



El Camino Real Charter High School

Regular Board meeting

November 2023 Board Meeting

Date and Time

Thursday November 16, 2023 at 5:30 PM PST

Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills Ca 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

ANNUAL MEETING AND REGULAR BOARD MEETING

For board meeting materials, please go to the school's main office, or call [\(818\) 595-7500](tel:8185957500). Some board meeting materials are also posted on the school's website (<https://ecrchs.net> - click the ECR Board tab).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING

ATTENDEES: El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

PUBLIC COMMENTS

1. Agendas are available to all audience members at the door to the meeting.

2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, Due to public meeting laws, the Board can only listen to your issue, not respond or take action during the Public Comments periods. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

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4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

5. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

IMPORTANT NOTE REGARDING PUBLIC COMMENTS: Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in

person. There is no obligation on the part of the school to have a school official read public comments during inperson Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and may be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A.	Call the Meeting to Order	Brad Wright	1 m
B.	Record Attendance and Guests	Ryan Guinto	1 m
C.	Pledge of Allegiance to the United States of America (USA)	David Hussey	1 m
D.	Public Comments	Public	30 m
NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.			
E.	Executive Director Update	David Hussey	10 m
F.	Chief Business Officer Update	Gregory Wood	10 m
G.	Board Chair Update	Discuss Brad Wright	10 m
II. Consent			6:33 PM

	Purpose	Presenter	Time
A. Approve Minutes of October 26, 2023, Regular Board Meeting	Approve Minutes	Brad Wright	1 m
Approve minutes for Regular Board meeting on October 26, 2023			
III. Finance			6:34 PM
A. Financial Update	Discuss	Gregory Wood / Arleta Ilyas	10 m
Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, will present the October, 2023, Financial Update.			
B. Investment Update	Discuss	Gregory Wood	10 m
Mr. Wood, CBO, will present the October, 2023, ECRCHS Investment Update.			
C. Discuss and Vote on October 2023 Check Registers	Vote	Gregory Wood	15 m
Prior to the Vote, Mr. Wood, CBO, will present the October 2023, check registers from ECRA's City National Bank Accounts.			
D. Discussion and Vote on October, 2023, Credit Card Charges	Vote	Gregory Wood	10 m
Prior to the Vote, Mr. Wood, CBO, will present the October, 2023, credit card charges.			
E. Discussion and Vote on New Chemistry Books	Vote	David Hussey / Karen Evens	10 m
Prior to the vote, Mr. Hussey, Executive Director, and Karen Evens, Science Teacher, will be presenting the purchase of the chemistry books.			
IV. School Business			7:29 PM
A. Discussion and Vote on the Comprehensive School Safety Plan for 2023-2024	Vote	David Hussey	20 m
Prior to the vote, Mr. Hussey will present the updates on the Comprehensive School Safety Plan for 2023-2024			
B. Discussion and Vote on Revisions to ECRCHS Parent-Student Handbook for 2023-2024	Vote	Jason Camp	20 m
Prior to the Vote, Jason Camp, Administrative Director, will lead a discussion on revisions to the ECRCHS Parent-Student Handbook for 2023-2024.			

	Purpose	Presenter	Time
C. Discussion and Vote on CCTV Multi-Year Contract	Vote	Ryan Guinto / David Hussey	10 m
Prior to vote, Mr. Guinto and Mr. Hussey will be presenting the replacement of the CCTV cameras.			

V. Closed Session 8:19 PM

A. Conference with Labor Negotiators	Discuss	David Hussey	30 m
Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.			

Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Roger Scott, Legal Counsel.

Employee Organization: United Teachers Los Angeles.

B. Conference with Labor Negotiators	Discuss	Brad Wright	10 m
Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.			

Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Roger Scott, Legal Counsel.

Unrepresented employees: Administrative Directors (5)

C. Public Employment	Discuss	David Hussey	10 m
Title: Director of HR.			

D. Public Employment	Discuss	Alexandra Ramirez	20 m
Title: Chief Academic Officer			

E. Public Employee Discipline/Dismissal/Release	Discuss	David Hussey	10 m
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F. Conference with Legal Counsel - Anticipated Litigation	Discuss	Brad Wright	20 m
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Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

Three (3) items.

	Purpose	Presenter	Time
G. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director	Discuss	Gregg Solkovits	20 m
VI. Reconvene to Open Session			10:19 PM
A. Report on Actions Taken in Closed Session, If Any	Discuss	Board Chair	5 m
B. Possible Board Approval Vote on Director of HR Contract	Vote	Brad Wright	5 m
C. Possible Approval of One-Time Performance Bonus for Administrative Director for 2021-2022 and 2022-2023 Approval of One-time performance bonus for the Administrative Director for 2021-2022 and 2022-2023.	Vote	Brad Wright	10 m
D. Possible Approval of One-Time Performance Bonus for Chief Information Officer for 2021-2022 and 2022-2023 Approval of One-time performance bonus for the Chief Information Officer for 2021-2022 and 2022-2023.	Vote	Brad Wright	10 m
VII. Closing Items			10:49 PM
A. Adjourn Meeting	Vote	Board Chair	1 m

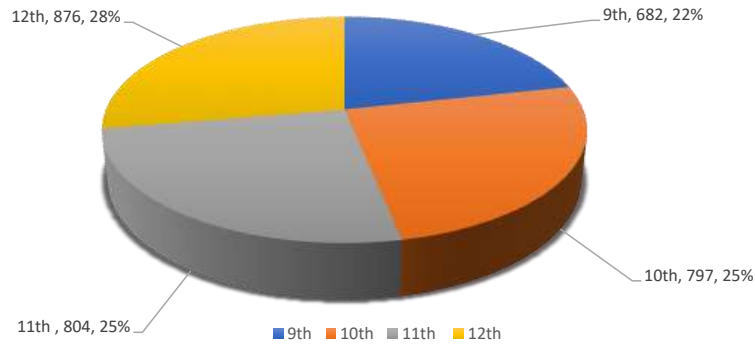
Coversheet

Chief Business Officer Update

Section: I. Opening Items
Item: F. Chief Business Officer Update
Purpose: FYI
Submitted by:
Related Material: I.F - Month 3 Attendance Reporting.pdf

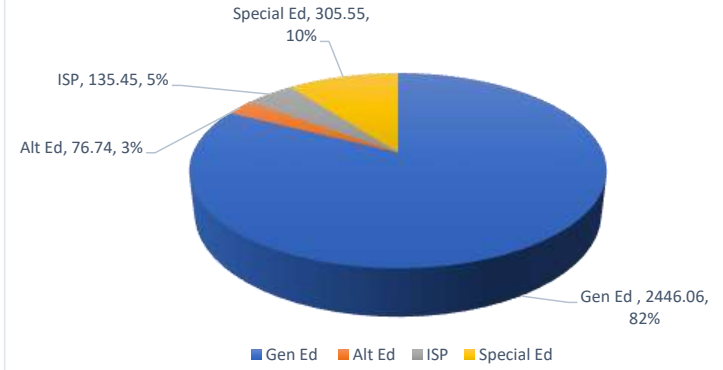
ECRCHS - Month 3 Enrollment ADA by Type

ECRCHS - Oct 2023 Enrollment



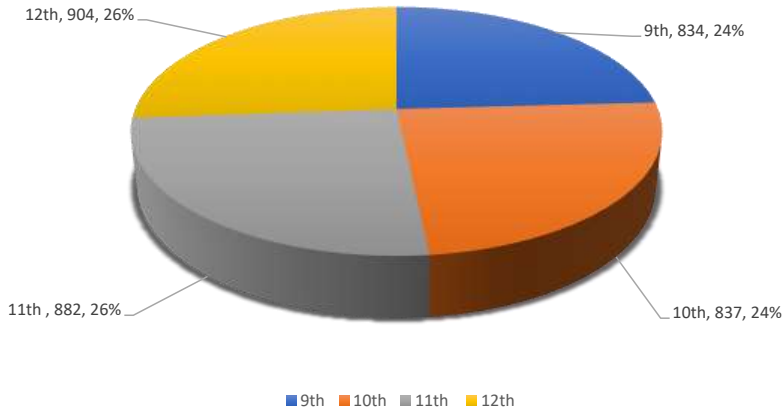
Grade	9th	10th	11th	12th	Total
October 2023 Enrollment	682	797	804	876	3159

ECRCHS - Oct 2023 by Type



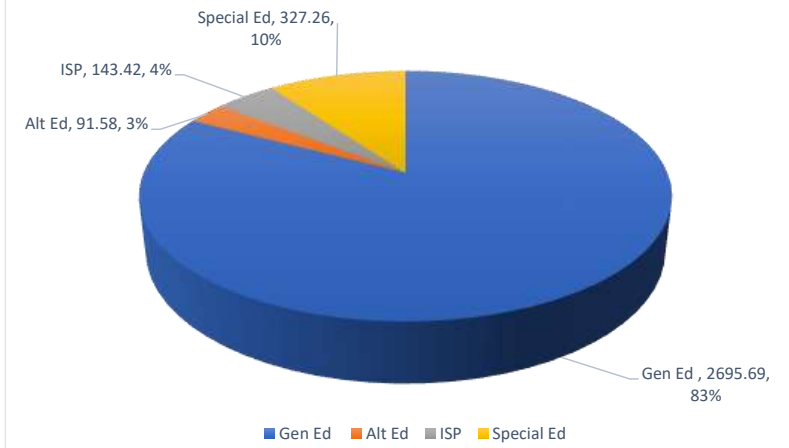
Grade	Gen Ed	Alt Ed	ISP	Special Ed	Total
Oct ADA	2446.06	76.74	135.45	305.55	2963.80

ECRCHS - Oct 2022 Enrollment



Grade	9th	10th	11th	12th	Total
Oct 2022 Enrollment	834	837	882	904	3457

ECRCHS - Oct 2022 ADA by Type



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Oct ADA	2695.69	91.58	143.42	327.26	3257.95

Coversheet

Approve Minutes of October 26, 2023, Regular Board Meeting

Section: II. Consent
Item: A. Approve Minutes of October 26, 2023, Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board meeting on October 26, 2023



El Camino Real Charter High School

Minutes

Regular Board meeting

October 2023 Board Meeting

Date and Time

Thursday October 26, 2023 at 5:30 PM

Location

El Camino Real Charter High School - Grieb (Little Theater)

5440 Valley Circle Woodland Hills Ca 91467

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Directors Present

Alexandra Ramirez, Brad Wright, Danielle Centman, Gregg Solkovits, Ronald Laws, Steven Kofahl

Directors Absent

Daniela Lopez-Vargas

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Oct 26, 2023 at 5:30 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Hussey led the Pledge of Allegiance

D.

Public Comments

Cheryl Dorries -04:35

.....I'll call it TAP- Transparency, Accountability and Professionalism. For the sake of our children, it is important to address our concerns and understand how essential ECR stakeholders are. The ECR school board should continue to foster dialog to welcome guardians, and all stakeholder's questions, suggestion, and concerns without questioning their intention. I support ECR, and this board and continue to look forward to stronger stakeholder partnerships.

Regarding agenda item six C, about upgrading the Visitor Management System for improved safety. When you vote on a new system, please replace it with a system that continually screens visitors to prevent potential safety risks such as sex offenders or other criminal backgrounds not allowed for school grounds. Thank you for your time.

Avi Yeahizkia 6:15

So, last week on Saturday, we had an attack on Israel. 4,200 people got slaughtered, 200 people got kidnapped, and 100 people were still missing. Four days after, there was an email that was received from the board to the school to let them know that there will possibly be a walkout-pro Palestine protest happening in El Camino.

The board emailed the school, the school emailed the teachers, but nobody informed the parents, which is part of this whole system. Our children go to this school and this was a very important event that we were supposed to know about, and I'm asking the board, how is it possible that we didn't know about it. There was chaos outside because of the situation. We are asking for the school to inform us when something big like that happens and putting our children in risk when the kids are at school. Teachers shouldn't give their opinions about anything that has to do with politics our children come to school to learn English, math, history, and be safe.

This should be a priority right now of our children and communication with the parents. We should have metal detectors. Any way to stop weapons going into schools. We should prevent hate speech at school and in classes.

Barlev Pazit 8:36

I am a retired educator. I've sat on your seat many times, and I know how you're feeling right now. Two weeks ago, I witnessed how the parents were frightened about the miscommunication. What I would like to stress is that the communication between the school and the reporting about such issues should be improved.

People who don't pledge allegiance to the U.S flag and hate us, will want to kill us.

Two names that you might want to know: Brigitte Gabrielle? She lectures on the history of Islam, and if you want to learn about it, why Islam hate Jews, go and Google her out.

Emerson had warned about 9-11, but nobody listened to him.

Those haters might come to this school. They will attack wherever a school is vulnerable. I don't think El Camino is protected.

Therefore, I'm asking not only that you act, but I'm asking to see your plan in the next meeting or two meetings, what is it that you're going to do to protect not only our kids,

but all the kids.

E. Executive Director Update

David Hussey gave the update

Events Tonight - So tonight we have this board meeting. We also have, the VPA showcase that features our students in their visual performing arts.

We're participating in Anderson Hall. We also have a football game at Cleveland High School tonight, So it's our senior night where senior football players, senior cheerleaders, and senior color guard will be recognized for all their efforts that they've put in over the years.

Sports Updates - On to sports. Our volleyball team is in the semi-finals in the open division, the highest division that we can compete at. The tennis team made it to the semi-final round before losing, but at the highest level of the open division.

The football team will be going into playoffs, and then our cross-country team will also be going into the playoffs.

Safety Survey - Next, I hope all the parents that are here tonight filled out the safety survey that was sent out to parents, students, and teachers. In the next couple of days, the administration will be compiling that information and sending out something to all the stakeholders to let them know that their voices were heard, and we will focus on the major aspects of that safety survey.

Grad Nights - And then I want to announce that Grad nights. El Camino does have a date for Grad nights. It will be Sunday, June 9th, and we have approximately 725 tickets for our students to buy. So if you have a senior, don't wait until the end because those tickets will sell out fast. I don't know the price yet.

Field Construction Update - The other thing, and there will be an email sent out today to keep all of our stakeholders informed. I got an email from LAUSD late yesterday, and basically, what they're saying is there's going to be a setback to the field construction because of the soils. The soils around the perimeter need to be excavated and then replaced with the proper materials before they put down the field. LAUSD is going to be working with senior management to determine the best solution for El Camino, and then as soon as I'm informed, I will inform all the stakeholders.

Special Education Compliance - One last thing, from the California Department of Education, our special education compliance monitoring system for policies and procedures review, we were approved and for student legal review, we were approved. we are compliant according to the State Department of Education.

Mr. Solkovits: Governor **Newson** signed a bill last week that basically is attempting to strongly discourage statewide artificial turf. I'm wondering if we might find a way to put real turf in because artificial turf can be so hot and it's not going to be as durable? Maybe using Governor **Newson** signing that bill as leveraged.

Mr. Wright: Keep in mind too that we are tenants on this property. So we can ask them, but we're a tenant on this property and we don't own it, so that means that the decision will go to the **Los Angeles Unified School District**, but yes. We will send something out.

F. Chief Business Officer Update

Gregory Wood presented the update highlighting the following:

Cafeteria - The cafeteria has new offerings and tonight's meal was sponsored by our cafeteria. We're still generating revenues that can be used to improve our cafeteria. Because of our decline in enrollment, our meal service is actually down. I know that shows up 1% through August, in September, we're actually down and we'll probably continue down a little bit until we get more buy-in from the students.

Enrollment and Attendance - Our enrollment's up. It's slightly improved. It normally continues to go down, but in the second month of the year, we're up by one student. Our ADA percentage is 94.2%. That's average daily attendance. And our monies come to us as a result of the number of students that attend our schools, so in the month of September, 94.2% of our total of student attended in that month.

CARES Act - So, with the COVID, there's a number of different grants that we received, which you can see here in the middle of the spreadsheet, how much we've been allocated. It's almost \$13.7 million. The next column, shows how much we spent, which is \$5.8 million, the next column is how much is left on all those grants, and then most importantly, the business office is tracking all these grants by the spending deadline. As can see, we've spent all our grants to September 30th, so the next round of grants spending will be due, by September 2024.

And then ultimately, the last one that we've received, we haven't received all the money, that we're eligible for, so we have some categorical monies through September 30th of 2028.

So, we're in good place. We're keeping an eye on the ball and our budget has been designed to make sure we take full advantage of the funds we've received.

Budget updates - We revised our budget at the last board meeting, but you can see through September, we've received about \$10.3 million of our funds. Some of the initial funds for like federal and state coming later in the year, so it's slightly down, so the here today, we've received about 20% of our funds.

Expense - Which includes salaries and benefits. All of those spending areas are basically on target, meaning three out of 12 months, we should expect our spending levels to be about 25% of our total, and pretty much every one of our spending areas are within a percent or two of the budget.

Investment - We're talking about new investments.

Audit - Our last year is being audited we do it every year by outside CPA. We're in contact with them. Our audit report is due by December 15th. So, our auditors are in the process of completing it, so probably by the end of next month, we will have some draft audit reports ready, and we'll be sharing those with both the finance committee and the board.

G. Board Chair Update

Brad Wright provided an update with the following key points:

Board Chair Updates are for members of the board that may have any kind of news they'd like to relay to the public.

Email Communication - I want everybody to understand that I do receive your emails, and I do return all emails as possible within 48 hours.

School Security - We're a school that believes in being equitable to all students of all races, all religions, but most of all, in the safety of our kids that are in the school and our teachers and administrators. And understanding that I believe we have one of the top security schools so far in the state of California. **Mr. Camp,23:39** one of our administrators, has tightened up the school. We have over 20 security guards, and we have not only the police but we also have patrols within our staff.

Controlled Campus Access - This year, as he has made it, we don't have kids or anybody just walking around our campus. You have to have a reason and you must have a pass.

Acknowledgment - And also, I'd like to thank one of our chief security, **Mr. Jones.24:03**

Commitment to Safety and Education - It's very important for the parents to understand that we're here for the safety and the education of our kids first. And we're going to make sure that happens.

Open Communication - So if you have anything you'd like to say or add, please send an email to any of the board members.

II. Consent

A. Approve Minutes of September 28, 2023, Regular Board Meeting

Gregg Solkovits made a motion to approve the minutes from Regular Board meeting on 09-28-23.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve September 2023 Check Registers

Gregg Solkovits made a motion to Approve September 2023 Check Registers.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approve September 2023 Credit Card Charges

Gregg Solkovits made a motion to Approve September 2023 Credit Card Charges.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Governance

A. Material Revision: By-Law Alignment (Board Term-limits)

Request for Material Revision - This letter was prepared by our legal counsel and serves as the request for a material revision. It is addressed to Mr. Cole-Gutierrez and covers all the necessary details mentioned in the cover letter. It will be signed by me if the board approves it.

Resolution - The next document is the resolution itself, and it will require a board resolution number. After consulting with legal counsel, I suggest that we use today's date. The board resolution number will be 23-10-26, reflecting today's date, so we can track when it was passed. Again, this resolution includes all the language and material required for the resolution. As we proceed, you'll notice that it needs to record the votes, including 'Aye,' 'No,' and 'Abstentions,' which will be filled in after the vote. To clarify, this vote is to align our bylaws with the existing charter regarding the elimination of board terms. The ECR board will need to vote on this resolution to submit it to the district
Gregg Solkovits made a motion to approve Material Revision: By-Law Alignment (Board Term-limits).

Brad Wright seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Discussion and Vote on an Authorizer to sign the Resolution (Board Term-limits)

Mr. Brad Wright asked the board if they wanted Ms. Centman to be the authorized signer.

Brad Wright made a motion to nominated Miss Danielle Centman to be voted in and appointed as the interim secretary.

Ronald Laws seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Investment

A. September 2023 Investment Update

Gregory Wood, and Mike Breller from Beacon Pointe provided the Investment reports and Updates

Mr. Gregory Wood

Investment Portfolio Update - So I'll kick it off with the monthly investment results for both our OPEB trust and our general investments. What's on display on the screen is our OPEB account at the end of September is \$25.1 million in it, our general account which the school controls has about \$6.9 million in it. When I last tracked the OPEB account, there's been some deteriorations in the market. It's now about \$24.8 million as of the 23rd. So that's what's happening with the school's account. Two of our annuities have just changed-Midland annuity that used to be like 2%, we have renewed it for three years at 4.8%, and Athene annuity as of October, will go off. We had a 1.95% on it so as of

September, it basically reached its maturity and so we replaced it with 4.9% T-bill for two years as was discussed with the finance and investment committee. Those two events have changed some of our portfolio in the general investment category.

Introduction of Mike Breller - he's been our investment advisor for 2 years. He's with Beacon Pointe. He basically oversees or coordinates our investments with Beacon Pointe.

Mike Breller's Remarks - Thank you board for allowing me on the agenda. What we attempt to do with the OPEB account, we have the job to make sure that we are growing these assets so they can meet the future liabilities and the health benefits of all of your employees into retirement. That means that there's a growth element, there's capital preservation element; We never want to take the full brunt of the market's losses, or something like the permanent loss of capital. And so we take that very seriously.

General account- The general account that we invested; second part of the report, is a short-term portfolio. It's not meant to be long term type of thing or long-term employee benefit. It has assets that are more preservation-oriented and different asset mix for that reason.

Market Performance and Economic Perspective - Slide 2 here is the investment market performance to give some perspective on how your managers and how the portfolios are doing. In the quarter, what we had was a pullback of about 3%. If you look at most of the markets, the S&P 500 in the second row, is kind of a general gauge for markets, is down 3.3%. It was up 13% this index for the year and date period, the nine months of the year, and for the rolling 12 month period, up to 21%.

So that's the perspective on what the challenge in the portfolio is today. Oh, by the way, what's affecting those markets?, Why are we bouncing around like this? 2022 was the year that the Fed decided to tackle inflation. What you had was a market where we were dealing with the expected inflation, and what the Fed was expected to do in anticipation of that inflation and then what actually happened.

And in dealing with that, you saw that the Fed acted swiftly, strongly in 2022 markets were down. 2023, There was a general feeling that maybe what the Fed did, got it right. It tackled inflation, they maintained their inflation fighting credibility, and we might orchestrate a soft landing because job losses aren't picking up, unemployment is still below 4% so with that thought that we might have a soft landing, not a hard economic slowdown, not a recession. So that's the perspective when you see things bouncing around in this portfolio that's affecting the market and the portfolio today is inflation, the Fed, and what happens to the economy from that. It's widely accepted that that recession that might have been expected this year is pushed out to maybe a 2024 event. And it's mostly thought of that it could be a slider or shallower recession than what we went through in a great financial crisis.

Discussion on the OPEB Account - We will now discuss the OPEB account. It's our fiduciary responsibility and the committees' to make sure that the assets are invested as described in the investment policy statement. At the left bottom of the page, you can see asset classes defined in the IPS. You see the balance to the right of that, what that represents as a percentage of the total assets to the right of that, and the policy. So we don't have to be spot on the policy. We have discretion to look at what's happening in the

marketplace. Maybe we want to shade towards growth or value, large cap or small cap international to US, we'll do that for you. We have the discretion to shade around that. Our guide post though, is that policy range. We need to maintain within the policy range. So on a quarterly basis, since it's the committee's job to say, did anything fall outside of that range? If it's outside of the range on the quarter, that's okay. Our job is to make sure that we've taken the action and invested the assets accordingly to get back into the policy range. So market values may take you across, we don't have to track it on a daily basis. The policy writes that on a quarterly basis, we've reviewed that and brought back within the guidelines. Everything is right on the guidelines, you can see we have a majority of assets in stock-related types of investments at 55% and 30% bonds.

Portfolio Manager Changes - And in the Alternatives, there are a mixture of kind of stock and bonds that are there to give somewhere in between the spectrum of the risk and the returns of the stock and bond mixed portfolio. You can see the outcome of that at the top of the page down 3.2%. As I mentioned, looks like the stock and bond markets that I pointed out are up 6.3 for the year-to-date, which was versus a Policy index of 5.5. And for a one-year period, 13.1 versus a 12.5. So what does that tell you? Looks like the markets that we are supposed to represent, will put the assets in those types of managers. The managers are doing their jobs effectively. We've outpaced that policy benchmark we've done so with the right amount of risk. And on a full-term basis, there's no necessary red alert items or red flag items in the portfolio.

Outlook and Strategic Decisions - On the next slide, you can actually see some of those managers. One thing that we will be addressing with the committee, we have discretion to turn from these managers, replace managers, add managers in the portfolio, report back on after we've done that in this portfolio. So this isn't a come to the committee for a vote type of relationship. We have a discretionary account. We're likely to see a couple of manager changes in this. We're discussing this at a firm level today. All of our accounts where we have discretion get traded together, so there's no treatment different from any of our other accounts that we manage. And so you would expect to see some trading happening in this portfolio to our current best view

V. Finance

A. Discussion and Vote on the approval of ECRCHS' Fiscal Policies and Procedures

Mr. Wood provided the report.

Every year, we look to try to update for any changes and edits to our fiscal policies and procedures that have been in place for a number of years. Just as an example of the edits in this handbook, we don't have a director of human resources and compliance anymore. It's a Director of Human Resources now. So we've updated for things like that.

Travel – On page 18, shown in red, it's been updated to have an administrative director and/or a designated authorizing person involved with the travel arrangements.

Subsidized Tuition - Page 21, under Tuition Cost, we did add an item number two that's a new item. It's that the employee must be employed a minimum of one year before they can become eligible to receive benefits since they're probationary employees that we do

want to encourage, help in professional development, but until a person kind of leaves their probationary status, they are not eligible.

Failing Grade Penalties - And also item number four was that classes need to be taken for a grade or a pass/fail. We added that if they received a failing grade, they would have to wait for 36 months before taking another subsidized class.

Contracts - On Page 29, every year the state puts out public bids. The public contracts code changes the rate in which we are required to put out the bids for equipment and materials. So that number was like \$99,000 last year, so we've updated the handbook to reflect that it's now \$109,300.

Fundraising - On page 32 under Fundraising. Donations or fundraising secured by Parents

Groups (e.g., the ECR Royal families) will be tracked separately and reported on a monthly basis. These funds will be deposited in a separate Trust account within ASB Bank Account and they'll observe the same receipt and disbursement procedures as outlined in the handbook. So those are the primary changes to our fiscal policies and procedures. We would ask the board to accept and adopt those changes, and we would then share that with all our employees groups and post it on our website.

Unknown Speaker 51:09:

That last paragraph about Donations and Fundraising secured by Parent Groups, will that sufficiently resolve the problem we had with fundraising accounting previously?

Mr. Wood: Yes.

Gregg Solkovits made a motion to approve ECRCHS' Fiscal Policies and Procedures.
Brad Wright seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. School Business

A. Discussion and Vote on the Approval of the Arts, Musical, and Instructional Materials Block Grant

Mr. David Hussey and Mr. Wood gave the report

There's another grant with an end date of 2026, and we collaborated with **Mr. Bennett**, focusing on the Visual Performing Arts program. Input was gathered from various departments, including music, stage group, theater, and general art classes, to outline needs for the next three years. The main areas include:

Music Instructional Materials - New guitars, Symbols, Drum line stands.

Stage Crew Materials - Wireless communication system, especially for performances and musicals.

Theater Instructionals - Textbooks, Supplies, Art supplies.

Audio Infrastructure for Multi-purpose Room (Anderson Hall) - Sound system upgrade

Performance Equipment - Risers for music programs, Other equipment like speakers and jazz guitar for the jazz band.

Lighting for Grieb Theatre - Upgrades for better performance quality.

Sound System for Grieb Theatre - Continued upgrade for enhanced audio experience

Projector for Grieb Theatre - Projection equipment upgrade

Animation Studio 3D Printer

Photography Dark Room Upgrade - Revitalizing the darkroom that hasn't been in use for many years.

And then the items that we would like to move until **Prop 28** comes around are: Teacher for ceramics class and Assistant personnel

Explanation of Prop 28 by Mr. Wood

Prop 28 is a voter-approved measure specific to elective programs, particularly in arts and music. It addresses the deterioration of these elective programs, providing more flexibility in spending. The grant requires a spending plan format that the board needs to adopt, with approximately a million dollars to be spent over three years. Regular reviews will ensure adjustments to the spending plan based on budget changes or shifting priorities.

Gregg Solkovits made a motion to approve the Arts, Musical, and Instructional Materials Block Grant.

Alexandra Ramirez seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Discussion and Vote on Replacement of CCTV for North Campus

Mr. R. Guinto updated the board

To provide a heads up, the budgets for the next two agenda items were ready for approval at the last June 2023 board meeting. These items involve signing up for a five-year license, a multi-year commitment. A quick recap of the CCTV project includes the completion of phase one, which replaced 26 cameras, enhancing efficiency and access for deans and security personnel.

Phase two - aims to upgrade the existing camera system at the North campus, replacing 23 cameras. The goal is to standardize systems across campuses for easier connectivity and viewing. I will be showing the quote that was provided to us by the vendor (he showed the quotes).

Integrated System - I would say the other thing with having our systems all on one system; connectivity is a lot easier and then it can be viewed by multiple people in multiple places. Future implementation also includes integration with the door access control that we are currently planning to install in the future. Also, the vape sensors in certain bathrooms, and also the integration with the Visitor Management System. We explored both three year and five year plan and the five year plan is the most cost-effective solution.

Mr. Wright: These cameras don't violate the privacy or the rights of our students or any staff do they?

Mr. Guinto: No, they do not.

Mr. Solkovits: Five years is a long time in the technology world. Is there a provision by which the technology that's up to date today won't be so dated in year four?

Mr. Guinto: So the licensing for the cameras includes the warranty of the cameras themselves as well, so part of the licensing we are paying for includes any future improvements for the cameras. For instance, they just incorporated license plate recognition. So if the camera or the physical hardware cannot support that, then it's part of the warranty where they can upgrade the cameras. So the five years is not only for the license of the software, but also for the hardwares.

Mr. Solkovits: You mentioned license plate capture. That raises all sorts of questions of privacy. Who are we sharing that with?

Mr. Guinto: We're not utilizing that feature. I just mentioned it as an example. Top of Form

Alexandra Ramirez made a motion to approve Replacement of CCTV for North Campus. Ronald Laws seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Discussion and Vote on Replacement of Outdated Visitor Management System

Old System - Currently, the visitor management system we use covers basic features, such as providing badges and screening for sexual offenders or individuals with prohibiting records.

New System - Verkada, our CCTV vendor for the main campus, also offers an integrated visitor management system. This goes beyond typical functionalities, allowing us to track a visitor's movement across campus using the integrated camera system.

The system provides advanced analytics, categorizing visitors and offering data to improve visitor management efficiency. It also integrates with our student information system ensuring that when a parent comes in for an early dismissal, the security team can see exactly which child is associated with that parent, verifying the correct child is being picked up.

Mr. Wright: what about guardians? And who else has access to all this information

Mr. Guinto: If the guardian is listed on the student information system, then it should be recognized. All these information is only for the security team to verify.

Solkovits: Is it by facial recognition?

Mr. Guinto: By name

Danielle Centman made a motion to approve Replacement of Outdated Visitor Management System.

Alexandra Ramirez seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Danielle Centman Aye

Daniela Lopez-Vargas Absent

Roll Call

Gregg Solkovits	Abstain
Steven Kofahl	Aye
Ronald Laws	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye

VII. Closed Session

A. Conference with Labor Negotiators

Meeting went into closed session at 6.42 p.m. on the 26th of October, 2023.
It was noted that Mr. Ronald Laws exited the meeting.

