BOARD OF DIRECTORS MEETING

REGULAR MEETING AGENDA

December 16th, 2024 at 6:30PM
82 Second Street, Yuba City, CA 95991

A full Board packet is available for review at AeroSTEM Academy school office from 8am to 4pm, Monday through Friday (excluding legal holidays), and AeroSTEM Academys' website at aerostem.org.

MISSION STATEMENT

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy. AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS

	Present	Absent
Tony Barber, Board President	☐	☐
Marvin King, Treasurer	☐	☐
Vacant, SCSOS Representative	☐	☐
Rikki Shaffer, Board Secretary, NCAI Representative	☐	☐
Jennifer Chaplin, Community Representative	☐	☐
Chris Ramey, Parent Representative	☐	☐
Dallan Reese, Community Representative	☐	☐

4. APPROVAL OF BOARD AGENDA

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. The California Government Code, Section 54954.3(a) states, ".....no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

6. CLOSED SESSION
   - 6.1. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): ([1 Matter]).
   - 6.2. REPORT ACTION FROM CLOSED SESSION

7. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and all will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a member of the Board of Education, audience, or staff requests that specific items be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

- 7.1. Meeting Minutes from the 11/4/24 Meeting

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

8. DISCUSSION ITEMS
   - 8.1. DIRECTOR'S REPORT
     - 8.1.1. WASC
     - 8.1.2. Vendor Contract Review
     - 8.1.3. Enrollment/ADA
     - 8.1.4. 25/26 Application & Registration

9. ACTION ITEMS
   - 9.1. First Interim Update Report

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

- 9.2. Comprehensive School Safety Plan Update

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

- 9.3. 24-13 Administration in the Absence of Policy/Procedure - BP

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

- 9.4. 24-14 Use of Security Cameras - BP

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

- 9.5. 24-15 Technology Use Policy - BP

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

- 9.6. 24-16 Academic Honesty Policy - BP

Motion: _____ **Second:** _____ **Ayes:** _____ **Noes:** _____ **Abstain:** _____

10. BOARD COMMENTS

11. FUTURE BOARD ITEMS
    - 11.1. SARC
    - 11.2. Financial Updates
    - 11.3. LCAP Mid Year Review
    - 11.4. Williams Q2

12. MOTION TO ADJOURN

Motion: _____ Second: _____ Ayes: _____ Noes: _____ Abstain: _____

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board Meeting room, to access written documents being discussed at the Board Meeting, or to otherwise participate at Board Meetings, please contact the school office at 530-742-2531 for assistance.

Notification at least 48 hours prior to the meeting will enable the school office to make reasonable arrangements to ensure accessibility to the Board Meeting and to provide any required accommodations, auxiliary aids or services.

All Open Session Agenda related documents, including materials distributed less than 72 hours prior to the scheduled meeting, are available to the public for viewing at the school office located at 82 Second Street, Yuba City, CA 95991

STAFF REPORT COVER SHEET

TO: Board of Directors
DATE:12/16/24
ITEM: Consent Agenda

AGENDA ITEM: 7
SUBMITTED FOR: Approval

Background and Summary Information: Consent agenda items include:

- ➔ 11/4/24 Board Minutes

Financial/Educational Impact: Compliance

Staff Recommendation: Staff Recommends Approval

BOARD OF DIRECTORS MEETING

REGULAR MEETING AGENDA

November 4th, 2024 at 6:30PM
82 Second Street, Yuba City, CA 95991

A full Board packet is available for review at AeroSTEM Academy school office from 8am to 4pm, Monday through Friday (excluding legal holidays), and AeroSTEM Academys' website at aerostem.org.

MISSION STATEMENT

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy. AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

1. CALL TO ORDER: **6:30 PM Tony Barber**
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS

	Present	Absent
Tony Barber, Board President	☑	☐
Marvin King, Treasurer	☐	☑
June McJunkin, SCSOS Representative	☑	☐
Rikki Shaffer, Board Secretary, NCAI Representative	☑	☐
Jennifer Chaplin, Community Representative	☑	☐
Chris Ramey, Parent Representative	☑	☐

4. APPROVAL OF BOARD AGENDA

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.

