress and Grooming)

9. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

10. Failure to remain on school premises in accordance with school rules

11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug in violation of school rules

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

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

CONDUCT (continued)

Students who violate County Office or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with County Office policy and administrative regulation. The County Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5144 - Discipline)

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

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

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

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

Possession/Use of Cellular Phones and Other Mobile Communications Devices

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

With prior consent, for health reasons or specific pre-approved school use, students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers; cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

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

In accordance with the County Office's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

CONDUCT (continued)

(cf. 5145.12 - Search and Seizure)

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity.

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

Bullying/Cyberbullying

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

(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

The County Office may provide students instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying. This instruction may involve parents/guardians, staff, and community members.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6163.4 - Student Use of Technology)

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

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5136 - Gangs)

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The County Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

CONDUCT (continued)

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten County Office property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

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

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

*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination**32261 Bullying**35181 Governing board policy on responsibilities of students**35291-35291.5 Rules**44807 Duty concerning conduct of students**48900-48925 Suspension or expulsion, especially:**48908 Duties of students**51512 Prohibition use of electronic listening or recording device in classroom without permission*CIVIL CODE*1714.1 Liability of parents and guardians for willful misconduct of minor*PENAL CODE*417.25-417.27 Laser scope**647 Use of camera or other instrument to invade person's privacy; misdemeanor**647.7 Use of camera or other instrument to invade person's privacy; punishment**653.2 Electronic communication devices, threats to safety*VEHICLE CODE*23124 Use of cellular phones provisional license holders*CODE OF REGULATIONS, TITLE 5*300-307 Duties of pupils*

Legal Reference continued: (see next page):

CONDUCT (continued)

Legal Reference: continued

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

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Set Straight on Bullies, 1989

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Preventing Bullying: A Manual for Schools and Communities, 1998

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California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

NetSmartz: <http://www.netsmartz.org>

U.S. Department of Education: <http://www.ed.gov>

STUDENT DISTURBANCES

The Yolo County Board of Education and the Yolo County Office of Education desire to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Yolo County Superintendent of Schools or designee may request law enforcement assistance.

The County Superintendent or designee and the site administrator of each school/program shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school or program plan, the County Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the site administrator and invoke the school disturbance response plan.

(cf. 4131 - Staff Development)
(cf. 5136 - Gangs)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 5145.9 - Hate-Motivated Behavior)

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with County Office policy and administrative regulations.

(cf. 3515 - Campus Security)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion: Due Process (Students with Disabilities))

Legal Reference: (see next page)

STUDENT DISTURBANCES (continued)

Legal Reference:

EDUCATION CODE

- 32210 *Willful disturbance of public school or meeting*
- 32211 *Threatened disruption or interference with classes*
- 32280-32288 *School safety plans*
- 35160 *Authority of governing boards*
- 38000-38005 *Security patrols*
- 44810 *Willful interference with classroom conduct*
- 44811 *Disruption of classwork or extracurricular activities*
- 48900 *Grounds for suspension or expulsion*
- 48907 *Student exercise of free expression*
- 51512 *Prohibited use of electronic listening or recording device*

PENAL CODE

- 243.5 *Assault or battery on school property*
- 403-420 *Crimes against the public peace, especially:*
- 415 *Fighting; noise; offensive words*
- 415.5 *Disturbance of peace of school*
- 416 *Assembly to disturb peace; refusal to disperse*
- 626-626.10 *Crimes on school grounds*
- 627-627.7 *Access to school premises*
- 653b *Loitering about schools or public places*

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

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

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

U.S. Department of Education, Emergency Planning: <http://www.ed.gov/admins/lead/safety/emergencyplan>

STUDENT DISTURBANCES

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight

(cf. 3515 - Campus Security)

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the Yolo County Office of Education's computer system

(cf. 6163.4 - Student Use of Technology)

3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

(cf. 5144 - Discipline)

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

STUDENT DISTURBANCES (continued)

Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the site administrator or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The site administrator may also request that the Yolo County Superintendent of Schools dismiss school in accordance with the school disturbance response plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

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

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been officially identified as a student with disabilities pursuant to IDEA and who has engaged in behavior that violated the Yolo County Office of Education's code of student conduct may assert any of the protections under IDEA only if the County Office *had knowledge* that the student is disabled before the behavior that precipitated the disciplinary action occurred. (20 USC 1415(k)(5); 34 CFR 300.534)

The County Office shall be deemed to *have knowledge* that the student has a disability if one of the following conditions exists: (20 USC 1415(k)(5); 34 CFR 300.534)

1. The parent/guardian has expressed concern to County Office supervisory or administrative personnel in writing, or to a teacher of the student, that the student is in need of special education or related services.
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.300-300.311.

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

3. The teacher of the student or other County Office personnel has expressed specific concerns directly to the County Office's director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student.

The County Office would be deemed to *not have knowledge* that a student is disabled if the parent/guardian has not allowed the student to be evaluated for special education services or has refused services. In addition, the County Office would be deemed to *not have knowledge* if the County Office conducted an evaluation pursuant to 34 CFR 300.300-300.311 and determined that the student was not an individual with a disability. When the County Office is deemed to not have knowledge of the disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior. (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (20 USC 1415(k)(5); 34 CFR 300.534)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

Suspension

The Yolo County Superintendent of Schools or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530)

The site administrator or designee shall monitor the number of days, including portions of days, in which a student with a valid individualized education program (IEP) has been suspended during the school year.

(cf. 6159 - Individualized Education Program)

The County Office shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A *change of placement* shall be deemed to have occurred under any of the following circumstances: (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
 - a. The series of removals total more than 10 school days in a school year.
 - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in the series of removals.
 - c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If the removal has been determined to be a *change of placement* as specified in items #1-2 above, the student's IEP team shall determine the appropriate educational services. (34 CFR 300.530)

Services During Suspension

Any student suspended for more than 10 school days in the same school year shall continue to receive services during the term of the suspension. School personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed as provided in 34 CFR 300.101(a), so as to enable the student to continue to participate in the general education curriculum in another setting and to progress toward meeting the goals as set out in his/her IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

If a student with disabilities is excluded from school bus transportation, the student shall be provided with an alternative form of transportation at no cost to the student or his/her parent/guardian, provided that transportation is specified in his/her IEP. (Education Code 48915.5)

(cf. 3541.2 - Transportation for Students with Disabilities)

Interim Alternative Educational Placement Due to Dangerous Behavior

The County Office may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the following acts while at school, going to or from school, or at a school-related function: (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by his/her IEP team. (20 USC 1415(k)(1)(G), 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

A student who has been removed from his/her current placement because of dangerous behavior shall receive services to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the County Office's code of conduct:

1. Notice: On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

(cf. 5145.6 - Parental Notifications)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

At the manifestation determination review, the County Office, the student's parent/guardian, and relevant members of the IEP team (as determined by the County Office and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following: (20 USC 1415(k)(1)(E); 34 CFR 300.530)

- a. Caused by or had a direct and substantial relationship to the student's disability
- b. A direct result of the County Office's failure to implement the student's IEP, in which case the County Office shall take immediate steps to remedy those deficiencies

If the manifestation review team determines that a condition in either #a or #b above was met, the conduct shall then be determined to be a manifestation of the student's disability. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

3. **Determination that Behavior is a Manifestation of the Student's Disability:** When the conduct has been determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment, unless a functional behavioral assessment had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavior intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

The student shall be returned to the placement from which he/she was removed, unless the parent/guardian and County Office agree to a change of placement as part of the modification of the behavioral intervention plan. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

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

4. **Determination that Behavior is Not a Manifestation of the Student's Disability:** If the manifestation determination review team determines that the student's behavior was not a manifestation of his/her disability, the student may be disciplined in accordance with the procedures for students without disabilities. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

The student shall receive services to the extent necessary to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

Due Process Appeals

If the parent/guardian disagrees with any County Office decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. The County Office may request a hearing if the County Office believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b). (20 USC 1415(k)(3); 34 CFR 300.532)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

Whenever a hearing is requested as specified above, the parent/guardian or the County Office shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the County Office has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and County Office agree otherwise. (20 USC 1415(k)(4); 34 CFR 300.533)

Readmission

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Yolo County Board of Education's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student with a disability, the site administrator or designee shall notify appropriate city or county law enforcement authorities of any act of assault with a deadly weapon which may have violated Penal Code 245. (Education Code 48902)

The site administrator or designee also shall notify appropriate city or county law enforcement authorities of acts by any student with a disability which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a suspension or expulsion of a student with disabilities, the site administrator or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any act by the student which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

(cf. 5131.7 - Weapons and Dangerous Instruments)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

Report to County Superintendent of Schools

The County Superintendent or designee shall report to the State Superintendent of Public Instruction when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action. (Education Code 48203)

Legal Reference: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (STUDENTS WITH DISABILITIES) (continued)

Legal Reference:

EDUCATION CODE

35146 *Closed sessions (re suspensions)*
35291 *Rules (of governing board)*
48203 *Reports of severance of attendance of disabled students*
48900-48925 *Suspension and expulsion*
56000 *Special education; legislative findings and declarations*
56320 *Educational needs; requirements*
56321 *Development or revision of individualized education program*
56329 *Independent educational assessment*
56340-56347 *Individual education program teams*
56505 *State hearing*

PENAL CODE

245 *Assault with deadly weapon*
626.2 *Entry upon campus after written notice of suspension or dismissal without permission*
626.9 *Gun-Free School Zone Act*
626.10 *Dirks, daggers, knives, razors or stun guns*

UNITED STATES CODE, TITLE 18

930 *Weapons*
1365 *Serious bodily injury*

UNITED STATES CODE, TITLE 20

1412 *State eligibility*
1415 *Procedural safeguards*

UNITED STATES CODE, TITLE 21

812(c) *Controlled substances*
UNITED STATES CODE, TITLE 29

706 *Definitions*
794 *Rehabilitation Act of 1973, Section 504*
CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 *Evaluation and placement*
104.36 *Procedural safeguards*
300.1-300.818 *Assistance to states for the education of students with disabilities, especially:*
300.530-300.537 *Discipline procedures*

COURT DECISIONS

Schaffer v. Weast (2005) 125 S. Ct. 528
Parents of Student W. v. Puyallup School District, (1994 9th Cir.) 31 F.3d 1489
M.P. v. Governing Board of Grossmont Union High School District, (1994) 858 F.Supp. 1044
Honig v. Doe, (1988) 484 U.S. 305

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>
U.S. Department of Education, Office of Special Education Programs:
<http://www.ed.gov/about/offices/list/osers/osep/index.html>

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

VANDALISM, THEFT AND GRAFFITI

The Yolo County Board of Education and the Yolo County Office of Education consider vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any County Office-owned real or personal property, including the writing of graffiti.

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

Any County Office student who commits an act of vandalism shall be subject to disciplinary action by the County Office and also may be prosecuted through other legal means. If reparation of damages is not made, the County Office also may withhold the student's grades, diploma and/or transcripts in accordance with law.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

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

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion

48904 Willful misconduct, limit of liability of parent or guardian

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward

PENAL CODE

594 Vandalism

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Pupil responsible for care of property

DRESS AND GROOMING

The Yolo County Board of Education and the Yolo County Office of Education believe that appropriate dress and grooming contribute to a productive learning environment. The County Office expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)
(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The site administrator, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and as such must be presented to the County Board for approval. The County Board shall approve the safety plan upon determining that it is necessary to protect the health and safety of the school's students.

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

Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the site administrator, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Yolo County Superintendent of Schools for approval. The County Superintendent shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the County Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

DRESS AND GROOMING (continued)

The County Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

32281 *School safety plans*

35183 *School dress codes; uniforms*

35183.5 *Sun-protective clothing*

48907 *Student exercise of free expression*

49066 *Grades; effect of physical education class apparel*

CODE OF REGULATIONS, TITLE 5

302 *Pupils to be neat and clean on entering school*

COURT DECISIONS

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

827 F.Supp. 1459

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

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

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

DRESS AND GROOMING

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

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

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

(cf. 5121 - Grades/Evaluation of Student Achievement)

DRESS AND GROOMING (continued)

The site administrator, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the site administrator, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Uniforms

In schools where a schoolwide uniform is required, the site administrator, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the site administrator or designee shall notify parents/guardians of this policy. (Education Code 35183)

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

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

The County Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

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

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

GANGS

The Yolo County Board of Education desires to keep the Yolo County Office of Education schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Yolo County Superintendent of Schools or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

The County Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The County Office realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the County Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5132 - Dress and Grooming)

(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference: (see next page)

GANGS (continued)

Legal Reference:

EDUCATION CODE

32282 *School safety plans*

35183 *Gang-related apparel*

41510-41514 *School Safety Consolidated Competitive Grant*

48907 *Student exercise of free expression*

51264 *Educational inservice training; CDE guidelines*

51265 *Gang violence and drug and alcohol abuse prevention inservice training*

51266-51266.5 *Model gang and substance abuse prevention curriculum*

PENAL CODE

186.22 *Participation in criminal street gang*

13826-13826.7 *Gang violence suppression*

UNITED STATES CODE, TITLE 20

7101-7184 *Safe and Drug-Free Schools and Communities Act*

Management Resources:

CDE PUBLICATIONS

On Alert: Gang Prevention in School and Inservice Guidelines, January 1994

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

GANGS

Prevention and Intervention Measures

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the site administrator or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.

(cf. 5132 - Dress and Grooming)

2. Staff members shall be provided with the names of known gang members.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

(cf. 1020 - Youth Services)

4. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus.
 - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.