B. Conference with Labor Negotiators

VIII. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

There being nothing to report,
Steven Kofahl made a motion to Adjourn Meeting.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Financial Update

Section: III. Finance
Item: A. Financial Update
Purpose: Discuss
Submitted by:
Related Material: III.A - Textbook Updates.pdf

ECR
Textbook Requests
at 11/15/23

Department	Textbook Request	Admin Team Recommended	Expenditures as of 11/15/23	Comments
Alternative Education			\$ 2,667.50	
Business Tech	\$ 28,300.00	\$ -	\$ 3,468.96	
Career voc Ed	\$ 999.00	\$ -	-	
English	\$ 128,443.28	\$ 128,443.28	\$ 100,397.11	
ISP	\$ 7,700.00	\$ 7,700.00		
Math	\$ 220,000.00	\$ 235,000.00	\$ 274.32	
Science	\$ 277,000.00	\$ 124,000.00	\$ 98,168.77	6 year subscriptions for Biology (\$31K/year)
Social Science	\$ 108,900.00	\$ 108,900.00	\$ 36,316.23	6 year subscriptions for Economics (\$22/yr)
Special Ed	\$ 12,500.00	\$ 1,500.00	-	
World Languages	\$ 2,800.00	\$ 2,800.00	-	
Master schedule adj		\$ 91,251.49		15% of total textbook request cost
Total	\$ 786,642.28	\$ 699,594.77	\$ 238,625.39	

Coversheet

Investment Update

Section: III. Finance
Item: B. Investment Update
Purpose: Discuss
Submitted by:
Related Material: III.B - Investment Summary - October 2023.pdf

**EL CAMINO REAL CHS
INVESTMENTS REVIEW
FISCAL YEAR 2023-2024**

		Year End					Contributions						
		Jul-23	Aug-23	Sep-23	Oct-23	Executive Summary-OPEB							
2023-2024													
		Jun-23					\$ (50,830)	\$ 25,338,317	Beginning Balance at 07/01/23				
OPEB Retiree Pmts.								\$ (50,830)	OPEB Payments				
Contributions			\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000		\$ 880,000	YTD Contributions				
ECRA							As of 11/15/23	\$ (1,392,735)	Gains/Losses		-5.5%	Invest. Change	
Investment Managers:									Current Ending		-2.2%	Total Change	
Polen Capital Mgt							Month	YTD					
Fiduciary Mgt													
Beacon Pointe													
El Camino Real CHS													
Investment Managers:													
Polen Capital Mgt													
Fiduciary Mgt													
Beacon Pointe													
US Bank Holdings													
Annuity 3 Yr. (8/26)Fixed @ 4.80%													
3 Yr. (10/25)@ 4.89%													
Midland													
Athene*/T-Bill													
Combined													
Month End -Combined													

Coversheet

Discuss and Vote on October 2023 Check Registers

Section: III. Finance
Item: C. Discuss and Vote on October 2023 Check Registers
Purpose: Vote
Submitted by:
Related Material: III.C - ASB Register - Oct 2023_revised.pdf
III.C - ASB Trust Balances - Oct 2023.pdf
III.C - Checking Register - Oct 2023_revised.pdf
III.C - General Register - Oct 2023_revised.pdf
III.C - Vendor YTD - Oct 2023.pdf

Check Register

Account: 1826 ASB

El Camino Real HS

Oct 2023

Grand Total: \$ 63,300.07

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
10/3/2023	2455	Soccer.com (Sports Endeavors, Inc.)	INV 9403591811 Boys Soccer Socks	Boys Soccer	\$ 1,700.99	Oct 2023	
10/3/2023	2456	Brian Wilson	Student Council reimbursments	Student Council	\$ 15.55	Oct 2023	
10/2/2023	2457	DTASC	INV 202362 Fall Registration	Drama	\$ 776.00	Oct 2023	
10/2/2023	2458	Robolink, Inc.	D3445 JROTC Drones	NJROTC	\$ 859.96	Oct 2023	
10/2/2023	2459	BSN Sports LLC	INV 922471901 Girls Volleyball: Gear Spandex	Girls Volleyball	\$ 930.60	Oct 2023	
10/2/2023	2460	BSN Sports, LLC	INV 922471898 Footballs and football bag for JV	Football	\$ 1,491.60	Oct 2023	
10/3/2023	2461	Tina's Flower & Gifts	09/29 Flowers for homecoming	Student Council	\$ 312.55	Oct 2023	
10/4/2023	2462	Impact Cheer & Tumbling	09/23 Coaching	Cheer	\$ 966.00	Oct 2023	
10/4/2023	2463	BSN Sports, LLC	INV 922507692 Coaches & Admin gear	Football	\$ 3,988.48	Oct 2023	
10/5/2023	2464	Grad Awards LLC	INV 11722 CSF AWARDS	CSF	\$ 1,084.50	Oct 2023	
10/5/2023	2465	Chartwells Division Services	INV 4034900149 Extra team meals for game day (JV & Var.)	Football	\$ 217.00	Oct 2023	
10/5/2023	2466	BSN Sports, LLC	INV 922507702 Wrestling Warmups	Wrestling	\$ -	Oct 2023	Voided
10/6/2023	2467	Seema Cecil	Mini Water Bottles -	Student Council	\$ 88.80	Oct 2023	
10/11/2023	2468	Love to Snack, LLC	Dippin Dots for Student Store	ASB General	\$ 858.00	Oct 2023	
10/11/2023	2469	Grand G&G Inc.	Student Store Water and snacks for ASB sales	ASB General	\$ 1,239.62	Oct 2023	
10/11/2023	2470	Grand G&G Inc.	Student Store snacks	ASB General	\$ 1,059.50	Oct 2023	
10/11/2023	2471	Chris Racina	ECR Baseball Tournament Re-issue	Baseball	\$ 86.00	Oct 2023	
10/11/2023	2472	Chatsworth High School	Girls Volleyball Tournament Att. Sina Aghassy	Girls Volleyball	\$ 1,300.00	Oct 2023	
10/16/2023	2473	Brian Wilson	ASB event supplies	Student Council	\$ 113.41	Oct 2023	
10/16/2023	2474	Lynsey R Shano	ASB event supplies	Student Council	\$ 77.83	Oct 2023	
10/16/2023	2475	Johanna Isom	Senior Night - cheer	Cheer	\$ 131.40	Oct 2023	
10/18/2023	2476	Impact Cheer & Tumbling	10/23 Coaching	Cheer	\$ 1,832.00	Oct 2023	
10/18/2023	2477	Clemente Ramirez	Student Council Refund for parent	Student Council	\$ 12.56	Oct 2023	
10/18/2023	2478	Varsity Spirit Fashions	INV 37802272 New Cheer Uniforms	Cheer	\$ 6,981.28	Oct 2023	
10/18/2023	2479	Educational Theatre Association	2023-2024 Thespian Troupe	Drama	\$ 129.00	Oct 2023	
10/18/2023	2480	Dos Pueblos High School Boys Volleyball	2023 Tournament Boys Volleyball C/O Ehren Hug	Boys Volleyball	\$ 450.00	Oct 2023	
10/19/2023	2481	Daniel Celnik	08-09/23 Marching Band Instruction	Marching Band	\$ 700.00	Oct 2023	
10/19/2023	2482	William Wong	08-09/23 Marching Instruction	Marching Band	\$ 700.00	Oct 2023	
10/19/2023	2483	Michael Jeff	INV 09-08/23 Marching Band Percussion Instruction	Marching Band	\$ 700.00	Oct 2023	
10/20/2023	2484	Cascade Athletic Supply Co Inc	INV 274450 Decals for Helmets	Football	\$ 133.26	Oct 2023	
10/24/2023	2485	Picture Perfect Graphics	INV 4122 Cross Country safety shirts for Team.	Cross Country	\$ 756.00	Oct 2023	
10/26/2023	2500	Laguna Hills HS	Girls Wrestling Tournament Laguna Hills HS 2023	Wrestling	\$ 375.00	Oct 2023	
10/27/2023	2501	Love to Snack, LLC	Dippin Dots Inventory	ASB General	\$ 477.60	Oct 2023	
10/26/2023	2502	Evelyn Velarde	INV 0931 Custom Tees	NJROTC	\$ 2,180.00	Oct 2023	
10/26/2023	2503	Evelyn Velarde	INV 0920 Custom Polos	NJROTC	\$ 5,000.00	Oct 2023	
10/26/2023	2504	Robolink, Inc.	INV 211341 Drones and parts	NJROTC	\$ 10,796.66	Oct 2023	
10/26/2023	2505	Irene Paez	Student Store Water	ASB General	\$ 200.73	Oct 2023	
10/26/2023	2506	Irene Paez	PD Meeting 8/11/23	ASB General	\$ -	Oct 2023	Voided
10/27/2023	2508	Dave & Buster's Entertainment, Inc.	10/2023 Senior Halloween Event Balance	Grad class of 2024	\$ 6,597.03	Oct 2023	

Check Register

Account: 1826 ASB

El Camino Real HS

Oct 2023

Grand Total: \$ 63,300.07

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
10/30/2023	2509	Extra Mile Timing / Corr-Robinett, Scott	INV 577 Cross Country Meet 9/07/2023.	Cross Country	\$ 825.00	Oct 2023	
10/30/2023	2510	Lynsey R Shano	Student Council reimbursments	Student Council	\$ 67.75	Oct 2023	
10/30/2023	2511	Figdesign Inc	INV 3550 50% Deposit- Softball Signs Installation	Softball	\$ 764.96	Oct 2023	
10/30/2023	2512	Ares Sportswear	INV 743187 T-shirts	Choir	\$ 1,632.48	Oct 2023	
10/30/2023	2513	BSN Sports LLC	INV 923092688 Black Jerseys	Boys Soccer	\$ 2,391.13	Oct 2023	
10/30/2023	2514	Brian Wilson	Student Council - pumpkins	Student Council	\$ 59.88	Oct 2023	
10/30/2023	2515	Manhattan Stitching	97181 Show Shirts	Marching Band	\$ 1,119.96	Oct 2023	
10/31/2023	2516	3Sixty Basketball	15th Annual Boys Summer Classic June 12th- 25th	Boys Basketball	\$ 720.00	Oct 2023	
10/31/2023	2517	Dreamscape Endeavors LLC	Boys Basketball Tournament War On The Floor June 8-11	Boys Basketball	\$ 400.00	Oct 2023	

ASB Trust Balances
October 2023

Trust Account	Amount
ECR 50th Anniversary	\$ -
TRUST - A Capella (Vocal Royale)	\$ 714.15
TRUST - AVID	\$ 7,293.46
TRUST - AcaDeca	\$ -
TRUST - Active Minds	\$ 34.88
TRUST - American Cancer (Relay)	\$ 606.60
TRUST - Asian Appreciation Club	\$ 72.00
TRUST - Athletic Director	\$ 93.80
TRUST - Band	\$ 10,757.48
TRUST - Baseball	\$ 56,084.55
TRUST - Beyond the Books	\$ 164.00
TRUST - Black Student U	\$ 2,051.98
TRUST - Boys Basketball	\$ 16,383.70
TRUST - Boys Golf	\$ 2,183.21
TRUST - Boys Lacrosse	\$ 11,140.34
TRUST - Boys Soccer	\$ 16,151.75
TRUST - Boys Volleyball	\$ 9,487.92
TRUST - Boys Waterpolo	\$ 5,648.27
TRUST - C2BK Cool 2 B Kind	\$ 397.75
TRUST - CEA	\$ 1,427.61
TRUST - CHIRLA	\$ 159.75
TRUST - CSF	\$ 37,752.33
TRUST - Cheerleaders	\$ 2,697.93
TRUST - Choir	\$ 8,640.98
TRUST - Claws for a Cause	\$ 17.88
TRUST - Club Girl Up	\$ -
TRUST - College Counseling	\$ 758.44
TRUST - Creative Writing	\$ 2,133.38
TRUST - Cross Country	\$ 5,855.17
TRUST - Cultural Club	\$ -
TRUST - DECA	\$ 978.40
TRUST - Dance	\$ 5,553.37
TRUST - Drama	\$ 28,171.65
TRUST - Drill Team	\$ 22,135.24
TRUST - ECR Community Leaders	\$ 1,481.95
TRUST - Endangered Species	\$ 64.00
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 278.36
TRUST - Football	\$ 42,508.53
TRUST - French Club	\$ -
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 2,621.54
TRUST - Ganssle Memorial Schol	\$ 1,500.00
TRUST - Girls Basketball	\$ 4,098.24
TRUST - Girls Golf	\$ 2,249.58
TRUST - Girls Lacrosse	\$ 5,211.11
TRUST - Girls Soccer	\$ 467.08
TRUST - Girls Tennis	\$ 3,073.60

**ASB Trust Balances
October 2023**

Trust Account	Amount
TRUST - Girls Volleyball	\$ 27,133.52
TRUST - Girls Water Polo	\$ 651.89
TRUST - Grad Class 2020	\$ -
TRUST - Grad Class 2021	\$ -
TRUST - Grad Class 2022	\$ -
TRUST - Grad Class 2023	\$ 59,742.59
TRUST - Grad Class 2024	\$ (1,522.53)
TRUST - Grad Class 2025	\$ 2,824.64
TRUST - Grad Class 2026	\$ 1,013.33
TRUST - Grad Class 2027	\$ 44.00
TRUST - Great Films Club	\$ 20.00
TRUST - Helping Hands	\$ 632.00
TRUST - Humanitas	\$ 1.73
TRUST - Jewish Club	\$ 65.50
TRUST - KPOP Club	\$ 256.88
TRUST - Key Club	\$ 270.32
TRUST - Knitting for a Cause	\$ 44.05
TRUST - La Familia	\$ 143.81
TRUST - Local Charity Outreach	\$ 92.00
TRUST - Local Vocals	\$ 2,357.90
TRUST - MACS Club	\$ 40.00
TRUST - MESA Club	\$ 50.40
TRUST - Marching Band	\$ -
TRUST - Medical Club	\$ 7,844.52
TRUST - Milton Goffman Scholarship	\$ 4,805.00
TRUST - Mock Trial	\$ 385.00
TRUST - Model United Natn	\$ 836.00
TRUST - Mountain Bike Club	\$ 836.99
TRUST - NJROTC	\$ 59,605.23
TRUST - National Honors Soc	\$ 5,149.40
TRUST - Newspaper Interns Club	\$ 396.16
TRUST - Operation Smile	\$ 123.68
TRUST - Persian Club	\$ 128.00
TRUST - Philosophy Club	\$ 41.00
TRUST - Physics Club	\$ 590.04
TRUST - Ping Pong Club	\$ 28.60
TRUST - Recycle for Research	\$ 200.24
TRUST - Robotics	\$ 15,974.21
TRUST - Rotary Interact Club	\$ 390.24
TRUST - Sand Volleyball	\$ 2,022.36
TRUST - Save Promise	\$ 79.00
TRUST - Save the Waves	\$ 126.00
TRUST - Schship JHarrison	\$ 9,253.61
TRUST - Science Bowl	\$ 1,850.23
TRUST - Science National Honors Society	\$ 119.90
TRUST - She's The First	\$ 1,595.57
TRUST - Softball	\$ 14,560.33
TRUST - Spanish Honor Soc	\$ 701.00
TRUST - Speech & Debate	\$ 167.68

**ASB Trust Balances
October 2023**

Trust Account	Amount
TRUST - Step	\$ 2,434.82
TRUST - Student Council	\$ 85,011.12
TRUST - Students Demand Action	\$ 149.00
TRUST - Swimming & Diving	\$ 4,741.07
TRUST - The MESS	\$ 109.19
TRUST - Thespians Club	\$ 1,395.84
TRUST - Track & Field	\$ 2,549.79
TRUST - True Crime Club	\$ 11.81
TRUST - UNICEF	\$ 682.05
TRUST - VAPA Scholarship	\$ 2,977.52
TRUST - Vegan Peace Club	\$ 94.18
TRUST - WE Club	\$ 123.77
TRUST - Wrestling	\$ 1,863.42
TRUST - You Can Do This SCHLR	\$ 500.00
Total	\$ 644,295.50
ASB Income	\$ 59,529.95
ASB Expense	
4350 - Supplies	\$ 6,496.85
5835 - Field Trip	\$ -
5825 - Consultants	\$ -
Inventory	\$ 33,052.83
Total Expense	\$ 39,549.68
Total ASB General Fund	\$ 19,980.27
Total	\$ 624,315.23

Check Register

Account: 1796 General
 El Camino Real HS
 Oct 2023

Grand Total \$ 1,463,353.60

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/2/2023	18296	San Pedro High School Student Body	INV# 22-23/043 CIF Wrestling Expenses	\$ 186.04	Oct 2023	General Athletics	Fees	
10/2/2023	18300	Efren Avila	10/2/2023 Water Polo Official	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/2/2023	18301	Levon Dermendjian	10/2/2023 Water Polo Official	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/2/2023	18302	Sedi Amirkhani	10/2/2023 Girls Volleyball Official	\$ 149.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/2/2023	18303	Colleen Garner	10/2/2023 Girls Volleyball Official	\$ 155.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/2/2023	18304	Simone M Mueller	INV MIS23-165 dated 9/19/2023	\$ 9,490.75	Oct 2023	General Operations	Legal	
10/2/2023	18305	Ryan Guintro	Fiverr Payment for August 30th board meeting transcript	\$ 135.45	Oct 2023	General Technology	Non Instructional Consulting	
10/3/2023	18306	Dora Rojas	Padres Latinos Receipts 8/30/2023	\$ 78.10	Oct 2023	ESSER III - Padres	Non Instructional Supplies	
10/3/2023	18307	John C (Vinyl Effex)	INV 22103 Girls Golf Uniform	\$ 462.42	Oct 2023	General Athletics	Non Instructional Supplies	
10/3/2023	18308	Dan's Super Subs Inc.	10/5/23 Science& Biology Retreat Lunch	\$ 110.05	Oct 2023	General Academic	Non Instructional Supplies	
10/3/2023	18309	Law Offices of Young, Minney & Corr, LLP	09/23 Legal Services INV 6131	\$ 9,225.36	Oct 2023	General Operations	Legal	
10/3/2023	18310	Interquest Detection Canines	08/23-09/23 Canine Inspection INV ECRCHS-0823	\$ 750.00	Oct 2023	General Operations	Non Instructional Consulting	
10/4/2023	18311	Palmer Hamilton LLC	Cafeteria Capitalization Project (Furniture)	\$ 3,807.98	Oct 2023	General Operations	Non Capital Expense	
10/4/2023	18312	Gardena Valley News	03/23 King's Courier Printing	\$ 928.00	Oct 2023	General Operations	Non Instructional Consulting	
10/3/2023	18313	Pyramid Pipe & Supply Co.	609994 B&G	\$ 482.24	Oct 2023	General Operations	Non Instructional Supplies	
10/3/2023	18314	Jesus Contreras	Golf	\$ 347.02	Oct 2023	General Athletics	Rentals	
10/3/2023	18315	McCalla Company	099485 B&G	\$ 899.43	Oct 2023	General Operations	Non Instructional Supplies	
10/3/2023	18316	David Lee	UC Counselor Conference	\$ 45.00	Oct 2023	General Academic	Conference	
10/3/2023	18317	Brett Wensley	Football Official 9/29/2023	\$ -	Oct 2023	General Athletics	Non Instructional Consulting	Voided
10/4/2023	18318	Dan's Super Subs Inc.	10/4/2023 Retreat Food	\$ 89.25	Oct 2023	General Academic	Non Instructional Supplies	
10/4/2023	18319	Scholastic, Inc	INV M74334517 Magazine	\$ 186.78	Oct 2023	General Academic	Non Instructional Supplies	
10/4/2023	18320	Infobase Holdings, Inc.	INV447709 Annual subscription for online databases	\$ 11,760.38	Oct 2023	General Academic	Subscriptions	
10/5/2023	18321	CONFIDENTIAL	2023 Settlement	\$ 48,750.00	Oct 2023	General Operations	Legal	
10/5/2023	18322	CONFIDENTIAL	2023 Settlement	\$ 28,708.90	Oct 2023	General Operations	Legal	
10/5/2023	18323	UTLA	08/23 UTLA Union Dues	\$ 13,967.44	Oct 2023	General Operations	Benefits	
10/5/2023	18324	818 Cleaners	INV 148848 Uniform Cleaning - 9/29/23 JV & Varsity	\$ 814.75	Oct 2023	General Athletics	Non Instructional Consulting	
10/5/2023	18325	Enriqueta Loera	Padres Latinos 7/30/23	\$ 612.81	Oct 2023	ESSER III - Padres	Non Instructional Supplies	
10/5/2023	18326	Brett Wensley	Football Official 9/29/2023	\$ -	Oct 2023	General Athletics	Non Instructional Consulting	Voided
10/6/2023	18327	WM Corporate services, INC	INV 0601495-4801-2 RENT OF 40 YARD	\$ 578.56	Oct 2023	General Operations	Rentals	
10/6/2023	18328	WM Corporate services, INC	INV 0593580-4801-1 40 YD ROLL	\$ 767.54	Oct 2023	General Operations	Rentals	
10/6/2023	18329	WM Corporate services, INC	INV 0591843-4801-5	\$ 420.16	Oct 2023	General Operations	Rentals	
10/6/2023	18330	AFSCME District Council 36	08/23 Union Dues	\$ 1,479.01	Oct 2023	General Operations	Benefits	
10/6/2023	18331	Self Insured Schools of California	09/30/23 SISC Flex FSA Fees	\$ 4,741.80	Oct 2023	General Operations	Benefits	
10/6/2023	18332	Mutual of Omaha	INV 001586489461 Voluntary Disability Insurance 09/23	\$ 405.30	Oct 2023	General Operations	Benefits	
10/6/2023	18333	U.S Bank PARS Account #6746022400	INV 08/2023 #6746022400 PARS Contributions	\$ 630.22	Oct 2023	General Operations	Benefits	
10/10/2023	18334	Spectrum Enterprise 4201	09/23 Inv# 086084201090123 Acct#086084201 Enterprise Fiber line	\$ 674.25	Oct 2023	General Technology	Communications	
10/13/2023	18335	AT&T (CALNET)	08/23 INV#000020416474 BAN#9391080026 Phone Line	\$ 30.79	Oct 2023	General Technology	Communications	
10/13/2023	18336	AT&T 8815	23-Sept 818 884-8815 516	\$ 350.24	Oct 2023	General Technology	Communications	
10/25/2023	18337	Apple Inc.	INV AK11274053 & INV AK07298397 Ipad and Care	\$ 9,069.83	Oct 2023	General Technology	Non Capital Expense	
10/13/2023	18338	AT&T (CALNET)	08/23 INV# 000020416477 BAN#9391080076 Phone Line	\$ 28.50	Oct 2023	General Technology	Communications	
10/13/2023	18339	AT&T (CALNET)	08/23 INV#000020416473 BAN#9391080024 Phone Line	\$ 28.50	Oct 2023	General Technology	Communications	
10/13/2023	18340	AT&T 0810	23-Sept 818 716-0810 246	\$ 307.35	Oct 2023	General Technology	Communications	
10/13/2023	18341	T-Mobile US, Inc.	23-Sept 969604280 - WiFi Student Hot Spots	\$ 380.00	Oct 2023	ESSER III	Communications	
10/10/2023	18342	Dan's Super Subs Inc.	10/12/23 Health Retreat Meals	\$ 29.80	Oct 2023	General Academic	Non Instructional Supplies	
10/11/2023	18343	CE Educational Tours (CE Tours)	9/19-9/23 DMV HBCU College Tour Re-Issue	\$ 89,895.60	Oct 2023	General Academic	Field Trip	
10/11/2023	18344	Kirk A West	Girls Volleyball Official Re-Issue	\$ 155.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/11/2023	18345	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	09/30/23 403(B) Plan 2563-4428 Charles Schwab	\$ 4,925.00	Oct 2023	General Operations	Benefits	
10/11/2023	18346	The Cruz Center	03/23 Special Ed Services INV 3241 Re- Issue	\$ 468.75	Oct 2023	Special Education	Non Instructional Consulting	
10/12/2023	18347	John Estrada	INV 1012 Danza Azteca Performance	\$ 400.00	Oct 2023	General Operations	Non Instructional Consulting	
10/13/2023	18348	Festivals of Music, Inc.	INV 78864 Competitive Festival Fees	\$ 3,483.00	Oct 2023	General Academic	Fees	
10/13/2023	18349	Healy Awards	INV 077649 Helmet decals	\$ 2,003.39	Oct 2023	General Athletics	Non Instructional Supplies	
10/13/2023	18350	United Rentals (North America), INC	INV 219718883-001 Boom lift rental for the gym and quad mural	\$ 3,728.32	Oct 2023	General Operations	Rentals	
10/13/2023	18351	818 Cleaners	INV 149182 Uniform Cleaning JV & Var. 10/6/23	\$ 810.50	Oct 2023	General Athletics	Non Instructional Consulting	
10/13/2023	18352	International Academy of Science(CybrSchool LLC)	INV 96302 Student License	\$ 15,980.00	Oct 2023	General Academic	Subscriptions	
10/16/2023	18353	Jersey Mike's (MAC SUBS, Inc)	INV 1109 Retreat for CTE	\$ 104.25	Oct 2023	CTE	Non Instructional Supplies	

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10/17/2023	18354	Brett Wensley	Football Official 9/29/2023	\$ 122.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/17/2023	18355	ICON School Management	INV 1460 10/2023 Charter School Consulting	\$ 3,500.00	Oct 2023	General Operations	Business	
10/17/2023	18356	AP fbo EdLogical Group Corp	07/23 Non-Special Edlogical Services INV 900520	\$ 2,076.75	Oct 2023	Special Education	Non Instructional Consulting	
10/17/2023	18357	FedEx	INV 9-657-05221 FedEx Express Services	\$ 2.18	Oct 2023	General Operations	Communications	
10/17/2023	18358	Law Offices of Young, Minney & Corr, LLP	10/23 Legal Services INV 6660	\$ 6,310.36	Oct 2023	General Operations	Legal	
10/17/2023	18359	MAA American Mathematics Competitions	INV H171644 Annual Math Competition	\$ 421.00	Oct 2023	General Academic	Fees	
10/17/2023	18360	Michael Robinson	INV 645 RISE Student and parent speakers	\$ 5,500.00	Oct 2023	ESSER III - RISE	Non Instructional Consulting	
10/17/2023	18361	Los Angeles School Police Department	INV 1010 School Police Officer- OT	\$ 2,622.24	Oct 2023	General Operations	Security	
10/17/2023	18362	California Department of Education	INV# 24 SF-44873 USDA Foods	\$ 118.95	Oct 2023	Cafeteria	Foods	
10/17/2023	18363	Elvis R Merida	9858 - Book Packing	\$ 925.00	Oct 2023	General Operations	Non Instructional Consulting	
10/17/2023	18364	Extra Mile Timing / Corr-Robinett, Scott	INV 585 Cross Country Meet Timing	\$ 750.00	Oct 2023	General Athletics	Fees	
10/17/2023	18365	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	INV 30352711 Textbooks	\$ 26,427.72	Oct 2023	General Academic	Textbooks	
10/18/2023	18366	Dan's Super Subs Inc.	10/18/23 World History Retreat for	\$ 126.10	Oct 2023	General Academic	Non Instructional Supplies	
10/19/2023	18367	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	INV 2778332 AP Textbooks	\$ 8,190.00	Oct 2023	General Academic	Textbooks	
10/18/2023	18368	Ziat Zahur	Science Supplies	\$ 23.98	Oct 2023	General Academic	Instructional Materials	
10/20/2023	18369	Interscholastic Equestrian League	23-24 annual membership fee and insurance	\$ 150.00	Oct 2023	General Athletics	Fees	
10/20/2023	18370	Extra Mile Timing / Corr-Robinett, Scott	INV 577 Cross Country Meet 9/07/2023.	\$ -	Oct 2023	General Athletics	Fees	Voided
10/20/2023	18371	UTLA	09/23 UTLA Union Dues	\$ 14,593.70	Oct 2023	General Operations	Benefits	
10/20/2023	18372	Paragon MSP LLC	INV -003036 Network consulting services for September 2023	\$ 3,125.00	Oct 2023	General Technology	Non Instructional Consulting	
10/20/2023	18373	The College Board	INV EA216557 Membership Dues	\$ 400.00	Oct 2023	General Academic	Subscriptions	
10/20/2023	18374	AVID Center	INV SIN015818 AVID Membership Fees Secondary/ AVID Weekly Secondary	\$ 5,009.00	Oct 2023	General Academic	Subscriptions	
10/20/2023	18375	White's Studios, Inc.	INV 616604 Evolis Tattoo ID Cards Replenishment	\$ 333.98	Oct 2023	General Operations	Non Instructional Materials	
10/20/2023	18376	Mt. San Antonio College	INV 2151031 75th Annual Mt. sac cross Country Invitational	\$ 450.00	Oct 2023	General Athletics	Fees	
10/23/2023	18377	Training Industry, Inc	INV 2064 TII Financial Link	\$ 1,895.00	Oct 2023	Educator Effectivness	Conference	
10/23/2023	18378	Levon Dermendjian	10/23/2023 Boys Water Polo	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/23/2023	18379	Evgeny Sedov	10/23/2023 Boys Water Polo	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/23/2023	18380	Dan's Super Subs Inc.	10/24/23 Chemistry PLC retreat	\$ 119.40	Oct 2023	General Academic	Non Instructional Supplies	
10/23/2023	18381	818 Cleaners	INV 149454 Uniform Cleaning - 10/13/23 (JV & Var.)	\$ 734.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/23/2023	18382	Marissa Dominguez	CharterSAFE Summit	\$ 83.19	Oct 2023	General Operations	Conference	
10/23/2023	18383	Carolyn Harris	RISE Parent Reimbursement	\$ 125.82	Oct 2023	ESSER III - RISE	Non Instructional Supplies	
10/24/2023	18384	Robert Neal Brannon	INV Equipment Repair	\$ 500.00	Oct 2023	General Academic	Repairs	
10/25/2023	18385	Corner Bakery	INV 2601226 English Retreat - 12th Grade	\$ 103.18	Oct 2023	General Academic	Non Instructional Supplies	
10/25/2023	18386	Corner Bakery	INV 2576441 World Languages Retreat Lunch Order 10/26	\$ 166.49	Oct 2023	General Academic	Non Instructional Supplies	
10/25/2023	18387	Deven Rasey	10/25/2023 Girls Volleyball Official	\$ 57.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/25/2023	18388	Mark Arthur	10/25/2023 Girls Volleyball Official	\$ 100.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/25/2023	18389	Alejandro Sanchez	10/25/2023 Girls Volleyball Official	\$ 57.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/25/2023	18390	Phillip Galindo	10/25/2023 Girls Volleyball Official	\$ 97.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/25/2023	18391	Eli Shtrum	10/25/2023 Boys Water Polo Official	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/25/2023	18392	James Gillis	10/25/2023 Boys Water Polo Official	\$ 73.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18393	Monroe High School	Girls Wrestling Valley Girl Rumble 2023 Mail Check C/O Jean Ramirez	\$ 250.00	Oct 2023	General Athletics	Fees	
10/27/2023	18394	SoCalGas	09/23 Gas Charges for Shoup Acct 163 513 3769 2	\$ 21.66	Oct 2023	General Operations	Utilities	
10/26/2023	18395	LADWP	23-Sept 6968788886 Shoup Utilities	\$ 5,254.92	Oct 2023	General Operations	Utilities	
10/26/2023	18396	AT&T (CALNET)	09/23 INV#000020563147 BAN#9391080026 Phone Line	\$ 30.46	Oct 2023	General Technology	Communications	
10/26/2023	18397	AT&T (CALNET)	09/23 INV#000020563146 BAN#9391080024 Phone Line	\$ 27.10	Oct 2023	General Technology	Communications	
10/26/2023	18398	AT&T (CALNET)	09/23 INV# 000020563148 BAN#9391080027 Phone Line	\$ 27.10	Oct 2023	General Technology	Communications	
10/26/2023	18399	Spectrum Enterprise 7801	09/23 Inv# 128697801090123 Acct#086084201 Enterprise Fiber line	\$ 2,647.50	Oct 2023	General Technology	Communications	
10/26/2023	18400	T-Mobile US, Inc.	23-Oct 969604280 - WiFi Student Hot Spots	\$ 783.17	Oct 2023	ESSER III	Communications	
10/26/2023	18401	Duy Nguyen	Football Official 10/26/2023 JV	\$ 86.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18402	Anthony Rodarte	Football Official 10/26/2023 Varsity	\$ 122.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18403	Christian Williams	Football Official 10/26/2023 JV & Varsity	\$ 208.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18404	Tony Campos	Football Official 10/26/2023 Varsity	\$ 122.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18405	Vynell Henderson	Football Official 10/26/2023 JV & Var	\$ 210.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/26/2023	18406	Paul Rodarte	Football Official 10/26/2023 JV & Varsity	\$ 208.00	Oct 2023	General Athletics	Non Instructional Consulting	