Motion: Shaffer **Second: McJunkin** **Ayes: 5** **Noes: 0** **Abstain: 0**

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. The California Government Code, Section 54954.3(a) states, ".....no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

6. CLOSED SESSION: **6:31-7:29 PM**
   - 6.1. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): ([1 Matter]).
   - 6.2. REPORT ACTION FROM CLOSED SESSION: **No Action Taken**

7. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and all will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a member of the Board of Education, audience, or staff requests that specific items be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

7.1. Meeting Minutes from the 10/14/24 Meeting

Motion: Ramey **Second:Chaplin** **Ayes: 5** **Noes: 0** **Abstain: 0**

8. DISCUSSION ITEMS

8.1. DIRECTOR'S REPORT

8.1.1. Brown Act Training Plan: **3 sessions planned over next 12-18 mths. Dates TBD.**

8.1.2. Vendor Contract Review: **Examining options for IT: better efficiency and Service**

8.1.3. WASC/LCAP/Charter Renewal: **June 2027**

8.2. BOARD POLICY FIRST READ

8.2.1. 24-13 Administration in the Absence of Policy/Procedure - BP

8.2.2. 24-14 Use of Security Cameras - BP

8.2.3. 24-15 Technology Use Policy - BP

8.2.4. 24-16 Academic Honesty Policy - BP

9. ACTION ITEMS

9.1. New Board Member Nomination - Community Representative

Motion: Shaffer **Second: McJunkin** **Ayes: 4** **Noes: 0** **Abstain: 1**

9.2. 23/24 Unaudited Actuals

Motion: Chaplin **Second: Ramey** **Ayes: 5** **Noes: 0** **Abstain: 0**

Discussion: Changes 22-23 School Yr Beg & Ending Balances in the 23-24 unaudited report

9.3. Independent Auditor Selection (24/25 - 26/27)

Motion:Shaffer **Second: Barber** **Ayes: 5** **Noes: 0** **Abstain: 0**

9.4. 24-05 Preparation of Board Agenda - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5** **Noes: 0** **Abstain: 0**

9.5. 24-06 Regular & Special Board Meetings - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5** **Noes: 0** **Abstain: 0**

9.6. 24-07 Role of the Board - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5** **Noes: 0** **Abstain: 0**

9.7. 24-08 Role of the Executive Director on the Board - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5** **Noes: 0** **Abstain: 0**

9.8. 24-09 Code of Ethics for Board Members - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5 Noes: 0 Abstain: 0**

9.9. 24-10 Appointment Process for Board - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5 Noes: 0 Abstain: 0**

9.10. 24-11 Public Lottery & Waitlist Process - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5 Noes: 0 Abstain: 0**

9.11. 24-12 Dispute & Uniform Complaint Procedures - BP

Motion: McJunkin **Second: Chaplin** **Ayes: 5 Noes: 0 Abstain: 0**

10. BOARD COMMENTS

Directors Shaffer and Ramey attended the Nov. 1 Family Fun Night. It was a great event, well attended and well run. Great job all involved!

11. FUTURE BOARD ITEMS

11.1. 1st Interim Budget
11.2. Safety Plan
11.3. E.D./ Board Goals
11.4. Financial Updates
11.5. SARC

12. MOTION TO ADJOURN: **7:54 Tony Barber**

Motion: Ramey **Second: Chaplin** **Ayes: 5 Noes: 0 Abstain: 0**

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AeroSTEM Academy
DREAM ★ DISCOVER ★ DESIGN

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 8
DATE: 12/16/24
ITEM: Discussion Items
SUBMITTED FOR: Informational

Background and Summary Information: Discussion Items include the following:

- ➔ DIRECTOR'S REPORT
  - ◆ WASC
  - ◆ Vendor Contract Review
  - ◆ Enrollment/ADA
  - ◆ 25/26 Application & Registration

Financial/Educational Impact: N/A

Staff Recommendation: N/A

November 26, 2024

Joseph Clark, Executive Director
AeroSTEM Academy
82 Second Street
Yuba City, California 95991

Dear Joseph Clark:

Based on the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) mid-cycle visit, it has been determined that AeroSTEM Academy (5-12) meets the ACS WASC criteria for accreditation. This accreditation status is based on all of the information provided by the school, including the school's progress report, and the satisfactory completion of the mid-cycle accreditation visit.

AeroSTEM Academy's accreditation is now reaffirmed through the end of the current accreditation cycle ending on June 30, 2028. Your school's accreditation is contingent upon the submission of a follow-up progress report focusing on the growth areas for continuous improvement and any new areas of concern, if applicable, identified in the visiting committee report. The follow-up progress report is due to the ACS WASC office by June 1, 2026.

