

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
February 15<sup>th</sup>, 2018  
3:00PM  
Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Members Present
- IV. Correspondence
  - a. February Pirates Post Newsletter
  - b. January 21<sup>st</sup>, 2018 "Sunshine Letter" from Plaza Teachers Association
- V. Superintendent Report/Information
  - A. Plaza Community Club
  - B. Local Control and Accountability Plan
  - C. School Site Council (SSC)
  - D. Staffing
    - 1. School Office
    - 2. Learning Specialist
  - E. Enrollment
  - F. English Language Development
  - G. New Construction/Modernization
    - 1. Financial Hardship App
    - 2. Developer Fee Justification Study
    - 3. Master Planning Committee
  - H. Facilities
    - 1. Proposition 39 Plan
    - 2. Roof
  - I. Water System
- VI. Comments: Agenda Items Only—Any person wishing to address the Board will identify themselves, the agenda item they are speaking about, and limit remarks to three minutes.
- VII. Action
  - A. Old Business
  - B. New Business
    - 1. Consent Agenda: Routine matters that can be approved with one motion.
      - a. Approve Minutes of the January 25<sup>th</sup>, 2018 Regular Board Meeting
      - b. Approve Warrant Registers—
      - c. Approve Budget Transfers— None
    - 2. Approve Revisions to 2017-18 Safe School Plan
    - 3. Approve 8<sup>th</sup> Grade Field Trip Request to Mt. Lassen Visitor Center, Mineral, CA March 28<sup>th</sup>, 2018
- VIII. Comments: Non Agenda Items—The Board Clerk will allow three minutes for speakers to address the appropriate matters. Speakers will identify themselves when acknowledged by the Clerk.
- IX. Closed Session-

**Plaza School District**

**7322 County Road 24**

**Orland, CA 95963**

**BOARD OF TRUSTEES**

**Regular Board Meeting**

**February 15<sup>th</sup>, 2018**

**3:00PM**

**Agenda**

- a. Contract Negotiations-- Pursuant to California Education Code**
- X. Adjournment**



# THE PIRATE'S POST

January 26, 2018



Check out our website at [www.Plazaschool.org](http://www.Plazaschool.org) for Information, Events and Dates!

## Plaza Community Club Needs Your Help!

It's that time of the year again when PCC needs your help hosting the annual Plaza School Carnival. This year the event will be held **on Saturday, April 21<sup>st</sup> from 4-8pm**. This is by far the biggest, and most exciting fundraiser of the year. Nearly all of the money raised this year will come from this one great event. The carnival offers delicious food, fun games and rides, a small silent auction, and prizes to raffle.

We could really use **help setting up on Friday, April 20<sup>th</sup> from 3-5pm and/or cleaning up and putting things away after the event concludes Saturday**. With enough help, both can be done quickly and easily. Without it, a few people who have already planned, organized, and put on the event will end up being here all night Friday, Saturday and again on Sunday.

If you would like to learn more about how you can help by donating time, money, or auction items, please ask a PCC officer, or stop by the office and see Mr. Conklin. The carnival will be discussed in our next PCC meeting at 6pm on Thursday, February 15<sup>th</sup> at the Orland Round Table.

## Box Tops

Each year students in all grade levels collect box tops to help support Plaza School. The money raised will go towards purchasing books and resources for the library. The goal this year is to raise over \$1,000. Please help us achieve this goal by turning in your box tops. In order to be more efficient, put box tops in baggies and label how many you have turned in.



## Dates to Remember

- Jan. 30th 2018-19 Kindergarten Round Up  
( Appointments required)
- Jan. 31<sup>st</sup> **Minimum Day Dismissal 12:45**  
Teacher Professional Development
- Feb. 1<sup>st</sup> School Site Council @ 3pm
- Feb. 2<sup>nd</sup> 7<sup>th</sup>/8<sup>th</sup> Basketball at  
Orland Rec Center @ 12:30
- Feb. 9<sup>th</sup> 7<sup>th</sup>/8<sup>th</sup> Basketball at  
Orland Rec Center @ 12:30
- Feb. 15<sup>th</sup> Plaza School Board Meeting @3pm  
Plaza Community Club @ 6pm  
@ Orland Round Table
- Feb 15-16<sup>th</sup> 7<sup>th</sup>/8<sup>th</sup> Basketball Tournament  
@ Orland Rec Center
- Feb. 19-23<sup>rd</sup> NO SCHOOL: Winter Break**
- Feb. 28<sup>th</sup> **Minimum Day Dismissal @ 12:45**  
for Teacher Professional Development
- Mar. 2<sup>nd</sup> End of 2<sup>nd</sup> Trimester
- Mar. 9<sup>th</sup> Report Cards
- Mar. 15<sup>th</sup> Plaza School Board Meeting @ 6pm  
Plaza Community Club @ 6pm  
at Orland Round Table
- Mar. 16<sup>th</sup> 2<sup>nd</sup> Trimester Awards Ceremony  
Plaza Community Club  
Father-Daughter Dance @ 6pm



## Club Live Candy Grams!

Plaza School Club Live members will be selling Valentine's Day Candy grams for \$5 each. Orders must be turned in by February 8<sup>th</sup>. Forms are also available in the office. There are three different options to choose from, each of which includes a small valentine plush. Candy grams will be delivered to students on Wednesday, February 14<sup>th</sup>.



## Glenn Interscholastic Film Festival (GIFF)

The GIFF is a country wide event that provides an opportunity for K-12 students to demonstrate learning in a 21<sup>st</sup> century context and showcase their work in front of a community audience. To participate, students create, as individuals or in groups, short videos (up to three minutes long) on a designated theme and submit them to the Glenn County Office of Education for judging by a celebrity panel. The top films debut at a spring film festival.

### This year's theme is investigation.

If you are interested in participating, please see Mr. Conklin. Videos are to be no more than 3 minutes long and submissions are due

**March 21<sup>st</sup>, 2018.**



## Father-Daughter Dance



Plaza Community Club has rescheduled the Father-Daughter Dance for Friday, March 16<sup>th</sup> at 6pm in the school cafeteria. One adult over 18 can chaperone one female student. It doesn't have to be her father. PCC would like to display one picture of each couple. If you have any you would like to include in the display, please turn them into the school office. Include your child's name to ensure they get returned to you after the dance.

## Yearbook

The Yearbook Committee is working hard on this year's book. If you have group pictures of students doing school activities, please email them to Mrs. Henning at [Khenning@glenncoe.org](mailto:Khenning@glenncoe.org). The goal is to get every student in at least one picture other than their portrait. If you would like to purchase an advertisement for your business or an 8<sup>th</sup> grade congratulation space, please see Mrs. Henning, or stop by the office.

**Y** is for **Yearbook!**



**Plaza Community Club (PCC)**  
**Minutes for January 18<sup>th</sup>, 2018**

6:00 pm - John called meeting to order

November minutes read by Kristina – m/Scott, 2<sup>nd</sup>/ Martha – AA

Treasurer report read by Sara – m/ Scott, 2<sup>nd</sup>/ Kristen – AA

**Old Business**

Father/ Daughter Dance NEW Date will be 3/16

Sara had a meat update for the Carnival - Tri Tip will come from Olsen Meat for \$2.89 lb. Pick up Tuesday and need a freezer to store it in.....

**New Business**

Carnival Tickets have been made and look great!

Kristen asked for any suggestions on who she uses for help for the games for the carnival. She needs 15-20 kids to help. She will offer it to our 7th grade class and move onto Lake Sheep 4H group (we used last year) if she can't get enough help.

Kristina will get Sign Up Genius up and running for sign ups.

Meeting adjourned at 6:26 pm

## **School Site Council (SSC)**

**February 1<sup>st</sup>, 2018**

**3:00pm**

### **Agenda**

- I. Pledge of Allegiance
- II. Call meeting to Order
- III. Members Present
- IV. Approve October 19<sup>th</sup>, 2017 Minutes
- V. Approve Health and Wellness Policy
- VI. Approve 2017-18 School Safety Plan
- VII. Discuss School Accountability Report Card (SARC)
- VIII. Discuss Local Control and Accountability Plan (LCAP) Goals
- IX. Discuss Single Plan for Student Achievement (SPSA) Goals
- X. Discuss Local Education Agency Plan (LEAP) Goals
- XI. Adjournment



## **School Site Council Minutes**

**Thursday, October 19<sup>th</sup>, 2017**

**3:00pm**

### **1. Welcome/Introduction**

**Present:** Loretta Osburn, Karen Fleming, Stacey Spangler, Jim Byerly, Jennifer Folgesong, Anton Van Straaten, Patrick Conklin

**Absent:** Jennifer Limberg, Linda Friesen

**Called to Order:** 3:05

Introductions were made by all.

### **2. Purpose of SSC**

Mr. Conklin explained the purpose of SSC. Plaza receive approximately \$15,000 of Federal money; therefore must have a SSC made up of parents, teachers, administrators who make recommendations to the board for federal plans and monitor spending.

### **3. Election of Officers**

DO moved to elect Karen Fleming Chair. JF Second. AA

JB moved to elect Stacey Spangler Vice Chair. DO Second. AA

SS moved to elect Loretta Osburn Secretary. JB Second. AA

### **4. Approve April 13, 2017 minutes**

Mr. Conklin reviewed the minutes. Loretta Osborn made the motion. Stacey Spangler Second. All approved.

### **5. School Site Council Handbook and Bylaws**

Mr. Conklin discussed the Bylaws

### **6. School Advisory Committee**

With a minimal amount of English Learners, this committee was merged with SSC. Karen Fleming made the motion. Jim Byerly second. All approved.

### **7. Consolidated Application and Local Education Agency Plan (LEAP)**

Mr. Conklin explained that the Consolidated Application and LEAP are federal requirements in order to receive federal money.

### **8. Local Control and Accountability Plan (LCAP) Goals**

Mr. Conklin explained that LCAP is a state requirement, not a federal one. Since the state requires community engagement, SSC will also help develop the LCAP.

#### **9. School Safety Plan**

Mr. Conklin explained that this is a state requirement that SSC can help monitor.

#### **10. School Accountability Report Card (SARC)**

Mr. Conklin explained that the SARC must be posted on our website no later than February 1<sup>st</sup>.

#### **11. Parent-School Compact**

Mr. Conklin explained the federal requirement where schools receiving federal money must have students and parents sign a parent-school compact that SSC has helped develop.

#### **12. Health and Wellness Policies**

Mr. Conklin explained that districts who participate in the free or reduced price meal program must have a health and wellness policy that is compliant with state and federal code.

**Meeting Adjourned at 4:50pm**



MEMORANDUM OF UNDERSTANDING  
Between  
Plaza Elementary School District  
And  
Glenn County Office of Education

Purpose:

This Memorandum of Understanding (MOU) establishes a formal working relationship between Plaza Elementary School District (PESD) and Glenn County Office of Education (GCOE) acting as partners in the delivery Special Education and School Wide Literary Intervention Services. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of these services. Both parties will ensure that the programs are conducted in compliance with all laws, rules and regulations.

Description of Services:

Students at Plaza Elementary School will receive Special Education and Literary Intervention services as needed. The primary delivery model K - 8 will be through school-wide intervention. Additional direct Special Education Services will be provided as needed. The services will be delivered through a Blended Services "Learning Center Approach" model using student data to drive instruction, intervention and cycles. The intervention team includes, General Education, Special Education, Title I and English Language Learner Teachers and staff.

Glenn County Office of Education will agree to:

- Provide a 1.0 Education Specialist
- Provide 6 hours per day Instructional Assistant time
- Co-Coordination of the School Wide Intervention Program

Plaza Elementary School District will agree to:

- Provide funding to GCOE for twenty percent (20%) of the cost of a 1.0 Education Specialist/Intervention Specialist for 2018-19. (Cost includes: Salary, Health & Welfare and Statutory Deductions)
- Provide Instructional Supplies, Required Textbooks and intervention materials

Both parties shall share in the development, implementation, monitoring and evaluation of the model while providing mentoring, guidance and professional development of those involved.

Terms

The terms of this MOU shall be for one year, 2018-2019. A decision will be made whether to continue the services as-is, revise or discontinue the model and MOU, not later than January 1<sup>st</sup>, 2019. At that time, if the decision is to continue the model, a three-year MOU will be developed for 2019-20, 2020-21 and 2021-2022. The model and MOU will be reviewed annually. After the three-year period if the MOU is not reinstated, the District will revert to the existing level of Special Education Services as of 2017-18.

