GLEN COUNTY BOARD OF EDUCATION

Agenda

A meeting of the Glenn County Board of Education will begin at 4:00 P.M. on Thursday, February 23, 2023
131 E Walker Street, Orland

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the “Coronavirus”).

The Public’s health and well-being are the top priority for the Glenn County Board of Education of the Glenn County Office of Education; you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

Telephone:
Call In Number: 669 900-6833
id Number: 962 320 009

Computer:

Note: The meeting is being held in person and by telephonic means and will be made accessible to members of the public seeking to attend and to address the Board through the link set forth above or in person, except that members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

Ryan Bentz, Secretary
Glenn County Board of Education
311 South Villa Avenue
Willows, CA

rbentz@glenncoe.org

530 884-4046
1.0 CALL TO ORDER:

2.0 REGULAR BOARD MEETING:

Members of the public may be heard on any business item on the Board’s Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board.

3.0 PLEDGE OF ALLEGIANCE:

4.0 Roll Call:

   _____ Judith Holzapfel
   _____ Janice Cannon
   _____ Chris Redes
   _____ Cori Enos
   _____ Jesus Palomino

5.0 APPROVAL OF AGENDA:

6.0 Resolution 2022/2023-11 Remote Teleconferencing: Judith Holzapfel – Action

   In response to the COVID-19 Pandemic, Governor Newsom signed AB 361 into law, permitting public agencies to continue conducting meetings remotely. The Glenn County Board of Education (GCBE) will consider adopting Resolution 2022/2023-11, to make a finding that the current circumstances meet the requirements of AB 361 and Government Code §54953 for the GCBE to conduct meetings remotely.

7.0 GCOE ORLAND FACILITIES TOUR: Superintendent Bentz – Information

   The board will tour the Orland Administration, the Learning Center South and Success Square buildings.

8.0 APPROVAL OF MINUTES:

   Approval of Regular Meeting Minutes of January 26, 2023 - Action

   Approval of County Committee on School District Organization minutes of February 15, 2023 – Action

9.0 COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS ONLY:

   Any person wishing to address the Board will identify themselves and may speak on the item currently on the floor. The Board may limit comments to no more than three minutes per speaker and fifteen minutes per topic.
10.0 COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA:

Public comment is invited on any matter not included on the printed agenda. Depending on the number of individuals wishing to address the Board, the President may establish specific time limits on presentations.

11.0 NEW BUSINESS:

A. Charter Reports – Information Only
   - Walden Academy
   - Wm. Finch
   - Success One!

B. Wm. Finch School Safety Plan: Dan La Bar – Action

   The board is being asked to review and approve the Wm. Finch School Safety Plan.

C. Success One! School Safety Plan: Elena Jones – Action

   The board is being asked to review and approve the Success One! School Safety Plan.

D. Success One! Curriculum Adoption: Elena JonCes – Information

   The board will review the proposed curriculum for Success One! Charter School.


E. Board Vision and Mission Plan: Janice Cannon – Discussion/Action

   The board will review their Vision and Mission Plan and update as needed.

F. Facilities Update: – Shane Anderson – Information

   - Signs
   - Facilities

G. Policy Committee Update: President Holzapfel – Information

12.0 ADMINISTRATIVE REPORT:

The Superintendent will report on his activities.

13.0 BOARD MEMBER REPORT:

Report on County Office of Education related activities by Board Members.
14.0 COMMUNICATIONS:

- Letter from the University of California, Irvine

15.0 NEXT MEETING: Date/Time/Location

March 23, 2023, at 4:00 PM – 311 S Villa Avenue, Willows

16.0 ADJOURNMENT:

Note: Agendas may be reviewed at the Glenn County Office of Education website at www.glenncoe.org under Glenn County Board of Education - Agendas, or in the Superintendent’s Office after 8:00 a.m. on the Friday prior to the Board meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Glenn County Office of Education at 530 934-6575 Ext. 3061. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

This institution is an equal opportunity provider and employer.
GLENN COUNTY BOARD OF EDUCATION

Minutes

A meeting of the Glenn County Board of Education began at 4:00 P.M. on
Thursday, January 26, 2023
311 S. Villa Avenue, Willows

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the “Coronavirus”).

The Public’s health and well-being are the top priority for the Glenn County Board of Education of the Glenn County Office of Education; you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

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Ryan Bentz, Secretary
Glenn County Board of Education
311 South Villa Avenue
Willows, CA

rbentz@glenncoe.org

530 884-4046
1.0 **CALL TO ORDER:**

The meeting was called to order at 4:00 P.M.

2.0 **REGULAR BOARD MEETING:**

*Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board.*

3.0 **PLEDGE OF ALLEGIANCE:**

The pledge was led by Imelda Diaz

4.0 **Roll Call:**

_ X Judith Holzapfel  
_ X Janice Cannon  
_ X Chris Redes  
_ X Cori Enos  
_ X Jesus Palomino

5.0 **APPROVAL OF AGENDA:**

Chris Redes moved to approve the agenda as presented, Janice Cannon seconded.

The agenda was approved as presented by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

6.0 **Resolution 2022/2023-10 Remote Teleconferencing:** Judith Holzapfel – Action

*In response to the COVID-19 Pandemic, Governor Newsom signed AB 361 into law, permitting public agencies to continue conducting meetings remotely. The Glenn County Board of Education (GCBE) will consider adopting Resolution 2022/2023-10, to make a finding that the current circumstances meet the requirements of AB 361 and Government Code §54953 for the GCBE to conduct meetings remotely.*

Janice Cannon moved to approve Resolution 2022/2023-10 as presented, Chris Redes seconded.

Resolution 2022/2023-10 was approved by Roll Call vote. Motion passed 5/0

7.0 **APPROVAL OF MINUTES:**

Approval of Regular Meeting Minutes of December 14, 2022 – Action
Janice Cannon moved to approve the Regular Meeting minutes of December 14, 2022 as presented, Cori Enos seconded.

The minutes were approved as presented by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

Approval of Special Meeting Minutes of January 11, 2023 – Action

Chris Redes moved to approve the Special Meeting Minutes of January 11, 2023 as presented, Cori Enos seconded.

The special meeting minutes were approved as presented by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

8.0 GCOE WILLOWS FACILITIES TOUR: Superintendent Bentz – Information

The board will tour the Willows Administration and the Learning Center South buildings.

Superintendent Bentz asked the Leadership members to introduced themselves.
Present were: Shirley Diaz, Ed Services, Heather Aulabaugh, CaFS, Roberto Herniman, IT, Ronnie Stenquist, HR, Shane Anderson, Facilities, Dusty Thompson, Business, and Jenifer Boone, Payroll.

Superintendent Bentz and Facilities Director Shane Anderson led the board on a tour of the Willows Administrative Office and The Learning Center South. Superintendent Bentz explained Mr. Anderson is currently conducting a space utilization study of all GCOE buildings.

9.0 COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS ONLY:

There were no comments from the audience.

10.0 COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA:

There were no comments from the audience.

11.0 NEW BUSINESS:

A. Organizational Meeting: - Superintendent Bentz – Action

Election of Board President and Vice President. Any Board member is eligible, including past officers, to be elected to either of these positions.

Superintendent Bentz opened the nominations for GCBE president.

Board member Chris Redes nominated Judith Holzapfel for president, Janice Cannon seconded.

There were no other nominations.
It was moved and seconded for Judith Holzapfel to serve as GCBE President by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

Superintendent Bentz opened the nominations for VP.

President Holzapfel nominated Janice Cannon for GCBE Vice President, Chris Redes seconded.

There were no other nominations.

It was moved and seconded for Janice Cannon to serve as GCBE Vice President by a show of hands and ayes by board members Holzapfel, Cannon, Redes Enos and Palomino. Motion passed 5/0

B. **Appoint County Superintendent as Secretary: Board President – Action**

Janice Cannon moved to approve Superintendent Bentz as the Board Secretary, Cori Enos seconded.

Superintendent Bentz was approved as the Secretary to the Board by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

C. **Appointments of Liaisons: Board President – Action**

**Appointment of Liaison to:**
Child and Family Policy Council (CaFS) – Chris Redes
Wm. Finch Advisory Board – Chris Redes
Walden Academy – Cori Enos
Success One! and GAP – Janice Cannon
SELP A – Judith Holzapfel
Policy Committee – Janice Cannon and Judith Holzapfel
Senior Nutrition – Superintendent Bentz
Facilities Development – Jesus Palomino

President Holzapfel moved to approve the liaison as listed above, Chris Redes seconded.

