

KIT CARSON UNION SCHOOL DISTRICT
BOARD MEETING & LOCAL CONTROL ACCOUNTABILITY PLAN MEETING AGENDA

February 18, 2015; 6:30 pm
Kit Carson Staff Room, 9895 Seventh Avenue, Hanford, California

1. Open session

- a. Call to order
- b. Members present
- c. Pledge to the flag

2. Public comments & public hearings

- a. Public comment: In order to ensure that members of the public are provided a meaningful opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time that matter's is taken up by the Board. Presentations are limited to 3-5 minutes per person, per topic.
- b. Local Control Accountability Plan (LCAP) input. Pursuant to Education Code 52060(g) the Board welcomes public input on topics related to the District's LCAP. Input from community members during this portion of the meeting will be used to guide district personnel in planning, writing, implementing, and updating the LCAP. The superintendent will provide a written response upon request. The LCAP is available on the district's web site at www.kitcarsonschool.com.

3. Presentations, reports and communications

- a. Review calendar events
- b. Staff reports
- c. Board member reports
- d. Superintendent report

4. Information items

- a. Local Control Accountability Plan information
- b. Review Quarterly Report on Williams Uniform Complaints
- c. First reading of certain Board Policies and Administrative Regulations

5. Consent items

- a. Consider approving the Regular Board minutes of January 21, 2015 and Special Board minutes of January 28, 2015
- b. Review and approve the Bills and Warrants

6. Action items

- a. Consider approving the Inter-District Request for 2014-2015 school year
- b. Consider approval of the updates to the School Safety Plan
- c. Consider approving the District Calendar for 2015-2016 school year

7. Financial

- a. None

8. Future Planning and Adjournment

- a. Next Regular Board meeting: March 18, 2015
- b. Future board agenda items:
- c. Adjourn meeting

**KIT CARSON UNION SCHOOL DISTRICT
BOARD MEETING & LOCAL CONTROL ACCOUNTABILITY PLAN MEETING AGENDA**

February 18, 2015; 6:30 pm

Kit Carson Staff Room, 9895 Seventh Avenue, Hanford, California




Closed Session: Pursuant to Government Code Section 54956.9, trustees may wish to adjourn to Closed Session to discuss one or more of the items listed below. The items to be discussed shall be announced in accordance with Government Code 54954.5 and/or under Education Code provisions. Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 9895 7th Ave., Hanford, CA during normal business hours.



FEBRUARY - MARCH 2015



TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CITIZENSHIP




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 No School Washington's Birthday 	17 Kings County Spelling Bee (1-2)	18 Kings County Spelling Bee (3-4) Basketball at HCS vs Lakeside 3:30 <i>A teams only</i> Board Meeting 6:30	19 Kings County Spelling Bee (5-6)	20 Kings County Spelling Bee (7-8)	21
22	23 Cabinet Meeting 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32	24 HHS 8th grade Registration Room 32	25 Basketball at HCS vs SRM 2:30	26 5th graders to FSU 8:20 AM Citizenship lunch 11:30 K-3 12:00 4-8	27 D.E.A.R. DAY Celebration Basketball at HCS vs KRH 3:30	28
1	2 2:05 PL Day Room 32	3 PTC Meeting 6:30	4 6th gr. Outdoor Ed Site Council 3:15 PM	5 6th gr. Outdoor Ed	6 6th gr. Outdoor Ed End of Second Trimester	7 Basketball Tournament at Hanford Christian
8	9 Cabinet Meeting 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32 6:30 - 4-H Mtg	10 GRADES DUE FOR REPORT CARDS & ELIGIBILITY	11 Coaching day	12	13 REPORT CARDS GO HOME Tiger Society Permission slips	14
15	16  Parent Conferences 1:45 - 4:15 pm	17 Tiger Society? K-2 2nd Trimester Awards Ceremony 	18 Tiger Society? 3-5 2nd Trimester Awards Ceremony Board Meeting 6:30	19 Tiger Society 6-8? 3rd Trimester Awards Ceremony	20	21
22	23 Cabinet 9:15 Faculty meeting/ Collaboration 2:05 PM Rm 32	24	25 5:15 am - 7:30 pm 7th graders to Monterey Bay Aquarium	26 Citizenship lunch 11:30 K-3 12:00 4-8	27 Track Meet	28
29	30 Spring Break	31 Spring Break				



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Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)]

District: Kit Carson Union School District

Person completing this form: Margaret DeSantos

Title: Administrative Secretary

Quarterly Report Submission Month/Quarter:
(check one)

☐
☒
☐
☐

October 1st Quarter
January 2nd Quarter
April 3rd Quarter
July 4th Quarter

Quarterly Report Submission Year: 2014-2015

Date for information to be reported publicly at governing board meeting: February 18, 2015

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-	-0-	-0-
Teacher Vacancy or Misassignment	-0-	-0-	-0-
Facilities Conditions	-0-	-0-	-0-
CAHSEE Intensive Instruction and Services	-0-	-0-	-0-
TOTALS	-0-	-0-	-0-

Todd Barlow, Superintendent

February 18, 2015
Date

Please submit to:

Russell Watley, Sr.
Kings County Office of Education
Williams Compliance Technician
(559)589-7082
rwatley@kingscoe.org

POLICY GUIDESHEET

December 2014

Page 1 of 6

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP/AR 0420.1 - School-Based Program Coordination

(BP/AR deleted)

Policy and regulation deleted since School-Based Program Coordination was effectively eliminated by the local control funding formula (LCFF).

BP/AR 0440 - District Technology Plan

(BP/AR revised)

Policy contains updated information about the status of state and federal grant programs requiring technology plans, provides for the district's plan to cover a three-year period consistent with California Department of Education (CDE) criteria, and adds language on ensuring the confidentiality of student and staff records.

Regulation updated to reflect new criteria for technology plans adopted by CDE in November 2014 and optional component on noninstructional uses of technology.

AR 1220 - Citizen Advisory Committees

(AR revised)

Regulation updates section on "Committees Subject to Brown Act Requirements" to include the local control and accountability plan (LCAP) parent advisory committee and English learner parent advisory committee. Section on "Committees Not Subject to Brown Act Requirements" revised to delete references to committees for certain categorical programs based on the redirection of categorical program funding into the LCFF and/or **NEW LAW (SB 971)** which repealed provisions of law requiring those committees.

BP/AR 1240 - Volunteer Assistance

(BP/AR revised)

Policy updated to add optional section on workers' compensation for volunteers and to reflect **NEW LAW (AB 1443)** which prohibits harassment of unpaid interns and volunteers. Policy also revised to delete material on options for volunteers working in a student activity program to obtain fingerprint clearance or an Activity Supervisor Clearance Certificate, as this issue is addressed in AR.

Regulation updated to reflect law allowing principal to grant permission for a sex offender to volunteer at a school if all parents/guardians are notified at least 14 days in advance. Section on "Criminal Background Check" adds optional language for district to give volunteers working in a student activity program the discretion to choose whether to obtain fingerprint clearance or obtain an Activity Supervisor Clearance Certificate. Regulation also reflects **NEW LAW (AB 1667)** which requires volunteers instructing or supervising students to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified.

BP/AR 3100 - Budget

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2585)** which eliminates the option to develop the district budget using the "dual budget" process and to include material formerly in AR which addresses board responsibilities related to budget adoption and review. Section on "Budget Criteria and Standards" updated to reflect **NEW TITLE 5 REGULATIONS** (Register 2015, No. 2) which address the calculation of "increased and improved services" for LCFF expenditures and to reflect **NEW LAW (SB 858)** which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.

POLICY GUIDESHEET

December 2014

Page 2 of 6

Regulation updated to reflect **NEW LAW (AB 2585)** which eliminates the option to develop the district budget using the "dual budget" process, specifies information that must be provided for the public hearing if the budget proposes to have an ending fund balance in excess of the minimum recommended reserve, and requires submission of information to the county superintendent regarding any ending fund balance in excess of the minimum recommended reserve.

AR 4112.4/4212.4/4312.4 - Health Examinations

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1667)** which requires employees to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified. Regulation also adds language on tuberculosis risk assessment/examination requirements for school bus drivers when the district contracts for transportation services and clarifies allowable exemptions from the tuberculosis risk assessment/examination requirements.

AR/E 4112.5/4212.5/4312.5 - Criminal Record Check

(AR revised; E added)

AR 4112.5/4312.5 - Criminal Record Check (certificated) and AR 4212.5 - Criminal Record Check (classified) consolidated and triple coded. Regulation deletes references to outdated process based on fingerprint identification cards, reflects law requiring the district to notify the Department of Justice (DOJ) when an applicant/employee whose fingerprints are maintained by DOJ is not hired or is terminated, and reflects law requiring the district to notify an applicant/employee when it receives notification from DOJ of the applicant/employee's criminal record. Section on "Maintenance of Records" revised to reflect **NEW LAW (SB 1461)** which deletes requirement to annually notify DOJ of the identity of the custodian of records.

Exhibit renumbered and retitled from E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

AR/E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records

(AR/E deleted)

Regulation deleted and concepts moved into AR 4112.5/4212.5/4312.5 - Criminal Record Check.

Exhibit renumbered and retitled as E 4112.5/4212.5/4312.5 - Criminal Record Check.

AR 4117.4 - Dismissal

(AR deleted)

Regulation deleted and concepts moved into BP/AR 4118 - Dismissal/Suspension/Disciplinary Action.

BP/AR 4118 - Dismissal/Suspension/Disciplinary Action

(BP/AR revised)

Policy retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Policy reflects **NEW LAW (AB 215)** which allows notice of the board's intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, requires any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct.

POLICY GUIDESHEET

December 2014

Page 3 of 6

Regulation retitled and updated to include requirements related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Regulation reflects **NEW LAW (AB 215)** which amends the causes for which a certificated employee may be suspended or dismissed, establishes an alternative procedure for charges related solely to egregious misconduct, and amends the list of mandatory leave of absence offenses.

BP 4121 - Temporary/Substitute Personnel

(BP revised)

Policy updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year, including temporary and substitute employees, unless the district has adopted a collective bargaining agreement that expressly provides paid sick leave for such employees and contains additional specified provisions.

AR 4161.1/4361.1 - Personal Illness/Injury Leave

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year, unless the district's collective bargaining agreement contains specified provisions. Regulation also reflects provisions of AB 1522 which expand the allowable uses of sick leave to include (1) diagnosis, care, or treatment of an existing health condition, or preventive care, for an employee or his/her family member (defined to include registered domestic partner and sibling) and (2) the need of an employee who has been the victim of domestic violence, sexual assault, or stalking to seek any relief or medical attention for himself/herself or his/her child.

AR 4161.2/4261.2/4361.2 - Personal Leaves

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to allow an employee who has been the victim of domestic violence, sexual assault, or stalking to use sick leave to seek any relief or medical attention for himself/herself or his/her child. Section on "Leaves for Victims of Domestic Violence and Sexual Assault," which prohibits adverse employment action against employees taking leave who are victims of domestic violence and sexual assault, expanded to include employees who are victims of stalking. Section on "Leave for Emergency Duty" updated to reflect law allowing employees who are reserve peace officers and emergency rescue personnel to take up to 14 days of leave per calendar year to receive training.

AR 4261.1 - Personal Illness/Injury Leave

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year and expands purposes for sick leave, as described above for BP 4121 - Temporary/Substitute Personnel and AR 4161.1/4361.1 - Personal Illness/Injury Leave.

BP/AR 5125 - Student Records

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (AB 1442)** which requires districts to notify students and parents/guardians and provide an opportunity for public input before adopting a program to gather or maintain safety-related information from students' social media activity. Policy also reflects **NEW LAW (SB 1177)** which, effective January 1, 2016, will prohibit an online/mobile operator from selling or disclosing student information or using student information to target advertising or amass a profile about a student. Policy reflects **NEW LAW (AB 1584)** which mandates districts entering into a contract with a third party for the digital storage, management, and retrieval of student records to adopt policy allowing such contracts.

POLICY GUIDESHEET

December 2014

Page 4 of 6

Mandated regulation reflects **NEW LAW (AB 2160)** which requires districts to submit the grade point average of all 12th-graders to the Cal Grant program unless a student opts out, and **NEW LAW (AB 1068, 2013)** which authorizes the disclosure of records to students age 14 years and older who are homeless and unaccompanied minors, persons who complete a caregiver's authorization affidavit, and caseworkers or other agency representatives legally responsible for the care and protection of a student. New section added to reflect requirements of **NEW LAW (AB 1442)** for districts that choose to adopt a program to gather or maintain information from students' social media activity related to school or student safety.

AR 5141 - Health Care and Emergencies

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2217)** which clarifies that employees and districts will not be liable for civil damages resulting from the use of an automated external defibrillator (AED) if they comply with specified legal requirements. Regulation expanded to reflect requirements related to a written plan, maintenance and testing of the AED, and the provision of information and training to employees.

AR 5141.21 - Administering Medication and Monitoring Health Conditions

(AR revised)

Regulation updated to add definitions of epinephrine auto-injector and anaphylaxis and to reflect **NEW LAW (SB 1266)** which requires districts to provide emergency epinephrine auto-injector(s) to each school site, requires annual notice to staff requesting volunteers, and deletes requirements for a district plan.

AR 5141.3 - Health Examinations

(AR revised)

Regulation reflects **NEW LAW (SB 1172)** which specifies the grade levels at which vision tests must be conducted and requires near-vision screening to be included in the tests. Regulation also expands material on hearing tests and reflects **NEW LAW (SB 852)** which extends the suspension of requirements for scoliosis screening through the 2014-15 fiscal year.

BP/AR 5141.4 - Child Abuse Prevention and Reporting

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2016)** which authorizes districts to provide students with instruction in sexual abuse and sexual assault awareness, **NEW LAW (AB 2560)** which requires applicants for a new or renewed credential to sign a statement that they understand their obligations as mandated reporters, and **NEW LAW (AB 1432)** which mandates staff training regarding the duties of mandated reporters.

Regulation updated to reflect **NEW LAW (AB 1775)** which amends the definition of sexual exploitation and **NEW LAW (AB 1432)** which requires districts to provide for annual training of mandated reporters. Revised regulation also expands the list of mandated reporters to include athletic coaches, athletic administrators, and athletic directors and reflects current law which provides that a student's homelessness or status as an unaccompanied minor is not a reason for reporting child abuse or neglect.

BP/AR 5144.1 - Suspension and Expulsion/Due Process

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (AB 420)** which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Policy also revised to include material formerly in AR related to board authority to expel and to delete material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors.

POLICY GUIDESHEET

December 2014

Page 5 of 6

Mandated regulation updated to reflect **NEW LAW (AB 420)** which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Updated regulation reflects **NEW LAW (AB 1806)** which requires notification of the district's liaison for homeless students when the student being considered for expulsion is a homeless student and **NEW LAW (SB 1111)** which provides that, if a hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made. Regulation deletes material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors.

AR 6145.2 - Athletic Competition

(AR revised)

Regulation updated to reflect **NEW LAW (SB 1349)** which, beginning with the 2015-16 school year, requires each school that offers competitive athletics to post certain information about the participation of males and females in competitive athletics on its web site or, if the school does not have a web site, then on the district web site. Regulation also reflects **NEW LAW (AB 2127)** which limits full-contact practices by a middle or high school football team and requires an athlete with a concussion to complete a gradual return-to-play protocol.

BP/AR 6158 - Independent Study

(BP/AR revised)

Mandated policy updated to reflect **NEW LAW (SB 858)** which changes the maximum length of the written master agreement and mandates policy with specified components as a condition of offering a program of course-based independent study beginning in the 2015-16 school year. Policy also adds material on the variety of independent study formats that may be offered, deletes recommendation for weekly student-teacher conference in order to be more flexible, and expands material on program evaluation to include comparison of student performance data of independent study students with students in classroom-based instruction.

Mandated regulation updated to reflect **NEW LAW (SB 858)** which changes the maximum length of the written master agreement, mandates policy with specified components as a condition of offering a program of course-based independent study beginning in the 2015-16 school year, and clarifies that the teacher-student ratio must be equivalent with that of all other educational programs at the applicable grade span unless a new higher or lower grade span ratio is negotiated.

AR 6162.51 - State Academic Achievement Tests

(AR revised)

Regulation updated to reflect **NEW LAW (SB 858 and AB 1599)** which officially change the name of the state assessment system to the California Assessment of Student Performance and Progress (CAASPP). Regulation also reflects the status of CAASPP testing for the 2014-15 school year, including field testing of a new alternative test of English language arts and mathematics for students with significant cognitive disabilities. Updated regulation reflects **NEW TITLE 5 REGULATIONS** (Register 2014, No. 35) which establish testing windows, require parental notification related to exemption from testing, list allowable testing resources (i.e., universal tools, designated supports, accommodations) that may be used during test administration, and provide that, if test results are received from the test contractor after the last day of instruction for the school year, then the report must be disseminated to parents/guardians within the first 20 days of the next school year.

POLICY GUIDESHEET

December 2014

Page 6 of 6

AR 6173 - Education for Homeless Children

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1806)** which requires districts to award partial credits to homeless students who transfer from school to school, exempts homeless students who transfer in grades 11-12 from locally established high school graduation requirements, and authorizes districts to allow a homeless student to remain in high school for a fifth year to complete graduation requirements. Regulation also reflects provisions of AB 1806 requiring districts to notify the district liaison for homeless students when a homeless student is recommended for expulsion and, when a change of placement is proposed for a homeless student with disabilities, to invite the district liaison to participate in the individualized education program meeting to make a manifestation determination. Regulation revised to reflect law providing that, upon enrollment, a homeless student will be immediately deemed to meet residency requirements for participation in interscholastic sports or other extracurricular activities.

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Todd Barlow, Superintendent/Principal

FROM: Margaret DeSantos, Administrative Secretary

DATE: February 4, 2015

For: (X) School Board
() Superintendent's Cabinet

For: () Information
(X) Action

Date you wish to have your item considered:
February 18, 2015

Item

Consider approving the minutes of the Regular Board meeting of January 21, 2015 and
Special Board meeting of January 28, 2015

Purpose:

Review for approval

Fiscal Impact:

None

Recommendation:

Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT
Minutes of Regular Board Meeting of January 21, 2015

6:30 pm

1. OPEN SESSION

- a) Call to Order: Andy Atsma, President called the meeting to order at 6:30 pm
- b) Members present: Andy Atsma, Eliza Carlson, Jasmine Costa and Sheree Deniz. Trustee Joe Oliveira was absent. Also present: Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary. Present in the audience: Shelley Leal, Robert Inabnit, Robin Jones, and Linda Yang
- c) Shelley Leal led the pledge to the flag

2. Public comments and public hearings

- a) None

3. Presentation, reports and communications

- a) Mr. Barlow reviewed the calendar of events for the month of January and February.
- b) **Board and staff comments:**
 - i. Margaret DeSantos reported that Kit Carson has 388 students and Mid Valley Charter School has 18 students enrolled.
 - ii. Robin Jones reported that PTC had a reward party for the students that participated in Winter Reading; she stated that there were 150 students.
 - iii. Shelley Leal reported that all is going well, she also attended a Governance Workshop.
 - v. Robert Inabnit reported that he and his crew cut down a couple of trees and also removed the tree stumps.

Board:

Trustee Carlson - No report

Trustee Costa stated that she received a flier regarding New Board Member Workshop

Trustee Deniz - No report

Trustee Atsma - No report

c) Superintendent's Report

Mr. Barlow stated that all is going well at Kit Carson.

Mr. Barlow reported that he and Mrs. Jones have been working on an application for submission to the California Department of Education regarding a request to become a Charter School District. He also overviewed a plan to use Prop 39 funds; the funds are to be used for energy efficiency purposes such as lights and air condition units.