\_\_\_\_\_  
Patrick Conklin, Superintendent  
Plaza Elementary School District

\_\_\_\_\_  
Jacki Campos, SELPA Director/Assistant  
Superintendent of Student Services

Date \_\_\_\_\_

Date \_\_\_\_\_

## REQUEST FOR PROPOSAL

Notice is hereby given that sealed bids will be received by Plaza Elementary School located at 7322 County Road, Orland, CA 95963 for a roofing system installation. Bids will be received until 10:00 a.m. March 7, 2018, at which time all bids will be publicly opened and read aloud. A mandatory pre-bid walk-through will be held at 10:00 a.m. on February 21, 2018. All bidding contractors are to meet at the project site located at 7322 County Road, Orland, CA 95963. A California contractor's license C-39, DIR registration and bonds will be required.

Published February 7, 2018 and February 17, 2018





EDMUND G. BROWN JR.  
GOVERNOR

MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

**State Water Resources Control Board**  
Division of Drinking Water

January 24, 2018  
Certified Mail/Return  
7012 3460 0003 1112 9479

Plaza Elementary School  
7322 County Road 24  
Orland, CA 95963

Attention: Patrick Conklin, Superintendent

**RE: Plaza Elementary School, Public Water System No. 1100448 – Citation No. 21-18C-004  
for Exceedance of the Bacteriological Maximum Contaminant Level in January 2018.**

Enclosed is a citation issued to the Plaza Elementary School (System). The citation is being issued because the System failed to achieve the State Total Coliform Rule (TCR) drinking water standard during January 2018. It is important that you read this citation carefully and complete all directives by the dates specified. Public notification is required.

Because your water system had two or more total coliform-positive samples in a month, the U.S. EPA's Revised Total Coliform Rule requires your water system to conduct a Level 1 Assessment. The State has not yet adopted this new rule. We are advising you to comply with the new rule and conduct the assessment as specified in the directives of this citation.

Any person who is aggrieved by an order or decision issued by the Division, may file a petition with the State Water Board for reconsideration of the order or decision. Petitions must be received by the State Board within 30 days of the issuance of the order or decision. The date of issuance is the date when the Division mails a copy of the order or decision. If the 30th day falls on a Saturday, Sunday, or state holiday, the petition is due the following business day. Petitions must be received by 5:00 p.m. See attached Applicable Authorities for relevant statutory provisions for filing a petition.

For more Information regarding filing petitions, visit the following website:  
[http://www.waterboards.ca.gov/drinking\\_water/programs/petitions/index.shtml](http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml)

Note that Section 116577 of the California Safe Drinking Water Act provides for the Division to be reimbursed by the Water System for costs incurred for preparing and issuing a citation. In accordance with Section 116577, the Water System will be billed for the preparation and issuance of this citation.

If you have any questions regarding this matter, please call Paul Rowe at (530) 224-4866 or me at (530) 224-4861.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. Crenshaw". The signature is fluid and cursive, with the first name "Reese" and last name "Crenshaw" clearly distinguishable.

Reese B. Crenshaw, P.E.  
Valley District Engineer  
Drinking Water Field Operations Branch

Enclosure

cc: Glenn County Environmental Health



1 **Citation No. 21-18C-004**

2  
3 **STATE OF CALIFORNIA**  
4 **WATER RESOURCES CONTROL BOARD**  
5 **DIVISION OF DRINKING WATER**  
6

7 **Public Water System:** Plaza Elementary School

8 **Water System No.:** 1100448

9  
10 **To:** Plaza Elementary School  
11 Attn: Patrick Conklin, Superintendent  
12 7322 County Road 24  
13 Orland, CA 95963  
14

15 **Issued:** January 24, 2018  
16 VIA CERTIFIED MAIL  
17  
18

19 **CITATION FOR NONCOMPLIANCE**  
20 **With Title 22 California Code of Regulations**  
21 **Section 64426.1(b)**  
22

23 Section 116650 of the California Health and Safety Code (CHSC) authorizes the  
24 issuance of a citation for failure to comply with a requirement of the California Safe  
25 Drinking Water Act (CHSC, Division 104, Part 12, Chapter 4, commencing with  
26 Section 116270), or any regulation, standard, permit, or order issued thereunder. The  
27 State Water Resources Control Board (hereinafter "State Board"), acting by and

1 for the Division, hereby issues a citation to Plaza Elementary School for failure to  
2 comply with Section 64426.1(b), Title 22, of the California Code of Regulations (CCR).

#### 3 4 **APPLICABLE AUTHORITIES**

5 See **Attachment 'A'** for a list of the applicable authorities.

#### 6 7 **STATEMENT OF FACTS**

8 The Plaza Elementary School, domestic water system (System) is classified as a  
9 nontransient noncommunity water system serving approximately 230 persons per  
10 day. In accordance with Section 64423 of Title 22, the System is required to collect  
11 one routine bacteriological sample per month, unless there was a positive  
12 bacteriological sample the previous month. If there was a positive sample the  
13 previous month, five routine bacteriological samples are required, unless otherwise  
14 waived by the Division. On January 10, 2018, one routine sample was collected from  
15 the distribution system, which indicated the presence of total coliform bacteria. On  
16 January 11, 2018, two out of four repeat samples collected also indicated the  
17 presence of total coliform bacteria. No sample discussed herein was positive for E.  
18 coli.

#### 19 20 **DETERMINATIONS**

21 The Division has determined that the System violated Section 64426.1(b)(2), Title 22,  
22 of the CCR, in that more than one sample in a month contained total coliform bacteria  
23 in the distribution system. The System also triggered a Level 1 Assessment for  
24 January 2018, per the revised Total Coliform Rule (rTCR), codified in Title 40 of the  
25 Code of Federal Regulations (CFR), Section 141.859.



1 **DIRECTIVES**

2 The System is hereby directed to take the following actions:

- 3
- 4 1. Comply with Total Coliform Rule codified in Section 64426.1, Title 22, of the
- 5 CCR in all future monitoring periods.
- 6
- 7 2. **Within 30 days** of the issuance of this Citation, provide public notification in
- 8 accordance with **Attachment B**, to all persons served by the System of the
- 9 MCL violation as required by Section 64463.4(c) and Section 64465, Title 22,
- 10 of the CCR. Notification shall be completed in accordance Section
- 11 64463.4(c)(2) specified in the attached Applicable Authorities.
- 12
- 13 3. Changes and/or modifications to **Attachment B** shall not be made unless
- 14 approved by the Division.
- 15
- 16 4. Complete and return **Attachment C**, "Certification of Completion of Public
- 17 Notification" form **within 10 days** of giving public notice. A copy of the notice
- 18 used to provide public notification shall be attached to the form.
- 19
- 20 5. As a result of the January 2018 total coliform results, **within 30 days of the**
- 21 **issuance of this Citation**, the System must submit to the Division a completed
- 22 and signed rTCR Level 1 Assessment form (**Attachment D**). Furthermore, all
- 23 necessary corrective action specified on the Assessment must be addressed
- 24 and verified (via fax, email, mail, or phone) to the Division within **30 days of**
- 25 **completed Assessment**.
- 26

1       6. Collect and report five (5) routine bacteriological samples in the distribution  
2       system in the month of **February 2018**.

3  
4       7. Re-install the pressure relief valve **by no later than February 1, 2018**.

5  
6       All documents required by this Citation to be submitted to the Division shall be  
7       submitted to the following address:

8  
9       Reese B. Crenshaw, P. E.  
10      Valley District Engineer  
11      Drinking Water Field Operations  
12      Division of Drinking Water  
13      State Water Resources Control Board  
14      364 Knollcrest Drive, Suite 101  
15      Redding, CA 96002  
16      (530) 224-4800

17  
18      Nothing in this Citation relieves the System of its obligation to meet the requirements  
19      of Health and Safety Code, Division 104, Part 12, Chapter 4 (California Safe Drinking  
20      Water Act), or any regulation, permit, standard or order issued or adopted thereunder.

21  
22      The Division reserves the right to make such modifications to this Citation, as it may  
23      deem necessary to protect public health and safety. Such modifications may be  
24      issued as amendments to this Citation and shall be effective upon issuance.

25  
26      **FURTHER ENFORCEMENT ACTION**

27      The California SDWA authorizes the State Board to: issue citation with assessment of  
28      administrative penalties to a public water system for violation or continued violation of  
29      the requirements of the California SDWA or any permit, regulation, permit or order  
30      issued or adopted thereunder including, but not limited to, failure to correct a violation  
31      identified in a citation or compliance order. The California SDWA also authorizes the



1 State Board to take action to suspend or revoke a permit that has been issued to a  
2 public water system if the system has violated applicable law or regulations or has  
3 failed to comply with an order of the State Board; and to petition the superior court to  
4 take various enforcement measures against a public water system that has failed to  
5 comply with an order of the State Board. The State Board does not waive any further  
6 enforcement action by issuance of this citation.

### 7 8 **PARTIES BOUND**

9 This Citation shall apply to and be binding upon the System, its officers, directors,  
10 agents, employees, contractors, successors, and assignees.

### 11 12 **SEVERABILITY**

13 The directives of this Citation are severable, and the System shall comply with each  
14 and every provision thereof notwithstanding the effectiveness of any other provision.

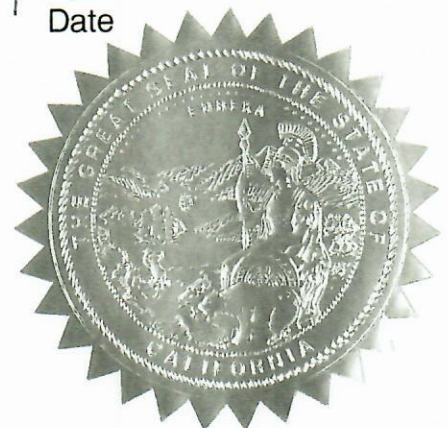
15  
16  
17 

18 Reese B. Crenshaw, P.E., District Engineer  
19 Valley District  
20 Drinking Water Field Operations Branch  
21

1/24/18  
Date

### 22 **Attachments:**

- 23 Attachment 'A' - Applicable Authorities
- 24 Attachment 'B' - Public Notification Template
- 25 Attachment 'C' - Certification of Completion
- 26 Attachment 'D' - rTCR Level 1 Assessment Form





**APPLICABLE AUTHORITIES**

**Section 116650 of the CHSC states in relevant part:**

- (a) If the Department determines that a public water system is in violation of this chapter or any regulation, permit, standard, citation, or order issued or adopted thereunder, the department may issue a citation to the public water system. The citation shall be served upon the public water system personally or by certified mail. Service shall be deemed effective as of the date of personal service or the date of receipt of the certified mail. If a person to whom a citation is directed refuses to accept delivery of the certified mail, the date of service shall be deemed to be the date of mailing.*
- (b) Each citation shall be in writing and shall describe the nature of the violation or violations, including a reference to the statutory provision, standard, order, citation, permit, or regulation alleged to have been violated.*
- (c) A citation may specify a date for elimination or correction of the condition constituting the violation.*
- (d) A citation may include the assessment of a penalty as specified in subdivision (e).*
- (e) The department may assess a penalty in an amount not to exceed one thousand dollars (\$1,000) per day for each day that a violation occurred, and for each day that a violation continues to occur. A separate penalty may be assessed for each violation.*

**Section 116701 of the CHSC states in relevant part:**

**Petitions to Orders and Decisions**

- (a) Within 30 days of issuance of an order or decision issued by the deputy director under Article 8 (commencing with Section 116625) or Article 9 (commencing with Section 116650), an aggrieved person may petition the state board for reconsideration. Where the order or decision of the deputy director is issued after a hearing under Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, this section shall apply instead of Section 11521 of the Government Code.*
- (b) The petition shall include the name and address of the petitioner, a copy of the order or decision for which the petitioner seeks reconsideration, identification of the reason the petitioner alleges the issuance of the order was inappropriate or improper, the specific action the petitioner requests, and other information as the state board may prescribe. The petition shall be accompanied by a statement of points and authorities of the legal issues raised by the petition.*
- (c) The evidence before the state board shall consist of the record before the deputy director and any other relevant evidence that, in the judgment of the state board, should be considered to implement the policies of this chapter. The state board may, in its discretion, hold a hearing for receipt of additional evidence.*
- (d) The state board may refuse to reconsider the order or decision if the petition fails to raise substantial issues that are appropriate for review, may deny the petition upon a determination that the issuance of the order or decision was appropriate and proper, may set aside or modify the order or decision, or take other appropriate action. The state board's action pursuant to this subdivision shall constitute the state board's completion of its reconsideration.*