The GCBE liaisons were appointed as listed by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0

D. **Board Vision and Mission Plan: Board President – Discussion/Action**

_The board will review their Vision and Mission Plan and update as needed._

The board reviewed their vision and mission plan. Janice Cannon would like to review and possibly reword the vision and mission statement. This item will be brought back for approval at the February meeting.
E. Charter Reports – Information Only

- Walden Academy
  Suzanne Tefs reported the following:
  - Walden is using “Me Time” as an intervention for students needing extra help;
  - The students are finishing the end of the trimester testing and getting ready for the Science Showcase in March;
  - Pupil engagement – Mrs. Tefs and Mr. Bobadilla made home visits regarding attendance;
  - The school is using the “Toolbox” program for students TK-3. The program helps students learn tools to manage their emotions; and,
  - Walden had three (3) student suspensions due to students hitting and fighting.

Mrs. Tefs assured Cori Enos, the new GCBE Walden liaison that she would be sending Mrs. Enos the meeting calendar along with the Walden Newsletter.

- Wm. Finch

A written report was included in the board packet. The report included the total enrollment of 147 students and the Mid-year i-Ready growth in Language Arts and Math from August to December.

- Success One!
  Principal Elena Jones reported the following:
  - 142 total student enrollment with 91 active students;
  - Month 6 attendance rate of 73.5%
  - The 2022-2023 P-1 number is higher than last year
  - LCAP surveys are out
  - The Spring semester ends May 12
  - Medical Assistant application window is January 5 through March 24
  - WASC mid-cycle visit is March 15, and,
  - CAASPP testing window is February 9 through May 17

Mrs. Jones was asked about the progress of the LVN, CNA and the flight class. She reported the LVN director has been found and the class is in development; They are currently looking for an instructor for the CNA class and the flight class is in development.

F. Facilities Update: – Shane Anderson – Information

- Signs
  Shane Anderson reported the sign permit was approved by the City of Orland and the sign is ready to be installed.
• Facilities
   A video of the Digital Media Arts and Little Bridges preschool was presented by Shane Anderson. It was mentioned by Board President Holzapfel the new buildings look very similar in design to the LCN building. Shane mentioned the new addition was designed to look like the current building. He hopes the project will be completed by mid-June.

G. **Schedule a County Committee on School Redistricting Meeting – Ryan Bentz – Action**

   *The board will discuss scheduling a meeting to review and accept the redistricting of trustee areas for Stony Creek Joint Unified.*

   The board received information regarding the completion of the Stony Creek Joint Unified School District redistricting. Stony Creek is asking The County Committee on School Redistricting to review and approve their updated maps for the five (5) trustee areas.

   **A meeting of the County Committee on School Redistricting was set for February 15, 2023 at 5:00 P.M. in Elk Creek to review and possible approve the revised trustee areas for Stony Creek Joint Unified.**

H. **Williams Uniform Complaint – Ryan Bentz – Information**

   There were no complaints filed.

I. **First Interim Report – Dusty Thompson/Randy Jones – Action Item**

   *Dusty Thompson/Randy Jones will present the First Interim Report.*

   Randy Jones explained the state roll out of the new SACS (Standardized Account Code Structure) as well as the new financial system made it very difficult to finish the First Interim report. GCOE could not ask for an extension from CDE.

   Randy Jones explained GCOE is able to meet its financial responsibilities with the required reserves of 3% for the multi-year projection. Mr. Jones asked the board for a positive certification of the First Interim Report.

   Mr. Jones explained GCOE had been at the “Hold Harmless” and does not receive the state colas. The state has made changes to the calculation to COE’s funding and will be based on the P-1 data for the current year. That information might be available during the Second Interim Report due in a couple of months.

   Janice Cannon moved to approve the GCOE First Interim Report as presented, Jesus Palomino seconded.

   **The GCOE First Interim Report was approved by a show of hands and ayes by board members Holzapfel, Cannon, Redes, Enos and Palomino. Motion passed 5/0**
J. **Superintendent Compensation** - Ryan Bentz – Action Item

Superintendent Bentz handed out compensation information to the board and the public. The information included a comparison to of superintendent’s compensation of Butte COE, Lake COE, Colusa COE and Tehama DOE along with the total staff numbers. Other information included was that of the three (3) largest school district superintendent’s compensation (OUSD, WUSD and HUSD).

President Holzapfel mentioned that it’s hard receiving documents at the time of the meeting and requested that in the future, Superintendent Bentz include all the documents in the board packet so the board has time to review the information.

Superintendent Bentz explained he had taken the base salaries from Lake COE, Colusa COE and Tehama DOE and averaged the amount coming up with a total of $191,039. Superintendent Bentz asked the board to set his salary at $191,039, retroactive to January 3, 2023.

Board President Holzapfel reminded the board that according to education code 1207, once the salary is set for the superintendent, the salary cannot be reduced. She also reminded the board the superintendent is not an employee, he is an elected official and cannot be fired. She mentioned the board does not need to look at any compensation comparisons and the compensation subject will most likely will come up every year.

Superintendent Bentz mentioned that the board is not his evaluator, the public is. He also said no employee’s salary is ever lowered. The superintendent reported he is currently receiving the salary of a school principal. HR Director Ronnie Stenquist announced the Orange County Board had lowered the salary of the County Superintendent in April of 2022.

President Holzapfel recognized that when the salary was set at $140,00, it was lower than what the past superintendent was making.

Board member Cannon stated GCOE needs to keep the superintendent’s salary in step with other superintendents in the surrounding counties.

Janice Cannon moved to approve the superintendent Salary for $191,039 plus health benefits retroactive to January 3, 2023, Cori Enos seconded.

The Superintendent salary was set to $191,039 plus benefits retroactive to January 3, 2023 by a show of hands and ayes by board members Cannon, Redes, Enos and Palomino. President Holzapfel voted no. Motion passed 4/1

12.0 **CLOSED SESSION:**

A. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Information – Superintendent Bentz
1. The Board will receive information on the property located at: 512, 514 South Street, and 1222 Railroad Avenue, Orland, CA


President Holzapfel recessed the regular meeting at 5:51 P.M.

President Holzapfel reopened the regular meeting at 6:05 P.M.

13.0 REPORTING FROM CLOSED SESSION:

President Holzapfel reported the board had received information.

14.0 ADMINISTRATIVE REPORT:

The Superintendent will report on his activities.

Superintendent Bentz reported on the following:
- He thanked the board for adjusting his salary
- He attended CCS (California County Superintendent) Academy
- He reported he had attended quarterly CCS meeting in Monterey
- At the CCS Conference representatives from CDE were present and reported no cuts to K-12 education at this point
  - Some of the other topics included:
    - All 3rd graders can read
    - Teacher recruitment – some districts are having housing issues. They are taking modular buildings and turning them into studio apartments for staff
    - Only 4% of college kids wanting to go into the education field
    - CDE would like to setup a COE liaison with every county superintendent
- The universal free and reduced lunch money is not being reimbursed to schools due to families not returning their applications
- The Senior Nutrition Program might be $60,000 in debt by the end of the fiscal year. The Senior Nutrition Board is looking into options. One of the options is possibly closing one day a week. Superintendent Bentz is speaking with the Count of Glenn for more funding as the K-12 funding GCOE receives cannot be used to subsidize senior nutrition
- GCOE has hired a reading specialist
- GCOE is applying for a $500,000 grant to establish a community school
- Wm. Finch is serving Glenn County expelled students
- GCOE is working on a workshop for district board members

15.0 BOARD MEMBER REPORT:

Report on County Office of Education related activities by Board Members.

Janice Cannon reported the FFA group from Elk Creek high school is selling valentine flower arrangements and the new academic counselor is doing very well.
Judith Holzapfel reported she had attended the SELPA meeting and the Hamilton board meeting via zoom.

Chris Redes reported she had been invited to attend the OHS dinner. She reported the students not only received sports award but also received high academic awards.

16.0 COMMUNICATIONS:

- SSDA Annual State Conference – March 5-7
- CCBE Governance Workshop – March 10-11

The board was invited to attend the conference/workshops listed above.