4. Information items

a) Amendments to the Healthy School Act

Mr. Barlow explained the amendment to the use of pesticide usage on school grounds and the new requirements that have been added as of January 1, 2015.

b) Laptops and projector replacements

Mr. Barlow reported that he is surveying teachers in regards to the conditions of their laptops and projectors. Most of these items are 5 years old. Mr. Barlow will present a proposal for board approval at the next regular board meeting.

5. Consent items

a) Consider approving the Regular Board minutes of December 10, 2014

It was moved by Trustee Costa to approve the minutes as presented; Trustee Deniz seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

b) Review and accept Bills and Warrants

The Bills and Warrants were submitted by Shelley Leal. It was moved by Trustee Costa to accept the Bills and Warrants as submitted; Trustee Carlson seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

6. Actions items

a) Consider approving the Annual Report of Developer Fees

Shelley Leal stated this is an updated report. It was moved by Trustee Deniz to approve the report as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

b) Consider approving Resolution 1415-04: Kings County Director of Finance's Statement of Investment Policy

Shelley Leal stated that this is an annual item. It was moved by Trustee Deniz to approve the Resolution as presented; Trustee Atsma seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

c) Consider approving the Charter School Application to the California Department of Education Charter School Division

Mr. Barlow presented a Powerpoint presentation regarding the submission application to becoming a Charter School to the Department of Education. He reviewed the vision of becoming a charter school and the benefits the district and students would receive should we become a Charter School. He mentioned expansion with flexibility in non-core classes; facilities and upper grade technology support. After a brief

discussion it was moved by Trustee Deniz to table this matter to a Special Board Meeting on Wednesday, January 28th at 8:00 am for Board approval; Trustee Carlson seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

d) Consider accepting a donation from Paramount Farms Int and RollGiving

It was moved by Trustee Costa to accept the donation as presented; Trustee Atsma seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

7. Financial

a) Consider approving the 2013-2014 Audit Report

Linda Yang, representative from Vavrinek, Trine, Day & Co., LLP (Certified Public Accountants) reviewed the audit report with all present. After a brief discussion it was moved by Trustee Deniz to approve the Audit Report as presented; Trustee Costa seconded the motion. Motion passed on a 4-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Absent

Future Planning and Adjournment:

Next meeting: Wednesday, February 18, 2015 6:30 pm

Future Planning: Special Board Meeting on Wednesday, January 28, 2015 at 8:00 am

Meeting adjourned at 7:33 pm. No closed session.

Andy Atsma, President

Sheree Deniz, Clerk of the Board

Todd Barlow, Superintendent/Principal

KIT CARSON UNION SCHOOL DISTRICT

Minutes of Special Board Meeting of January 28, 2015

1. OPEN SESSION

- a) Call to Order: Andy Atsma, president called the meeting to order at 8:00 pm
- b) Members present: Andy Atsma, Eliza Carlson, Jasmine Costa, Sheree Deniz, and Joe Oliveira. Also present were Todd Barlow, Superintendent/Principal, Margaret DeSantos, Administrative Secretary, Shelley Leal and Robin Jones.
- c) Pledge to the Flag: Joe Oliveira led the pledge of allegiance.

2. Public comments and public hearings

None

3. Presentation, reports and communications

None

4. Consent items

None

5. Information items

None

6. Actions items

- a) Consider approving the Charter School Application to the California Department of Education Charter School Division

Mr. Barlow reviewed the cover letter and the Charter application with all those present. He stated that there are no changes only edits to the application. Mr. Barlow also stated that the certificated staff have agreed to the application and have signed the agreement.

Mr. Barlow stated that along with the application the Budget report has been included.

Mr. Barlow answered questions from the board members, he stated that should Kit Carson become a Charter School, Mid Valley would remain a charter school; the district would be a two school district, however attendance would be account for separately. He stated that the State Board of Education will review the application and a meeting would follow in which we would attend to answer questions for the Board panel. Mr. Barlow stated that he has spoken with Judy Hall of the State Board of Education, she stated that the Charter application is a five year term and must be renewed every five years. Should the district be denied the request then the district would revert back to its original status.

It was moved by Trustee Deniz to approve the request as presented; Trustee Carlson seconded the motion. Motion passed on a 5-0 vote.

Trustee Atsma	Trustee Carlson	Trustee Costa	Trustee Deniz	Trustee Oliveira
Aye	Aye	Aye	Aye	Aye

Future Planning and Adjournment

Next meeting: Wednesday, February 18, 2015 at 6:30 pm

The Board adjourned the meeting at 8:13 am.

Andy Atsma,, President

Sheree Deniz, Clerk of the Board

Todd Barlow, Superintendent/Principal

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Kit Carson Governing Board

FROM: Shelley Leal, Chief Business Officer

DATE: February 13, 2015

For: (X) School Board
() Superintendent's Cabinet

For: () Information
(X) Action

Date you wish to have your item considered:
February 18, 2015

Item:
Bills and Warrants

Purpose:
Review and accept Bills and Warrants

Fiscal Impact:
None

Recommendation:
Consideration for approval

School District Payment Order

District Name: Kit Carson Union Elementary School District

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	14	\$8,831.28
Credit Card Payments	0	

Grand Total for Payments Dated: 02/06/2015 \$8,831.28

☒ Authorized Officer/Employee T. L. L. Balow
Or
☐ Board Members *

* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date _____

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

Warrant Register For Warrants
Dated 02/06/2015

2/13/2015 11:05:03AM

Warrant Number	Vendor Number	Vendor Name	Amount
12483168	14	ARAMARK UNIFORM SERVICES	\$88.15
12483169	1233	BANK OF AMERICA - 5483	\$2,343.70
12483170	1241	BANK OF AMERICA - 7914	\$397.02
12483171	1133	BANK OF AMERICA-8701	\$128.76
12483172	344	CALIFORNIA DEPARTMENT OF EDUCA	\$70.20
12483173	183	KIT CARSON REVOLVING	\$369.60
12483174	1034	MID VALLEY DISPOSAL	\$510.00
12483175	604	MORRIS LEVIN AND SON INC	\$1,619.54
12483176	1046	MULTI-TECH MOBILE SERVICE	\$1,008.39
12483177	243	NOGA'S AIR CONDITIONING INC	\$539.98
12483178	268	PRODUCERS DAIRY FOODS INC	\$467.35
12483179	1197	PURCHASE POWER	\$60.88
12483180	206	SYSCO FOOD SERVICES	\$1,139.59
12483181	1188	STACEY UNRUH	\$88.12
Total Amount of All Warrants:			\$8,831.28

Commercial Payment Register For Payments Dated: 02/06/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12483168	14	ARAMARK UNIFORM SERV	PV - 142038	0100-0000-0-0000-8200-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12483169	1233	BANK OF AMERICA - 5483	PV - 142044	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Total Amount of Payment: Materials and Supplies	\$88.15
			PV - 142044	0100-0000-0-0000-7150-4300000-000	Unrestricted Resources	Materials and Supplies	\$15.47
			PO - 150071	0100-0000-0-0000-7100-4300000-000	Unrestricted Resources	Materials and Supplies	\$44.92
					Total For Fund Number: 0100		\$135.54
12483169	1233	BANK OF AMERICA - 5483	PV - 142044	0900-0332-0-1110-1000-5800000-000	LCFF Supplemental/Concentration Grant	Other Services and Operating Expenditures	\$2,319.74
					Total For Fund Number: 0900		\$23.96
12483170	1241	BANK OF AMERICA - 7914	CM - 15027	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Total Amount of Payment: Materials and Supplies	\$2,343.70
			CM - 15027	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	-\$10.09
			PV - 142046	0100-0000-0-0000-7300-4300000-000	Unrestricted Resources	Materials and Supplies	-\$62.35
			PV - 142046	0100-0000-0-0000-7300-4300000-000	Unrestricted Resources	Materials and Supplies	\$6.60
			PV - 142046	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	\$38.93
			PV - 142046	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Materials and Supplies	\$62.35
			PV - 142046	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$75.00
			PV - 142046	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	\$245.90
			PV - 142046	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	\$40.68
					Total For Fund Number: 0100		\$7.02
12483171	1133	BANK OF AMERICA-8701	PV - 142045	0100-0000-0-0000-7100-4300000-000	Unrestricted Resources	Total Amount of Payment: Materials and Supplies	\$7.02
					Total For Fund Number: 0100		\$128.76
12483172	344	CALIFORNIA DEPARTMENT (PV - 142041	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs	Total Amount of Payment: Food	\$128.76
					Total For Fund Number: 1300		\$70.20
12483173	183	KIT CARSON REVOLVING	PV - 142037	0100-0332-0-1160-1000-4300000-000	LCFF Supplemental/Concentration Grant	Total Amount of Payment: Materials and Supplies	\$70.20
					Total For Fund Number: 0100		\$340.00
12483173	183	KIT CARSON REVOLVING	PV - 142036	1300-5310-0-0000-3700-5300000-000	Child Nutrition - School Programs	Dues and Memberships	\$15.00
			PV - 142039	1300-5310-0-0000-0000-8634000-000	Child Nutrition - School Programs	Food Services Sales	\$14.60
					Total For Fund Number: 1300		\$29.60
					Total Amount of Payment:		\$369.60

Page 2 of 7
2/13/2015 11:04:52 AM

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
Total Amount of Payment:							\$88.12

Commercial Payment Register
For Payments Dated: 02/06/2015

Page 1 of 1
2/13/2015 11:04:52AM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$4,941.06
0900	\$23.96
1300	\$1,706.74
1400	\$2,159.52
	<u>\$8,831.28</u>

Total # of Payments: 14

Total # of Payments: 14

Grand Total: \$ 8,831.28

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$387.88
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$97.50
		Unrestricted Resources	\$133.01
		Unrestricted Resources	\$40.68
		Unrestricted Resources	\$62.35
		Unrestricted Resources	\$6.60
		Unrestricted Resources	\$38.93
		Unrestricted Resources	\$245.90
		Unrestricted Resources	\$75.00
		Unrestricted Resources	-\$10.09
		Unrestricted Resources	-\$62.35
		Unrestricted Resources	\$88.15
		Unrestricted Resources	\$44.92
		Unrestricted Resources	\$15.47
		Unrestricted Resources	\$2,259.35
		Unrestricted Resources	\$128.76
		Unrestricted Resources	\$510.00
		Unrestricted Resources	\$60.88
			Total for Resource 0000
		Outlawed Warrants	\$88.12
		Total for Resource 0199	\$88.12
		0332 LCFF Supplemental/Concentration Gran	\$340.00
		Total for Resource 0332	\$340.00

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0900	Charter Schools Fund	
		0332 LCFF Supplemental/Concentration Gran	
			\$4,941.06
		Total for Fund 0100	
			\$23.96
		Total for Resource 0332	\$23.96
	1300	Cafeteria Fund	
		5310	\$23.9
		5310 Child Nutrition - School Programs	\$467.35
		5310 Child Nutrition - School Programs	\$1,120.10
		5310 Child Nutrition - School Programs	\$19.49
		5310 Child Nutrition - School Programs	\$14.60
		5310 Child Nutrition - School Programs	\$15.00
		5310 Child Nutrition - School Programs	\$70.20
		Total for Resource 5310	\$1,706.74
	1400	Deferred Maintenance Fund	
		0000 Unrestricted Resources	\$539.98
		0000 Unrestricted Resources	\$858.99
		0000 Unrestricted Resources	\$760.55
		Total for Resource 0000	\$2,159.52
		Total for Fund 1400	\$2,159.52
		Total for District 18	\$8,831.28

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$8,831.28

School District Payment Order

District Name: **Kit Carson Union Elementary School District**

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	1	\$17,200.96
Credit Card Payments	0	

Grand Total for Payments Dated: 02/04/2015 \$17,200.96

☒ Authorized Officer/Employee _____
Or
☐ Board Members * _____

Todd Bork

* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date _____

KCOE Examination and Approval	
By _____	Date _____

This order must be returned to KCOE prior to distribution of payments.

Warrant Register For Warrants
Dated 02/04/2015

Warrant Number	Vendor Number	Vendor Name	Amount
12482953	325	SISC III	\$17,200.96
Total Amount of All Warrants:			\$17,200.96

Commercial Payment Register

For Payments Dated: 02/04/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12482953	325	SISC III	PV - 142029	0100-0000-0-1110-1000-370100-000	Unrestricted Resources	Retiree Benefits, certificated	\$1,291.70
			PV - 142029	0100-0000-0-0000-0000-953100-806	Unrestricted Resources	Fringe Benefits/Retired	\$370.00
			PV - 142029	0100-0000-0-0000-0000-951400-000	Unrestricted Resources	Health and Welfare	\$13,783.33
			CM - 15026	0100-0000-0-0000-0000-951410-000	Unrestricted Resources	Summer Health and Welfare	-\$2,041.83
			PV - 142029	0100-0000-0-0000-7150-370100-000	Unrestricted Resources	Retiree Benefits, certificated	\$1,291.70
12482953	325	SISC III	Total For Fund Number: 0100		Unrestricted Resources	Health and Welfare	\$1,291.70
			Total For Fund Number: 0900				\$2,506.06
			Total Amount of Payment:				\$17,200.96

Commercial Payment Register
For Payments Dated: 02/04/2015

Page 1 of 1
2/13/2015 11:04:31AM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$14,694.90
0900	\$2,506.06
	<u>\$17,200.96</u>

Total # of Payments: 1

Total # of Payments: 1

Grand Total: \$ 17,200.96

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$1,291.70
		Unrestricted Resources	\$370.00
		Unrestricted Resources	\$1,291.70
		Unrestricted Resources	-\$2,041.83
		Unrestricted Resources	\$13,783.33
		Total for Resource 0000	\$14,694.90
	0900 Charter Schools Fund	Total for Fund 0100	\$14,694.90
		Unrestricted Resources	\$2,506.06
		Total for Resource 0000	\$2,506.06
		Total for Fund 0900	\$2,506.06
		Total for District 18	\$17,200.90

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$17,200.96

School District Payment Order

District Name: Kit Carson Union Elementary School District


As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	14	\$5,733.02
Credit Card Payments	4	\$1,789.42
Grand Total for Payments Dated:	01/30/2015	\$7,522.44

☒ Authorized Officer/Employee

Or

☐ Board Members *



* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date

KCOE Examination and Approval

By _____ Date _____

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants
Dated 01/30/2015**

2/13/2015 11:04:14AM

Warrant Number	Vendor Number	Vendor Name	Amount
12482641	14	ARAMARK UNIFORM SERVICES	\$88.15
12482642	798	ASSOCIATED VALUATION SERVICES	\$225.00
12482643	1097	DE LAGE LANDEN	\$998.30
12482644	986	Hanford Auto & Truck Parts Inc	\$8.32
12482645	1195	HEDGES PEST CONTROL	\$65.00
12482646	900	BECKY HOFER	\$17.07
12482647	720	HOFMANS NURSERY	\$49.94
12482648	189	LAWNMOWER MAN	\$382.13
12482649	222	MICHAEL'S PLUMBING SUPPLIES	\$57.08
12482650	1046	MULTI-TECH MOBILE SERVICE	\$133.01
12482651	268	PRODUCERS DAIRY FOODS INC	\$737.60
12482652	206	SYSCO FOOD SERVICES	\$2,923.04
12482653	1228	SHARNAY TEIXEIRA	\$10.75
12482654	1239	BRYAN R. VICKERS	\$37.63

Total Amount of All Warrants:**\$5,733.02**

**Credit Card Register for
Payments Dated 01/30/2015**

Document Number	Vendor Number	Vendor Name	Amount
14009961	1093	CALTRONICS BUSINESS SYSTEMS	\$333.32
14009962	524	CLEAN SOURCE INC	\$336.47
14009963	225	MILLER'S RENTALAND INC	\$275.63
14009964	1047	MOBILE MODULAR MANAGEMENT CORP	\$844.00
Total Amount of All Credit Card Payments:			\$1,789.42

Commercial Payment Register

For Payments Dated: 01/30/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12482641	14	ARAMARK UNIFORM SERVICE	PV - 142005	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12482642	798	ASSOCIATED VALUATION SE	PV - 142018	0100-0000-0-0000-2700-430000-000	Unrestricted Resources	Materials and Supplies	\$88.15
					Total For Fund Number: 0100		\$225.00
12482643	1097	DE LAGE LANDEN	PV - 142015	0100-1100-0-1110-1000-560005-000	State Lottery	Materials and Supplies	\$225.00
					Total For Fund Number: 0100		\$998.30
12482644	986	Hanford Auto & Truck Parts Inc	PV - 142011	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$998.30
					Total For Fund Number: 0100		\$998.30
12482645	1195	HEDGES PEST CONTROL	PV - 142012	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	Pest Control	\$8.32
					Total For Fund Number: 0100		\$8.32
12482646	900	HOFER, BECKY	PV - 142017	0900-1100-0-1110-1000-420000-000	State Lottery	Books Other Than Textbooks	\$8.32
					Total For Fund Number: 0900		\$7.25
12482647	720	HOFMANS NURSERY	PV - 142004	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$9.82
					Total For Fund Number: 0100		\$17.07
12482648	189	LAWN MOWER MAN	PV - 142010	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$17.07
					Total For Fund Number: 0100		\$49.94
12482649	222	MICHAEL'S PLUMBING SUPP	PV - 142006	1400-0000-0-0000-8100-430000-000	Unrestricted Resources	Materials and Supplies	\$49.94
					Total For Fund Number: 1400		\$382.13
12482650	1046	MULTI-TECH MOBILE SERVICE	PV - 142014	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$382.13
					Total For Fund Number: 0100		\$382.13
12482651	268	PRODUCERS DAIRY FOODS I	PV - 142022	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$37.57
					Total For Fund Number: 0100		\$19.51
					Total For Fund Number: 1400		\$57.08
					Total For Fund Number: 0100		\$57.08
					Total For Fund Number: 0100		\$133.01
					Total For Fund Number: 0100		\$133.01
					Total For Fund Number: 0100		\$133.01
					Total For Fund Number: 0100		\$310.52

Commercial Payment Register For Payments Dated: 01/30/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12482651	268	PRODUCERS DAIRY FOODS I	PV - 142023	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$373.08
			PV - 142024	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$357.88
			CM - 15025	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	-\$303.88
					Total For Fund Number: 1300		\$737.60
12482652	206	SYSCO FOOD SERVICES	PV - 142025	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$737.60
			PV - 142025	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$1,534.03
			PV - 142013	1300-5310-0-0000-3700-430000-000	Child Nutrition - School Programs	Materials and Supplies	\$1,196
			PV - 142026	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$71.93
			PV - 142026	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$92.35
					Total For Fund Number: 1300		\$1,534.77
12482653	1228	TEIXEIRA, SHARNAY	PV - 142027	0100-0000-0-0000-2700-4300004-000	Unrestricted Resources	Medical Supplies	\$2,923.04
					Total Amount of Payment:		\$2,923.04
12482654	1239	VICKERS, BRYAN R.	PV - 142028	0100-1100-0-1156-1000-4300000-058	State Lottery	Materials and Supplies	\$10.75
					Total For Fund Number: 0100		\$10.75
14009961	1093	CALTRONICS BUSINESS SYS	PV - 142016	0100-1100-0-1110-1000-4300000-000	State Lottery	Materials and Supplies	\$10.75
			PV - 142020	0100-0000-0-0000-7300-5600005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$37.63
			PV - 142021	0100-1100-0-1110-1000-5600005-000	State Lottery	Maintenance Agreement-Copies	\$10.87
					Total For Fund Number: 0100		.42
14009962	524	CLEAN SOURCE INC	PV - 142009	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	\$333.32
					Total Amount of Payment:		\$333.32
14009963	225	MILLER'S RENTALAND INC	PV - 142007	0100-0000-0-0000-8200-5600000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$336.47
			PV - 142008	0100-0000-0-0000-8200-5600000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$336.47
					Total For Fund Number: 0100		\$336.47
14009964	1047	MOBILE MODULAR MANAGI	PV - 142019	2500-0000-0-0000-8700-5600000-124	Unrestricted Resources	Rentals, Leases and Repairs	\$25.63
					Total For Fund Number: 0100		\$250.00
					Total Amount of Payment:		\$275.63
					Total For Fund Number: 2500		\$275.63
					Total Amount of Payment:		\$844.00
					Total For Fund Number: 2500		\$844.00
					Total Amount of Payment:		\$844.00