Accreditation status is conditioned upon AeroSTEM Academy's continued adherence with the ACS WASC policies, procedures, and criteria for accreditation. This includes a requirement that an accredited school annually contribute members to participate on visiting committees. Failure to maintain compliance with said policies, procedures, and standards is grounds for modification and/or withdrawal of the accreditation.

The Commission looks forward to AeroSTEM Academy's anticipated success and continuing improvement in keeping with ACS WASC's pursuit of excellence in elementary, secondary, and adult education.

Sincerely,

Barry R. Groves, Ed.D.
President

cc: Tom Reusser, Susana Molina-Alvarez

Enclosure(s): Visiting Committee Report
Progress Report Procedures

STAFF REPORT COVER SHEET

TO: Board of Directors
DATE: 12/16/2024
ITEM: First Interim Update Report

AGENDA ITEM: 9.1

SUBMITTED FOR: Action

Background and Summary Information: As required by Education Code, this is the District's first Interim Financial Report. Also presented are proposed budget revisions for the Board's review and approval.

Financial/Educational Impact: Possible financial impact to the school program.

Staff Recommendation: Recommendation is to approve the first interim budget and approve revised budget as projected year totals.

ESTIMATES THROUGH THE MONTH OF JUNE	Object	Balances (Ref Only)	ACTUALS July	August	September	October	November	December	January	February	March	April	May	June	Accruals (Manual Entry)	Adjustments (Manual Entry)	Total (Sum of July thru June +Accruals+Adjustments)
A. BEGINNING CASH			**$661,435.79**	$541,081.03	$539,411.72	$483,051.86	$388,651.01	$276,162.03	$160,660.43	$417,901.26	$547,135.26	$566,073.66	$537,541.46	$515,813.46	$4,855,210.31		
B. RECEIPTS																	
Revenue Limit Sources														*balance due*			
Principal Apportionment	8010-8019		$49,926.00	$49,926.00	$94,640.00	$75,943.00	$0.00	$190,706.00	$181,171.00	$133,494.00	$143,029.00	$133,494.00	$133,494.00	$38,141.00	$0.00	$0.00	$1,223,964.00
Property Taxes	8020-8079		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	*$0.00*	*$0.00*	*$0.00*	*$0.00*	$0.00	$0.00	$0.00	$0.00
Miscellaneous Funds	8080-8099		$0.00	$17,913.00	$63,664.00	-$35,983.00	$47,768.00	$0.00	$23,694.00	$47,388.00	$35,541.00	$17,770.00	$0.00	$73,056.00	$0.00	$0.00	$290,811.00
Federal Revenue (8100-8299)	8100-8299		$0.00	$21,512.44	$0.00	-$55,229.54	$8,330.00	$0.00	$126,544.00	$2,909.00	$10,182.00	$4,364.00	$7,273.00	-$4,364.00	-$1,454.90	$0.00	$120,066.00
Other State Revenue (8300-8599)	8300-8599		$0.00	$118,077.14	$4,000.00	-$202,294.05	$0.00	$6,443.40	$231,962.37	$0.00	$6,443.40	$17,921.80	$0.00	$386,603.94	$0.00	$0.00	$569,158.00
Other Local Revenue (8600-8799)	8600-8799		$0.00	$11,867.00	$3,856.00	-$26,094.00	$10,450.10	$1,143.00	-$2,285.00	$92,546.00	$7,998.00	$1,143.00	$0.00	$13,708.90	$0.00	$0.00	$114,333.00
Interfund Transfers In	8910-8929		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
All Other Financing Sources	8931-8979		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL RECEIPTS			**$49,926.00**	**$219,295.58**	**$166,160.00**	**-$243,657.59**	**$66,548.10**	**$198,292.40**	**$561,086.37**	**$276,337.00**	**$203,193.40**	**$174,692.80**	**$140,767.00**	**$507,145.84**	**-$1,454.90**	**$0.00**	**$2,318,332.00**
C. DISBURSEMENTS																	
Certificated Salaries	1000-1999		$22,542.87	$64,138.53	$68,517.68	$55,371.90	$66,988.58	**$69,738.00**	**$69,264.00**	**$64,790.00**	**$69,738.00**	**$64,790.00**	**$64,790.00**	**$64,795.44**	$0.00	$0.00	$745,465.00
Classified Salaries	2000-2999		$14,888.98	$23,320.78	$27,952.22	$28,459.40	$28,554.01	**$20,969.00**	**$13,043.00**	**$18,070.00**	**$19,519.00**	**$16,621.00**	**$23,867.00**	**$28,213.61**	$0.00	$0.00	$263,478.00