17.0 NEXT MEETING: Date/Time/Location

February 15, 2023, at 5:00 P.M. – 3430 County Road 309, Elk Creek
February 23, 2023, at 4:00 PM – 131 Walker Street, Orland

18.0 ADJOURNMENT:

The meeting was adjourned at 6:24 P.M.

Judith Holzapfel, Board President
Ryan Bentz, Superintendent

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This institution is an equal opportunity provider and employer.
WHEREAS, the Glenn County Board of Education ("Governing Board") is committed to open and transparent government, and full compliance with the Ralph M. Brown Act ("Brown Act"); and

WHEREAS, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

WHEREAS, the Governing Board recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

WHEREAS, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

WHEREAS, on September 16, 2021, the California legislature passed Assembly Bill ("AB") 361, which amends Government Code, section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances: (A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, in order for the Governing Board to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Governing Board to conduct teleconferenced meetings for a period of thirty (30) days; and

WHEREAS, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled "Proclamation of a State of Emergency," signed March 4, 2020; and

WHEREAS, the Governing Board hereby finds that the state and local emergencies have caused and will continue to cause imminent risks to the health or safety of attendees; and

WHEREAS, the Governing Board is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment.
NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the Governing Board has determined that given the state of emergency, holding in-person meetings would present imminent risks to the health or safety of attendees.

BE IT FURTHER RESOLVED, that the actions taken by the Governing Board through this Resolution may be applied to all Board committees governed by the Brown Act unless otherwise desired by that committee.

BE IT FURTHER RESOLVED, the Governing Board authorizes the Superintendent or their designee(s) to take all actions necessary to conduct Governing Board meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution, after which the Governing Board will reconsider the circumstances of the state of emergency.

PASSED AND ADOPTED by the Glenn County Board of Education on this 23rd day of February, 2023, by the following vote:

AYES ___

NOES ___

ABSENT ___

ABSTAIN ___

______________________________  ______________________________
Judith Holzapfel, GCBE President        Ryan Bentz, Superintendent
COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION
Wednesday, February 15, 2023
3430 Co. Rd. 309, Elk Creek, CA

SPECIAL MEETING

Minutes

A meeting of the County Committee on School District Organization began at 5:00 P.M. at 3430 Co. Rd. 309, Elk Creek.

1.0 CALL TO ORDER:

The meeting was called to order at 5:00 P.M.

2.0 PLEDGE OF ALLEGIANCE

The pledge was led by Dusty Thompson.

3.0 APPROVAL OF AGENDA

Approval of Agenda as presented. Action Item

Janice Cannon moved to approve the agenda as presented, Jesus Palomino seconded.

The agenda was approved as presented by a show of hands and ayes by board member Holzapfel, Cannon, Redes and Palomino. Motion passed 4/0

4.0 COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS ONLY:

There were no comments from the audience.

5.0 PUBLIC HEARING

A public hearing will be held at 5:01 P.M. to hear public comments on the redistricting of Stony Creek Joint Unified School District.

President Holzapfel opened the Public Hearing at 5:01 P.M.

President Holzapfel asked if the Public Hearing had been posted accordingly at Stony Creek Joint Unified School District (SCJUSD). Imelda Diaz assured the board the Public Hearing had been posted in Stony Creek and at Glenn County Office of Education.

There being no other comments, President Holzapfel closed the Public Hearing at 5:03 P.M.
6.0 MAP APPROVAL - RESOLUTION 2022/2023-1 – Action Item

The Committee will consider the approval of the revised maps for Stony Creek Joint Unified School District - Resolution 2022/2023-1

Janice Cannon moved to approve Resolution 2022/2023-1 approving map 1 as recommended by the SCJUSD Board, Chris Redes seconded.

Resolution 2022/2023-1 was approved by a roll call vote. Motion passed 4/0

7.0 ADJOURNMENT:

The meeting was adjourned at 5:05 P.M.

Judith Holzapfel, Board President
Ryan Bentz, Superintendent

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This institution is an equal opportunity provider.

2022/2023 February 15, 2023 Minutes-Special meeting – School Redistricting
RESOLUTION 2022/2023-1

RESOLUTION OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

WHEREAS, the Stony Creek Joint Unified School District ("District") currently uses a trustee area system of electing its governing Board members; and

WHEREAS, in a by-trustee area system of election, candidates for the District’s Board of Trustees (the “Board”) must reside within a specific geographic subarea of the District called a “trustee area” and candidates are elected only by the voters of that trustee area; and

WHEREAS the District has retained the services of the Glenn County Planning and Public Works with expertise in redistricting, to prepare draft adjusted trustee area boundary plans for the County Committee on School District Organization’s consideration (the "Plans"); and

WHEREAS, the Board adopted Map 1 as presented on January 18, 2023 and hereby recommends Map 1 to the County Committee on School District Organization ("Committee") for its consideration based upon the findings, analysis, and recommendations; and

WHEREAS the Committee has initiated the process on behalf of the District at the Districts request, and will consider any recommendation on specific trustee areas made by the District.

NOW, THEREFORE, be it resolved that the County Committee on School District Organization which has reviewed map 1 and the population of the trustee areas of the District.

BE IT FURTHER RESOLVED that the County Committee on School District Organization approves map 1 as recommended by the Board.

PASSED AND ADOPTED by the County Committee on School District Organization this 15th day of February, 2023, by the following vote:

AYES   4

NOES   0

ABSENT 1

ABSTAIN 0

Judith Holzapfel, GCB& President        Ryan Bentz, Superintendent
School Vision:
Success One! will pursue this vision with a philosophy of:
Tailoring education programs to meet each student's need;
Taking into account individual learning modalities;
Assessing students on an ongoing basis;
Hiring, supporting, and continuously training quality teachers and staff;
Working closely with students and county partners to assure full support for student success;
Establishing staff accountability for producing positive outcome

School Mission:
Success One! seeks to develop literate, educated thinkers and achievers who:
Respect themselves;
Respect others;
Pursue knowledge;
Apply facts and theories to solve problems;
Participate productively in the economy and their communities;
Become motivated and able to learn for a lifetime;
Are employable in today's workplace.
Enrollment
2022-2023 School Year

We have an open enrollment policy. The numbers below change frequently.

Success One! Charter

Total enrollment: 154
Active Students: 96
HSD (High School Diploma): 39
HSE (High School Equivalency): 57
EL Students: 48%
Type C Students: 7
Attendance, Month 7- 75%
Success One! Graduates: 5
Success One! Graduates-CTE: 3

Monthly Student Enrollment

Monthly Attendance Percentage

Monthly Drop Out Rate

Glenn Adult Program
Total Enrollment: 222
Active Students (All Programs): 102
Important Dates and Upcoming Events

Spring Semester
January 3-May 12, 2023

Medical Assistant Application Window (for 2023-2024)
January 5-March 24, 2023

CPR
February 15, 5:30pm-8:30pm, Orland Campus
April 28, 8:30am-12:00pm, Orland Campus

Field Trip #5
February 24, 2023
(Cracker Barrel Old Country Store, Leland Stanford Mansion, California State Capitol Museum)

WASC 1 Day Mid-Cycle Visit
March 15, 2023

Success One! Advisory Meetings
2/22/2023
4/26/2023

CAASPP Testing Window
February 9-May 17, 2022

Success Stories --Success One! and Glenn Adult Program

Success Story #4 is available on YouTube (Glenn County Office of Education) or by scanning this QR Code.

Check out Abdou’s interview video:

![QR Code Image]
Snapshots of Success

Butte County ROP CTE Tours 2/3/2023

Brooke J.
S1 Graduate, Fall of 2022

129 String Jam #1

129 String Jam
(Orland, CA)

1ST SATURDAY OF EVERY MONTH
BEGINNERS WELCOME!

FREE ENTRY

Do you play a stringed instrument?
Want to get more experience playing with other musicians?
Join us!
The first Saturday of every month, 12AM-12PM (Feb 4 - May 6)

HOSTED BY
STUDIO 129
129 E Walker St
Orland, CA 95963
For more info, email: studio@pescce.org
ENGLISH FOR WORK
Evening Class

Tuesdays/Thursdays
5:00pm-7:00pm

February 21-May 11
451 S. Villa, Willows CA

Contact Us
530-936-6980

Instructor Kathy Valle

Learn:
- Conversational English
- Reading and Writing Skills
- Listening Skills
- Grammar

NEED HELP PREPARING FOR THE HISET OR GED MATH TEST?