Commercial Payment Register **For Payments Dated: 01/30/2015**

Page 1 of 1
2/13/2015 11:04:04AM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$2,943.65
0900	\$17.07
1300	\$3,660.64
1400	\$57.08
2500	\$844.00
	<u>\$7,522.44</u>

Total # of Payments: 18

Total # of Payments: 18

Grand Total: \$ 7,522.44

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund	Unrestricted Resources	\$49.94
		Unrestricted Resources	\$382.13
		Unrestricted Resources	\$133.01
		Unrestricted Resources	\$225.00
		Unrestricted Resources	\$8.32
		Unrestricted Resources	\$88.15
		Unrestricted Resources	\$10.75
		Unrestricted Resources	\$65.00
		Unrestricted Resources	\$10.87
		Unrestricted Resources	\$25.63
		Unrestricted Resources	\$250.00
		Unrestricted Resources	\$336.47
		Total for Resource 0000	\$1,585.27
	0900 Charter Schools Fund	State Lottery	\$35.42
		State Lottery	\$287.03
		State Lottery	\$37.63
		State Lottery	\$998.30
		Total for Resource 1100	\$1,358.38
	0900 Charter Schools Fund	Total for Fund 0100	\$2,943.65
		State Lottery	\$9.82
		State Lottery	\$7.25
		Total for Resource 1100	\$17.07
	1300 Cafeteria Fund	Total for Fund 0900	\$17.07
		Child Nutrition - School Programs	\$1,146.03
		Child Nutrition - School Programs	\$1,534.77
		Child Nutrition - School Programs	\$92.35

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	1300 Cafeteria Fund		
	5310	Child Nutrition - School Programs	\$71.93
	5310	Child Nutrition - School Programs	\$77.96
	5310	Child Nutrition - School Programs	\$310.52
	5310	Child Nutrition - School Programs	\$373.08
	5310	Child Nutrition - School Programs	\$357.88
	5310	Child Nutrition - School Programs	-\$303.88
		Total for Resource 5310	\$3,660.64
		Total for Fund 1300	\$3,660.64
	1400 Deferred Maintenance Fund		
	0000	Unrestricted Resources	\$19.51
	0000	Unrestricted Resources	\$37.57
		Total for Resource 0000	\$57.08
		Total for Fund 1400	\$57.08
	2500 CapitalFacilities Fund		
	0000	Unrestricted Resources	\$844.00
		Total for Resource 0000	\$844.00
		Total for Fund 2500	\$844.00
		Total for District 18	\$7,522.44

Detail By Fund/Resource

District	Fund	Resource	Amount
		Grand Total	\$7,522.44

School District Payment Order

District Name: Kit Carson Union Elementary School District


As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Warrants	14	\$10,026.47
Credit Card Payments	6	\$1,990.15
Grand Total for Payments Dated:	01/23/2015	\$12,016.62

☒ Authorized Officer/Employee

Or

☐ Board Members *



* If this option is chosen, must have a majority of board members authorization (EC 42632)

Date

KCOE Examination and Approval

By

 Date

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants
Dated 01/23/2015**

2/13/2015 11:03:44AM

Warrant Number	Vendor Number	Vendor Name	Amount
12481872	14	ARAMARK UNIFORM SERVICES	\$88.15
12481873	1172	BECS PACIFIC LTD.	\$231.00
12481874	344	CALIFORNIA DEPARTMENT OF EDUCA	\$67.60
12481875	988	Central Valley Support Service	\$35.00
12481876	1097	DE LAGE LANDEN	\$1,211.90
12481877	104	EMPLOYMENT DEVELOPMENT DEPT	\$313.02
12481878	1195	HEDGES PEST CONTROL	\$65.00
12481879	500	INDEPENDENT SALES	\$183.66
12481880	474	KINGS CO OFFICE OF EDUCATION	\$5,073.15
12481881	1151	MEDALLION SUPPLY	\$360.02
12481882	222	MICHAEL'S PLUMBING SUPPLIES	\$41.71
12481883	285	ROE OIL CO.	\$511.63
12481884	206	SYSCO FOOD SERVICES	\$1,602.75
12481885	1136	US BANK	\$241.88
Total Amount of All Warrants:			\$10,026.47

**Credit Card Register For
Payments Dated 01/23/2015**

Document Number	Vendor Number	Vendor Name	Amount
14009902	972	ACTION EQUIPMENT	\$698.76
14009903	1093	CALTRONICS BUSINESS SYSTEMS	\$771.66
14009904	524	CLEAN SOURCE INC	\$49.23
14009905	1102	DELRAY TIRE	\$176.77
14009906	246	OFFICE DEPOT	\$62.42
14009907	854	RAY MORGAN COMPANY	\$231.31
Total Amount of All Credit Card Payments:			\$1,990.15

Commercial Payment Register

For Payments Dated: 01/23/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12481872	14	ARAMARK UNIFORM SERVICE	PV - 141990	0100-0000-0-0000-8200-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total For Fund Number: 0100		\$88.15
12481873	1172	BEC'S PACIFIC LTD.	PV - 141998	0100-0000-0-0000-3600-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$88.15
					Total Amount of Payment:		\$231.00
12481874	344	CALIFORNIA DEPARTMENT OF	PV - 141995	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$231.00
					Total For Fund Number: 0100		\$67.60
12481875	988	Central Valley Support Service	PV - 141983	0100-0000-0-0000-7300-580000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$67.60
					Total Amount of Payment:		\$35.00
12481876	1097	DE LAGE LANDEN	PV - 141999	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$35.00
					Total For Fund Number: 0100		\$998.30
12481877	104	EMPLOYMENT DEVELOPMENT	CM - 15023	0100-0000-0-0000-7300-350200-000	Unrestricted Resources	Maintenance Agreement-Copies	\$213.60
					Total For Fund Number: 0100		\$1,211.90
12481877	104	EMPLOYMENT DEVELOPMENT	PV - 141982	0100-0000-0-0000-0000-951500-000	Unrestricted Resources	State Unemployment Insurance, classified	\$1,211.90
					Total For Fund Number: 0100		-\$0.13
12481877	104	EMPLOYMENT DEVELOPMENT	PV - 141982	0900-0000-0-0000-0000-951500-000	Unrestricted Resources	State Unemployment Insurance	\$285.73
					Total For Fund Number: 0900		\$14.21
12481877	104	EMPLOYMENT DEVELOPMENT	PV - 141982	1200-0000-0-0000-0000-951500-000	Unrestricted Resources	State Unemployment Insurance	\$1.27
					Total For Fund Number: 1200		\$1.27
12481878	1195	HEDGES PEST CONTROL	PV - 142001	0100-0000-0-0000-8200-550070-000	Unrestricted Resources	State Unemployment Insurance	\$11.94
					Total For Fund Number: 1300		\$11.94
12481879	500	INDEPENDENT SALES	PV - 142002	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$313.02
					Total Amount of Payment:		\$65.00
					Total For Fund Number: 0100		\$65.00
					Total Amount of Payment:		\$183.66
					Total For Fund Number: 0100		\$183.66
					Total Amount of Payment:		\$183.66

Commercial Payment Register For Payments Dated: 01/23/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12481880	474	KINGS CO OFFICE OF EDUCA	PV - 141991	0100-6500-0-5770-1120-580004-000	Special Education	Contract w/County Schools	\$429.80
			PV - 142003	0100-0000-0-0000-7700-580004-000	Unrestricted Resources	Contract w/County Schools	\$549.90
			PV - 141992	0100-0000-0-0000-7700-580004-000	Unrestricted Resources	Contract w/County Schools	\$4,093.45
					Total For Fund Number: 0100		\$5,073.15
12481881	1151	MEDALLION SUPPLY	PV - 141989	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$5,073.15
					Total For Fund Number: 0100		\$5,073.15
12481882	222	MICHAEL'S PLUMBING SUPP	PV - 141994	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$360.02
			PV - 141994	0100-0000-0-0000-8200-430000-000	Unrestricted Resources	Materials and Supplies	\$34.29
					Total For Fund Number: 0100		\$7.42
12481883	285	ROE OIL CO.	PV - 141984	0100-0000-0-0000-8400-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$41.71
			PV - 141984	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Matl & Suppl. -Gasoline/Diesel Fuel	\$41.71
			PV - 141984	0100-8150-0-0000-8110-430010-000	Ongoing & Major Maint. Acct.	Matl & Suppl. -Gasoline/Diesel Fuel	\$47.36
					Total For Fund Number: 0100		\$367.65
12481884	206	SYSCO FOOD SERVICES	PV - 141996	1300-5310-0-0000-3700-470010-000	Child Nutrition - School Programs	Other Food Service Supplies	\$96.62
			PV - 141996	1300-5310-0-0000-3700-470000-000	Child Nutrition - School Programs	Food	\$511.63
					Total For Fund Number: 1300		\$511.63
12481885	1136	US BANK	PV - 141987	0100-0000-0-0000-7300-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$80.17
12481885	1136	US BANK	PV - 141987	0900-0000-0-1110-1000-560005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$1,602.75
					Total For Fund Number: 0100		\$120.94
14009902	972	ACTION EQUIPMENT	PV - 141988	0100-0000-0-0000-8200-560000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$120.94
					Total For Fund Number: 0900		\$120.94
14009903	1093	CALTRONICS BUSINESS SYS	PV - 141997	0100-1100-0-1110-1000-560005-000	State Lottery	Maintenance Agreement-Copies	\$241.88
					Total For Fund Number: 0100		\$698.76
					Total Amount of Payment:		\$698.76
					Total For Fund Number: 0100		\$771.66
					Total Amount of Payment:		\$771.66

Commercial Payment Register

For Payments Dated: 01/23/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
14009904	524	CLEAN SOURCE INC	PV - 141993	0100-0000-0-0000-8200-4300000-000	Unrestricted Resources	Materials and Supplies	\$49.23
					Total For Fund Number: 0100		\$49.23
14009905	1102	DELRAY TIRE	PV - 142000	0100-0000-0-0000-8400-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$49.23
					Total For Fund Number: 0100		\$176.77
14009906	246	OFFICE DEPOT	PO - 150064	0100-0000-0-0000-7300-4300000-000	Unrestricted Resources	Materials and Supplies	\$176.77
			PO - 150064	0100-1100-0-1110-1000-4300000-000	State Lottery	Materials and Supplies	\$14.51
					Total For Fund Number: 0100		\$62.42
14009907	854	RAY MORGAN COMPANY	PV - 141986	0100-0000-0-0000-7300-5600005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$62.42
					Total For Fund Number: 0100		\$29.28
14009907	854	RAY MORGAN COMPANY	PV - 141986	0900-0000-0-1110-1000-5600005-000	Unrestricted Resources	Maintenance Agreement-Copies	\$202.03
					Total For Fund Number: 0900		\$202.03
					Total Amount of Payment:		\$231.31

**Commercial Payment Register
For Payments Dated: 01/23/2015**

Page 1 of 1
2/13/2015 11:03:33AM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$9,995.88
0900	\$337.18
1200	\$1.27
1300	\$1,682.29
	<u>\$12,016.62</u>

Total # of Payments: 20

Total # of Payments: 20

Grand Total: \$ 12,016.62

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100 General Fund		
	0000	Unrestricted Resources	\$88.15
	0000	Unrestricted Resources	\$231.00
	0000	Unrestricted Resources	\$65.00
	0000	Unrestricted Resources	\$183.66
	0000	Unrestricted Resources	\$549.90
	0000	Unrestricted Resources	\$4,093.45
	0000	Unrestricted Resources	\$360.02
	0000	Unrestricted Resources	\$367.65
	0000	Unrestricted Resources	\$47.36
	0000	Unrestricted Resources	\$120.94
	0000	Unrestricted Resources	\$35.00
	0000	Unrestricted Resources	\$285.73
	0000	Unrestricted Resources	\$29.28
	0000	Unrestricted Resources	\$47.91
	0000	Unrestricted Resources	\$49.23
	0000	Unrestricted Resources	\$176.77
	0000	Unrestricted Resources	\$698.76
	0000	Unrestricted Resources	-\$0.13
	0000	Unrestricted Resources	\$34.29
	0000	Unrestricted Resources	\$7.42
		Total for Resource 0000	\$7,471.39
	1100	State Lottery	\$14.51
	1100	State Lottery	\$771.66
	1100	State Lottery	\$213.60
	1100	State Lottery	\$998.30
		Total for Resource 1100	\$1,998.07
	6500	Special Education	\$429.80

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District	0100 General Fund		
		8150 Ongoing & Major Maint. Acct.	\$429.80
			\$96.62
		Total for Resource 6500	\$96.62
	0900 Charter Schools Fund		
		Total for Resource 8150	\$96.62
		Total for Fund 0100	\$9,995.81
		Unrestricted Resources	\$120.94
		Unrestricted Resources	\$14.21
		Unrestricted Resources	\$202.03
		Total for Resource 0000	\$337.18
	1200 Child Development Fund		
		Total for Fund 0900	\$337.18
		Unrestricted Resources	\$1.27
	1300 Cafeteria Fund		
		Total for Resource 0000	\$1.27
		Total for Fund 1200	\$1.27
		Unrestricted Resources	\$11.94
		Total for Resource 0000	\$11.94
		Child Nutrition - School Programs	\$67.60
		Child Nutrition - School Programs	\$1,522.58
		Child Nutrition - School Programs	\$80.17
		Total for Resource 5310	\$1,670.35
		Total for Fund 1300	\$1,682.29
		Total for District 18	\$12,016.62

Detail By Fund/Resource

District	Fund	Resource	Amount
		Grand Total	\$12,016.62

As per the Authorized Signature Permit, the following payments are authorized as listed on the payment register.

Grand Total for Payments Dated: 01/16/2015 **\$15,138.66**

Board Members *

This order must be returned to KCOE prior to distribution of payments.

**Warrant Register For Warrants
Dated 01/16/2015**

2/13/2015 11:03:25AM

Warrant Number	Vendor Number	Vendor Name	Amount
12481460	1240	RICHARD BRYANT	\$70.00
12481461	1183	CLUB Z TUTORING SERVICES	\$715.00
12481462	331	THE GAS COMPANY	\$588.76
12481463	176	KINGS CO LOCKSMITH SERVICE	\$147.84
12481464	1234	KINGS COUNTRY CLUB	\$1,637.63
12481465	981	KINGS COUNTY GLASS	\$207.66
12481466	1046	MULTI-TECH MOBILE SERVICE	\$5,010.74
12481467	268	PRODUCERS DAIRY FOODS INC	\$303.88
12481468	1197	PURCHASE POWER	\$147.00
12481469	285	ROE OIL CO.	\$812.99
12481470	897	SCHOOL PATHWAYS LLC	\$150.00
12481471	330	SO CALIF EDISON CO	\$3,497.16
12481472	708	VAVRINEK TRINE DAY & CO. LLP	\$1,850.00
Total Amount of All Warrants:			\$15,138.66

Commercial Payment Register

For Payments Dated: 01/16/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY - GO - FN - OB - SI	Resource	Object	Amount
12481460	1240	BRYANT, RICHARD	PV - 141975	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$70.00
					Total For Fund Number: 0100		\$70.00
12481461	1183	CLUB Z TUTORING SERVICE:	PV - 141980	0100-3010-0-1110-1000-5800000-000	IASA-Title I Basic Grants Low Income	Other Services and Operating Expenditures	\$70.00
					Total For Fund Number: 0100		\$715.00
12481462	331	GAS COMPANY, THE	PV - 141969	0100-0000-0-0000-8200-550010-000	Unrestricted Resources	Gas	\$588.76
					Total For Fund Number: 0100		\$588.76
12481463	176	KINGS CO LOCKSMITH SERV	PV - 141981	0100-0000-0-0000-8200-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$588.76
					Total For Fund Number: 0100		\$115.63
12481464	1234	KINGS COUNTRY CLUB	PV - 141979	0100-0000-0-0000-7100-4300000-000	Unrestricted Resources	Materials and Supplies	\$32.21
					Total For Fund Number: 0100		\$147.84
12481465	981	KINGS COUNTRY GLASS	PV - 141978	0100-0000-0-0000-8200-5600000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$147.84
					Total For Fund Number: 0100		\$1,637.63
12481466	1046	MULTI-TECH MOBILE SERV	PV - 141976	0100-0000-0-0000-3600-5600000-000	Unrestricted Resources	Rentals, Leases and Repairs	\$1,637.63
					Total For Fund Number: 0100		\$207.66
					Total For Fund Number: 0100		\$207.66
					Total For Fund Number: 0100		\$14.46
					Total For Fund Number: 0100		\$133.31
					Total For Fund Number: 0100		\$527.99
					Total For Fund Number: 0100		\$695.98
					Total For Fund Number: 0100		\$957.58
					Total For Fund Number: 0100		\$129.91
					Total For Fund Number: 0100		\$1,461.51
					Total For Fund Number: 0100		\$97.50
					Total For Fund Number: 0100		\$97.50
					Total For Fund Number: 0100		\$97.50

Commercial Payment Register For Payments Dated: 01/16/2015

Document No	Vendor No	Vendor Name	Reference No	FD - RE - PY- GO - FN - OB - SI	Resource	Object	Amount
12481466	1046	MULTI-TECH MOBILE SERVICE	PV - 141976	0100-0000-0-0000-3600-5800000-000	Unrestricted Resources	Other Services and Operating Expenditures	\$97.50
					Total For Fund Number: 0100		\$5,010.74
12481467	268	PRODUCERS DAIRY FOODS I	PV - 141973	1300-5310-0-0000-3700-4700000-000	Child Nutrition - School Programs		\$5,010.74
					Total For Fund Number: 1300		\$303.88
12481468	1197	PURCHASE POWER	PV - 141974	0100-0000-0-0000-2700-5900030-000	Unrestricted Resources	Communications - Postage	\$303.88
					Total For Fund Number: 0100		\$147.00
12481469	285	ROE OIL CO.	PV - 141971	0100-0000-0-0000-3600-430010-000	Unrestricted Resources	Mail & Suppl. -Gasoline/Diesel Fuel	\$147.00
					Ongoing & Major Maint. Acct.	Mail & Suppl. -Gasoline/Diesel Fuel	\$590.66
12481470	897	SCHOOL PATHWAYS LLC	PV - 141970	0900-0332-0-1110-1000-5800000-000	LCFF Supplemental/Concentration Grant		\$812.99
					Total For Fund Number: 0900		\$150.00
12481471	330	SO CALIF EDISON CO	PV - 141968	0100-0000-0-0000-8200-550020-000	Unrestricted Resources	Electricity	\$150.00
					Total For Fund Number: 0100		\$3,497.16
12481472	708	VAVRINEK TRINE DAY & CC	PV - 141967	0100-0000-0-0000-7190-580070-000	Unrestricted Resources	Prof Serv. & Oper. Exp. - Audit Exp	\$3,497.16
					Total For Fund Number: 0100		\$1,850.00
					Total Amount of Payment:		\$1,850.00

Commercial Payment Register
For Payments Dated: 01/16/2015

Page 1 of 1
2/13/2015 11:03:06AM

District: 18 Kit Carson Union Elementary School District

Fund	Total
0100	\$14,684.78
0900	\$150.00
1300	\$303.88
	<u>\$15,138.66</u>

Total # of Payments: 13

Total # of Payments: 13

Grand Total: \$ 15,138.66

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
	0100	General Fund	
	0000	Unrestricted Resources	\$1,850.00
	0000	Unrestricted Resources	\$147.00
	0000	Unrestricted Resources	\$590.66
	0000	Unrestricted Resources	\$207.66
	0000	Unrestricted Resources	\$3,497.16
	0000	Unrestricted Resources	\$70.00
	0000	Unrestricted Resources	\$588.76
	0000	Unrestricted Resources	\$115.63
	0000	Unrestricted Resources	\$32.21
	0000	Unrestricted Resources	\$1,637.63
	0000	Unrestricted Resources	\$957.58
	0000	Unrestricted Resources	\$1,461.51
	0000	Unrestricted Resources	\$714.46
	0000	Unrestricted Resources	\$527.99
	0000	Unrestricted Resources	\$695.98
	0000	Unrestricted Resources	\$133.31
	0000	Unrestricted Resources	\$129.91
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$97.50
	0000	Unrestricted Resources	\$97.50
		Total for Resource 0000	\$13,747.45
	3010	IASA-Title I Basic Grants Low Income	\$715.00
		Total for Resource 3010	\$715.00
	8150	Ongoing & Major Maint. Acct.	\$222.33
		Total for Resource 8150	\$222.33
		Total for Fund 0100	\$14,684.78

Detail By Fund/Resource

District	Fund	Resource	Amount
18 Kit Carson Union Elementary School District			
0900 Charter Schools Fund			
	0332	LCFF Supplemental/Concentration Grant	\$150.00
		Total for Resource 0332	\$150.00
		Total for Fund 0900	\$150.00
1300 Cafeteria Fund			
	5310	Child Nutrition - School Programs	\$303.88
		Total for Resource 5310	\$303.88
		Total for Fund 1300	\$303.88
		Total for District 18	\$15,138.66

Detail By Fund/Resource

District	Fund	Resource	Amount
Grand Total			\$15,138.66

KIT CARSON UNION SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Todd Barlow, Superintendent/Principal

FROM: Margaret DeSantos, Administrative Secretary

DATE: February 13, 2015

FOR: (X) School Board
() Superintendent's Cabinet

For: () Information
(X) Action

Date you wish to have your item considered:
February 18, 2015

Item:
Inter-District Transfer Request for 2014-2015 school years as presented.