ATTACHMENT A

- (e) *The state board, upon notice and hearing, if a hearing is held, may stay in whole or in part the effect of the order or decision of the deputy director.*
- (f) *If an order of the deputy director is subject to reconsideration under this section, the filing of a petition for reconsideration is an administrative remedy that must be exhausted before filing a petition for writ of mandate under Section 116625 or 116700.*

**Section 64423(a)(2), Title 22, of the CCR states in relevant part:**

- (2) *The minimum number of samples for nontransient-noncommunity water systems shall be based on the known population served as shown in Table 64423-A during those months when the system is operating. A nontransient-noncommunity water system using groundwater which serves 25-1000 persons may request from the State Board a reduction in monitoring frequency if it has not violated the requirements in this article during the past twelve months. The minimum reduced frequency shall not be less than one sample per quarter.*

**Table 64423-A**  
**Minimum Number of Routine Total Coliform Samples**

<i>Monthly Population Served</i>	<i>Service Connections</i>	<i>Minimum Number of Samples</i>
25 to 1000	15 to 400	1 per month
1,001 to 2,500	401 to 890	2 per month
2,501 to 3,300	891 to 1,180	3 per month
3,301 to 4,100	1,181 to 1,460	4 per month
4,101 to 4,900	1,461 to 1,750	5 per month
4,901 to 5,800	1,751 to 2,100	6 per month
5,801 to 6,700	2,101 to 2,400	7 per month
6,701 to 7,600	2,401 to 2,700	2 per week
7,601 to 12,900	2,701 to 4,600	3 per week
12,901 to 17,200	4,601 to 6,100	4 per week
17,201 to 21,500	6,101 to 7,700	5 per week



**Table 64423-A**  
**Minimum Number of Routine Total Coliform Samples**

<i>Monthly Population Served</i>	<i>Service Connections</i>	<i>Minimum Number of Samples</i>
21,501 to 25,000	7,701 to 8,900	6 per week
25,001 to 33,000	8,901 to 11,800	8 per week
33,001 to 41,000	11,801 to 14,600	10 per week
41,001 to 50,000	14,601 to 17,900	12 per week
50,001 to 59,000	17,901 to 21,100	15 per week
59,001 to 70,000	21,101 to 25,000	18 per week
70,001 to 83,000	25,001 to 29,600	20 per week
83,001 to 96,000	29,601 to 34,300	23 per week
96,001 to 130,000	34,301 to 46,400	25 per week
130,001 to 220,000	46,401 to 78,600	30 per week
220,001 to 320,000	78,601 to 114,300	38 per week
320,001 to 450,000	114,301 to 160,700	50 per week
450,001 to 600,000	160,701 to 214,300	55 per week
600,001 to 780,000	214,301 to 278,600	60 per week
780,001 to 970,000	278,601 to 346,400	70 per week
970,001 to 1,230,000	346,401 to 439,300	75 per week
1,230,001 to 1,520,000	439,301 to 542,900	85 per week
1,520,001 to 1,850,000	542,901 to 660,700	90 per week
1,850,001 to 2,270,000	660,701 to 810,700	98 per week
2,270,001 to 3,020,000	810,701 to 1,078,600	105 per week
3,020,001 to 3,960,000	1,078,601 to 1,414,300	110 per week
3,960,001 or more	1,414,301 or more	120 per week

**Section 64426.1(b), Title 22, of the CCR states in relevant part:**

*(b) A public water system is in violation of the total coliform maximum contaminant level (MCL) when any of the following occurs:*

- (1) For a public water system which collects at least 40 samples per month, more than 5.0 percent of the samples collected during any month are total coliform-positive; or*

ATTACHMENT A

- (2) For a public water system which collects fewer than 40 samples per month, more than one sample collected during any month is total coliform-positive; or*
- (3) Any repeat sample is fecal coliform-positive or E. coli-positive; or,*
- (4) Any repeat sample following a fecal coliform-positive or E. coli-positive routine sample is total coliform-positive.*

**Section 64463.4(c)(2), Title 22, of the CCR states in relevant part:**

*Unless otherwise directed by the Division in writing based on its assessment of the violation or occurrence and the potential for adverse effects on public health and welfare, noncommunity water systems shall give the public notice by:*

- (A) Posting in conspicuous locations throughout the areas served by the water system; and*
- (B) Using one or more of the following methods to reach persons not likely to be reached by a public posting:*
  - 1. Publication in a local newspaper or newsletter distributed to customers;*
  - 2. E-mail message to employees or students;*
  - 3. Posting on the Internet or intranet: or*
  - 4. Direct delivery to each customer.*

**Section 141.859(a)(1), Title 40 of the CFR, states in relevant part:**

- (a) Treatment technique triggers. Systems must conduct assessments in accordance with paragraph (b) of this section after exceeding*



## ATTACHMENT A

*treatment technique triggers in paragraphs (a)(1) and (a)(2) of this section.*

*(1) Level 1 treatment technique triggers.*

- i. For systems taking 40 or more samples per month, the system exceeds 5.0% total coliform-positive samples for the month.*
- ii. For systems taking fewer than 40 samples per month, the system has two or more total coliform-positive samples in the same month.*
- iii. The system fails to take every required repeat sample after any single total coliform-positive sample.*

*(b) Requirements for assessments.*

*(3) Level 1 assessments. A system must conduct a Level 1 assessment consistent with State requirements if the system exceeds one of the treatment technique triggers in paragraph (a)(1) of this section.*

- i. The system must complete a Level 1 assessment as soon as practical after any trigger in paragraph (a)(1) of this section. In the completed assessment form, the system must describe sanitary defects detected, corrective actions completed, and a proposed timetable for any corrective actions not already completed. The assessment form may also note that no sanitary defects were identified. The system must submit the completed Level 1 assessment form*



## ATTACHMENT A

*to the State within 30 days after the system learns that it has exceeded a trigger.*

- ii. If the State reviews the completed Level 1 assessment and determines that the assessment is not sufficient (including any proposed timetable for any corrective actions not already completed), the State must consult with the system. If the State requires revisions after consultation, the system must submit a revised assessment form to the State on an agreed-upon schedule not to exceed 30 days from the date of the consultation.*
- iii. Upon completion and submission of the assessment form by the system, the State must determine if the system has identified a likely cause for the Level 1 trigger and, if so, establish that the system has corrected the problem, or has included a schedule acceptable to the State for correcting the problem.*

## IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Este informe contiene información muy importante sobre su agua potable.  
Tradúzcalo o hable con alguien que lo entienda bien.

### The Plaza Elementary School water system did not meet Bacteriological Drinking Water Standards in January 2018

Our water system violated the bacteriological drinking water standard for January 2018. As our consumers, you have a right to know what you should do, what happened, and what we are doing to correct this situation.

We routinely monitor for the presence of drinking water contaminants. Three out of five water samples collected in January of 2018, indicated the presence of total coliform bacteria. The standard is that no more than one (1) sample per month may have the presence of total coliform.

#### What should I do?

- **You do not need to boil your water or take other corrective actions.** This is not an emergency, if it had been, you would have been notified immediately.
- Usually, coliforms are a sign that there could be a problem with the well or distribution system (pipes). Whenever we test for total coliform bacteria in any sample, we also test to see if other bacteria of greater concern, such as fecal coliform or *E. coli*, are present. **We did not find E. Coli bacteria in our testing.**
- People with severely compromised immune systems, infants, and some elderly may be at increased risk. These people should seek advice about drinking water from their health care providers. General guidelines on ways to lessen the risk of infection by microbes are available from U.S. EPA's Safe Drinking Water Hotline at 1(800) 426-4791.
- If you have other health issues concerning the consumption of this water, you may wish to consult your doctor.

#### What happened? What is being done?

We are not sure what caused the positive coliform detections.

In response to the positive total coliform detections mentioned above, we will be chlorinating the distribution system on \_\_\_\_\_, 2018, and will collect follow up samples on \_\_\_\_\_, 2018.

For more information, please contact Patrick Conklin @ 530-865-1250 ext. 33

State Water System ID#: 1100448



## CERTIFICATION OF COMPLETION OF PUBLIC NOTIFICATION

This form, when completed and returned to the Division of Drinking Water (364 Knollcrest Drive, Suite 101, Redding, CA 96002 or fax to 530-224-4844), serves as certification that public notification to water users was completed as required by the California Water Quality and Monitoring Regulations. Completing public notification and providing the Division with certification is important. Failure to do so will result in additional hourly time charges to your water utility and may result in a formal enforcement action with monetary penalties.

**Public Water System Name** Plaza Elementary School

**Public Water System No.** 1100448

Public notification for the January 2018 bacteriological failure was performed by the following required methods:

- Posting in conspicuous locations throughout the area served by the water system:  
List locations: \_\_\_\_\_

**AND**

- Use of one or more of the following methods to reach persons not likely to be reached by posting in conspicuous places during the summer (Check all that apply):

\_\_\_\_\_ Posting on the school's Internet site.

\_\_\_\_\_ Email or hand delivery to faculty and students or parents.

I hereby certify that the above information is factual.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## RTCR Level 1 Assessment Report Form for Positive Total Coliform Investigation

See the RTCR Level 1 Assessment Guidance and Tips document for additional information.

This assessment is intended to review general water system infrastructure, system operation and sampling protocols for potential sources of contamination. This form should be completed by a knowledgeable representative of the water system. **To avoid a violation, an assessment report must be completed and returned to your local regulatory agency no later than 30 days after the trigger date.**

SYSTEM NAME: Plaza Elementary School	Trigger Date: January 11, 2018
SYSTEM #: 1100448	Investigation Date:

#	Issues	Yes/No	N/A	Potentially	If Yes or Potentially, Identify
1	Unusual occurrences with the water system since the last negative routine bacteriological sample:				
	Loss of pressure <5 psi	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Heavy precipitation and/or flooding	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Customer complaints of water quality or pressure	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Evidence of unauthorized access/vandalism	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Interruption in disinfection treatment	Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Changes to water system since last negative routine bacteriological sample:				
	Piping modified or repaired	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	System components replaced or repaired	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Changes in operational procedures or personnel	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
3	Groundwater source contamination:		<input type="checkbox"/>		Proceed to section 4 if groundwater is not used.
	Repeat bacteriological sample(s) from raw source water is positive for total coliform	Y <input type="checkbox"/> N <input type="checkbox"/>			
	Wells:		<input type="checkbox"/>		
	Cracks or holes in the well casing above grade	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Water can leak through well top seal	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	The well is not equipped with a downturned screened vent.	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Water can leak through well head penetrations for electrical or sounding equipment	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	
	Leaking pipes or standing water around the well(s)	Y <input type="checkbox"/> N <input type="checkbox"/>		<input type="checkbox"/>	