Join us for this FREE MATH WORKSHOP

WEDNESDAY NIGHTS
6:00pm - 7:30pm
FEBRUARY 15 – APRIL 8, 2023
129 E. Walker Street, Orland
Instructor: Mr. Frank Serbeniuk

Finding JOBS in Local Schools Workshop

Looking for a local JOB in the education sector but don't know where to start?

Join us to learn how to:
- Navigate EDJOIN.org
- Search for Local Jobs in Education
- Create an Account
- Fill out a Job Application
- Upload Documents

February 22, 2023
5:00pm-6:00pm

Facilitated by Elena Jones and Yulci Mondragon
129 E. Walker Street, Orland
Please call 530-936-6980 ext. 4500 for more information
Spring 2023
FAMILIES FOR LITERACY

Join us for storytelling, crafts, and snacks!
Parents and children ages 0-5.

February 8th - Orland Library

March 8th - Orland Library

April 12 - Orland Library

Primavera 2023
FAMILIAS POR LA LECTURA

Acompañarnos para cuentos, actividad de arte y botanas!
Padres e hijos de 0 a 5 años.

8 de Febrero - Biblioteca de Orland

8 de Marzo - Biblioteca de Orland

February 15 - Willows Library
4:00 pm - 5:00 pm

March 15 - Willows Library
4:00 pm - 5:00 pm

April 19 - Willows Library
4:00 pm - 5:00 pm

15 de Febrero - Biblioteca de Willows
4:00 pm - 5:00 pm

15 de Marzo - Biblioteca de Willows
4:00 pm - 5:00 pm

19 de Abril - Biblioteca de Willows
4:00 pm - 5:00 pm
S1-GAP Newsletter
SUCCESS ONE! — GLENN ADULT PROGRAM
February 2023

Upcoming Events

Math Workshop
February 15th - April 8th
6:00pm - 7:30pm
Orland Campus
Instructor: Frank Serbeniuk

Vocational ESL Class
February 21st - May 11th
5:00 - 7:00 Tuesdays/Thursdays
Willows Campus - LCS
Instructor: Kathy Romero-Valle

EdJoin Workshop
February 22nd
5:00pm - 6:30pm
Orland Campus
Instructors:
Elena Jones/Yucel Mondragon

S1 Field Trip #5
Sacramento
February 24th
8:15am - 7:30pm

Call 530-936-6980 for more information.

Meet Abdou: A Success Story

Abdou originally came to the United States from Syria in 2017 on an asylum case. Despite facing numerous obstacles, including adjusting to a new culture and language, Abdou never lost sight of his goals. Abdou's journey towards education and personal development started when he enrolled in our Literacy Program, where he began learning English. This paved the way for him to attain his high school equivalency through Success One Charter School.

Despite his busy schedule, Abdou continued to pursue his education and is now completing his lower-division courses at Butte College. In addition to his studies, Abdou has also been working as a computer programming and math tutor, helping others to reach their own educational goals. Abdou has a bright future ahead of him and plans to transfer to a university to obtain a degree in Computer Engineering.

Abdou's story is an inspiration to us all. He has shown that with hard work and determination, anyone can overcome the challenges that life throws their way and achieve their goals. We wish Abdou all the best in his future endeavors and know that he will continue to make a positive impact in the lives of those around him.

Remembering Washington

George Washington was born in Pope's Creek, Virginia on February 22, 1732. As one of the greatest military generals in American history, he led the Continental Army to victory over the British on September 3, 1783. He went on to become not only the first American president, but defined what it meant to be a truly dignified leader. Today, we remember him.

Valentine’s Day: Fun Facts

- Valentine’s Day is one of the busiest days of the year for restaurants, second only to Mother’s Day.
- Americans spent $23.9 billion on Valentine’s Day in 2022.
- Men and women prefer candy to flowers.
- California is the state with the largest number of chocolate makers.
- Teachers are the number one recipient of Valentines.

Current Active: Student Count
Success One!:
96
Glenn Adult Program:
102
Wm. Finch Charter School Mission
Statement: The mission of Wm. Finch Charter School is to provide a rigorous and supportive learning environment with a highly qualified faculty and staff committed to nurturing and developing the intellectual, physical, emotional and moral capacity of each student through student-parent-teacher-community partnerships.

Enrollment update:

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<th>Enrolled: 159</th>
<th>Inquiries: 6</th>
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<tr>
<td>K – 3rd</td>
<td>23</td>
<td>7th – 8th</td>
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<td>4th – 6th</td>
<td>21</td>
<td>9th – 12th</td>
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Updates:

- 1/6 Staff attended Active Shooter training at Shasta College put on by FBI, CIA, and collaborated with local schools and law enforcement
- 1/30 Staff toured the new buildings
- 2/8 Staff presented and attended the Suicide Prevention Planning Workshop
- 2/9 Graduation meeting was held with 8th grade promoters and high school graduates
- 2/13 GCOE staff facilitated the first session of Differentiated Assistance addressing root causes of k-8 chronic absenteeism rates
- 2/27 Interim budget review
- 3/4 Staff is scheduled to attend the Ethnic Studies conference in Santa Rosa
- Staff observations are scheduled

Upcoming dates:

- 2/20 – 2/21 – School closed
- 3/10 – CPR training for high school seniors
- 3/20 – 4/14 – CAASPP Testing
- 4/10 – 4/14 – Spring Break
- 4/6 & 4/13 – Hosting Project Learning Tree Teacher Workshop
- 4/28 – Butte College Reg2Go
- 5/1 – 5/19 – End of year i-Ready Diagnostic Assessments
- 5/19 – Last day of school
- 5/23 – Graduation
- 5/31 – 6/1 – Planning days for 23-24
Creating a confident community passionate about lifelong learning

Director's Report and LCAP Update
February 2023

The mission of Walden Academy is to provide an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life as modeled by family, school, and community.

The next board meeting for the Walden Academy Board of Directors meets after the GCBOE meeting in February. I prefer to submit updates to the Walden board prior to submitting to GCBOE, so I don’t have current information to share with you yet. Instead, I’d like to share information about The Toolbox Project I mentioned at the last board meeting. I will provide some handouts that explain the program in depth and we can watch a short overview video.

TOOLBOX PROJECT®
TOOLS FOR LEARNING ▼ TOOLS FOR LIFE

A short video about the 12 Toolbox Tools:

https://www.youtube.com/watch?v=ezG1Lb0uqPF
Comprehensive School Safety Plan
SB 187 Compliance Document

2022-23
School Year

School: Success One! Charter School
CDS Code: 11-10116-0130724
District: Glenn County Office of Education - Success One! Charter School
Address: 451 S. Villa Ave. & 129 E. Walker St., Orland, 95963
Willows & Orland, California
Date of Adoption: February, 2023

Approved by:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Ryan Bentz</td>
<td>Glenn County Superintendent of Schools</td>
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<tr>
<td>Judith Holzapfel</td>
<td>President, Glenn County Board of Education</td>
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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 451 S. Villa Ave., Willows, CA 95988 & 129 E. Walker St., Orland, 95963.

Safety Plan Vision
Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches and emphasizes high expectations for student conduct, responsible behavior, and respect for others.
Components of the Comprehensive School Safety Plan (EC 32281)

Success One! Charter School Safety Committee
Elena Jones, Success One! Principal
Melinda Tuma, Administrative Assistant, S1N
Lourdes Ruiz, Senior Fiscal Secretary, LCS
Frank Serbeniuk, Teacher, S1N
Rod Boone, Teacher, LCS
Shane Anderson, Director of Facilities
Heather Aulabaugh, Child and Family Services Director
Greg Felton, School Safety Coordinator, GCOE

Assessment of School Safety
A comprehensive School Safety Plan was originally created in May 2014 and is updated annually. Key elements of the plan include school site safety drills, crisis intervention plans, and ongoing trainings.
Each school campus follows the plans developed by the district in which they are located. The required notification letters are mailed out and addressed with all classified and certificated staff in August of every school year. The key elements include child abuse reporting, bullying (including cyber bullying), blood born pathogens, sexual harassment, and general safety policies and procedures for fire, earthquake, extreme weather events, bomb threats, campus intruder, and on campus disturbances.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)
The school safety plan will be updated annually by March 1st. The safety plan has been discussed and practiced: the required notification letters mailed out, and the plan was (and will be) addressed with all classified and certificated staff in August of every school year. The key elements include child abuse reporting, blood born pathogens, sexual harassment, as well as general safety policies and procedures for evacuation in the event of fire, lockdown, civil disturbance, bomb threat, chemical accident or natural disaster.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)
Child Abuse Reporting Procedures are based upon the following:

Mandated reporters include but are not limited to teachers, instructional aides, teachers aides/assistants, classified employees, certificated pupil personnel employees, administrators, employees of a licensed day care facility, Head Start teachers, district police/security officers, and administrator/presenter/counselors of a child abuse prevention program.