(cf. 3515 - Campus Security)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

5. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
 - a. Explain the dangers of gang membership
 - b. Provide counseling for targeted at-risk students
 - c. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills

GANGS (continued)

- d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
- e. Provide school-to-career instruction
- f. Provide positive interaction with local law enforcement staff

(cf. 5137 - Positive School Climate)

Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

- 6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
 - a. Positive sports and cultural activities and affiliations with the local community

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

- b. Structured, goal-oriented community service projects

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

Community Outreach

Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

- 1. The dangers of gang membership
- 2. Warning signs which may indicate that children are at risk of becoming involved with gangs
- 3. The nature of local gang apparel and graffiti
- 4. Effective parenting techniques
- 5. Conflict resolution techniques

GANGS (continued)

Community programs shall address:

1. The scope and nature of local gang problems
2. Strategies by which each segment of the community may alleviate gang problems

Public Use of Conference Center and School Facilities

Philosophy Statement

1. The Yolo County Office of Education (YCOE) will grant the use of physical facilities under its control to groups and organizations that have as their objective the development of personal character and civic welfare. The YCOE will grant use of the facilities to qualified groups when space is available and such use does not conflict with YCOE related activities. Such usage shall be granted in accordance with the policies of the Superintendent, the laws of the State of California, and within the financial resources available.
2. The Superintendent shall approve, and revise as appropriate, a schedule of fees (E1330.00) for the use of the conference center and school facilities (hereinafter referred to as "YCOE facilities") where such charges are permitted by law.
3. The Superintendent shall develop the necessary and appropriate policies and administrative regulations for the granting of permission to use YCOE facilities.

Procedures for Reserving Facilities

1. Applicant completes the "Conference Center Reservation Form" and returns the form to 1280 Santa Anita Court, Suite 100, Woodland, CA 95776; or faxes the form to (530) 668-3848.
2. The Conference Center Coordinator verifies availability of the requested facility. Confirmation of the reservation will include an estimate of the cost of the room based on information given on the request form. Final charges will be assessed after the event has occurred. If the room is left in an unsatisfactory condition after a meeting, YCOE reserves the right to charge an additional cleaning and/or damage fee.
3. In the event a scheduled activity is canceled by the user, notification of such cancellation shall be received by the Conference Center Coordinator at least one week prior to the activity or the full estimated cost will be billed to the applicant.
4. If the meeting time requested is within the regular business hours for YCOE, staff will coordinate set-up and equipment needs as requested on the Conference Center Reservation Form.

5. If the activity occurs after the regular business hours for YCOE, weekends included, custodial and technology staff will be unavailable to provide service during the event.
6. The "Conference Center Reservation Form" shall be filed in the appropriate files maintained by the Conference Center Coordinator.
7. Following the close of each month, YCOE Accounts Payable will process invoices to all users of YCOE facilities for charges incurred during the preceding month. Invoice amounts will reflect the cost estimated by the Conference Center Coordinator. Additional costs for extra services requested or damage which may have occurred shall be determined by the Conference Center Coordinator and the full cost billed to the organization or signed authorized applicant.

General Provisions

1. Public Purposes. The use of YCOE facilities must serve a public purpose. Public purposes include, but are not limited to, those involving the recreational, educational, economic, cultural, fund raising and artistic interests of the citizens of Yolo County. The use of YCOE facilities for political, religious, or sectarian purposes shall be granted if in accordance with these policies.
 - 1.1 County facilities may be used for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The YCOE shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, and shall cooperate in furnishing and maintaining such services as it deems necessary to meet community needs.
2. Non-interference with Public Purposes. YCOE facilities shall not be available for public use under conditions or at times when such use would interfere with the regular school program, would be inconsistent with the purposes of public education, or would be detrimental to school property.
3. Monopoly. No use of YCOE facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
4. Responsibilities of Users of YCOE Facilities. Groups permitted to use YCOE facilities shall accept responsibility for due care of same.
5. Activities Permitted. No activity shall be permitted which is in violation of local, state, or federal statutes, or which advocates the overthrow of the Government of the United States. Individuals or groups will be prohibited from using YCOE facilities if they do not meet the provisions of this policy.

6. Delegation of Responsibility. The Superintendent delegates to his/her designee the responsibility for ascertaining the purposes of applicant groups, the nature of their use of the facilities, and the fee to be charged. The granting or refusing of use of YCOE facilities shall be subject to review by the Superintendent's designee.
7. Misuse of Facilities. Groups misusing YCOE facilities or violating Superintendents policies and/or administrative regulations may be prevented from reserving meeting rooms indefinitely.
8. Smoking. Smoking is prohibited at all times in YCOE facilities. Failure to observe this smoking policy is sufficient cause to revoke a Conference Room Reservation Request Form.
9. Supervision. Adequate adult supervision for all activities in which YCOE facilities are used must be provided by the applicant.
10. Safety. Any use of school facilities for non-YCOE purposes shall comply with all state and local fire, health and safety laws. Persons or groups to whom use of the Conference Center is granted shall assume the responsibility to ensure that all such activities carried on and all equipment used or placed upon the premises shall comply with applicable state and local fire, health and safety laws and regulations. All decorative materials used within or upon the buildings or grounds shall be made from a flame-retardant solution or process approved by the State Fire Marshall.
11. Liability Insurance. Facility users may be required to carry their own liability insurance and to provide a copy of Certification of Insurance to the Conference Center Coordinator five (5) days prior to the scheduled use of the facility. Failure to provide such may result in the cancellation of the use of the facility. YCOE requires groups using facilities to have bodily injury and property damage liability insurance coverage with a minimum limit of two million dollars (\$2,000,000).
12. Fees. YCOE will charge fees for the use of facilities. The fees will reflect the total out-of-pocket costs such as custodial labor and energy charges, as well as overhead costs. Rates are cited in attached "E1330.00: Facility Use Charges" and are subject to change without prior notification to reflect increases in costs.
 - 12.1 Organizations and individuals are prohibited from offering or making payments directly to YCOE employees for services rendered. All payments are made on payroll warrants issued by the Human Resources Department.

13. Damage or Liability. The signed authorized applicant agrees to indemnify and save harmless the YCOE, its officers, agents, and employees against any loss, damage, and/or liability that may be suffered or incurred by YCOE, its officers, agents, and employees caused by, arising out of, or in any way connected with the use by the signed authorized applicant of YCOE facilities or the exercise of privilege granted therein.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

14. Use of School Keys. School keys required in the carrying out of any and all activities related to these policies shall remain in the possession of authorized YCOE employees only. **Under no circumstances** shall school keys be turned over to individuals, organizations, clubs, associations, etc. in the implementation of activities related to the use of facilities. When access to a building is required for the purpose of public use, the building shall be opened, attended, and closed by an authorized employee of YCOE. This requirement as to any particular meeting may be suspended by the Superintendent when in his/her discretion such suspension would serve the best interest of YCOE.

15. Maximum Length of Application. Applications for regular extended use of YCOE facilities shall not extend beyond June 30 and are renewable annually.

15.1 Requests for use for any fiscal year will not be received prior to June 1 of the preceding year.

16. Facilities. YCOE facilities include its buildings and specific rooms therein; its grounds and equipment thereon; equipment such as audio-visual aides, fixtures and appliances; and other property of YCOE.

16.1 Furniture and equipment may not be borrowed for activities taking place away from the school premises except by those activities presented by Classification I users or upon approval of the Superintendent's designee for activities directly benefiting the students of YCOE.

- 16.2 An organization may furnish its own equipment or use YCOE audio-visual equipment when available. If equipment use requires support by YCOE staff, personnel costs will be charged to the applicant.
- 16.3 Outdoor weekend events which exceed two hours will not be permitted at sites which do not provide access to public restroom facilities.
17. YCOE Representative. An authorized district employee must be present at each use of YCOE property by other than school organizations. He/she shall serve as the YCOE representative. Each authorized district employee is required to record and send to the Conference Center Coordinator's office within three (3) working days, any irregularities noted as a result of YCOE facility use.

18. Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

The district may exclude certain school facilities from non-school use for safety or security reasons.

19. Prohibited Activities. The following activities are not approved on school grounds:
- a. Golfing
 - b. Motor-driven vehicles (other than school staff in the ordinary course of business)
 - c. Riding of bicycles or skateboards
 - d. Gas-powered model airplanes
 - e. Horseback riding
 - f. Other activities deemed inappropriate.

Classifications

1. Classification I: Groups coordinated within YCOE Administration and school sites. Classification I applies to all YCOE programs that pay full Maintenance & Operations formula charges.
2. Classification II: YCOE Programs and Local Educational Organizations. Classification II applies to YCOE programs that do not pay full Maintenance & Operations formula charges and include SELPA, Special Education, Head Start/Early Head Start, PTA, ACSA, YCSBA, Capital Service Region (CSR), district in-service training, and district meetings.
3. Classifications III: Public Agencies and Private Nonprofit Organizations. Classification III applies to public and private non-profit organizations such as: Yolo Unite, County of Yolo, CDE, Army Corps of Engineers, Cal Serve Coordinators, Carter-Pertaine Users Group Executive Board, C-PUG Users Group, STRS/PERS meetings, Yolo County Arts Council, COFS, BASC, NCSBE, CCSESA, State ROP, and City of Woodland.
4. Classification IV: All Other Users. Classification IV applies to Chamber of Commerce, service organizations, profit-making organizations, receptions, and private parties.

Use of Yolo County Office of Education Parking Lots

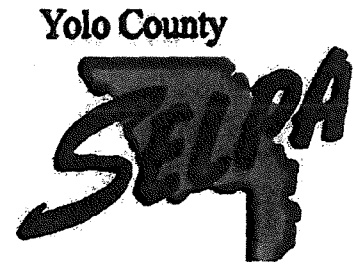
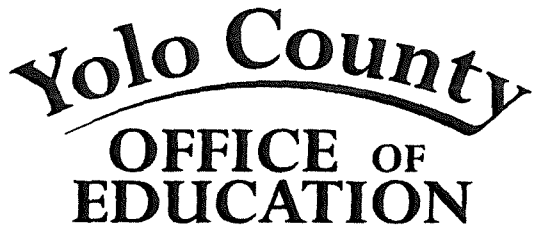
1. All public users of parking lot facilities shall observe hours of operation and types of activities which are in keeping with the residential nature of the school sites.
2. No overnight camping or parking of motor homes/trailers will be approved.
3. Electricity and water are not available for parking lot usage.
4. Any lighting required beyond the normal schedule observed by YCOE will need to be arranged by the users at their expense.
5. Set-up for parking lot activities shall occur during the daylight hours only, unless adequate lighting or other YCOE markings are provided on or around the set-up to assure that pedestrians, bikers, or motorists can clearly identify equipment or other barriers to normal traffic.
6. It is expected that a complete clean-up of the area will occur after use. The cost of any clean-up required by YCOE personnel following such an activity will be charged to the user.

Scheduling of Yolo County Office of Education Facilities for Meetings

1. Meetings may be scheduled in YCOE facilities by calling (916) 668-3708. YCOE staff is not available after hours or weekends to provide technical or custodial services.
2. A Conference Center Reservation Form must be completed in order to reserve a meeting room. This enables the Conference Center Coordinator to follow up on room requests regarding set up.
3. All scheduled meetings will be recorded by the Conference Center Coordinator or designee through use of the current standard scheduling software. A hard copy of current meetings will be posted at each meeting location and will be listed on the Conference Center LCD display system.
4. "Internal" and "External" Conference Center Responsibility Assignments and Conference Room and Equipment Use documents have been created to facilitate the use of the YCOE Conference Center.

ADOPTED: 09/24/84

REVISED: 05/20/08; 03-27-12



YCOE Crisis Manual

Included:

Assembling a Crisis Response Team
Site Crisis Response Team Flow Chart
The School Day: A General View
Guidelines for Teachers on How to Tell Students about a Death
How Parents/Guardians Can Help
Assessing Risk of Suicide
Sample letters
YCOE Crisis Response Phone Tree
YCOE Crisis Counselor Expectations
Support for Students form
Log of Students Seen form

Developed by:

Sarah Baum, YCOE Educationally Related Mental Health Manager,
Lisa Young, SELPA Program Specialist
And the Yolo County Crisis Advisory Committee

Assembling a Crisis Response Team

A working team is imperative for a school site to implement a comprehensive response to a crisis. An effective Crisis Response Team will make decisions as a team and will have various role and responsibilities assigned to individual team members. **Team members should be identified prior to a crisis.** In addition, team members should know where the Crisis Response Team manual is located and should be trained as a Crisis Response Team Member.

The size of the team will depend on several issues including the number of students impacted, staff configuration, and the type of crisis.

The Site Crisis Response Team may include:

Administrator or Designee (Team Leader)
Secretary
School Social Worker
School Nurse
Counselors
Teachers
School Resource Officer
ERMH Team Members
School Psychologists
Custodian

Some key roles and a description of the responsibilities are listed below:

Team Leader:

- Convenes the team when a crisis occurs
- Coordinates efforts with emergency services if they have been called
- Directs the site's response
- Designates a person to run database searched to be done for past school attendance and for siblings
- Assess the impact of the crisis and supports the needs of students and staff
- Ensures that all team members fulfill their responsibilities
- Arranges for staff coverage as needed
- Plans meetings regularly during the crisis to report on the response of students and staff and actions taken
- Completes necessary reports and documentation

- Spearheads evaluation of the site response and oversees any necessary changes to improve site response in the future.