Employee Benefits	3000-3999		$9,274.51	$32,595.63	$31,403.06	$35,646.64	$36,173.16	**$22,587.00**	**$22,156.50**	**$21,160.00**	**$27,164.00**	**$21,160.00**	**$24,590.00**	**$86,761.00**	$0.00	$0.00	$370,671.50
Books and Supplies	4000-4999		$45,500.00	$6,447.28	$3,956.73	$25,848.23	$36,840.83	**$19,165.00**	**$15,332.00**	**$5,749.00**	**$3,833.00**	**$36,653.00**	**$17,248.00**	**$28,618.93**	$0.00	$0.00	$245,192.00
Other Services & Oper. Expenses	5000-5999		$10,397.98	$63,954.49	$39,708.03	$60,791.39	$29,980.56	**$181,335.00**	**$64,001.00**	**$37,334.00**	**$64,001.00**	**$64,001.00**	**$32,000.00**	**$56,231.55**	$0.00	$0.00	$703,736.00
Capital Outlay	6000-6599		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$2,578.00	$0.00	$0.00	$2,578.00
Other Outgo 7xxx	7000-7499		$0.00	$0.00	$0.00	$149.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$9,951.00	$0.00	$0.00	$10,100.00
Transfers in/(out) 7600-7629	7600-7629		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Sources/(uses)	7630-7699		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Undefined Objects (Depreciation)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$121,000.00**	$0.00	$0.00	$121,000.00
TOTAL DISBURSEMENTS			**$102,604.34**	**$190,456.71**	**$171,537.72**	**$206,266.56**	**$198,537.14**	**$313,794.00**	**$183,796.50**	**$147,103.00**	**$184,255.00**	**$203,225.00**	**$162,495.00**	**$398,149.53**	**$0.00**	**$0.00**	**$2,462,220.50**
D. BALANCE SHEET TRANSACTIONS																	
Assets																-$143,888.50	**Activity**
Cash Not In Treasury	9111-9199	$84,763.11													$0.00	$0.00	$0.00
Accounts Receivable	9200-9299	$555,416.26	$20,271.47			$505,553.45			$29,591.34						$0.00	$0.00	$555,416.26
Due From Other Funds	9310-9319	$0.00													$0.00	$0.00	$0.00
Stores	9320-9329	$0.00													$0.00	$0.00	$0.00
Prepaid Expenditures	9330-9339	$0.00													$0.00	$0.00	$0.00
Other Current Assets	9340-9499	$2,500.00													$0.00	$0.00	$0.00
															$0.00	$0.00	$0.00
SUBTOTAL ASSETS (calc)		**$642,679.37**	**$20,271.47**	**$0.00**	**$0.00**	**$505,553.45**	**$0.00**	**$0.00**	**$29,591.34**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$555,416.26**
Liabilities																	
Accounts Payable	9500-9599	$264,661.01	$87,947.89	$30,508.18	$4,115.25	$108,664.68	-$19,500.06		$52,925.07						$0.00	$0.00	$264,661.01
Due To Other Funds	9610-9619	$0.00													$0.00	$0.00	$0.00
Current Loans	9640-9649	$549,999.96													$0.00	$0.00	$0.00
Deferred Revenues	9650-9659	$191,605.20				$46,866.89	$48,023.00		$96,715.31						$0.00	$0.00	$191,605.20
Undefined Objects					$46,866.89	-$5,501.42	-$48,023.00								$0.00	-$6,657.53	
SUBTOTAL LIABILITIES (calc)		**$1,006,266.17**	**$87,947.89**	**$30,508.18**	**$50,982.14**	**$150,030.15**	**-$19,500.06**	**$0.00**	**$149,640.38**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$0.00**	**-$6,657.53**	**$456,266.21**
Nonoperating																	
Suspense Clearing	9910-9999	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
TOTAL BALANCE SHEET TRANSACTIONS		**-$363,586.80**	**-$67,676.42**	**-$30,508.18**	**-$50,982.14**	**$355,523.30**	**$19,500.06**	**$0.00**	**-$120,049.04**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,657.53**	**$99,150.05**
E. NET INCREASE/DECREASE (B-C+D)			**-$120,354.76**	**-$1,669.31**	**-$56,359.86**	**-$94,400.85**	**-$112,488.98**	**-$115,501.60**	**$257,240.83**	**$129,234.00**	**$18,938.40**	**-$28,532.20**	**-$21,728.00**	**$108,996.31**	**-$1,454.90**		**-$44,738.45**
F. ENDING CASH (A+E)			**$541,081.03**	**$539,411.72**	**$483,051.86**	**$388,651.01**	**$276,162.03**	**$160,660.43**	**$417,901.26**	**$547,135.26**	**$566,073.66**	**$537,541.46**	**$515,813.46**	**$624,809.77**			**-$44,738.45**
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS																	$623,354.87
																Add Depreciation:	$121,000.00
																	$744,354.87