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10/26/2023	18407	M&M Paper Co.	IN18529 Paper for Media Center	\$ 2,896.02	Oct 2023	General Operations	Non Instructional Materials	
10/26/2023	18408	Bilingual Foundation of the Arts	INV 0005-BFA 2023 Bilingual foundation of the arts	\$ 1,125.00	Oct 2023	General Academic	Fees	
10/26/2023	18409	Marta Franco	Notary services 10/25/23	\$ 15.00	Oct 2023	General Operations	Non Instructional Consulting	
10/26/2023	18410	Kaitlyn Conte	Yearbook elite	\$ 1,372.00	Oct 2023	General Academic	Field Trip	
10/26/2023	18411	CAMILLE KING	Science Lab Supplies	\$ -	Oct 2023	General Academic	Instructional Materials	Voided
10/26/2023	18412	Jesus Contreras	Girls Golf Matches	\$ 261.00	Oct 2023	General Athletics	Field Trip	
10/27/2023	18414	Slam Jam Basketball	08/25/23 Big Valley Summer Classic 2023	\$ 550.00	Oct 2023	General Athletics	Fees	
10/27/2023	18415	818 Cleaners	INV 149736 Team gameday meals (JV & Var.) - 10/20/23	\$ 674.50	Oct 2023	General Athletics	Non Instructional Consulting	
10/27/2023	18416	Luz Maria Herrera Aguilera	INV 0927 Workshop Padres Latinos	\$ 250.00	Oct 2023	ESSER III - Padres	Non Instructional Materials	
10/27/2023	18417	Irene Paez	PD Meeting 8/11/23	\$ 83.38	Oct 2023	General Operations	Non Instructional Materials	
10/27/2023	18418	AT&T (CALNET)	08/23 INV# 000020416475 BAN#9391080076 Phone Line	\$ 28.50	Oct 2023	General Technology	Communications	
10/27/2023	18419	Picture Perfect Graphics	INV 4131 Sweatshirts/ Shirts	\$ 969.08	Oct 2023	General Operations	Non Instructional Materials	
10/27/2023	18420	Robotics Education and Competition Foundation, Inc	INV 62148902 Registration for Robotics Competition	\$ 330.00	Oct 2023	General Academic	Fees	
10/27/2023	18421	Airplus Refrigeration, Inc.	INV 90391 Refrigerator Repair	\$ 2,473.98	Oct 2023	General Operations	Repairs	
10/30/2023	18422	Evgeny Sedov	10/30/2023 Boys Water Polo Official	\$ 83.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/30/2023	18423	Wolcott, Chuck	Boys Water Polo Official 10/30/2023	\$ 83.00	Oct 2023	General Athletics	Non Instructional Consulting	
10/30/2023	18424	Effectual Educational Consulting Services	INV 11146 Consulting Services 08/23	\$ 110.00	Oct 2023	Special Education	Instructional Consulting	
10/30/2023	18425	The Help Group-North Hills Prep School	INV ELCO823NHP-ESY Special Ed Services 08/23	\$ 1,909.18	Oct 2023	Special Education	Instructional Consulting	
10/30/2023	18426	Accrediting Commission for Schools	INV 1319145 Annual Accreditation Membership Fee	\$ 1,690.00	Oct 2023	General Operations	Fees	
10/30/2023	18427	The Help Group-North Hills Prep School	INV ELCO823NHP-RSY Special Ed Services 08/23	\$ 4,663.84	Oct 2023	Special Education	Instructional Consulting	
10/30/2023	18428	Abdon Rosales	08/23-09/23 Gardening Service for Shoup	\$ 3,100.00	Oct 2023	General Operations	Non Instructional Consulting	
10/30/2023	18429	Child and Family Guidance Center	08/23 Special Ed Services Northpoint	\$ 1,865.39	Oct 2023	Special Education	Non Instructional Consulting	
10/30/2023	18430	Ken Lee	AP Exam Refund	\$ 186.00	Oct 2023	General Academic	Fees	
10/31/2023	18431	AT&T (CALNET)	09/23 INV# 000020563150 BAN#9391080076 Phone Line	\$ 27.10	Oct 2023	General Technology	Communications	
10/31/2023	18432	Palmer Hamilton LLC	INV 0000129571 Design Agreements for Classroom Hallways and Gymnasium	\$ 6,000.00	Oct 2023	General Operations	Capital	
10/31/2023	18433	Savvas Learning Company LLC	inv 7028472582 Biology Books 6 Year	\$ 187,948.32	Oct 2023	General Academic	Textbooks	
10/4/2023	SPACH1759	American Fidelity Assurance Company	INV D595564 Supplemental Employee Benefits 06/23	\$ 3,100.97	Oct 2023	General Operations	Benefits	
10/4/2023	SPACH1760	Allied Private Investigations & Security Services, LLC	INV ELC 2307 Security Services 07/01/23-07/21/23	\$ 8,029.61	Oct 2023	General Operations	Security	
10/4/2023	SPACH1761	LogMein USA, Inc.	INV IN7102255994 VOIP Phone system	\$ 2,661.88	Oct 2023	General Technology	Communications	
10/4/2023	SPACH1762	Amazon	inv 1Y94-9XTF-CG49 OFFICE SUPPLIES	\$ 28.48	Oct 2023	General Operations	Operations Supplies	
10/4/2023	SPACH1763	Amazon	inv 176K-LHTP-CDDW Weights	\$ 288.78	Oct 2023	General Academic	Instructional Materials	
10/4/2023	SPACH1764	Amazon	office supplies	\$ 58.30	Oct 2023	Special Education	Non Instructional Materials	
10/4/2023	SPACH1765	Amazon	INV 14DK-743X-PNCX Hygiene kits and storage bins for the kits for homeless and foster youth	\$ 65.67	Oct 2023	Special Education	Non Instructional Materials	
10/4/2023	SPACH1766	American Fidelity Assurance Company	INV D606456 Supplemental Employee Benefits 07/23	\$ 3,100.97	Oct 2023	General Operations	Benefits	
10/4/2023	SPACH1767	Turnitin, LLC	INV-TII-22395 Year 2 of 3 contract for Turnitin/ Revision Assistant	\$ 38,700.00	Oct 2023	General Technology	Subscriptions	
10/4/2023	SPACH1768	Amazon	inv 1LYM-XXXV-9TL4 Stefanie Bero COI	\$ 76.52	Oct 2023	Anti-Bias	Instructional Materials	
10/4/2023	SPACH1769	American Fidelity Assurance Company	INV D617620 Supplemental Employee Benefits 08/23	\$ 3,577.01	Oct 2023	General Operations	Benefits	
10/4/2023	SPACH1770	Amazon	inv 19RV-PQ7N-6YGH Cultural Awareness Dance Class Supplies	\$ 283.81	Oct 2023	General Academic	Instructional Materials	
10/4/2023	SPACH1771	Nicole Gamez	Smart and Final Purchase	\$ 324.43	Oct 2023	CTE	Instructional Materials	
10/4/2023	SPACH1772	Amazon	inv 1XKY-HM7K-NQH1 cafeteria	\$ 59.10	Oct 2023	Cafeteria	Non Instructional Materials	
10/4/2023	SPACH1773	The Print Spot	INV 7067 Envelopes - Restock	\$ 624.15	Oct 2023	General Operations	Non Instructional Materials	
10/4/2023	SPACH1774	Amazon	inv 1VC4-JW19-MXP4 Office Supplies	\$ 1,598.24	Oct 2023	General Academic	Instructional Materials	
10/4/2023	SPACH1775	Amazon	inv 1YYV-R3FH-33JL AP World History Textbooks	\$ 901.80	Oct 2023	General Academic	Instructional Materials	
10/4/2023	SPACH1776	Gordon Rees Scully Mansukhani, LLP (Gordon & Rees LLP)	INV 21406752 dated 9/18/2023	\$ 1,996.00	Oct 2023	General Operations	Legal	
10/5/2023	SPACH1777	ChildCare Careers, LLC (The Education Team)	INV 647398 Substitutes 09/11/23-09/15/2023	\$ 2,296.85	Oct 2023	General Academic	Substitutes	
10/5/2023	SPACH1778	PBWS Architects, LLP	INV 0022471 Master plan project for capitalization	\$ 11,693.00	Oct 2023	General Operations	Capital	
10/5/2023	SPACH1779	ChildCare Careers, LLC (The Education Team)	INV 645775 Substitutes 09/05/23-09/08/2023	\$ 1,837.48	Oct 2023	General Academic	Substitutes	
10/5/2023	SPACH1780	Amazon	inv 1LYM-XXXV-6PHP Keyboard & Mouse	\$ 76.64	Oct 2023	General Academic	Instructional Materials	
10/5/2023	SPACH1781	Amazon	inv 1PFD-KYJK-M34L Health Office Supplies	\$ 542.51	Oct 2023	General Operations	Non Instructional Materials	
10/6/2023	SPACH1782	Amazon	inv 1LL9-NLDC-Y11K copy media center supplies	\$ 1,110.99	Oct 2023	General Operations	Non Instructional Materials	
10/6/2023	SPACH1783	Amazon	inv 1K1T-W6QN-YFFR Office Supplies	\$ 77.55	Oct 2023	General Technology	Non Instructional Materials	
10/6/2023	SPACH1784	Amazon	inv 1LR6-1K93-LRKX Office Supplies	\$ 476.48	Oct 2023	General Academic	Instructional Materials	
10/6/2023	SPACH1785	Amazon	inv 1Y93-PL3P-1YKX Cafeteria Supplies	\$ 89.91	Oct 2023	Cafeteria	Non Instructional Materials	

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10/6/2023	SPACH1786	Amazon	inv 197V-HRLJ-X4Q3 Visual Art Supplies	\$ 664.75	Oct 2023	General Academic	Instructional Materials	
10/6/2023	SPACH1787	The Print Spot	INV 6960 College posters for new teachers	\$ 594.64	Oct 2023	General Academic	Non Instructional Materials	
10/10/2023	SPACH1788	Amazon	inv 1YKQ-HXNF-1VX9 Calculators for class	\$ 1,447.59	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1789	Amazon	inv IQPV-77CW-4RVM student supplies For Biology Department	\$ 889.68	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1790	Amazon	inv 1T7Y-JW1T-31RQ Office Supplies	\$ 937.54	Oct 2023	General Technology	Non Instructional Materials	
10/10/2023	SPACH1791	Amazon	inv 1HHQ-JC1D-XJM3 office supplies	\$ 115.97	Oct 2023	General Operations	Non Instructional Materials	
10/10/2023	SPACH1792	Amazon	inv 1FHP-7MJG-WPN9 History Day Materials	\$ 35.06	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1793	Amazon	Composition For Science Department Student Use	\$ 451.80	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1794	Amazon	inv 1YRJ-PRKH-3719 supplies for lab activities	\$ 319.94	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1795	Amazon	inv 16RT-HQ4R-3G99 Math supplies	\$ 256.01	Oct 2023	General Academic	Instructional Materials	
10/10/2023	SPACH1796	Amazon	inv 1YCF-JYD7-YTMN Office Supplies	\$ 203.05	Oct 2023	General Operations	Non Instructional Materials	
10/10/2023	SPACH1797	ChildCare Careers, LLC (The Education Team)	INV 650184 Substitutes 09/18/23-09/22/2023	\$ 2,296.85	Oct 2023	General Academic	Substitutes	
10/10/2023	SPACH1798	American Fidelity Assurance Company	INV D639247 Supplemental Employee Benefits 09/23	\$ 3,714.23	Oct 2023	General Operations	Benefits	
10/10/2023	SPACH1799	Amazon	inv 1MQC-LM6G-1V4G Tools/Equipment	\$ 222.87	Oct 2023	General Operations	Non Instructional Materials	
10/11/2023	SPACH1800	Chartwells Division Services	AUG 2023 - K40349078	\$ 84,297.30	Oct 2023	Cafeteria	Food/Non Instructional Consulting	
10/12/2023	SPACH1801	JW Pepper & Son, Inc	INV 365583764 Music for Fall	\$ 9.42	Oct 2023	General Academic	Instructional Materials	
10/12/2023	SPACH1802	Figdes Services and Maintenance Inc.	Baseball Scoreboard restoration	\$ 6,462.50	Oct 2023	General Athletics	Capitol	
10/12/2023	SPACH1803	Scout Education Inc	inv 49594 9/14/23 Substitutes	\$ 29,367.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/12/2023	SPACH1804	Scout Education Inc	inv 47054 8/10/23 Substitutes	\$ 81.72	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/12/2023	SPACH1805	Scout Education Inc	10/3/23 inv 51850 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/12/2023	SPACH1806	Scout Education Inc	inv 47951 8/29/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/12/2023	SPACH1807	Scout Education Inc	inv 47487 8/23/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/13/2023	SPACH1808	Scout Education Inc	inv 51180 9/27/23 Substitutes	\$ 35,248.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/13/2023	SPACH1809	Gordon Rees Scully Mansukhani, LLP (Gordon & Rees LLP)	INV 21415775 & 21415791 Legal Services	\$ 2,584.30	Oct 2023	General Operations	Legal	
10/13/2023	SPACH1810	Scout Education Inc	10/3/23 inv 51848 Substitutes	\$ 25,479.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/13/2023	SPACH1811	Scout Education Inc	inv 50357 9/20/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/13/2023	SPACH1812	Scout Education Inc	inv 48823 9/7/23 Substitutes	\$ 20,938.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/13/2023	SPACH1813	Scout Education Inc	inv 47486 8/23/23 Substitutes	\$ 17,110.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/13/2023	SPACH1814	Scout Education Inc	inv 50356 9/20/23 Substitutes	\$ 33,965.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/13/2023	SPACH1815	Scout Education Inc	inv 49595 9/14/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/13/2023	SPACH1816	Scout Education Inc	inv 48824 9/7/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/13/2023	SPACH1817	Scout Education Inc	inv 51181 9/27/23 Substitutes	\$ 904.00	Oct 2023	General Academic	Substitutes	
10/17/2023	SPACH1818	Figdesign Inc	INV 3543 Passes & business cards	\$ 1,243.81	Oct 2023	General Operations	Non Instructional Materials	
10/17/2023	SPACH1819	Allied Private Investigations & Security Services, LLC	INV ELC 2308 Security Services 08/01/2023-08/31/23	\$ 40,100.54	Oct 2023	General Operations	Security	
10/17/2023	SPACH1820	The Webstaurant Store, Inc.	90381786 Culinary Equipment	\$ 719.27	Oct 2023	CTE	Instructional Materials	
10/17/2023	SPACH1821	Figdesign Inc	INV 3529 Branding material for gym padding and gym scoreboards.	\$ 2,195.88	Oct 2023	General Academic	Non Instructional Materials	
10/17/2023	SPACH1822	ChildCare Careers, LLC (The Education Team)	INV 641984 Substitutes 08/22/23-08/25/2023	\$ 2,813.69	Oct 2023	General Academic	Substitutes	
10/18/2023	SPACH1823	Scout Education Inc	8/16/23 inv 47192 Substitutes	\$ 2,662.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/18/2023	SPACH1824	Impact Philanthropy Group (Sage SoCal)	October 1, 2023 Mental Health Services	\$ 38,000.00	Oct 2023	State Mental Health	Non Instructional Consulting	
10/19/2023	SPACH1825	Scout Education Inc	inv 47948 R Substitutes	\$ 15,106.00	Oct 2023	General Academic/Sped/ESSER III	Substitutes	
10/19/2023	SPACH1826	LogMein USA, Inc.	INV IN7102306599 VOIP Phone system	\$ 2,659.79	Oct 2023	General Technology	Communications	
10/19/2023	SPACH1827	Inspire Communication, Inc	INV EC2023930 Speech-Language Services 09/23	\$ 17,170.00	Oct 2023	Special Education	Instructional Consulting	
10/19/2023	SPACH1828	McGraw-Hill Education, Inc.	INV 128766347001 Sociology Textbooks	\$ 9,488.15	Oct 2023	General Academic	Textbooks	
10/19/2023	SPACH1829	Amazon	inv 1LC7-ND79-3HMY Books	\$ 981.20	Oct 2023	General Academic	Instructional Materials	
10/19/2023	SPACH1830	Amazon	inv 1HKY-V414-6Y94 Parts	\$ 805.90	Oct 2023	General Operations	Non Instructional Materials	
10/19/2023	SPACH1831	Cross Country Staffing, Inc.	INV DE90780 Psych Services - Special Ed Services	\$ 3,000.00	Oct 2023	Special Education	Non Instructional Consulting	

Check Register

Account: 1796 General
 El Camino Real HS
 Oct 2023

Grand Total \$ 1,463,353.60

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/19/2023	SPACH1832	Judy McLean	09/23 Payroll Services INV 3195	\$ 1,900.00	Oct 2023	General Operations	Business	
10/21/2023	SPACH1833	Smart & Final	2023-2024 Monthly Classroom Lab Supplies 10/21/2023	\$ 591.13	Oct 2023	CTE	Instructional Materials	
10/21/2023	SPACH1834	Smart & Final	2023-2024 Monthly Classroom Lab Supplies 9/1/2023	\$ 711.43	Oct 2023	CTE	Instructional Materials	
10/23/2023	SPACH1835	Staples Business Advantage	Gayane Mgshyan-For Psych. Office	\$ 186.14	Oct 2023	Special Education	Non Instructional Supplies	
10/24/2023	SPACH1836	MG Express Inc.	Transportation - SEPT 2023	\$ 35,000.00	Oct 2023	General Athletics	Transportation	
10/24/2023	SPACH1837	Piece of Mind Care Services	INV 00000150 Students Support Services	\$ 106,651.80	Oct 2023	Special Education	Non Instructional Consulting	
10/24/2023	SPACH1838	ChildCare Careers, LLC (The Education Team)	INV 651725 Substitutes 09/27/23-09/29/2023	\$ 1,378.11	Oct 2023	General Academic	Substitutes	
10/24/2023	SPACH1839	Staples Business Advantage	Admissions Office Supplies	\$ 54.41	Oct 2023	General Operations	Non Instructional Supplies	
10/24/2023	SPACH1840	Staples Business Advantage	inv 3517513553 Toner	\$ 50.45	Oct 2023	General Technology	Non Instructional Supplies	
10/24/2023	SPACH1841	Piece of Mind Care Services	INV 00300 Students Support Services 09/23	\$ 2,061.25	Oct 2023	ESSER III - State ELO	Non Instructional Consulting	
10/24/2023	SPACH1842	Staples Business Advantage	inv 3517996142 Instructional materials	\$ 77.08	Oct 2023	General Academic	Instructional Supplies	
10/25/2023	SPACH1843	Infinity Communications & Consulting, Inc	INV 16102 ECF 4% fee for processing	\$ 17,675.77	Oct 2023	General Technology	Non Instructional Consulting	
10/25/2023	SPACH1844	Infinity Communications & Consulting, Inc	INV 16092 E-Rate Consulting Services Fee for FY2024 Category One	\$ 3,400.00	Oct 2023	General Technology	Non Instructional Consulting	
10/26/2023	SPACH1845	Melissa Ann Charters	Classroom supplies	\$ 70.21	Oct 2023	CTE	Instructional Materials	
10/26/2023	SPACH1846	CDW LLC	INV LW40724 Annual license for Adobe Creative Cloud 2023-2024	\$ 7,473.00	Oct 2023	General Technology	Subscriptions	
10/26/2023	SPACH1847	Nicole Gamez	Smart and Final Purchase	\$ 99.32	Oct 2023	CTE	Instructional Supplies	
10/26/2023	SPACH1848	Staples Business Advantage	inv 3524646662 covid supplies	\$ 203.80	Oct 2023	ESSER III	Non Instructional Supplies	
10/26/2023	SPACH1849	Chartwells Division Services	Inv#K40349079 - Sept 2023	\$ 142,336.89	Oct 2023	Cafeteria	Food/Non Instructional Consulting	
10/26/2023	SPACH1850	Nicole Gamez	Smart and Final Purchase	\$ 34.00	Oct 2023	CTE	Instructional Supplies	
10/26/2023	SPACH1851	Staples Business Advantage	inv 3525121779 covid supplies	\$ 342.33	Oct 2023	ESSER III	Non Instructional Supplies	
10/26/2023	SPACH1852	Staples Business Advantage	English Dept Spring Supplies Order	\$ 1,506.08	Oct 2023	General Academic	Non Instructional Supplies	
10/26/2023	SPACH1853	Melissa Ann Charters	CTEIG Grant	\$ 95.00	Oct 2023	CTE	Instructional Supplies	
10/26/2023	SPACH1854	Staples Business Advantage	inv 3518492802 Classroom Supplies replacement	\$ 41.72	Oct 2023	General Academic	Instructional Supplies	
10/27/2023	SPACH1855	Puja Savla	Reimbursements	\$ 149.22	Oct 2023	General Academic	Instructional Supplies	
10/27/2023	SPACH1856	U.S. Bank National Association	CC payment 6539 09/25/2023	\$ 19,608.49	Oct 2023	General Operations	Various	
10/28/2023	SPACH1857	Amazon	inv 1VRL-64RG-4HL6 Lili Murcia College and Career Center	\$ 63.43	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1858	Staples Business Advantage	inv 3517513552 Pens for Mr. Bennett's Office's	\$ 164.53	Oct 2023	General Academic	Non Instructional Supplies	
10/28/2023	SPACH1859	Amazon	inv 1KVD-P3NL-69G3 Natasha Zwick B224	\$ 171.77	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1860	Staples Business Advantage	inv 3541394563 10 Tempur-Pedic TP9000 Mesh Task Chairs, Black	\$ 2,686.78	Oct 2023	General Operations	Non Instructional Supplies	
10/28/2023	SPACH1861	Staples Business Advantage	inv 3540907717 chair mat to prevent damage to floor tile	\$ 38.61	Oct 2023	General Operations	Non Instructional Supplies	
10/28/2023	SPACH1862	Amazon	office supplies	\$ 81.02	Oct 2023	General Operations	Non Instructional Materials	
10/28/2023	SPACH1863	Piece of Mind Care Services	INV 00000151 INV 00000147 FLEX Continuation School Services 09/23	\$ 7,551.60	Oct 2023	ESSER III - State ELO	Non Instructional Consulting	
10/28/2023	SPACH1864	Amazon	INV 1kix7mhfx71f 2 iPad for Yearbook	\$ 2,364.76	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1865	Amazon	inv 1J7K-VX9Q-19CC Cafeteria Supplies	\$ 17.49	Oct 2023	General Technology	Non Instructional Materials	
10/28/2023	SPACH1866	Amazon	ORDERED 7/25/23-112-6212745-7048265	\$ 612.64	Oct 2023	General Operations	Non Instructional Materials	
10/28/2023	SPACH1867	Amazon	inv 1H4M-DC7Y-JVCJ cable hidfers for Welcome Week presentation	\$ 547.45	Oct 2023	General Operations	Non Instructional Materials	
10/28/2023	SPACH1868	Amazon	inv 1MC9-DTYL-4RPL Beto Velazquez CO1	\$ 68.31	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1869	Amazon	inv 1DQ9-JHRL-4VHT Sandra Delgado A202	\$ 111.65	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1870	Amazon	inv 131T-PVNH-4Y6W nicole Gamez B10	\$ 130.30	Oct 2023	CTE	Instructional Materials	
10/28/2023	SPACH1871	Amazon	inv 113L-TRJJ-769R Supplies for ECR Flex Program	\$ 529.45	Oct 2023	General Academic	Instructional Materials	
10/28/2023	SPACH1872	Amazon	inv 1KGM-N3WX-6LDR Stephen Perry CO2	\$ 75.51	Oct 2023	General Academic	Instructional Materials	
10/31/2023	SPACH1873	Amazon	inv 1CCQ-LHLT-74JR James Delarmes B115	\$ 66.70	Oct 2023	General Academic	Instructional Materials	
10/31/2023	SPACH1874	Amazon	inv 1W6X-GQ11-6MVY wall art	\$ 29.38	Oct 2023	Anti-Bias	Instructional Materials	
10/31/2023	SPACH1875	ChildCare Careers, LLC (The Education Team)	INV 640178 Substitutes 08/14/23-08/18/2023	\$ 3,515.45	Oct 2023	General Academic	Substitutes	
10/31/2023	SPACH1876	ChildCare Careers, LLC (The Education Team)	INV 638739 Substitutes 08/09/23	\$ 325.89	Oct 2023	General Academic	Substitutes	
10/31/2023	SPACH1877	Code Black Media	RISE Podcasting 101 - 1/4	\$ 3,000.00	Oct 2023	ESSER III - RISE	Non Instructional Consulting	
10/31/2023	SPACH1878	Mary M Bush	09/2023 Counseling	\$ 5,780.00	Oct 2023	Special Education	Instructional Consulting	
10/31/2023	SPACH1879	Self Insured Schools of California	10/15/23 SISC Flex FSA Fees	\$ 542.66	Oct 2023	General Operations	Beenefits	
10/31/2023	SPACH1880	Scenario Learning, LLC (Vector Solutions)	INV 81373 Vector Solutions 2023-2024 Annual License Renewal	\$ 8,096.70	Oct 2023	General Operations	Non Instructional Consulting	
10/31/2023	SPACH1881	Amazon	inv 1M7H-GYQY-LLLR mail boxes moldinfg	\$ 25.19	Oct 2023	General Operations	Non Instructional Materials	
10/31/2023	SPACH1882	ChildCare Careers, LLC (The Education Team)	INV 643696 Substitutes 08/28/23-08/30/2023	\$ 1,241.63	Oct 2023	General Academic	Substitutes	
10/31/2023	SPACH1883	Amazon	inv 113L-TRJJ-7FMR Wall Art	\$ 109.44	Oct 2023	Anti-Bias	Instructional Materials	

Check Register

Account: 1761 General

El Camino Real HS

Oct 2023

Grand Total \$ 1,058,308.83

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
10/3/2023	ACH231003-01	Solupay Merchant	Solupay Merchant x0888	\$ 2.95	Oct 2023	General Fund	Fees
10/3/2023	ACH231003-02	Solupay Merchant	Solupay merchant x1886	\$ 2.95	Oct 2023	General Fund	Fees
10/3/2023	ACH231003-03	Solupay Merchant	x1886 Solupay merchant	\$ 543.15	Oct 2023	General Fund	Fees
10/3/2023	ACH231003-05	CharterSafe	CHARTERSAFE - OCT 2023	\$ 57,979.00	Oct 2023	General Fund	Insurance/W/C
10/3/2023	ACH231003-06	Solupay Merchant	x0888 solupay fees	\$ 102.90	Oct 2023	General Fund	Fees
10/4/2023	ACH231004-01	PenServ Plan Services	PENSERV - OCT PAYROLL	\$ 25,939.50	Oct 2023	General Fund	403B
10/13/2023	ACH231013-01	City National Bank	City Natl Securities T BILL	\$ 397,635.65	Oct 2023	General Fund	Investments
10/17/2023	ACH231017-01	Self Insured Schools of California	SISC - OCT 2023	\$ 348,416.36	Oct 2023	General Fund	Benefits
10/18/2023	ACH2301018-01	PenServ Plan Services	PENSERV PAYMENT 10/15	\$ 1,042.50	Oct 2023	General Fund	403B
10/19/2023	ACH231019-01	U.S. Bank National Association (OPEB)	OPEB PAYMENT - OCT 2023	\$ 220,000.00	Oct 2023	General Fund	Benefits
10/20/2023	ACH231020-01	Texas Life Insurance Company	TEXAS LIFE - 10/15 PYRL	\$ 766.71	Oct 2023	General Fund	Supplemental Life
10/24/2023	ACH231024-01	Employment Development Department	SUI - Q3 2023	\$ 2,668.16	Oct 2023	General Fund	Benefits
10/26/2023	ACH231026-01	California Department of Tax & Fee Administration	Sale and use tax Q3 2023	\$ 3,209.00	Oct 2023	General Fund	Benefits

**Excludes payment amount towards retiree		
benefits paid by Investment Account	certificated	\$ 41,983.22
	classified	\$ 8,846.68

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
3Sixty Basketball	\$ 720.00	\$ 720.00
818 Cleaners	\$ 3,033.75	\$ 7,014.00
Abdon Rosales	\$ 3,100.00	\$ 7,750.00
Accrediting Commission for Schools	\$ 1,690.00	\$ 1,690.00
Active Internet Technologies LLC.		\$ 39,700.00
Adam C Luna		\$ 250.00
Adam Markenson		\$ 250.00
Administrative Services CO-OP DbA Yellow Cab		\$ 5,899.20
AFSCME District Council 36	\$ 1,479.01	\$ 4,333.31
Airplus Refrigeration, Inc.	\$ 2,473.98	\$ 2,473.98
AKD Ink/AKidzdream Inc		\$ 133.55
Alejandro Sanchez	\$ 57.00	\$ 205.00
Alison Yedor		\$ 195.67
All American Sports Corp. (Riddell/All American)		\$ 31,021.77
All Things Algebra		\$ 400.00
Allied Private Investigations & Security Services, LLC	\$ 48,130.15	\$ 115,728.23
Amazon	\$ 18,770.63	\$ 65,874.28
Amazon Web Services		\$ 4,192.53
American Fidelity Assurance Company	\$ 13,493.18	\$ 17,070.19
American Scholastic Evaluation/ American Scholastic Mathematics Assn		\$ 100.00
Amos Wellington		\$ 208.00
Angel Lerma		\$ 24.00
Ani Kirakosian		\$ 7.00
Anthony Britt		\$ 122.00
Anthony Corona		\$ 122.00
Anthony Rodarte	\$ 122.00	\$ 122.00
Antonia B Serrano		\$ 798.00
AP fbo EdLogical Group Corp	\$ 2,076.75	\$ 52,149.33
Apperson		\$ 695.66
Apple Inc.	\$ 9,069.83	\$ 9,069.83
Ares Sportswear	\$ 1,632.48	\$ 1,632.48
AT&T (CALNET)	\$ 228.05	\$ 532.49
AT&T 0810	\$ 307.35	\$ 1,428.46
AT&T 6340		\$ 308.75
AT&T 8815	\$ 350.24	\$ 1,595.43
AT&T 9132		\$ 14,017.27
AT&T 9221		\$ 615.73
AVID Center	\$ 5,009.00	\$ 5,009.00
B&H Foto & Electronics Corp		\$ 1,859.31
Bailey Hooper		\$ 1,000.00
Barbara Stanoff		\$ 393.20
Barry Kay Enterprises		\$ 994.08
Becker, Craig		\$ 149.00
Bilingual Foundation of the Arts	\$ 1,125.00	\$ 1,125.00
Bill Ferrell Co.		\$ 390.00