Media Contact Person:

- Staff should be encouraged to refer all media calls to this person
- Serves as point person if the crisis attracts media attention
- Notifies school to avoid media interviews, stressing the use of “discretion”

Support Activity Coordinator:

- Prepares and distributes classroom support materials
- Informs staff of counseling plans
- Arranges for additional classroom support facilitators, if needed
- Arranges for individual and/or small group counseling, if necessary
- Prepares a schedule of counseling staff or outside counselors available for crisis counseling
- Schedules space for small group counseling
- Arranges for the Crisis Response Team debriefing sessions throughout the crisis
- Designates a person to regularly walk the school campus to find students outside of class who should talk to someone

Parents/Caregivers/Community Lead:

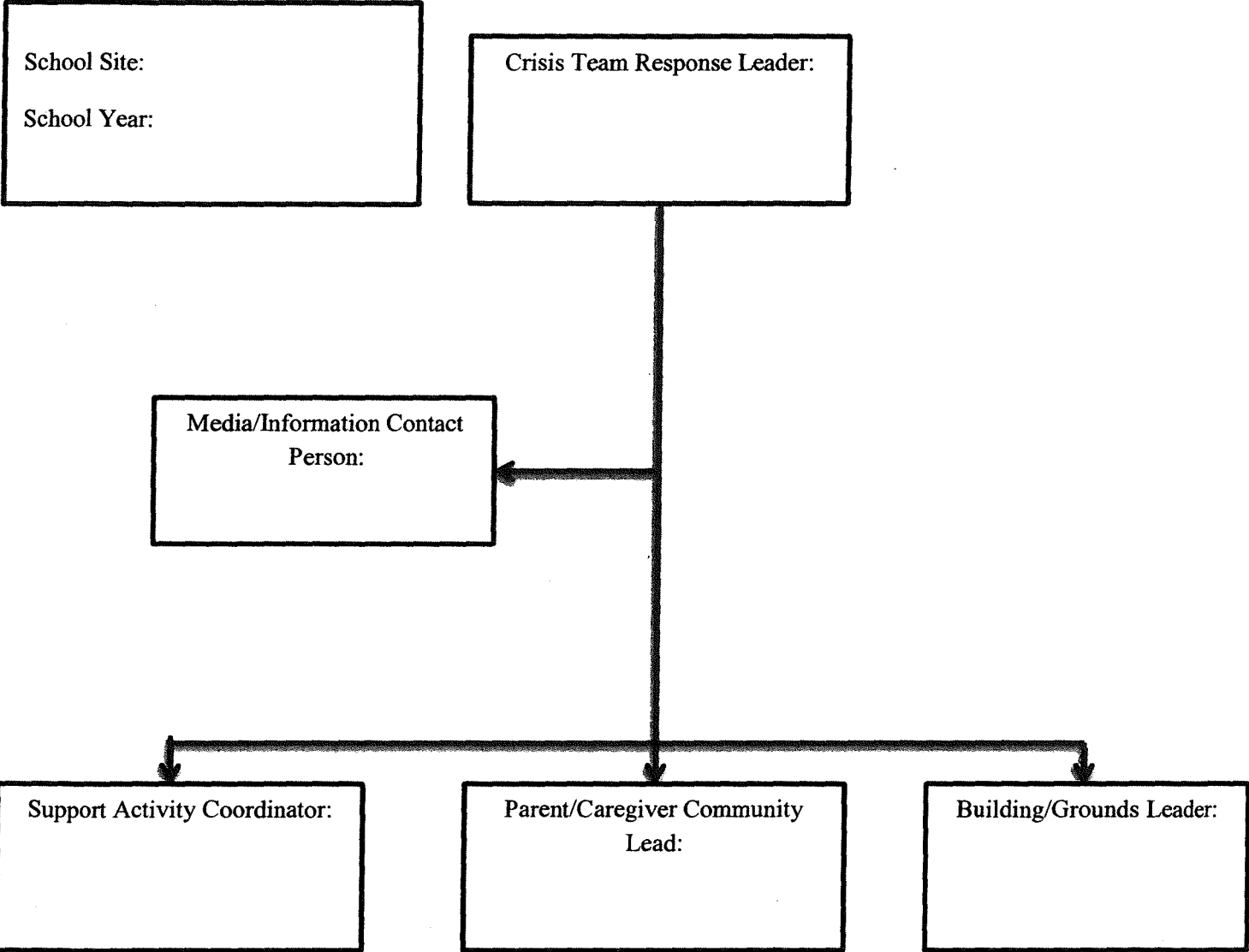
- Serves as a liaison between the site and families of any student(s) directly involved in the crisis (e.g. rape, suicide, injury, death)
- Responds to telephone calls from parents/caregivers
- Prepares letter and attachment(s) for parents/caregivers
- Arranges for distribution of materials to go home
- Arranges parent/caregiver meeting, if crisis warrants
- Arranges for availability of translators to respond to parent/caregiver telephone calls

Building/Grounds Lead:

- Secures building if crisis warrants;
- Arranges change in bus schedule, if necessary
- Arranges bell schedule change, if necessary
- Arranges for classrooms and buildings so counselors have space to work

Site Crisis Response Team Flow Chart

Crisis team Members to be identified prior to a crisis and reviewed annually



The School Day: A General View

Before the Staff Meeting:

- **KNOW THE FACTS:**
Before informing students, faculty, or families about a crisis, be sure of the facts of the crisis. In addition, be sure which facts can or should be shared publicly. Reports regarding a potential crisis should be researched before the information is disseminated.
- Notify any staff that may be personally affected by the crisis.

At the Staff Meeting:

- Hold a full staff meeting that is mandatory and includes; Janitors, yard duty staff, bus drivers, secretaries, paraeducators, and school nurse.
- Keep communications open; give facts on the situation, as appropriate within bounds of confidentiality. Give out handouts with Support for Students Log and Guidelines for teachers.
- Share feelings and reactions with one another. Remind staff that there will be a debriefing at the end of the day where staff reactions, questions and information on grief can be shared.
- Give the plan for the day to all staff.
- Encourage staff to direct media and media inquiries to the designated party.

The School Day:

- Students will be informed at the beginning of the period and the rest of the day will follow the normal bell schedule.
- Students are encouraged to stay inside of their classroom, may visit counseling support with permission/log, and should not be gathered outside of the classroom without adult supervision/interaction.

How to Tell Students:

- Refer to the handout "Guidelines for Teachers".

The Debriefing Meeting:

- A meeting at the end of the day to discuss how the day went for both students and staff.
- Allow time for staff to grieve and share reactions.
- Discuss stages of grief and loss.
- Explore community resources including Employee Assistance Program (EAP)

Crisis Team Meeting

- Complete the review of Logs of Students Seen and determine students that require follow up
- Discuss the positives and negatives of the day
- Determine the level of support needed for the following day

Activities to Avoid:

- Large assemblies and public address announcements
- Student and staff contact with media while at school.
- Removing the belongings of the deceased.
- Staying rigid with regards to curriculum and schedule.
- Not communicating with staff, students, parents/guardians, community with regard to unfolding event.
- Treating the death of students differently because of status or community position.

Safety Valves:

- Make sure there are enough staff and school crisis team members to support all that may need it. Hire subs if needed.
- Notify feeder schools or other buildings which may have staff or other students who may be impacted (think siblings).
- Designate a classroom or office space for students in immediate crisis to go to as well as smaller spaces for individual counseling sessions.

Guidelines for Teachers on How to Tell Students about a Death

Which Students Need To Be Told?

- All students. We can't always predict who of these may be friends, rivals, or acquaintances.
- Information is a powerful tool during a crisis. Our fears of "stirring things up" by giving students information are unfounded. Students will discuss critical events among themselves anyway; it is our duty to provide them with the facts. It is the best method of controlling rumors and misinformation.

What Will You Tell Them?

- The Truth! The truth is the foundation of a student's ability to deal with the unknown. You need to provide true information so they can begin to build their own understanding of meaning.
- Give students facts and dispel rumors.
- Stress that this is an unusual occurrence and rare

Who Will Tell the Students?

- The classroom, homeroom, or first period teacher can give the information at the beginning of the day to help control rumors.
- A script prepared by the crisis team may be used
- If a teacher is not comfortable making the announcement, her or she can ask for help from a crisis team member.

How to Tell the Students

- An informal setting is best: perhaps in a circle or on the floor depending on the age of the students.
- Remind the students that everyone deals with grief in different ways.
- Some of you may feel sad, some of you may feel angry, and some of you may feel nothing. This is normal. It's a shock to all of us.
- Take enough time. Allow for silence, questions, and personal sharing.
- A student's need for details is a natural part of the grieving process.
- Answer the questions honestly. Say, "I don't know" when that is the truth.
- Keep routines and schedules in place. Keep the same level of structure that is a usual day. This familiarity is comforting.

How Students May React

- There are as many reactions as there are people.
- Students need to know what they are feeling is predictable, and they are not alone.
- Students may appear quiet, withdrawn, talkative, crying, laughing, curious, belligerent, rowdy, thoughtful, cooperative, cruel, or any combination of these behaviors.
- Be accepting of a student's response as long as the student is not hurting himself/herself or someone else. Each response is valid and sensible to the student.
- Let students know that feelings are neither good nor bad-they just are. Explain that it is

how we act on those feelings that can be positive or negative for others and ourselves.

***If you are concerned that a student may need assistance, please notify the office or complete the Support for Students form to be turned into the office.**

Students Who May Be At Particularly High Risk

- Students who are friends or siblings of someone who has died.
- Students who may be unrelated to the present crisis, but who are recovering from a recent tragedy in their own family or community.
- Students who are under stress because of accumulated losses.

How Parents/Guardians Can Help

When people experience a crisis, family routines often are disrupted, and parents/guardians often face additional tasks and demands on their time. A crisis can affect the members of a family or of an entire community. Often, it is hard for young children to understand what has happened during times of crisis. Some children may have completely views of the situation and may need your continued guidance and understanding through the experience. How you help your own children work through their difficult times may have a lasting effect. Children can experience the same intense feelings that adults feel about a crisis. This is a normal reaction. Some children may show their feelings in a direct and immediate fashion, while others will wait until a later time. Most children will be confused by any sudden interruptions to their routines. Crisis situations are difficult for both children and adults.

Each child in a family may react differently to crisis. Following a crisis, some children may:

- Become more active and restless.
- Become upset easily---crying and whining.
- Become afraid of loud noises, rain, storm, etc.
- Feel afraid at night or when alone.
- Behave as they did when younger. They may start sucking their thumb, wetting the bed, wanting to be held.
- Have symptoms of illness such as nausea, vomiting, and headaches, not wanting to eat.
- Be angry, they may hit, throw, or kick to show their anger, often with little provocation.
- Be quiet or withdrawn, not wanting to talk about the experience.
- Refuse to go to school or childcare arrangements. The child may not want to be out of your sight.
- Be afraid that the crisis may recur, especially if conditions recur, e.g., rain after flood

or aftershocks after earthquake. They may ask frequently, "Will it come again?"

- Not show any outward signs until weeks or months later.

Ways Parents Can Help Their Children:

- Talk with your children; provide simple accurate information to questions. Allow them to tell their stories about what happened.
- Talk with your children about your own feelings.
- Listening to what your children say and how they say it. Repeating your children's words, recognizing fear, anxiety, and insecurity is very helpful. For instance: "You are afraid that ____" or, "Your wonder if the storm will come again today". This type of statement helps both you and the children clarify feelings.
- Reassure your child, "We are together." "We care about you." "We will take care of you."
- Respond to repeated questions. You may need to repeat information and reassurance often.
- Hold the child. Provide comfort. Touching is important for children during this period.
- Spend extra time putting your child to bed. Talk and offer assurance. Leave night light on if necessary.
- Observe your child at play. Listen to what is said and how the child plays. Frequently, children express feelings of fear or anger while playing with dolls, trucks, or friends.
- Provide play experiences to relieve tension. Work with playdough, paint, play in water, and give them something safe like a pillow, ball, or balloon.
- Monitor social media
- Make sure the child has someone they feel comfortable talking and sharing with, especially if the relationship with primary caregivers is strained

Parents/guardians can best facilitate much of the recovery work involving a crisis.

- The school may meet with parents/guardians in small groups and provide information on what to look for and how they can help their children.

- Some parents/guardians may need individual help before they are ready to help their children.
- The school may provide opportunities for parents/guardians to discuss in groups their own responses and worries.

Assessing Risk of Suicide

If a student approaches someone to discuss suicide, assume that the student is considering harming him or herself, and is interested in seeking help. Always consider accessing appropriate assistance when working with a student who may be expressing suicidal thoughts.

The questions below are meant as a guideline in order that an adult can get a student the care he/she needs if suicidality is a concern.

If the student has answered yes, even hesitantly, to any of the following questions:

“Are you thinking about killing yourself now?”

“Do you have a plan?”

“Do you have means to complete the plan?”

“Have you ever considered suicide before?”

Then the student is at risk for committing suicide. Do not leave the student alone.

- Inform the counselor and site administrator of the suicidal intent
- Inform parent/caregiver.
- Call police on the nonemergency line if a 5150 assessment is needed
- Document the contact for future reference.

If the student is removed from school because of a suicide intention or attempt, a plan should be established prior to school re-entry.

Principal Name

School Name

Dear Parents and Caregivers,

I am sorry to inform you that a staff/student/friend, (NAME), at (SCHOOL NAME) has died (DAY/DATE). *(Insert here what information can be shared about the cause and circumstance of the death).*

Death can be difficult for us to understand, especially when it is sudden. We may feel a variety of emotions, shock, sadness, or confusion. What is most important is that we care for and support each other.

The Crisis Response Team at (SCHOOL NAME) has made plans to respond to the emotional needs of all students *(spell out what is being done: grief counseling, classroom debriefing, and referrals to support service staff and community based organizations)*. Students have been informed and staff members will be available to provide support as needed.

If your family has experienced a death or similar loss recently, the death of (NAME) may bring up feelings about that death. While this may be a normal experience, we want to provide assistance if needed. Please let your child's *(teacher or counselor)* know if there are any additional information the school should be aware of so we can provide the support your child needs.