Reporting procedures:
1) Complete Child Abuse reporting form
2) Call Child and Family Service immediately to verbally report
3) Forward completed Child Abuse Report form within 36 hours
4) Do not pass on the duty to report. However, you can and should notify your supervisor
5) If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty)
6) If in doubt file
7) The burden of proof is not with you. Child and Family Services will do the investigation.
8) School staff is not liable for defamation if done in the course and scope of your employment.

Child abuse can be any of the following:

A physical injury which is inflicted on a child by another person other than by accidental means.
The sexual abuse, assault, or exploitation of a child.
The negligent treatment or 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 or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person.

The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child’s welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

A Police or Sheriff’s Department (not including a school district police department or school security department)
A County Probation Department if designated by the county to receive child abuse reports, or
A County Welfare Department/County Child Protective Services

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations. The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations Section 4650(a)(vii)(c). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is “substantiated” or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

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

Disaster Plan (See Appendix C-F)
General Information:
This plan is designed to prepare for the impact of a major disaster or emergency affecting any of the school facilities. These guidelines are general in nature. Success One! follows the SEMS (Standardized Emergency Management System) roles and responsibilities list. They include a quick reference emergency action guide and will be supplemented by individual school site disaster plans.

Mass panic is one of the greatest dangers to students. Staff members should remember that in times of stress students would look for leadership from their teachers. Therefore, remain calm, evaluate the situation, and take action based on the best available information.

The following checklist highlights activities under certain functions that shall be addressed in order to ensure an effective response to a disaster. These functions are to be undertaken by school staff. These functions include site security, fire suppression, search and rescue, triage and possibly evacuation.

Responsibility of on site staff members:
1) Citing Student Handbook, notify adult students at enrollment/orientation of the

Comprehensive School Safety Plan
evacuation plans, sites, and procedures.
2) Train center staff on Disaster Plan and practice and maintain staff awareness.
3) Orient and review the Disaster Plan with on site staff as they will assist during drills and disasters.
4) Hold fire and an earthquake drills with staff, students, and volunteers and document on Fire and Earthquake Drill Log.
5) Conduct fire drills and earthquake drills with staff, and students.
6) Check supplies each year for leakage and other problems.
7) Be aware of staff's skills that may be useful in emergency planning (fire extinguisher use, CPR certified, bilingual, etc.).
8) Make sure you have posted a floor plan (map) of the center (showing evacuation routes) and a phone accessible during a disaster.
9) Keep emergency supplies (food, water, first aid supplies) in a safe, accessible place. Supplies will be checked yearly for completeness.
Make sure staff know location of supplies. Label storage containers and door with symbols.
10) After an emergency or disaster incident, prepare a narrative to the Superintendent and the Director that includes:
    date/time of the incident or evacuation, reason for the evacuation, the number of students and staff involved, any injuries involved what emergency procedures were implemented and successful, and any changes that may need to be made to improve the procedures.
11) Keep copy of this plan. Make sure staff know its location.

Public Agency Use of School Buildings for Emergency Shelters
Glenn County Office of Education would make the facility available for emergency shelter if needed.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. Success On! has established clear consequences for behavior that interferes with learning.
Students learn that when they violate a school/classroom standard a consequence will result. Disruptive or disrespectful behavior will not be tolerated. Students are not to endanger themselves/others, continually disregard rules, or repeatedly interfere with others' rights to learn.
Suspension (E.C. 48900)
Suspension is the removal of a pupil from ongoing instruction for adjustment purposes.
A student may be suspended from class/school for disciplinary reasons by administrative or teacher action.
A principal or designee may suspend a student for not more than five consecutive school days; a teacher may suspend for the remainder of the day in which the misbehavior occurred and the day following (from their class only). A suspension may be extended under certain conditions, when an expulsion hearing is pending.
E.C. 48900
48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of

Comprehensive School Safety Plan 7 of 32 2/15/23
subdivisions (a) to (r), inclusive:
(a) (1) Caused, 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.
(b) Possessed, sold, or otherwise furnished a firearm, knife,
explosive, or other dangerous object, unless, in the case of
possession of an object of this type, the pupil had obtained written
permission to possess the item from a certificated school employee,
which is concurred in by the principal or the designee of the
principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or
been under the influence of, a controlled substance listed in Chapter
2 (commencing with Section 11053) of Division 10 of the Health and
Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell a
controlled substance listed in Chapter 2 (commencing with Section
11053) of Division 10 of the Health and Safety Code, an alcoholic
beverage, or an intoxicant of any kind, and either sold, delivered,
or otherwise furnished to a person another liquid, substance, or
material and represented the liquid, substance, or material as a
controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or
private property.
(g) Stole or attempted to steal school property or private
property.
(h) Possessed or used tobacco, or products containing tobacco or
nicotine products, including, but not limited to, cigarettes, cigars,
miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew
packets, and betel. However, this section does not prohibit use or possession
by a pupil of his or her own prescription products.
(i) Committed an obscene act or engaged in habitual profanity or
vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or
negotiated to sell drug paraphernalia, as defined in Section 11014.5
(k) (1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in
kindergarten or any of grades 1 to 3, inclusive, shall not be
suspended for any of the acts enumerated in this subdivision, and
this subdivision shall not constitute grounds for a pupil enrolled in
kindergarten or any of grades 1 to 12, inclusive, to be recommended
for expulsion. This paragraph shall become inoperative on July 1,
2018, unless a later enacted statute that becomes operative before
July 1, 2018, deletes or extends that date.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section,
"imitation firearm" means a replica of a firearm that is so
substantially similar in physical properties to an existing firearm
as to lead a reasonable person to conclude that the replica is a
firearm.
(n) Committed or attempted to commit a sexual assault as defined
in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or
committed a sexual battery as defined in Section 243.4 of the Penal
Code.

(o) Harassed, threatened, or intimidated a pupil who is a
complaining witness or a witness in a school disciplinary proceeding
for purposes of either preventing that pupil from being a witness or
retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or
sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of
this subdivision, "hazing" means a method of initiation or
preinitiation into a pupil organization or body, whether or not the
organization or body is officially recognized by an educational
institution, which is likely to cause serious bodily injury or
personal degradation or disgrace resulting in physical or mental harm
to a former, current, or prospective pupil. For purposes of this
subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this
subdivision, the following terms have the following meanings:
(1) "Bullying" means any severe or pervasive physical or verbal
act or conduct, including communications made in writing or by means
of an electronic act, and including one or more acts committed by a
pupil or group of pupils as defined in Section 48900.2, 48900.3, or
48900.4, directed toward one or more pupils that has or can be
reasonably predicted to have the effect of one or more of the
following:
(A) Placing a reasonable pupil or pupils in fear of harm to that
pupil’s or those pupils’ person or property.
(B) Causing a reasonable pupil to experience a substantially
detrimental effect on his or her physical or mental health.
(C) Causing a reasonable pupil to experience substantial
interference with his or her academic performance.
(D) Causing a reasonable pupil to experience substantial
interference with his or her ability to participate in or benefit
from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation and transmission
originated on or off the school site, by means of an electronic
device, including, but not limited to, a telephone, wireless
telephone, or other wireless communication device, computer, or
pager, of a communication, including, but not limited to, any of the
following:
(i) A message, text, sound, or image.
(ii) A post on a social network Internet Web site, including, but
not limited to:
(I) Posting to or creating a burn page. "Burn page" means an
Internet Web site created for the purpose of having one or more of
the effects listed in paragraph (1).
(II) Creating a credible impersonation of another actual pupil for
the purpose of having one or more of the effects listed in paragraph
(1). "Credible impersonation" means to knowingly and without consent
impersonate a pupil for the purpose of bullying the pupil and such
that another pupil would reasonably believe, or has reasonably
believed, that the pupil was or is the pupil who was impersonated.
(III) Creating a false profile for the purpose of having one or more
of the effects listed in paragraph (1). "False profile" means a
profile of a fictitious pupil or a profile using the likeness or
attributes of an actual pupil other than the pupil who created the false profile.