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Birmingham Community Charter High School		\$ 5,590.00
Brad Constant Construction Inc.		\$ 60,850.00
Brett Wensley	\$ 366.00	\$ 366.00
Brian Wilson	\$ 188.84	\$ 379.89
Brooks Transportation Inc.		\$ 18,360.00
BSN Sports LLC	\$ 3,321.73	\$ 3,321.73
BSN Sports, LLC	\$ 10,020.30	\$ 33,215.31
Caitlyn Mongeli		\$ 1,676.00
California Department of Education	\$ 118.95	\$ 536.25
California Department of Tax & Fee Administration	\$ 3,209.00	\$ 3,621.27
California IT in Education		\$ 1,590.00
California Mathematics League		\$ 100.00
CAMILLE KING	\$ 112.77	\$ 112.77
Careers through Culinary Arts Program, Inc.		\$ 4,000.00
Carolyn Harris	\$ 125.82	\$ 125.82
Carolyn Stone		\$ 1,500.00
Cascade Athletic Supply Co Inc	\$ 133.26	\$ 3,886.77
CDW LLC	\$ 7,473.00	\$ 7,982.18
CE Educational Tours (CE Tours)	\$ 89,895.60	\$ 179,791.20
Cengage Learning Inc		\$ 9,443.30
Central College		\$ 3,000.00
Cesar Rosales		\$ 17.00
Chaminade College Prep High School		\$ 560.00
CharterSafe	\$ 57,979.00	\$ 350,081.31
Chartwells Division Services	\$ 226,851.19	\$ 244,014.19
Chatsworth High School	\$ 1,300.00	\$ 1,300.00
Child and Family Guidance Center	\$ 1,865.39	\$ 8,142.20
ChildCare Careers, LLC (The Education Team)	\$ 15,705.95	\$ 29,191.72
Chris Racina	\$ 86.00	\$ 86.00
Christian Williams	\$ 208.00	\$ 208.00
Christy White Accountancy Corporation (Christy White, Inc.)		\$ 11,069.75
City National Bank	\$ 397,635.65	\$ 398,488.60
Clemente Ramirez	\$ 12.56	\$ 12.56
Code Black Media	\$ 3,000.00	\$ 3,000.00
Colleen Garner	\$ 155.00	\$ 155.00
Colson Phillip		\$ 415.96
Comprehensive Environmental Resource Training (CERT)		\$ 1,575.00
Computer-Using Educator, Inc.(CUE, Inc)		\$ 389.00
Concord Theatrical Corp		\$ 3,125.85
CONFIDENTIAL	\$ 77,458.90	\$ 84,958.90
Corner Bakery	\$ 269.67	\$ 3,963.42
Countdown Printables		\$ 7,301.33
Covantia, Inc.		\$ 10,725.00
Crescenta Valley High School		\$ 1,800.00
Cross Country Staffing, Inc.	\$ 3,000.00	\$ 32,450.25

El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023

Vendor Name	Oct 2023	YTD Total
CTBOOK HOLDINGS LLC (Bulk Bookstore)		\$ 683.28
Cyd Zeigler		\$ 210.00
Daniel Celnik	\$ 700.00	\$ 700.00
Daniel Chang		\$ 1,040.00
Daniel De Luna		\$ 1,000.00
Dan's Super Subs Inc.	\$ 474.60	\$ 720.10
Dave & Buster's Entertainment, Inc.	\$ 6,597.03	\$ 11,970.16
David Lee	\$ 45.00	\$ 45.00
David Musso		\$ 148.00
Dean Bennett		\$ 50.70
Decker Inc.		\$ 2,493.25
Deny Sportswear		\$ 1,320.96
Department of Justice (State of CA)		\$ 531.00
Deven Rasey	\$ 57.00	\$ 57.00
Discovery Cube LA		\$ 132.00
Dora Rojas	\$ 78.10	\$ 78.10
Dos Pueblos High School Boys Volleyball	\$ 450.00	\$ 450.00
Dreamscape Endeavors LLC	\$ 400.00	\$ 400.00
DS Honda Construction Management, Inc		\$ 1,928.00
DTASC	\$ 776.00	\$ 776.00
Duy Nguyen	\$ 86.00	\$ 86.00
EDD (Employment Development Dept.)		\$ 29,738.44
Edpuzzle, Inc.		\$ 3,140.00
Educational Networks		\$ 2,706.59
Educational Theatre Association	\$ 129.00	\$ 129.00
Effectual Educational Consulting Services	\$ 110.00	\$ 330.00
Efren Avila	\$ 73.00	\$ 73.00
Elaine Yang		\$ 125.00
Eli Shtrum	\$ 73.00	\$ 73.00
Elvis R Merida	\$ 925.00	\$ 925.00
Emmanuel Lomeli		\$ 480.64
Employment Development Department	\$ 2,668.16	\$ 2,668.16
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde		\$ 208.00
Enriqueta Loera	\$ 612.81	\$ 612.81
Environmental Network Corporation (ENCORP)		\$ 1,800.00
Epic Sports, Inc.		\$ 3,634.74
Erin Jundef		\$ 360.71
Evelyn Velarde	\$ 7,180.00	\$ 7,180.00
Evgeny Sedov	\$ 156.00	\$ 156.00
Extra Mile Timing / Corr-Robinett, Scott	\$ 2,400.00	\$ 2,400.00
Fannin Musical Productions LLC		\$ 2,000.00
FedEx	\$ 2.18	\$ 29.46
Festivals of Music, Inc.	\$ 3,483.00	\$ 3,483.00
Figdes Services and Maintenance Inc.	\$ 6,462.50	\$ 6,462.50

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Figdesign Inc	\$ 4,204.65	\$ 26,443.39
First Class Events		\$ 63,450.00
Fresno County Superintendent of Schools		\$ 13.80
Front Porch. Inc dba Get More Math		\$ 18,306.00
Garbanzo		\$ 1,490.00
Gardena Valley News	\$ 928.00	\$ 928.00
Gilbert Acedo		\$ 208.00
Golden Star Technology, Inc		\$ 102,777.80
Golf Team Products		\$ 458.51
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 4,580.30	\$ 13,890.00
GraceNotes LLC		\$ 513.00
Grad Awards LLC	\$ 1,084.50	\$ 1,084.50
Grand G&G Inc.	\$ 2,299.12	\$ 2,899.72
Grant A. Horn		\$ 700.00
Greenfield Forever, Inc.		\$ 14,792.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Hardwoods Specialty Products US LP		\$ 8,878.20
Harris School Solutions, a division of N. Harris Computer Corporation		\$ 2,661.20
Harris Systems USA Inc. (MealTime/Harris School Solutions)		\$ 450.00
HD Print Design		\$ 5,331.80
Healy Awards	\$ 2,003.39	\$ 2,003.39
Hi-Pod, Inc		\$ 108.70
Human Rights Campaign Foundation		\$ 7,500.00
Hye J Kim		\$ 547.40
Hype Socks, LLC		\$ 538.81
ICON School Management	\$ 3,500.00	\$ 14,000.00
Imagists Inc		\$ 6,000.00
Impact Cheer & Tumbling	\$ 2,798.00	\$ 4,078.00
Impact Philanthropy Group (Sage SoCal)	\$ 38,000.00	\$ 76,000.00
Infinity Communications & Consulting, Inc	\$ 21,075.77	\$ 42,151.54
Infobase Holdings, Inc.	\$ 11,760.38	\$ 11,760.38
Ingraham Trophies and Gifts		\$ 201.49
Inspire Communication, Inc	\$ 17,170.00	\$ 58,565.00
Instructure, Inc		\$ 2,436.00
International Academy of Science(CybrSchool LLC)	\$ 15,980.00	\$ 15,980.00
Interquest Detection Canines	\$ 750.00	\$ 925.00
Interscholastic Equestrian League	\$ 150.00	\$ 500.00
Irene Paez	\$ 367.49	\$ 367.49
J Schnelldorfer PSAD		\$ 1,025.00
James Gillis	\$ 73.00	\$ 146.00
JAMS, INC.		\$ 4,975.00
Jason Sabolic		\$ 1,354.08
Jeanne Scola		\$ 46.00
Jerry Burns		\$ 148.00
Jersey Mike's (MAC SUBS, Inc)	\$ 104.25	\$ 3,341.75

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Jesus Contreras	\$ 608.02	\$ 608.02
Jim Russell		\$ 155.00
Jodi Borenstein		\$ 1,836.08
Johanna Isom	\$ 131.40	\$ 131.40
John C (Vinyl Effex)	\$ 462.42	\$ 462.42
John Estrada	\$ 400.00	\$ 400.00
John Orlando Vazquez		\$ 203.88
John Wiley & Sons, Inc		\$ 26,176.33
Jonah Cruanas		\$ 154.50
Jostens, Inc		\$ 602.25
Judy McLean	\$ 1,900.00	\$ 7,625.00
Jules Seltzer Associates		\$ 188,319.56
Justin Adams		\$ 32.83
JW Pepper & Son, Inc	\$ 9.42	\$ 1,563.30
Kaitlyn Conte	\$ 1,372.00	\$ 1,372.00
Kami		\$ 10,850.00
Ken Ashford		\$ 92.00
Ken Lee	\$ 186.00	\$ 186.00
Kena Worthen		\$ 200.00
Kevin Melbourne		\$ 122.00
Kevin Thurow		\$ 2,310.00
Kirk A West	\$ 155.00	\$ 453.00
L.A. Floors Removal, Inc.		\$ 56,670.00
LACOE, Los Angeles County Office of Education		\$ 4,500.00
LADWP	\$ 5,254.92	\$ 18,194.57
Laguna Hills HS	\$ 375.00	\$ 375.00
LAUSD - Maintenance & Operations		\$ 194,504.80
Law Offices of Young, Minney & Corr, LLP	\$ 15,535.72	\$ 40,578.22
Lee Barnathan		\$ 163.00
Lee Jordan		\$ 73.00
Levon Dermendjian	\$ 146.00	\$ 146.00
Liliana Murcia		\$ 90.00
Linda Robbins		\$ 107.19
Lindsey C. Surendranath Granted, Inc		\$ 2,500.00
Live Athletics Wellness		\$ 3,500.00
LogMein USA, Inc.	\$ 5,321.67	\$ 11,752.99
Los Angeles School Police Department	\$ 2,622.24	\$ 2,622.24
Love to Snack, LLC	\$ 1,335.60	\$ 1,717.68
Luz Maria Herrera Aguilera	\$ 250.00	\$ 250.00
Lynsey R Shano	\$ 145.58	\$ 145.58
Lynsey Shano		\$ 129.38
M & S Technology Group, LLC (The Circle)		\$ 44,961.35
M&M Paper Co.	\$ 2,896.02	\$ 2,896.02
MAA American Mathematics Competitions	\$ 421.00	\$ 788.00
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	\$ 34,617.72	\$ 248,975.73

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Manhattan Stitching	\$ 1,119.96	\$ 4,103.53
Marissa Dominguez	\$ 83.19	\$ 202.19
Mark Arthur	\$ 100.00	\$ 255.00
Marko Jankovic		\$ 298.00
Marta Franco	\$ 15.00	\$ 45.00
Mary M Bush	\$ 5,780.00	\$ 10,115.00
Matthew Wright		\$ 500.47
McCalla Company	\$ 899.43	\$ 2,598.87
McGraw-Hill Education, Inc.	\$ 9,488.15	\$ 10,027.13
Medieval Times USA, Inc.		\$ 2,623.80
Melissa Ann Charters	\$ 165.21	\$ 1,913.14
Melissa Harr		\$ 152.30
Melissa Montejano		\$ 62.00
MG Express Inc.	\$ 35,000.00	\$ 105,000.00
Mia Narvades		\$ 19.12
Michael Consoletti		\$ 12,543.35
Michael Goode		\$ 210.00
Michael Jeff	\$ 700.00	\$ 700.00
Michael Robinson	\$ 5,500.00	\$ 10,500.00
Michelle A Buchanan		\$ 250.00
MILE26 Sports Inc		\$ 374.97
Minita Clark		\$ 100.21
Monroe High School	\$ 250.00	\$ 250.00
Moxie Road, Inc (Five Star Painting of Woodland Hills)		\$ 88,320.02
Mt. San Antonio College	\$ 450.00	\$ 450.00
Music Theatre International		\$ 2,920.00
Mutual of Omaha	\$ 405.30	\$ 3,598.98
N2Y LLC		\$ 9,099.87
Nelson Bae		\$ 122.00
Nettime Solutions LLC		\$ 650.00
Newbury Park High School		\$ 1,925.00
Nicole Gamez	\$ 457.75	\$ 457.75
Noah Barnett		\$ 15.00
Northwest Evaluation Association		\$ 103,050.00
ORACLE Enterprises		\$ 37,806.78
Oscar Cabrera		\$ 208.00
Palmer Hamilton LLC	\$ 9,807.98	\$ 280,350.06
Paragon MSP LLC	\$ 3,125.00	\$ 15,625.00
Paul Rodarte	\$ 208.00	\$ 208.00
Paul Scola		\$ 20.50
PBWS Architects, LLP	\$ 11,693.00	\$ 11,693.00
PenServ Plan Services	\$ 26,982.00	\$ 87,293.50
Phase II Systems (Public Agency Retirement Services - PARS)		\$ 1,430.20
Phillip Galindo	\$ 97.00	\$ 97.00
Picture Perfect Graphics	\$ 1,725.08	\$ 1,725.08

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Piece of Mind Care Services	\$ 116,264.65	\$ 212,516.75
Pitney Bowes		\$ 520.99
PowerSchool Holdings LLC (PowerSchool Group LLC)		\$ 31,903.03
Project Lead The Way, Inc.		\$ 5,400.00
PTM Document Systems, Inc.		\$ 1,085.12
Puja Savla	\$ 149.22	\$ 149.22
Purchase Power (Pitney Bowes)		\$ 209.36
Pyramid Pipe & Supply Co.	\$ 482.24	\$ 2,160.55
Rachel M Markenson		\$ 1,000.00
Raudel Ramirez		\$ 86.46
Respondus, Inc.		\$ 4,045.00
Robert Neal Brannon	\$ 500.00	\$ 500.00
Robolink, Inc.	\$ 11,656.62	\$ 11,656.62
Robotics Education and Competition Foundation, Inc	\$ 330.00	\$ 680.00
Rockler Companies, Inc.		\$ 2,036.64
Ronald Cole		\$ 122.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 4,925.00	\$ 20,150.00
Rudolph Nicolas Brown		\$ 443.56
Ryan Guinto	\$ 135.45	\$ 444.13
Sacred Heart High School (Cross Country)		\$ 480.00
Samira Sharifi		\$ 25.00
San Pedro High School Student Body	\$ 186.04	\$ 186.04
Santa Monica Mountains Youth Cycling, Inc.		\$ 800.00
Savvas Learning Company LLC	\$ 187,948.32	\$ 334,616.26
Scenario Learning, LLC (Vector Solutions)	\$ 8,096.70	\$ 8,096.70
Scholastic, Inc	\$ 186.78	\$ 186.78
School Nurse Supply		\$ 447.03
Scoot Education Inc	\$ 186,284.72	\$ 357,809.17
Scott Harrold		\$ 208.00
SCSBOA		\$ 1,750.00
Sedi Amirkhani	\$ 149.00	\$ 149.00
Seema Cecil	\$ 88.80	\$ 88.80
Self Insured Schools of California	\$ 353,700.82	\$ 1,482,641.06
Sierra Ferrante		\$ 500.00
Simone M Mueller	\$ 9,490.75	\$ 18,340.50
Simun Psychological Assessment Group PC		\$ 6,000.00
Slam Jam Basketball	\$ 550.00	\$ 550.00
Sly Graphics Corp		\$ 4,126.06
Smart & Final	\$ 1,302.56	\$ 2,013.99
SoCal Yearbooks Workshop		\$ 2,115.00
SoCalGas	\$ 21.66	\$ 85.10
Soccer.com (Sports Endeavors, Inc.)	\$ 1,700.99	\$ 4,413.71
Softchoice Corporation		\$ 20,379.68
Solupay Merchant	\$ 651.95	\$ 2,275.13
Solutions TechNType Inc.		\$ 1,300.00

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Spectrum Enterprise 4201	\$ 674.25	\$ 674.25
Spectrum Enterprise 7801	\$ 2,647.50	\$ 5,067.50
Splashtop Inc.		\$ 1,596.00
Sportboardz LLC		\$ 535.00
Sreeja Dorepally		\$ 500.00
Staples Business Advantage	\$ 5,351.93	\$ 5,394.53
Stefanie Bero		\$ 801.10
Stephanie Bedran		\$ 7.50
Stephanie Franklin		\$ 977.00
SUSAN MOCHIRFATEMI		\$ 313.30
Suzanne Lee Schuster		\$ 318.90
Sylvia Yi		\$ 45.00
Team Play Events		\$ 19,107.17
Ted Lamoureux		\$ 122.00
Telemedia Trainco Holdings LLC (eFoodHandlers)		\$ 2,940.00
Terrence Littlefield		\$ 208.00
Texas Life Insurance Company	\$ 766.71	\$ 2,965.98
The College Board	\$ 400.00	\$ 400.00
The Cruz Center	\$ 468.75	\$ 1,718.75
The Help Group-North Hills Prep School	\$ 6,573.02	\$ 25,247.62
The Home Depot Commercial Account		\$ 1,680.98
The Master's University and Seminary		\$ 600.00
The Print Spot	\$ 1,218.79	\$ 7,167.85
The Shredders		\$ 1,063.00
The Webstaurant Store, Inc.	\$ 719.27	\$ 719.27
Thomas W. O'Mara Plumbing Inc		\$ 1,500.00
Tina's Flower & Gifts	\$ 312.55	\$ 312.55
T-Mobile US, Inc.	\$ 1,163.17	\$ 7,762.34
TNI Architects Inc.		\$ 6,000.00
Tony Campos	\$ 122.00	\$ 244.00
Tony Crittendon		\$ 245.00
Total Education Solutions (TES Therapy)		\$ 796.25
TPW, Inc. (Super Worksheets(DBA), I know It(DBA))		\$ 375.00
Training Industry, Inc	\$ 1,895.00	\$ 1,895.00
Turnitin, LLC	\$ 38,700.00	\$ 38,700.00
Tyler Trapani		\$ 246.38
Tyrone Clark		\$ 122.00
U.S Bank PARS Account #6746022400	\$ 630.22	\$ 4,830.88
U.S. Bank National Association	\$ 19,608.49	\$ 84,275.13
U.S. Bank National Association (OPEB)	\$ 220,000.00	\$ 880,000.00
UC Regents (UCLA)		\$ 500.00
ULINE, INC.		\$ 6,058.56
United Rentals (North America), INC	\$ 3,728.32	\$ 5,320.32
UTLA	\$ 28,561.14	\$ 72,555.85
Varsity Spirit Fashions	\$ 6,981.28	\$ 6,981.28

**El Camino Real Charter High School
A/P Vendor Month/YTD
October 2023**

Vendor Name	Oct 2023	YTD Total
Verizon Wireless		\$ 418.11
Vidigami Inc. (Picaboo Yearbooks)		\$ 129.61
Village Christian		\$ 275.00
Vincent Ramirez		\$ 144.00
Vista Paint Corporation		\$ 2,111.96
Vynell Henderson	\$ 210.00	\$ 210.00
Wallwisher, Inc. (Padlet)		\$ 1,250.00
Walsworth Yearbooks		\$ 600.00
Wespac Plan Services, LLC		\$ 250.00
White's Studios, Inc.	\$ 333.98	\$ 333.98
William Wong	\$ 700.00	\$ 700.00
WM Corporate services, INC	\$ 1,766.26	\$ 5,292.01
Wolcott, Chuck	\$ 83.00	\$ 83.00
Woodbridge High School		\$ 550.00
Wooly Learning, Inc. (Senor Wooly)		\$ 810.00
Xavier Deckard		\$ 123.00
Yantzer brothers heating and air inc		\$ 11,512.89
Ziat Zahur	\$ 23.98	\$ 123.98
Grand Total	\$ 2,590,767.87	\$ 8,015,801.17

Coversheet

Discussion and Vote on October, 2023, Credit Card Charges

Section: III. Finance
Item: D. Discussion and Vote on October, 2023, Credit Card Charges
Purpose: Vote
Submitted by:
Related Material: III.D - Credit Card October 2023.pdf

Credit Card Reconciliation Form
For the Period of: 9/28/23 - 10/22/23

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2023/09/28	po9896	SOUTHWES 5260254265334	FLIGHT REFUND	DAVID HUSSEY	K THROW	(\$50.00)	Title II	Conference
2023/09/27	PO9896	SOUTHWES 5262206948433	Conference flight	DAVID HUSSEY	K THROW	\$637.46	Title II	Conference
2023/09/28	PO8501	YOUCANBOOK.ME	Admissions Appointment Calendar	DAVID HUSSEY	A RIOS/J ALBA	\$134.40	General Operations	Subscriptions
2023/10/02	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$270.49	General Operations	Supplies
2023/10/03	po9803	FIVERR	Transcription Services	DAVID HUSSEY	R GUIINTO	\$39.43	General Technology	Non Instructional Consulting
2023/10/06	PO9842	IONOS INC. (1&1 Internet)	Web Hosting	DAVID HUSSEY	R GUIINTO	\$164.17	General Technology	Subscriptions
2023/10/12	PO10060	AVIS RENT-A-CAR	Counseling Conference - Car Rental	DAVID HUSSEY	S BERO	\$328.76	Anti-Bias	Conference
2023/10/16	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$270.49	General Operations	Supplies
2023/10/18	po9868	GIH*GLOBALINDUSTRIALEQ	Fold out computer cabinet	DAVID HUSSEY	J ADAMS	\$2,127.57	General Technology	Non Cap Exp
2023/10/18	po6959	ALLPAID*LOS ANGELES COUNT	LACOE SARB Certification Training	DAVID HUSSEY	J ALBA	\$21.50	Anti-Bias	Conference
2023/10/18	po6959	ALLPAID*LOS ANGELES COUNT	LACOE SARB Certification Training	DAVID HUSSEY	S BERO	\$21.50	Anti-Bias	Conference
2023/10/18	po6959	ALLPAID*LOS ANGELES COUNT	LACOE SARB Certification Training	DAVID HUSSEY	K O'CONNELL	\$21.50	Anti-Bias	Conference
2023/10/18	PO10059	SOUTHWES 5262215173541	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173540	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173539	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173538	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173537	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PP10059	SOUTHWES 5262215173536	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173535	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173534	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173533	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173532	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173531	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173530	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173529	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173528	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/18	PO10059	SOUTHWES 5262215173527	Journalism/Yearbook - Boston Competition	DAVID HUSSEY	K CONTE/A CARTER	\$548.28	General Academic - Scholastic Groups	Field Trips
2023/10/20	po9870	FCCLA	Chatper Affiliation	DAVID HUSSEY	M CHARTERS	\$1,550.00	CTE	FEES
2023/10/22	po9868	GIH*GLOBALINDUSTRIALEQ	Fold out computer cabinet	DAVID HUSSEY	J ADAMS	\$2,126.48	General Technology	Non Cap Exp
					HUSSEY TOTAL	\$ 15,887.95		
2023/09/26	PO9488	QUIZLET.COM	Flashcards/learning tools	GREGORY WOOD	K RITCHIE	\$35.99	General Technology	Subscriptions
2023/10/02	PO9764	PIHRA* REG8A4R9Z0Y	Employment Law Update	GREGORY WOOD	M DOMINGUEZ	\$299.00	General Operations	Conference
2023/10/04	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$481.79	CTE	Instructional Materials
2023/10/03	PO10061	SOUTHWES 5262210458691	Antibias Conference - Flights	GREGORY WOOD	S BERO	\$454.95	Anti-Bias Grant	Travel/Conference
2023/10/03	PO10061	SOUTHWES 5262210458692	Antibias Conference - Flights	GREGORY WOOD	X PANIAGUA	\$454.95	Anti-Bias Grant	Travel/Conference
2023/10/05	PO9396	NYLAS	Communications Data	GREGORY WOOD	R GUIINTO	\$495.78	General Technology	Subscriptions
2023/10/05	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$296.57	CTE	Instructional Materials
2023/10/05	PO9809	STRIPE TERMINAL	POS Terminal	GREGORY WOOD	R GUIINTO	\$369.69	General Technology	Non Instructional Materials
2023/10/06	po9763	PAYPAL *2CHECKOUTCO	Girls Volleyball - Senior gifts	GREGORY WOOD	A LEE	\$1,321.20	Trust - Girls Volleyball	Non Instructional Materials
2023/10/06	po9763	IN *PRIDE SASH	Girls Volleyball - Pride Sash	GREGORY WOOD	A LEE	\$436.35	Trust - Girls Volleyball	Non Instructional Materials
2023/10/11	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$287.06	CTE	Instructional Materials
2023/10/12	PO9394	MAILCHIMP	E-mail communications blast	GREGORY WOOD	R GUIINTO	\$265.00	General Technology	Subscriptions
2023/10/14	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$466.34	CTE	Instructional Materials
2023/10/12	PO10062	HOLIDAY INN EXP STOCKTON	Antibias Conference - Flights	GREGORY WOOD	S BERO/X PANIAGUA	\$195.22	Anti-Bias Grant	Travel/Conference
2023/10/18	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$200.83	CTE	Instructional Materials
					WOOD TOTAL	\$ 6,060.72		
					Previous Balance	\$ 19,608.49		
					Monthly Total	\$ 21,948.67		
					Payments			
					Statement Total	\$ 41,557.16		



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER	
STATEMENT DATE	10-25-2023
AMOUNT DUE	\$41,557.16
NEW BALANCE	\$41,557.16

PAYMENT DUE ON RECEIPT

000001669 01 SP 106481870425453 S
 EL CAMINO REAL CHS
 ATTN DAVID HUSSEY
 5440 VALLEY CIRCLE BLVD
 WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
 \$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4866914555526539 004155716 004155716

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$19,608.49	\$21,998.67	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$41,557.16

NEW ACTIVITY

DAVID HUSSEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$50.00	\$15,937.95	\$0.00	\$15,887.95

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-29	09-28	74692163271109395444321	SOUTHWES 5260254265334 800-435-9792 TX KEVIN ANDREW THUROW 0-0-0	50.00 CR
09-29	09-27	24692163271109362741886	SOUTHWES 5262206948433 800-435-9792 TX THUROW/KEVIN ANDREW 12-19-23 BUR WN N DEN WN N MDW WN H BUR	637.46
09-29	09-28	74208473271000017937828	YOU CAN BOOK.ME BEDFORD	134.40
10-02	10-02	24692163275102136370013	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
10-04	10-03	24492153276719182061592	FIVERR 954-368-2267 NY	39.43
10-09	10-06	24906413279184392413270	IONOS INC. 877-4612631 PA	164.17
10-13	10-12	24941353286825624921961	AVIS RENT-A-CAR SAN FRANCISCO CA U624921964	328.76
10-16	10-16	24692163289103664567354	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
10-18	10-18	24692163291105344842970	GIH*GLOBALINDUSTRIALEQ 800-645-2986 FL	2,127.57
10-19	10-18	24906413291185213785642	ALLPAID*LOS ANGELES COUNT 888-6047888 CA	21.50
10-19	10-18	24906413291185214008317	ALLPAID*LOS ANGELES COUNT 888-6047888 CA	21.50
10-19	10-18	24906413291185214047240	ALLPAID*LOS ANGELES COUNT 888-6047888 CA	21.50

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE

DISPUTED AMOUNT

10/25/23

.00

PREVIOUS BALANCE 19,608.49

PURCHASES & OTHER CHARGES 21,998.67

CASH ADVANCES .00

CASH ADVANCE FEES .00

LATE PAYMENT CHARGES .00

CREDITS 50.00

PAYMENTS .00

AMOUNT DUE

41,557.16

ACCOUNT BALANCE 41,557.16

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C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 10-25-2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-20	10-18	24692163292106743531379	SOUTHWES 5262215173541 800-435-9792 TX COLETON/RICE 11-02-23	548.28
10-20	10-18	24692163292106743531387	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173540 800-435-9792 TX ARTIGA/ARIANA 11-02-23	548.28
10-20	10-18	24692163292106743531395	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173539 800-435-9792 TX LOTTERSTEIN/ELIZA 11-02-23	548.28
10-20	10-18	24692163292106743531403	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173538 800-435-9792 TX BLANC/SOPHIE 11-02-23	548.28
10-20	10-18	24692163292106743531411	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173537 800-435-9792 TX MARGOLIN/REBECCA 11-02-23	548.28
10-20	10-18	24692163292106743531429	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173536 800-435-9792 TX ZVARA/KYLEIGH 11-02-23	548.28
10-20	10-18	24692163292106743531437	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173535 800-435-9792 TX SAMIIAN/KALEY 11-02-23	548.28
10-20	10-18	24692163292106743531445	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173534 800-435-9792 TX ROSE/ISABEL 11-02-23	548.28
10-20	10-18	24692163292106743531452	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173533 800-435-9792 TX MATZ/VICTORIA 11-02-23	548.28
10-20	10-18	24692163292106743531460	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173532 800-435-9792 TX LEE/KASEY 11-02-23	548.28
10-20	10-18	24692163292106743531478	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173531 800-435-9792 TX KEANE/SYDNEY 11-02-23	548.28
10-20	10-18	24692163292106743531486	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173530 800-435-9792 TX ESPINOZA/JENNA 11-02-23	548.28
10-20	10-18	24692163292106743531494	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173529 800-435-9792 TX COLEMAN/EVAN 11-02-23	548.28
10-20	10-18	24692163292106743531502	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173528 800-435-9792 TX CONTE/KAITLYN 11-02-23	548.28
10-20	10-18	24692163292106743531510	LAX WN V STL WN V BOS WN V MDW WN V LAX SOUTHWES 5262215173527 800-435-9792 TX CARTER/AMY 11-02-23	548.28
10-23	10-20	24435653294286430800384	LAX WN V STL WN V BOS WN V MDW WN V LAX FCCLA 703-476-4900 VA	1,550.00
10-23	10-22	24692163295108658053420	GIH*GLOBALINDUSTRIALEQ 800-645-2986 FL	2,126.48

GREGORY WOOD

CREDITS
\$0.00

PURCHASES
\$6,060.72

CASH ADV
\$0.00

TOTAL ACTIVITY
\$6,060.72

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-27	09-26	24692163269107837681921	QUIZLET.COM 510-495-6550 CA	35.99
10-03	10-02	24011343275000051928553	PIHRA* REG8A4R9Z0Y PIHRA.ORG CA	299.00
10-05	10-04	24231683277083313714103	SMARTANDFINALECOMMERCE 510-851-8548 CA	481.79
10-05	10-03	24692163277104370581659	SOUTHWES 5262210458691 800-435-9792 TX PANIAGUA/XENIA D 10-11-23 BUR WN G SFO WN Y BUR	454.95



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 10-25-2023

NEW ACTIVITY

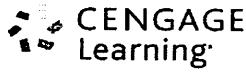
Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-05	10-03	24692163277104370581667	SOUTHWES 5262210458692 800-435-9792 TX BERO/STEFANIE 10-11-23 BUR WN G SFO WN Y BUR	454.95
10-06	10-05	24011343278000053849010	NYLAS NYLAS.COM CA	495.78
10-06	10-05	24231683278083340901730	SMARTANDFINALECOMMERCE 510-851-8548 CA	296.57
10-06	10-05	24492163278000047063835	STRIPE TERMINAL HTTPSSTRIPE CA	369.69
10-09	10-06	24116413279067665954029	PAYPAL *2CHECKOUTCO 880-000-008 OH	1,321.20
10-09	10-06	24692163279106087428551	IN *PRIDE SASH 310-9730106 CA	436.35
10-12	10-11	24231683284083744963023	SMARTANDFINALECOMMERCE 510-851-8548 CA	287.06
10-13	10-12	24793383285000404637073	MAILCHIMP 678-9990141 GA	265.00
10-16	10-14	24231683287083719292298	SMARTANDFINALECOMMERCE 510-851-8548 CA	466.34
10-16	10-12	24943003286970220388626	HOLIDAY INN EXP STOCKTON 2099461234 CA 0157422099461234 ARRIVAL: 10-11-23	195.22
10-19	10-18	24231683291083338805375	SMARTANDFINALECOMMERCE 510-851-8548 CA	200.83

Department: 00000 Total: \$21,948.67
 Division: 00000 Total: \$21,948.67

Coversheet

Discussion and Vote on New Chemistry Books

Section: III. Finance
Item: E. Discussion and Vote on New Chemistry Books
Purpose: Vote
Submitted by:
Related Material: III. E Chemistry Books.pdf



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Presented To: Puja Savla, p.savla@ecrchs.net

Prepared By: Cynthia Bolden, 562-508-0980, cynthia.bolden@cengage.com

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Puja Savla
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WOODLAND HLS, CA 91367
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SHIP TO: EL CAMINO REAL SR HIGH SCHOOL
Puja Savla
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Qty	Update Qty	Product	Price	Quoted Price	Total
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10		<u>World of Chemistry, 4th NGSS Activity Guide</u> Zumdahl/Zumdahl/DeCoste 4th Edition [K12, 2021] 9780357422366 / 0357422368	\$21.50	\$0.00	FREE
10		<u>World of Chemistry, 4th Teacher's Edition</u> Zumdahl/Zumdahl/DeCoste 4th Edition [K12, 2021] 9780357422342 / 0357422341	\$197.00	\$0.00	FREE

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+ Tax (%): \$8,129.63
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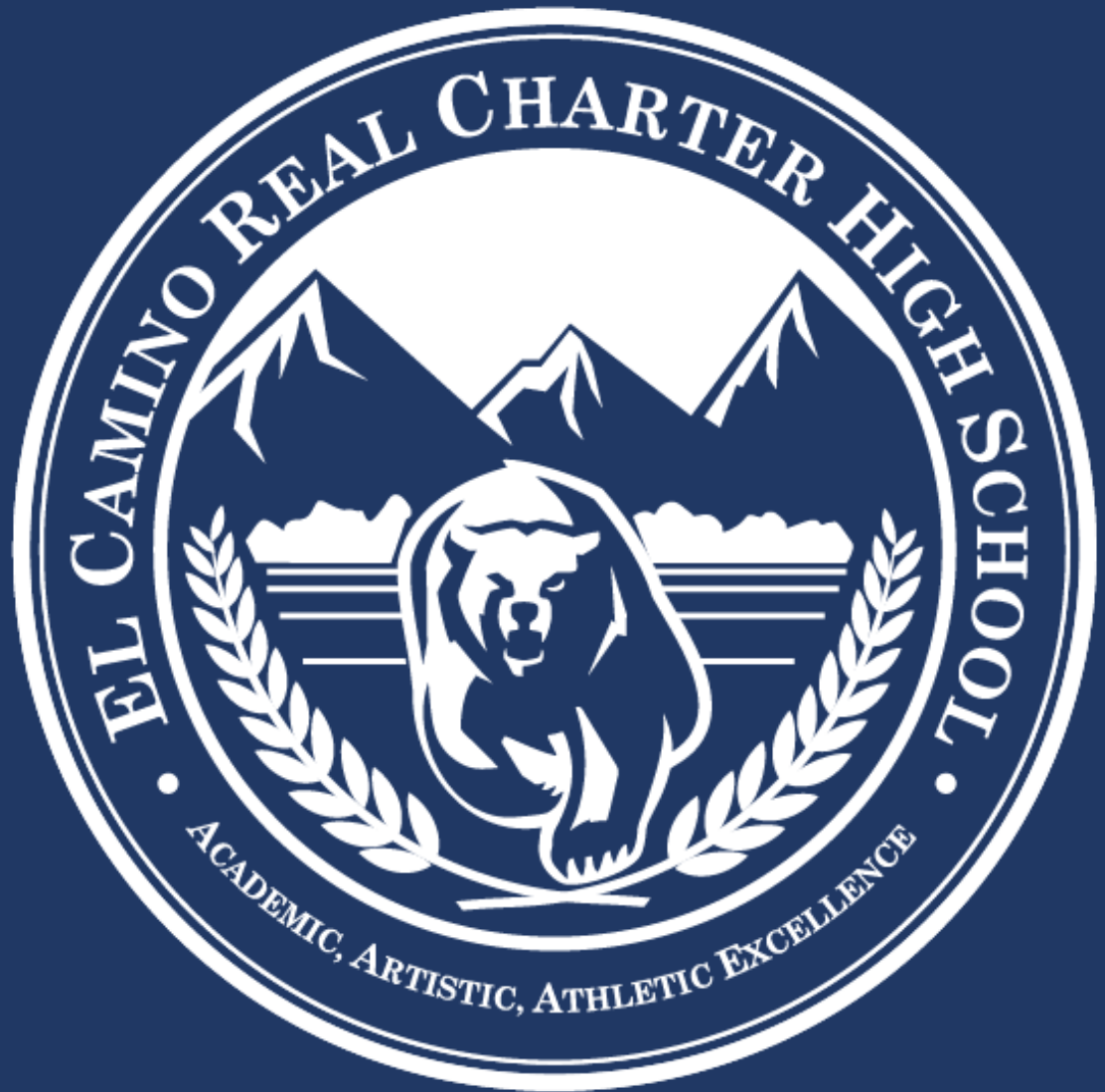
Coversheet

Discussion and Vote on the Comprehensive School Safety Plan for 2023-2024

Section: IV. School Business
Item: A. Discussion and Vote on the Comprehensive School Safety Plan for
2023-2024
Purpose: Vote
Submitted by:
Related Material: IV. A Comprehensive School Safety Plan.pdf

EL CAMINO REAL CHARTER HIGH SCHOOL

COMPREHENSIVE SCHOOL SAFETY PLAN



HOME OF ACADEMIC, ARTISTIC, AND
ATHLETIC EXCELLENCE

2023-2024

WOODLAND HILLS, CA 91367

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Introduction

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

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

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

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

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

The Comprehensive School Safety Plan is available for review on the school website.