This difficult time can be stressful and confusing. A sudden death may be disturbing to you as well as to your child. It is for this reason that we especially want you to know of our care and support.

Sincerely,

Principal Name

School Name

Principal Name

School Name

[Type the sender company address]

Date,

Dear Staff

There are times when it is necessary to communicate news that is painful. During those times we must be prepared to support each other as we deal with the many feelings that we might experience. It is with great sorrow that I inform you that **(NAME OF PERSON)** at **(SCHOOL NAME)** has died.

Death can be difficult for us to understand, especially when it is sudden. We may feel different emotions: shock, sadness, confusion, even some anger. What is most important is that we care for and support each other.

Sometimes students are affected by the death of someone important to them, and they may need to express their feelings. Please contact appropriate Student Support site staff if you notice a student who appears to be having more difficulty with his or her feelings than might be expected.

In memory of **(NAME)**, *indicate here what activity or activities the school is planning.* **(SCHOOL NAME)** administration will keep you updated as more information is given to us.

Sincerely

Principal Name

School Name

Principal Name

School Name

[Type the sender company address]

Date

Dear Students

I have asked your teacher to read this letter to you because I want to make sure that all students get the same information about a recent sad event at our school. I am sorry to inform you that **(NAME)**, a (teacher, student/friend) at **(SCHOOL NAME)** has died **(DAY/DATE)** *(Insert what information can be shared about the cause and circumstances of the death if appropriate).*

Death can be difficult for us to understand, especially when it is sudden. We may experience many different feelings, such as shock, sadness and confusion. I want you to know that we, the **(SCHOOL NAME)** staff, care about you and your feelings and that all feelings are normal.

Please know that we want to support you. If you would like, a team of counselors and/or staff will be available to meet with you to help you with any feelings you may have. You might wish to share memories you have of **(NAME)**. Counselors and staff are available at any time to help you. *(Insert here specific information on how students can access support service staff and collaborating agencies for support).* I want to encourage those students who are very upset, to meet with a staff member or adult whom you trust.

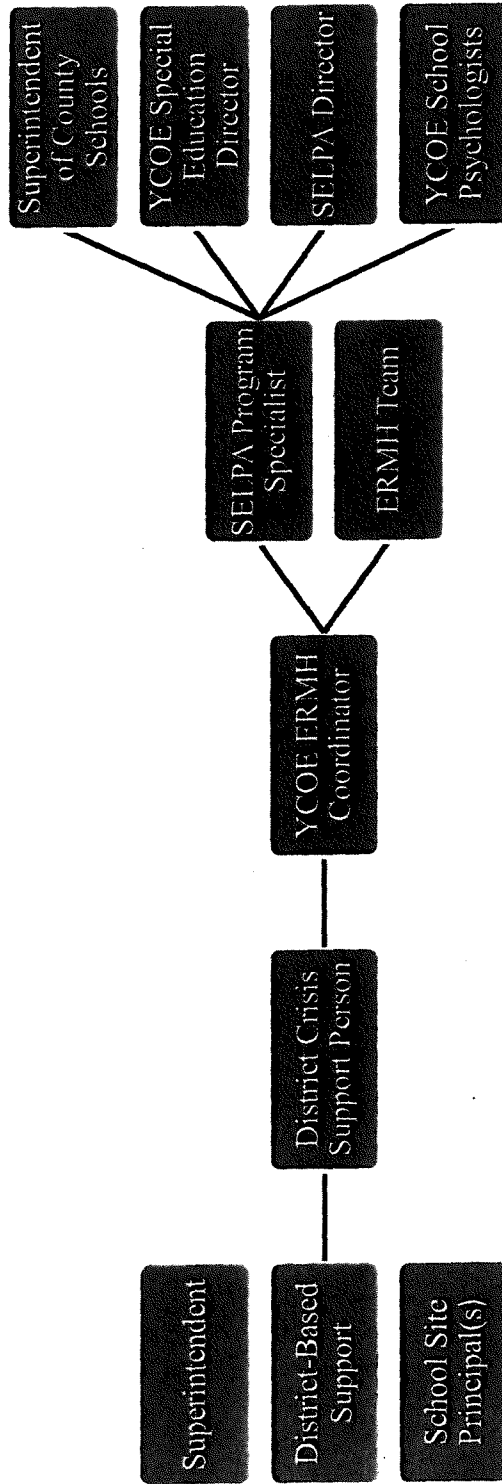
This difficult time can be stressful and confusing. We especially want you to know of our care and support.

Sincerely,

Principal Name

School Name

YCOE Crisis Team Phone Tree



YCOE Crisis Counselor Expectations

Contacted

- You will receive a phone call from the ERMH manager or SELPA program specialist. There will be a text message following with the word “Crisis” if you do not answer your phone
- Call back immediately, provided you are able to maintain safety of yourself and your student.
- You will be told where and when to report.

How you will receive students

- Once arrived, you will be provided with more details regarding the situation
- Students who have been identified as needing support will be referred up to the office or you will be given a list of names and the room they are in so you can retrieve them
- You will be given a room to start seeing groups of students up to five
- Ask if there is Kleenex in the room

What to do with students

- Primary issue is to do an informal risk assessment. Try your best to gauge how they are handling the situation and the level of risk
- Brief review of confidentiality. Remember, these students are not in treatment; this is a crisis situation
- Help them identify means of support
- Help them identify ways to help the school or the family
- Stay within the bounds of the information that we can discuss. Try to confirm or deny rumors that have come up.
- If students identify a target or a bully or any person drawing attention to themselves, let the administrator know
- Determine the level of action needed: sent back to class, sent home, needs follow up, immediate risk
- If a student is determined to be at immediate risk, do not leave them alone and follow appropriate district procedures. Seek help if you are unsure. If there is a need for a 5150 evaluation, follow through with the student, dismiss other members of the group or give them to other people, and do not pull other students.
- Complete log of students who have been seen and the result/recommendation

Debrief at the end of the day

- Determine the level of need for the following day
- Review students who need follow up
- Decide how you will use self-care

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Annual Review of Yolo County Investment Policy	AGENDA ITEM #: 3.7
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Mechele Coombs
<u>BACKGROUND:</u>	DATE: February 28, 2017

As required by law, the Yolo County Office of Education invests its money in the Yolo County Treasury. Activities and money management policies and practices are strictly followed by the Yolo County Treasurer's Office to ensure proper diligence in the handling of these investments.

Attached for information is the Yolo County Investment Policy for Calendar Year 2017 as revised by the Yolo County Board of Supervisors on 12-13-16.

Changes from the 2016 policy are noted on the attached investment policy.

RECOMMENDATION/COMMENTS: For information.

COUNTY OF YOLO

INVESTMENT POLICY

~~2016~~2017



Proposed by:

Department of Financial Services

Reviewed by:

County Financial Oversight Committee
~~November, 2014~~November 147, 2016

Approved by:

Board of Supervisors
~~December 15, 2015~~December 13, 2016

County of Yolo
Investment Policy
20162017

I. Introduction

This document is known as the annual investment policy and represents the policies of the board of supervisors of the County of Yolo related to the investment of funds under the control of the county treasury.

This policy is prepared annually by the county treasurer (presently Chief Financial Officer) in accordance with the California Government Code and prudent asset management principles. Pursuant to Government Code sections 27133 and 53646 this policy has been reviewed by the ~~County Treasury Oversight Committee~~ (presently Financial Oversight Committee) and approved by the Board of Supervisors at a public meeting.

II. Scope

This policy applies to the cash management and investment activities performed by County personnel and officials for any local agency, public agency, public entity or public official that has funds on deposit in the county treasury. The terms "County" and "county treasury pool" are used interchangeably and include all such funds so invested.

The investment of bond proceeds will be governed by the provisions of relevant bond documents.

The investment of endowment funds will be governed by the underlying laws, regulations and specific governmental approvals under those laws pursuant to which the endowments were created. Endowment fund investments will primarily focus on the preservation of principal and use of investment income for operational purpose.

III. Standard of Care

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent investor" standard which states that "when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

County of Yolo
Investment Policy
20162017

This standard shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

IV. Public Trust

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the County's ability to govern effectively.

V. Objectives

The primary objectives, in descending priority order, of the investment activities of the County shall be:

Safety. Safety of principal is the foremost objective of the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

Liquidity. The investment portfolio shall be maintained in such a manner as to provide sufficient liquidity to meet the operating requirements of any of the participants.

Return on Investment. The investment portfolio of the County shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

VI. Delegation of Authority

Subject to Section 53607 the authority of the Board of Supervisors to invest or to reinvest funds of the pooled investments, or to sell or exchange securities so purchased, may be delegated for a one-year period by ordinance in accordance with Government Code Sections 27000.1 and 27000.3.

Since 1999 the Board of Supervisors has designated the Auditor-Controller (presently Chief Financial Officer) as its agent authorized to make investment decisions in consultation with the Finance and Investment Committee of the Board after considering the strategy proposed by the investment advisor.

County of Yolo
Investment Policy
20162017

VII. Ethics and Conflict of Interest

Individuals performing the investment function and members of the Financial Oversight Committee or FOC shall maintain the highest standards of conduct.

~~Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.~~

Individuals performing the investment function and members of the County Treasury Oversight Committee (presently Financial Oversight Committee or FOC) shall maintain the highest standards of conduct. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

These individuals should follow the Code of Ethics for Procurement approved by the Board of Supervisors and comply with all relevant provisions of the Political Reform Act, especially the requirements of Chapter 7 – Conflict of Interest and Chapter 9.5 – Ethics. The key requirements are listed below:

- a. ~~Officers, and employees and members of the FOC~~ involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could affect their ability to make impartial decisions.
- b. ~~Officers and, employees and members of the FOC~~ shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.
- c. ~~Officers and, employees and members of the FOC~~ shall not accept gifts or gratuities with a value exceeding \$460 in any one year from any bank, broker, dealer, or any other person, firm, or organization who conducts business with the County Treasurer.
- d. ~~No members of the Board of Supervisors or any person with investment decision-making authority in the County Administrator's office or the Auditor-Controller and Treasurer-Tax Collector's office (presently Department of Financial Services)~~ may serve on the board of directors or any committee appointed by the board or the credit committee or supervisory committee of a state or federal credit union which is a depository for County funds.

The Financial Oversight Committee Charter includes the following requirements for members of the committee:

- a. A member shall disclose to the committee at a regular meeting any activities that

County of Yolo
Investment Policy
20162017

directly or indirectly raised money for:

1. a candidate for local treasurer; or
2. a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the committee.

For purposes of this subsection, raising money includes soliciting, receiving, or controlling campaign funds of a candidate, but not the member's individual campaign contributions or non-financial support. This section does not apply to a member raising money for his or her own campaign.

- b. A member shall disclose to the Committee at a regular meeting any contributions, in the previous three years or during the period that the employee is a member of the committee, by an employer to:
 1. the campaign of a candidate for the office of local treasurer; or
 2. to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury.
- c. A member cannot secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, financial services firms, financial institutions, and municipal advisors with whom the County is doing business during the member's Financial Oversight Committee membership period or for one year after leaving the Financial Oversight Committee. This subsection only applies to employment or soliciting employment, and not other relationships with such companies with whom the County is doing business.
- d. A member shall disclose to the Committee any honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons who conduct business with the County Treasurer while a member of the Committee. All members shall also comply with the requirements of the Political Reform Act or any other law or regulation regarding to receipt and disclosure of financial benefits and conflicts.

VIII. Internal Controls

Internal control procedures shall be established and maintained by the Treasurer that provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, misuse, or mismanagement. The internal controls shall be reviewed as part of the regular annual independent audit. The controls and procedures

County of Yolo
Investment Policy
20162017

shall be designed to prevent employee error, misrepresentations by third parties, and imprudent or illegal actions by employees or officers of the County.

IX. Cash Management

In determining the amount that can be invested County personnel shall take into account the liquidity needs of the County and the agencies in the Treasury pool, and shall take reasonable steps to ensure that cash flow requirements of the County and pool participants are met for the next six months, barring unforeseen actions from the State Controller or other funding sources, such as deferrals of cash payments.

County personnel shall maintain separate accounting for cash funds and monitor aggregate cash balances of the County and each agency in the Treasury pool, and shall notify the County Administrator or agency management of unhealthy trends in aggregate cash balances. Unhealthy trends may include but are not limited to deferral of cash payments from State, Federal grantors, or other funding sources, significant declines in available aggregate cash balances, or near-deficit aggregate balances.

Agencies that are so notified are expected to take immediate action to cure any deficit and improve cash balances. Continuing deficits shall be reported to the Board of Supervisors for further action.

The Auditor-Controller and Treasurer-Tax Collector (presently Chief Financial Officer) shall provide quarterly reports on total cash flows and balances of the Treasury Pool to the Treasury Oversight Committee (presently Financial Oversight Committee).

X. Authorized Financial Dealers and Qualified Institutions

The County may secure the services of an Investment Advisor. Precautionary contractual language with such an adviser shall include: delivery versus payment methods, third-party custody arrangements, prohibitions against self-dealings, independent audits, and other appropriate internal control measures as deemed necessary by the Auditor Controller and Treasurer-Tax Collector (presently Chief Financial Officer).

The County or the County's Investment Advisor shall maintain a list of authorized broker/dealers and financial institutions which are approved for investment transaction purposes, and it shall be the policy of the County to purchase securities only from those authorized institutions or firms. Authorized brokers/dealers must either (i) be classified as Reporting Dealers affiliated with the New York Federal Reserve Bank as Primary Dealers or (ii) be registered to conduct business in the State of California and be licensed by the

County of Yolo
Investment Policy
~~2016~~2017

state as a broker-dealer, as defined in Section 25004 of the Corporations Code.