ESTIMATES THROUGH THE MONTH OF JUNE	Object	Balances (Ref Only)	July	August	September	October	November	December	January	February	March	April	May	June	Accruals (Manual Entry)	Adjustments (Manual Entry)	Total (Sum of July thru June +Accruals+Adjustments)	Budget (CB)	Variance (Budget - Total)
A. BEGINNING CASH			**$623,354.87**	$584,016.87	$599,923.87	$788,276.87	$618,214.87	$675,205.87	$611,354.87	$774,256.87	$769,778.87	$728,086.87	$768,745.87	$819,860.87	$4,855,210.31				
B. RECEIPTS																			
Revenue Limit Sources																			
Principal Apportionment	8010-8019		$54,085.00	$54,085.00	$297,468.00	$0.00	$175,776.00	$175,776.00	$162,255.00	$108,170.00	$108,170.00	$108,170.00	$108,171.00	$0.00	$0.00	$0.00	$1,352,126.00	**$1,352,126.00**	$0.00
Property Taxes	8020-8079		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	*$0.00*	*$0.00*	*$0.00*	*$0.00*	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00
Miscellaneous Funds	8080-8099		$0.00	$17,791.00	$36,197.00	$0.00	$48,262.00	$0.00	$24,131.00	$31,407.00	$31,407.00	$31,407.00	$36,410.00	$33,799.00	$0.00	$0.00	$290,811.00	**$290,811.00**	$0.00
Federal Revenue (8100-8299)	8100-8299		$14,564.00	$0.00	$1,693.00	$0.00	$0.00	$85,402.00	$3,468.00	$3,468.00	$3,468.00	$3,468.00	$954.00	$0.00	$0.00	$0.00	$116,485.00	**$116,485.00**	$0.00
Other State Revenue (8300-8599)	8300-8599		$0.00	$115,411.00	$5,496.00	$16,487.00	$0.00	$0.00	$159,377.00	$16,487.00	$15,992.00	$81,941.00	$81,941.00	$75,961.00	$0.00	$0.00	$569,093.00	**$569,093.00**	$0.00
Other Local Revenue (8600-8799)	8600-8799		$0.00	$9,980.00	$3,629.00	$5,444.00	$9,980.00	$1,815.00	-$4,537.00	$3,629.00	$6,351.00	$5,444.00	$6,351.00	$42,644.00	$0.00	$0.00	$90,730.00	**$90,730.00**	$0.00
Interfund Transfers In	8910-8929		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00
All Other Financing Sources	8931-8979		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00
TOTAL RECEIPTS			**$68,649.00**	**$197,267.00**	**$344,483.00**	**$21,931.00**	**$234,018.00**	**$262,993.00**	**$344,694.00**	**$163,161.00**	**$165,388.00**	**$230,430.00**	**$233,827.00**	**$152,404.00**	**$0.00**	**$0.00**	**$2,419,245.00**	**$2,419,245.00**	**$0.00**
C. DISBURSEMENTS																			
Certificated Salaries	1000-1999		$23,177.00	$61,804.00	$69,530.00	$54,079.00	$69,530.00	$77,256.00	$69,530.00	$69,530.00	$77,256.00	$69,530.00	$69,531.00	$61,802.41	$0.00	$0.00	$772,555.41	**$772,555.41**	$0.00
Classified Salaries	2000-2999		$12,449.00	$19,918.00	$22,408.00	$22,408.00	$24,898.00	$22,408.00	$12,449.00	$19,918.00	$19,918.00	$17,428.00	$24,898.00	$29,876.00	$0.00	$0.00	$248,976.00	**$248,976.00**	$0.00
Employee Benefits	3000-3999		$7,462.00	$26,116.00	$22,385.00	$26,116.00	$33,577.00	$29,846.00	$29,846.00	$29,846.00	$29,846.00	$29,846.00	$29,846.00	$77,531.77	$0.00	$0.00	$372,263.77	**$372,263.77**	$0.00
Books and Supplies	4000-4999		$57,691.00	$8,654.00	$5,769.00	$31,730.00	$20,192.00	$17,145.00	$12,307.00	$12,307.00	$15,192.00	$15,307.00	$15,192.00	$11,924.45	$0.00	$0.00	$223,410.45	**$223,410.45**	$0.00