(8) Notwithstanding paragraph (1) and sub paragraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Suspension or Expulsion - Prohibited actions (E.C. 48900.4)

In addition to the grounds specified in E.C. Sections 48900 and 48900.2 a student enrolled in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the Principal of the school in which the student is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, which is sufficiently severe or pervasive to have actual and reasonably expected effect of materially disrupting class work, creating disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Expulsion (E.C. 48915)

The Superintendent has the authority to expel a student for serious and/or repeated offenses. In certain cases, whenever a student commits an act warranting expulsion, the school principal must recommend expulsion from the school or justify in writing to the reasons why the expulsion is not being recommended. Both the student and the student's parent or guardian shall receive appropriate notices and information about
opportunities for hearings on expulsion. Expulsion hearings are formal and legal in nature.
E.C. 48915
(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
(A) Causing serious physical injury to another person, except in self-defense.
(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
(i) The first offense for the possession of not more than one avoiduspois ounce of marijuana, other than concentrated cannabis.
(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
(D) Robbery or extortion.
(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:
(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
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(2) Brandishing a knife at another person.
(3) Unlawfully selling a controlled substance listed in Chapter 2
(commencing with Section 11053) of Division 10 of the Health and
Safety Code.
(4) Committing or attempting to commit a sexual assault as defined
in subdivision (n) of Section 48900 or committing a sexual battery
as defined in subdivision (n) of Section 48900.
(5) Possession of an explosive.
(d) The governing board of a school district shall order a pupil
expelled upon finding that the pupil committed an act listed in
subdivision (c), and shall refer that pupil to a program of study
that meets all of the following conditions:
(1) Is appropriately prepared to accommodate pupils who exhibit
discipline problems.
(2) Is not provided at a comprehensive middle, junior, or senior
high school, or at any elementary school.
(3) Is not housed at the school site attended by the pupil at the
time of suspension.
(e) Upon recommendation by the principal or the superintendent of
schools, or by a hearing officer or administrative panel appointed
pursuant to subdivision (d) of Section 48918, the governing board of
a school district may order a pupil expelled upon finding that the
pupil, at school or at a school activity off of school grounds
violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of
Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of
the following:
(1) That other means of correction are not feasible or have
repeatedly failed to bring about proper conduct.
(2) That due to the nature of the violation, the presence of the pupil causes a
continuing danger to the physical safety of the pupil or others.
(f) The governing board of a school district shall refer a pupil
who has been expelled pursuant to subdivision (b) or (e) to a program
of study that meets all of the conditions specified in subdivision
(d). Notwithstanding this subdivision, with respect to a pupil
expelled pursuant to subdivision (e), if the county superintendent of
schools certifies that an alternative program of study is not
available at a site away from a comprehensive middle, junior, or
senior high school, or an elementary school, and that the only option
for placement is at another comprehensive middle, junior, or senior
high school, or another elementary school, the pupil may be referred
to a program of study that is provided at a comprehensive middle,
junior, or senior high school, or an elementary school.
(g) As used in this section, "knife" means any dirk, dagger, or
other weapon with a fixed, sharpened blade fitted primarily for
stabbing, a weapon with a blade fitted primarily for stabbing, a
weapon with a blade longer than 3 1/2 inches, a folding knife with a
blade that locks into place, or a razor with an unguarded blade.
(h) As used in this section, the term "explosive" means
"destructive device" as described in Section 921 of Title 18 of the
United States Code.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)
The following are ways teachers are notified of dangerous pupils:
1) Teachers are informed that a student was suspended when the teacher attempts to record the student’s attendance and the code for suspension has already been entered by the school office.

2) The first of every school year, the districts send the principal a list of students who have been suspended or expelled for the previous 3 school years as per Education Code 49079.

3) Teachers receiving a new transfer student from another school within Glenn County receive a copy of a summary of suspensions.

(E) Sexual Harassment Policies (EC 212.6 [b])
A pupil may be suspended from school, or recommended for expulsion, if the principal or designee of the school in which the pupil is enrolled determines that he pupil has committed sexual harassment as defined in Sec. 212.5 of the education code. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individuals academic performance, or to create a hostile or intimidating or offensive educational environment.

STUDENT HARASSMENT POLICY includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 231.5; 5 CCR 4916)
1. Submission to the conduct is explicitly or implicitly made as term or condition of a student’s academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the school and which may constitute sexual harassment include, but are not limited to:
1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual’s body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual’s body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects.

Notification regarding Success One!’s policy will include Annual Notice, posting in main administration building, Comprehensive School Safety Plan, student orientation, and provided to employees.
Complaint Process - If you feel you are a victim of harassment at school or a school related activity, immediately report the harassment to the Principal at your school. Harassment complaints may also be made to the Glenn Adult Program Director. If you report harassment you will be protected from retaliation.
Investigation of Complaints at School shall be promptly investigated by the principal or designee.
Enforcement of the policy may include the following actions:
1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew, was not true.
Disciplinary Measures - A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s).
shall be taken into account. (E.C. 48989)

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)
Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (E.C. 35294.2) The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

It is the responsibility of the school to create an environment which will enable the student to reach toward his/her highest potential and at the same time prepare him/her as a responsible citizen in the adult community which supports the educational environment. In order to create a safe and orderly learning environment Success One! has adopted the following dress guidelines:

Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of color, arrangement or any other attribute denoted membership in a gang is prohibited.

In order to discourage the influence of gangs, school staff shall take the following measures:
1. Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
2. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
3. The student may be sent home to change clothes.

Students who fail to follow the policy are subject to disciplinary actions, including but not limited to, the possibility of being ineligible for continued enrollment.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)
Success One! will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city agencies to ensure that the school's immediate community is safe.

A large majority of students arrive and leave school in private vehicles. Students should use the parking area located directly in front of their building. Crosswalks are provided for safe access from the main street to sidewalks and the parking area. Students walking to school should use the crosswalks and traffic signals provided along the main streets that run in front of school buildings. Pedestrians should also use the sidewalk to access school buildings rather than walking through the adjacent parking lots.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:
Emotional Environment

Element:
Creating a strong bond between students, school staff and the community to promote student engagement, retention, and successful learning.

Opportunity for Improvement:
Marketing of school goals and program opportunities.
<table>
<thead>
<tr>
<th>Objectives</th>
<th>Action Steps</th>
<th>Resources</th>
<th>Lead Person</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create a strong bond between students, school staff, and the community.</td>
<td>Continue offering workshops and events for students, their families and community members. Continue sending student wellness surveys, offering counselor appointments, new student intake surveys and graduate surveys.</td>
<td>Funding, School Staff and Volunteers</td>
<td>Principal/Staff/ Advisory Panel</td>
<td>Increased student participation, retention, and improved school performance.</td>
</tr>
</tbody>
</table>

Component:
Physical Environment

Element:
Lightning at LCS campus

Opportunity for Improvement:
Ask our Facilities Department to improve the lightning quality at our Willows campus to enhance student learning and school environment for students and staff.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Action Steps</th>
<th>Resources</th>
<th>Lead Person</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To clear out the back area of Success One! North campus by adding additional storage outside of the building.</td>
<td>Work with our Facilities Department to research and install the storage unit behind the building.</td>
<td>GCOE Facilities Department and Funding</td>
<td>GCOE Head of the Facilities Department, School Staff, S1 Principal.</td>
<td>Increased student and staff level of comfort and safety, and improved school environment in general.</td>
</tr>
</tbody>
</table>

Component:
Social Environment

Element:
Develop a school culture based on mutual respect and collegiality.

Opportunity for Improvement:
Create stronger relationships between students and staff through initiation of educational activities and school events.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Action Steps</th>
<th>Resources</th>
<th>Lead Person</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build stronger relationships between students and staff.</td>
<td>Continue hosting workshops and events for students, their families and community members. Continue offering a variety of academic and career preparation workshops.</td>
<td>Funding, Staff time</td>
<td>Principal/staff, activity sponsors</td>
<td>Increased number and variety of activities available for students and community.</td>
</tr>
</tbody>
</table>

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)
Success One! Charter School Student Conduct Code
Students will comply with all federal, state and local laws, school policies and procedures and school regulations. They will conduct themselves in a manner that reflects the common courtesies of decency, morality, cleanliness, honest and respect for the rights and property of others. Student Conduct Code is in effect during the school day to/from a school sponsored activity, or during and between class breaks whether on or off campus. Any student who elects to participate in co-curricular activities and who violates the Code of Conduct in any way may experience disciplinary consequences based on California Education Code.