Purpose:
To approve the following request as presented.

Code	Last Name	<u>Request to Attend Kit Carson School</u>	First Name	Recommendation
1415-3-106				Consideration for approval
1415-8-107				Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Kit Carson Board of Trustees

FROM: Todd Barlow, Superintendent/Principal

DATE: February 13, 2015

For: ☐ Information
☒ Action

Date you wish to have your item considered:
February 18, 2015

Item:
Consider approval of the updated School Safety Plan, which must be updated by March 1st, annually.

Purpose:
The Site Council approved the updated plan on February 04, 2015. As stipulated in Education Code 32282, the Superintendent shall ensure that the updated file of all safety-related plans and materials is readily available for inspection by the public.

Fiscal Impact:
No direct fiscal impact.

Recommendation:
Consideration for approval

KIT CARSON

UNION ELEMENTARY SCHOOL DISTRICT

SCHOOL SAFETY PLAN

UPDATED and approved by Site Council on February 4, 2015

Approved and ADOPTED by the Kit Carson Board of Trustees February 18, 2015



“Where students come first”

School Safety Plan Table of Contents

ENSURING A SAFE AND ORDERLY ENVIRONMENT	
EMERGENCY & NON EMERGENCY PHONE NUMBERS	2
GENERAL GUIDELINES	3
ANNUAL EVALUATION AND PLANNING	3
PRACTICE DRILLS	4
PARENT NOTIFICATION/RESPONSIBILITY	4
SUPPLIES AND EQUIPMENT	4
EMERGENCY FILE	4
COMMUNICATIONS	4
EMERGENCY ACTIONS	5
PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS	5
DISASTER RESPONSE	
COMMUNICATION PROTOCOL	7
EVACUATION MAP	8
EMERGENCY ACTION--EVACUATE BUILDINGS/FIRE	9
EMERGENCY ACTION--DUCK, COVER AND HOLD	9
EMERGENCY ACTION--LOCKDOWN & SECURE BUILDINGS	10
EMERGENCY ACTION--DIRECTED TRANSPORTATION/EVACUATION	10
EMERGENCY ACTION--STAY INSIDE/GO INSIDE	11
EMERGENCY ACTION--ALL CLEAR	11
EMERGENCY PROCEDURE--AIR POLLUTION EPISODE	12
EMERGENCY PROCEDURE--BOMB THREAT	12
EMERGENCY PROCEDURE--EARTHQUAKE	13
EMERGENCY PROCEDURE--EXPLOSION	15
EMERGENCY PROCEDURE--FALLEN AIRCRAFT	15
EMERGENCY PROCEDURE-- FIRE	16
EMERGENCY PROCEDURE - FIREARMS	16
EMERGENCY PROCEDURE--FIRST AID EMERGENCY	17
EMERGENCY PROCEDURE--HAZARDOUS MATERIALS	18
EMERGENCY PROCEDURE--HOSTAGE CRISIS	18
EMERGENCY PROCEDURE--MISSING STUDENT	19
EMERGENCY PROCEDURE--VIOLENT CRIME	19
EMERGENCY PROCEDURE--VIOLENCE: CHILD ABUSE	19
APPENDICES	20
SITE COUNCIL APPROVED ADDITIONS TO THE SCHOOL SAFETY PLAN	24
BYLAWS & SCHOOL DOCUMENTS REGARDING: Suspension/Expulsion, Abuse Reporting, Notifying Teachers of Dangerous Pupils, Sexual Harassment, Dress Code, Hate Crime Policies & Procedures, Student Discipline	29

APPENDICES

Appendix A: Assessment of School Crime
Appendix B: Contingency Plan for Campus Emergencies
Appendix C: Safe Ingress/Egress Routes during an Emergency

INTRODUCTION: SCHOOL SAFETY PLAN

The following safe schools program has been implemented in the Kit Carson Union Elementary School District through school site and district efforts to ensure a positive and safe environment for all students.

School buildings and classrooms will be well maintained and attractive, free of physical hazards, and designed to prevent criminal activities.

School Sites Physical Environment:

1. Campus perimeter is secure from criminal activity.
 - 1.1 Campus is closed to outsiders and required signage is displayed prominently at entry points.
 - 1.2 Unauthorized vehicles do not have easy access to school ground.
2. Physical conditions that could lead to accidental harm are corrected promptly (e.g. damaged fences, broken lights, broken glass, etc.)
3. School site has proper protection from slipping in hallways and stairwells.
4. Adequate and appropriate lighting is installed and maintained on site.
5. Adequate protection is provided against falls from recreational equipment and landscape designs that prevent student from climbing to dangerous heights.
6. Places for loitering on campus are limited.
7. Bathroom facilities are supervised and patrolled.
8. All graffiti is removed or painted over before students arrive on campus.
9. Broken windows are replaced immediately.
10. Classrooms represent the curriculum being taught.
11. School valuables and equipment are labeled and inventoried properly, and stored securely.
12. KCUESD facilities are available for community use only after school hours with district approval.
13. A crisis response plan has been written to identify procedures to follow during (1) Human emergencies, such as bomb threats, death of a student, suicide pacts, weapons on campus, and riots; and (2) Natural emergencies, such as fires, earthquakes, and other natural disasters.
14. Technology is available in every classroom.

PHONE NUMBERS for EMERGENCIES

Use **911** for emergencies

REMEMBER: Dial 9 to reach an outside line on most school phones (i.e. dial 9, then 911). The exception is the public phone in the front office nurses window and the fax machine phone.

OTHER PHONE NUMBERS			
582-2843 OFFICE EXTENSIONS		Non-Emergency Numbers	Utilities
100	School Secretary	SCHOOL RESOURCE OFFICER 582-3122	WATER & SEWAGE: Well/Septic on site
101	Administrative Secretary	HANFORD POLICE DEPT. 585-2540	REFUSE: Fresno Hauling 1 800-531-5203
102	Superintendent/Principal	KINGS COUNTY FIRE DEPT. 584-9276	ELECTRIC: SO.CALIF. EDISON 1-800-727-5555
103	Business Manager	KINGS COUNTY SHERIFF'S DEPT. 584-9276	GAS: THE GAS CO. 1-800-427-2200
104	Business Clerk	ANIMAL CONTROL (Sheriff) 584-9214	TELEPHONE: SBC 1-888-791-7427 or 611
105	Student Specialist	POISON CONTROL 1-800-404-4646	
110	Kindergarten Room 1	AMERICAN AMBULANCE 585-6800	
DIAL 1+Room Number for classrooms (i.e. 142 for Room 42, etc.)			

Any person reporting an emergency shall call the office and report to the superintendent-principal or his/her designee immediately after doing so.

BASIC EMERGENCY PLAN

GENERAL GUIDELINES

1. **Take action based on known facts, size up the situation, and remain calm.** Panic can be one of the greatest dangers to students. Staff should remember that in times of stress, students will look for leadership in those who are normally in an authoritative position.
2. **Principal implements plans.** The school Superintendent/Principal is authorized to implement plans as described herein or take such other action as may in his/her judgment, be necessary to save lives and mitigate the effect of disasters.
3. **Minimize injury or loss of life.** A well-prepared and tested plan for prompt and positive protective action minimizes injuries and loss of life in a major disaster.
4. **Teachers take roll books and pen.** The teacher must keep a roll book of the pupils with him/her at all times in order to take roll in an emergency.
5. **Inform (key) faculty on specific procedures.** All school members must be thoroughly familiar with the contents of the safe school plan. Staff executes actions as directed.
6. **Provide status report to Superintendent/Principal as soon as possible.**

ANNUAL EVALUATION AND PLANNING

PLAN IMPLEMENTATION

The plan will be:

- Initiated by the principal or designee when conditions exist which warrant its implementation.
- Implemented by all staff, who will remain at school and perform those duties as assigned until released by the principal or designee.
- Reviewed and updated annually (Education Code 32286).

Emergency and disaster functions have been pre-assigned.

HAZARD ASSESSMENT

Each school year, prior to the arrival of the classified and certificated staff, the principal and/or designee will complete a physical survey of the school grounds and identify any hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open areas.

STAFF ORIENTATION/TRAINING

All school staff will be provided training regarding this plan by the principal or designee at the beginning of each school year.

PRACTICE DRILLS

In accordance with state law:

- Fire drill will be conducted monthly during each school year.
- An earthquake “**DROP, COVER AND HOLD**” drill will be conducted each trimester. (EC 35297)
- Test earthquake plan or portions thereof, on a rotating basis at least twice during the school year. (Section 560, Title V, California Administrative Code)
- All students and staff will participate in these mandated drills.

PARENT NOTIFICATION/RESPONSIBILITY

Parents will be an integral part in developing and reviewing safety plans annually. In addition pertinent components of this plan will be communicated to parents by means of the student handbook and other means of regular communication with parents.

The plan will be reviewed and updated annually by the Superintendent (Education Code 32286) and reviewed annually with the School Site Council.

All parents will complete the student emergency card and designate individuals who are authorized to pick up their son/daughter in the event of an emergency.

SUPPLIES AND EQUIPMENT

Disaster supplies and equipment are maintained as follows:

- Basic emergency first aid kits are maintained in each classroom and carried by yard supervisors
- Tools and other equipment for controlling utilities and shutting off utilities are at each shut off location.

EMERGENCY FILE

An emergency file containing student emergency cards will be maintained in the school office in such a manner as to facilitate the easy removal of the file during evacuation of the school office.

COMMUNICATIONS

During an emergency, telephones and cellular telephones will only be used to report emergency conditions or to request assistance. In the event that telephone and/or electrical service are interrupted, other means of communications will be relied upon to relay information. A bullhorn, messenger, or “runners” may be utilized within the school grounds.

It shall be within the purview of the district superintendent to disseminate information to the public. The school principal or designee will:

- Be the primary point of contact for emergency response personnel
- Designate a staff member to monitor all communications and radio broadcast, and to disseminate that information to the school staff.

EMERGENCY ACTIONS

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and the students. The following Emergency Actions are detailed in the Disaster Response Procedure section. Each staff member must become familiar with each Emergency Action Plan and be prepared to complete the assigned responsibilities.

- All clear
- Directed Transportation
- Duck, Cover and Hold
- Leave Building
- Stand By
- Convert School
- Drop and Cover
- Evacuation
- Secure Building
- Take Cover

PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS

Every staff member (principal, teacher, custodian, secretary, etc.) has responsibility for performing certain duties in times of emergency.

Principal: The principal or designee will assume overall direction of emergency procedures.

The Principal will perform the following:

1. Direct the evacuation, lockdown or other appropriate response of buildings, using emergency signals and other procedures, as required in event of fire, threat of explosion, earthquake or other crisis.
2. Arrange for the physical transfer of students when flood, approaching fire or other crisis threatens their safety.
3. Orders teachers to move students to designated areas of safety within the school when such action is deemed necessary.
4. Communicate with police, sheriff, fire, and other emergency personnel. All questions are to be referred to the Principal or his/her designee.

Teachers: Each teacher is responsible for the direct supervision of students assigned to them at the time of any emergency. Those teachers who may not have students to supervise, such as during a prep period, will report to the office to be assigned specific duties during the emergency.

(continued...)

Teachers will:

1. Direct the evacuation of students to designated assembly areas in accordance with warning signals, written notification, or orders from the principal.
2. Give the "Drop" command during an earthquake or other emergency as warranted.
3. Direct students to protect themselves.
4. Take roll when the class regroups at the designated assembly area.
5. Report to the principal the names of any students who are unaccountably absent.
6. Send students who are in need of first aid attention to appropriate person(s) trained to administer first aid.
7. Ensure compliance of students with emergency warning signals, drills and announcements.
8. Ensure students are released in an orderly manner and document who the student is released to.
9. Ensure they have their classroom emergency kit, copy of emergency procedures and checklist.

Custodians: Custodian(s) will be responsible for the use of emergency equipment, the handling of supplies, and the safe use of available utilities.

Custodial staff will:

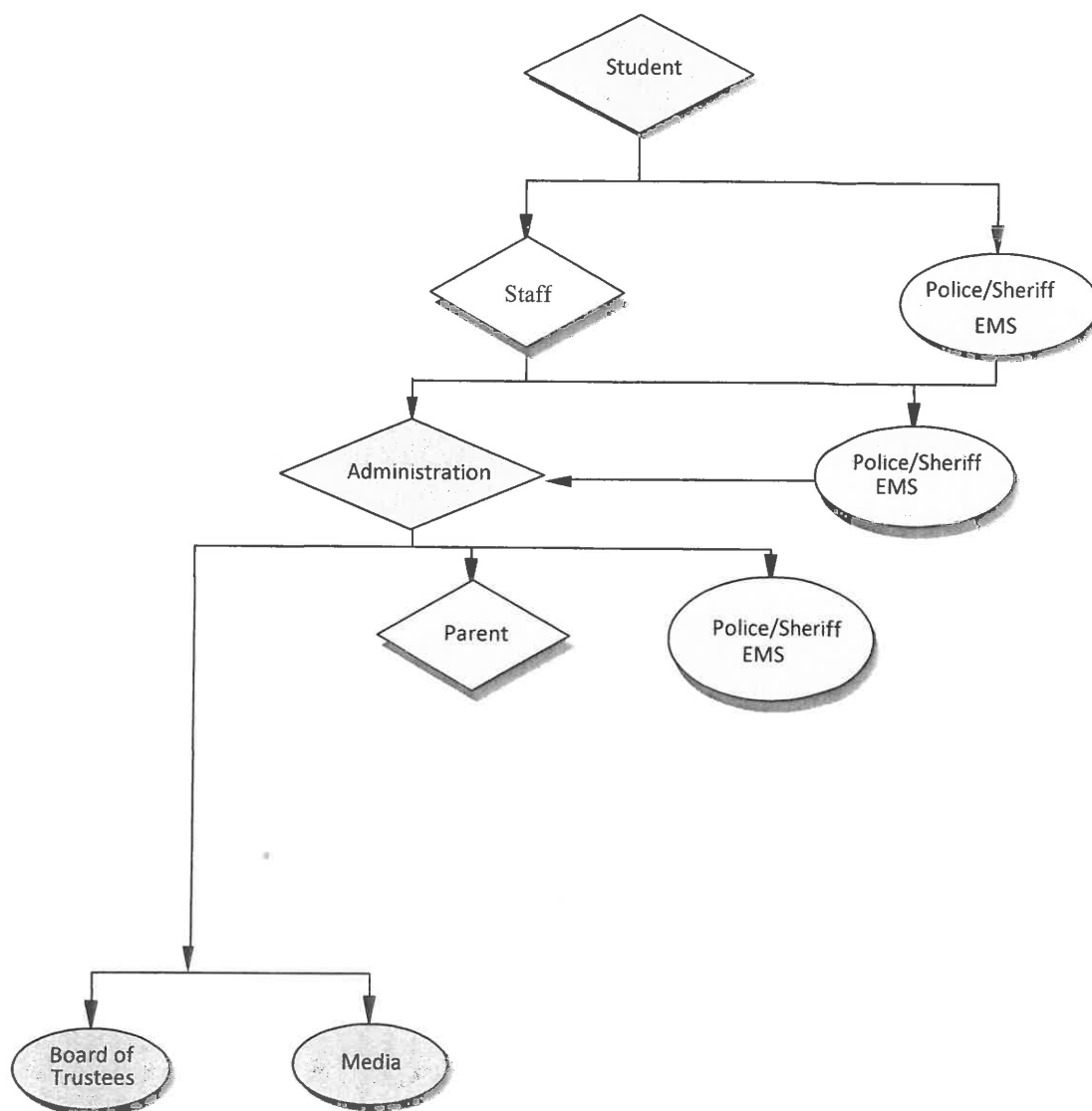
1. Survey the school site and report damage to the principal.
2. Direct and assist in rescue operations, as required.
3. Direct and assist in fire fighting activities until regular fire fighting personnel take over.
4. Control main shut-off valves for gas, water, and electricity and take other preventative measures to minimize hazards that may result from broken or down lines.
5. Conduct routine evaluation of the school grounds to identify potential safety hazards and take steps to correct them.
6. Disburse emergency equipment, as needed.
7. Take necessary steps to conserve usable water supply.

School Secretaries/Clerical Staff: School secretaries will assist as needed.

Secretary/Clerical staff will:

1. Provide for the safety and accessibility of attendance records and emergency data cards.
2. In evacuation, be responsible for bringing copies of student emergency cards and schedules to the designated area.
3. Provide up-to-date attendance information.
4. Handle incoming telephone traffic.
5. Continue to provide necessary secretarial duties.
6. Monitor emergency radio broadcasts.
7. Act as messengers when needed
8. Perform other duties as assigned by the principal.

COMMUNICATION PROTOCOL



All emergency actions: The bell system or fire alarm system will be consistent and will be the first notification in case of an emergency. The verbal announcement will vary depending on the situation.

BREAK OR LUNCH: If an emergency should happen during break or lunch, **ALL** students and teachers will report to the prescribed evacuation areas and wait for further instructions:

- The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)
- The amphitheater (additional staff)
- The basketball court South East of the preschool (preschool/Mid Valley)

EVACUATION AREAS

KIT CARSON SCHOOL

Evacuation Area Map

BUS
BARN

PRESCRIBED EVACUATION AREAS

The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)

The amphitheater (additional staff)

The basketball court South East of the preschool (preschool/Mid Valley)

STAFF
ROOM

ROOMS 11-18

LIBRARY

ROOMS 21-26

ROOM 1

ROOMS 31-34

OFFICE

ROOMS 41-44

EVACUATION AREA

LOWER
GRADE
COURTS

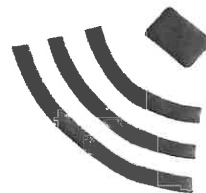
MULTI-
PURPOSE
ROOM

EVACUATION AREA

ROOMS
51 & 52

EVACUATION AREA

UPPER
GRADE
COURTS



EMERGENCY ACTION: EVACUATE BUILDINGS/FIRE

Signal: The fire alarm will signal an evacuation.