School Safety Committee

Members

The School Safety Committee meets monthly and is composed of the following members.

School Safety Committee 2023-2024	
David Hussey	Executive Director
Jason Camp	Administrative Director
Dean Bennett	Administrative Director
Officer TBD	School Police Officer
Angel Lerma	Dean of Students
Barbara Stanoff	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Carlos Monroy	Teacher/Union Representative
Richard Russell	Staff/AFSCME Representative
Cheryl Dorries	Parent Representative
Arvind Gharial	Student Representative
Nimran Singh	Student Representative

Mission Statement

ECRCHS is committed to collaboratively assisting all stakeholders in providing a safe learning and working environment for our students and staff through the development of intervention and prevention programs. Our partnership with emergency responders, school personnel, students, parents and community organizations is key to preventing, preparing for, and responding to emergencies and recovering from crisis situations.

Vision Statement

We hold safety and health as our highest values. ECR staff are proactive when it comes to the well-being of our students and staff by exceeding expectations of accountability, integrity, preparedness and safety. Everyone is a safety role model and leader. All stakeholders must be assertive and lead by example. Proper communication among all stakeholders is an integral part of our team’s success and basis for a better today and tomorrow when it comes to the safety of all at ECRCHS.

Review of 2022-2023 Goals

Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	In addition to the current Student Council posters, positive messages and/or student information will be displayed on main hallway and cafeteria monitors and on permanent hallway signage.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Fall 2022
Activity 1-2	We will reinstate the former “On the Spot Recognition” program. Students will receive this certification for personal growth recognized by staff members. Additionally, this program will be expanded to include periodic drawings and other incentives.	Responsible Office(s)
		Deans Office
		Timeline for Implementation
		Spring 2023
Activity 1-3	Create and post positive behavioral expectations for students.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2023

Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Responsible Office(s)
		AP Office
		Timeline for Implementation
		Spring 2023
Activity 2-2	Use the rebranding logos/designs to update school hallways and offices.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Spring 2023
Goal 2-2	Increase/update school safety features.	
Activity 2-3	Increase frequency of visits by drug detecting dog	Responsible Office(s)
		Deans Office
		Timeline for Implementation
		Fall 2022
Activity 2-4	Obtain NARCAN (naloxone HCL) and educate staff members on its use.	Responsible Office(s)
		Health Office

		Timeline for Implementation
		Fall 2022
Activity 2-5	Increase number of security cameras on campus and add vaping sensors to restrooms	Responsible Office(s)
		Technology and AP Office
		Timeline for Implementation
		Spring 2023

Goal 1-1

- Activity 1-1: The technology staff has used the main hallway monitors to display a wide variety of items including messages of support, program showcases (ex. Dance Guard, AcaDeca), upcoming student activities, and school-based resources (tutoring, Wellness Center)
- Activity 1-2: The school did not reinstate this program.
- Activity 1-3: This task is almost completed. The positive behavioral expectations were created and classroom posters were printed and posted. Some exterior areas have signs posted as well. A few more exterior signs will be posted soon.

Goal 2-1

- Activity 2-1: This activity did not occur.
- Activity 2-2: Phase 1 is complete. The main hallway, offices, cafeteria, Anderson Hall exterior, Gym exterior and Gym interior have all been rebranded with signage and murals.

Goal 2-2

- Activity 2-3: The frequency of visits increased from two times per month to once per week.
- Activity 2-4: This task was completed. Narcan nasal spray is located in the health office, Deans office, Counseling offices, Student Support Services office, Boys PE, Girls PE, ROTC, Flex office, North Campus, School Police office, and athletic trainer office. Training occurred last year and the beginning of this year.
- Activity 2-5: This task was not started. The project is still awaiting district approval.

Goals for 2023-2024

Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	In addition to the current Student Council posters, positive messages and/or student information will be displayed on main hallway and cafeteria monitors and on permanent hallway signage.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Fall 2023
Activity 1-2	We will reinstate the former “On the Spot Recognition” program. Students will receive this certification for personal growth recognized by staff members. Additionally, this program will be expanded to include periodic drawings and other incentives.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2024
Activity 1-3	Continue to create and post positive behavioral expectations for students.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2024

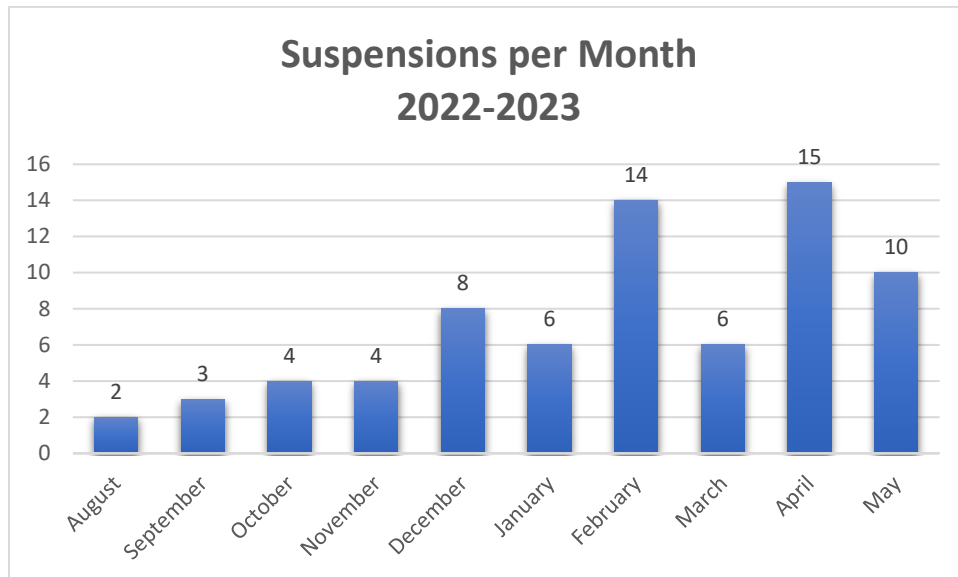
Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Responsible Office(s)
		AP Office
		Timeline for Implementation
		Spring 2024
Activity 2-2	Continue with next phase of rebranding/remodeling logos/designs to include the marquee, monument sign, and front of school.	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2024
Goal 2-2	Increase/update school safety features.	
Activity 2-3	Increase number of security cameras on campus and add vaping sensors to restrooms	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2024
Activity 2-4	Create wellness procedures for students and staff for the aftermath of a crisis event	Responsible Office(s)
		School Psychologists School-Based Therapists

		School Counselors
		Timeline for Implementation
		Spring 2024

Assessment of School Safety

Discipline Data

In the 2022-2023 school year, 64 students were suspended a total of 73 times. This was an average of 7.3 suspensions per month with a high of 15 suspensions in April. The most common reason for suspension (44%) was “fighting”. There were no expulsions in 2022-2023.



School Survey

In a spring 2023 parent survey, 83% reported that their child felt extremely, quite, or somewhat safe and 55% of parents reported that they agree or strongly agree that the school is safe (25% did not express an opinion).

Child Abuse Reporting Procedures

California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

ECRCHS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail or by a fine of One Thousand Dollars (\$1,000.00), or by both that imprisonment and fine. All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Suspension and Expulsion Policies

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Criteria of discipline is determined using Attachment 3 of the LAUSD School Climate Bill of Rights.

A single suspension may not be issued for more than 5 consecutive school days. The total number of days for which a student, including students with a 504 Plan, may be suspended from school shall not exceed 20 days. Students with an IEP shall not be suspended for more than 10 school days in any school year.

Enumerated Offenses

Discretionary Suspension Offenses: Students *may* be suspended for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except self-defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing

- that student from being a witness and/or retaliating against that student for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - p. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
 - q. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
 - r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - s. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - t. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2. “Electronic Act” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil

- would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
 - w. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Non-Discretionary Suspension Offenses: Students *must* be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Discretionary Expellable Offenses: Students *may* be recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except self-defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil

organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

- q. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students

that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
2. "Electronic Act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has

been transmitted on the Internet or is currently posted on the Internet.

- v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Non-Discretionary Expellable Offenses: Students *must* be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- e. Possession of an explosive.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

In-School Suspension

For In-School suspension, the student remains on campus for the length of the suspension and receives academic support by a credentialed staff member for material related to all missed classes. Two types of In-School suspension are implemented at ECRCHS, class suspension and in-house suspension. Class suspension is when a student is suspended from a specific class; this may occur only once every five school days. In-house suspension is when a student is suspended from all of their classes. In-school suspension allows the student to be removed from the general student body but still receive academic support for their on-going classes.

Out-of-School Suspension

A student may receive an out-of-school suspension if it is determined that the student’s presence would be a danger to others at school and their removal from school is necessary.

Suspension Procedures

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference conducted by the Dean or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Dean.

The conference may be omitted if the Dean or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If, however, a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two

school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notice to Parents/Guardians

At the time of suspension, the Dean or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Placement/Expulsion by the Dean or Dean's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing.

This determination will be made by the Dean or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. In such instances when the school has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

Suspension Appeal: If the parent wants to appeal the suspension, the parent submits an appeal to the Administrative Director. The decision of the Administrative Director will be final.

Expulsion Procedures

Authority to Expel

A student may be expelled following a hearing before an Administrative Panel following a hearing before it, and preceded by recommendation from the Dean. The Administrative Panel will consist of at least three members who are certificated employees and neither a teacher of the pupil nor a member of the ECRA Governing Board. ECRCHS's Board will appoint an Administrative Panel. The Administrative Panel may expel a student found to have committed an expellable offense.

A student and his or her parents may appeal an expulsion decision by the Administrative Panel to ECRCHS's Board, which will make the final determination.

Hearing Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. If requested by the student, and unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Dean or designee determines that the pupil has committed an expellable offense and recommends the student for expulsion.

The Administrative Panel will hold a hearing on the case, and will make a determination whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under the Family Educational Rights Privacy Act ("FERPA")) unless the pupil makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the school's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;

6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

ECRCHS School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by ECRCHS's Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the Administrative Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The Administrative Panel may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The Administrative Panel may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The Administrative Panel may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A determination by the Administrative

Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Administrative Panel or Governing Board on appeal determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact regarding the expulsion. The final decision by the Administrative Panel shall be made within ten (10) school days following the conclusion of the hearing.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program at the Charter School.

Written Notice to Expel

The Dean or designee following a decision of the Administrative Panel to expel shall send written notice of the decision to expel, including the Administrative Panel's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.
3. Notice of any appeal options
4. Information about alternative placement options

The Dean or designee shall send a copy of the written notice of the decision to expel to the student's district of residence and the authorizer. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

Right to Appeal

If a pupil is expelled, the pupil or the pupil's parent or guardian may, within 15 calendar days following the decision of the Administrative panel to expel, file a written appeal, requesting the Board reconsider the expulsion determination.

If appealed, the Board conducts and presides over the expulsion appeal.

The Board shall hold a hearing within twenty (20) schooldays following the filing of a formal request under this section. The Board shall render a decision within three (3) school days of the appeal hearing. The decision of the Board shall be final.

The period within which an appeal is to be filed shall be determined from the date the Administrative Panel votes to expel, even if enforcement of the expulsion action is suspended and the pupil is placed on probation. A pupil who fails to appeal the original action of the Board within the prescribed time may not subsequently appeal a decision of the Board to revoke probation and impose the original order of expulsion.

The Board may adopt further rules and regulations establishing procedures for expulsion appeals conducted so long as they are consistent with this section and do not violate students' due process. The adopted rules and regulations shall include, but need not be limited to, the requirements for filing a notice of appeal, the setting of a hearing date, the furnishing of notice to the pupil regarding the appeal, the furnishing of a copy of the expulsion hearing, procedures for the conduct of the hearing, and the preservation of the record of the appeal.

The parent/guardian or the pupil shall submit a written request for a copy of the written transcripts and supporting documents, if desired, from ECRCHS simultaneously with the filing of the notice of appeal. ECRCHS shall provide the pupil with the transcriptions, supporting documents, and records within 10 schooldays following the pupil's written request, unless impracticable.

Closed session

The Board shall hear an appeal of an expulsion order in closed session. During closed session, if the Board admits any representative of the pupil or ECRCHS, the Board shall, at the same time, admit representatives from the opposing party.

Evidence admissible at hearing

The Board shall determine the appeal from a pupil expulsion upon the record of the hearing before the Administrative Panel, together with such applicable documentation or regulations as may be ordered.

Scope of review

The review by the Board shall be limited to the following questions:

- (1) Whether the Administrative Panel acted without or in excess of its jurisdiction.
- (2) Whether there was a fair hearing before the Administrative Panel.
- (3) Whether there was a prejudicial abuse of discretion in the hearing.
- (4) Whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel.

The Board may not recommend reversing the decision of the Administrative Panel to expel a pupil based upon a finding of an abuse of discretion unless the Board also determines that the abuse of discretion was prejudicial.

Decision of the Board

The decision of the Board shall be limited as follows:

- (a) If the Board finds that relevant and material evidence exists which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel, the Board may reconsider the matter and may in addition recommend the pupil reinstated pending the reconsideration.
- (b) In all other cases, the Board shall either affirm or reverse the decision of the Administrative Panel. The decision of the Board will be final.

Expelled Pupils/Alternative Education

The school will provide the parent with necessary information and a list of placement options. ECRCHS shall be responsible for facilitating placement of expelled students.

Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

ECRCHS School shall immediately notify the LAUSD Special Education Local Plan Area ("SELPA") and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who ECRCHS or SELPA would be deemed to have knowledge that the student had a disability.

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, ECRCHS, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If ECRCHS, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that ECRCHS had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

- c. Return the child to the placement from which the child was removed, unless the parent and ECRCHS agree to a change of placement as part of the modification of the behavioral intervention plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then ECRCHS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or ECRCHS believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or ECRCHS, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and ECRCHS agree otherwise.

ECRCHS personnel may consider any Category 1 offenses on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Dean or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated ECRCHS's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if ECRCHS had knowledge that the student was disabled before the behavior occurred. ECRCHS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to ECRCHS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other ECRCHS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other ECRCHS supervisory personnel.

If ECRCHS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If ECRCHS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. If requested by parents, ECRCHS shall conduct an expedited evaluation and review student records; however, the student shall remain in the education placement determined by ECRCHS pending the results of the evaluation.

ECRCHS shall not be deemed to have knowledge that the student had a disability if the parent has refused an evaluation, refused services, or failed to inform ECRCHS that their student has an IEP, or if the student has been evaluated and determined to not be eligible.

Procedures to Notify Teachers of Dangerous Pupils

Teachers are notified through the Aeries system by an asterisk that is printed next to a student's name on teacher rosters. Teachers are able to communicate with the Deans Office for more information.

Nondiscrimination Statement

ECRCHS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); the Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). The school prohibits discrimination, harassment, intimidation and bullying based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

For the purposes of this policy, discrimination is different treatment on the basis of a protected category (listed above) in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

ECRCHS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

ECRCHS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. ECRCHS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which ECRCHS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. ECRCHS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances

regarding harassment as described in this section, above, should be directed to the ECRCHS Uniform Complaint Procedures (“UCP”) Compliance Officer:

Director of Human Resources
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 595-7537

Sexual Harassment Policy

ECRCHS is committed to providing a working and learning environment free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. For that reason, it is a violation of state and federal laws.

Sexual harassment is defined by Education Code Section 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Any student who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school’s Title IX/Bullying Complaint Managers (Dr. Lowry, Mrs. Larew, and Mr. Bennett) so that appropriate action may be taken to resolve the problem. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Additionally, Parents and Students may refer to the ECRCHS Uniform Complaint Procedures.

Dress Code

Dress Code Philosophy:

The purpose of the ECRCHS dress code is to ensure that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase stereotypes, marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. All students are expected to dress in a professional and appropriate manner consistent with the academic environment. All students shall be required to show proper attention to personal cleanliness. The following rules and guidelines are designed to help students thoroughly understand the expectations put upon them as they prepare for college, careers, and professional life after high school as well as to nurture school pride and a focus on academics.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students should understand that they are responsible for managing their own personal image without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science/shop (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable, within the dress code.
- Allow students to wear clothing that expresses their self-identified gender, within the dress code.
- Allow students to wear religious attire without fear of discipline or discrimination.

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference violence and weapons, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

The school's dress code was most recently revised in January 2020 and includes prohibitions related to gang-related apparel.

1. Students must wear a shirt with straps or sleeves with opaque fabric covering the student's front, back, sides under the arms and midriff/stomach.
 - 1.a) Strapless tops/dresses may not be worn at school, even if an undergarment is underneath the top. Tank tops are allowed.
 - 1.b) Hoodie sweatshirts are allowed but the student's full face must be visible at all times.
 - 1.c) All tops must be worn such that private parts, belly buttons, midriffs, and back areas are covered with opaque material.
 - 1.d) Tops may not reveal visible undergarment, though waistbands or straps on undergarments worn under clothes are allowed to be seen.
 - 1.e) Tops intended as an undergarment (such as bralette, sport bras and the like) must be covered by an opaque top.
 - 1.f) Swimwear, leotards or unitards may not be worn to school except as required for athletic practice or performance.
 - 1.g) Pajamas/sleepwear may not be worn except for a spirit day theme. Students may not wear a robe or a blanket while at school except for a spirit day theme.
2. Students must wear pants or the equivalent (i.e. jeans, shorts, skirts, dresses, sweatpants, yoga pants or leggings) of a reasonable length to ensure buttocks and private parts are fully covered.
 - 2.a) Ripped jeans must not allow undergarments or private parts, including any part of the butt, to be visible at any time.

- 2.b) Pants, or the equivalent, may not reveal/expose undergarments or private parts.
3. Students must wear shoes.
 - 3.a) House shoes or slippers may not be worn to school, except as part of a spirit day theme.
4. Headwear may be worn at school. This includes religious coverings.
 - 4.a) Hats must face straight forward or straight backwards.
 - 4.b) Headwear may not cover a student's face or ears, except as permitted for religious purposes.
 - 4.c) Headwear must not interfere with the line of sight of the student or staff.
5. Body parts that are supposed to be covered by tops or bottoms must not be exposed by movements of the body (bending over, sitting, raising of arms, walking up/down stairs, etc.).
6. No clothing may be worn that includes images or language that creates a hostile or intimidating environment based on any protected class or groups, including hate speech, profanity and/or pornography.
7. No clothing may be worn that includes images or language that depicts violence, drugs, alcohol, weapons of any kind, any illegal item or activity and/or nude/exposed bodies.
8. No clothing or jewelry may be worn or displayed that incorporates symbols or colors that can reasonably interpreted as gang-affiliated.
9. Accessories that could be considered dangerous or could be used as a weapon may not be worn at school. This includes chains, intended for a wallet, longer than 6 inches.

Students wearing clothing that violates this Dress Code may be asked to put on suitable alternative clothing. If the student does not have suitable alternative clothing, the school may, at its discretion:

- Provide the student with suitable clothing to wear the rest of the school day; or
- Have the student obtain suitable clothing from home; or
- Have the student do school work in a designated area in the Dean's office until suitable clothing is provided or until the end of the student's school day.

Procedures for Safe Ingress and Egress

The following map and information outline information for safe ingress and egress from El Camino Real Charter High School.



Student drop-off and pick-up

In the morning, students can enter campus through one of six entrances (marked with red arrows on the map). Student parking is limited and students end up parking on the streets that border the school (Mariano, Manton, Burbank, Valley Circle) and in the neighborhood on surrounding streets. Parent drop-off of students (marked with blue arrows on the map) generally occurs in the front of school on Valley Circle Blvd., in the Upper Student Parking Lot, at the Dolorosa Gate along Manton Ave, and at the Reunion Gate on Burbank Blvd.

At the end of school, students are able to exit campus through the same six entrance points they used in the morning. Parent pick-up of students also occurs at the same points as in the morning.

Campus Safety Officers are posted at all the entrance/exit points before and after school. Additionally, a Campus Safety Officer is posted at the entrance to the Staff Parking Lot to ensure that students can safely cross the entrance, that parents don't enter to drop off students, and that staff members can safely and efficiently enter the parking lot.



-  Student drop-off and pick-up points
-  Student entrance and exit points

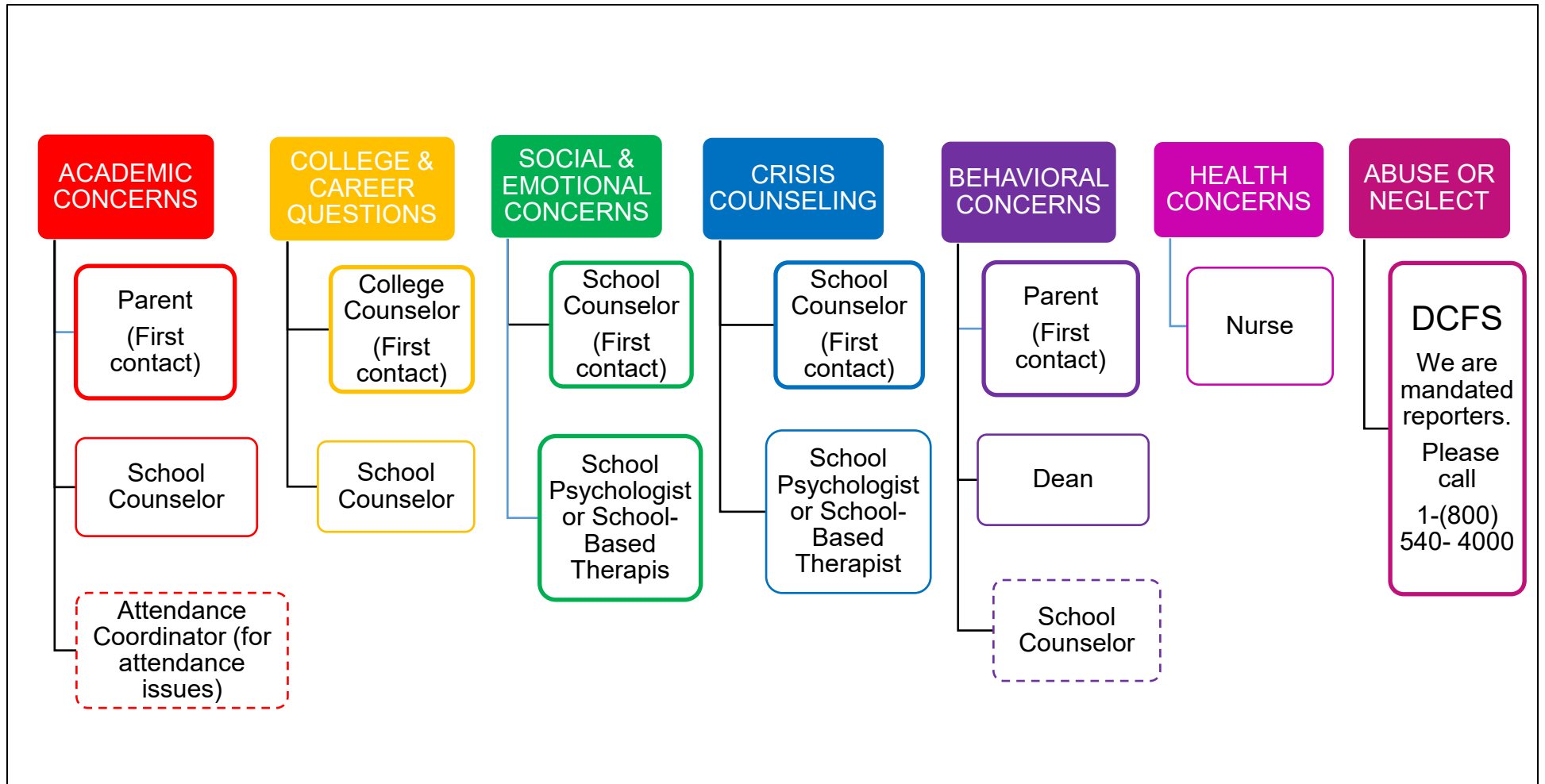
Policies and Procedures Enacted to Maintain a Safe and Orderly Environment

General Procedures

- During the school day, the lobby is the only pedestrian entrance to the school and is manned by one or two campus safety officers
- The remaining exit doors are locked on the outside and are guarded by campus safety officers.
- Visitors must sign in at the security desk in the lobby to obtain a visitors' pass. The pass includes the visitor's driver's license picture and the license is run through a child predator background check.
- There is an average of 12 campus safety officers working during school hours. Additionally, campus safety officers are present from 6:45am to 5:00pm.
- Administration, plant managers, and the custodial staff work to maintain safe facilities conditions at all times and respond quickly to any unsafe conditions that arise.
- The school contracts with LAUSD to provide a full-time school police officer on campus.
- The school also contracts with LAUSD for maintenance needs.
- The Deans Office staff work well with the student population and uses a tiered intervention and support program to address discipline issues.
- The School Psychologists, counselors, and school-based therapists all work to meet the emotional needs of our students. The school-based therapists are on campus every day.
- The school runs a variety of emergency drills throughout the year including fire, earthquake, lock down, shelter-in-place, and drop-cover-hold.
- The school maintains emergency supplies, food, and water. Additionally, each classroom has a lockdown kit.
- Random locker searches and random classroom metal detection checks are conducted daily.
- The school's computer firewall monitors student web searches, limits their ability to reach certain sites, and notifies the technology staff if certain key words are used.
- The flowchart on the following page shows El Camino's general plan to address student needs. Teachers have access to an online intervention and referral form to ensure that students receive the help they need.

EL CAMINO REAL CHARTER HIGH SCHOOL

STUDENT SUPPORT AND REFERRAL FLOWCHART



Visitors to Campus Policy

All campus visitors must have the consent and approval of the Executive Director/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Executive Director has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Absent exigent circumstances, parents wishing to visit their child's classroom are required to make prior arrangements with the teacher at least 24 hours in advance. All visitors must check in at the Front Desk and obtain a visitor's pass. Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Bullying and Hazing Policy

ECRCHS is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing, or any behavior that infringes on the safety and well-being of students and/or employees, or interferes with learning or teaching. The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, direct, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying (see above). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. Report bullying behavior to a trusted adult.

The school's Title IX / Bullying Complaint managers are: Marissa Domingues, Human Resources; Emilie Larew, Administrative Director; and Dean Bennett, Administrative Director.

Canine Search Program

Periodically, specially trained dogs visit the campus to detect the presence of drugs in lockers and classrooms.

School officials, including campus security or school police/resource officers, may use trained detection dogs in inspections for illegal, unauthorized or contraband materials in school facilities and around school grounds. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the reliability and accuracy in sniffing out contraband. Trained detection dogs may sniff lockers, student use areas, and other inanimate objects throughout school property. Such inspections are not considered searches and do not require reasonable suspicion. An indication by the dog that illegal, unauthorized or contraband materials are present on school property shall constitute reasonable suspicion, authorizing school officials to search the area or other inanimate object and closed containers and objects within, without securing the consent of the student.

Surveillance Cameras

For student and staff protection, certain areas of the school campus are subject to surveillance by security cameras.