No broker/dealer shall be selected which has within any consecutive 48-month period made a political contribution to the local auditor-controller, treasurer-tax collector or to any member of the Board of Supervisors or to any candidate for these offices in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board.

XI. Permitted Investment Instruments

1. **United States Treasury Obligations.** Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. **California Municipal Obligations.** Obligations of the State of California, this local agency or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state, this local agency or any local agency or by a department, board, agency or authority of the state or any local agency ~~with a minimum that is rated in a rating category~~ rating of "A" long term or "A-1" short term, or its the equivalent, or higherbetter by a nationally recognized statistical rating organization (NRSRO). Any investment in obligations of this local agency shall be in a ratio proportionate to the County's share of the pooled investments.
4. **Other 49 State Municipal Securities.** Registered treasury notes or bonds issued by any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any state ~~with a minimum rating of~~ that is rated in a rating category of "A" long term or "A-1" short term, or its the equivalent, or higherbetter by a NRSRO.
5. **Repurchase Agreements.** Agreements to be used solely as short-term investments not to exceed 90 days.

The County may enter into Repurchase Agreements with primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in X.1 and X.2, will be acceptable collateral.

County of Yolo
Investment Policy
20162017

All securities underlying Repurchase Agreements must be delivered to the County's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each Repurchase Agreement must equal or exceed, 102 percent of the total dollar value of the money invested by the County for the term of the investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed at least weekly.

Market value must be calculated each time there is a substitution of collateral.

The County or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The County will have properly executed a PSA agreement with each counter party with which it enters into Repurchase Agreements.

6. **Banker's Acceptances.** Issued by domestic or foreign banks, the short-term paper of which is rated in the highest category by a nationally recognized statistical rating organization (NRSRO).

Purchases of Banker's Acceptances may not exceed 180 days maturity or 40 percent of the County's investment portfolio.

7. **Commercial Paper.** Of prime quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions shown in either paragraph (1) or paragraph (2):

1. The entity meets the following criteria:
 - A. Is organized and operating in the United States as a general corporation.
 - B. Has total assets in excess of five hundred million dollars (\$500,000,000).
 - C. Has debt other than commercial paper, if any, that is rated in a rating category of "A", or its the equivalent or higher by a nationally recognized statistical-rating organization (NRSRO).
2. The entity meets the following criteria:
 - A. Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - B. Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.

County of Yolo
Investment Policy
20162017

- C. Has commercial paper that is rated in a rating category "A-1" or higher, or, the equivalent, or higher by a nationally recognized statistical-rating organization (NRSRO).

Purchases of eligible commercial paper may not exceed 270 days maturity.

No more than 40 percent of the County's investment portfolio may be invested in eligible commercial paper.

8. **Medium-Term Corporate Notes.** Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a rating category "A", or its the equivalent or higher by a nationally recognized statistical rating organization (NRSRO).

Purchase of medium-term corporate notes may not exceed 30 percent of the County's investment portfolio.

9. **Non-Negotiable Certificates of Deposit.** FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California, including U.S. branches of foreign banks licensed to do business in California. All time deposits must be collateralized in accordance with California Government Code Section 53651, either at 150% by promissory notes secured by first mortgages and first trust deeds upon improved residential property in California eligible under section (m) or at 110% by eligible marketable securities listed in subsections (a) through (l) and (n) and (o). The County, at its discretion and by majority vote of the Board of Supervisors, on a quarterly basis, may waive the collateralization requirements for any portion of the deposit that is covered by federal insurance.

Alternatively, the County may invest in deposits, including certificates of deposit, at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of certificates of deposit as provided for in Government Code section 53635.8.

10. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a federally-licensed or a state-licensed branch of a foreign bank that is rated in a rating category of "A" long-term or "A-1 short-term, or its the equivalent, or higher by a nationally recognized statistical rating organization (NRSRO).

Purchases of all negotiable certificates of deposit may not exceed 30 percent of the County's investment portfolio.

11. **Local Government Investment Pools.** (Either state-administered or through joint powers statutes and other intergovernmental agreement legislation.)

County of Yolo
Investment Policy
20162017

Investments may be maximized to the level allowed by the State and should be reviewed periodically. Investment objectives, limitations, and controls of each pool must be consistent with this policy.

12. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market mutual funds registered with Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the largest nationally recognized statistical rating organizations or (2) have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 53601 and with assets under management in excess of \$500,000,000.

Money Market Funds shall not exceed 20 percent of the investment portfolio of the County as recorded at purchase price on date of purchase.

13. **Asset-Backed Securities.** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Eligible securities must be rated, by a nationally recognized rating service, as "AAA", and the issuer of the security must ~~have an~~ be in a rating category of "A", or its the equivalent or higher better rating for its debt as provided by a nationally recognized rating service. No more than 20 percent of the County's investment portfolio may be invested in this type of security.
14. **Reverse Repurchase Agreements.** Reverse repurchase agreements shall be used primarily as a cash flow management tool and subject to all the following conditions:
 1. The security to be sold using a reverse repurchase agreement has been owned and fully paid for by the County for a minimum of 30 days prior to sale.
 2. The total of all reverse repurchase agreements on investments owned by the County does not exceed 20 percent of the base value of the portfolio. The base value of the County's portfolio for this section is defined as that dollar amount obtained by totaling all cash balances placed in the portfolio by all participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.
 3. The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement and the final

County of Yolo
Investment Policy
20162017

maturity date of the same security.

4. Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty using a reverse repurchase agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement, unless the reverse repurchase agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement and the final maturity date of the same security.
5. Investments in reverse repurchase agreements or similar investments in which the County sells securities prior to purchase with a simultaneous agreement to repurchase the security shall be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency. A significant banking relationship is defined by any of the following activities of a bank:
 - a. Involvement in the creation, sale, purchase, or retirement of the County's bonds, warrants, notes, or other evidence of indebtedness.
 - b. Financing of the County's activities.
 - c. Acceptance of the County's securities or funds as deposits.

15. **Supranationals.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated at least in a rating category of "AA", the or its equivalent or higher by a NRSRO. Purchases of these securities shall not exceed 30 percent of the County's portfolio.

The Treasurer-Tax Collector (presently Chief Financial Officer) may make permitted investments (as described above) pursuant to the California Government Code (including Section 53601 et. seq.) or deposit funds for safekeeping in state or national banks, savings association, credit unions, or federal insured industrial loan companies (as described in Section 53635.2).

Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased. Should a security owned by the County be downgraded below "A" the Investment Advisor shall immediately notify the County Auditor-Controller (presently Chief Financial Officer) who will report to the Board of Supervisors, at their next regularly scheduled meeting, the circumstances of the downgrade and any action taken or recommended.

County of Yolo
Investment Policy
20162017

XII. Ineligible Investments

The County shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages, or in any security that could result in zero interest accrual if held to maturity. Any other security not specifically permitted by Section XI is prohibited.

XIII. Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the County to meet all projected obligations.

Unless otherwise specified in this policy or authorized by the Board of Supervisors, no investment shall be made in any security, other than a security underlying a repurchase agreement as authorized by this policy that at the time of the investment has a term remaining to maturity in excess of five years.

The Board of Supervisors has specifically approved investment maturities beyond five years for three long-term portfolios: Yolo County Landfill Closure Trust Fund, the Yolo County Cache Creek Maintenance and Remediation Fund, and the Demeter Endowment (funds deallocated from the Ceres Tobacco Endowment Fund).

XIV. Diversification & Percentage Limitations

The County shall limit the County's investments in any one issuer to no more than 5 percent of the County's total investments at the time of purchase, except for U.S. Treasuries, Federal Agencies, supnationals, repurchase and reverse repurchase agreements, and pooled investments such as local government investment pools, LAIF, and money market funds

All percentage limitations apply at the time of the investment (purchase date).

XV. Reporting Requirements

The County Auditor-Controller and Treasurer-Tax Collector (presently Chief Financial Officer) shall render a quarterly investment report to the Board of Supervisors that includes, at a minimum, the following information for each investment:

- Type of investment instrument (e.g., U.S. Treasury note, Federal Agency note)
- Issuer name (e.g., General Electric Capital Corp.)
- Credit quality

County of Yolo
Investment Policy
20162017

- Purchase date
- Maturity date
- Par value
- Purchase price
- Current market value and the source of the valuation
- Current amortized or book value
- Accrued interest
- Original yield to maturity
- Overall portfolio yield based on cost
- New investment transactions

The quarterly report shall (i) state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance, (ii) include a description of any of the County's funds, investments or programs that are under the management of contracted parties, including lending programs, and (iii) include a statement explaining the ability of the County to meet its cash flows requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

This quarterly report shall be available within 30 days following the end of the quarter, and submitted to the Board of Supervisors at the earliest reasonable opportunity, with copies to all pool participants.

XVI. Annual Review of Investment Policy

The County Auditor-Controller and Treasurer-Tax Collector (presently Chief Financial Officer) shall annually prepare an investment policy that will be reviewed by the County ~~Treasury Oversight Committee~~ (presently Financial Oversight Committee) and submitted to the Board of Supervisors for approval in a public meeting. Any change to the investment policy shall be reviewed and approved by the Board in a public meeting.

XVII. Safekeeping and Custody

All securities, whether negotiable, bearer, registered or non-registered shall be delivered either by book entry or physical delivery to the County's third party custodian.

Monthly safekeeping statements are received from custodians where securities are held. Authorized personnel, other than the person handling daily investments, shall review the statements to confirm that investment transactions have settled and been delivered to the County's third party custodian.

County of Yolo
Investment Policy
20162017

XVIII. Apportionment of Earnings and Costs

The manner of calculating and apportioning the cost of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds is as follows:

Investment earnings shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. Earnings are computed on an accrual basis and the effective date that earnings are deposited into each fund is the first day of the following quarter (January 1, April 1, July 1, and October 1).

Direct and Administrative (including indirect) costs associated with investing, depositing, banking, auditing, reporting, safekeeping, or otherwise handling or managing funds shall be netted against any moneys received pursuant to state mandated reimbursements and deducted from the gross investment earnings in the quarter received.

XIX. Criteria for Considering Requests to Withdraw Funds

Withdrawal of funds from county treasurer pool may occur pursuant to Government Code Section 27136 and approval of the Board of Supervisors.

Assessment of the effect of a proposed withdrawal on the stability and predictability of the investment in the County Pool will be based on the following criteria:

- Size of withdrawal
- Size of remaining balances of:
 - Pool
 - Agency
- Current market conditions
- Duration of withdrawal
- Effect on predicted cash flows
- A determination if there will be sufficient balances remaining to cover costs
- Proof that adequate information has been supplied in order to make a proper finding that other pool participants will not be adversely affected.

The Auditor-Controller and Treasurer-Tax Collector (presently Chief Financial Officer) reserves the right to mark a fund balance to market value prior to allowing a withdrawal if it is deemed necessary to be equitable to the remaining funds.

County of Yolo
Investment Policy
20162017

XX. Terms and Conditions for Non-Statutory Combined Pool Participants

All entities qualifying under California Government Code Section 27133 (g) may deposit funds for investment purposes providing all of the following has been accomplished: (1) the agency's administrative body has requested the privilege, (2) has agreed to terms and conditions of an investment agreement as prescribed by the County's Board of Supervisors, (3) has by resolution identified the authorized officer acting on behalf of the agency; and (4) the County Auditor-Controller (presently Chief Financial Officer) has prescribed the appropriate accounting procedures.

XXI. Audits

Annual Compliance Audit – Pursuant to Government Code section 27134 the County Treasury Oversight Committee (presently Financial Oversight Committee) shall cause an annual audit to be conducted to determine the County's compliance with article 6 of the Government Code. The audit may include issues relating to the structure of the investment portfolio and risk. The Financial Oversight Committee is not designated a Treasury Oversight Committee however the FOC may cause an annual audit pursuant to Government Code section 27134 at its discretion which may include issues relating to the structure of the investment portfolio and risk.

The costs of complying with this article shall be County charges and may be included with those charges enumerated under Section 27013.

Quarterly Review and Annual Financial Audit – The Auditor-Controller (presently Chief Financial Officer) shall cause quarterly reviews to be made of the Treasurer's records relative to the type and amount of assets in the treasury, pursuant to Government Code sections 26920 - 23. The Auditor-Controller (Chief Financial Officer) shall also cause an annual financial audit to be made of the Treasurer's records as of June 30. In addition to an opinion on the statement of assets held in the treasury this audit shall include a review of the adequacy of internal controls.

The annual compliance audit and the annual financial audit may be combined.

The Auditor-Controller and Treasurer-Tax Collector (Chief Financial Officer) shall report audits that contain significant audit findings to the Audit Committee of the Board of Supervisors immediately and to the full Board at the earliest reasonable opportunity. Copies of the audit reports shall be provided to the County Treasury Oversight Committee (presently Financial Oversight Committee).

All audit recommendations shall be addressed timely and in a manner acceptable to the

County of Yolo
Investment Policy
20162017

Board of Supervisors' Audit Committee (Financial Oversight Committee).

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YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Attendance Reports	AGENDA ITEM #: 3.8
PER: <input checked="" type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Garth Lewis
	DATE: February 28, 2017

BACKGROUND:

The following reports are being presented to the Board as information:

(a) **Alternative Education**

(b) **Special Education**

Staff will distribute reports as handouts at the meeting.

RECOMMENDATION/COMMENTS: For information.