Announcement:

- Fire alarm (bell or horn signal)
- Teachers should get their roll books prior to leaving the area.
- Use public address system or messengers to deliver additional information to teachers in evacuation area (s).

Description:

- The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety (Regrouping areas).
- This ACTION is followed by further direction as appropriate.

When Used:

- Fire
- Bomb threats
- Chemical accidents
- Explosion or threat of explosion
- Post earthquake
- Other occurrence, which make school buildings unsafe.

EMERGENCY ACTION: DUCK, COVER AND HOLD

Signal: One long continuous bell for approximately 20 seconds. An announcement will follow.

Announcement: An oral command to “**DUCK, COVER AND HOLD**”, students and staff who are inside should immediately drop to the floor, get under a desk or table and hold. Desks and tables should be arranged so that they do not face the windows as much as possible.

When Outside:

- Upon the command “**DUCK, COVER AND HOLD**”, students and staff should immediately move away from buildings or other structures (preferable to the prescribed evacuation areas) which might topple over on top of them, drop to the ground, face down and cover their head with their arms, remain in this position until the **ALL CLEAR** is given.

When Used:

This action is appropriate for:

- Earthquake
- Explosions
- Surprise Attack

EMERGENCY ACTION: LOCKDOWN & SECURE BUILDINGS

Signal: A series of short bell rings for approximately 20 seconds. An announcement will follow.

Announcement: An announcement in person or the telephone intercom system.

Example:

- **“YOUR ATTENTION PLEASE, CODE RED, SECURE BUILDING, REPEAT: CODE RED.”**
- Teachers should initiate this ACTION on their own anytime they hear extremely violent behavior, gunshots or other major disturbances outside their classroom.

Description:

- Teachers and other staff members are to immediately lock their classroom doors and have students move away from windows. If needed have students lie on the floor.
- Teachers should close blinds or shades if safe to do so.
- Teachers and students are to remain in this condition until the **contacted by staff in person or on the phone**. Teachers will then resume normal classroom operations.
- This ACTION will not normally be preceded by any warning ACTION.

When Used:

- Extreme Violence
- Gunfire
- Escaped Prisoners
- Armed Students

EMERGENCY ACTION: DIRECTED TRANSPORTATION/SCHOOL EVACUATION

Signal: The fire alarm is the evacuation alarm. Students and staff will follow the EVACUATE BUILDINGS/FIRE procedure.

Announcement (as applicable): **“YOUR ATTENTION PLEASE, WE ARE EVACUATING THE SCHOOL GROUNDS. REPEAT: WE ARE EVACUATING THE SCHOOL GROUNDS. PLEASE, REPORT TO THE BUS LOADING AREA.”**

Use messengers or other means as an alternate method of notifying staff.

Description:

If possible, students and staff will be loaded into school buses or other school vehicles and moved from the area of danger to a safer location. Personal vehicles will be used as a last resort.

- Teachers will escort their classes to the bus loading area.
- If there is a need to wait due to a lack of bus drivers, students will remain assembled at the fire drill area or upon evaluation by staff, another appropriate area.

This ACTION is considered appropriate for, but not limited to, the following emergencies:

- Flood
- Fire
- Chemical accident

EMERGENCY ACTION: STAY INSIDE/GO INSIDE

Signal: Two regular school bells, one after another. An announcement will follow.

Announcement: An announcement in person, the public address system or telephone intercom.

“ATTENTION, PLEASE. ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION. REPEAT, ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION.”

Description:

- If outside, teachers and students are to return to their classrooms.
- If inside, teachers will hold students in their classrooms until further information is received.
- This ACTION must be followed by further direction.
- It is important to follow up with additional information as soon as possible after this ACTION is called.

When Used:

This **ACTION** is appropriate for ALL disasters or emergencies, especially storm warnings.

EMERGENCY ACTION --ALL CLEAR

Signal: One long bell is the all clear signal.

Announcement: **“YOUR ATTENTION, PLEASE: ALL CLEAR. REPEAT: ALL CLEAR. PLEASE RETURN TO YOUR NORMAL ACTIVITY.”**

Use the intercom system, telephone, messengers or runners to deliver message of **ALL CLEAR** signal if necessary.

Description:

This action signifies the end of the Emergency Action that was initiated.

Teachers should immediately begin discussion, activities, etc., to assist students in following proper procedure and to minimize any anxiety students may have.

When Used:

This Action is used as the final Action to conclude:

- Duck, Cover and Hold
- Leave Building
- Stand-By
- Take Cover
- Secure Building

NOTE: The “All Clear” signal is NOT used in a LOCKDOWN situation

SPECIFIC EMERGENCY PROCEDURES

AIR POLLUTION EPISODES


The National Weather Service will notify the District of an Air Pollution Alert and the schools will be notified via telephone.

1. **Advisory Alert**
 - Vigorous and strenuous activities will be reduced and/or shortened
2. **Warning**
 - Strenuous activity will be discontinued or canceled
3. **Emergency**
 - Remain indoors and restrict movement as much as possible
 - In case of medical emergency contact principal or call (911)

BOMB THREAT – CODE BLACK


**DO NOT USE ANY ELECTRONIC DEVICES: CELL PHONES, RADIOS OR BELLS MAY ACTIVATE BOMB
CODE BLACK**

I. INSIDE BUILDING

- 
- A. Do not hang up phone.
(Person receiving call from bomber)
 - B. Send runners or use bullhorn to announce evacuation
 - C. IMPLEMENT EVACUATION PROCEDURE:
 1. Grab emergency kit & roster sheet
 2. Leave building to designated area
 3. If any child is unable to evacuate implement buddy system
 4. Do not use any electronic devices.
Cell phones, radios or bells may activate bomb
 5. Avoid contact with all objects

6. Render first aid
7. Take roll
8. Hold up red card if student is missing

II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY

- 
- A. Return to teacher you have after lunch at designated area

EARTHQUAKE - DUCK, COVER, AND HOLD

I. INSIDE BUILDING

- A. Move away from windows, light fixtures & other objects that may fall.
- B. Execute “duck, cover and hold” procedure underneath desks
- C. After movement stops

IMPLEMENT EVACUATION PROCEDURE:

- 1. Grab emergency kit & roster sheet
- 2. Leave building to designated area
- 3. If any child is unable to evacuate implement buddy system
- 4. Avoid contact with all objects
- 5. Render first aid
- 6. Take roll
- 7. Hold up red card if student is missing

II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY

- A. Move to open space – away from buildings, trees and overhead power lines
- B. Execute “duck, cover and hold” procedure
- C. Be aware of your surroundings
- D. Return to teacher you have after lunch at designated area
- E. Notify administrator for missing child.

EXPLOSION

I. INSIDE BUILDING

- A. Fire alarm
- B. Grab emergency kit & roster sheet
- C. Implement evacuation procedure to designated area
- D. Render first aid
- E. If any child is unable to evacuate implement buddy system
- F. Do not return to the building until police department officials declare the area safe
- G. Hold up red card if student is missing

II. OUTSIDE BUILDING: DURING LUNCH & RECESS, P.E. OR OUTDOOR ACTIVITY

- A. Move to open space – away from explosion
- B. Execute “duck, cover and hold” procedure
- C. Be aware of your surroundings
- D. Return to teacher you had before lunch at designated area
- E. After explosion is over contact site administrator
- F. Notify administrator for missing child
- G. Return to teacher you have after lunch at designated area

FALLEN AIRCRAFT

- 1. Grab emergency kit
- 2. **All students/employees will be kept at a safe distance, allowing for possible explosion**
- 3. Render first aid as needed
- 4. Take roll
- 5. Notify police and fire department/emergency 911
- 6. Further direction from fire department and police will be given

FIRE

I. INSIDE BUILDING

1. Fire alarm
2. Grab emergency kit & roster sheet
3. Evacuate to designated area
4. Render first aid
5. If any child is unable to evacuate
implement buddy system
6. Take roll
7. Hold up red card if student is missing
8. Do not return to the building until
fire department officials declare the
area safe

II. OUTSIDE BUILDING: FIRE DURING LUNCH & RECESS

1. Return to teacher you have
after lunch at designated area

FIREARMS OR OTHER WEAPONS

FIRE ARMS OR OTHER WEAPONS

(POSSIBLE SUSPECTED WEAPONS)

CODE YELLOW

- Notify site administrator immediately
- Teacher to notify office **(CODE YELLOW)**

IF WEAPON IS BRANDISHED IN THREATENING

WAY (NO ACTIVE SHOOTER)

CODE RED

- Implement lock down procedure
- Instruct students to get down and take cover
- Do not raise voice or challenge the person
- Do what you are asked to do within reason
- Do not panic
- Do not plan to be a hero. Await police

FIRST AID EMERGENCY

➤ REMEMBER TO PROTECT YOURSELF – (I.E. GLOVES OR BARRIER CPR MASKS)

- A. AIRWAY OPEN -
Clear airway by positioning or heimlich
- B. BREATHING –
If none, start rescue breathing with CPR – (one way valve)
- C. CIRCULATION –
Apply direct pressure; control bleeding with gauze or barrier
 - (1) Check pulse at the neck (carotid artery)
 - (2) If no pulse start CPR
 - (2 ventilations)
 - (15 compressions)
 - (Call for help)
- D. DEFORMITY – (DO NOT MOVE UNLESS IN DANGER)
(BROKEN BONES)
 - (1) Immobilize if possible (do not move if obvious fracture)
 - (2) Call for help
- E. ENVIRONMENTAL SAFETY
(HEAT EMERGENCY)
 - (1) Move away from source and protect
 - (2) Cool off using cool water or blanket

SEIZURES

- Gently assist to the floor or ground
- Keep crowd away
- Do not try to restrain
- Do not put anything in mouth
- Don't put hand underneath head.
- Put soft object (if possible shoe or other) underneath head
- Provide privacy – cover if possible
- After seizure stops, roll onto side
- Call 911

HAZARDOUS MATERIALS- CODE BLACK
CHEMICALS, GAS LEAKS, PESTICIDES, PIPE LINE RUPTURE, TOXIC GASES

- Notify fire department/emergency (911)
- Remove exposed students & staff safely away from contaminant exercise caution not to expose others
- Teachers must turn off cooling/heating system
- Close windows and doors
- Wait and follow further instructions from fire department

HOSTAGE SITUATION IN A CLASSROOM OR ON A SCHOOL BUS- CODE RED

RESPONSE: (CLASSROOM)

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. If you are able to, make the hostage taker aware of the fact that you and the students are not a threat and that he/she is in charge.
3. **Keep all children quiet** and if possible keep all students and faculty lying face down **flat** on the floor. This is extremely important. (Should Law Enforcement attempt to resolve the situation with force, they will enter the room prepared to use "Deadly Force").

RESPONSE: (SCHOOL BUS)

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. **If you are able to, make the hostage-taker** aware of the fact that you and the students are not a threat and he/she is in charge.
3. Keep all children quiet, and if possible, keep all students on the floor

STUDENT MISSING -(CHILD ABDUCTION OR SEXUAL ASSAULT) – CODE ADAM

NOTIFY SUPERINTENDENT/ PRINCIPAL or Designee

VIOLENCE AND CRIME- CODE YELLOW

- Calmly talk to individual
- Attempt to verbally resolve confrontation
- Call for administrator to either remove students or other individual from area
- Never physically restrain violent individual in any way unless they are causing harm to themselves or others

VIOLENCE: CHILD ABUSE

All school staff are considered mandated reporters and are required to report as follows.

YOU ARE THE DESIGNATED REPORTER – Notifying supervisor does not relieve you of this responsibility.

- 1) Report any known or suspected child abuse immediately by telephone to child protective agency (tel.992-5161) or (tel. 582-3241).

Noticeable signs and symptoms and reports include:

- a.) Physical abuse resulting in a non-accidental physical injury or physical neglect, and reports of sexual abuse, and sexual assault.
- 2) Must be in writing or on designated form within 36 hours directly to CPS (mandated by Penal Code 273 and 11165) and copy to principal. Obtain form from school office.

APPENDICES

APPENDIX A

Kit Carson is a rural school two miles east of the city of Hanford, California at the junction of Highway 198 and 7th Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2012-2013*: 1

Crimes committed at or during school related functions*: 0

Crimes committed during non operational hours*: 1

Description of crimes: A window was smashed and a purse was stolen out of the seat of a vehicle parked in the main parking lot adjacent to 7th Avenue. The incident happened around 3:30 in the afternoon. The vehicle belonged to the parent of a preschool child who was meeting with the preschool teacher at the time.

* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

APPENDIX B

CONTINGENCY PLAN FOR CAMPUS EMERGENCIES

This plan is to be used in conjunction with Kit Carson's Guide to Disaster Preparedness Flip Chart, and the Ensuring a Safe and Orderly Environment Action Plan and Disaster Response Plan portions of the School Safety Plan. In addition to the procedures listed below, Kit Carson School will conduct monthly practice drills to ensure procedures for emergencies run smoothly.

WHO TO CONTACT:

FIRST: Notify the Superintendent/principal, Director of Student Services, or other designated person.

SECOND: Notify the Sheriff's Office (Dial 911)

The office number is 582-2843 ext. 100

The Superintendent/Principal's cell phone number is 707-5205.

Students will be trained by their teacher to go to an adult supervisor immediately when they feel unsafe.

There are basically two types of emergencies to be considered:

- **Type 1: Teachers and students go outside or stay outside.** Examples are:
 - bomb threat
 - when outside during an earthquake or immediately after an earthquake
 - during an actual fire

Staff and students are directed to go outside by use of fire alarm or via phone all-call.

- **Type 2: Teachers and students stay inside or go inside.** Examples are:
 - violent or deranged person on campus
 - shooting on campus
 - when inside during an earthquake (duck & cover)
 - severe windstorm

1) Who to Contact

- a) Person(s) noting the disturbance will immediately notify the Superintendent/Principal or Director of Student Services.
- b) The Sheriff Department will be notified (dial 911).
- c) The office number is 582-2843 ext. 100

2) Emergency Procedures

- a) When the fire drill bell rings, students are to leave their room **quickly, quietly, single file, and with their hands behind their backs.**
- b) If students are on the playground or cafeteria when the fire bell rings, they are to **walk** quickly to their class fire drill assigned area.
- c) To indicate an emergency, an announcement will be made over the loudspeakers, or your room will be paged and the words Code Red will be used. Lock your door. An announcement will be made over the loudspeakers to indicate that the emergency is over. The emergency code words are **CODE RED**. As an example, if an emergency occurred in the cafeteria, the Superintendent/Principal, or designee, would announce, CODE RED in the cafeteria. Teachers would lock their doors and keep their class inside. Everyone is to lie face down, cover heads, and remain immobile until given further instructions.
- d) The persons that can declare an emergency are the Superintendent/Principal and, in his absence, the Director of Student Services, the Director of Fiscal Services, the Director of Operations, or the Administrative Secretary, in this order. If the Superintendent/Principal is off campus, he can be reached via cell phone. His cell phone number is (559) 707-5205.
- e) The school cafeteria has been designated as the location where first aide will be administered. The school administrative secretary and office clerical staff will administer first aide. Bus drivers, if available, will also assist. If you suspect a disabling injury, use your judgment before attempting to move the student. Students with head, neck, or back injury should not be moved.
- f) The designated fire drill area is the central area established for students and staff to assemble if the emergency is of the type that everyone goes outside (like after an earthquake).
- g) Instructional aide will help assure that all students are united with their teachers. They are then to report to the cafeteria to help with first aid and the contacting of the parents of injured students.
- h) Teachers must have with them the class roster at all times during emergencies. Students who are in other locations on campus are to join their class out in the field. **All students must be accounted for.**
- i) To account for students quickly, the teacher will take roll when classes assemble out on the playground (the same location where they assemble for a fire drill). Teachers will take attendance immediately. Parents will not be allowed in the area where students are assembled. Students will be brought to their parents.
- j) Psychologists will be contacted to provide any needed counseling that should take place.

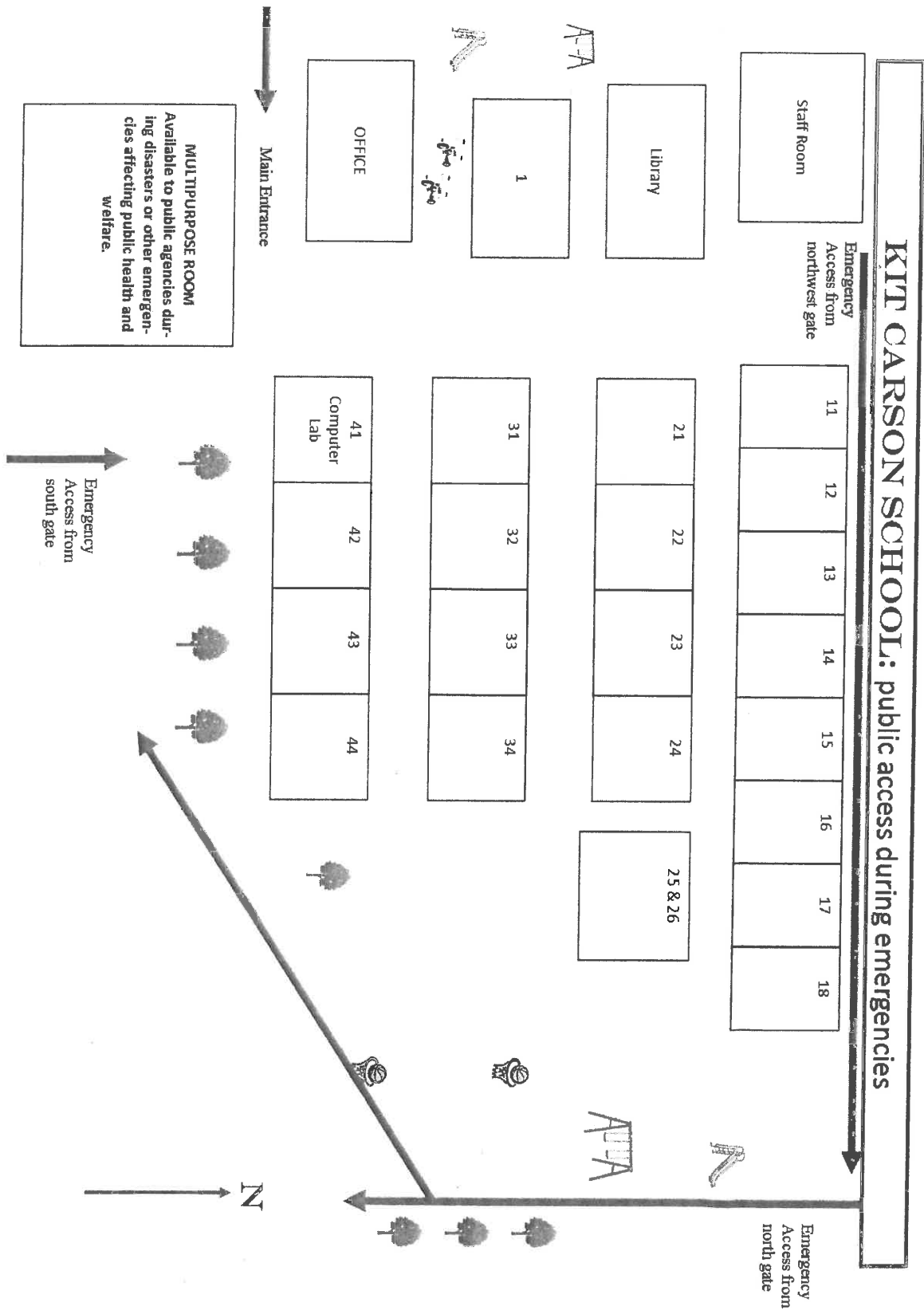
- k) The Superintendent and Director of Operations will make an inspection of the school to make an assessment of damages. Damages will be repaired as quickly as possible. Every effort will be made to open school the following day.
- l) The office has been designated as the rumor control/information post. The Superintendent/Principal or designee is the spokesperson to advise the media and respond to questions and concerns.