Other Services & Oper. Expenses	5000-5999		$7,208.00	$64,868.00	$36,038.00	$57,660.00	$28,830.00	$180,189.00	$57,660.00	$36,038.00	$64,868.00	$57,660.00	$43,245.00	$52,057.00	$0.00	$0.00	$686,321.00	**$686,321.00**	$0.00
Capital Outlay	6000-6599		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$121,000.00	$0.00	$0.00	$121,000.00	**$121,000.00**	$0.00
Other Outgo 7xxx	7000-7499		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$20,301.00	$0.00	$0.00	$20,301.00	**$20,301.00**	$0.00
Transfers in/(out) 7600-7629	7600-7629		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00
Other Sources/(uses)	7630-7699		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	$0.00
TOTAL DISBURSEMENTS			**$107,987.00**	**$181,360.00**	**$156,130.00**	**$191,993.00**	**$177,027.00**	**$326,844.00**	**$181,792.00**	**$167,639.00**	**$207,080.00**	**$189,771.00**	**$182,712.00**	**$374,492.63**	**$0.00**	**$0.00**	**$2,444,827.63**	**$2,444,827.63**	**$0.00**
D. BALANCE SHEET TRANSACTIONS																			**-$25,582.63**
Cash Not In Treasury	9111-9199	$0.00													$0.00	$0.00	$0.00	$0.00	$0.00
Accounts Receivable	9200-9299	$ -													$0.00	$0.00	$0.00	$0.00	$0.00
Due From Other Funds	9310-9319	$ -													$0.00	$0.00	$0.00	$0.00	$0.00
Stores	9320-9329	$ -													$0.00	$0.00	$0.00	$0.00	$0.00
Prepaid Expenditures	9330-9339	$ -													$0.00	$0.00	$0.00	$0.00	$0.00
Other Current Assets	9340-9499	$ -													$0.00	$0.00	$0.00	$0.00	$0.00
Undefined Objects		$ -													$0.00	$0.00	$0.00	$0.00	$0.00
SUBTOTAL ASSETS (calc)		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Liabilities																			
Accounts Payable	9500-9599	$0.00													$0.00	$0.00	$0.00	$0.00	$0.00
Due To Other Funds	9610-9619	$0.00													$0.00	$0.00	$0.00	$0.00	$0.00
Current Loans	9640-9649	$0.00													$0.00	$0.00	$0.00	$0.00	$0.00
Deferred Revenues	9650-9659	$0.00				**$0.00**									$0.00	$0.00	$0.00	$0.00	$0.00
SUBTOTAL LIABILITIES (calc)		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Nonoperating																			
Suspense Clearing	9910-9999	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00	$0.00	$0.00
TOTAL BALANCE SHEET TRANSACTIONS			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
E. NET INCREASE/DECREASE (B-C+D)			**-$39,338.00**	**$15,907.00**	**$188,353.00**	**-$170,062.00**	**$56,991.00**	**-$63,851.00**	**$162,902.00**	**-$4,478.00**	**-$41,692.00**	**$40,659.00**	**$51,115.00**	**-$222,088.63**	**$0.00**		**-$25,582.63**	**-$25,582.63**	**$0.00**
F. ENDING CASH (A+E)			**$584,016.87**	**$599,923.87**	**$788,276.87**	**$618,214.87**	**$675,205.87**	**$611,354.87**	**$774,256.87**	**$769,778.87**	**$728,086.87**	**$768,745.87**	**$819,860.87**	**$597,772.24**			**-$25,582.63**	**-$25,582.63**	**$0.00**
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS																	$597,772.24		