	<b>Springs and/or Horizontal Wells:</b>				
	The collection site is overgrown with vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Flowing/standing water around the collection site		<input type="checkbox"/>	<input type="checkbox"/>	
	Evidence of animal activity around the collection site (grazing/burrowing)		<input type="checkbox"/>	<input type="checkbox"/>	
	Rodents, insects or roots in the spring box		<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<b>Surface water or GWUDI treatment issues</b>	<input type="checkbox"/>			
	CT not met at all times		<input type="checkbox"/>	<input type="checkbox"/>	
	Spikes in raw or filtered water turbidity		<input type="checkbox"/>	<input type="checkbox"/>	
	Alarms and auto shutdowns are not properly set or functioning.		<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	<b>Tank(s) storage, cleanwell, backwash return:</b>	<input type="checkbox"/>			Proceed to section 6 if there are no tanks.
	Openings in tank roof that rain water can enter		<input type="checkbox"/>	<input type="checkbox"/>	
	Rodents, birds, insects or other unexpected materials inside tank		<input type="checkbox"/>	<input type="checkbox"/>	
	Tank air vents are not properly screened to prevent insects from entering.		<input type="checkbox"/>	<input type="checkbox"/>	
	Hatches or access ladders left unlocked		<input type="checkbox"/>	<input type="checkbox"/>	
	For redwood tanks, signs of birds/animals burrowing or nesting into the tank		<input type="checkbox"/>	<input type="checkbox"/>	
	root intrusion, for underground tanks		<input type="checkbox"/>	<input type="checkbox"/>	
<b>6</b>	<b>Distribution system</b>				
	Low pressure transmission lines		<input type="checkbox"/>	<input type="checkbox"/>	
	Dead end lines		<input type="checkbox"/>	<input type="checkbox"/>	
	Interties with non-potable water systems or sources (even if valved off)		<input type="checkbox"/>	<input type="checkbox"/>	
	Any certified backflow prevention devices not tested in the previous calendar year.		<input type="checkbox"/>	<input type="checkbox"/>	
<b>7</b>	<b>Sample site and sampling procedures</b>				
	Sample sites are not the ones identified in the approved bacteriological sample siting plan.		<input type="checkbox"/>	<input type="checkbox"/>	
	Sample taps are wet, leaking or dirty		<input type="checkbox"/>	<input type="checkbox"/>	
	The sample collector was not properly trained		<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a seasonal pattern in positive samples when reviewing historical monitoring?		<input type="checkbox"/>	<input type="checkbox"/>	
<b>8</b>	<b>Other</b>		<input type="checkbox"/>	<input type="checkbox"/>	

**SUMMARY:** Based on the results of your investigation and any other available information, what do you believe to be the cause(s) of the positive total coliform samples from your water system? Also, include any items that could potentially lead to contamination. (REQUIRED)

**CORRECTIVE ACTIONS:** What actions have you taken to correct the above mentioned issue(s)? If additional time is needed to correct a deficiency, indicate a correction date or contact your local regulating agency for a reasonable timeline for correction. (REQUIRED)

**CERTIFICATION:** I certify that the information submitted in response to the questions above is accurate to the best of my knowledge.

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

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

Signature: \_\_\_\_\_

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



Plaza School District  
7322 County Road 24  
Orland, CA 95963  
**BOARD OF TRUSTEES**  
Regular Board Meeting  
January 18<sup>th</sup>, 2018  
3:00PM  
Minutes

- I. **Call to Order** – The meeting was called to order at 3:04 PM.
- II. **Pledge of Allegiance**
- III. **Members Present**- Connie King, Darin Titus, Patrick Conklin, Mrs. Fowler, Ms. Limberg and Veronica Sanchez
- IV. **Correspondence**
  - a. **January Pirates Post Newsletter** - Informational
  - b. **December 8<sup>th</sup>, 2017 Letter from Glenn Co. Sheriff's Office Regarding CodeRED System** - Mr. Conklin informed the board of the new emergency alert system called CodeRED which is used to notify residents and organizations when there is a hazard within the county. He has submitted contact information for himself, Anthony and Veronica.
  - c. **December 21<sup>st</sup>, 2017 Letter from Plaza Teachers Association** - Informational
- V. **Superintendent Report/Information**
  - A. **Plaza Community Club** - Mr. Conklin notified the board that PCC has postponed the Father/Daughter dance because it conflicts with a 4H event.
  - B. **Local Control and Accountability Plan** - Mr. Conklin informed the board that the new LCAP template has been released and that he will start working on the annual update. He will also be discussing the 2017/18 goals at the next SSC meeting.
  - C. **Enrollment** – Currently there are 210 students enrolled.
  - D. **SPED Services** - Mr. Conklin discussed increasing Mrs. O'Neal's position from .8 to 1.0 fte. The purpose for this is that her caseload has increased significantly with our increase in enrollment. She has also been handling the caseload for students who receive speech services through the online SLP services.
  - E. **English Language Proficiency Assessment for California (ELPAC) and English Language Development (ELD) for English Learners (EL)** - Mr. Conklin informed the board that the ELPAC is replacing the California English Language Development Test (CELDT), which is used to assess a student's English language proficiency. The test will be administered to EL's to get a baseline. While on this topic Mr. Conklin discussed the need for a separate ELD program due to the increase in EL's.
  - F. **New Construction/Modernization** - Mr. Conklin informed the board that our application for financial hardship will be submitted by School Works and they will also begin another developer fee justification study, which the board would then approve through a resolution. Mr. Conklin also discussed forming a facilities planning committee to develop a master plan for modernizing the two portables and main building, as well as what new building we would want to construct.
  - G. **Facilities** - Mr. Conklin notified the board that on January 11<sup>th</sup> Basic Lab notified him that there was a presence of coliform in the last water testing. Culligan of Chico will shock chlorinate the water system and Anthony will flush it the following day. Mr. Conklin attached the notice he sent home informing parents.

Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 18<sup>th</sup>, 2018  
3:00PM  
Minutes

Mr. Conklin provided the board with a quote for replacement parts for the large playground structure which is in stages of despair. He also informed them that there was a leak in the back classroom of the 7/8<sup>th</sup> grade building and that Anthony was able to find where the leak originated and put a sealant around it. No other leaks were noticed in the K-3 or main building.

Mr. Conklin provided the board with a contract from Hunt Propane Inc. and a comparison of the price of fuel compared to our current supplier, Amerigas. He informed them that he will probably be going with Hunt since their rates are much lower than Amerigas.

Mr. Conklin informed the board that Anthony straightened the fence post that was hit prior to break. There is a section of fence that needs to be repaired, but he will wait and include it in any possible fencing project that may be done as part of the Safe School plan.

- H. **School Safety Plan** - Mr. Conklin provided the board with a quote for fencing that would provide a single point entry for visitors and would deter or limit potential threat to campus. He also provided them with a quote for cameras to have the ability to see multiple areas of the campus from one central location and be able to identify potential threats and assist in supervising student behavior.
- I. **2016-17 Annual Audit as of June 30<sup>th</sup>, 2017** - Mr. Conklin provided the board with the 2016/17 audit report and pointed out the two minor findings. The first one pertains to the actuarial study regarding postemployment benefits. We have initiated another actuarial study to be completed. The second finding was a result of an oversight. The public hearing notice for instructional materials and sufficiency of textbooks was posted seven days prior to the meeting instead of the required 10 day notice. He informed them that neither of these findings have a cost associated with them.
- J. **Kindergarten Roundup** - Mr. Conklin informed the board that he has scheduled the Kindergarten Round up on Tuesday, January 30<sup>th</sup> and has scheduled for 21 students and their parents to attend.
- K. **Girls on the Run** - Mr. Conklin informed the board that there are currently ten girls signed up for Girls on the Run. The program will run from the end of February through early May and the girls will participate in a 5K run in Durham. The coaches will be two parents and our TK teacher.

VI. **Comments: Agenda Items Only—None**

VII. **Action**

- A. **Old Business** - None
- B. **New Business**

- 1. **Consent Agenda: Routine matters that can be approved with one motion.**



Plaza School District  
7322 County Road 24  
Orland, CA 95963  
BOARD OF TRUSTEES  
Regular Board Meeting  
January 18<sup>th</sup>, 2018  
3:00PM  
Minutes

- a. **Approve Minutes of the December 14<sup>th</sup>, 2017 Regular Board Meeting**
- b. **Approve Warrant Registers— 12/09/17 – 1/09/2018**
- c. **Approve Budget Transfers— None**

Darin Titus motioned to approve the Consent Agenda, Connie King seconded and the motion carried 2-0.

- 2. **Approve Instructional Aide Selection-Felicia Torres** - Connie King motioned to approve the instructional aide selection, Darin Titus seconded and the motion carried 2-0.
- 3. **Approve 2016-17 School Accountability Report Card** - Darin Titus motioned to approve the 2016-17 SARC (which will be posted on the website by 2/1/18), Connie King seconded and the motion carried 2-0.
- 4. **Approve Request for Six Weeks Additional Bonding Leave Until February 12<sup>th</sup> for Aurora Esparza, School Clerk** - Connie King motioned to approve the six weeks additional bonding leave for Aurora Esparza, Darin Titus seconded and the motion carried 2-0.
- 5. **Approve Request for Leave of Absence for Child Care from January 22<sup>nd</sup> Through March 30<sup>th</sup> for Veronica Sanchez, Business Manager** - Darin Titus motioned to approve the ten week leave of absence for Veronica Sanchez, Connie King seconded and the motion carried 2-0.

VIII. **Comments: Non Agenda Items—None**

IX. **Closed Session-** The meeting went into closed session at 4:27 PM.

a. **Contract Negotiations-- Pursuant to California Education Code** – No action taken

X. **Adjournment** – The meeting adjourned at 5:09 PM.

005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

J66432 PV0100 L.00.00 02/08/18 PAGE 1

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	UT-Obj	UT-Rate	Batch	Description
													PV amount	UT				UT-Amount
000323	000627/00	ADVANCED DOCUMENT										1/30/2018	1/30/2018		2/07/2018	53		
		1. 01-0000-0-1110-1000-4300-000-000000											96.98	N				N
		STAPLES K-8TH CLASS SUPPLIES																
000331	000527/00	APPLE INC										2/01/2018	2/02/2018		2/07/2018	54		
		1. 01-4203-0-1110-1000-4300-000-000000											1,067.85	N				N
		2- IPADS FOR ELD PROGRAM																
000300	000621/00	ARIZA FARM										1/16/2018	1/16/2018		1/17/2018	46		
		1. 13-5310-0-0000-3700-4700-000-000000											106.00	N				N
		CAFE FOOD																
000318	000621/00	ARIZA FARM										1/26/2018	1/26/2018		1/31/2018	51		
		1. 13-5310-0-0000-3700-4700-000-000000											56.00	N				N
		CAFE FOOD																
000330	000621/00	ARIZA FARM										1/30/2018	1/30/2018		2/07/2018	53		
		1. 13-5310-0-0000-3700-4700-000-000000											106.00	N				N
		CAFE FOOD																
000336	000621/00	ARIZA FARM										2/05/2018	2/05/2018		2/07/2018	55		
		1. 13-5310-0-0000-3700-4700-000-000000											25.00	N				N
		CAFETERIA FOOD																
000311	000474/00	AT&T										1/22/2018	1/22/2018		1/24/2018	49		
		1. 01-0000-0-0000-8100-5910-000-000000											54.60	N				N
		PHONE SERV 12/10/17-01/09/18																
000303	000491/00	BASIC LABORATORY INC										1/17/2018	1/17/2018		1/24/2018	47		
		1. 01-0000-0-0000-8100-5560-000-000000											72.00	N				N
		DRINKING WATER MONITORING																
000306	000491/00	BASIC LABORATORY INC										1/19/2018	1/19/2018		1/24/2018	48		





005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

J66432 PV0100 L.00.00 02/08/18 PAGE 3

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	UT-Obj	UT-Rate	Batch	Description
													PV amount	UT				UT-Amount
000317	000600/00	CORNELL DISTRIBUTING										1/26/2018	1/26/2018			1/31/2018	51	
		1. 13-5310-0-0000-3700-4700-000-000000											176.00	N				N
		CAFE FOOD																
000320	000600/00	CORNELL DISTRIBUTING										1/29/2018	1/29/2018			1/31/2018	52	
		1. 13-5310-0-0000-3700-4700-000-000000											103.00	N				N
		CAFE FOOD																
000333	000600/00	CORNELL DISTRIBUTING										2/01/2018	2/01/2018			2/07/2018	54	
		1. 13-5310-0-0000-3700-4700-000-000000											131.75	N				N
		CAFE FOOD																
000337	000600/00	CORNELL DISTRIBUTING										2/05/2018	2/05/2018			2/07/2018	55	
		1. 13-5310-0-0000-3700-4700-000-000000											116.50	N				N
		CAFETERIA FOOD																
000349	000600/00	CORNELL DISTRIBUTING										2/08/2018	2/08/2018				57	
		1. 01-9124-0-0000-3700-4700-000-000000											148.75	N				N
		SPARKS FOOD																
000345	000004/00	CORNING SAFE & LOCK										2/08/2018	2/08/2018				57	
		1. 01-0000-0-0000-8100-4300-000-000000											96.98	N				N
		SITE KEY COPIES																
000325	000481/00	CSBA										1/30/2018	1/30/2018			2/07/2018	53	
		1. 01-0000-0-0000-7600-5890-000-000000											500.00	N				N
		GASB AMM REPORT																
000340	000471/00	CULLIGAN OF CHICO										2/06/2018	2/06/2018			2/07/2018	56	
		1. 01-0000-0-0000-8100-5890-000-000000											95.00	N				Y
		SERVICE 02/01-02/28																
000295	000336/00	DANIELSEN CO										1/12/2018	1/12/2018			1/17/2018	45	



Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

[illegible]

005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

J66432 FV0100 L.00.00 02/08/18 PAGE 5

PV NO	Vendor/Addr Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	Tax ID	Inv Date	Entered	UT	UT-Obj	UT-Rate	Batch	Description
000346	000591/00 HUNT & SONS INC.										2/08/2018	2/08/2018				57	
	1. 01-0000-0-0000-3600-4300-000-000000										1.391.32	N					N
	BUS FUEL 2018-2019																
000293	000039/00 INLAND BUSINESS SYSTEMS									564985614	1/12/2018	1/12/2018		1/17/2018		45	
	1. 01-0000-0-1110-1000-4300-000-000000										261.48	N					N
	EXCESS COPIES																
000302	000041/00 J.C. NELSON SUPPLY CO.										1/16/2018	1/16/2018		1/17/2018		46	
	1. 01-0000-0-0000-8100-4300-000-000000										270.33	N					N
	SITE SUPPLIES																
000347	000041/00 J.C. NELSON SUPPLY CO.										2/08/2018	2/08/2018				57	
	1. 01-0000-0-0000-8100-4300-000-000000										398.97	N					N
	SITE SUPPLIES																
000297	000163/00 JENNIFER LIMBERG										1/16/2018	1/16/2018		1/17/2018		46	
	1. 01-9124-0-1110-1000-4300-000-000000										11.99	N					N
	CLASS ROOM SUPPLY																
000342	000579/00 KELLY HENNING										2/06/2018	2/06/2018		2/07/2018		56	
	1. 01-0000-0-1110-1000-4300-000-000000										64.09	N					N
	PE EQUIPMENT/PE SUPPLIES																
000334	000623/00 Linda Friesen										2/05/2018	2/05/2018		2/07/2018		55	
	1. 01-9124-0-1110-1000-4300-000-000000										22.86	N					N
	SPARKS FOOD																
000326	000606/00 NORCAL RESTAURANT SUPPLY										1/30/2018	1/30/2018		2/07/2018		53	
	1. 13-5310-0-0000-3700-4300-000-000000										191.88	N					N
	CAFETERIA SUPPLIES SMALL WARE																
000305	000049/00 OFFICE DEPOT										1/17/2018	1/17/2018		1/24/2018		47	



005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

J66432 PV0100 L.00.00 02/08/18 PAGE 6

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered	PV amount	UT	Obj	UT-Obj	Batch	Rate	Description	UT-Amount
000305	(CONTINUED)																					
		1. 01-0000-0-1110-1000-4300-000-000-00000													182.92	N						N
		K-3 PRINTER TONER																				
000316	000049/00	OFFICE DEPOT											1/26/2018	1/26/2018				1/31/2018		51		
		1. 01-0000-0-1110-1000-4300-000-000-00000													58.16	N						N
		DESK SORTER																				
		2. 01-0000-0-1110-1000-4300-000-000-00000													758.41	N						N
		CLASSROOM SUPPLIES K-8TH GRADE																				N
		Total amount											816.57 *							0.00 *		
000329	000050/00	ORLAND HARDWARE & IMP. CO.											1/30/2018	1/30/2018				2/07/2018		53		
		1. 01-0000-0-0000-8100-4300-000-000-00000													66.66	N						N
		SITE SUPPLIES																				
		2. 01-0000-0-0000-8100-4300-000-000-00000													31.01	N						N
		SITE SUPPLIES																				
		Total amount											97.67 *							0.00 *		
000308	000054/00	PACIFIC GAS & ELECTRIC CO.											1/19/2018	1/19/2018				1/24/2018		48		
		1. 01-0000-0-0000-8100-5545-000-000-00000													12.44	N						N
		STREET LIGHT																				
000343	000054/00	PACIFIC GAS & ELECTRIC CO.											2/06/2018	2/06/2018				2/07/2018		56		
		1. 01-0000-0-0000-8100-5545-000-000-00000													1,197.10	N						N
		SERVICE 01/02/18-01/30/18																				
000301	000175/00	PRO PACIFIC FRESH											1/16/2018	1/16/2018				1/17/2018		46		
		1. 13-5310-0-0000-3700-4700-000-000-00000													434.76	N						N
		CAFE FOOD																				
000314	000175/00	PRO PACIFIC FRESH											1/22/2018	1/22/2018				1/24/2018		49		
		1. 13-5310-0-0000-3700-4700-000-000-00000													507.71	N						N
		CAFE FOOD																				
000322	000175/00	PRO PACIFIC FRESH											1/29/2018	1/29/2018				1/31/2018		52		





005 PLAZA SCHOOL DISTRICT  
Warrant Register

Pay Voucher Transactions  
Date: 01/10/2018 - 02/08/2018  
PV#: 000000 - 999999

J66432 PV0100 L.00.00 02/08/18 PAGE 8

PV NO	Vendor/Addr	Name	LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Tax ID	Inv Date	Entered PV amount	UT	UT-Obj	Paid UT-Rate	Batch Description	UT-Amount	1099
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000296 (CONTINUED)

3.	01-0000-0-0000-0000-9573-000-000-000000													1,699.28	N					N
JAN 2018 RETIREE PAID INS																				
4.	01-0000-0-0000-2700-3702-000-000-000000													1,392.72	N					N
JAN 2018 RETIREE DIST PAID INS																				
Total amount													22,566.36 *			0.00 *				

000315 000583/00 US BANK

1.	13-5310-0-0000-3700-4700-000-000-000000												1/25/2018	1/25/2018		1/31/2018	50			
CAFETERIA FOOD																				
2.	01-0000-0-0000-8100-5990-000-000-000000													48.85	N					N
SENT SCHOLASTIC MAILING																				
3.	01-0000-0-0000-2700-5200-000-000-000000													1.40	N					N
P. CONKLIN ALICE TRAINING																				
4.	01-0000-0-0000-8100-5200-000-000-000000													595.00	N					N
A. FISSORI ALICE TRAINING																				
Total amount													1,240.25 *			0.00 *				

000348 000500/00 VOLTAGE SPECIALISTS

1.	13-5310-0-0000-3700-5890-000-000-000000												2/08/2018	2/08/2018			57				
SEMI ANNUAL KITCHEN HOOD INSP																					
													105.00	N							Y

000344 000034/00 WASTE MANAGEMENT

1.	01-0000-0-0000-8100-5520-000-000-000000												2/06/2018	2/06/2018		2/07/2018	56				
SERVICE 01/01/18-01/31/18																					
													197.45	N							N

Grand total

38,992.04 \*\*\*\*\*

0.00 \*\*\*\*\*



# **PLAZA ELEMENTARY SCHOOL SAFE SCHOOL PLAN**

**SCHOOL YEAR 2017-2018**

**PLAZA ELEMENTARY SCHOOL DISTRICT  
7322 COUNTY ROAD 24  
ORLAND, CALIFORNIA  
95963**

**School Site Council Approval February 1<sup>st</sup>, 2018  
Board of Trustees Adoption February 15<sup>th</sup>, 2018**

## Safety Plan

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**Plaza Board of Trustees**

**PJ Davis**

**Darin Titus**

**Connie King**

**Staff**

**Patrick Conklin- Superintendent/Principal**

**Veronica Sanchez-Business Manager**

**Mary Sexton- Transitional Kindergarten**

**Martha Bradshaw-Lead Teacher/Kindergarten**

**Jacqui Smith-First Grade**

**Judy Fowler-Second Grade**

**Mandy Edson- Second Grade**

**Jennifer Limberg-Third Grade**

**Chelsey Sgontz-Fourth Grade**

**Loretta Osburn-Fifth Grade**

**John Lovell-Sixth Grade**

**David Lee-Seventh Grade**

**Kelly Henning-Eighth Grade**

**Emergency Services**

<b>Fire Department/Rescue</b>	<b>911</b>
<b>Sheriff's Department</b>	<b>911</b>
<b>Ambulance Service</b>	<b>911</b>
<b>Water/Sewer Service</b>	<b>865-1600</b>
<b>PG&amp;E</b>	<b>865-4461</b>
<b>County Office of Emergency Services</b>	<b>934-6442</b>
<b>American Red Cross</b>	<b>865-1122</b>

## **Plaza Elementary School District Safe School Vision**

- 1. *Plaza Elementary* will provide a safe, orderly, and secure environment conducive to learning.**
- 2. *Plaza Elementary* will create a school in which pupils will attend regularly and be safe from both physical and social/psychological harm.**
- 3. *Plaza Elementary* will work collaboratively with administrators and the school board to identify, establish and use strategies and programs to comply with school safety laws.**
- 4. *Plaza Elementary* will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrator's counselors and community agencies, including law enforcement to provide a safe and orderly school and neighborhood.**
- 5. *Plaza Elementary* will develop an academic program that focuses on high expectations of pupil performance and behavior in all aspects of the school experience.**
- 6. *Plaza Elementary* will work collaboratively with other schools to assist in a smooth transition from one school level to another.**
- 7. *Plaza Elementary* will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.**



## School Profile

Plaza Elementary is a single school district located approximately 100 miles north of Sacramento in Glenn County, eight miles southeast of Orland, California. The district is located in an agricultural area and serves about 207 students in grades kindergarten through eighth.

The district takes pride in its reputation for having a positive, safe environment for students as well as its record of high academic achievement. All grade levels are single grade classes. The Glenn County office of Education and SELPA maintains a facility on the campus for severely handicapped students at the elementary age levels for individuals throughout Glenn County. A .08 part-time teacher and a full-time Instructional Aide provide services for mild/moderate learning difficulties as well.

### **Loyalty Oath or Affirmation of Allegiance for Disaster Service Workers** (all public employees are disaster service workers subject to assignment to them by their superiors or by law)

#### **Government Code Chapter 8 of Division 4 of Title 1**

**3100.** It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of this state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (STATS. 1950 3D EX. SESS., Ch. 7, as amended by STATS. 1971, Ch. 38)

**3101.** For the purposes of this chapter the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. (STATS. 1950 3D EX. SESS., Ch. 7, as amended by STATS. 1971, Ch. 38)



## STATE MANDATED COMPONENTS

### SECTION 1-Child Abuse & Neglect Reporting Procedures & Requirements

All employees of Plaza Elementary School are committed to the health, safety and welfare of all students under our care. All employees are mandated to report all abuse and neglect cases to Child Protective Services. There is no choice. It is the law. This duty to report is also written on the back of the teacher and administrator credentials.

**Mandated Reporters:** Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child. People who must make a Suspected Child Abuse Report include any care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer, humane society officer, commercial film and photographic print processor, or clergy member, "who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse."

Mandated reporters at Plaza Elementary School District include:

1. Teacher
2. Instructional Aide
3. Teacher's aide or assistant
4. Classified employee
5. Administrator
6. Supervisor of child welfare and attendance
7. Any employee whose duties require direct contact and supervision of children

**Reporting Responsibilities:** Any mandated reporter who within the scope of his or her employment observes a child who he or she suspects has been the victim of child abuse or neglect shall report the suspected incident to Glenn County Child Protective Services by telephone immediately. A "Suspected Child Abuse Form" SS 8572, shall be prepared and forwarded to Child Protective Services within 36 hours. A copy of this report is available in the school office. A Mandated Reporter must complete and submit this form even if some of the requested information is not known. (PC Section 11167 (a).

#### **Mandated Reporters must:**

- Notify a school administrator if there is reasonable suspicion of abuse or neglect resulting in a CPS report.
- Call CPS and make a report with the agency immediately or as soon as possible.
- Fax the CPS report and receive confirmation of transmission within 36 hours.
- Mail reporting form to the specified address if there is no confirmation of fax being received.



## Safety Plan

**Child Abuse:** is the willful infliction of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition, or: physical abuse inflicted by other than accidental means, or: sexual abuse or sexual exploitation of a child.