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Head Start/Early Head Start Reports	AGENDA ITEM #: 3.9
PER: <input checked="" type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Gail Nadal and Mechele Coombs
DATE: February 28, 2017	

BACKGROUND:

The following reports are being presented to the Board as information:

- a. Enrollment Update:
This is a standing report to the Board.
- b. Program:
This is a standing report to the Board.
- c. Financial Status:
This is a standing report to the Board.
- d. 2016-17 External Auditor Selection:
Under Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(cc), the governing body must approve selection of the financial auditor, except where the financial auditor is assigned under State or local law. At the February 24th YCOE Head Start/Early Head Start Policy Council meeting, Nigro and Nigro was recommended for approval.
- e. 2017-18 "Draft" Grant Application:
The Yolo County Office of Education has been operating the Head Start/Early Head Start program since August 28, 2004.

The Head Start / Early Head Start staff has been working on completing the necessary components of this new application. The Policy Council is involved in this process and is meeting their governance responsibility as mandated by Program Design and Management performance standards. Performance standard 1304.50(d)(1)(i) states that the governing body must approve all funding applications and amendments to funding applications for Head Start/Early Head Start, including administrative services, prior to the submission of such application to the grantee.

Attached is the draft 2017-18 budget in spreadsheet format, which the Policy Council will review at their next meeting.

RECOMMENDATION/COMMENTS: For information.



Head Start / Early Head Start

Director, Yolo County Board of Education & Policy Council Monthly Report

EARLY HEAD START

Date: Monday, February 6, 2017				Report Outcomes for the month of January 2017			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	6 wk. – 30 mos.	C0(0)	85.00%	3	3
					85.71%	3	3
					95.31%	4	4
2	EHS/State	Alyce Norman	6 wk. – 30 mos.	C2(1)	96.97%	3	3
					97.50%	4	4
					94.83%	3	3
3	EHS/State	Alyce Norman	24 – 36 mos.	C 0(0)	75.00%	4	4
					91.25%	4	4
					79.71%	4	4
					70.31%	4	4
4	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C 0(0)	N/A	52	52
SUB TOTAL				C 2(1)	87.13%	88	88

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Lincoln	3 – 5	C1(1)	84.77%	16	16
2					90.63%	16	16
3	HS				84.76%	20	17
4	HS/State				90.07%	20	20
5					79.17%	21	21
6					85.12%	21	21
					88.75%	15	15
7	HS/State	Esparto	3 – 5	C0(0)	84.17%	24	24
8	HS/State	Valley Oak	3 - 5	C (0)	84.77%	16	16
9	HS	Montgomery	3 – 5	C0(0)	83.20%	20	16
10	HS/State	Elkhorn	3 – 5	C0(0)	80.24%	22	22
11	HS/State	Charter	3 – 5	C5(0)	85.00%	24	24
					85.71%	8	8
					95.31%	22	22
12	HS/State	Westfield	3 – 5	C0(0)	80.83%	22	22
SUB TOTAL				C6(1)	85.5%	287	280
TOTAL				C 8(2)	86.31%	375	368

NOTE; Waiting for Region 9 to approve reduction of 7 slots (3 from Lincoln & 4 from Montgomery)

Yolo County Office of Education Board of Education

Head Start/Early Head Start/ State Preschool

Gail Nadal

February 2017 Overview

Head Start/Early Head Start/ State Preschool

Program

- Reduction of 7 slots – pending approval of Region 9. We have resubmitted this request to Region 9 with further explanation and waiting for approval at this time. YCOE has submitted a request to reduce by 7 slots identified at Lincoln – 3 slots and Montgomery – 4 slots.
- YCOE will be applying for CSPP Expansion grant funding for LEA's to have all programs request additional slots for state preschool slots. The priority is given to request made for full day full year. YCOE is requesting for slots to half day operations to longer day of 6.5. This funding for an addition 16 slots.

Policy Council

- On March 3rd, we will hold our third Policy Council Orientation and Training for all new representative that have been elected for Policy Council. We hope to have a good representation of parents from our many sites in attendance. It is a requirement to be on the Policy Council to participate in this Orientation and Training.

Planning

- Budget Development is complete for this year. The 2017-2018 Budget and budget justification is included in the February Board packet.
- The annual Self-Assessment will be taking place in the upcoming next two weeks. This is the time that all areas are reviewed and monitored by teams of people that are made of of Head Start managers, staff (teachers and Family support, Parents and YCOE employees) We appreciate the efforts made by all to help to ensure compliance.

Executive Summary
2016/2017 Fiscal Year
January 31, 2017

Program	Working Budget	Current Expenditures	Year-To-Date Expenditures	Encumbered	Balance	% of Budget Spent	% of Budget Encumbered	% of Budget Unspent or Not Obligated
Head Start	\$ 2,771,863	\$ 261,839	\$ 1,267,847	\$ 689,512	\$ 814,504	45.74%	24.88%	29.38%
Early Head Start	\$ 1,057,497	\$ 78,630	\$ 494,547	\$ 278,665	\$ 284,285	46.77%	26.35%	26.88%
Head Start T&TA	\$ 33,692	\$ 171	\$ 8,329	\$ 5,802	\$ 19,561	24.72%	17.22%	58.06%
Early Head Start T&TA	\$ 25,983	\$ 45	\$ 4,246	\$ 491	\$ 21,247	16.34%	1.89%	81.77%
Total Grant	\$ 3,889,035	\$ 340,686	\$ 1,774,969	\$ 974,470	\$1,139,596	45.64%	25.06%	29.30%

Credit Cards	Monthly Expense
Visa	\$ 280.91
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 850.45
Interstate Oil	\$ 337.00
Total Credit Card Expense	\$ 1,468.36

Administrative Percent Calculation	
Maximum allowed Administrative Percent:	15%
Calculated Percentage for the Month:	12%

Calculation of In-Kind Contributions		
	Dollars Expended	In-Kind Required
	Year-To-Date	
Head Start:	\$ 1,267,846.99	\$ 316,961.75
Head Start T & TA:	\$ 8,329.02	\$ 2,039.42
Early Head Start:	\$ 494,547.08	\$ 123,636.77
Early Head Start T & TA:	\$ 4,245.69	\$ 1,061.42
Total	\$ 1,774,968.78	\$ 443,699.36
	Amount Required:	\$ 443,699.36
	Actual In-Kind:	\$ 714,681.19
	*Surplus/(Deficit):	\$ 270,981.83
If deficit: will be returned to Federal Government from unrestricted dollars		

CACFP Meal Reimbursement: December 2016			
	Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount
Breakfast	1465	\$ 2,505.15	\$ 247.73
AM Snacks	204	\$ 175.44	\$ -
Lunch	2825	\$ 9,576.75	\$ 477.71
PM Snacks	2118	\$ 1,821.48	\$ -
	Total Reimbursement	\$ 14,804.26	

**HEAD START
2016/2017 BUDGET
January**

Resource 5210

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	2,722,852	49,011	2,771,863	625,676	991,667		1,780,196	64.22%
COLA	49,011		0		0		0	#DIV/0!
Local Restricted	0		0	0	0		0	0.00%
Total Revenues	2,771,863	49,011	2,771,863	0	991,667	0	1,780,196	64.22%
Expenditures:								
Salaries	1,357,984	(135,840)	1,222,144	101,390	622,495	499,417	100,232	8.20%
Substitutes	37,000	6,940	43,940	3,068	18,269	0	25,671	58.42%
Benefits	562,309	(145,186)	417,123	30,228	188,883	152,012	76,228	18.27%
Supplies	20,311	20,595	40,906	2,685	15,771	14,685	10,451	25.55%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	2,500	4,196	6,696	506	2,761	1,283	2,652	39.60%
<i>Site Supplies</i>	17,297	16,913	34,210	2,179	13,009	13,402	7,799	22.80%
Contracted Services	42,472	196,239	238,711	23,818	93,581	18,316	126,815	53.12%
Operations	432,091	(49,396)	382,695	74,382	186,045	5,083	191,567	50.06%
<i>Rent, Utilities, Security, Pest Control, etc.</i>								
Other	22,346	3,704	26,050	2,508	16,200	0	9,850	37.81%
Improvements	0	62,451	62,451	0	0	0	62,451	0.00%
CSBS Balance Line	0	45,689	45,689	0	0	0	45,689	0.00%
Fund Reserve	0	0	0	0	0	0	0	0.00%
Indirect Costs	246,956	(5,196)	241,760	23,760	113,896	0	127,864	52.89%
Tsfer to Cafe Fund	50,394	0	50,394	0	12,708	0	37,686	74.78%
Total Expenditures	2,771,863	0	2,771,863	261,839	1,267,847	689,512	814,504	29.38%
Non-Federal				Year-to-date				
In Kind	692,966	0	692,966	Earned 264,930	Required 316,962		376,004	54.26% *
Grand Total:/Total final:	3,464,829	0	3,464,829	1,532,777		0	1,932,052	55.76%

* Represents the percent (%) of In-Kind still outstanding

**PROGRAMA HEAD START
PRESUPUESTO 2016/2017**

Recurso 5210	CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
						Lo que va del año	Sobrecargado		
Ingresos:									
	Todos los otros Federales	2,722,852		2,771,863	625,676	991,667		1,780,196	64.22%
		49,011		0				0	
		0	0	0	0	0			
	Total Revenues/Total de Ingresos	2,771,863	0	2,771,863	0	991,667	0	1,780,196	
Gastos:									
	Salarios	1,357,984	(135,840)	1,222,144	101,390	622,495	499,417	100,232	8.20%
	Substitutos	37,000	6,940	43,940	3,068	18,269	0	25,671	58.42%
	Beneficios	562,309	(145,186)	417,123	30,228	188,883	152,012	76,228	18.27%
	Provisiones	20,311	20,595	40,906	2,685	15,771	14,685	10,451	25.55%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	2,500	4,196	6,696	506	2,761	1,283	2,652	0.00%
	<i>Artículos de oficina para el centro</i>	17,297	16,913	34,210	2,179	13,009	13,402	7,799	22.80%
	Servicios Contratados	42,472	196,239	238,711	23,818	93,581	18,316	126,815	53.12%
	Gastos de Operación	432,091	(49,396)	382,695	74,382	186,045	5,083	191,567	50.06%
	<i>Renta, gas y luz, seguridad, fumigacion, etc.</i>								
	Otros	22,346	3,704	26,050	2,508	16,200	0	9,850	37.81%
	Mejoras a las Instalaciones/Edificios	0	62,451	62,451	0	0	0	62,451	100.00%
	Línea de Balance CSBS	0	45,689	45,689	0	0		45,689	0.00%
	Fondos de Reserva	0	0	0		0		0	0.00%
	Gastos Indirectos	246,956	(5,196)	241,760	23,760	113,896	0	127,864	52.89%
	<i>transferencia al fondo del café</i>	50,394	0	50,394	0	12,708	0	37,686	74.78%
	Total de Gastos	2,771,863	0	2,771,863	261,839	1,267,847	689,512	814,504	29.38%
No Federales									
					Lo que va del año				
					Actual	Requerido			
	De donaciones	692,966	0	692,966	264,930	316,962		376,004	54.26% *
	Total final:	3,464,829	0	3,464,829	1,532,777		0	1,932,052	55.76%

* Representa el porcentaje (%) de donaciones faltantes

**EARLY HEAD START
2016/2017
January**

Resource 5212

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received		Balance	%
					Year-to-date	Encumbered		
Revenues								
All Other Federal	1,038,799	18,698	1,057,497		411,061	0	646,436	61.13%
COLA	18,698		0		0		0	#DIV/0!
Local Restricted	0	0	0		0		0	
Total Revenues	1,057,497	18,698	1,057,497		411,061	0	646,436	61.13%
Expenditures								
Salaries	551,049	(30,480)	520,569	39,852	271,123	196,370	53,076	10.20%
Substitutes	25,700	0	25,700	139	9,231	0	16,469	64.08%
Benefits	206,394	(27,869)	178,525	12,194	83,911	60,725	33,889	18.98%
Supplies	40,650	5,043	45,693	602	8,041	12,486	25,166	55.08%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	2,000	1,443	3,443	68	681	403	2,359	68.51%
<i>Site Supplies</i>	38,650	1,935	42,250	534	7,360	12,083	22,807	53.98%
Contracted Services	38,044	48,124	86,168	2,885	31,847	6,403	47,917	55.61%
Operations	70,933	1,113	72,046	13,888	32,738	2,681	36,627	50.84%
<i>Rent, Utilities, Security, Pest Control, etc.</i>		0						
Other	17,310	4,069	21,379	1,935	8,692	0	12,687	59.34%
CSBS Balance Line	0	0	0	0		0	0	0.00%
Building/Land Improvements	0	0	0	0	0	0	0	0.00%
Indirect Costs	94,818	0	94,818	7,135	44,469	0	50,349	53.10%
Tsfer to Cafe Fund	12,599	0	12,599	0	4,494	0	8,105	64.33%
Total Expenditures	1,057,497	0	1,057,497	78,630	494,547	278,665	284,285	26.88%
			0					
Non-Federal								
					Year-to-date			
				Earned	Required			
In Kind	264,374		264,374	119,330	123,637		140,737	53.23% *
Grand Total:	1,321,871	0	1,321,871	613,877			707,994	53.56%