NOTE: If there is shooting when students are on the playground, students are to drop to the ground immediately. They're not to run away from the emergency. Running would be more dangerous to the student.

AFTER SCHOOL PROGRAM

The After School Site Coordinator will assist in all campus emergencies, working as directed under site administration. The After School Site Coordinator is the Administrative Designee after school hours.

APPENDIX C: SAFE INGRESS & EGRESS DURING EMERGENCIES



SITE COUNCIL APPROVED ADDITIONS TO THE PLAN:

EMERGENCY PROCEDURE--SCHOOL CLOSURE PLAN

DURING SCHOOL HOURS

Administrator

1. Set up a Command Center (need phone line or communication capacity).
 2. Meet with the Administrative team.
 1. Alert Superintendent of the situation.
 2. Investigate the situation.
 - o Contact agencies to ascertain hazardous or unsafe conditions (HPD/KCSO, HFD/ KCFD).
 - o Assess duration of emergency, especially if utilities are affected.
 - o Assess possible effects on welfare of students and staff.
 5. Recommend to Superintendent whether or not to close the school.
 - o ***Note: Only Superintendent is authorized to close schools.***
 6. Administration will arrange for early bus pick up through Transportation.
 7. Notify students/staff of decision via memo, e-mail, or announcements if the emergency occurs during class.
 - o Activate the alarm system before school, recess and lunch, to clear incident area and to ensure students' safety.
 - o Teachers should immediately take attendance.
- In the memo include:
- o Nature of the emergency.
 - o Assure students/staff of safety.
 - o Instruct classes to assemble in the designated areas.
8. The crisis team will direct cars to park in the parking area and parents will report to the designated areas to pick up their children (names will be announced over the PA system):
 - o Direct classroom aide and Special Education teachers to assist physically handicapped students.
 9. Ensure orderly release:
 - o The crisis team will control incoming traffic - keep traffic flowing.
 - o Cars will not be allowed to stop in the main entrance area.
 - o Parents will park their cars and report to the cafeteria.
 - o Crisis Management Team will announce names of students over the PA system.
 - o Teachers will release students only to authorized persons (check release list).
 10. Submit written report on Emergency Closing of School to the District Office immediately following closure.

DURING NON-SCHOOL HOURS

1. Alert Superintendent of the situation that might possibly require school closure.
2. Investigate the situation:
 - o Contact agencies to ascertain hazardous or unsafe conditions.
 - o Assess duration of emergency, especially if utilities are affected.
 - o Assess possible effects on welfare of students and staff.
3. Determine whether teachers should report to work or report to alternate site according to contract.
4. Determine whether release of classified staff is necessary.
5. Notify district transportation coordinator if buses are not needed.
6. Notify parents of the situation. Request media assistance if necessary.
7. Submit report on Emergency Closing of School to the District Office immediately following closure.

EMERGENCIES BEFORE SCHOOL, DURING BREAK AND AFTER SCHOOL

Administrator or designee

3. Assess situation.
4. Administration and crisis team:
 - Keep students calm.
 - Use PA system or bullhorn to instruct students to gather immediately in their rooms.
 - Assist teachers with lining students up.
 - Assist teachers with attendance.
3. Follow Second Site Evacuation Plan.

EMERGENCY PROCEDURE--DANGEROUS ANIMAL

1. Isolate students from the animal.
2. Notify Administration.
3. Contact Kings County Animal Control.
4. If the animal has injured anyone, the staff member will call for medical assistance:
 - If a student has been injured, office personnel will contact the parents and provide information to the parents on the condition of their child and where the child will be taken for treatment.
 - If possible, attempt to keep the animal under observation for capture by Animal Control.

EMERGENCY PROCEDURE--SHOOTING/SNIPER

These procedures apply to dangers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

DURING CRISIS:

- **RUN/GET OUT:** Run away from the intruder. Consider all exits and ground floor windows.
- **HIDE/LOCK OUT:** Keep the intruder out of your area. A locked door is good, but barricading and/or tying off doors can also delay an intruder.
- **FIGHT/TAKE OUT:** As a last resort, fight back! If HIDE/Lock OUT and RUN/Get OUT fail, or are not possible, fight back using any available means. Do not give the intruder passive victims!

Teachers/Staff

IF OUTSIDE

1. Staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter and not gather in groups.

IF INSIDE (or once inside)

1. Staff, students and visitors should turn off lights, lock all doors and windows, and close the curtains, if it is safe to do so.
2. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator.

3. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
4. Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.

Administrator or Designee(s)

1. Initiate lockdown procedures and call 911, giving as much detail as possible about the situation, including the following, if possible:
 - Shooter's location
 - Injuries
 - Potential for additional shooting.
2. Secure the school buildings, if appropriate.
3. Assist students and staff in evacuating from immediate danger to a safe area.
4. Care for the injured to the extent practicable until emergency personnel arrive.
5. Refer media calls, contacts, and questions to the school district spokesperson.
6. Meet with Superintendent to prepare a news or information release.
7. Notify parents and guardians per school district policies, if appropriate.
8. Hold an information meeting with all staff, if appropriate.
9. Initiate the grief-counseling plan, as appropriate.

School Reach Suggested Implementations (grade level appropriate)

Department of Homeland Security
Security Advisory System

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. For all threat conditions, it is important that we remain vigilant, prepared and ready to deter terrorist attacks. The following threat conditions each represent an increasing risk of terrorist attacks. Beneath each threat condition are some suggested protective measures, recognizing that the heads of Federal and State departments and agencies are responsible for developing and implementing appropriate agency-specific protective measures.

1. **Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks. Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement.
 - refine and exercise as appropriate preplanned protective measures
 - ensure personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures
 - institutionalize a process to assure all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and that all reasonable measures are taken to mitigate these vulnerabilities.
2. **Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the protective measures taken in the previous threat condition, Federal and State department agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
 - check communications with designated emergency response or command locations
 - review and update emergency response procedures
 - provide the public with any information that would strengthen its ability to act appropriately
3. **Elevated Condition (Yellow):** An elevated condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the protective measures that they develop and implement.
 - increase surveillance of critical locations
 - coordinate emergency plans as appropriate with nearby jurisdictions
 - assess precise characteristics of the threat and determine any necessary refinement(s) of the preplanned protective measures
 - implement, as appropriate, contingency and emergency response plans
4. **High Condition (Orange):** A high condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
 - coordinate necessary security efforts with Federal, State and local law enforcement agencies or any National Guard or other appropriate armed forces organization
 - take additional precautions at public events and consider alternative venues or cancellation
 - prepare to execute contingency procedures such as moving to alternate sites and dispersing the workforce
 - restrict access to threatened facilities to essential personnel only

5. **Severe Condition (Red):** A Severe condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for long periods of time. In addition to the protective measures in the previous threat conditions, Federal and State departments and agencies also should consider the following general measures in conjunction with the agency-specific protective measures that they develop and implement.
- increase or redirect personnel to address critical emergency needs
 - assign emergency response personnel and pre-position and mobilize specially trained teams and resources
 - monitor, redirect and/or constrain transportation systems
 - close public and government facilities

The threat level advisory system serves as a basic guideline for emergency preparedness throughout the nation. In the event of a specific and localized emergency that may affect a site in the Kit Carson Union School District, the Superintendent/Principal or designee will invoke the Safety Plan and take appropriate actions to help ensure the safety of students, staff and visitors.

KIT CARSON SCHOOL

Assessment of current status of school crime

Kit Carson is a rural school almost two miles east of the city of Hanford, California at the junction of Highway 198 and 7th Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2013-2014*: 3

Crimes committed at or during school related functions*: 0

Crimes committed during non operational hours*: 3

Description of crimes: See below

1. Reported Monday, March 17, 2014: Break-in at the HPS Mechanical construction staging area for the District's water project. According to video surveillance from the KCOE computer tower, the crime probably occurred on the evening of March 15, 2014.
2. Reported Tuesday, April 29, 2014: A second break-in at the HPS Mechanical construction staging area for the District's water project.
3. Reported Friday, December 19, 2014: Break-in to the bus yard. Thieves attempted to steal the District's service truck and fled the scene when an employee arrived for an early morning shift.

All crimes were reported to the Kings County Sherriff's Office.

* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

Updated January 28, 2015

KIT CARSON UNION SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Kit Carson Governing Board

FROM: Todd Barlow, Superintendent/Principal

DATE: February 5, 2015

For: (X) School Board
() Superintendent's Cabinet

For: () Information
(X) Action

Date you wish to have your item considered:
February 18, 2015

Item:
District Calendar for the school year 2015-2016

Purpose:
Consider approving the District Calendar for the school year 2015-2016

Fiscal Impact:
None

Recommendation:
Consideration for approval

KIT CARSON UNION SCHOOL DISTRICT
2015/2016 SCHOOL CALENDAR
DRAFT



MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	3 {10}	4 {11}	{5} <12	{6} 13	{7} 14			Aug 5-7 Aug 10-11 Aug 12 Aug 17	Teacher PD Days Teacher Work Days First Day of School Back to School Night
	17	18	19	20	21	1	18		
	24	25	26	27	28				
	31	1	2	3	4				
SEPTEMBER	7	8	9	10	11			Sept 7 Sept 18	Labor Day End of 1 st Grading Period
	14	15	16	17	18				
	21	22	23	24	25	2	19		
	28	29	30	1	2				
OCTOBER	5	6	7	8	9			Oct 5 Oct 12 Oct 19 Oct 23	Conferences 1:45-4:15pm Conferences all day Conferences 1:45-4:15pm
	12	13	14	15	16	3	19		
	19	20	21	22	23				
	26	27	28	29	30				
NOVEMBER	2	3	4	5	6			Nov 6 Nov 11	End of Trimester 1 (61d) Veteran's Day
	9	10	11	12	13				
	16	17	18	19	20				
	23	24	25	26	27	4	16	Nov 25-27	Thanksgiving Break
DECEMBER	30	1	2	3	4				
	7	8	9	10	11				
	14	15	16	17	18			Dec 18 Dec 21	End of First Semester Winter Break
	21	22	23	24	25	5	15		
	28	29	30	31	1				
JANUARY	4	5	6	7	8			Jan 11 Jan 18 Jan 29	School resumes MLK Day
	11	12	13	14	15	6	14		
	18	19	20	21	22				
	25	26	27	28	29				
FEBRUARY	1	2	3	4	5			Feb 8 Feb 15	Lincoln's birthday Washington's birthday
	8	9	10	11	12	7	18		
	15	16	17	18	19				
	22	23	24	25	26				
MARCH	29	1	2	3	4			March 4 March 14 March 21	End of trimester 2 (63d) Conference : 1:45 – 4:15 pm Spring break
	7	8	9	10	11	8	15		
	14	15	16	17	18				
	21	22	23	24	25			Mar 29	School resumes
APRIL	28	29	30	31	1				
	4	5	6	7	8	9	19		
	11	12	13	14	15				
	18	19	20	21	22				
MAY	25	26	27	28	29	10	20	May 19	Open House
	2	3	4	5	6				
	9	10	11	12	13				
	16	17	18	19	20				
	23	24	25	26	27				
JUNE	30	31	1	2	3	11	7	May 30 June 1	Memorial Day End of trimester 3 (56d) Last Day of School
	6	7	8	9	10				
						TOTAL	180		

[] Teacher work year { } Teacher work days < > Student year Holidays

Early out days – 1:30 p.m. dismissal time every Monday and on 12/18/15, 5/19/16, 6/1/16

Testing dates to be determined

BOARD APPROVAL DATE: TBD

KIT CARSON SCHOOL

Annual Instructional Minutes Calculation Updated 2/5/2015

	Kinder	Grades 1-3	Grades 4-8
Regular Days			
Start	08:25 AM	08:20 AM	08:20 AM
End	02:35 PM	02:40 PM	02:40 PM
Number of Hours	06:10	06:20	06:20
Total Number of Minutes	370	380	380
Less Recess		(25)	(15)
Less Lunch		(45)	(45)
Actual Daily Instructional Minutes	370	310	320
Number of Days	146	146	146
Total Minutes of Regular Days	54,020	45,260	46,720
Early Release Days			
Start	08:25 AM	08:20 AM	08:20 AM
End	01:30 PM	01:30 PM	01:30 PM
Number of Hours	05:05	05:10	05:10
Total Number of Minutes	305	310	310
Less Recess		(15)	(15)
Less Lunch		(45)	(45)
Actual Daily Instructional Minutes	305	250	250
Number of Days	34	34	34
Total Minutes of Early Release Days	10,370	8,500	8,500
Annual Instructional Minutes	64,390	53,760	55,220
SDE Required Number of Minutes	36,000	50,400	54,000
82/23 Minutes	40,017	40,017	50,633
In Compliance (Yes/No)	Yes	Yes	Yes
Is line 39 higher than line 41?			

KIT CARSON

UNION ELEMENTARY SCHOOL DISTRICT

SCHOOL SAFETY PLAN

UPDATED and approved by Site Council on February 4, 2015

Approved and ADOPTED by the Kit Carson Board of Trustees February 18, 2015



“Where students come first”

School Safety Plan Table of Contents

ENSURING A SAFE AND ORDERLY ENVIRONMENT	
EMERGENCY & NON EMERGENCY PHONE NUMBERS	2
GENERAL GUIDELINES	3
ANNUAL EVALUATION AND PLANNING	3
PRACTICE DRILLS	4
PARENT NOTIFICATION/RESPONSIBILITY	4
SUPPLIES AND EQUIPMENT	4
EMERGENCY FILE	4
COMMUNICATIONS	4
EMERGENCY ACTIONS	5
PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS	5
 DISASTER RESPONSE	
COMMUNICATION PROTOCOL	7
EVACUATION MAP	8
EMERGENCY ACTION--EVACUATE BUILDINGS/FIRE	9
EMERGENCY ACTION--DUCK, COVER AND HOLD	9
EMERGENCY ACTION--LOCKDOWN & SECURE BUILDINGS	10
EMERGENCY ACTION--DIRECTED TRANSPORTATION/EVACUATION	10
EMERGENCY ACTION--STAY INSIDE/GO INSIDE	11
EMERGENCY ACTION--ALL CLEAR	11
EMERGENCY PROCEDURE--AIR POLLUTION EPISODE	12
EMERGENCY PROCEDURE--BOMB THREAT	12
EMERGENCY PROCEDURE--EARTHQUAKE	13
EMERGENCY PROCEDURE--EXPLOSION	15
EMERGENCY PROCEDURE--FALLEN AIRCRAFT	15
EMERGENCY PROCEDURE-- FIRE	16
EMERGENCY PROCEDURE - FIREARMS	16
EMERGENCY PROCEDURE--FIRST AID EMERGENCY	17
EMERGENCY PROCEDURE--HAZARDOUS MATERIALS	18
EMERGENCY PROCEDURE--HOSTAGE CRISIS	18
EMERGENCY PROCEDURE--MISSING STUDENT	19
EMERGENCY PROCEDURE--VIOLENT CRIME	19
EMERGENCY PROCEDURE—VIOLENCE: CHILD ABUSE	19
APPENDICES	20
SITE COUNCIL APPROVED ADDITIONS TO THE SCHOOL SAFETY PLAN	24
BYLAWS & SCHOOL DOCUMENTS REGARDING: Suspension/Expulsion, Abuse Reporting, Notifying Teachers of Dangerous Pupils, Sexual Harassment, Dress Code, Hate Crime Policies & Procedures, Student Discipline	29

APPENDICES

Appendix A: Assessment of School Crime

Appendix B: Contingency Plan for Campus Emergencies

Appendix C: Safe Ingress/Egress Routes during an Emergency

INTRODUCTION: SCHOOL SAFETY PLAN

The following safe schools program has been implemented in the Kit Carson Union Elementary School District through school site and district efforts to ensure a positive and safe environment for all students.

School buildings and classrooms will be well maintained and attractive, free of physical hazards, and designed to prevent criminal activities.

School Sites Physical Environment:

1. Campus perimeter is secure from criminal activity.
 - 1.1 Campus is closed to outsiders and required signage is displayed prominently at entry points.
 - 1.2 Unauthorized vehicles do not have easy access to school ground.
2. Physical conditions that could lead to accidental harm are corrected promptly (e.g. damaged fences, broken lights, broken glass, etc.)
3. School site has proper protection from slipping in hallways and stairwells.
4. Adequate and appropriate lighting is installed and maintained on site.
5. Adequate protection is provided against falls from recreational equipment and landscape designs that prevent student from climbing to dangerous heights.
6. Places for loitering on campus are limited.
7. Bathroom facilities are supervised and patrolled.
8. All graffiti is removed or painted over before students arrive on campus.
9. Broken windows are replaced immediately.
10. Classrooms represent the curriculum being taught.
11. School valuables and equipment are labeled and inventoried properly, and stored securely.
12. KCUESD facilities are available for community use only after school hours with district approval.
13. A crisis response plan has been written to identify procedures to follow during (1) Human emergencies, such as bomb threats, death of a student, suicide pacts, weapons on campus, and riots; and (2) Natural emergencies, such as fires, earthquakes, and other natural disasters.
14. Technology is available in every classroom.

PHONE NUMBERS for EMERGENCIES

Use **911** for emergencies

REMEMBER: Dial 9 to reach an outside line on most school phones (i.e. dial 9, then 911). The exception is the public phone in the front office nurses window and the fax machine phone.

OTHER PHONE NUMBERS		
582-2843 OFFICE EXTENSIONS	Non-Emergency Numbers	Utilities
100 School Secretary	SCHOOL RESOURCE OFFICER 582-3122	WATER & SEWAGE: Well/Septic on site
101 Administrative Secretary	HANFORD POLICE DEPT. 585-2540	REFUSE: Fresno Hauling 1 800-531-5203
102 Superintendent/Principal	KINGS COUNTY FIRE DEPT. 584-9276	ELECTRIC: SO.CALIF. EDISON 1-800-727-5555
103 Business Manager	KINGS COUNTY SHERIFF'S DEPT. 584-9276	GAS: THE GAS CO. 1-800-427-2200
104 Business Clerk	ANIMAL CONTROL (Sheriff) 584-9214	TELEPHONE: SBC 1-888-791-7427 or 611
105 Student Specialist	POISON CONTROL 1-800-404-4646	
110 Kindergarten Room 1	AMERICAN AMBULANCE 585-6800	
DIAL 1+Room Number for classrooms (i.e. 142 for Room 42, etc.)		

Any person reporting an emergency shall call the office and report to the superintendent-principal or his/her designee immediately after doing so.

BASIC EMERGENCY PLAN

GENERAL GUIDELINES

1. **Take action based on known facts, size up the situation, and remain calm.** Panic can be one of the greatest dangers to students. Staff should remember that in times of stress, students will look for leadership in those who are normally in an authoritative position.
2. **Principal implements plans.** The school Superintendent/Principal is authorized to implement plans as described herein or take such other action as may in his/her judgment, be necessary to save lives and mitigate the effect of disasters.
3. **Minimize injury or loss of life.** A well-prepared and tested plan for prompt and positive protective action minimizes injuries and loss of life in a major disaster.
4. **Teachers take roll books and pen.** The teacher must keep a roll book of the pupils with him/her at all times in order to take roll in an emergency.
5. **Inform (key) faculty on specific procedures.** All school members must be thoroughly familiar with the contents of the safe school plan. Staff executes actions as directed.
6. **Provide status report to Superintendent/Principal as soon as possible.**

ANNUAL EVALUATION AND PLANNING

PLAN IMPLEMENTATION

The plan will be:

- Initiated by the principal or designee when conditions exist which warrant its implementation.
- Implemented by all staff, who will remain at school and perform those duties as assigned until released by the principal or designee.
- Reviewed and updated annually (Education Code 32286).