**Sexual Abuse:** including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation.

**Physical Abuse:** inflicted by other than accidental means on a child (PC 11165.6)

**Sexual Exploitation:** including preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution (PC 1116.1).

**Child Neglect**-Is the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health and welfare. The term includes both acts and omissions on the part of the responsible person.

**Severe Neglect** is defined as negligent failure to protect a child from severe malnutrition or medically diagnosed failure to thrive or intentional failure to provide adequate food, clothing, shelter, or medical care.

**General Neglect** is negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury has occurred (PC 11165.2).

**Willful Cruelty or Unjustifiable Punishment:** Any person willfully causes or permits any child to suffer or inflicts unjustifiable pain or mental suffering, or any person having care or custody of child willfully causing or permitting the health of a child to be placed in a position where the health of a child is endangered. (PC 11165.3) Unlawful corporal punishment or injury is willfully inflicted or cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition (PC 11165.4)

**Penal Code Section 11164-11174.3:** This law shall be known as the Child Abuse and Neglect Reporting Act. The intent and purpose of this law is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons involved in the investigation shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child. A "child" means any person under the age of eighteen years of age.

**Where and How to Report:** Glenn County Child Welfare Services-(530) 934-1429 (24 hour number). FAX: (530) 934-6688. MAIL: PO Box 611 Willows, California 95988.

If there is immediate risk, contact the Glenn County Sheriff's Department (530) 865-1616 or 911. Visit this website <http://www.safestate.org/> for more information.



## **SECTION 2: Disaster Response Procedures**

In the case that any event occurs that necessitates the implementation of any of the following emergency procedures, the following persons, in the order shown, shall initiate and maintain contact with emergency personnel.

1. Superintendent/Principal
2. Lead Custodian
3. District Business Manager
4. Office Clerk
5. Lead Teacher

### **Fire Safety & Emergency Evacuation Plan**

#### **Upon discovery of fire or smoke:**

1. Sound the building's fire alarm by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the office.
2. Evacuate students and staff according to posted routes.
3. Lock all exterior doors. See page 11-12 for Fire Safety Evacuation Plan.
4. Teachers shall take roll books with them to the staging areas and account for all students. Immediately report any missing student to the administrator or lead teacher.
5. Office staff will call the fire department by dialing 911.
6. Building reentry can occur when authorized by fire official in charge or it has been determined that no emergency exists.
7. Do not panic. Advise students that the fire plan is in operation and remain calm. Your confidence and judgment is extremely important and will prevent panic.

#### **Fire Drills**

1. Always take school fire drills seriously and evacuate the school when the alarm sounds.
2. Hold fire drills on a regular basis. Have the initial fire drill for the school year early in September
3. Ensure that school employees know how to evacuate their work areas and perform their fire drill duties in an emergency.
4. Always sound the alarm at the first sign of smoke or fire.
5. Be familiar with the location of the nearest fire alarm and extinguisher.
6. Learn how to operate fire extinguishers, fire blankets and fire hoses. Your fire department is available to provide instructions and demonstrations.

#### **Laboratory/Storage**

1. Store flammable liquids properly and dispense them from an approved safety container.
2. Avoid storing incompatible chemicals next to each other as interaction may occur and cause a fire or explosion.
3. Survey chemicals annually and discard any that are obsolete or show signs of decomposition.
4. Order and store the minimum supply necessary.
5. Clean up spills immediately.
6. Repair all electrical hazards and avoid overloading outlets.
7. Dispose of rubbish regularly and in a proper manner.
8. Keep material safety data sheets up-to-date and readily available.



## Safety Plan

### **Classrooms**

1. Keep combustible materials away from heaters.
2. Avoid portable heaters.
3. Clearly mark the evacuation route on the school floor plan and place it adjacent to the classroom door.
4. Check electrical appliances and cords regularly and disconnect appliances where practical.
5. Keep all doorways clear.
6. Dispose of rubbish daily.
7. Discard excess paper, cardboard, old textbooks and magazines periodically.
8. Keep fire extinguishers clear from any and all obstructions.

### **Kitchen/Cafeteria**

1. Keep all cooking equipment, hoods, filters and ducts free of grease accumulation.
2. Clean up spills immediately.
3. Do not allow garbage to accumulate.
4. Regularly clean lint traps on dryers and filters on vents, fans, and air conditioners.

### **Maintenance and Storage**

1. Electrical outlets and frayed cords can cause burns and shock. Avoid overloading outlets and use approved extension cords only on a temporary basis.
2. Secure compressed gas cylinders in an upright position. Avoid dropping, rolling or knocking them together.
3. Never weld in areas where combustible material is stored.
4. Keep work area clean and check daily for fire hazards.
5. Provide suitable waste cans for disposal of oil soaked and paint rags.
6. Use safety cans for storing and dispensing small amounts of flammable liquids.
7. Ensure good ventilation for painting operations and a regular routine for cleaning up overspray residues.
8. Supply suitable and easily accessible fire extinguishers.
9. Do not store combustibles in boiler rooms or furnace rooms.
10. Service heating equipment annually and check units regularly to make sure they are in proper working condition.
11. Do not store combustible materials in electrical rooms.

### **Office and Supplies Storage**

1. Avoid overloading electrical outlets and keep wiring away from doorways, windows, or under carpeting.
2. Carefully store and handle cleaning compounds and polishes, for they often give off flammable vapors.
3. Maintain general order and cleanliness in storage rooms.

## Safety Plan

### Halls and Doorways

1. Identify exits with lighted exit signs and keep them unobstructed.
2. Avoid wedging open hallway doors.
3. Check emergency lighting every month to ensure it is in proper working order.
4. Test fire doors regularly to make certain that the doors do not jam and that the hardware is not detached.
5. Restrict paper to bulletin boards and fasten at all corners. Do not exceed 5% of wall area.

### Evacuation

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. The office staff should stay in the building to perform the functions listed as long as it is safe to do so.

### Evacuation of Disabled

1. Upon activation of the fire alarm system, disabled persons are to be moved outside. If possible they will remain with the class they were with when the alarm sounded. If not they will be moved to designated locations and placed under the supervision of administrative support team members.
2. The cafeteria, room 4 and room 5 are designated as staging areas for any disabled students needing assistance.

### Relocation of Students

1. Should the fire or any other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by calling the Hamilton Unified School District, transportation center 826-3261.
2. The primary relocation center is the Glenn County Fairgrounds
3. The secondary relocation center is Memorial Hall in Orland, CA.
4. The primary person responsible for media notification and contact is the school administrator. Alternates include the School's Lead Teacher, Business Manager and the head of the Plaza Board of Trustees.

### Personnel Responsibilities

1. Teachers
  - Go over the evacuation plan at the beginning of the school year with students.
  - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
  - Bring the class roster with you for student accountability.
  - Close and lock the doors to classrooms or offices upon evacuation.
  - Ensure that all students are evacuated (you may need to check restrooms and other contiguous rooms).
  - Assemble at designated point outside the buildings.
  - Account for all students.
  - Report any missing students to administration.



## Safety Plan

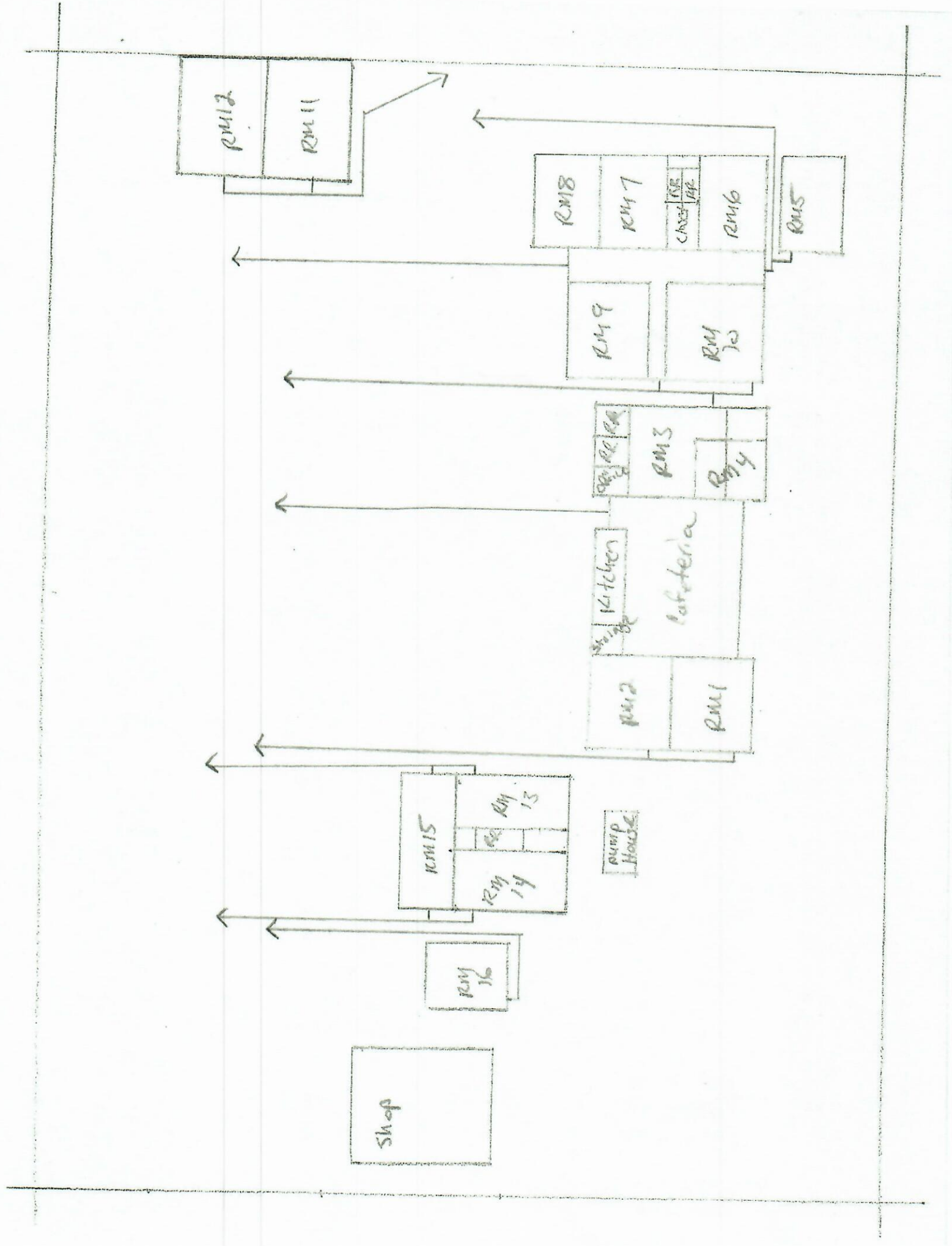
2. Administrative Support Team
  - Report to the administrator in charge for assignment.
  - Perform other duties as specifically outlined in this plan or as directed by administration.
3. Administrator/Lead Teacher
  - Ensure activation of alarm
  - Ensure evacuation of students and staff.
  - Ensure the staff is following the fire safety and evacuation plans properly.
4. Office Personnel
  - Ensure notification of the Fire Department.
  - Advise the administrator/lead teacher of the situation
  - Remain in the office (if possible) to coordinate communications with essential personnel.
5. Custodian
  - Determine location of incident
  - Meet fire department at Road S to direct them to the fire
  - Act as liaison with the fire department
  - Sweep campus to ensure all students are evacuated safely
  - Provide access to all areas for firefighters.

### **Fire Safety Evacuation Plan**

Teachers will evacuate their students by these routes if possible. In case of a fire obstructing their designated route, teachers would simply reverse their routes. For example, if a fire were to break out in room 9, teachers in rooms 7 and 8 would evacuate their students through interclass hallways through room 6, then south to the front of the building, turn east to the parking lot then escort them via the east field to their designated staging area.

When exiting the main building, all exterior doors must be locked. The teacher in room 6 would lock the exterior door by that classroom, room 8 teacher would lock the exterior door by that classroom, and the teacher in room 9 would lock the exterior door on the side of the building. Furthermore, office personnel would lock the exterior door to room 10, as well as the exterior doors at the front of the school, including the cafeteria. Cafeteria manager will lock exterior doors on the back side of the main building, while the teachers in rooms 1 and 2 will lock their exterior doors. Staff using room 3 must lock their door upon evacuation. Teachers in rooms 5, 11, and 12 are responsible for locking their exterior door.