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report Certification

Charter School Name: AeroSTEM Academy
(continued)
CDS #: 51105120138040
Charter Approving Entity: Sutter County Board of Education
County: Sutter
Charter #: 2000
Fiscal Year: 2024-2025

CERTIFICATION OF FINANCIAL CONDITION

___ POSITIVE CERTIFICATION
As the Charter School Official, I certify that based upon current projections this charter will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

___ QUALIFIED CERTIFICATION
As the Charter School Official, I certify that based upon current projections this charter may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

___ NEGATIVE CERTIFICATION
As the Charter School Official, I certify that based upon current projections this charter will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

To the entity that approved the charter school:
(X) 2024/2025 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: 12/16/2024
Charter School Official
(Original signature required)
Print Name: Joseph Clark Title: Executive Director

To the County Superintendent of Schools:
(x) 2024/2025 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)
Print Name: Nicolaas Hoogeveen Title: Director, Internal Business Service

For additional information on the First Interim Report, please contact:

For Approving Entity:	For Charter School:
Nicolaas Hoogeveen	Joseph Clark
Name	Name
Director, Internal Business Service	Executive Director
Title	Title
(530) 822-2900	(530) 742-2531
Phone	Phone
nicolaash@sutter.k12.ca.us	jclark@aerostem.org
E-mail	E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