Volunteer Policy

All El Camino Real Charter High School volunteers must go through a screening process for the safety of students and volunteers alike. This process includes

- Obtaining a LiveScan fingerprint scan
- Completing a Tuberculosis Risk Assessment Questionnaire
- Completing online trainings in Child Abuse and Neglect Reporting and Bloodborne Pathogens
- Signing a Confidentiality Agreement

Suicide Prevention Policy

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School ("ECRCHS") recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code Section 215, this policy has been developed in consultation with ECRCHS and community stakeholders, ECRCHS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating ECRCHS’s strategies for suicide prevention and intervention. ECRCHS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, ECRCHS shall appoint a team to serve as the suicide prevention liaison for ECRCHS. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

1. Staff Development

ECRCHS, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all School staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

a. Training

- i. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., School counselors, School psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
- ii. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- iii. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;

- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment.
- iv. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member.
 - v. Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide.
 - vi. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify School climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
 - vii. Information regarding groups of students judged by ECRCHS, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences.
- b. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
 - i. The impact of traumatic stress on emotional and mental health;
 - ii. Common misconceptions about suicide;
 - iii. School and community suicide prevention resources;
 - iv. Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - v. The factors associated with suicide (risk factors, warning signs, protective factors);
 - vi. How to identify youth who may be at risk of suicide;
 - vii. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on ECRCHS guidelines)

- how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on ECRCHS guidelines;
- viii. ECRCHS-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- ix. ECRCHS-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - x. Responding after a suicide occurs (suicide postvention);
 - xi. Resources regarding youth suicide prevention;
 - xii. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- xiii. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

2. Employee Qualifications and Scope of Services

Employees of ECRCHS must act only within the authorization and scope of their credential or license. While it is expected that School professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

3. Parents, Guardians, and Caregivers Participation and Education

- a. Parents/guardians/caregivers may be included in suicide prevention efforts.
 - i. At a minimum, ECRCHS shall share this policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
- b. This suicide prevention policy shall be prominently displayed on the ECRCHS Web page and included in the parent handbook.
- c. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - i. Suicide risk factors, warning signs, and protective factors;
 - ii. How to talk with a student about thoughts of suicide;
 - iii. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student

judged to be at risk for suicide and referral for an immediate suicide risk assessment.

4. Student Participation and Education

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive School climate that enhances students' feelings of connectedness with ECRCHS and is characterized by caring staff and harmonious interrelationships among students.

ECRCHS's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

ECRCHS's instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding ECRCHS's suicide prevention, intervention, and referral procedures.

The content of the education may include:

- Coping strategies for dealing with stress and trauma;
- How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
- Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
- Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education may be incorporated into classroom curricula (e.g., health classes, science, and physical education).

ECRCHS shall support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide.

5. Intervention and Emergency Procedures

ECRCHS designates the following School personnel to act as the suicide prevention liaisons:

- Primary Suicide Prevention Liaison: Jessica Friedman, School Psychologist, Student Support Services, (818) 595-8001, j.friedman@ecrchs.net.
- Secondary Suicide Prevention Liaison: Gayane Mgshyan, School Psychologist, Student Support Services, (818) 595-8008, m.mgshyan@ecrchs.net.
- Alternative Suicide Prevention Liaison: Annie Ghassemi, School Nurse, Health Office, (818) 595-7569, a.ghassemi@ecrchs.net.

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Executive Director or designee, who shall then notify the student's parent/guardian/caregiver as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at ECRCHS or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

- a. Ensure the student's physical safety by one of the following, as appropriate:
 - i. Securing immediate medical treatment if a suicide attempt has occurred;
 - ii. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
 - iii. Keeping the student under continuous adult supervision until the parent/guardian/caregiver and/or appropriate support agent or agency can be contacted and has the opportunity to intervene;

- iv. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
 - v. Moving all other students out of the immediate area;
 - vi. Not sending the student away or leaving him/her alone, even to go to the restroom;
 - vii. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
 - viii. Promising privacy and help, but not promising confidentiality.
- b. Document the incident in writing as soon as feasible.
 - c. Follow up with the parent/guardian/caregiver and student in a timely manner to provide referrals to appropriate services as needed.
 - d. After a referral is made, ECRCHS shall verify with the parent/guardian/caregiver that the follow up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student. If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent/guardian/caregiver to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, ECRCHS may contact Child Protective Services.
 - e. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at ECRCHS.
 - f. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the ECRCHS campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in ECRCHS's safety plan. After consultation with the Executive Director or designee and the student's parent/guardian/caregiver about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Executive Director or designee may provide students, parents/guardians/caregivers, and staff with information, counseling, and/or referrals to community agencies as needed. ECRCHS staff may receive assistance from ECRCHS counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the ECRCHS campus and unrelated to school activities, the Executive Director or designee shall take the following steps to support the student:

- a. Contact the parent/guardian/caregiver and offer support to the family;
- b. Discuss with the family how they would like ECRCHS to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- c. Obtain permission from the parent/guardian/caregiver to share information to ensure the facts regarding the crisis are correct;
- d. The suicide prevention liaisons shall handle any media requests;
- e. Provide care and determine appropriate support to affected students;
- f. Offer to the student and parent/guardian steps for re-integration to School. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

6. Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in ECRCHS activities to notify a teacher, the Executive Director, another ECRCHS administrator, School psychologist, School counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. ECRCHS staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian/caregiver, about additional resources to support the student.

7. Responding After a Suicide Death (Postvention)

A death by suicide in the School community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. ECRCHS shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

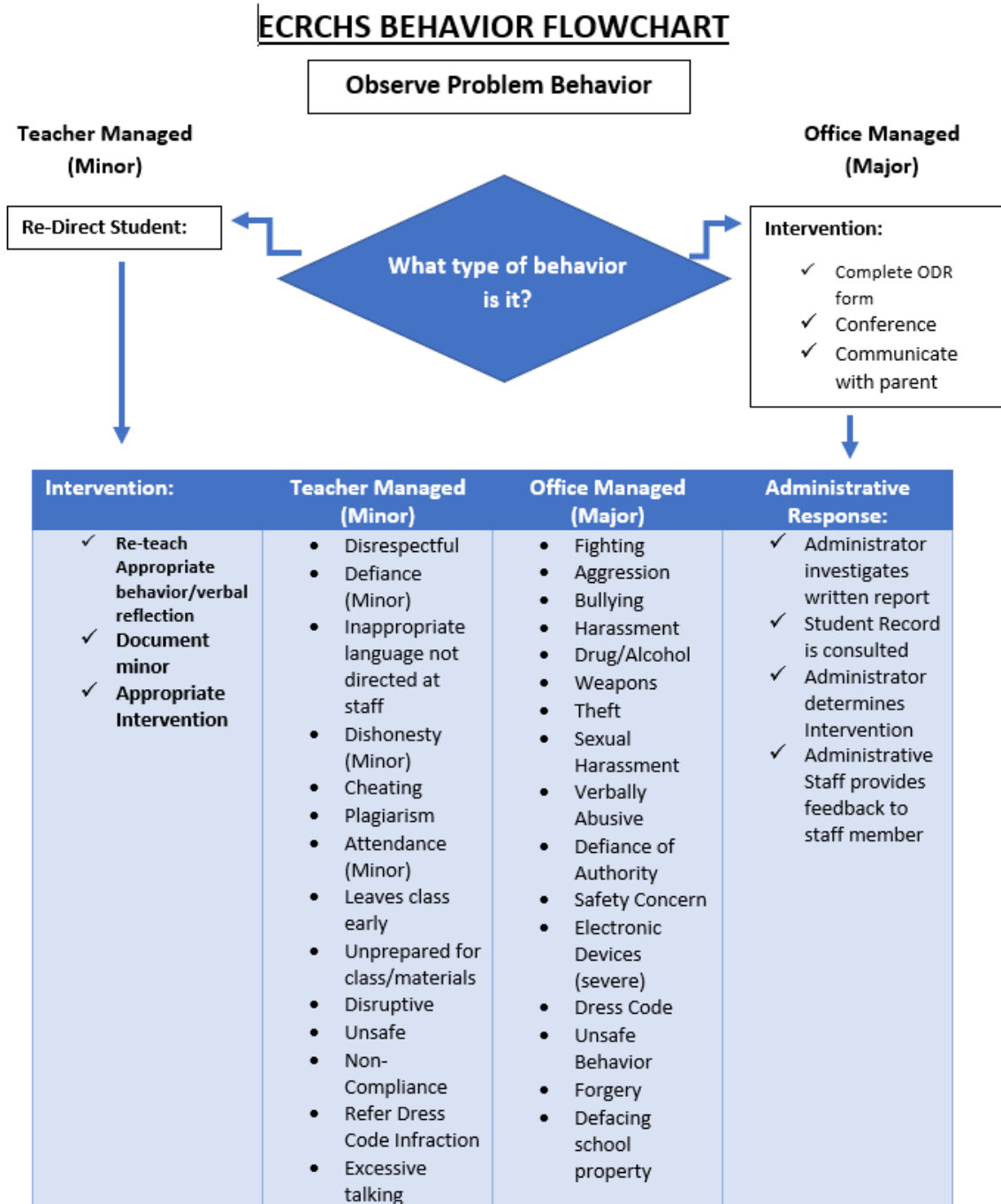
The suicide prevention liaison shall:

- a. Coordinate with the Executive Director to:
 - i. Confirm death and cause;

- ii. Identify a staff member to contact deceased's family (within 24 hours);
 - iii. Enact the Suicide Postvention Response;
 - iv. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- b. Coordinate an all-staff meeting, to include:
 - i. Notification (if not already conducted) to staff about suicide death;
 - ii. Emotional support and resources available to staff;
 - iii. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - iv. Share information that is relevant and that which the suicide prevention liaison has permission to disclose.
- c. Prepare staff to respond to needs of students regarding the following:
 - i. Review of protocols for referring students for support/assessment;
 - ii. Talking points for staff to notify students;
 - iii. Resources available to students (on and off campus).
- d. Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- e. Identify students affected by suicide death but not at risk of imitative behavior;
 - i. Communicate with the larger school community about the suicide death;
 - ii. Consider funeral arrangements for family and School community;
 - iii. Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
 - iv. Identify media spokesperson if needed.
 - v. Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed;
 - Support siblings, close friends, teachers, and/or students of deceased;
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide.

Rules and Procedures on School Discipline

The following flowchart shows the general pathway that teachers and the Deans use when dealing with behavioral issues.



ECRCHS uses a progressive discipline policy with positive behavioral interventions. That policy is outlined in the School Climate Bill of Rights.

School Climate Bill of Rights

El Camino Real Charter High School is committed to ensuring a safe, healthy, and positive school environment. ECRCHS has developed fair and consistent progressive discipline policies based on positive behavior interventions.

The ECRCHS community values a rigorous education focused on providing opportunities to select college or career paths. The School Climate Bill of Rights promotes a school with an environment focused on safety, learning, student well-being and community interaction.

- **School-Wide Positive Behavior Intervention and Support:**
ECRCHS will implement alternatives to suspensions along with positive behavior intervention. Appropriate prevention and intervention approaches provide accountability and rehabilitation for discipline incident. See below for more information regarding ECRCHS' intervention strategies.
- **Alternatives to suspension and positive behavior interventions and supports:**
Alternatives to suspensions strategies will be utilized for all students prior to suspensions except those limited offenses where suspension is required pursuant to the ECRCHS suspension and expulsion policy. See below for more information regarding ECRCHS' intervention strategies.
- **School discipline and School based-arrest and citation data available for viewing upon request.**
- **Restorative Justice Approach to resolve student conflict:** See below for more information regarding ECRCHS' intervention strategies.
- **School-Wide Task Force:**
School Site Council will include administrator, teacher, student, parent and classified member. This council will make recommendations to the Discipline staff for implementing positive approaches to working with students, staff and parents/guardians.
- **School Police on campus roles and responsibilities:**

Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal court system, to the greatest extent as possible and when legally feasible.

- A system to file a formal complaint if the School-Wide Positive Behavior Intervention and Support is not implemented: one Administrative Director is assigned for all School formal complaints. Please see the Main Office for the form.

Interventions

We have implemented many of the Tier I and Tier II interventions mentioned in LAUSD Bulletin 6231.0.

These interventions include the following:

- Parent/Student Conferences
- Conflict Resolutions led by the Deans
- Individual Counseling
- Alternative Programming (changing teacher/class)
- Referral to SST
- Referral to COST
- Behavioral Contracts
- Threat Assessment
- Referral to Peer Active Listener group (PALs)
- Campus Beautification
- Restitution
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)

Alternatives to Suspension

Our alternatives to suspension include the following:

- Conflict Resolutions led by the Deans
- Individual Counseling
- Behavioral Contracts
- Campus Beautification
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- “In House” Class Suspensions with appropriate curricular materials provided to the student

- Online Social Emotional Learning (SEL) and behavior intervention program

Schoolwide Positive Behavior Support System

Incentives

- Good attendance qualifies juniors and seniors for lunch passes
- Good attendance and a good disciplinary record qualifies students for Prom
- Elco's Best program to recognize and reward students who are exhibiting positive behaviors.
- Certificates issued for good behavior through the Administrative Director's Office.
- The Flex Program also uses the following incentives:
 - Periodic assemblies celebrating attendance, academics, and citizenship

Positive Behavior Supports

- Two full time Dean of Students
- Attendance Coordinator
- Intervention Coordinators
- School-based therapists
- Two school psychologists
- Tarzana Hospital Drug Treatment Group
- Family counseling referrals
- Anxiety disorder counseling group
- Counselors
- Tarzana Mental Health Services will be on campus to work with Families and students who are on Medi-Care
- Student support groups
- Formal and informal follow-up communications
- La Familia and Black Student Union
- 80+ clubs

Hate Crime Reporting Procedures

These procedures are covered in the previously mentioned suspension and nondiscrimination policies. These incidents are dealt with using suspension/expulsion procedures and/or Uniform Complaint Procedures.

Emergency Communication

During an actual emergency situation, the School will notify all appropriate agencies including, but not limited to, LAUSD on-campus school police officer, LAPD, LAFD, and LAUSD Charter Schools Division.

Communication with teachers (and students) in a classroom will occur via the P.A. system, School website, phone system, and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Communication with parents will occur via the School website, automated phone system (SendWordNow), and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Use of School Facilities in an Emergency

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

Emergency Drill Procedures

Emergency drills are conducted to train El Camino students and staff in required procedures for various emergency situations.

Types of Drills

The following drills are conducted at School:

1. Fire;
2. Lockdown;
3. Earthquake;
4. Shelter in Place;
5. Drop, Cover, Hold.

Teachers should discuss the following procedures with their classes (and specific procedures for his/her classroom) during each of the drills. It is very important that the purpose, signals, and procedures for each drill be thoroughly understood by all students and staff.

1. Fire Drill

- a. Purpose
 - i. Students and staff practice evacuation procedures that they would utilize in the event of a fire in, or near, a classroom.
- b. Signal
 - i. Fire Alarm – Fire alarm bell will ring and strobe lights will flash.
- c. Procedure for Classroom Evacuation
 - i. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 - ii. Teachers must close classroom doors.
 - iii. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 - iv. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 - v. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 - vi. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 - vii. Classes are to remain at their assigned areas until the “all clear” is issued.

- viii. The “all clear” announcement will be made over the stadium and school P.A. systems.
- ix. At this time, teachers and students will follow the schedule for the day.

2. Lockdown Drill

- a. Purpose
 - i. Students and staff practice procedures to take in an emergency situation where it would be unsafe to be out of the classroom (e.g. active shooter or other dangerous situation on campus).
- b. Signal
 - i. Administrator announces lockdown drill over the P.A. system.
- c. Procedure
 - i. Teachers and instructional staff turn off the lights and ensure that doors are securely locked.
 - ii. Teacher shall instruct all students to stay off cell phones and turn ringers off.
 - iii. Students must move to the most protected areas of the room.
 - iv. Students should be instructed to face away from all windows and openings and to keep their backs toward windows and furniture that may contain glass.
 - v. Where appropriate, teachers will direct students to take cover in a protective position (i.e. drop and cover).
 - vi. Students who are outside when the alert is given must move inside to the nearest safe location.
 - vii. All students and school personnel shall remain inside a room or shelter area until further instructions are given.

3. Earthquake Drill

- a. Purpose
 - i. Students and staff practice procedures to take during, and immediately after, an earthquake, including drop/cover/hold, evacuation, and search and rescue.
- b. Signal
 - ii. Teachers give command to drop.
- c. Procedure
 - iii. In the classroom:
 - 1. Students drop under desks, tables, etc., where available with their backs to the windows.

2. Students should hold on to the leg(s) of the desk or table that they are under.
 3. Students stay in the drop position until the teacher gives all clear, evacuation orders are given over the P.A. system, or the all clear alarm is sounded.
- iv. Outside the classroom:
1. Look for protection (bench, table, planter).
 2. Crouch or lie down behind protection.
 3. Should there be no protective area (only in an open space area), drop to the ground, curl up with our back to any building or blast, cover your head with your hands, and keep your eyes closed tightly.
- v. Signal for Evacuation:
1. The evacuation signal will be a long continuous bell. All students and staff must evacuate to the stadium and may not return to the classroom until directed to do so by the site administrator.
- vi. Procedure for Evacuation:
1. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 2. Teachers must close classroom doors.
 3. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 4. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 5. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 6. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 7. Classes are to remain at their assigned areas until the “all clear” is issued.
 8. The “all clear” announcement will be made over the stadium and school P.A. systems.
 9. At this time, teachers and students will follow the schedule for the day.

4. Shelter in Place Drill

- a. Purpose
 - i. In this drill, which is similar to a lockdown, students and staff practice the steps they would take if an unsafe condition exists outside the classroom/building. This situation would primarily be related to air quality such as a release of a toxic gas in the general area of the school.
- b. Signal
 - i. Administrator announces Shelter in Place drill over the P.A. system.
- c. Procedure
 - i. All students and School personnel shall remain inside a room or inside shelter area until further instructions are given.
 - ii. Students who are outside when the alert is given must move inside to the nearest safe location.
 - iii. Custodians will practice turning off air handling units.
 - iv. Additional Information for a real Shelter in Place situation
 - 1. All air handling units will be turned off to prevent unsafe air from entering the building.
 - 2. Teachers should tape up the door jams (with the door closed) and stuff towels (or something similar) under the door. Also, tape off any other area where air could enter the room.

5. Drop/Cover/Hold Drill.

- a. Purpose
 - i. This drill prepares students and staff for what to do during the onset of an earthquake. This is different from the larger Earthquake Drill in that it does not involve evacuating students.
- b. Signal
 - i. Teacher announces the Drop/Cover/Hold Drill to the class.
- c. Procedure
 - i. Students drop under desks, tables, etc., where available with their backs to the windows.
 - ii. Students should hold on to the leg(s) of the desk or table that they are under.
 - iii. Students stay in the drop position until the teacher gives all clear.

Emergency Operations Plan (2023-2024)

The Emergency Operations Plan describes the various emergency response teams that would be activated during, or following, an emergency.

School Safety Committee

Members

David Hussey, Executive Director; Dean Bennett, Jason Camp, Administrative Directors; School Police Officer TBD; Angel Lerma and Barbara Stanoff, Deans; Dupree Fuller and Ulises Duarte, Plant Managers; Carlos Monroy, UTLA Representative; Richard Russell, AFSCME Representative; Cheryl Dorries, Parent Representative; Arvind Gharial and Nimran Singh, Student Representatives

Responsibilities

Meets regularly as necessary throughout the school year to:

- Develop safety and emergency policies;
- Ensure that proper safety procedures are observed;
- Ensure that hazard mitigation strategies are implemented;
- Coordinate needs of all site users (e.g. permit groups);
- Conduct a community hazard assessment within a one-half mile radius of the school. For assistance, contact your local fire station. ***The identifiable hazards within a one-half mile radius are:*** None per Fire Station 105 (Fallbrook/Victory);
- Develop an evacuation plan to another school or large park. It is advisable for the plan to include the evacuation site location and access routes. Parents should know where they can be reunited with their children. If possible, avoid bridge overpasses and underpasses on access routes. ***The evacuation plan is:*** Exit ECR – Assemble along Burbank Blvd.; proceed east on Burbank Blvd. (becomes Platt Ave.) two blocks to Hatteras St.; cross Platt Ave. and proceed to Hale Middle School athletic field;
- Develop the “School Information Map” with the following information and locations:
 - Student/staff assembly areas
 - Emergency student/staff evacuation routes
 - Incident command center
 - Search and rescue routes
 - Utility shut-off locations
 - Fire hoses and extinguishers

- First aid kits and emergency supplies
- First aid center
- Temporary morgue
- Cafeteria or warming kitchen
- Hazardous materials storage areas
- Emergency toilet facilities.

Incident Command Center (ICC) Team

Location and Members

- Location: Main Office and Outdoor Stage.
- Team Leaders: David Hussey, Dean Bennett
- First Assistant: Flor Zuniga.
- Second Assistant: Val Kincaid.
- Media Representative: David Hussey.
- Additional Members: Greg Wood, Fernando Delgado, Arleta Ilyas, Stephanie Avila
- Emergency Communications Systems Operators: Radio communication, phone messages, website updates, social media updates; Fernando Delgado, Stephanie Avila, Ricardo Covarrubias.

Responsibilities

- Implement and coordinate emergency response.
- Account for the presence of all students and staff.
- Control internal site communications.
- Communicate school site conditions to charter office.
- Prepare reports (as needed) for charter office.
- Coordinate external communications with media.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA, and the following:

- 1) Battery-Operated AM Radio, 2) Staff Roster/Room Numbers, 3) Student Rosters, 4) Emergency Operations Plan, 5) School Information Map (1-5 in earthquake bin).

Emergency First Aid Team (near Outdoor Stage)

Members

- Leader: Annie Ghassemi, School Nurse
- Staff: Melissa Linares, Health Office Assistant (LVN); Sylvia Farris and Leana Martinez, Student Support; teachers with first aid training and 3 ROTC cadets.

Responsibilities

- Ensure that first aid supplies and Student Emergency Information Cards are at the First Aid Center.
- Coordinate medical efforts with Search and Rescue Teams.
- Determine need for medical assistance.
- Administer first aid; record types of injuries and first aid provided.

Supplies and Equipment

Personal emergency supplies, triage tags, hand-held radios, blankets, wheelchairs, first aid supplies, etc. – and the following: 1) First Aid Roster, 2) Student Medical Records, 3) Emergency Operations Plan, and 4) Stretchers (in earthquake bin).

Psychological First Aid Team (near Outdoor stage)

Members

- Leader: Jessica Freidman and Gayane Mgshyan, School Psychologists.
- School-Based Therapists: Bar Ozery, Rimmpi Rai, Hannah Weigel

Responsibilities

- Mitigate emotional trauma and request other counselors for assistance.
- Establish a “buddy” system for staff and students that will encourage positive interaction.

Supplies and Equipment

Personal emergency supplies – and the following: 1) Emergency Operations Plan, 2) Psychological First Aid Team Forms.

Search and Rescue Teams

Team 1
 Leader: Commander Consoletti
 Staff: Yuriy Pecheny
 Jon Wasser
 Location: Middle A, B, C Halls

Team 5
 Leader: Commander Consoletti
 Staff : Evan Coleman
 Lynsey Shano
 Location: S Building, Z Bungalows,
 Flex Program

Team 2
 Leader: Commander Consoletti
 Staff: Mary Christiansen
 Jeremiah Crown
 Location: Upper A, B, C Halls

Team 6
 Leader: Commander Consoletti
 Staff: Jesus Contreras
 Beto Velazquez
 Location: T Bungalows

Team 3
 Leader: Commander Consoletti
 Staff: Ryan Guinto
 Justin Adams
 Location: Lower B, C Halls

Team 7
 Leader: Commander Consoletti
 Staff: Chris Valencia
 Angel Lerma
 Location: Anderson Hall, Student
 Store, Cafeteria, D Hall

Team 4
 Leader Commander Consoletti
 Staff Richard Russell
 Colson Phillip
 Location H Building, Gym

Jason Camp, Search and Rescue Coordinator: All S & R teams assemble at Earthquake bin (located on the visitor side of the football field) to receive back pack prior to search.

Responsibilities

- Conduct pre-established search and rescue patterns. Check each office, classroom, storage room, auditorium, etc.
- Follow established search and rescue procedures before and after locating victims.
- Mark door “X” if no victims remain in classroom.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, bolt cutters, shovels, ropes, gloves, goggles, flashlights, triage tags, first aid kits, etc. – and the following:

1) School Information Map, 2) Emergency Operations Plan.

Security Team

Members

- Leader: Officer TBD, School Police Officer; Jason Camp, Administrative Director.
- Staff: All Campus Safety Officers

Responsibilities

- Lock all external gates and doors, secure school and report to the outdoor stage.
- Post signs as needed.
- Direct first responders to area of need.
- Direct parents to Request Gate / Reunion Gate.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, etc. – and the following:

1) Emergency Operations Plan, 2) School Information Map.

Fire Suppression Team

Members

Jason Camp, Administrative Director

Team No. 1

Leader: Dupree Fuller, Ulises Duarte

Staff: Danny Huerta, Noe Duran

Team No. 2

Leader: Dupree Fuller, Ulises Duarte

Staff: Victor Garay, Yupi Hsieh

Responsibilities

- Ensure that fire suppression personnel know how to use fire extinguisher.
- Conduct sweep to determine location of fire(s).
- Follow appropriate fire suppression techniques.

Supplies and Equipment

Personal emergency supplies, hand-held radios, fire extinguishers, hoses, water bib keys, gloves, fire blankets, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Hazardous Materials Assessment Team

Members

- Leader: Dupree Fuller, Ulises Duarte
- Staff: Mark Sakaguchi, Jake Lin, Sukhbir Dhillon, Jason Camp

Responsibilities

- The Environmental Health and Safety Branch are available to assist the team leader.

Supplies and Equipment

Neutralizing agents, spill containment materials, hand-held radios, personal protective equipment, etc. – and the following: 1) Safety Data Sheets, 2) Emergency Operations Plan, 3) School Information Map.

Utilities/Resource Management Team

Members

- Leader: Dupree Fuller and Ulises Duarte, Plant Managers; Jason Camp, Administrative Director; Fernando Delgado, Chief Operations Officer
- Cafeteria Manager: Brandy Tomlin
- Staff: Dupree Fuller, Ulises Duarte, Danny Huerta, Noe Duran, Victor Garay, Yupi Hsieh, Irene Paez, Christopher McGrady

Responsibilities

- Check utilities and take action to minimize damage to school site.
- Assess damage to school site and report findings to Incident Command Center.
- Distribute resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).
- Establish morgue area if needed.
- Establish restroom facilities when requested.

Supplies and Equipment

Personal emergency supplies, hand-held radios, utility shutoff tools, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Emergency Assembly Area Team

Members

- Leader: Emilie Larew, Administrative Director
- Staff: Steve Roe, Judith Paez, Lupe Paez, Barbara Stanoff, Tara Hopkins, Kathleen O’Connell, Rosie Castaneda, Marissa Dominguez, and all teachers on a Conference period.

Responsibilities

- Ensure that entrances to the Emergency Assembly Area are clear and safe.
- Assist evacuation of classes to Emergency Assembly Area stations; keep all doorways, hallways, and stairwells clear and safe.
- Take roll and report class/group status to Incident Command Center.
- Implement “buddy” system with neighboring teachers/staff.
- Evacuate classrooms/buildings using predetermined routes to Emergency Assembly Area stations.
- Direct ROTC student “runners” to the designated location stated on the summons.
- Supervise and reassure students throughout the duration of the emergency.
- Conduct recreational and educational activities to maintain order and keep students calm.
- Provide water to help calm students.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA etc. – and the following: 1) Emergency Operations Plan, 2) Teacher/Staff Emergency Assembly Area Location Information.

Parent/Student Request Gate Team

Members

- Leader: Juan Alba.
- *Staff @ Main Gate (front entrance)*: One Safety Officer, 15 ROTC Cadets.
- *Staff @ Request Gate (softball field)*: Stephanie Bero, Marta Franco, Juliana Murguia, Angel Rios, Alicia Benites, David Lee, Justin Graham.

Responsibilities

- *Main Gate staff* (or posted signs) - direct parents/guardians/designees to Request Gate.
- *Request Gate staff* – Do not allow parents/guardians/designees to enter school.
- Refer to Student Emergency Information Cards for rooms and Emergency Assembly Area locations when given students' names.
- Keep records of students being summoned (place a mark on Emergency Card, Roster, etc.).
- Dispatch student messenger(s) to Emergency Assembly Area with summons to check in at Command Center.

Supplies and Equipment

Personal emergency supplies, hand-held radios, Student Emergency Information Cards, class roster computer printouts, record-keeping material, etc. – and the following:

- 1) Emergency Assembly Area Stations Map (teacher/student locations),
- 2) Faculty/Staff Roster,
- 3) Emergency Operations Plan,
- 5) Log Forms (parent and student name).

Parent/Guardian Reunion Gate Team

Members

- Leader: Minita Clark.
- *Staff @ Reunion Gate (tennis courts)*: Doug Coleman, Sylvia Yi, Steve Perry, Xenia Paniagua, Roxana Reyes, Liliانا Murcia, one Safety Officer, 2 ROTC cadets.

Responsibilities

- Do not allow parents to enter.
- Reunite minor students with parents/guardians/designees.
- Confirm that minor students recognize authorized adults.
- Require the adults' signatures, dates, and times of release.

Supplies and Equipment

Personal emergency supplies, hand-held radios, record-keeping material, etc. – and the following: 1) Emergency Operations Plan, 5) Log Forms (parent, student name and location taken).

Threat Assessment Team

The Threat Assessment Team consists of administrators, the school police officer, Deans, Head of Security, School psychologists, School nurse, and plant managers. All or part of the team can be used to detect a threat involving security, mental health, natural or manmade disaster, or other threat to the safety of the School.

Threat Assessment Team Members 2023-2024	
David Hussey	Executive Director
Officer TBD	School Police Officer
Jason Camp	Administrative Director
Emilie Larew	Administrative Director
Annie Ghassemi	School Nurse
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Bar Ozery	School-Based Therapist
Rimmpi Rai	School-Based Therapist
Hannah Weigel	School-Based Therapist
Angel Lerma	Dean of Students
Barbara Stanoff	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Academic Counselors as needed	

Suicide/Threat Prevention Liaisons (STPLs)

Suicide/Threat Prevention Liaisons (STPLs) 2023-2024	
Juan Alba	Administrative Director
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Bar Ozery	School-Based Therapist
Rimmpi Rai	School-Based Therapist
Hannah Weigel	School-Based Therapist
Stephanie Bero	School Counselor

Foundational Emergency Procedures

The following procedures are commonly used in the response protocols to specific threats and hazards.

All Clear

This action is taken to notify staff and students that normal school operations can resume.

All Clear Procedures

1. The Incident Commander (Executive Director) will make an announcement on the PA system, which signifies that the emergency is over. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions.
2. The Incident Commander will convene the School Psychological First Aid Team if the incident was traumatic to the school community.
3. The Incident Commander will make a final notification update to District offices and parents.
4. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Drop, Cover, and Hold

This action is taken to protect students and staff from flying or falling debris and is commonly used during an earthquake or explosion.

Drop, Cover, Hold Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make an announcement on the PA system. If the PA system is not available, the Executive Director will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions
2. If inside, teachers will instruct students to drop under their desks and cover their heads with their arms and hold onto the desk legs.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.
5. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and

shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.

6. The Incident Commander will follow drop, cover, and hold with evacuation to the assembly area and notifications to the District and parents.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building. It is most commonly used in response to a fire, after an earthquake (following drop, cover, and hold), or any emergency where the building and its contents are perceived to be a threat to student safety.

Evacuate Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. "Your attention, please. We need to evacuate all buildings. Teachers are to take their students and roll book to the assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to close the classroom door when all the students have left."
2. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
3. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled in a safe location.
4. Once assembled, teachers and students will stay in place until further instructions are given.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering any occupied campus areas. During a lockdown, students are to always remain in the locked classrooms or designated safe locations.

Lockdown Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. “Your attention, please. We have an emergency and need to implement a lockdown. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. If outside, students and staff are to proceed inside to the nearest building or classroom.”
2. If inside, teachers will instruct students to stay away from doors and windows, lock all doors, sit on the floor (in some instances), and close any shades or blinds if it appears safe to do so.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g. auditorium, library, cafeteria, and gymnasium). Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
5. All entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.
6. The Incident Commander will call the Los Angeles School Police Department Watch Commander’s Office (213) 625-6631. The Watch Commander will provide advice and support for the School Incident Commander by interfacing with municipal police and fire departments and sending an LASPD officer to the school.
7. The Incident Commander will make appropriate notifications to the District and parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Psychological Trauma/School Crisis

A school crisis is a sudden, unexpected, or unanticipated critical incident that can pose a safety threat or disrupts the school day, interfering with teaching, learning, attendance and behavior. Common reactions to a school crisis may include shock, confusion and fear. Although individual students, staff, families or other school community members may experience each crisis differently, school crises can have a broad and immediate impact on many students and adults.