The staging areas are contingent upon there being no factors that would dictate a change. For example, if during an actual fire if a south wind was blowing and pushed smoke into the north field staging area, teachers there would relocate their students to the east field by the fences out of the area of smoke and account for their students. Any missing student would be reported immediately to administration.





## **Earthquake Drill-Procedures**

**When prompted-**Inform students that after a serious, large earthquake an evacuation “fire drill” tone may be sounded to evacuate the school according to normal fire drill routes. Read through and discuss the sections that follow.

### **Duck and Cover:**

- Take cover under or next to a sturdy object
- Teacher-help special needs students take cover
- Talk calmly to students
- Stay covered at least 30 seconds, or until shaking stops

### **When No Cover is Available**

- Move to an inside wall
- Kneel next to wall facing away from windows
- Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass

### **When Outside**

- Stay outside
- Take cover in an open area away from falling hazards
- Talk calmly and give instructions

### **If On School Bus or Car**

- Driver should stop as quickly as possible
- Park away from buildings, highway overpasses, power poles, trees
- Passengers should stay in the vehicle and duck and cover as well as possible

**Safety Considerations-** Explain to the class that if there is a strong earthquake, each student’s first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some “what if” questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture or heavy object and knocked out?
- What if a student is very upset by the earthquake?

### **Emotional Considerations**

Lead a discussion with the students about the reactions they may have to an earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to fear by crying and some by laughing. Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.

It may take a long time for parents or caregivers to get to the school, so everyone should be prepared to wait patiently. Students may be very worried about their parents or

## Safety Plan

siblings; in fact they may be “worried sick”. Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.

### **Possible Hazards of Evacuation to Discuss**

- Power failure (is there emergency lighting?)
- Halls or stairways cluttered with debris-ceiling tiles or plaster from walls
- Halls blocked by fallen lockers or trophy cabinets
- Smoke in the hallway
- Exit doors and windows that jam and will not open
- Aftershocks could hit while they’re evacuating (in which case, students drop and cover where they are).
- Bricks, glass and debris piled up, outside electrical wires on the ground

Discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.

### **Code Blue Intruder-Lockdown Drill**

Please review the procedures below with your students prior to the drill. The office will announce “this is a code blue lockdown drill, initiate all lockdown procedures” over the intercom.

In the event that there is an actual intruder on campus the person who observes this will immediately notify the main office to initiate lockdown procedures.

### **Hard Lockdown Procedures**

#### **Teachers**

1. Students and teachers in hallways move into the closest occupied classroom.
2. Teachers lock the door from the inside. (See Fire Drill Evacuation Plan)
3. Teachers close blinds and drapes (if applicable).
4. Students and teachers move away from doors and windows, into interior rooms if available.
5. Remain quiet, turn of ventilation systems to reduce noise.
6. If gunfire, etc. is heard, all students lay on the floor, away from doors and windows.
7. Students and adults remain in the classroom until otherwise notified.
8. Teachers generate list of missing students from the class roster and be ready to give that information to administration when asked. Names of students from other classes now in your class, if any.
9. All adult visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building.
10. Teachers on prep period will follow above procedures and/or assist teachers who do have a class.



## Safety Plan

11. Office and clerical staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.
12. Be prepared for evacuation if necessary.
13. Wait for the "all clear" message over the intercom.
14. Students are not permitted to use the classroom phone or cell phones during a lockdown. These are reserved for emergency communication.

After the all clear message please unlock doors and discuss the drill and ways it could be improved.

### **Additional Duties**

After lock down has been initiated administrative team meet in safe interior and confer to ensure that the following has been done [IF PRACTABLE].

#### Cafeteria Manager

- Lock back door and gate
- Lock cafeteria door

#### Custodian

- Lock bathroom exterior doors to main building
- Lock gates ONLY if intruder is not on or near campus

#### Business Manager

1. Announce intruder alert on intercom. Announce all clear at the end.
2. Lock office.
3. CALL 911.
4. Communicate with emergency personnel.
5. Report names of missing students to authorities upon arrival.
6. Call for location of students from teachers.
7. Prepare Review Log.

### Soft Lockdown Procedures

1. Listen to instructions from the school administrator announcing the soft lockdown.
2. Move any students outside or in bathroom into your classroom and close your classroom door.
3. If you are outside of the building with students, or nearest a door where students are outside, bring the students inside and into the nearest classroom.
4. Account for all students by taking attendance. If possible, report any missing students to the administrator or business manager either by phone or text message. Do not leave the classroom or send a student to report this information. Also report any students that you have taken into your classroom who belong in a different classroom. School administrators will notify the appropriate teacher of their location.

## Safety Plan

5. Remain in the classroom for further instructions, but continue normal classroom activity.
6. Listen for the “All Clear” to be announced and follow any instructions given on how to resume normal operations.

### **CHEMICAL SPILL/GAS LEAK**

If vapors, gases or mists are being released, remove students from the immediate area as a precaution. Be sure students are located upwind from the spill/leak.

Contact the Superintendent/Principal. A serious spill will need to be cleaned up by skilled personnel specifically trained for this task.

Should a chemical spill or gas leak occur on campus, the following precautions should be taken:

1. Notify the office immediately and remain in room.
2. Close windows and doors.
3. Turn off air-conditioning/heating unit.
4. Take roll. (Notify office if anyone is not in your room)
5. Administer first aid as necessary.
6. Follow directions of emergency personnel.
7. Wait for further directions.

If it becomes necessary to evacuate the building, directions will be given at that time. If your room becomes contaminated evacuate to a position upwind from the spill/leak and notify the office.

### **TORNADO**

#### If You Are In a Permanent Classroom

Go to the center of the room away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. If you can, get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

If You Are In a Portable Classroom (Rooms 4, 5-6, 7, 8, 9, 10 and 11) Get out immediately and go to the nearest permanent classroom, go to the center of the room away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. If you can, get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

#### If You Are Outside and Can't Get To a Shelter

Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.

You are safer in a low, flat location.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.



## **FLOOD**

When the need arises, the warning bell will be sounded (continual series of short bells) followed by a voice message over the intercom:

If it is a drill the message will be **“This is a flood evacuation drill, THIS IS A DRILL ONLY.”**

If it is an actual emergency the message will be “This is a flood evacuation CODE RED”

If students are outside when the warning is given please proceed to the asphalt area directly behind the school and wait for further directions.

If in the classrooms when the warning is given, take roll and await further directions.

## **Bomb Threat Procedures**

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of explosion.

### **Procedure**

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911”. Tell the operator your name and the school name and “we are receiving a bomb threat on another line. The number of that line is \_\_\_\_.
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the school administrator.
  - When is the bomb going to explode?
  - Where is it?
  - What will cause it to explode?
  - What kind of bomb is it?
  - Who are you?
  - Why are you doing this?
  - What can we do for you to avoid the bomb from exploding?
  - How can you be contacted?
3. The school administrator will direct the Search and Rescue Team to search for suspicious packages, boxes, or foreign objects. While conducting the search all cell phones, beepers and hand held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue team will report the discovery to the school administrator while the remaining team members attempt to secure the immediate area.

## Safety Plan

5. No attempt should be made to investigate or examine the object.
6. After the search the school administrator will determine the appropriate immediate response actions to announce which may include “duck and cover, lock down, evacuate building or off-site evacuation” as described in section 4.
7. When a suspicious object or bomb is found, the school administrator shall issue the “evacuate building” action. Staff and students will evacuate the building using prescribed routes or other safe routes to the assembly area.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the assembly area to account for students. Teachers will notify the assembly area of missing students.
9. The school administrator will notify “911”, if not previously notified, and will provide the exact location of the potential bomb, if known.
10. The person receiving the call will notify the administrator of the situation.
11. The Psychological first aid team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The school administrator will give the “all clear” signal as described in section 4.
13. The school administrator will initiate an “off-site evacuation”, as described in section 4 if warranted by changes in conditions.
14. After the incident is over will complete the Bomb Threat Report (Form C, Appendix A).

### **EVACUATION**

#### **Relocation of Students**

1. Should a fire or any other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by contacting: Hamilton Unified School District Transportation Center 826-3261.
2. The following is the primary relocation center: Hamilton High School
3. The following is the secondary relocation center: Glenn County Fairgrounds
4. The following person is responsible for media notification and contact:
  - Superintendent/Principal
  - Lead teacher if Superintendent/Principal is not available



### **Immediate/Emergency Evacuation**

If the flooding is due to a broken levee or some other catastrophic event, teachers will instruct students to keep doors closed tightly and stack desks and other object to climb upon if the water gets into the classroom. There they will wait for emergency personnel for evacuation. Early Release If, for any reason, the decision is made to close the school early, school personnel will assemble the students in the cafeteria. Office personnel will begin notifying parents that students are to be picked up as soon as possible. No student may be picked up by someone who is not listed on their emergency contact list. If a parent cannot pick up their child that day for any reason, they may give permission for another person to give their child a ride home. Unless excused by the Superintendent/Principal, all staff will stay with the students until ALL students have been released. Staff may not leave campus until released by the Superintendent/Principal or designee.

### **SECTION 3-Suspension and Expulsion Policies (Education Code 48900)**

**Discipline of Students**-The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district will foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult directed to becoming self directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance or failure to progress academically, the student may be transferred involuntarily to an alternate education program such as an opportunity class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of reasonable and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

**Suspension and Expulsion**-Education Code #48900 lists the following acts for which a student may be subject to suspension and/or expulsion.

1. Cause, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or



- otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
  7. Caused or attempted to cause damage to school property or private property.
  8. Stolen or attempted to steal school property or private property.
  9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
  10. Committed an obscene act or engaged in habitual profanity or vulgarity.
  11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  13. Knowingly received stolen school property or private property.
  14. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica or a firearm that is so substantially similar in physical properties to an existing firearm.
  15. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in section 243.4 of the Penal Code.
  16. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  17. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
  18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
  19. Cyber bullying
  20. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
  21. Committed sexual harassment as defined in Section 212.5
  22. Caused, attempted to cause, threatened to cause, or participated in the act of hate violence as defined in subdivision (e) of Section 233.
  23. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
  24. Has made terrorist threats against school officials or school property, or both.
- A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances (Ed. Code 48900)
1. While on school grounds
  2. While going to or coming from school



3. During lunch period, whether on or off school campus
4. During, going to, or coming from a school activity

### **Harassment, Discrimination, Bullying**

Our school is determined to provide all students an environment free from harassment, discrimination, bullying and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that he/she is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must immediately tell a teachers, administrator or any school personnel.

### **SECTION 4-Procedures for Notifying Teachers of Dangerous Pupils Pursuant to Education Code Section 49079**

- The administration shall inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available-an officer from the Glenn County Sheriff's Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

### **Education Code 49079**

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
- (b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.



- (c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000) or both.

The school administrator shall notify the Plaza Elementary staff on a beginning of the school year in-service by presenting them with written notification, which contains the student's name, violation and a description of the violation. Updates will be given to staff throughout the year pursuant to the aforementioned statute.

### **SECTION 5-Sexual Harassment Policy Pursuant to Education Code Section 212.6 (b)**

Anyone (students, staff or school visitors) should report sexual harassment to the Plaza School administrator immediately. The report will remain confidential. There should be no fear in reporting an incident. The school administrator will explain the Plaza Elementary School District Sexual Harassment Policy and go to work for you.

#### **State of California Education Code Definition**

212.5. "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**Sexual Harassment Complaints** should be addressed in accordance with AR 4031(a). The complainant may file a written complaint to his/her supervisor or school administrator or may first attempt to resolve the situation informally with the school administrator.



**SECTION 6-School Wide Dress Codes Prohibiting Gang-Related Apparel  
Pursuant to Education Code Section 35183**

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. Additionally the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed. Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

**Dress Related to Gang Attire/Clothing Etc.-** No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandana's of any color may not be worn or displayed at any time.

**Gang Affiliation and Activity-**The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety and well being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State Law. Throwing signs, using hand signals, gang style clothes, displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandanas, etc., or making gestures which symbolize gang membership or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offenders are subject to disciplinary action up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.