Emergency and disaster functions have been pre-assigned.

HAZARD ASSESSMENT

Each school year, prior to the arrival of the classified and certificated staff, the principal and/or designee will complete a physical survey of the school grounds and identify any hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open areas.

STAFF ORIENTATION/TRAINING

All school staff will be provided training regarding this plan by the principal or designee at the beginning of each school year.

PRACTICE DRILLS

In accordance with state law:

- Fire drill will be conducted monthly during each school year.
- An earthquake “**DROP, COVER AND HOLD**” drill will be conducted each trimester. (EC 35297)
- Test earthquake plan or portions thereof, on a rotating basis at least twice during the school year. (Section 560, Title V, California Administrative Code)
- All students and staff will participate in these mandated drills.

PARENT NOTIFICATION/RESPONSIBILITY

Parents will be an integral part in developing and reviewing safety plans annually. In addition pertinent components of this plan will be communicated to parents by means of the student handbook and other means of regular communication with parents.

The plan will be reviewed and updated annually by the Superintendent (Education Code 32286) and reviewed annually with the School Site Council.

All parents will complete the student emergency card and designate individuals who are authorized to pick up their son/daughter in the event of an emergency.

SUPPLIES AND EQUIPMENT

Disaster supplies and equipment are maintained as follows:

- Basic emergency first aid kits are maintained in each classroom and carried by yard supervisors
- Tools and other equipment for controlling utilities and shutting off utilities are at each shut off location.

EMERGENCY FILE

An emergency file containing student emergency cards will be maintained in the school office in such a manner as to facilitate the easy removal of the file during evacuation of the school office.

COMMUNICATIONS

During an emergency, telephones and cellular telephones will only be used to report emergency conditions or to request assistance. In the event that telephone and/or electrical service are interrupted, other means of communications will be relied upon to relay information. A bullhorn, messenger, or “runners” may be utilized within the school grounds.

It shall be within the purview of the district superintendent to disseminate information to the public.

The school principal or designee will:

- Be the primary point of contact for emergency response personnel
- Designate a staff member to monitor all communications and radio broadcast, and to disseminate that information to the school staff.

EMERGENCY ACTIONS

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and the students. The following Emergency Actions are detailed in the Disaster Response Procedure section. Each staff member must become familiar with each Emergency Action Plan and be prepared to complete the assigned responsibilities.

- All clear
- Directed Transportation
- Duck, Cover and Hold
- Leave Building
- Stand By
- Convert School
- Drop and Cover
- Evacuation
- Secure Building
- Take Cover

PROCEDURES & RESPONSIBILITIES FOR STAFF MEMBERS

Every staff member (principal, teacher, custodian, secretary, etc.) has responsibility for performing certain duties in times of emergency.

Principal: The principal or designee will assume overall direction of emergency procedures.

The Principal will perform the following:

1. Direct the evacuation, lockdown or other appropriate response of buildings, using emergency signals and other procedures, as required in event of fire, threat of explosion, earthquake or other crisis.
2. Arrange for the physical transfer of students when flood, approaching fire or other crisis threatens their safety.
3. Orders teachers to move students to designated areas of safety within the school when such action is deemed necessary.
4. Communicate with police, sheriff, fire, and other emergency personnel. All questions are to be referred to the Principal or his/her designee.

Teachers: Each teacher is responsible for the direct supervision of students assigned to them at the time of any emergency. Those teachers who may not have students to supervise, such as during a prep period, will report to the office to be assigned specific duties during the emergency.

(continued...)

Teachers will:

1. Direct the evacuation of students to designated assembly areas in accordance with warning signals, written notification, or orders from the principal.
2. Give the "Drop" command during an earthquake or other emergency as warranted.
3. Direct students to protect themselves.
4. Take roll when the class regroups at the designated assembly area.
5. Report to the principal the names of any students who are unaccountably absent.
6. Send students who are in need of first aid attention to appropriate person(s) trained to administer first aid.
7. Ensure compliance of students with emergency warning signals, drills and announcements.
8. Ensure students are released in an orderly manner and document who the student is released to.
9. Ensure they have their classroom emergency kit, copy of emergency procedures and checklist.

Custodians: Custodian(s) will be responsible for the use of emergency equipment, the handling of supplies, and the safe use of available utilities.

Custodial staff will:

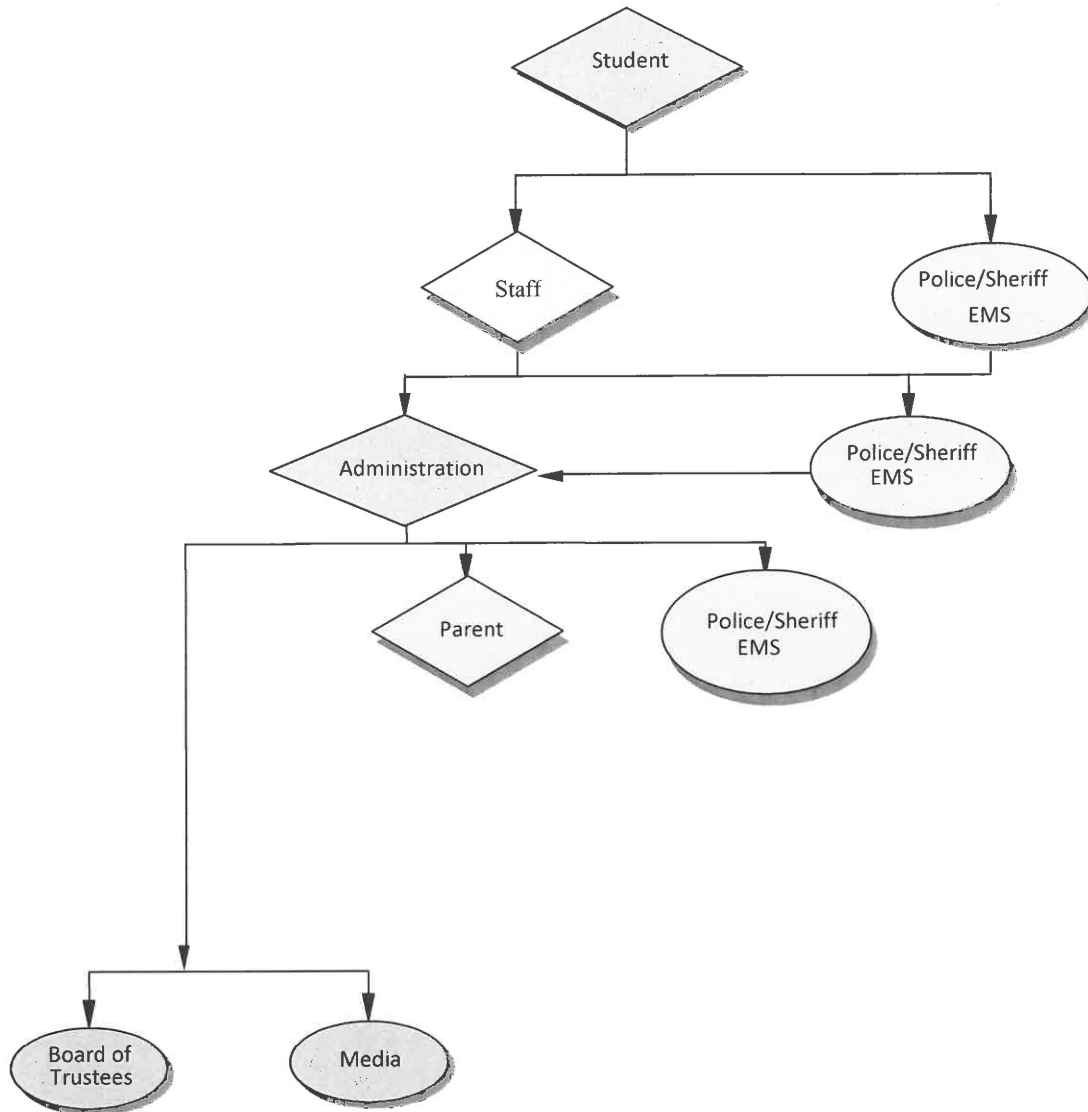
1. Survey the school site and report damage to the principal.
2. Direct and assist in rescue operations, as required.
3. Direct and assist in fire fighting activities until regular fire fighting personnel take over.
4. Control main shut-off valves for gas, water, and electricity and take other preventative measures to minimize hazards that may result from broken or down lines.
5. Conduct routine evaluation of the school grounds to identify potential safety hazards and take steps to correct them.
6. Disburse emergency equipment, as needed.
7. Take necessary steps to conserve usable water supply.

School Secretaries/Clerical Staff: School secretaries will assist as needed.

Secretary/Clerical staff will:

1. Provide for the safety and accessibility of attendance records and emergency data cards.
2. In evacuation, be responsible for bringing copies of student emergency cards and schedules to the designated area.
3. Provide up-to-date attendance information.
4. Handle incoming telephone traffic.
5. Continue to provide necessary secretarial duties.
6. Monitor emergency radio broadcasts.
7. Act as messengers when needed
8. Perform other duties as assigned by the principal.

COMMUNICATION PROTOCOL



All emergency actions: The bell system or fire alarm system will be consistent and will be the first notification in case of an emergency. The verbal announcement will vary depending on the situation.

BREAK OR LUNCH: If an emergency should happen during break or lunch, **ALL** students and teachers will report to the prescribed evacuation areas and wait for further instructions:

- The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)
- The amphitheater (additional staff)
- The basketball court South East of the preschool (preschool/Mid Valley)

EVACUATION AREAS

KIT CARSON SCHOOL

Evacuation Area Map

BUS
BARN

PRESCRIBED EVACUATION AREAS

The basketball court area East of the Classroom wings (students, teachers & auxiliary staff)

The amphitheater (additional staff)

The basketball court South East of the preschool (preschool/Mid Valley)

STAFF
ROOM

ROOMS 11-18

LIBRARY

ROOMS 21-26

ROOM 1

ROOMS 31-34

OFFICE

ROOMS 41-44

EVACUATION AREA

LOWER
GRADE
COURTS

MULTI-
PURPOSE
ROOM

ROOMS
51 & 52

EVACUATION AREA



EVACUATION AREA

UPPER
GRADE
COURTS



EMERGENCY ACTION: EVACUATE BUILDINGS/FIRE

Signal: The fire alarm will signal an evacuation.

Announcement:

- Fire alarm (bell or horn signal)
- Teachers should get their roll books prior to leaving the area.
- Use public address system or messengers to deliver additional information to teachers in evacuation area (s).

Description:

- The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety (Regrouping areas).
- This ACTION is followed by further direction as appropriate.

When Used:

- Fire
- Bomb threats
- Chemical accidents
- Explosion or threat of explosion
- Post earthquake
- Other occurrence, which make school buildings unsafe.

EMERGENCY ACTION: DUCK, COVER AND HOLD

Signal: One long continuous bell for approximately 20 seconds. An announcement will follow.

Announcement: An oral command to “**DUCK, COVER AND HOLD**”, students and staff who are inside should immediately drop to the floor, get under a desk or table and hold. Desks and tables should be arranged so that they do not face the windows as much as possible.

When Outside:

- Upon the command “**DUCK, COVER AND HOLD**”, students and staff should immediately move away from buildings or other structures (preferable to the prescribed evacuation areas) which might topple over on top of them, drop to the ground, face down and cover their head with their arms, remain in this position until the **ALL CLEAR** is given.

When Used:

This action is appropriate for:

- Earthquake
- Explosions
- Surprise Attack

EMERGENCY ACTION: LOCKDOWN & SECURE BUILDINGS

Signal: A series of short bell rings for approximately 20 seconds. An announcement will follow.

Announcement: An announcement in person or the telephone intercom system.

Example:

- **“YOUR ATTENTION PLEASE, CODE RED, SECURE BUILDING, REPEAT: CODE RED.”**
- Teachers should initiate this ACTION on their own anytime they hear extremely violent behavior, gunshots or other major disturbances outside their classroom.

Description:

- Teachers and other staff members are to immediately lock their classroom doors and have students move away from windows. If needed have students lie on the floor.
- Teachers should close blinds or shades if safe to do so.
- Teachers and students are to remain in this condition until the **contacted by staff in person or on the phone**. Teachers will then resume normal classroom operations.
- This **ACTION** will not normally be preceded by any warning **ACTION**.

When Used:

- Extreme Violence
- Gunfire
- Escaped Prisoners
- Armed Students

EMERGENCY ACTION: DIRECTED TRANSPORTATION/SCHOOL EVACUATION

Signal: The fire alarm is the evacuation alarm. Students and staff will follow the EVACUATE BUILDINGS/FIRE procedure.

Announcement (as applicable): **“YOUR ATTENTION PLEASE, WE ARE EVACUATING THE SCHOOL GROUNDS. REPEAT: WE ARE EVACUATING THE SCHOOL GROUNDS. PLEASE, REPORT TO THE BUS LOADING AREA.”**

Use messengers or other means as an alternate method of notifying staff.

Description:

If possible, students and staff will be loaded into school buses or other school vehicles and moved from the area of danger to a safer location. Personal vehicles will be used as a last resort.

- Teachers will escort their classes to the bus loading area.
- If there is a need to wait due to a lack of bus drivers, students will remain assembled at the fire drill area or upon evaluation by staff, another appropriate area.

This ACTION is considered appropriate for, but not limited to, the following emergencies:

- Flood
- Fire
- Chemical accident

EMERGENCY ACTION: STAY INSIDE/GO INSIDE

Signal: Two regular school bells, one after another. An announcement will follow.

Announcement: An announcement in person, the public address system or telephone intercom.

“ATTENTION, PLEASE. ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION. REPEAT, ALL STUDENTS ARE TO RETURN TO THEIR CLASSROOMS. STAFF MEMBERS, INSURE STUDENTS ARE SAFE AND THEN TAKE COVER INSIDE. STAND BY FOR FURTHER INFORMATION.”

Description:

- If outside, teachers and students are to return to their classrooms.
- If inside, teachers will hold students in their classrooms until further information is received.
- This ACTION must be followed by further direction.
- It is important to follow up with additional information as soon as possible after this ACTION is called.

When Used:

This **ACTION** is appropriate for ALL disasters or emergencies, especially storm warnings.

EMERGENCY ACTION --ALL CLEAR

Signal: One long bell is the all clear signal.

Announcement: **“YOUR ATTENTION, PLEASE: ALL CLEAR. REPEAT: ALL CLEAR. PLEASE RETURN TO YOUR NORMAL ACTIVITY.”**

Use the intercom system, telephone, messengers or runners to deliver message of **ALL CLEAR** signal if necessary.

Description:

This action signifies the end of the Emergency Action that was initiated.

Teachers should immediately begin discussion, activities, etc., to assist students in following proper procedure and to minimize any anxiety students may have.

When Used:

This Action is used as the final Action to conclude:

- Duck, Cover and Hold
- Leave Building
- Stand-By
- Take Cover
- Secure Building

NOTE: The “All Clear” signal is NOT used in a LOCKDOWN situation

SPECIFIC EMERGENCY PROCEDURES

AIR POLLUTION EPISODES

The National Weather Service will notify the District of an Air Pollution Alert and the schools will be notified via telephone.


1. **Advisory Alert**
 - Vigorous and strenuous activities will be reduced and/or shortened
2. **Warning**
 - Strenuous activity will be discontinued or canceled
3. **Emergency**
 - Remain indoors and restrict movement as much as possible
 - In case of medical emergency contact principal or call (911)

BOMB THREAT – CODE BLACK

DO NOT USE ANY ELECTRONIC DEVICES: CELL PHONES, RADIOS OR BELLS MAY ACTIVATE BOMB


CODE BLACK

I. INSIDE BUILDING

- 
- A. Do not hang up phone.
(Person receiving call from bomber)
 - B. Send runners or use bullhorn to announce evacuation
 - C. IMPLEMENT EVACUATION PROCEDURE:
 1. Grab emergency kit & roster sheet
 2. Leave building to designated area
 3. If any child is unable to evacuate implement buddy system
 4. Do not use any electronic devices.
Cell phones, radios or bells may activate bomb
 5. Avoid contact with all objects

6. Render first aid
7. Take roll
8. Hold up red card if student is missing

II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY

- 
- A. Return to teacher you have after lunch at designated area

EARTHQUAKE - DUCK, COVER, AND HOLD

I. INSIDE BUILDING

- A. Move away from windows, light fixtures & other objects that may fall.
- B. Execute “duck, cover and hold” procedure underneath desks
- C. After movement stops

IMPLEMENT EVACUATION PROCEDURE:

- 1. Grab emergency kit & roster sheet
- 2. Leave building to designated area
- 3. If any child is unable to evacuate implement buddy system
- 4. Avoid contact with all objects
- 5. Render first aid
- 6. Take roll
- 7. Hold up red card if student is missing

II. OUTSIDE BUILDING – DURING LUNCH, RECESS, PE OR OUTDOOR ACTIVITY

- A. Move to open space – away from buildings, trees and overhead power lines
- B. Execute “duck, cover and hold” procedure
- C. Be aware of your surroundings
- D. Return to teacher you have after lunch at designated area
- E. Notify administrator for missing child.

EXPLOSION

I. INSIDE BUILDING

- A. Fire alarm
- B. Grab emergency kit & roster sheet
- C. Implement evacuation procedure to designated area
- D. Render first aid
- E. If any child is unable to evacuate implement buddy system
- F. Do not return to the building until police department officials declare the area safe
- G. Hold up red card if student is missing

II. OUTSIDE BUILDING: DURING LUNCH & RECESS, P.E. OR OUTDOOR ACTIVITY


- A. Move to open space – away from explosion
- B. Execute “duck, cover and hold” procedure
- C. Be aware of your surroundings
- D. Return to teacher you had before lunch at designated area
- E. After explosion is over contact site administrator
- F. Notify administrator for missing child
- G. Return to teacher you have after lunch at designated area

FALLEN AIRCRAFT


1. Grab emergency kit
2. **All students/employees will be kept at a safe distance, allowing for possible explosion**
3. Render first aid as needed
4. Take roll
5. Notify police and fire department/emergency 911
6. Further direction from fire department and police will be given

FIRE

I. INSIDE BUILDING

- 
1. Fire alarm
 2. Grab emergency kit & roster sheet
 3. Evacuate to designated area
 4. Render first aid
 5. If any child is unable to evacuate
implement buddy system
 6. Take roll
 7. Hold up red card if student is missing
 8. Do not return to the building until
fire department officials declare the
area safe

II. OUTSIDE BUILDING: FIRE DURING LUNCH & RECESS

- 
1. Return to teacher you have
after lunch at designated area

FIREARMS OR OTHER WEAPONS

FIRE ARMS OR OTHER WEAPONS

(POSSIBLE SUSPECTED WEAPONS)

CODE YELLOW

- Notify site administrator immediately
- Teacher to notify office **(CODE YELLOW)**

IF WEAPON IS BRANDISHED IN THREATENING

WAY (NO ACTIVE SHOOTER)

CODE RED

- Implement lock down procedure
- Instruct students to get down and take cover
- Do not raise voice or challenge the person
- Do what you are asked to do within reason
- Do not panic
- Do not plan to be a hero. Await police

FIRST AID EMERGENCY

➤ REMEMBER TO PROTECT YOURSELF – (I.E. GLOVES OR BARRIER CPR MASKS)

- A. AIRWAY OPEN -
Clear airway by positioning or heimlich
- B. BREATHING –
If none, start rescue breathing with CPR – (one way valve)
- C. CIRCULATION –
Apply direct pressure; control bleeding with gauze or barrier
- (1) Check pulse at the neck (carotid artery)
- (2) If no pulse start CPR
(2 ventilations)
(15 compressions)
(Call for help)
- D. DEFORMITY – (DO NOT MOVE UNLESS IN DANGER)
(BROKEN BONES)
- (1) Immobilize if possible (do not move if obvious fracture)
- (2) Call for help
- E. ENVIRONMENTAL SAFETY
(HEAT EMERGENCY)
- (1) Move away from source and protect
- (2) Cool off using cool water or blanket

SEIZURES

- Gently assist to the floor or ground
- Keep crowd away
- Do not try to restrain
- Do not put anything in mouth
- Don't put hand underneath head.
- Put soft object (if possible shoe or other) underneath head
- Provide privacy – cover if possible
- After seizure stops, roll onto side
- Call 911

HAZARDOUS MATERIALS- CODE BLACK
CHEMICALS, GAS LEAKS, PESTICIDES, PIPE LINE RUPTURE, TOXIC GASES

- Notify fire department/emergency (911)
- Remove exposed students & staff safely away from contaminant exercise caution not to expose others
- Teachers must turn off cooling/heating system
- Close windows and doors
- Wait and follow further instructions from fire department

HOSTAGE SITUATION IN A CLASSROOM OR ON A SCHOOL BUS- CODE RED

RESPONSE: (CLASSROOM)

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. If you are able to, make the hostage taker aware of the fact that you and the students are not a threat and that he/she is in charge.
3. **Keep all children quiet** and if possible keep all students and faculty lying face down **flat** on the floor. This is extremely important. (Should Law Enforcement attempt to resolve the situation with force, they will enter the room prepared to use "Deadly Force").