Examples of crises that may impact schools include:

- An accident on or near the school grounds;
- A violent incident at or near school;
- The death of a student, staff or one of their family members by suicide or trauma;
- The terminal illness of a student or staff member;
- A natural disaster;
- An act of terrorism.

Because of such critical incidents and emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been ensured, crisis responders can focus on addressing the social-emotional needs of students and staff.

Psychological Trauma/Crisis Procedures

1. As the Incident Commander, the Executive Director or designee activates the School ICC Team, including the Psychological First Aid (PFA) Team, which has primary responsibility for addressing the social-emotional well-being and safety of students in the aftermath of a critical incident.
2. The PFA Team will work with the Incident Commander to assess the impact and triage students, staff, and parents/guardians, as needed.
3. The PFA Team will provide direct crisis intervention services, including the implementation of psychological first aid.
4. The ICC Team will advise and assist the Incident Commander to restore regular school functions as efficiently and quickly as possible.
5. The ICC Team members will make every effort to limit exposure to scenes of trauma, injury, and death.
6. The ICC Team will provide on-going assessment of needs and follow-up services as required.

Rapid Relocation (option ONLY for Active Shooter on Campus incidents)

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others;
- Actively seeks or attacks others;
- Has access to additional victims.

Rapid Relocation Procedures

1. When the decision to perform a Rapid Relocation has been made, the School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination, if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the School population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the School and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Relocation (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus and evacuation to an off-site relocation site is required and unrelated to an active shooter incident, such as during a tsunami or large hazardous materials release.

Relocation Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. "Your attention, please. We need to institute an off-site relocation. Teachers are to take their students roll book, emergency supplies, and report to their designated offsite relocation point. Students are to remain with their teacher. Teachers are to lock the classroom after all students have exited."
2. The Incident Commander will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the

designated off-site location. Teachers and students will stay together during the evacuation.

3. If the site will be evacuating by school bus, the Incident Commander will coordinate with school administrators to assist with planning and carrying out the evacuation, including the evacuation of necessary supplies to support the school at the relocation site.
4. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled.
5. The Incident Commander will decide if it is more efficient to have classes systematically report first to a gathering point on campus, such as the auditorium, and evacuate everyone off the campus from that single location.
6. The Incident Commander will appoint a team of available staff to sweep the campus and check every room/location to ensure that the entire campus is evacuated. Attendance for students and staff must be taken.
7. Once assembled off-site, teachers will take attendance again and students will stay in place with their teacher until further instructions are given.
8. The Incident Commander will make appropriate notifications to the District and parents, including signage on gates indicating the relocation destination.
9. Once clearance is received from appropriate agencies, the Incident Commander may authorize students and staff to return to the campus, or initiate Request/Reunion procedures from the off-site location.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Reunification

Student reunification is implemented to reunite students with their families after a critical incident or disaster (a significant fire, natural disaster, violence, school bus accident, etc.) that prevents a normal school dismissal.

Reunification Procedures

1. The Incident Commander or designee will direct the Request and Reunion Gate Teams to activate and report to their posts once the decision to initiate reunification procedures has been made.
2. The Request Gate Team will greet parents/guardians, check identification, check student emergency cards for authorization to pick up students, provide reunification paperwork to parents, and direct them to the Reunion Gate.
3. The Request Gate should generally remain locked during the reunification process to help control access. The Request Gate Team can pass clipboards to parents through the gaps in the gate fencing.

4. Message runners will notify the Emergency Assembly Area Team of the student(s) to be escorted to the Reunion Gate.
5. The Reunion Gate Team will check parent/guardian IDs, confirm student identification and keep accurate records of students leaving the campus.
6. Members of the Psychological First Aid Team may be asked to assist the Reunion Gate Team. If a child is injured or otherwise unavailable, it is recommended that the parents be invited to a private or secluded location and, away from others, be informed of their child's condition. It is suggested that a member of the Psychological First Aid team then stay with the parent and assist them.
7. The Reunion Gate should remain locked when student reunifications are not actively taking place.
8. Members of other school emergency teams may be asked to assist with crowd control, providing information, and calming parents at either gate once finished with their primary emergency assignment.

Shelter-in-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, inclement weather, or other hazards. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building heating/air conditioning systems. During a Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lockdown is that a shelter-in-place may involve the shutdown of heating and air conditioning (HVAC) systems and allows for the free movement of students within a building. However, students in bungalows and buildings with exterior passageways will have to remain in the classroom.

Shelter-in-Place Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICS team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. "Your attention, please. We are implementing a Shelter-in-Place, due to an air quality issue. Students and staff are to remain inside the building away from outside air with windows and doors securely closed and heating and air conditioning units turned off. Please cover any cracks under exterior doors and around the windows

with towels. Cover any vents to the outside. All students and staff that are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you”.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings (e.g., auditorium, library, cafeteria, or gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location. Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers are responsible for securing individual classrooms and the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. The Incident Commander will monitor news media for information about the incident.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Additional considerations for Students with Special Needs during an Emergency

Evacuation

1. Are all evacuation routes (on and off-campus) clearly marked and navigable by students who use a wheelchair, walker, cane or have limited mobility/visual impairments?
2. Does the student attend class/activities upstairs and have a physical disability that makes it difficult to negotiate stairs?

Plan for Evacuation Assistance

- Stay calm
- Explain what is happening and what students need to do even if you think they don't understand
- Make sure all staff members know what to do
- Know the students, their needs and fragilities
- Pre-identify and train 2 rescuers (and back-ups for each rescuer) for every student needing assistance
- Evacuate necessary equipment with students and keep it ready to go by the door
- Rescuers and students must practice and participate fully in all emergency drills

Mobility Disabilities Evacuation

Demonstrate to staff how to evacuate wheelchairs. There are a few different evacuation assistance methods. Evaluate which will work best for your individual students. Devices can be used to assist multiple students.

Two-Person Swing Carry (also known as chair carry)

- One rescuer on each side of student
- Press in close to student when carrying for extra support
- One rescuer takes student's wheelchair/walker down the stairs
- Avoid putting pressure on student's arms, legs, or chest

Two-Person Rescue Seat Carry (using Rescue Seat pad)

- One rescuer on each side of student
- Rescue seat can be placed on empty chair and student transferred into it
or
- Rescue seat can be slipped under student while in wheelchair
- One rescuer takes student's wheelchair/walker down the stairs

Two-Person Evacu-Trac (using Evacu-Trac device)

- Two rescuers needed to transfer student, and one to hold evac chair in place
- Fasten straps around student before transport
- Tip chair forward to disengage wheels
- Chair glides on skids down the stairs
- One rescuer takes student wheelchair/walker down the stairs

Blind/Low Vision Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Extra practice helps students gain familiarity with evacuation route
- Communicate hazards as you guide
- Consider tactile strips along evacuation route
- Account for unaccompanied students immediately in emergency

Deaf/Hard of Hearing Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- More frequent drilling is helpful to accustom students to a different routine
- If an emergency is announced over loudspeaker (no strobes), account for any unaccompanied deaf/hard of hearing students who may not have heard or understood the announcement
- Use touch and eye contact to gain students' attention
- Flick lights rapidly to gain students' attention
- Speak in short, clear phrases
- Use common gestures to communicate (hand up for stop; thumbs up for ok, etc.)
- Provide flashlights/headlamps to D/HH students and staff
- Alarm tones can be painful for those with hearing aids – students can be reminded to turn them down until alarms are turned off. Remember to tell them to turn the hearing aids back up.
- Account for unaccompanied students immediately in emergency

Cognitive Disability Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Long-term training, more frequent drilling and reminders are helpful
- Use simple, concrete words
- Avoid multiple-step directions
- Allow extra processing time for response
- Use visual or tactile cue (students wear fire hats when hear fire alarm, etc.)

- Account for unaccompanied students immediately in an emergency
- May need more supervision

Autism Spectrum Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Allow extra processing time for response
- Avoid touch
- More frequent drilling is helpful to accustom students to a different routine
- Find quiet location in assembly area away from extra stimulation
- Check for injuries if appropriate, as some people who have autism do not react to pain
- Account for unaccompanied students immediately in emergency
- May need more supervision
- *If possible/feasible, allow students to bring comfort items, such as a favorite hat, toy, or electronic device.*

Medically Fragile/Special Healthcare Needs Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- More frequent drilling is helpful to accustom students to a different routine
- Search and Rescue team is not to re-enter building for equipment/supplies left behind
- Take equipment (e.g. g-tube food supplies, catheter supplies, suction machines) when evacuating and keep necessities ready to go near door
- Suction machines must have their plug-in adapter daily as it may need to be switched to generator.
- Backpacks are recommended for carrying supplies to keep hands free
- Pre-label supplies with student names
- Have extra supplies in emergency bin and check expiration dates (for items such as Pediasure and formula)
- Take care moving oxygen as it is pressurized, and secure tanks once moved
- Account for unaccompanied students immediately in emergency

Earthquake

1. Does the student have a physical disability that makes getting under a desk difficult?

Lock/Cover/Hold on instead of Drop/Cover/Hold on

- Roll wheelchair into an area of the classroom with structural protection
- Lock wheels

- Cover head and eyes to best of ability
- Rescuers need to drop, cover, and hold on, too

Assisted Toileting

- Create an accessible latrine stall
 - commercially available or build with materials on-hand (unused walker)
 - extra-large stall for maneuverability (two privacy screens)
- Table with straps and privacy
- Diapers, gloves, bags, sanitary pads, sanitizer, and wipes in

Students Who Have Medical Procedures during the School Day

- Designate area for medical protocol station
- Privacy screen
- Table with straps
- Equipment necessary for medical protocols

Medication

- Have extra doses of prescription non-expired medications on site and available as needed (e.g. EpiPen, Diastat, Insulin)?
- Have a plan for enhanced student care without medication
- Protect privacy of medical information

Transportation/Relocation

- Know what type and number of specialized buses you may need for transportation.
- Talk with families about their plan to pick up their child in a disaster. Do they have the necessary transportation? If not, you may have those students for a longer period of time.

Threat and Hazard-Specific Emergency Procedures

The following procedures have been taken from the LAUSD Integrated Safe School Plan 2019-2020. The procedures have been modified to remove LAUSD references that don't apply to an independent charter school such as using Blackboard Connect and entering information into iSTAR. Because we contract with the District for some services, references to School Police and the Maintenance and Operations Department have been left in.

Active Shooter/Gunfire

If there is a threat of violence to campus or gunfire is heard in the area, implement Lockdown procedures.

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others
- Actively seeks or attacks others
- Has access to additional victims

Active Shooter Procedures

1. Upon first indication of an active shooter, personnel should immediately notify the Executive Director or designee, who becomes the Incident Commander.
2. The School Incident Commander (Executive Director/designee) will initiate a Lockdown, the recommended appropriate Immediate Response Action.
3. The School Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location and nature of the incident. The School Incident Commander should designate a person to remain on the phone line with police if safe to do so. If there is an assigned officer on campus, they shall be notified.
4. The School Incident Commander activates the Incident Command (ICC) Team.

The Emergency Communications Systems Operators will:

- Prepare a message for parents to be sent on SendWordNow.
- Prepare to communicate with classrooms using school phones, email, cell phones, or radios. Establish a means of keeping all classrooms informed.

The Security Team, ICC Team, and Emergency Communications Systems Operators will:

- Ensure that perimeter gates are secured and that all students, staff and visitors are safely secured behind locked doors.

- Begin the process of accounting for all students and staff.
- Staff should take steps to calm and control students with regular PA announcements and if safe to do so, attempt to maintain separation between students and the perpetrator.
- If there is an active shooter on campus as defined above and students are in imminent danger, the Incident Commander may initiate Rapid Relocation if that does not place students in the path of the gunman. This action may apply to the entire campus, or just an affected portion.

Rapid Relocation Procedures

1. The School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the school population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the school and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Aircraft/Vehicle Crash

This procedure addresses an aircraft or motor vehicle crash on or near school property. If a crash results in a fuel or chemical spill on school property, refer to Utility Failure as needed.

Aircraft/Vehicle Crash Procedures

1. The Executive Director or designee acts as the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building or Relocation.
2. If the Incident Commander issues the evacuate building action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building or area) and nature of emergency.

5. If on school property, the Security and Utilities Teams will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Utility Failure.
6. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to reopen.
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
10. If it is unsafe to remain on campus, the Incident Commander will initiate an Off-Site Relocation.
11. The Incident Commander will notify and update parents.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Animal Disturbance

This procedure should be implemented when a dog, coyote, mountain lion, or other wild animal threatens the safety of students and staff.

Animal Disturbance Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Lockdown or Evacuate Building.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Closing doors or locking gates is one means to isolate the animal.
3. If additional outside assistance is needed, the Incident Commander will call 911, School Police (213) 625-6631, Animal Control (888) 452-7381, and/or the Department of Fish and Game (888) 334-2258 and provide the location of the animal and nature of emergency.
4. If a student or staff member is injured, the school nurse or Emergency First Aid Team will provide treatment and notify parents of the injured.
5. The Incident Commander will initiate an off-site relocation only if conditions are persistently dangerous at the school.
6. The Incident Commander will notify and update parents if necessary.

7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Biochemical/Hazardous Materials

A Biological or Chemical Release involves the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Common releases within or adjacent to schools include the discharge of chemicals in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance:

- Multiple victims suffering from watery eyes
- Twitching
- Choking
- Loss of coordination
- Trouble breathing
- Other indicators may include the presence of distressed animals or dead birds.

There are three sub-categories involving the release of biochemical substances. Determine which category applies and then implement the appropriate response procedures listed below.

Substance Released Inside a Room or Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team and will initiate the Evacuate Building action. Staff will use designated routes or alternate safe routes to the Emergency Assembly Area, located upwind of the affected room or building. Students and staff from rooms exposed to contaminants need to be isolated from the rest of the school population.
2. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will instruct the Security and Utilities Teams to isolate and restrict access to potentially contaminated areas.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. The Incident Commander or designee will notify and update parents.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other

- disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evaluate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.
 8. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
 9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
 10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released Outdoors and Localized Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC Team and will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will, as necessary, initiate the Shelter-in-Place or Evacuate Building action.
2. The Security and Utilities Teams will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location and nature of emergency.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
5. The Incident Commander will notify and update parents.
6. Persons who had direct contact with hazardous substances should wash affected areas with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evacuate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.

8. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
9. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released in Surrounding Community Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC team, and if he/she or local authorities determine that a potentially toxic airborne substance has been released, the Incident Commander will initiate a Shelter-in-Place.
2. Follow all Shelter-in-Place procedures.
3. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
4. The Incident Commander will monitor local news for information about the incident.
5. The School will remain in Shelter-in-Place until the Los Angeles County HazMat or appropriate agency provides clearance, or staff is otherwise notified by the Incident Commander.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Bomb Threat/Suspicious Package

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

Bomb Threat by Telephone Procedures

1. The call taker should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The staff member calling 911 informs the operator of:
 - Nature of threat on phone line;
 - Name of school;
 - Phone number of line receiving threat;
 - Name and contact information of staff member.

2. The person answering the threat call should immediately inform the Executive Director, and then use the Bomb Threat Report Form to gather and record information about the call.

Bomb Threat Form Questions include:

- Where is the bomb (building, location)?
- When is it going to explode?
- What kind of bomb is it? What does it look like?
- Who set the bomb? Why was the bomb set?
- What can we do for you to keep the bomb from exploding?
- What is your name?
- How old are you?
- Where do you live?
- How can you be contacted?

In addition to the above questions, evaluate the caller's voice and background noise for characteristics such as:

- Caller Characteristics:
 - Gender
 - Age
 - Accent
 - Slurred/impaired speech
 - Recorded/disguised voice
 - Familiarity
 - Irrational/incoherent
- Background Noise:
 - Office
 - Outdoors
 - Traffic
 - Other

3. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and calls School Police (213) 625-6631 who will advise the School. In most cases, School Police will direct the School to wait for officers to arrive and conduct an investigation. The Incident Commander, in consultation with School Police, will determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building or Relocation.
4. If the School discovers unusual or suspicious packages, boxes or foreign objects, all cell phones and hand-held radios of searchers should be turned off, as many explosive devices can be triggered by radio frequencies. If a suspicious

object is found, report the discovery to the Incident Commander while the remaining team members attempt to secure the immediate area without touching or disturbing the object.

5. No attempt should be made to investigate or examine a discovered suspicious object.
6. The Incident Commander will notify and update parents.
7. After the search, the Incident Commander will consult with law enforcement to determine any alteration to the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building, or Relocation.
8. When a suspicious object or bomb is found, or if advised by Law Enforcement, the Incident Commander shall issue the Evacuate Building action. Staff and students will evacuate the building using safe routes to the Assembly Area.
9. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
10. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
12. The Incident Commander may initiate an Off-site Relocation if warranted by changes in conditions.

Suspicious Package Procedures

1. If a suspicious package or other object is found on or adjacent to campus, the Executive Director should be immediately alerted.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will direct volunteer members of the Security Team to attempt to secure the immediate area without touching or disturbing the object. All cell phones and handheld radios in the vicinity of the suspicious package should be turned off, as many explosive devices can be triggered by radio frequencies.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, room, area) and description of the suspicious package.
4. No attempt should be made to investigate or examine the object.
5. The Incident Commander will notify and update parents.

6. The Incident Commander will consult with Law Enforcement and determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold, Lockdown, Evacuate Building or Relocation.
7. If Evacuate Building is initiated, staff and students will evacuate buildings using the safest routes to the Emergency Assembly Area. Routes may be different than usual evacuation routes.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
9. The Psychological First Aid Team will convene and begin the process of counseling and recovery.
10. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
11. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.

Demonstration/Walkout

A demonstration/walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. A demonstration or walkout that occurs without appropriate approvals is considered unauthorized and may be unlawful. Students are sometimes encouraged by protesters (in person or via social media) to participate in a demonstration as it passes by a school.

Demonstration/Walkout Procedures:

1. Upon indication that a demonstration or walkout is about to begin, personnel should immediately notify the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the appropriate Immediate Response Action, which may include a modified Lockdown.
3. The Incident Commander will notify School Police (213) 625-6631 to request assistance and will provide the exact location and nature of emergency.
4. The Security Team, Administration, and Deans will immediately proceed to the main exit points to control student ingress and egress.
5. If students attempt to leave the campus, inform students in the presence of adult witnesses that they should attend classes. Notify individual students that they risk consequences if they remain on campus but do not attend classes or if they attempt to leave campus. Remind students that if they persist in unlawful activities following ample warning and notice of suspension, they may be subject

to citation or arrest. Note: No physical effort shall be made to prevent students from leaving the campus.

6. Students not participating in the demonstration/walkout should remain in their classrooms until notified otherwise by the Incident Commander. Teachers will close and lock classroom doors to protect students from a demonstration that becomes unruly. Students and staff should be protected from broken window glass by closing available window coverings.
7. The ICC Team and administration should keep accurate record of events, conversations, and actions.
8. All media inquiries will be referred to the school's designated Media Representative, who will also monitor local news outlets and initiate further actions as appropriate.
9. The Incident Commander will notify and update parents.
10. The Incident Commander should proceed using good judgement based on law enforcement or other legal input, in taking action to control and resolve the situation.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Disorderly Conduct

Disorderly Conduct may involve a student, staff member, or visitor exhibiting threatening or irrational behavior. If the individual is armed, refer to sections on Lockdown or Active Shooter on Campus as appropriate.

Disorderly Conduct Procedures

1. Upon witnessing disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so. Witnesses should provide written statements for follow-up by the school administrator and/or School Police.
2. Staff will immediately notify the Executive Director or designee.
3. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Lockdown, Evacuate Building, or Off-site Relocation.
4. The Incident Commander will call School Police (213) 625-6631 and provide the exact location and nature of the incident. If determined to be appropriate, the Incident Commander will call 911.
5. If an immediate threat is not clearly evident, the Incident Commander or other staff member may attempt to diffuse the situation. Approach the individual in a calm, nonconfrontational manner and request he or she leave the campus. Avoid any hostile situations.

6. If the individual is a student, every attempt should be made to notify the family (family members may provide useful information on handling the situation).
7. The Incident Commander will notify and update parents, as necessary.
8. The Incident Commander and team will determine if activating the threat assessment/management team is warranted.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake

Earthquake during School Hours Procedures

Note: Keep calm and remain where you are during the shaking. Assess the situation and then act. Remember, most injuries or deaths are caused by flying/falling debris.

1. Upon the first indication of an earthquake, teachers should direct students to Drop, Cover and Hold On.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.
4. When the shaking stops, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the Evacuate Building action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students or any student that was left behind.
6. The Incident Commander will direct the Security and Utilities Teams to post guards a safe distance away from building entrances to prevent access.
7. The Security and Utilities Teams will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
8. The Emergency First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
9. The Incident Commander will direct the Emergency Communications Systems Operators to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).

10. If the area appears safe, the Search and Rescue Teams will make an initial inspection of school buildings to identify any injured or trapped students or staff.
11. The Incident Commander will work with school police and district personnel to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Assessment Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any damaged areas will not be reopened until the district provides clearance and the Incident Commander gives authorization to do so.
13. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions at the school.
14. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake during Non-School Hours Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team as necessary, and will assess damages as safe to do so with the plant manager, to determine any necessary corrective actions. The school administrator may direct the Fire Suppression/HazMat Team to participate in the assessment.
Note: Assessments must be conducted by teams wearing appropriate safety gear. Do NOT conduct assessments alone or unprotected, due to danger from possible building damage and the potential for aftershocks. Notify the School Police Watch Commander's Office (213) 625-6631 that you are on campus before beginning a site assessment.
2. The Incident Commander should confer with district Maintenance and Operations personnel to identify the extent of damages and determine if the school can be occupied.
3. If the school cannot be occupied, the Incident Commander will determine an alternate location for affected buildings and programs, and the Incident Commander will notify staff members and parents.

Explosion/Risk of Explosion

There are four distinct incident types involving an explosion or risk of explosion. Determine which incident type applies and then implement the appropriate response procedures.

Explosion on School Property Procedures

1. In the event of an explosion, all persons should initiate Drop, Cover and Hold On.

2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will call 911 and School Police (213) 625- 6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will consult with available law enforcement and, considering the possibility of another imminent explosion, take appropriate Immediate Response Actions. Action may include Shelter-in-Place, Evacuate Building or Off-Site Relocation. Evacuation may be warranted in some buildings on a campus, and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
6. The Incident Commander will notify and update parents.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. If needed, the Fire Suppression and Hazardous Materials Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
9. The ICC Team will notify the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
10. The Security and Utilities Teams will secure the building entrance to prevent persons entering the school buildings.
11. If it is determined safe to enter affected areas, the Incident Commander will direct the Search and Rescue Teams to initiate search and rescue activities.
12. The Incident Commander will contact the area Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
13. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
14. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.
15. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Risk of Explosion on School Property Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building, or Relocation.
2. If the school administrator issues Evacuate Building action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student rosters and any classroom emergency supplies and take attendance at the Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The school administrator will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Incident Commander will advise the Search and Rescue Teams to initiate rescue operations.
7. The Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The Incident Commander will notify and update parents.
9. All affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Explosion on School Property.
11. The Incident Commander may initiate an Off-Site Relocation, if warranted by changes in conditions.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Explosion or Risk of Explosion in Surrounding Area Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place response action.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, area) and nature of emergency.
3. The Incident Commander will take further actions as needed or advised by authorities.
4. The Incident Commander will notify and update parents.

5. The school will remain in a Shelter-in-Place condition until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues further instructions.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Nuclear Blast or Explosion Involving Radioactive

A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide details on the area and personnel affected at the school.
4. After the initial blast, the Emergency First Aid and Fire Suppression Teams should provide first aid and extinguish small fires as needed.
5. The Incident Commander will ensure the relocation of students from bungalow buildings and other non-permanent structures, upper floor(s), rooms with broken windows, and other damaged rooms without going outside if possible.
6. The Utilities Team will turn off the school's main gas supply (refer to the Site Plot Plan for gas supply shut-off valve) and fans in the area; close and lock exterior doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
7. The Incident Commander will notify and update parents.
8. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
9. At the Incident Commander's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water, without going outside.
10. The school will remain in Shelter-in-Place until the Los Angeles County Public Health or other appropriate agency ends the shelter-in-place or issues relocation instructions. Relocation may be advised by authorities.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire

A fire impacts a school if it occurs on campus or in an off-campus location near the school. Take appropriate Evacuate Building or Shelter in Place measures to protect students and staff.

Fire on School Grounds Procedures

This procedure addresses a fire discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

1. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, activate the fire alarm if possible, and report the fire to the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will immediately initiate the Evacuate Building action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Emergency Assembly Area.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) of the fire.
4. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
5. If needed, the Fire Suppression Team should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Utilities Team will notify the appropriate utility company of damages.
8. The Incident Commander will notify and update parents.
9. Any affected areas will not be reopened until the Los Angeles City or County Fire Department or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. For fires during non-school hours, the Incident Commander and district personnel will determine if the school will open the following day.
11. All fires that are extinguished by school personnel, regardless of their size, require a call to the Fire Department to indicate that the "fire is out."
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire in Surrounding Area Procedures

This procedure addresses a fire discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building or Off-Site Relocation.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will provide the location and nature of emergency.
3. The Incident Commander will instruct the Security Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Incident Commander will contact the local Fire Department and will work with the Fire Department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the Incident Commander issues the Evacuate Building action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Food/Water Contamination

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees or students with unexplained nausea, vomiting, or other illnesses.

Suspected Contamination of Food or Water Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will isolate and secure the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Incident Commander will notify:
 - 911
 - School Police (213) 625-6631
 - County Department of Health Services (213) 974-1234
 - Office of Environmental Health and Safety (213) 241-3199
 - Other Officials as necessary
3. The Administrative Staff will make a list of all potentially affected students and staff and provide the list to responding authorities.
4. The Emergency First Aid Team will assess the need for medical attention and provide first aid as appropriate.
5. The Emergency First Aid Team Leader will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Incident Commander will confer with the County Department of Health Services before resuming normal operations.
7. The Incident Commander will notify and update parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Public Health Emergency

A public health emergency involves a large-scale emergency need for medical health care services, often for an influenza outbreak or other infectious disease that affects a school community.

During public health emergencies, schools will be faced with parents, teachers, and staff who are concerned about the health and safety of students. Experience has shown that public health emergencies can create a great deal of anxiety and misinformation.

Healthy Habits to Reduce Public Health Emergency Impact

Schools can reduce the impact and spread of a public health emergency by reinforcing basic healthy habits. These habits include:

- Wash hands often. Require that students wash their hands with soap and water after visiting the restroom and before and after eating. If soap and water are not available, schools can purchase non-alcohol waterless hand cleaner from the District Warehouse. Schools may not use alcohol-based hand cleaner. Schools must stock adequate handwashing supplies for all restrooms.

- Cover nose and mouth when coughing or sneezing. Germs are spread when people cough and sneeze. Require that students cough or sneeze into a tissue or, lacking that, into a sleeve or elbow. Classrooms should be stocked with tissue to facilitate this activity. When possible, schools can practice social distancing to reduce the spread of airborne germs. Keeping students at least three feet apart greatly reduces the spread of germs from an uncovered cough or sneeze.
- Exclude students and staff that are symptomatic. In the event of any public health outbreak, limit contact with people who are symptomatic. This means that students and staff who come to school with obvious symptoms such as an elevated temperature, cough, runny nose, or other symptoms, should be separated from the general population and sent home until they recover. Students who develop these symptoms at school should be isolated to contain germs, and then sent home with a parent or guardian.
- In the event of a wide-scale or pandemic illness, critical school employees could be absent for days, weeks, or months. Such a reduction in available staff will challenge the continuity of school operations and services because there will not be enough substitutes for absent employees. Site administrators must consider how to carry on school operations without, for example, their Payroll Clerk, Plant Manager, Cafeteria Manager, Coordinator, or Administrative Director.

Develop Alternate Lessons. During major health emergencies, students may be absent for weeks. Schools should have lesson plans for students who will be home for extended periods of time, as well as multiple means of communicating lesson content to students and parents. Methods may include the following:

- Allowing students to take home school books and class materials
- Posting lesson on Canvas with materials
- Use of other approved internet education websites
- Mailing home printed materials
- Having printed materials available for families to pick up at school

Utility Failure

A utility failure is a situation involving a loss of water, power or other utility on school grounds.

General Loss or Failure of Utilities Procedures

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the school administrator immediately.
2. If a gas leak is suspected or the loss of utilities poses a risk of explosion, refer to Explosion/Risk of Explosion on School Grounds.

3. Upon notice of loss of utilities, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, or Evacuate Building.
4. The Incident Commander will notify the Area Maintenance and Operations (during business hours or School Police (213) 625-6631 (at all other days/hours) and will provide the location and nature of emergency. Other personnel will be notified at the discretion of the Incident Commander.
5. Area Maintenance personnel, working with the Incident Commander, will contact the affected utility company to determine whether their assistance is required, recommended actions, and the potential length of time service will be interrupted.
6. If the Evacuate Building action is initiated, teachers will take student rosters and any classroom emergency supplies when leaving the building, and take attendance once the class is assembled in a safe location.
7. The Incident Commander will notify and update parents.
8. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
10. In addition to the procedures listed above, the Incident Commander will implement the protocols for specific concerns below as needed.

Loss of Water Supply Procedures

The following operational items apply at a school that has lost its water supply. Many issues can be easily solved if the school has adequate emergency supplies:

1. **Bathrooms** - School personnel can make a regular toilet work by pouring a half-bucket (about 2.5 gallons) of water into the toilet to provide the “flush”. Water stored in emergency barrels can be used for this purpose. This method is often easier than setting up toileting stations of 5-gallon buckets with plastic bags in them. Standard toilets can also be lined with plastic bags. Bucket toilets and toilets lined with plastic bags generate bags of hazardous waste that need to be disposed of properly. One disposal method is to dump the contents of the bags into the standard toilets when they are returned to service. Be advised that this method is messy at best. Schools must also provide toilets that are accessible to students with specific needs. Health code requires that the students have a way of washing their hands after going to the bathroom. Water from the emergency supplies, waterless hand cleaner, or wipes will fulfill that requirement and should be stored with the other emergency supplies. If portable toilets are delivered, schools must make sure that there are also hand cleaning stations set up, as well

as accessible toilets for students with specific needs. Mark at least two of the portable toilets for faculty use.

2. **Cafeteria** - To keep the cafeteria open, cafeteria staff must have clean water to wash hands and clean surfaces. Water can be pumped from the emergency water barrels into a plastic water carrier. The water carrier can be taken to the kitchen, and cafeteria staff can use the water at their sink. If the cafeteria staff needs hot water, they can heat it.
3. **Drinking Water** - Drinking water can be addressed many ways. Students will usually have milk and juice with their lunches, which will provide hydration. Additional water can be distributed in cups or individual bottles/pouches, depending on what was stored. Often the utility provider or Maintenance and Operations will obtain bottled water for the school. If schools are using water from the emergency water barrels, they must re-chlorinate the water 30 minutes before it is put out for consumption.
4. **Fire Suppression** - The fire code requires that if the automatic fire sprinklers are disabled for any reason, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department and alert and evacuate the building occupants. The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should be kept documenting who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:
 - Los Angeles City Fire Department (Valley) (818) 347-1110
 - Los Angeles City Fire Department (Los Angeles) (213) 978-3660
 - Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they followed the Fire Code.

5. **Other Concerns** - At secondary schools, there may be a request to use the showers, but that cannot be accommodated. The nurse may also ask for water to wash hands. She may be able to use waterless hand cleaner, but she will still need water for cleaning wounds, etc. Schools can pump the emergency water

into a water carrier for her to use at the sink in the Health Office or provide bottled water.

Loss of Power Procedures

The following are concerns that need to be addressed at a school that has lost electrical power.

1. **Lights** - Schools are built to take advantage of natural light. Classrooms often have one wall of windows, so there should still be visibility, even without electric lights. Classroom emergency kits include light sticks that can provide additional illumination. In many cases, the loss of electricity is minimally disruptive to education; it is common practice for students to remain in classrooms during a power outage.