Conduct Code Procedures
Students who choose not to follow classroom or school rules receive a referral for their misbehavior. Discipline is progressive and begins with the classroom teacher. This depends upon the individual classroom teacher’s discipline plan. If the student is sent to the discipline office, progressive discipline is utilized. The student may be counseled and assigned a plan of action. After a second offense students will be reminded that as a school of choice it is outside the policies and interests of Success One! to allow any student to be a disruptive influence. The appropriate discipline will depend on the gravity of the misbehavior and prior record.

(J) Hate Crime Reporting Procedures and Policies
Success One! affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the school advisory board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated. A student may be suspended from school or recommended for expulsion if the Principal or the designee of the school in which the pupil is enrolled determines that he pupil has caused, attempted to cause, or participated in an act of, hate violence, as defined in subdivision (e) of section 233 E.C.
Safety Plan Review, Evaluation and Amendment Procedures

The Success One! safety plan will be reviewed each year by the principal, staff, school safety coordinator, and advisory panel members. Each element will be evaluated for clarity, completeness and practicality of usability. In addition, input from local police, fire and safety agencies will be solicited. All recommendations for amendments will be recorded and will be processed by the school Safety Team. School staff, students, family members and related local agencies will be notified immediately of any changes in the Safety Plan.
## Emergency Contact Numbers

### Utilities, Responders and Communication Resources

<table>
<thead>
<tr>
<th>Type</th>
<th>Vendor</th>
<th>Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement/Fire/Paramedic</td>
<td>Local Police-Orland</td>
<td>911</td>
<td>Orland PD 530-865-1616, Fire Dept. 865-1625</td>
</tr>
<tr>
<td>Law Enforcement/Fire/Paramedic</td>
<td>County Sheriff</td>
<td>530-934-6441</td>
<td>Emergency Services 530-934-6510</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>PG&amp;E</td>
<td>1-800-743-5000</td>
<td>Gas and Electric</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>California Water service</td>
<td>530-934-4735</td>
<td>Willows Water</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>Orland Municipal Water Dept.</td>
<td>530-865-1600</td>
<td>Orland Water</td>
</tr>
<tr>
<td>Local Hospitals</td>
<td>Glenn Medical Center</td>
<td>530-934-1800</td>
<td>Willows</td>
</tr>
<tr>
<td>School District</td>
<td>Glenn County Office of Education</td>
<td>530-934-6575</td>
<td>Willows</td>
</tr>
<tr>
<td>American National Red Cross</td>
<td>ANRC</td>
<td>530-891-0885</td>
<td>Chico</td>
</tr>
<tr>
<td>Local Hospitals</td>
<td>Enloe Hospital</td>
<td>530-332-7300</td>
<td>Chico</td>
</tr>
<tr>
<td>Law Enforcement/Fire/Paramedic</td>
<td>Local Fire Department-Willows</td>
<td>530-934-3323</td>
<td>Willows</td>
</tr>
</tbody>
</table>
### Safety Plan Review, Evaluation and Amendment Procedures

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Date and Time</th>
<th>Attached Document (description and location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed and revised in February 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan reviewed and updated in October 2016</td>
<td>10/20/16 3:33 pm</td>
<td></td>
</tr>
<tr>
<td>Plan reviewed and updated in June 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan reviewed and revised July 27, 2018</td>
<td>7/27/18 4:35 pm</td>
<td></td>
</tr>
<tr>
<td>Revised and reviewed January 8, 2019</td>
<td>1/8/2019, 10:37 am</td>
<td></td>
</tr>
<tr>
<td>Reviewed and amended</td>
<td>2/26/2020; 1:30 pm</td>
<td>saved to DTS</td>
</tr>
<tr>
<td>Reviewed and amended</td>
<td>2/4/21; 11:22 am</td>
<td>saved to DTS</td>
</tr>
</tbody>
</table>
Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview
The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:
See flow chart.

Management
During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence
Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations
All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics
Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration
Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.
Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action
Types of Emergencies & Specific Procedures

Aircraft Crash
The administrator or designee will initiate appropriate actions which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

Animal Disturbance
This procedure should be implemented when the presence of a coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions which may include Lock Down or Evacuate Building.

Armed Assault on Campus
In the event an intruder enters your facility unexpectedly, follow these procedures (see also Lock-down Procedures that follow) There is no one plan fits all for this situation. Follow the FBI training guidelines.
Key things to remember:
RUN, HIDE, FIGHT
SEE SOMETHING, SAY SOMETHING

1. As calmly and quickly as possible, get the students to a secure area away from the intruder. If there is a way out of the building or area escape quietly. If indoors lock classroom/office doors from the inside.

2. Alert others to get out. Call 911 if possible.

3. Get out quickly through doors or windows. Do not take personal items except teacher cell phone and sign-in sheet. Warn others as you go.

4. If escape is not possible, hide. Secure the area. Block doors and and windows with furniture or other items.

5. Silence cell phones and electronics. Stay calm and quiet.

6. Hide until help arrives

7. As a last resort fight. Act to incapacitate the attacker.

8. Improvise weapons. Use anything that can be used as a weapon ex: chairs, hot drinks, fire extinguishers. Commit to your actions.

9. Once help arrives follow instructions, keep hands visible, stay calm and quiet. Follow exit instructions of law enforcement.

10. When safe and able, notify the Central Office Administration.

LOCK-DOWN PROCEDURES

1. The Willows Sheriff’s Department or the Orland Police Department will contact our Central Office depending on the location of the lock-down.

2. The individual taking the call will notify the Superintendent or an Assistant Superintendent (AS).

3. The Superintendent or AS with the assistance of the Central Office staff will call the appropriate centers.

4. Management, middle management, and county administrators will then be notified.
5. Learning Centers located on a school campus will be contacted by and follow the direction of the campus officials and their procedures. These centers will notify the Central Office of any lock-down.

6. Staff will take attendance in classrooms.

7. Learning Centers will post a white circle on the front entrance window.

8. Staff will ensure that all doors are locked, windows and window coverings are closed, and that students are kept away from the windows. If so instructed, students may need to drop to the floor and find cover.

9. No one will be allowed to leave or enter the building until the lock-down has been lifted. Centers will only use their phones in case of an emergency as their lines need to be kept open.

10. Willows Sheriff's Department or the Orland Police Department will notify the Central Office when a lock-down has been lifted.

11. The Central Office will then notify the appropriate center when a lock-down has been lifted. Lock-down signs will be removed.

12. Learning Centers located on a school campus will be notified by a campus official when a lock-down has been lifted. These centers will then notify the Central Office of the lift.

Biological or Chemical Release
1. Staff will call 911 to report the incident and obtain guidance on the risks to children, adults, and facility.

2. Close all windows and doors. Cover bottom of doors with cloth material.

3. Evacuate the facility only upon recommendation by emergency services personnel or if there is reasonable risk to children and staff.

4. If evacuation is required, evacuate center children, students and staff to the relocation site, taking the first aid kit, emergency cards, and sign-in and out binder.

5. Notify the Central Office of the situation.

6. Arrange pick up of center children, and students by family members.

Bomb Threat/Threat Of violence
If you are informed of a threat (by law enforcement), follow their instructions:

1. Remain calm.

2. While on the phone, sound the fire alarm. * (follow fire drill procedures 1-5)

3. Do not hang up until you are told to do so by emergency personnel.

4. Evacuate the building as you would for a fire, taking your cordless and/or cell phone, first aid kit, sign-in and out log, emergency cards.
5. Notify the Central Office regarding the situation. They will provide any needed support services (helping transport children and staff, calling parents, delivering keys, being an extra hand, etc.)

6. Continue following the instructions of law enforcement/emergency personnel.

7. Staff and students will be allowed to reenter the facility only after emergency personnel have examined and cleared the building for re-occupancy.

8. If instructed to leave the area, evacuate to your relocation site:
   Orland = Glenn County Fairgrounds  221 E. Yolo St.
   Willow = Walmart Parking Lot    470 N. Airport Rd

9. Inform emergency personnel of your relocation site, ask if they can assist with transporting students or children, and leave a note on the building stating you’re at the relocation site and list a cell phone number for further information.