## **SECTION 7: Procedures for Safe Ingress to, and Egress From School Floor Plan of Building Evacuation Routes**

**See p. 12 for Evacuation Route**

**VISITORS**-In accordance with California Penal Code 627.2 all visitors must check into the office upon arrival. All students must be signed out. Only persons registered through their enrollment packet or approved personally by a parent will be allowed to sign out parents.

**\*Important\*** Anyone found on campus who has not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections 626 and 627 of the California Penal Code.

## **SECTION 8-Procedures to ensure a safe and orderly environment conducive to learning**

### **School Policies and Procedures**

1. **Homework:** Students are expected to complete all homework assignments on time. Students are responsible to know and understand the content, process, and due date of assignments. Schoolwork missed while a student is absent is to be made up for credit for excused absences only. It is the student's responsibility to ask about missed work.
2. **Independent Study:** Plaza Elementary provides a short term independent study program for those students who, for whatever reason, miss 5 or more days of school. Prior arrangements must be made with the teacher and the office before the students leave or if the absence is due to illness as soon as the parent knows their child will miss more than five days.
3. **Promotion/Retention:** Board policy and Administrative Regulations 5123 describe the standards for promotion from grade to grade or for retention. Standards for participation in eighth grade promotional activities are given in AR 5123(d). The Individual Education Plan Team for special education students will make the final decision for promotion or retention of those students.
4. **Grading system:**
  - A. Kindergarten through second grade uses a number system to denote levels of achievement for each applicable state academic standard. 3 indicates the student has met the standard; 2 indicates the student is approaching the standard and; 1 indicates the student has failed to meet the standard.
  - B. Grades three through eight assigns letter grades on report cards sent home each trimester. A indicates superior or outstanding work; B indicates above average work; C indicates average work; D indicates work barely passing or merely sustained effort; F indicates little or no acceptable work. A notice of incompleteness indicates that the student must make up unfinished work required by the teacher before a grade is issued.



5. **Progress Report:** If a student is doing unacceptable work or failing in a subject, a progress report will be sent to the parents before a report card is issued. It is the joint responsibility of the student and parent to see that the teacher is contacted for specific suggestions to improve the situation. Following this procedure will usually avoid complete failure of the subject.
6. **Grade Point Average:** Beginning in the fifth grade a 4 point grade point average is determined by adding the points earned and then dividing by the number of subjects. An "A" is four points, "B" is three points, "C" is two points, "D" is one point, and an "F" earns zero points. A 2.0 GPA is required for participation in a sport or club. CJSF has additional grade point requirements.

### General School Operations

1. **Activities:** Students are encouraged to participate in school-related activities. There are a variety of school activities including dances, play days, field trips, and sports. General student behavior will determine who is allowed to participate in most activities. GPA of at least 2.0 is also required for some. Students who misbehave at school may not be allowed to participate.
2. **Code of Conduct:** The Governing Board believes 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 coming from or going to school, while at school activities, and while on school transportation. The Plaza Parent/Student Handbook lists the Code of Conduct which must be obeyed.
3. **After school hours:** Students are asked not to loiter on campus after school has been dismissed. If not enrolled in an after school activity or SPARK students need to be picked up not later than 3:00.
4. **Change of address:** Please report to the office any change in your address or telephone number.
5. **Closed campus:** Plaza Elementary is a closed campus. Students are not allowed to leave during the school day unless they have a note or permission from a parent/guardian. Before leaving students must be signed out by the parent/guardian in the office. Upon return they must be signed back in. If a student leaves campus without checking out they will be regarded as truant.
6. **Early school arrivals:** There is no supervision for early arrivals and students are not allowed onto campus until the 7:15am supervision is on duty. All students must report to the cafeteria until 8:00am when outside supervision is on duty.
7. **Emergencies:** Students that become ill or injured during the school day should report it to their teacher or another school employee as soon as possible. If no one is available go to the office or send someone. The school does not have a full time health nurse. The school office will contact the student's parents and/or take whatever emergency measures are needed. When a student is taken home the parents should contact the school office as to when they will return.
8. **Emergency cards:** Students will only be released to individuals whose names are properly placed on the emergency card.



9. **Health services:** If students are required to take medicines during school time, the proper procedures described in the Student/Parent Handbook. A doctor's note is required giving the school permission to administer medication. The medication will be kept in a secure location in the office and distributed by then when needed.
10. **Lost and Found:** Parents looking for missing clothing should check in at the office to find the lost and found pile. Items not claimed at the end of the year will be given to charity.
11. **Parent conferences:** Formal conferences with your child's teacher will be scheduled at the end of the first trimester. Parents are encouraged to stay in close contact with the teacher throughout the year. Please call the teacher's extension to schedule a conference when desired.
12. **Telephone use:** Cell phones may not be used during school hours. In the case of emergencies the classroom phone or office phone may be used with permission of the teacher.
13. **Transferring from school:** Parents should go to the office and inform them if their children are not returning to Plaza. The check out form requires the signature of the parent/guardian.
14. **Visitors:** all visitors must check in at the office.

### Attendance

Students are required by law to attend school regularly (Education Code 48200). Students who attend school on a regular basis tend to do better in school than those that don't. A student with more than three unexcused absences in a year is considered to be truant. Continued poor attendance may lead to loss of an Inter-District attendance agreement and the County SARB board may become involved.

### Absences, tardies, and attendance procedures:

Students returning from an illness need to bring a signed note from their parent, guardian or physician. A telephone call will suffice in emergencies. The note needs to state the dates the student was out and the nature of the illness. If the absence was not for an illness or injury an explanation should clearly explain the reason for the absence.

If a student needs to be excused from physical education they should bring a note from the parent or physician explaining why. A doctor's note is required if it is for more than three days.

Students that are tardy must report to the office before going to class. Unexcused tardies will be treated in the same fashion as unexcused absences.



### **Miscellaneous Behavior Issues**

1. Gum, candy drinks-students are not allowed to chew gum on campus. Students may not eat or drink in the classroom unless given permission by the teacher for special occasions.
2. Skateboards, skates, scooters-these are forbidden on campus at any time. The skateboard, skates, or scooters may be confiscated by the administrator and returned only to the student's parent/guardian.
3. Electronic games, music players, cell phones-The use of electronic games or music players is not allowed on campus during school hours. If found they will be confiscated and returned only to the student's parent/guardian. Cell phones must be kept in backpacks while at school. Students who need to use the phone during the day need to get permission from their teacher and then may use the phone in the classroom or office.
4. Baseballs (hard balls) may not be used on campus during school hours
5. Personal property-students are encouraged to take care of and provide for the safekeeping of their own valuables such as watches, money, etc. Students should not carry large amounts of money. If they need to it is recommended that the money be kept in the office for safekeeping. The school is not responsible for the loss or theft of personal property.
6. Running or roughhousing-is not permitted in school classrooms, bathrooms, fields, or corridors. Students should be thoughtful and courteous of others

## FORM A – INJURY AND MISSING PERSONS REPORT

School \_\_\_\_\_

Room Number \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

INJURED		
Name	Type of Injury	Location

MISSING PERSONS	
Name	Last Seen Location



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**FORM B – BOMB THREAT REPORT**

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School \_\_\_\_\_

Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Call Received by \_\_\_\_\_

Location \_\_\_\_\_ (Phone Number) \_\_\_\_\_

***The person answering the threat call should ask the following questions and record the answers below***

When is the bomb going to explode? \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Where is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

What can we do for you to avoid the bomb from exploding? \_\_\_\_\_

How can you be contacted? \_\_\_\_\_

Record the exact language of the threat:

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Voice on the Phone:	Man ( )	Woman ( )	Child ( )	Age _____
	Intoxicated ( )	Accent ( )	Speech Impediment ( )	
	Other ( )	_____		

Background Noise:	Music ( )	Talk ( )	Children ( )	Machines ( )
	Airplane ( )	Typing ( )	Traffic ( )	
	Other ( )	_____		

Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

## FORM C – DAMAGE ASSESSMENT REPORT

NOTE: Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

School/Site Name: \_\_\_\_\_ Location/Building Code: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: (24:00 Hours): \_\_\_\_:\_\_\_\_

Damage Category	No Damage	Slight Damage	Severe Damage	Hazardous Condition	Location/Room #/Note
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Natural Gas Lines and Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Hazardous Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u>
Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking:</u>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Physical Hazards</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sink Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Damaged Bld. Matl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Notes: (description of trouble, location, severity or hazardous materials):



## Safety Plan

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### Findings

Building or room safe for re-occupancy

☐

Building or room closed due to hazardous condition

☐

The following corrective measures need to be completed prior to re-occupancy:

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# FIELD TRIP REQUEST FORM

☒ Major Field Trip (over 20 miles)

☐ Minor Field Trip (Local /20 miles or less)

Teacher Henning

Destination (Place) /Activity Mt. Lassen & Visitor Center

City Mineral, CA Snowshoe Hike

Distance in miles, one way 81 miles

Purpose TO learn basic snowshoeing skills, teaching of winter ecology and survival skills.

Date of proposed trip March 28th, 2018

Departure Time: 7:30 Return Time: 2:30-3:00pm

Method of Transportation parent drivers

## Minor Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

## Major Field Trip Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Clerk, Board of Trustees



# *Plaza Elementary School District*

*Board of Trustees:*  
*Connie King*  
*Darin Titus*  
*P. J. Davis*

7322 County Road 24  
Orland, CA 95963  
Phone (530) 865-1250 Fax (530) 865-1252

*Patrick Conklin*  
*Superintendent/Principal*

February 5<sup>th</sup>, 2018

Dear Jennifer and Kelly,

This letter is in response to the initial proposal for the 2017-18 school year I received, as well as the December 21<sup>st</sup> letter I received during our last meeting.

Based on the meetings we have held so far and the two aforementioned letters, it is my understanding that the PTA would like an opportunity to bargain for additional items other than the reopeners specified in our current agreement. The District is always willing to discuss your proposals. However, your proposal lacks any specific requests.

Therefore, I would like to schedule a meeting to better understand your proposal. When we meet, please provide your proposed salary schedule. Also, it would be helpful if you identify the exact discrepancy between the current agreement and the specific law in question. Lastly, please state your proposed changes for Appendix B-1 and B-2.

Please let me know a date and time you would be available to review your proposal. In the meantime, please let me know if I can be of any assistance. I look forward to our next meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Patrick Conklin', written in a cursive style.

Patrick Conklin  
Superintendent/Principal

**INITIAL PROPOSAL**  
**of the**  
**PLAZA TEACHERS ASSOCIATION**  
**to the**  
**PLAZA ELEMENTARY SCHOOL DISTRICT**  
**For the 2017-18 School year**

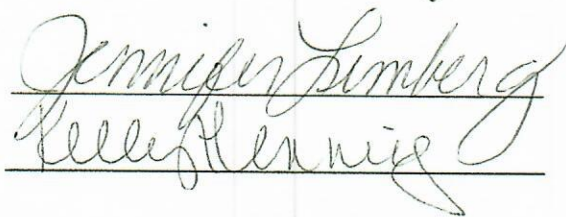
The Plaza Teachers Association PTA/CTA/NEA (Association) and the Plaza Elementary School District (District) are parties to a Collective Bargaining Agreement (CBA) which remains in full effect until a new contract is reached. Pursuant to the Educational Employment Relations Act (EERA), the Plaza Teachers Association sends this official notice to the District that it wishes to negotiate changes to the existing Agreement under 1.3 - Reopeners from the existing agreement. Specific proposals for the selected articles to be negotiated will be exchanged after a thorough good faith dialogue at the bargaining table.

The Association may propose new Articles and other specific contract language regarding wages, hours and other terms and conditions of employment. Furthermore, the Association may propose mutually beneficial concepts and specific contract language upon receipt of proposals by the Plaza Elementary School District.

**XIV Salaries:** Improvements to the certificated salary schedule, Appendix A and stipends depending on the Districts' receipt of State increased revenues under Local Control Funding Formula.

**XVII Leaves:** Include Catastrophic Leave section for employees and bring child rearing and bonding leaves in compliance with new laws.

**XVIII Health and Welfare Benefits - 18.1 Benefits for Active & Retired Employees Including Appendix B-1 & B-2.**

  
Jennifer Limberg  
Kelly Henning

  
1/29/18

Jennifer Limberg & Kelly Henning, Bargaining Chairs, PTA

Date