* Represents the percent (%) of In-Kind still outstanding

**PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2016/2017**

Recurso 5212	CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
						Lo que va del año	Sobrecargado		
Ingresos:									
	Todos los otros Federales	1,038,799	0	954,810	0	411,061	0	543,749	56.95%
		18,698		18,698				18,698	100.00%
		0		0		0		0	
	Total de Ingresos	1,057,497	0	1,057,497	0	411,061	0	646,436	61.13%
Gastos:									
	Salarios	551,049	(30,480)	520,569	39,852	271,123	196,370	53,076	10.20%
	Substitutos	25,700	0	25,700	139	9,231	0	16,469	64.08%
	Beneficios	206,394	(27,869)	178,525	12,194	83,911	60,725	33,889	18.98%
	Provisiones	40,650	5,043	45,693	602	8,041	12,486	25,166	55.08%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	2,000	1,443	3,443	68	681	403	2,359	68.51%
	<i>Artículos de oficina para el centro</i>	38,650	3,600	42,250	534	7,360	12,083	22,807	53.98%
	Servicios Contratados	38,044	48,124	86,168	2,885	31,847	6,403	47,917	55.61%
	Gastos de Operación	70,933	1,113	72,046	13,888	32,738	2,681	36,627	50.84%
	<i>Renta, gas y luz, seguridad, fumigación, etc.</i>								
	Otros	17,310	4,069	21,379	1,935	8,692	0	12,687	59.34%
	Línea de Balance CSBS	0	0	0	0			0	0.00%
	Fondos de Reserva	47,899	0	0	0	0	0	0	0.00%
	Gastos Indirectos	94,818	0	94,818	7,135	44,469	0	50,349	53.10%
	<i>transferencia al fondo del café</i>	12,599	0	12,599	0	4,494	0	8,105	64.33%
	Total de Gastos	1,105,396	0	1,057,497	78,630	494,547	278,665	284,285	26.88%
						Lo que va del año			
No Federales					Actual	Requerido			
	De donaciones	264,374		264,374	119,330	123,637		140,737	53.23% *
	Total final:	1,369,770	0	1,369,770	613,877			707,994	51.69%

* Representa el porcentaje (%) de donaciones faltantes

**HEAD START
T & TA
2016/2017
January**

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	33,692	0	33,692		6,824		26,868	79.75%
Total Revenues	33,692	0	33,692		6,824	0	26,868	79.75%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	5,410	(257)	5,153	156	370	41	4,742	92.02%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	1,657	(200)	1,457	113	113	41	1,303	89.43%
<i>Site Supplies</i>	3,753	(57)	3,696	43	257	0	3,439	93.05%
Contracted Services (5800)	14,885	(5,187)	9,698	0	2,034	1,201	6,463	66.64%
Other (5200)	10,340	5,444	15,784	0	5,169	4,560	6,055	38.36%
Indirect Costs	3,057	0	3,057	16	756	0	2,301	75.28%
					0			
Total Expenditures	33,692	0	33,692	171	8,329	5,802	19,561	58.06%
Non-Federal								
				Year-to-date				
				Earned	Required			
	8,423	0	8,423	2,009	2,082		6,414	76.15% *
Grand Total:	42,115	0	42,115	10,338			31,777	75.45%

* Represents the percent (%) of In-Kind still outstanding

**PROGRAMA HEAD START
T y TA
PRESUPUESTO 2016/2017**

Recurso 5208		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
CATEGORÍA						Lo que va del año	Sobrecargado		
Ingresos:									
Todos los otros Federales		33,692	0	33,692	0	6,824	0	26,868	79.75%
Total de Ingresos		33,692	0	33,692	0	6,824	0	26,868	79.75%
Gastos:									
Salarios		0	0	0	0	0	0	0	0.00%
Beneficios		0	0	0	0	0	0	0	0.00%
Provisiones		5,410	(257)	5,153	156	370	41	4,742	92.02%
<i>Articulos para las actividades de los padres y comida para las juntas</i>		<i>1,657</i>	<i>(200)</i>	<i>1,457</i>	<i>113</i>	<i>113</i>	<i>41</i>	<i>1,303</i>	<i>89.43%</i>
<i>Artículos de oficina para el centro</i>		<i>3,753</i>	<i>(57)</i>	<i>3,696</i>	<i>43</i>	<i>257</i>	<i>0</i>	<i>3,439</i>	<i>93.05%</i>
Servicios Contratados		14,885	(5,187)	9,698	0	2,034	1,201	6,463	66.64%
Otros		10,340	5,444	15,784	0	5,169	4,560	6,055	38.36%
Gastos Indirectos		3,057	0	3,057	16	756	0	2,301	0.00%
Total de Gastos		33,692	0	33,692	171	8,329	5,802	19,561	58.06%
					Lo que va del año				
No Federales					Actual	Requerido			
De donaciones		8,423	0	8,423	2,009	2,082		6,414	76.15% *
Total final:		42,115	0	42,115	10,338			31,777	75.45%

* Representa el porcentaje (%) de donaciones faltantes

**EARLY HEAD START
T & TA
2016/2017 BUDGET
January**

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	25,983	0	25,983	902	2,778	0	23,205	89.31%
Total Revenues	25,983	0	25,983	902	2,778	0	23,205	
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	4,601	(92)	4,509	41	232	12	4,265	94.59%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	1,769	0	1,769	34	34	12	1,723	97.40%
<i>Site Supplies</i>	2,832	(92)	2,740	8	198	0	2,542	92.78%
Contracted Services	11,343	(1,215)	10,128	0	1,287	359	8,482	83.75%
Other	7,681	1,307	8,988	0	2,341	120	6,527	72.62%
Indirect Costs	2,358		2,358	4	385	0	1,973	83.66%
			0					
Total Expenditures	25,983	0	25,983	45	4,246	491	21,247	81.77%
Non-Federal				Year-to-date				
In Kind	6,496		6,496	Earned 1,018	Required 1,061		5,478	84.33% *
Grand Total:	32,479	0	32,479	5,264	0	0	27,215	83.79%

* Represents the percent (%) of In-Kind still outstanding

**PROGRAMA EARLY HEAD START
T & TA
PRESUPUESTO 2016/2017**

Recurso 5218

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %	
					Lo que va del año	Sobrecargado			
Ingresos:									
Todos los otros Federales	25,983	0	25,983	902	2,778	0	23,205	89.31%	
Total de Ingresos	25,983	0	25,983	902	2,778	0	23,205		
Gastos:									
Salarios	0	0	0	0	0	0	0	0.00%	
Beneficios	0	0	0	0	0	0	0	0.00%	
Provisiones	4,601	(92)	4,509	41	232	12	4,265	94.59%	
<i>Artículos para las actividades de los padres y comida para las juntas</i>	<i>1,769</i>	<i>0</i>	<i>1,769</i>	<i>34</i>	<i>34</i>	<i>12</i>	<i>1,723</i>	<i>97.40%</i>	
<i>Artículos de oficina para el centro</i>	<i>2,832</i>	<i>(92)</i>	<i>2,740</i>	<i>8</i>	<i>198</i>	<i>0</i>	<i>2,542</i>	<i>92.78%</i>	
Servicios Contratados	11,343	(1,215)	10,128	0	1,287	359	8,482	83.75%	
Otros	7,681	1,307	8,988	0	2,341	120	6,527	72.62%	
Gastos Indirectos	2,358	0	2,358	4	385	0	1,973	83.66%	
Total de Gastos	25,983	0	25,983	45	4,246	491	21,247	81.77%	
					Lo que va del año				
No Federales				Actual	Requerido				
De donaciones	6,496		6,496	1,018	1,061		5,478	84.33% *	
Total final:	32,479	0	32,479	5,264	0	0	27,215	83.79%	

* Representa el porcentaje (%) de donaciones faltantes

HEAD START/EARLY HEAD START
CREDIT CARD REPORT
2016/2017

-

MANAGER	VISA	Wal Mart
Gail Nadal		
Travel/Conference Center Supplies		\$ -
		\$ -
TOTAL	\$ -	\$ -
Genet Telahun		
Travel/Conference Center Supplies		\$ -
		\$ -
TOTAL	\$ -	\$ -
Mary Kragel		
Travel/Conference Center Supplies	\$ -	\$ -
	\$ 280.91	\$ -
TOTAL	\$ 280.91	\$ -
Gustavo Melgoza		
Travel/Conference Center Supplies		\$ -
		\$ -
TOTAL	\$ -	\$ -
Connie Luna		
Travel/Conference Center Supplies	\$ -	\$ -
		\$ -
TOTAL	\$ -	\$ -
Stephanie Gray		
Travel/Conference Center Supplies	\$ -	\$ -
		\$ -
TOTAL	\$ -	\$ -
Jacqueline Tam		
Travel/Conference Center Supplies		\$ -
		\$ -
TOTAL	\$ -	\$ -
Lana Volchansky		
Travel/Conference Center Supplies	\$ -	
TOTAL	\$ -	
VISA Grand Total	\$ 280.91	\$ -
NUGGET/FOOD 4 LESS	\$ 850.45	
INTERSTATE OIL	\$ 337.00	
Wal Mart	\$ 30.76	
TOTAL MONTHLY EXPENDITURES:	\$ 1,468.36	****

**Credit card statements available upon request

**Programas Head Start/Early Head Start
 REPORTE DE TARJETAS DE CRÉDITO
 Año FISCAL 2016/2017**

SUPERVISOR	VISA	Wal Mart
Gail Nadal		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>
Genet Telahun		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Mary Kragel		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ 280.91	\$ -
Total	<u>\$ 280.91</u>	<u>\$ -</u>
Gustavo Melgoza		
Viaje/Conferencia	\$ -	\$ -
Articulos para oficina	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Connie Luna		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Stephanie Gray		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Jacqueline Tam		
Viaje/Conferencia	\$ -	\$ -
Articulos para el centro	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>
Lana Volchansky		
Viaje/Conferencia	\$ -	
Articulos para el entro	\$ -	
	<u>\$ -</u>	
VISA Grand Total	\$ 280.91	\$ -
NUGGET/FOOD 4 LESS	\$ 850.45	
INTERSTATE OIL	\$ 337.00	
Wal Mart	\$ 30.76	

Total de Gastos Mensuales: \$ 1,468.36 ***

***Estados de ceunta de als tarjetas de credito, estan despinsibles, si son solicitadas.

**Headstart / Early Head Start
2016/2017 Fiscal Year
Administrative Percentage Calculation
January 31, 2017**

Step 1: Calculate % rent is administrative expense

Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
1,440.00	130,680.00	0.011019	\$ -	\$ -

Dual Facility Costs - All Sites July 2016 thru June 2017				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	27,387.00	0.013145	\$ 86,204.71	\$ 1,133.15

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 340,685.75	All Grants
Required 20 percent NFS	\$ 85,171.44	Non Federal Share
Total Approved Costs	<u>\$ 425,857.19</u>	
15% Administrative Cost Limitation	<u>\$ 63,878.58</u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 1,133.15	Per Above Calculation in step 1 Staff charged to Administration Indirect
School Admin	\$ 16,974.75	
General Admin	\$ 30,915.11	
Total	<u>\$ 49,023.01</u>	

Grant Expenditures	\$ 309,770.64
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 309,770.64</u>

Currently Charged Admin Costs	\$ 49,023.01
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 49,023.01</u>

Step 4: Calculate actual administrative percentage and verify less or equal to 15%

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 12%

**Child & Adult Care Food Program
Claim For Reimbursement Summary for December 2016**

04309-CACFP-57-PS-CS
YOLO CO SUPERINTENDENT OF SCHOOLS
 1280 SANTA ANITA CT STE 100
 WOODLAND, CA 95776-6127
 Vendor #: 105700
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2016	0	02/06/2017	02/06/2017	02/09/2017	Original

Child Care

	Free	Reduced	Base	Total
Enrollment Totals	132	0	0	132
Eligibility Percentages	100%	0%	0%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Lunch			
Free	260	3.1600	821.60
Reduced	0	2.7600	0.00
Base	0	0.3000	0.00
CIL	260	0.2300	59.80
Total	260		881.40
PM Snack			
Free	1,236	0.8600	1,062.96
Reduced	0	0.4300	0.00
Base	0	0.0700	0.00
Total	1,236		1,062.96

Head Start

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	1,465	1.7100	2,505.15
Reduced	0	1.4100	0.00
Base	0	0.2900	0.00
Total	1,465		2,505.15
AM Snack			
Free	204	0.8600	175.44
Reduced	0	0.4300	0.00
Base	0	0.0700	0.00
Total	204		175.44
Lunch			
Free	2,565	3.1600	8,105.40
Reduced	0	2.7600	0.00
Base	0	0.3000	0.00
CIL	2,565	0.2300	589.95
Total	2,565		8,695.35
PM Snack			
Free	882	0.8600	758.52

Reduced		0	0.4300	0.00
Base		0	0.0700	0.00
	Total	882		758.52
Claim Reimbursement Total				14,078.82

State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,465	\$0.1691	\$247.73
Total Lunches	2,825	\$0.1691	\$477.71
Total			\$725.44

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	13,429.07	649.75	725.44	14,804.26
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
Net Claim Reimbursement Total	13,429.07	649.75	725.44	14,804.26

Created By: kmagallanes on: 1/18/2017 12:50:28 PM Modified By: mcoombs on: 2/6/2017 11:38:47 AM

**EARLY HEAD START/PROGRAMA EARLY HEAD START
T & TA/T & TA**

Resource 5218/Recurso 5218	Proposed 2017/2018 Budget
CATEGORY/CATEGORÍA	
Revenues/Ingresos:	
All Other Federal/Todos los otros Federales	25,983
Total Revenues/Total de Ingresos	25,983
 Expenditures/Gastos:	
Salaries/Salarios	6,940
Benefits/Beneficios	1,263
Supplies/Provisiones	4,558
<i>Parent Activity Supplies & Food for Parent Meetings/ Artículos para las actividades de los padres y comida para las juntas</i>	1,769
<i>Site Supplies/ Artículos de oficina para el centro</i>	2,789
Contracted Services/Servicios Contratados	3,140
Other/Otros	7,681
Indirect Costs/Gastos Indirectos	2,401
Total Expenditures/Total de Gastos	25,983
 Non-Federal/No Federales	
In Kind/De donaciones	6,496
Grand Total:/Total final:	32,479



Yolo County Office of Education Head Start/Early Head Start

BUDGET JUSTIFICATION-HEAD START

HEAD START BASIC

The 2017-18 Yolo County Office of Education (YCOE) Head Start (HS) budget submission covers the fifth year of this 5 year grant application. Within the funding limitations, this budget supports the program goals and objectives as determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations and local needs.