RESPONSE: (SCHOOL BUS)

1. **DO EXACTLY AS YOU ARE TOLD!** Do not offer resistance in any way that may endanger your safety or the safety of the students.
2. **If you are able to, make the hostage-taker** aware of the fact that you and the students are not a threat and he/she is in charge.
3. Keep all children quiet, and if possible, keep all students on the floor

STUDENT MISSING -(CHILD ABDUCTION OR SEXUAL ASSAULT) – CODE ADAM

NOTIFY SUPERINTENDENT/ PRINCIPAL or Designee

VIOLENCE AND CRIME- CODE YELLOW

- Calmly talk to individual
- Attempt to verbally resolve confrontation
- Call for administrator to either remove students or other individual from area
- Never physically restrain violent individual in any way unless they are causing harm to themselves or others

VIOLENCE: CHILD ABUSE

All school staff are considered mandated reporters and are required to report as follows.

YOU ARE THE DESIGNATED REPORTER – Notifying supervisor does not relieve you of this responsibility.

- 1) Report any known or suspected child abuse immediately by telephone to child protective agency (tel.992-5161) or (tel. 582-3241).

Noticeable signs and symptoms and reports include:

- a.) Physical abuse resulting in a non-accidental physical injury or physical neglect, and reports of sexual abuse, and sexual assault.
- 2) Must be in writing or on designated form within 36 hours directly to CPS (mandated by Penal Code 273 and 11165) and copy to principal. Obtain form from school office.

APPENDICES

APPENDIX A

Kit Carson is a rural school two miles east of the city of Hanford, California at the junction of Highway 198 and 7th Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2012-2013*: 1

Crimes committed at or during school related functions*: 0

Crimes committed during non operational hours*: 1

Description of crimes: A window was smashed and a purse was stolen out of the seat of a vehicle parked in the main parking lot adjacent to 7th Avenue. The incident happened around 3:30 in the afternoon. The vehicle belonged to the parent of a preschool child who was meeting with the preschool teacher at the time.

* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

APPENDIX B

CONTINGENCY PLAN FOR CAMPUS EMERGENCIES

This plan is to be used in conjunction with Kit Carson's Guide to Disaster Preparedness Flip Chart, and the Ensuring a Safe and Orderly Environment Action Plan and Disaster Response Plan portions of the School Safety Plan. In addition to the procedures listed below, Kit Carson School will conduct monthly practice drills to ensure procedures for emergencies run smoothly.

WHO TO CONTACT:

FIRST: Notify the Superintendent/principal, Director of Student Services, or other designated

person.

SECOND: Notify the Sheriff's Office (Dial 911)

The office number is 582-2843 ext. 100

The Superintendent/Principal's cell phone number is 707-5205.

Students will be trained by their teacher to go to an adult supervisor immediately when they feel unsafe.

There are basically two types of emergencies to be considered:

- **Type 1: Teachers and students go outside or stay outside.** Examples are:
 - bomb threat
 - when outside during an earthquake or immediately after an earthquake
 - during an actual fire

Staff and students are directed to go outside by use of fire alarm or via phone all-call.

- **Type 2: Teachers and students stay inside or go inside.** Examples are:
 - violent or deranged person on campus
 - shooting on campus
 - when inside during an earthquake (duck & cover)
 - severe windstorm

1) Who to Contact

- a) Person(s) noting the disturbance will immediately notify the Superintendent/Principal or Director of Student Services.
- b) The Sheriff Department will be notified (dial 911).
- c) The office number is 582-2843 ext. 100

2) Emergency Procedures

- a) When the fire drill bell rings, students are to leave their room **quickly, quietly, single file, and with their hands behind their backs.**
- b) If students are on the playground or cafeteria when the fire bell rings, they are to **walk** quickly to their class fire drill assigned area.
- c) To indicate an emergency, an announcement will be made over the loudspeakers, or your room will be paged and the words Code Red will be used. Lock your door. An announcement will be made over the loudspeakers to indicate that the emergency is over. The emergency code words are **CODE RED**. As an example, if an emergency occurred in the cafeteria, the Superintendent/Principal, or designee, would announce, CODE RED in the cafeteria. Teachers would lock their doors and keep their class inside. Everyone is to lie face down, cover heads, and remain immobile until given further instructions.
- d) The persons that can declare an emergency are the Superintendent/Principal and, in his absence, the Director of Student Services, the Director of Fiscal Services, the Director of Operations, or the Administrative Secretary, in this order. If the Superintendent/Principal is off campus, he can be reached via cell phone. His cell phone number is (559) 707-5205.
- e) The school cafeteria has been designated as the location where first aid will be administered. The school administrative secretary and office clerical staff will administer first aid. Bus drivers, if available, will also assist. If you suspect a disabling injury, use your judgment before attempting to move the student. Students with head, neck, or back injury should not be moved.
- f) The designated fire drill area is the central area established for students and staff to assemble if the emergency is of the type that everyone goes outside (like after an earthquake).
- g) Instructional aide will help assure that all students are united with their teachers. They are then to report to the cafeteria to help with first aid and the contacting of the parents of injured students.
- h) Teachers must have with them the class roster at all times during emergencies. Students who are in other locations on campus are to join their class out in the field. **All students must be accounted for.**
- i) To account for students quickly, the teacher will take roll when classes assemble out on the playground (the same location where they assemble for a fire drill). Teachers will take attendance immediately. Parents will not be allowed in the area where students are assembled. Students will be brought to their parents.
- j) Psychologists will be contacted to provide any needed counseling that should take place.

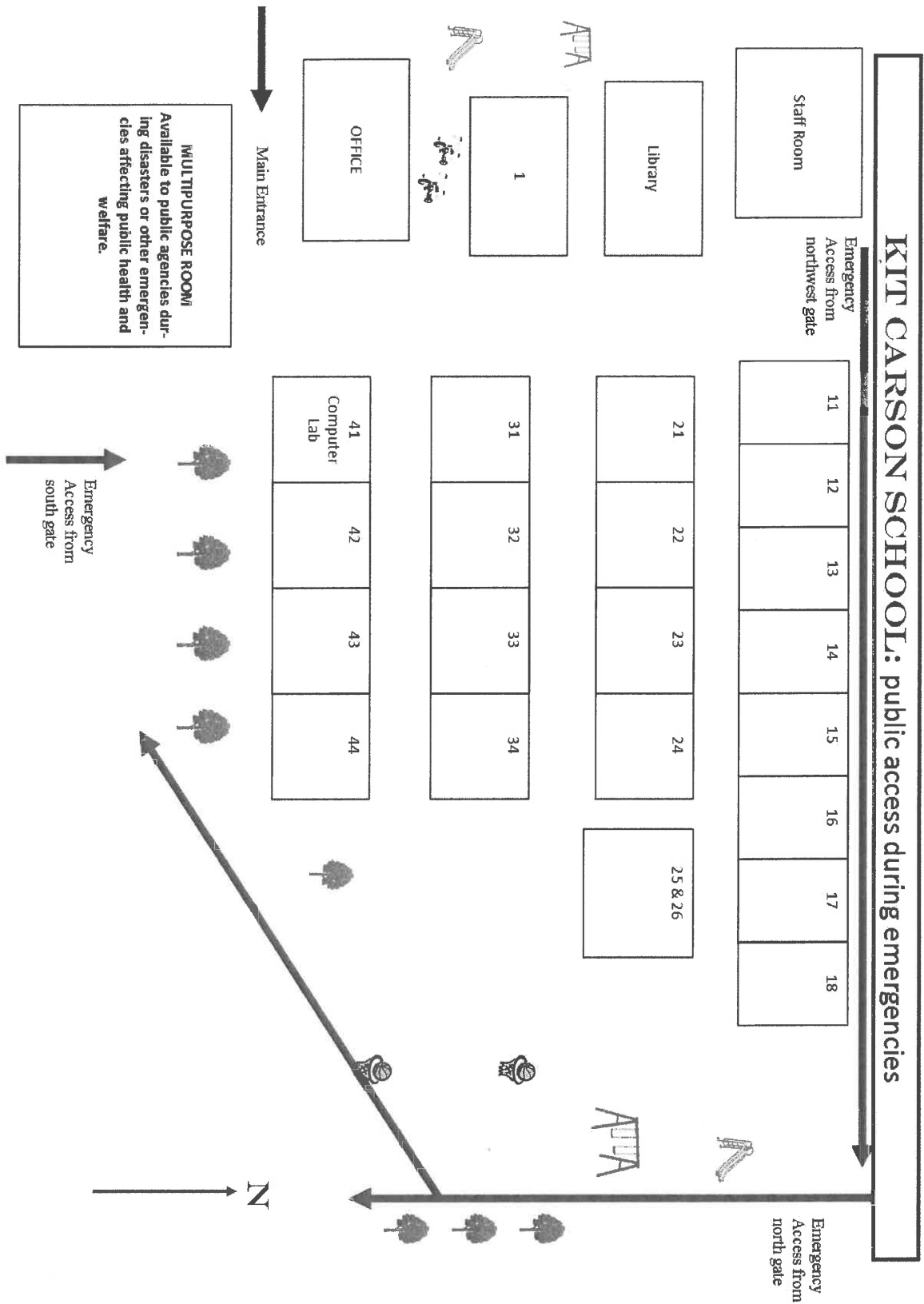
- k) The Superintendent and Director of Operations will make an inspection of the school to make an assessment of damages. Damages will be repaired as quickly as possible. Every effort will be made to open school the following day.
- l) The office has been designated as the rumor control/information post. The Superintendent/Principal or designee is the spokesperson to advise the media and respond to questions and concerns.

NOTE: If there is shooting when students are on the playground, students are to drop to the ground immediately. They're not to run away from the emergency. Running would be more dangerous to the student.

AFTER SCHOOL PROGRAM

The After School Site Coordinator will assist in all campus emergencies, working as directed under site administration. The After School Site Coordinator is the Administrative Designee after school hours.

APPENDIX C: SAFE INGRESS & EGRESS DURING EMERGENCIES



SITE COUNCIL APPROVED ADDITIONS TO THE PLAN:

EMERGENCY PROCEDURE--SCHOOL CLOSURE PLAN

DURING SCHOOL HOURS

Administrator

1. Set up a Command Center (need phone line or communication capacity).
 2. Meet with the Administrative team.
 1. Alert Superintendent of the situation.
 2. Investigate the situation.
 - Contact agencies to ascertain hazardous or unsafe conditions (HPD/KCSO, HFD/ KCFD).
 - Assess duration of emergency, especially if utilities are affected.
 - Assess possible effects on welfare of students and staff.
 5. Recommend to Superintendent whether or not to close the school.
 - **Note: Only Superintendent is authorized to close schools.**
 6. Administration will arrange for early bus pick up through Transportation.
 7. Notify students/staff of decision via memo, e-mail, or announcements if the emergency occurs during class.
 - Activate the alarm system before school, recess and lunch, to clear incident area and to ensure students' safety.
 - Teachers should immediately take attendance.
- In the memo include:
- Nature of the emergency.
 - Assure students/staff of safety.
 - Instruct classes to assemble in the designated areas.
8. The crisis team will direct cars to park in the parking area and parents will report to the designated areas to pick up their children (names will be announced over the PA system):
 - Direct classroom aide and Special Education teachers to assist physically handicapped students.
 9. Ensure orderly release:
 - The crisis team will control incoming traffic - keep traffic flowing.
 - Cars will not be allowed to stop in the main entrance area.
 - Parents will park their cars and report to the cafeteria.
 - Crisis Management Team will announce names of students over the PA system.
 - Teachers will release students only to authorized persons (check release list).
 10. Submit written report on Emergency Closing of School to the District Office immediately following closure.

DURING NON-SCHOOL HOURS

1. Alert Superintendent of the situation that might possibly require school closure.
2. Investigate the situation:
 - Contact agencies to ascertain hazardous or unsafe conditions.
 - Assess duration of emergency, especially if utilities are affected.
 - Assess possible effects on welfare of students and staff.
3. Determine whether teachers should report to work or report to alternate site according to contract.
4. Determine whether release of classified staff is necessary.
5. Notify district transportation coordinator if buses are not needed.
6. Notify parents of the situation. Request media assistance if necessary.
7. Submit report on Emergency Closing of School to the District Office immediately following closure.

EMERGENCIES BEFORE SCHOOL, DURING BREAK AND AFTER SCHOOL

Administrator or designee

3. Assess situation.
4. Administration and crisis team:
 - Keep students calm.
 - Use PA system or bullhorn to instruct students to gather immediately in their rooms.
 - Assist teachers with lining students up.
 - Assist teachers with attendance.
3. Follow Second Site Evacuation Plan.

EMERGENCY PROCEDURE--DANGEROUS ANIMAL

1. Isolate students from the animal.
2. Notify Administration.
3. Contact Kings County Animal Control.
4. If the animal has injured anyone, the staff member will call for medical assistance:
 - If a student has been injured, office personnel will contact the parents and provide information to the parents on the condition of their child and where the child will be taken for treatment.
 - If possible, attempt to keep the animal under observation for capture by Animal Control.

EMERGENCY PROCEDURE--SHOOTING/SNIPER

These procedures apply to dangers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

DURING CRISIS:

- **RUN/GET OUT:** Run away from the intruder. Consider all exits and ground floor windows.
- **HIDE/LOCK OUT:** Keep the intruder out of your area. A locked door is good, but barricading and/or tying off doors can also delay an intruder.
- **FIGHT/TAKE OUT:** As a last resort, fight back! If HIDE/Lock OUT and RUN/Get OUT fail, or are not possible, fight back using any available means. Do not give the intruder passive victims!

Teachers/Staff

IF OUTSIDE

1. Staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter and not gather in groups.

IF INSIDE (or once inside)

1. Staff, students and visitors should turn off lights, lock all doors and windows, and close the curtains, if it is safe to do so.
2. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator.

3. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
4. Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.

Administrator or Designee(s)

1. Initiate lockdown procedures and call 911, giving as much detail as possible about the situation, including the following, if possible:
 - Shooter's location
 - Injuries
 - Potential for additional shooting.
2. Secure the school buildings, if appropriate.
3. Assist students and staff in evacuating from immediate danger to a safe area.
4. Care for the injured to the extent practicable until emergency personnel arrive.
5. Refer media calls, contacts, and questions to the school district spokesperson.
6. Meet with Superintendent to prepare a news or information release.
7. Notify parents and guardians per school district policies, if appropriate.
8. Hold an information meeting with all staff, if appropriate.
9. Initiate the grief-counseling plan, as appropriate.

School Reach Suggested Implementations (grade level appropriate)

APPENDIX D

Department of Homeland Security Security Advisory System

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. For all threat conditions, it is important that we remain vigilant, prepared and ready to deter terrorist attacks. The following threat conditions each represent an increasing risk of terrorist attacks. Beneath each threat condition are some suggested protective measures, recognizing that the heads of Federal and State departments and agencies are responsible for developing and implementing appropriate agency-specific protective measures.

1. **Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks. Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement.
 - refine and exercise as appropriate preplanned protective measures
 - ensure personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures
 - institutionalize a process to assure all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks and that all reasonable measures are taken to mitigate these vulnerabilities.
2. **Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the protective measures taken in the previous threat condition, Federal and State department agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
 - check communications with designated emergency response or command locations
 - review and update emergency response procedures
 - provide the public with any information that would strengthen its ability to act appropriately
3. **Elevated Condition (Yellow):** An elevated condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the protective measures that they develop and implement.
 - increase surveillance of critical locations
 - coordinate emergency plans as appropriate with nearby jurisdictions
 - assess precise characteristics of the threat and determine any necessary refinement(s) of the preplanned protective measures
 - implement, as appropriate, contingency and emergency response plans
4. **High Condition (Orange):** A high condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the previous threat conditions, Federal and State departments and agencies should consider the following general measures in addition to the agency-specific protective measures that they develop and implement.
 - coordinate necessary security efforts with Federal, State and local law enforcement agencies or any National Guard or other appropriate armed forces organization
 - take additional precautions at public events and consider alternative venues or cancellation
 - prepare to execute contingency procedures such as moving to alternate sites and dispersing the workforce
 - restrict access to threatened facilities to essential personnel only

5. **Severe Condition (Red):** A Severe condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for long periods of time. In addition to the protective measures in the previous threat conditions, Federal and State departments and agencies also should consider the following general measures in conjunction with the agency-specific protective measures that they develop and implement.
- increase or redirect personnel to address critical emergency needs
 - assign emergency response personnel and pre-position and mobilize specially trained teams and resources
 - monitor, redirect and/or constrain transportation systems
 - close public and government facilities

The threat level advisory system serves as a basic guideline for emergency preparedness throughout the nation. In the event of a specific and localized emergency that may affect a site in the Kit Carson Union School District, the Superintendent/Principal or designee will invoke the Safety Plan and take appropriate actions to help ensure the safety of students, staff and visitors.

KIT CARSON SCHOOL

Assessment of current status of school crime

Kit Carson is a rural school almost two miles east of the city of Hanford, California at the junction of Highway 198 and 7th Avenue.

Kit Carson falls under the jurisdiction of the Kings County Sherriff's office.

The number of crimes reported in 2013-2014*: 3

Crimes committed at or during school related functions*: 0

Crimes committed during non operational hours*: 3

Description of crimes: See below

1. Reported Monday, March 17, 2014: Break-in at the HPS Mechanical construction staging area for the District's water project. According to video surveillance from the KCOE computer tower, the crime probably occurred on the evening of March 15, 2014.

2. Reported Tuesday, April 29, 2014: A second break-in at the HPS Mechanical construction staging area for the District's water project.

3. Reported Friday, December 19, 2014: Break-in to the bus yard. Thieves attempted to steal the District's service truck and fled the scene when an employee arrived for an early morning shift.

All crimes were reported to the Kings County Sherriff's Office.

* Statistics do not include violations of education code 48900 or 48915, which result in the suspension or expulsion of students from school

Updated January 28, 2015