10. Contact authorized persons regarding the situation and where to pick-up their students.

   If you receive a bomb threat from an anonymous caller, follow the above procedures and contact 911 following evacuation.

   * Person who receives the call should attempt to get the following information while caller is on the phone:

   WHEN is it set to explode?  WHAT kind of bomb is it?  Approximate age of the caller?
   WHERE is it located right now?  WHAT sex was the caller?  Tone of voice?
   Accent?  Unusual speech mannerisms or phrases?  Was there any distinguishable background noise?

---

**Bus Disaster**

N/A

**Disorderly Conduct**

This involves a student or staff member exhibiting threatening or irrational behavior and who does not have a weapon. The administrator or designee will initiate appropriate actions which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

**Earthquake**

The most hazardous dangers may come from injuries caused by falling objects, toppling furniture or structures, a person's body being thrown by the shaking, shattered glass (especially windows and fluorescent light tubes), and broken outdoor power lines.

For all centers the following procedures will be followed:

1. When the shaking begins, shout "Duck and Cover".

2. Students will "duck, cover and hold".
   a. Move, turn away from windows and drop to knees.
   b. Duck under tables or other furniture if possible.
   c. Clasp hands behind the neck, bring arms against head (covering ears), close eyes, drop head to knees.
   d. Remain silent and keep that position until shaking has stopped.
e. Hold on to the furniture. If is moves, move with it. Keep your body under cover.
f. Alert the students that a loud rumbling noise is an expected part of the earthquake.

3. Staff will duck, cover and hold as the students do.

a. After the students are positioned, if there is no room under the tables, stand in an interior doorway. Brace your back on the side of the door frame, feet slightly forward, knees slightly bent. Cover your head (as in duck and cover) and bend head down slightly, keeping eyes closed. Or, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
b. Monitor the students as the situation allows.

When the shaking starts:

1. Take the students into an interior classroom room with no windows or move away from the windows.

2. Drop and cover as described in #2 above.

For Child Care rooms after the shaking stops:

The building needs to be evacuated before aftershocks occur as additional stress on potential structural damage could cause the building to collapse. When the initial shaking has stopped, evacuate before any aftershocks occur.

1. Each Teacher or staff member will shout out their location and condition.

2. Have a buddy system for leaving the building. Each adult is responsible for the students in their area.

3. Staff will lead students to the designated outdoor area as far away from potential power line damage as possible.

4. Teacher or staff member will take the sign-in and out log or attendance register, first aid kit, and cell phone.

5. Safety Officer will check bathrooms and any other areas where a student may be away from the group. S/he will evacuate students in those areas.

6. If damage has occurred to sections of the usual evacuation route, use an alternative route as practiced in the drills. Be prepared to find doors jammed and debris in the routes.

7. In the building evacuation, the goal is to get all ambulatory persons out. A search team will remove the injured still remaining in the building.

Once at the designated area, complete the following tasks:

1. Account for all persons:

   a. Take roll and report any missing students, staff, children or other associated adults.
   b. Determine if injuries have occurred and administer first aid as needed.

2. Give reassurance to the students.

3. Do not return to the building until it has been declared safe.

4. Notify Central Office of your situation and to request assistance. Listen to the radio. Notify family members if necessary

Keep the following in mind after an earthquake:
• Avoid touching electrical wires that may have fallen or objects that may be touching or near the lines.

• Turn off the main gas valve. If possible, turn off the main electrical circuit breaker, particularly if you smell smoke or see sparks. Do not use electrical switches or appliances. Turn off the water main if there is evidence that the water lines have been broken or leaking.

• Be careful opening cabinets and closet doors. Anticipate falling objects.

• Tap water may be unsafe to drink. Use your emergency drinking water.

• If you are unable to leave your facility, implement a schedule for staff, making sure there is adequate relief time.

**Explosion or Risk Of Explosion**
The administrator or designee will initiate appropriate actions which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

**Fire in Surrounding Area**
This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions which may include Shelter-in Place, Lock Down, Evacuate Building, or Evacuate Campus.

**Fire on School Grounds**

1. A staff member indicates a fire by using the fire alarm sounding device. S/he will immediately go the exit door and the students there will follow her/him out to the designated area well away from the building and safe from automobiles or sightseers. If there is a lot of smoke, get down on the floor and crawl from the building. For Child Care rooms children will practice both methods of exit.

2. Safety Officer will assist those who need special assistance to evacuate the building.

3. At the same time, a teacher or staff member will get the sign-in and out log or attendance register, First Aid Kit, cordless phone/cell phone and safety rope, and will go immediately outside to the designated meeting area.

4. Safety Officer will check all rooms (bathrooms, etc.) for students, turn off the lights, and close all windows when appropriate. This will contain the fires spread. S/he will take any remaining students with him/her.

5. When everyone has arrived at the designated meeting area, Teacher will take roll using the sign-in and out log or attendance register, to determine that all are present.

6. Staff member or teacher reports the fire.

7. A trained staff member will be in charge of first aid.

8. Safety Officer notifies the Central Office. NEVER REENTER A BURNING BUILDING!

9. Evacuate center students and staff members to relocation site using the safety rope and contact family members.

Use fire extinguisher if it is safe to stay in the area while doing so. If the fire is MAJOR, assign one person to shut off the electricity and other to shut off the utilities.
Check your posted fire drill procedures at your center for specifics.

**Flooding**
In case of school closure due to flooding prior to school starting, the following will occur:

1. The Assistant Superintendent (or Deputy Director in Assistant Superintendent’s absence) will assess the situation as early in the day as possible to make a decision regarding closure. S/he will contact the Superintendent to finalize the decision.

2. If closure is decided, the Assistant Superintendent (AS) or Deputy Director (DD) will contact the appropriate manager(s).

3. Managers will notify the teaching staff (and non-teaching staff as needed). Staff will then notify appropriate students regarding school closures.

4. The AS or DD will call 345-6397 to report closures to be broadcast on the following radio stations: 1290 AM, 1340 AM, 103.5, FM 95.1 FM (English speaking stations) and 97.7 FM (Spanish-speaking station).

In case evacuation is declared by the Office of Emergency Services (OES, our local Sheriff’s Office) during center or site operations, the following will occur:

A. For voluntary evacuation: (Centers/sites will be evacuated at this stage)

1. Central Office staff will notify centers or sites of any possible emergency evaluation plans declared by the OES.

2. Center staff will contact authorized persons to pick up their family members.

3. Staff will secure center/site and leave.

4. After students, staff, and others have left, the teacher/principal or staff member notifies the Central Office that the evacuation is complete and then leaves.

B. For mandatory, but not immediate evacuation:

1. Follow steps for voluntary evacuation.

C. For immediate mandatory evacuation:

1. Central office will contact center/site.

2. Staff will take sign-in and out log or attendance register and first aid kit (with emergency cards and phone numbers).

3. Evacuate students in vehicles (ask emergency personnel for help).

4. Secure the center/site if time allows.

5. After the students and staff are evacuated, the teacher/director will notify the Central Office that evacuation is occurring.

6. Orland area residents are evacuated to the Orland Fairgrounds. Willows area residents are evacuated to Memorial Hall in Willows.
Loss or Failure Of Utilities
If a power outage occurs:

1. Remain calm.

2. Have the students stay where they are ("freeze") until you can obtain alternate lighting from flashlights.

3. If the weather allows, evacuate the building. Transfer activities outdoors if rooms are too dark to use.

4. If the weather is too cold or rainy, keep the students indoors.

5. Keep the students as comfortable as possible.


7. If the power outage is extended, contact the Central Office for instructions.

Motor Vehicle Crash
This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

Psychological Trauma
When the administrator or designee determines that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the director of student services at the central office to request the services of the GCOE School Resource Chaplains. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

Suspected Contamination of Food or Water
This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central office staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposefully contaminating the food or water source.

Unlawful Demonstration or Walkout
An unlawful demonstration or walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. The administrator or designee will initiate the Shelter-in-Place action. Students who ignore this action and leave campus shall be asked to sign his or her name and record address, telephone number and time entered or departed. If students leave the campus, the administrator or designee will designate appropriate staff members accompany them. These staff members will attempt to guide and control the actions of students while offsite. The administrator or designee should proceed in good judgment on the basis of police or other legal advice in taking action to control and resolve the situation.