The following are the major changes to the 2017-2018 Budget:

- Add Extra Duty and Overtime for Training for Teachers
- Eliminate .5 FTE Family Support Services Assistant
- Reduce 13 HS slots
 - Eliminate .625 Teacher
- Add .5 Associate Teacher



BUDGET JUSTIFICATION BY CATEGORY

Federal Funds

A. Personnel **\$ 1,382,025.00**

The budget for personnel includes funds for all the positions supported by this grant. The budget detail document lists all the positions and FTE's supported by the grant.

B. Fringe Benefits **\$ 546,567.00**

The YCOE provides a menu of health benefits and YCOE's contribution to health coverage is currently \$ 600.00 monthly for all full-time employees and prorated based on the number of hours worked. YCOE contributed to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite payroll taxes.

C. Travel **\$ 0**

No Funds have been allocated for travel.

D. Equipment **\$ 0**

No funds have been allocated for equipment.

E. Supplies **\$ 42,505.00**

Funds have been allocated for office supplies (general office supplies, paper, pens, small tools, software, electronics, small machines such as fax machines, office furniture, etc.), healthy/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials for the home base program, pupil service supplies, and gasoline (for vans).

F. Contractual **\$ 0**

No funds have been set aside for this line item

G. Construction **\$ 0**

Yolo County
OFFICE OF
EDUCATION

No funds have been set aside for construction

H. Other **\$ 551,813**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy paper, copy machine rental, insurance, local travel nutrition services, Child Service Consultants, parent services and food service funds.

Indirect Costs **\$ 248,953.00**

The approved indirect cost rate for 2017-2018 is 10.18%

Non-Federal Funds

A. Personnel

Volunteer time, including that of parents and community members is valued at the appropriate salary for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules. In addition to parent volunteers, these include student nurses from Brightwood College and interns from the University of California, Davis.

B. Fringe Benefits

E. Supplies

Various community agencies donate supplies, including toys, office supplies and books.

H. Other

Included State funded preschool programs that are coordinated with Head Start (funded through the State of California), Speech services for students (funded through



Washington Unified School District, Woodland Joint Unified School District, and Davis Unified School District, staff development (funded by school districts) T&TA opportunities are planned around 10 key concepts and principles. Please refer to the Technical Assistance and training Narrative, 2017-2018 for detail of the T & TA plan and budget.

BUDGET JUSTIFICATION – EARLY HEAD START**EARLY HEAD START BASIC**

The 2017-2018 Yolo County Office of Education (YCOE) Early Head Start (EHS) budget submission covers the fifth year of this 5 year grant application. Within the funding limitations, this budget supports the program’s goals and objectives as determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations, and local needs.

The following are the major changes made to the 2017-2018 budget:

- Add Extra Duty and Overtime for Training for Teachers

BUDGET JUSTIFICATION BY CATEGORY**Federal Funds**

A. Personnel **\$ 596,203.00**

The budget for personnel includes funds for all the positions supported by this grant. The budget detail document lists all the positions and FTE’s supported by the grant.

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EDUCATION

B. Fringe Benefits **\$ 215,149.00**

The YCOE provides a menu of health benefits, and YCOE's contribution to health coverage is currently \$600 monthly for all full-time employees and prorate based on the number of hours worked. YCOE contributes to Social Security, MediCare, unemployment insurance, worker's compensation insurance, and deducts all requisites payroll taxes.

C. Travel **\$ 0**

No funds have been allocated for travel.

D. Equipment **\$ 0**

No funds have been allocated for equipment.

E. Supplies **\$ 33,789.00**

Funds have been allocated for office supplies (general office supplies, paper, pens, small tools, software, electronics, small machines such as fax machines, office furniture, etc.), healthy/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay projects supplies and other consumables), instructional materials for the home base program, pupil services supplies, and gasoline (for vans).

F. Contractual **\$ 0**

No funds have been set aside for this line item.

G. Construction **\$ 0**

No funds have been set aside for construction

Yolo County
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EDUCATION

H. Other **\$ 115,813**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M & O, copy machine maintenance, copy paper, copy machine rental, insurance, local travel, nutrition services, child care consultants, parent services and food service funds.

Indirect Costs **\$ 96,543.00**

The approved indirect cost rate for 2017-2018 is 10.18%.

Non-Federal Funds

A. Personnel

Volunteer time, including that of parents and community members is valued at the appropriate salary for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules. In addition to parent volunteers, these include student nurses from Bright wood College and interns from the University of California, Davis.

B. Fringe Benefits

E. Supplies

Various community agencies donate supplies, including toys, office supplies and books.

H.Other

Includes State funded preschool programs that are coordinated with Early Head Start (funded through the state of California), Speech services for students, staff development & TA consultants and supplies (reduce fees for training), and volunteer services.



BUDGET JUSTIFICATION – TRAINING AND TECHNICAL ASSISTANCE (T & TA)

HEAD START AND EARLY HEAD START T & TA

The 2017-2018 Yolo County Office of Education (YCOE) Head Start and Early Head Start T & TA submission covers the fifth year of this 5 year grant application. Within the funding limitations, this budget supports the program’s goals and objectives as determined and enforces learning opportunities for professional development through coaching and mentoring.

There we no changes made to the 2017-2018 budgets:

BUDGET JUSTIFICATION BY CATEGORY

Federal Funds

A. Personnel	HS	\$ 9,454.00
	EHS	\$ 6,940.00

The budget for personnel includes substitutes to cover coaching only. Funds for all the positions supported by this grant.

B. Fringe Benefits	HS	\$ 1,722.00
	EHS	\$ 1,263.00

YCOE contributes to Social Security, MediCare, unemployment insurance, worker’s compensation insurance, and deducts all requisites payroll taxes.

C. Travel	HS	\$ 10,340.00
	EHS	\$ 7,681.00

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EDUCATION

D. Equipment	HS	\$	0
	EHS	\$	0

No funds have been allocated for equipment.

E. Supplies	HS	\$ 5,354.00
	EHS	\$ 4,558.00

Funds have been allocated for office supplies (general office supplies, paper, pens, small tools, software, electronics, small machines such as fax machines, office furniture, etc.), healthy/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials, training materials for the home base program, pupil services supplies.

F. Contractual

Funds have been set aside under "Section H other" for local consultants and child care providers.

G. Construction

No funds have been set aside for construction

H. Other

(Professional Development Consultants)	HS	\$ 3,709.00
(Child Care Providers)	EHS	\$ 3,140.00

Indirect Costs	HS	\$ 3,113.00
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Yolo County
OFFICE OF
EDUCATION

EHS \$ 2,401.00

The approved indirect cost rate for 2017-2018 is 10.18%.

YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of October, November, and December 2016	AGENDA ITEM #: 3.10
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: <div style="text-align: center;">Viola DeVita</div>
BACKGROUND:	DATE: February 28, 2017

Each year the County Superintendent of Schools must prepare quarterly reports for County Boards of Education that reflect the results of visits to the Decile 1-3 schools in the county, as a result of the Williams Settlement per California Education Code 1240

Please refer to the attached letter and accompanying documents.

Three districts in Yolo County are in Decile 1-3: Washington USD, Winters JUSD, and Woodland JUSD.

Davis JUSD and Esparto USD are not in Decile 1-3 but are included in the Uniform Complaints section of the report.

RECOMMENDATION/COMMENTS: For information.

***Williams Quarterly Report for Three Required Areas and
Optional Reporting of Uniform Complaints
Quarter of October, November, December 2016***

February 28, 2017

Matt Taylor, President
Cirenio Rodriguez, Vice President
Bill Owens
Carol Souza Cole
Shelton B. Yip

Dear Trustees Taylor, Rodriguez, Owens, Souza Cole, and Yip:

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide the second quarterly report for fiscal year 2016-2017 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of my visits to the Williams schools in the Washington Unified, Winters Joint Unified, and the Woodland Joint Unified school districts for the period of October, November, and December 2016.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which, Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, and Westfield Village Elementary, Waggoner Elementary, Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary Schools are functioning.

Before proceeding with the report, let me define some basic terms:

- “Sufficient textbooks or instructional materials” means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.”
- “Good Repair” means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in “good repair.”

My findings were as follows:

Instructional Materials:

Washington Unified School District:

Elkhorn Village Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Riverbank K-8 Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Stonegate Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Westfield Village Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Winters Joint Unified School District:

Waggoner Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Joint Unified School District:

Dingle Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Freeman Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Gibson Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Ramón S. Tafoya Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Prairie Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

School Facilities:

Washington Unified School District:

Elkhorn Village Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Riverbank K-8 Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Stonegate Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Westfield Village Elementary School: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Winters Joint Unified School District:

Waggoner Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Joint Unified School District:

Dingle Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Freeman Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Gibson Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Ramón S. Tafoya Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Prairie Elementary: No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

School Accountability Report Card:

County Superintendent reviews of SARCs for all districts and Williams schools published in 2015-16 (based on data collected in 2014-15) were found to be in compliance. The SARC reports for 2015-16 will be reviewed in the spring of 2017. Any findings, remedies, and/or schedules for remediation from the fall 2016-17 Williams site monitoring visit should be included in the 2015-16 SARC report. Failure to report the Williams Settlement monitoring visit findings of deficiencies and their remedies will result in an additional finding in next year's SARC audit and annual Williams report to the Washington Unified School Board, the Winters Joint Unified School Board, the Woodland Joint Unified School Board, the Yolo County Board of Education, and the Yolo County Board of Supervisors.

Teacher Misassignments and Teacher Vacancies:

Quarterly report submissions were reviewed. No complaints were received during this quarter.

Uniform Complaints:

A review of the quarterly submissions showed:

Davis Joint Unified School District – no complaints

Esparto Unified School District – no complaints

Washington Unified School District – one complaint (attached)

Winters Joint Unified School District – no complaints

Woodland Joint Unified School District – no complaints

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	1	1	0
TOTALS	0	0	0

In conclusion, let me assure each of you receiving this report that the Yolo County Office of Education is available to support the actions that may be needed to be taken to address the needs identified in my report.

Sincerely,



Jesse Ortiz, Ed.D.
Superintendent



WILLIAMS COMPLAINT FORM

Fur Office Use Only
Date Received

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, condition of facilities that are not maintained in a clean and/or safe manner, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information below. Response requested: Yes No

Name (Optional): Math Jones & Staff Phone (Optional): Day: _____ Evening: _____

Address (Optional): _____
Number Street Apt # City State Zip

ISSUE OF COMPLAINT (Please check all that apply):

1) Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials

2) Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3) Teacher Vacancy or Misassignment

- Teacher vacancy—A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, if the position is for a one-semester course, or a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment—A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment—A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4) High School Examination (For school districts who receive intensive instruction funds)

- Pupils who have not passed the high school exit exam by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d) (4) and (5) after the completion of grade 12

Date of Issue/Concern: 8/17/16 - continuous Course or Grade Level K-8 Teacher Name: All Room: Gross Field

Location of Problem (School Name/Address): 2747 Linden Rd - Southport Elementary

Please describe the issue of your complaint in detail The grass field is ~~badly~~ muddy, wet, and has several holes that can cause serious injury to students and staff. Several request and complaints have been made.

Attach additional pages if necessary

Please file this complaint at: Washington Unified School District
Attn: Assistant Superintendent of Educational Services
930 Westacre Road
West Sacramento, CA 95691

Scott Lantsberger

From: Scott Lantsberger
Sent: Friday, October 28, 2016 5:00 PM
To: Kendra Reynolds
Cc: Amber Lee
Subject: RE: Southport Playfield - Williams Complaint

Kendra --

I've had staff look into the concerns at the Southport play field. They did a quick field survey of the Southport Playfield with one of the District's Groundskeepers. The immediate problem had already been repaired; the second time the hole was repaired in the past couple of month. The hole has been the result of a broken sprinkler both times. We think the sprinkler is being ran over by something heavy; maybe even the District's mower. During the survey, a second sprinkler in need of repair was found and it will be repaired Monday. In the interim, it is marked with a cone.

There are also some long term issues to be looked at and are working on solutions for them as well. For example, the path-of-entry into the field from the portables is a muddy slope due to the filed being higher than the adjacent concrete. Products that can alleviate this issue are being considered. Other issues are related to design changes to the site over the years with minimal modifications to the playfields. To the north of the property, there is still dirt from an old baseball field and sprinklers that need to be adjusted or modified. Also to the north, under the solar arrays, there are too many sprinkler heads still running with all of the new shade. This has caused an over-watering condition along the north fence. The entire field can use an application of weed and feed and some over seeding as well.

The immediate needs will be addressed and progress on the long-term issue will be planned for the summer of 2017.

Please let me know if you have any additional questions.

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YOLO COUNTY BOARD OF EDUCATION
Letter of Transmittal to County Board
From the Superintendent

SUBJECT: Suggested Future Agenda Items	AGENDA ITEM #: 3.11
PER: <input checked="" type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Superintendent's Office
<u>BACKGROUND:</u>	DATE: February 28, 2017

1. Approval of Board Policies and Administrative Regulations
01-20-15 Special Meeting: per Superintendent, revisions of the Board Policies and Administrative Regulations have been finalized and need to be brought to the Board for approval.
08-25-15 Update: The Board adopted the 5000 Series (Students) Board policies; the Board requested to hold off on further review/approval until California County Boards of Education policies are published.

RECOMMENDATION/COMMENTS: This agenda item serves as a tracking tool for future agenda items. The Board may want to add additional item(s).