Almost all schools have emergency lights on battery back-up. These lights will allow students and staff to safely exit the building. These lights illuminate hallways, stairwells and exit signs. In most schools, emergency lighting operates on a series of large batteries and have the capacity to run for about an hour, so that everyone will have adequate time to exit the building. Some schools have hardwired emergency generators instead of batteries. These generators are sized to run emergency egress lighting only, and do not power other items such as elevators and air conditioning. Some schools have portable generators in the emergency supply bin that can power lighting in the assembly area, charge batteries on radios, and other power needs. Generators are also to be used to supplement battery-powered medical devices for students with special needs.

In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to power the cafeteria. The cafeteria has food that needs to be kept at specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

2. **Phone Systems** - School PBX phone is cloud based with redundant offsite backups. This allows the phones to be routed to cell phones or laptops in case of an outage. In addition, the school has a fax machine on a separate, direct, outside line that does not go through the PBX. Along this same line we use a digital-analog converter that is used as a backup in case of PBX service interruption. In the event of a power outage, the fax line will still work. There is a single-line handset that can be plugged into this line during a loss of utilities. In the event of a major disaster such as an earthquake, these phone lines have been listed with the phone company as “essential service lines” (per LAUSD) and will be restored first.

- 3. School Two-Way Radios** - Each school has a two-way radio system that allows the school to communicate with people on that campus, a neighboring campus, and ultimately with school police. The radios will still operate during a power outage or when phone systems are down.

Every year schools test the ability of elementary schools to contact a secondary school, and the ability of secondary schools to talk directly with school police dispatch. During a disaster, the District will use this system to compile damage and injury assessments from schools.

Cell phones, text messages, and public address systems and bullhorns can supplement two-way radio communications.

- 4. Fire Alarms and Suppression Systems** - During a power outage, fire alarms and notification systems will not work. The Fire Code requires that if the automatic fire alarms are disabled, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department, and alert and evacuate the building occupants.

The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should document who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:

- Los Angeles City Fire Department (Valley) (818) 347-1110
- Los Angeles City Fire Department (Los Angeles) (213) 978-3660
- Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they abided the Fire Code.

- 5. Food Service** - The cafeteria staff may not be able to heat food without electricity. If the loss of power is expected to last through Nutrition or Lunch, immediately contact your Cafeteria Manager. In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to

power the cafeteria. The cafeteria has food that needs to be kept specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

Weather

Schools may implement general inclement weather procedures during heavy rain, flooding, hail, or high winds.

General Inclement Weather Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building, or Off-Site Relocation. NOTE: Inclement weather may block or impact routes to/from school and may necessitate an Off-Site Relocation even if the school itself is relatively unimpacted.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
3. The Incident Commander will direct the Security and Utilities Teams or other available staff to secure any lightweight, unstable, or fragile items on campus and bring indoors any equipment that may become damaged by weather conditions.
4. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate
5. If the Incident Commander issues the Evacuate Building or Off-Site Relocation action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Emergency First Aid Team will monitor students who were exposed to adverse weather conditions (such as extreme cold, heat, or rain) as necessary.
8. The Administrative Team will consider the impact of weather (including travel) on field trips and extracurricular activities and advise the Incident Commander if activities should be curtailed.
9. The Incident Commander will notify and update parents.
10. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Rain Procedures

Rain can cause sudden or gradual flooding, impede driving conditions, and/or be accompanied by lightning. Before every rainy season, school plant managers should be reminded to:

- Check all ground-level drains and drainage areas to make sure they are free of debris and work properly. Clogged drains should be reported for repair since they can cause flooding and building damage.
- Inspect roof scuppers and drains to make sure they work properly.
- Request sand bags and plastic sheeting from the operational area that can be used to divert water away from doors.

Flood/Flash Flood

A Flash Flood may accompany rain or may appear suddenly as a result of storm conditions elsewhere in Southern California and may impede driving.

Hail

Hail can damage buildings and equipment, possibly injure students or adults (depending on the size of the hailstones) and may be accompanied by unusually cold weather.

Landslide/Debris Flow

Landslides can be caused by a variety of factors including earthquakes, storms, fire, and by human modification of land. Landslides can occur quickly, often with little notice. In a landslide, masses of rock, earth or debris move down a slope.

Debris and mud flows are rivers of rock, earth, and other debris saturated with water and develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt. They can flow rapidly, striking with little or no warning, and may travel several miles from their source, growing in size as they pick up trees, boulders, cars and other materials.

Thunder/Lightning

All thunderstorms produce lightning and are dangerous. Stop all outdoor activities and shelter in place indoors if you hear thunder or see lightning. Wait 30 minutes after the storm to resume outdoor activities.

Wind

High winds can create power outages, knock down trees and utility lines, and remove exterior building materials (such as gutters and shingles).

Funnel Clouds/Tornado Procedures

Funnel clouds and tornadoes are possible in the Los Angeles area. If a funnel cloud is sighted or a tornado warning is issued, immediately move all students indoors.

Basements offer the best protection. Schools without basements should use interior rooms and hallways on the lowest floor, away from windows and other sources of glass. Rooms with large roof spans (e.g., gymnasiums, cafeterias, and auditoriums) offer little or no protection from tornado-strength winds. Students should sit facing an interior wall, elbows to knees, with hands over the back of their heads, and remain in position until an all-clear is sounded.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Action, Shelter-in-Place.
2. The Incident Commander makes the following announcement (or similar announcement) over the PA system or an alternate method of communication: "Your attention please. We are implementing a Shelter-in-Place, due to severe weather. Students and staff are to remain inside the building away from windows. Sit on the floor, face the wall, and protect your head with your arms. All students and staff that are outdoors are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you."
3. If indoors, teachers will keep students in the classroom until further instructions are given.
4. If outdoors, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings. Teachers are to account for any students with functional needs who may not have heard or understood the directions. Teachers are to take roll and to notify the office with the number and names of students in the room with them.
5. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
6. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate.
7. Teachers will take attendance to account for students, and notify the office of missing students.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Heat Procedures

The intensity of exercise activities must be limited or modified whenever the Heat Index is above 95°. A useful resource that calculates the heat index and offers heat safety tips is the OSHA smartphone app, the OSHA Heat Safety Tool. Air Quality Advisories issued by the South Coast Air Quality Management District (SCAQMD) must be obeyed.

Modifying Athletic Activities During Excessive Heat

During times of excessive heat, the following precautions need to be taken for outdoor physical activity which includes recess, physical education, recreation, and competitive sports:

- Adequate water must be available. If adequate water is not available, physical activity must be modified. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged;
- Staff and all personnel supervising physical activities, including Youth Services personnel, should observe students during activity periods and modify activities. Students known to have health problems should be closely observed and their activity modified or restricted.

Strategies for Preventing Heat Stress During the School Day

- A “cool room” should be established for use by students showing early signs of heat stress. This room should provide maximum coolness possible. During excessive heat the “cool room” should be available for use at all times during the school day.
- Hold events indoors when possible.
- Use current medical health history and physical to identify students susceptible to or at high risk for heat related injuries. Students identified as high risk should be removed from participation at a lower Heat Index. These would include:
 - Students with history of previous heat illness
 - All current illnesses and/or health sensitive medical conditions
 - Students who have experienced recent injuries

National Weather Service Hazardous Weather Alert Definitions and Procedures

The National Weather Service issues three distinct categories of hazardous weather alerts, covering all manner of weather events. Schools will receive weather alerts via NOAA weather radios or mass media outlets.

Watch - used when the risk of hazardous weather has increased significantly, but its occurrence, location or timing is still uncertain. A “watch” is intended to provide enough lead time to set emergency plans in motion. A watch means that hazardous weather is

possible, and schools need to listen for later information and possible warnings. If a weather watch is issued, schools in the affected area should:

- Review the Safe School Plan and confirm staff assignments for emergency positions;
- Review field trips and extracurricular activities;
- Review SendWordNow emergency contact lists for staff and students;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Inspect the campus for conditions that could cause damage.

Advisory - issued when a hazardous weather event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience. If caution is not exercised, conditions could lead to situations that may threaten life or property. If a weather advisory is issued, schools in the affected area should:

- Review the Safe School Plan;
- Check emergency supplies;
- Examine extracurricular activities, field trips, and after-school programs;
- Plan for modified activity schedule;
- Move outdoor equipment out of harm's way;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Check school site for hazards and exposures that can be mitigated;
- Send a SendWordNow message if extracurricular activities may be impacted.

Warning - issued when a hazardous weather event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action. If a weather warning is issued, schools in the affected area should:

- Activate Safe School Plan;
- Stage emergency supplies in a location protected from weather;
- Send SendWordNow message and update school website and school social media accounts to notify parents;
- Take proactive steps to protect students and staff;
- Cancel activities, field trips and after-school programs if expedient to do so.

Emergency Telephone Numbers

Executive Director: David Hussey.....	818-595-7503
Educational Service Center North.....	818-654-3600
Environmental Health and Safety Branch.....	213-241-3199
Office of Emergency Services.....	213-241-3889
West Hills Hospital.....	818-884-7060
School Police.....	213-625-6631
Water and Power.....	800-342-5397
Gas Company.....	800-427-2200
Fire.....	911

Emergency Maps

Vicinity Map



Primary Off-Site Assembly Area:

Hale Charter Academy
23830 Califa St.

Backup Off-Site Assembly Area:

Woodlake Elementary Community Charter School
23231 Hatteras St.

Site Plan Map



Appendix

APPENDIX

BOMB THREAT REPORT

School _____ Location Code _____

Date of Call _____ Time of Call _____

Person Receiving Call _____

I. REPORT OF PERSON RECEIVING CALL			
A. Ask the caller the following questions			
Where is the bomb (building, location)?			
What time is it set to go off?			
What kind of bomb is it? What does it look like?			
Who set the bomb? Why was the bomb set?			
What is your name?			
How old are you?			
Where do you live?			
B. Evaluate the voice of the caller, and check the appropriate spaces below:			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Intoxicated
<input type="checkbox"/>	Female	<input type="checkbox"/>	Speech Impediment
<input type="checkbox"/>	Child	<input type="checkbox"/>	Special Ethnic Characteristics
Age (Approx.)		Other	
C. Listen for any background noise. (Check appropriate spaces below, if applicable):			
<input type="checkbox"/>	Music	<input type="checkbox"/>	Babies or children
<input type="checkbox"/>	Conversation	<input type="checkbox"/>	Cars/trucks
<input type="checkbox"/>	Typing	<input type="checkbox"/>	Machine noise
<input type="checkbox"/>		<input type="checkbox"/>	Airplane
<input type="checkbox"/>		<input type="checkbox"/>	Other
II. REPORT BY PRINCIPAL			
A. The police were contacted by (Name of person)			
Date		Time	
Police personnel taking call			
Officer responding to call			
B. Was a search made for the bomb?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," give details regarding search			
C. Was an evacuation conducted?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," indicate buildings or areas evacuated			
D. Remarks:			

This form shall be completed in duplicate (submit original to LASPD and copy for school files).

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

School _____ Location Code _____

Location of Release _____

Name _____ Position _____

Date _____

	Yes	No	Note
Have unexposed students, staff and others been evacuated from area of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff, students, or others who came in contact with the area of contamination been isolated and quarantined in a safe and separate location and cleaned their hands with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all students and staff been accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been cordoned off and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the doors and windows to the area of contamination been closed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	
Have fans and ventilators serving the area of contamination been turned off?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments			

Charter School Incident Reporting Template

Please submit to the charter school's assigned CSD specialist, and if co-located on a District campus, please copy to the applicable CSD operations coordinator.

- **Contact information of reporting person**
 - Name/Title
 - School
 - Email address
 - Phone number
- **Type of Incident**
 - Possessing, selling, or furnishing a firearm
 - Brandishing a knife at another person
 - Unlawfully selling a controlled substance or other drug-related incidents
 - Committing or attempting to commit a sexual assault or committing a sexual battery
 - Possession of an explosive
 - Major fights that involve serious injuries and/or involve a large number of students
 - Any lockdown/school closure
 - Medical transport – student and/or staff
 - Threats – (e.g. social media, homicide¹)
 - Major facilities issues (power outage, plumbing concerns, fallen trees, vandalism, etc.)
 - Robbery
 - Assault or battery upon any school employee
 - Employee misconduct related to the health and safety of students
 - Suicidal ideations and behaviors related to imminent serious bodily injury/threats
 - Emergency situation (active shooter, terrorist threat, fire, etc.)
 - Situations which necessitate interaction with law enforcement, fire department, etc.
 - Other significant incidents
- **Brief Summary of Incident (Do NOT include names and/or abbreviations of students, employees or community members, or student ID numbers or other personally identifiable information of a student)**
- **Follow-up/Response to Incident**
 - For co-located sites, confirm communication with the District principal as soon as practically possible and send a copy of the incident report to the District principal when it is submitted to the CSD

¹SB906, which takes effect in the 2023-24 school year requires a school official whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who is alerted to or observes any threat or perceived threat to immediately report the threat or perceived threat to law enforcement.

Coversheet

Discussion and Vote on Revisions to ECRCHS Parent-Student Handbook for 2023-2024

Section: IV. School Business
Item: B. Discussion and Vote on Revisions to ECRCHS Parent-Student Handbook for 2023-2024
Purpose: Vote
Submitted by:
Related Material: 2023-2024-Parent-Student-Board Approval changes.pdf

Academics

Attendance

California Education Code Section 48200 requires all children and youth between the ages of 6 and 18 years to participate in full-time education, unless exempted. All students are expected to attend school for the full length of each school day.

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation within five (5) school days after the student returns to school in order to prevent absences from being converted to truanancies.

~~Excused Absences~~ Attendance Clearance

A student shall be ~~able to clear an "A" (Unverified Absence) when an absence is recorded within 5 school days before the unverified absence is converted into a Truancy. Parents can clear these absences using the following acceptable attendance codes:~~

~~excused from school when the absence is due to:~~

Code	Description
I	Personal illness: <ul style="list-style-type: none"> _____ Including an absence for the benefit of the student's mental or behavioral health _____ Illness or medical appointment of a child for whom the student is the custodial parent, including absences to care for a sick child;
Q	Quarantine under the direction of a county or city health officer
M	Medical, dental, optometric or chiropractic appointments. Note: students may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian
E	Attending the funeral services of an immediate family member Excused absence in this instance shall be limited to one (1) day if the service is conducted within the state, or three (3) days if the service is conducted out of state; "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.
B	Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
N	<ul style="list-style-type: none"> _____ To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of ECRCHS.

	<ul style="list-style-type: none"> • <u>Attendance at a funeral service for someone other than immediate family</u> • <u>Revoked suspension through appeal's procedure</u> • <u>"Take Our Daughters and Sons to Work Day®"</u> • <u>Attendance at an employment conference</u> • <u>Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization</u> • <u>Attendance at the student's naturalization ceremony to become a United States citizen.</u> • <u>For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.</u> • <u>A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.</u> • _____
<u>R</u>	<ul style="list-style-type: none"> • <u>Attendance at a religious retreat (shall not exceed 4 hours per semester)</u> • <u>Observance of religious holiday or ceremony of the student's religion</u> • _____
<u>C</u>	<ul style="list-style-type: none"> • <u>Jury Duty or Court Appointments; must provide court summons</u>

- Personal illness, including an absence for the benefit of the student's mental or behavioral health;
- Quarantine under the direction of a county or city health officer;
- Medical, dental, optometric or chiropractic appointments.
- Note: students may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian;
- Attending the funeral services of an immediate family member
- Excused absence in this instance shall be limited to one (1) day if the service is conducted within the state, or three (3) days if the service is conducted out of state;
- "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.
- Jury duty;
- Illness or medical appointment of a child for whom the student is the custodial parent, including absences to care for a sick child;
- The school does not require a note from the doctor for this excusal.
- To permit the student to spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of ECRCHS.

~~For purpose of serving as a member of a precinct board for an election pursuant to Elections Code Section 12302.~~

~~Attendance at the student's naturalization ceremony to become a United States citizen.~~

~~For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.~~

~~Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.~~

~~Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.~~

~~A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.~~

~~In order to participate with a not for profit performing arts organization in a performance for a public school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.~~

~~For the following Justifiable Personal Reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Executive Director or designee pursuant to uniform standards. Absences that fall into this category include, but are not limited to, the following:~~

~~Appearance in court;~~

~~Attendance at a funeral service for someone other than immediate family;~~

~~Observance of religious holiday or ceremony of the student's religion;~~

~~Attendance at a religious retreat (shall not exceed 4 hours per semester);~~

~~Revoked suspension through appeal's procedure;~~

~~"Take Our Daughters and Sons to Work Day®."~~

~~Attendance at an employment conference.~~

~~Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.~~

~~Students who are absent should bring a written and signed note upon return to school for each day or consecutive days they were absent, and submit the note to the Counseling Office. This written verification must be received within five (5) school days of a student's return to school. Upon receiving appropriate written verification that an absence occurred due to one of the reasons listed above, the School will consider the absence to be excused.~~

~~A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided~~

~~Clearing Absences Protocols:~~

- ~~• Please clear an absence on the Attendance Portal. Only Parents/Guardians listed as contacts on Aeries may clear absences. ECRCHS does not accept phone calls or written notes to excuse an absence.~~
- ~~• You only have 5 school days to clear an absence. After that, uncleared absences will convert into truancies and we will not be able to clear them. Truancies will affect the student's ability to participate in school activities.~~
- ~~• Teachers may withhold credit for assignments and/or may not allow make-up assessments until all absences are cleared.~~
- ~~• Please log in to Aeries daily to monitor your child's attendance. It is the parent/guardian's responsibility to clear any absences, including clearing up attendance marks that may have been made in error.~~

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- If you believe an attendance mark was made in error, please contact the teacher directly. The teacher will need to contact the Attendance Office to have it resolved.

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Early Leave Protocols:

- Only Parents/Guardians listed as contacts on Aeries may request an Early Leave for their student
- Paper or email notes will no longer be accepted. Please create an early leave request on the Attendance Portal
- Students will only be released to a contact who is listed on their emergency form or in the computer. No exceptions! You may not email the attendance office giving someone else permission to pick a child

Regular Early Leave Procedure:

1. Early Leaves requests must be submitted electronically via the Attendance Portal (<https://attendance.schoolriver.com/>) before 8:30 am in order for the attendance office to verify the request.
2. The Attendance Office will call the parent/guardian to verify the early leave request. Once verified, an early release pass will be created.
3. Students must pick up their early leave pass before they attend the class they will be leaving early. Students may pick this pass up from the Attendance Office during passing periods, nutrition, or lunch.
4. At the time specified on the pass, students must present their early leave pass to their teacher and get their pass stamped in the Attendance Office before leaving campus.

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Special Circumstances Early Leave Procedure*:

1. If we do not receive an early release slip before 8:30 a.m. or a student needs to be picked up unexpectedly, this procedure will be followed.
2. A Parent/Guardian or verified emergency contact must physically come in the Attendance Office to sign the student out of school.
3. Please be prepared to wait for your student. Depending on the time of day and specific class, it is not always possible to get a student right away.

*If your child calls/texts you that he/she is sick or not feeling well, please direct them to the Health Office. If they need to go home, you will need to pick them up from there. If the student has an appointment or another reason for leaving and did NOT bring a note in the morning, you will need to follow the Special Circumstances procedure.

~~and, upon satisfactory completion, shall be given the opportunity to earn full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.~~

Tardies and Consequences

A tardy student is defined as a student who arrives into the classroom after the instructional period bell has rung and who does not have a pass.

Consequences for tardies include the following:

- 5 tardies = 1 school detention
- Lunch detention will be held during the week during specified days. Doors close 5 minutes after the lunch bell. Students arriving after that time will not be admitted.
- Students will scan in/out for credit for detention. Lunch will be allowed and/or provided.
- A student may attend after-school tutoring and get “credit” for one hour of “detention.” Additionally, for a student to receive credit for the hour of tutoring, he/she/they must attend tutoring within 5 school days of the detention being assigned.
- Saturday detention will be held on the **second and last** Saturday of every month from 8:00 a.m. - 11:00 a.m. **(subject to change)**. You **MUST** arrive by 8 am regardless of how many detentions you are serving.
 - Doors will close at 8:10 AM. Students arriving after that time will not be admitted. Students will scan in/out for credit for detention. **School work should be done during detention.**
- Detentions are cumulative.
- All detentions accumulated **MUST** be served before Senior Activities are granted.

Exceptions:

- ALL medical/legal-related tardies require an official note in order to be excused (not a note from parent/guardian)
- This applies to doctors, dentists, psychologists, court dates, etc.
- Bus being late
- Non-medical/legal-related tardies cleared by a parent/guardian (only 2 per semester)

For a tardy to not adversely affect a student’s attendance, the student must present to the proper school authority a pass from an ECR staff member.

Students who arrive to school late based on the exemptions listed above will need to go to the attendance office to obtain a pass prior to heading to class.

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Coversheet

Possible Board Approval Vote on Director of HR Contract

Section: VI. Reconvene to Open Session
Item: B. Possible Board Approval Vote on Director of HR Contract
Purpose: Vote
Submitted by:
Related Material: VI. B Employment Agreement Director HR.pdf
VI. B 2023 Director of Human Resources.pdf

EMPLOYMENT AGREEMENT
Between
EL CAMINO REAL ALLIANCE & VANIA RODRIGUEZ

This Employment Agreement (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California public charter school approved by the Los Angeles Unified School District (“District”). The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA’s charters, and in implementing ECRA’s policies and procedures. The parties recognized that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors.

RECITALS

WHEREAS, ECRA operates charter schools that are governed by the provisions of their charters and applicable law; and

WHEREAS, ECRA is authorized pursuant to the terms of the charters to appoint and hire the Employee to assist the Board and to carry out the duties and functions as outlined in the job description attached and incorporated to this Agreement as **Attachment A**; and

WHEREAS, ECRA desires to retain the services of the Employee of ECRA by way of this Agreement and the Employee is qualified to perform such duties; and

WHEREAS, the Employee and ECRA desire to formalize the employment relationship by way of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

AGREEMENT

1. **TERM AND WORK SCHEDULE**

Subject to Section 12, “Termination of Contract” herein, ECRA hereby employs the Employee to serve as the Director of Human Resources for a term commencing on December 1, 2023 and ending June 30, 2025.

The Director of Human Resources position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 7:30 a.m. to 4:00 p.m. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the work day.

The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA.

2. **COMPENSATION.** The Employee will receive a gross base salary of \$101,960.51 per year, to be paid monthly, subject to all regular withholdings. The Employee’s compensation may be prorated depending on whether the Employee remains employed, or in active work status, for all scheduled work days of the position. Based upon the annual performance of the Employee as

documented in the performance evaluation, as well as the financial stability of the School, the Employee may be eligible to receive additional compensation in the form of a salary increase or bonus from the Board. As noted above, the Employee is exempt from overtime law and shall not be entitled to additional compensation for performing duties outside of the scheduled work year/day.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At ECRA’s expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to ECRA’s employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- b. **Vacation Leave.** See **Attachment B.**
- c. **Sick Leave.** See **Attachment B.**
- d. **Paid Holidays.** See **Attachment B.**
- e. **Technology.** ECRA will provide, at the School’s expense, cell phone reimbursement of \$50/month.

4. **DUTIES.** The Employee shall perform the duties as outlined herein, directed by the Board, Board Policy or procedures, prescribed by the charters, and specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for the Employee may be altered from time to time by the Board.

5. **WORK YEAR.** In accordance with the term of this Agreement, the Employee shall be required to work a minimum of 260 days throughout each year.

6. **EVALUATION.** The Executive Director shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and any other factors as reasonably determined by the Executive Director. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Executive Director deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he or she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Executive Director shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Executive Director’s right to terminate this Agreement pursuant to Section 12.

7. **EXPENSE REIMBURSEMENT.** ECRA shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.

8. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for the Employee will be acquired through submitting the Employee’s fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a licensed physician that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.

9. **CHILD ABUSE AND NEGLECT REPORTING.** California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code Section 11166 and will comply with its provisions.

10. **CONFLICTS OF INTEREST.** The Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with the Employee’s employment with ECRA.

11. **OUTSIDE PROFESSIONAL ACTIVITIES**

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ECRA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** The Employee may be terminated by ECRA at any time for cause. In addition, Employee may be disciplined (e.g., reprimand, suspension without pay) for cause during the term of this Agreement. “Cause” shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; any ground enumerated in the Employee Handbook; or the Employee’s failure to satisfactorily perform his duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.
- b. **Early Termination Without Cause:** ECRA may unilaterally and without cause or advance notice terminate this Agreement. In consideration of ECRA’s right to terminate this Agreement without cause, ECRA shall pay to the Employee the remainder of his/her salary (based upon any remaining calendared work days) for the term of this Agreement or for a period of one (1) month following the effective date of termination, whichever is less.
- c. **Death or Incapacitation of the Employee:** The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in ECRA’s judgment, the Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in job specifications, ECRA may terminate this Agreement.
- d. **Revocation/Nonrenewal:** In the event that the ECRA charters are either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charters, and without the need for the process outlined in

Sections a or b above.

13. **NON-RENEWAL/EXPIRATION OF TERM.** ECRA may elect not to offer future employment agreements to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.
14. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
 - a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by twelve (12).
 - b. **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees received from ECRA in relation to the Employee's placement on paid administrative leave pending criminal charges if the Employee is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement received in relation to the Employee's termination if the Employee is convicted of a crime involving the abuse of office/position.
15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
17. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.
18. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.
19. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

- 20. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

- 21. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

- 22. **SIGNATURES.** In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

El Camino Real Alliance

DATED: _____

By: _____
David Hussey, Executive Director

DATED: _____

By: _____
Vania Rodriguez

This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

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Woodland Hills, California 91367
818.595.7500 TEL; 818.595.7501 FAX

www.ecrchs.net

BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

JOB DESCRIPTION

Job Title:	Director of Human Resources
Department:	Human Resources
Reports To:	Executive Director or Designee
Salary Scale:	Classified Management Starting Salary \$101,960.51-\$126,817.47
FLSA:	Non-Exempt
Work Calendar:	260 Days

Job Duties, Responsibilities, Qualifications, and Requirements

Job Summary	<p>The Director of Human Resources is responsible for leading and overseeing all Human Resources policies, processes, and programs for the Charter School, and is responsible for managing the Human Resources team in order to ensure the overall effectiveness of the department. The Director of Human Resources advises management and employees of Human Resources-related matters and in adherence with best practices will manage the Charter School’s benefit programs, recruiting, employee on- boarding and exits, and will ensure compliance with regulatory guidelines.</p>
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the development and implementation of goals, objectives, policies, and procedures related to the Human Resources department. • Plan, coordinate and direct all personnel procedures related to employment applications and hiring, promotions, resignation, leaves of absence, compensation, employee benefits, and placement/advancement as warranted. • Keep up to date and informed of all laws, rules and regulations related to the School’s Human Resources needs, including wage and hour laws, leaves of absence laws (including, but not limited to, sick leave, FMLA, CFRA, and Pregnancy Disability Leave), and accommodation requirements/requests. • Coordinate and oversee, with the responsible administrator, all investigations and reports/documentation related to claims of employee misconduct. • Assist in developing and implementing accounting and HR procedures by analyzing current procedures; recommend changes as warranted. • Assist in developing and implementing the School’s Employee Handbook. • Become familiar with and proficient in the implementation of the Collective Bargaining Agreements for the School’s labor unions, particularly as they relate to employee discipline procedures. • Supervise and evaluate all clerical staff. • Work in the School’s ERP to support smooth workflow and process. • Maintain employee files and HR electronic filing system in ERP and the School’s payroll system. • Lead and assist with compliance with mandatory training requirements. • Lead and assist with compliance with California regulations regarding teaching credentials. • Lead and assist in on-boarding process by administering new-hire paper work including

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students’ unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

June 30, 2023

	<p>background checks and e-sign documents; confirm rate-in for certificated staff.</p> <ul style="list-style-type: none"> • Lead and assist in off-boarding process by preparing all necessary documentation and conducting the exit interview. • Lead and assist in employee orientation, trainings and recordkeeping. • Lead and assist in investigating claims, grievances, and disciplinary actions; maintain confidential files and records related thereto. • Oversee benefits administration, recordkeeping and reconciliation of benefits. • Calculate salary changes; receive and evaluate transcripts for salary placement; update salary records according to advancement requirements. • Perform other related duties as assigned.
<p>Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</p>	
<p>Education and Experience:</p>	<ul style="list-style-type: none"> • Bachelor’s degree in HR-related field required. Master’s Degree in human resource management or business administration or related field highly preferred. Will consider SHRM certification in lieu of Master’s Degree. • Five+ years’ experience in Human Resources in a managerial/supervisory role • Knowledge of Human Resources rules, processes, and best practices • Knowledge of rules and regulations related to employee benefits • Knowledge of rules and regulations related to employee leaves of absences, including workers compensation laws • Good interpersonal skills and ability to communicate effectively highly preferred • Good writing skills highly preferred
<p>Knowledge & Abilities – Minimum Requirements</p>	<ul style="list-style-type: none"> • Knowledge of best practices for an HR department required. Prior experience planning and creating policies and procedures for an HR department preferred. • Knowledge of leave laws (including, but not limited to, FMLA, CFRA, and Pregnancy Disability Leave, as well as recent law related to COVID-related leave) required. • Knowledge of meal and rest break laws for non-exempt employees required. • Ability to interpret, enforce, and train others in the rules and procedures as set forth in an Employee Handbook and/or Collective Bargaining Agreements required. • Knowledge of relevant law and best practices in human resources, including conducting conferences and disciplinary procedures as required. • Excellent writing skills required. • Excellent oral communication skills required. • Ability to plan, organize, prioritize, and manage time for self and others. • Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups. • Ability to communicate effectively with students, supervisors, co-workers, parents, community representatives, and other stakeholders, both individually and as a group. • Ability to cope with crisis situations and prioritize tasks as needed.
<p>Work Environment</p>	<p>The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.</p>

June 30, 2023

Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Right to Revise	<p>This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.</p> <p>The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.</p>

ECRA Management Salary Table
2023-24

Table Increase 2% effective 7/01/23

Job Title (Days)	Steps				
	1	2	3	4	5
Manager, Human Resources (249)	\$ 73,142.60	\$ 77,348.10	\$ 81,549.84	\$ 86,193.89	\$ 90,910.38
Payroll Specialist (260)	\$ 76,373.40	\$ 80,764.00	\$ 85,151.83	\$ 90,001.02	\$ 94,926.41
Marketing and Communications Outreach Coordinator	\$ 76,850.07	\$ 78,387.05	\$ 79,954.10	\$ 81,552.30	\$ 83,265.43
Plant Manager, Buildings & Grounds (260)	\$ 80,738.68	\$ 82,353.43	\$ 83,999.78	\$ 85,678.85	\$ 87,478.66
Manager, Accounting & Finance (260)	\$ 85,746.20	\$ 90,556.60	\$ 95,558.19	\$ 101,001.75	\$ 106,578.33
Manager, Network Analyst (260)	\$ 85,746.20	\$ 90,556.60	\$ 95,558.19	\$ 101,001.75	\$ 106,578.33
Payroll Manager (260)	\$ 94,806.67	\$ 99,547.00	\$ 104,524.35	\$ 109,750.57	\$ 115,238.10
Manager, Information Systems (260)	\$ 94,806.67	\$ 99,547.00	\$ 104,524.35	\$ 109,750.57	\$ 115,238.10
Director, Human Resources (260)	\$ 101,960.51	\$ 107,519.07	\$ 113,612.43	\$ 120,071.56	\$ 126,817.47
Director, Accounting & Finance (260)	\$ 101,960.51	\$ 107,519.07	\$ 113,612.43	\$ 120,071.56	\$ 126,817.47
Director, STEAM and Sustainability (249)	\$ 97,647.16	\$ 102,970.88	\$ 108,806.85	\$ 114,992.64	\$ 121,453.31
Director, Student & Teacher Technology (260)	\$ 109,025.96	\$ 115,199.89	\$ 121,713.71	\$ 128,607.01	\$ 135,838.82

Differentials

Master's	3,000
PhD	5,000