_____ _____
Date

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
(8010-8099)										
State Aid - Current Year (8011)	8011	$1,421,177.00	$0.00	$1,421,177.00	$279,588.00	$0.00	$279,588.00	$1,202,124.00	$0.00	$1,202,124.00
Education Protection Account State Aid - Current Year (8012)	8012	$26,040.00	$0.00	$26,040.00	-$788.00	$0.00	-$788.00	$21,840.00	$0.00	$21,840.00
State Aid - Prior Years (8019)	8019	$0.00	$0.00	$0.00	-$8,365.00	$0.00	-$8,365.00	$0.00	$0.00	$0.00
Transfers to Charter Schools in Lieu of Property Taxes (8096)	8096	$275,820.00	$0.00	$275,820.00	$93,362.00	$0.00	$93,362.00	$290,811.00	$0.00	$290,811.00
Other LCFF Transfers	8091, 8097	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total, LCFFSources		$1,723,037.00	$0.00	**$1,723,037.00**	**$363,797.00**	**$0.00**	**$363,797.00**	**$1,514,775.00**	$0.00	$1,514,775.00
Every Student Succeeds Act (Title I - V)	8290	$0.00	$47,967.00	$47,967.00	$0.00	-$14,832.67	-$14,832.67	$0.00	$47,184.00	$47,184.00
Special Education - Federal	8181, 8182	$0.00	$28,923.00	$28,923.00	$0.00	-$25,905.63	-$25,905.63	$0.00	$28,828.00	$28,828.00
Child Nutrition - Federal	8220	$0.00	40,473.00	40,473.00	$0.00	$7,021.20	$7,021.20	$0.00	$40,473.00	$40,473.00
Donated Food Commodities	8221	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Federal Revenues	8110, 8260-8299	$0.00	$3,581.00	$3,581.00	$0.00	$0.00	$0.00	$0.00	$3,581.00	$3,581.00
Total, Federal Revenues		$0.00	$120,944.00	**$120,944.00**	$0.00	-$33,717.10	**-$33,717.10**	$0.00	$120,066.00	**$120,066.00**
Special Education - State	StateRevSE		$0.00	$0.00	$0.00	-$7,644.00	-$7,644.00	$0.00	$7,926.00	$7,926.00
All Other State Revenues	StateRevAO	$28,143.00	$348,218.00	$376,361.00	-$6,860.69	-$65,712.22	-$72,572.91	$27,780.00	$533,452.00	$561,232.00
Total, Other State Revenues		$28,143.00	$348,218.00	**$376,361.00**	-$6,860.69	-$73,356.22	-$80,216.91	**$27,780.00**	**$541,378.00**	$569,158.00
All Other Local Revenues	LocalRevAO	$35,093.00	$72,450.00	$107,543.00	$236.00	-$10,607.00	-$10,371.00	$35,093.00	$79,240.00	$114,333.00
Total, Local Revenues		$35,093.00	$72,450.00	**$107,543.00**	$236.00	-$10,607.00	-$10,371.00	**$35,093.00**	**$79,240.00**	$114,333.00
5. TOTAL REVENUES		$1,786,273.00	$541,612.00	**$2,327,885.00**	$357,172.31	-$117,680.32	**$239,491.99**	$1,577,648.00	$740,684.00	**$2,318,332.00**
B. EXPENDITURES										
Certificated Teachers' Salaries	1100	$456,251.00	$111,097.00	567,348.00	$90,447.80	$48,840.13	$139,287.93	$393,264.00	$125,324.00	$518,588.00
Certificated Pupil Support Salaries	1200	$28,890.00	$44,435.00	73,325.00	$12,700.97	$5,443.29	$18,144.26	$0.00	$67,460.00	$67,460.00
Certificated Supervisors' and Administrators' Salaries	1300	$159,417.00	$0.00	159,417.00	$53,138.79	$0.00	$53,138.79	$159,417.00	$0.00	$159,417.00
Other Certificated Salaries	1900	$0.00	$0.00	-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total, Certificated Salaries		$644,558.00	$155,532.00	**$800,090.00**	$156,287.56	$54,283.42	**$210,570.98**	$552,681.00	$192,784.00	**$745,465.00**
Non-certificated Instructional Aides' Salaries	2100	$0.00	$77,330.00	$77,330.00	$365.50	$18,368.40	$18,733.90	$366.00	$60,230.00	$60,596.00
Non-certificated Support Salaries	2200	$20,717.00	$19,280.00	$39,997.00	$19,049.57	$6,529.52	$25,579.09	$37,877.00	$23,465.00	$61,342.00
Non-certificated Supervisors' and Administrators' Sal.	2300	$71,074.00	$0.00	$71,074.00	$29,614.00	$0.00	$29,614.00	$47,353.00	$23,721.00	$71,074.00
Clerical and Office Salaries	2400	$92,260.00	$0.00	$92,260.00	$38,630.55	$0.00	$38,630.55	$70,466.00	$0.00	$70,466.00
Other Non-certificated Salaries	2900	$26,671.00	$0.00	$26,671.00		$0.00	$0.00	$0.00	$0.00	$0.00
Total, Non-certificated Salaries		$210,722.00	$96,610.00	**$307,332.00**	$87,659.62	$24,897.92	**$112,557.54**	**$156,062.00**	**$107,416.00**	$263,478.00
STRS	3101-3102	$121,354.00	$80,528.00	$201,882.00	$29,902.99	$11,981.59	$41,884.58	$105,562.00	$36,747.00	$142,309.00
PERS	3201-3202	$26,441.00	$13,076.00	$39,517.00	$18,538.24	$5,008.63	$23,546.87	$42,116.00	$22,709.00	$64,825.00
OASDI / Medicare / Alternative	3301-3302	$22,733.00	$8,150.00	$30,883.00	$4,259.60	$1,543.66	$5,803.26	$9,654.00	$6,660.00	$16,314.00
Health and Welfare Benefits	3401-3402	$151,030.00	$59,625.00	$210,655.00	$27,425.33	$2,464.88	$29,890.21	$96,171.00	$25,755.00	$121,926.00
Unemployment Insurance	3501-3502	$432.00	$129.00	$561.00	$113.06	$43.82	$156.88	$354.50	$139.00	$493.50
Workers' Compensation Insurance	3601-3602	$8,643.00	$2,549.00	$11,192.00	$2,284.75	$885.06	$3,169.81	$7,155.50	$3,028.00	$10,183.50
Medicare - Cert & Class	3311-3312	$0.00	$0.00	$0.00	$3,200.76	$1,267.47	$4,468.23	$10,272.50	$4,348.00	$14,620.50
OPEB, Active Employees	3751-3752	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00
Other Employee Benefits	3901-3902	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total, Employee Benefits		$330,633.00	$164,057.00	**$494,690.00**	$85,724.73	$23,195.11	**$108,919.84**	$271,285.50	$99,386.00	**$370,671.50**
Approved Textbooks and Core Curricula Materials	4100	$0.00	$0.00	$0.00	$33,527.78	$0.00	$33,527.78	$33,528.00	$1,814.00	$35,342.00
Books and Other Reference Materials	4200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Materials and Supplies	4300	$17,985.00	$99,951.00	$117,936.00	$11,749.80	$12,916.26	$24,666.06	$21,339.00	$104,867.00	$126,206.00
Noncapitalized Equipment	4400	$36,069.00	$1,407.00	$37,476.00	$0.00	$0.00	$0.00	$769.00	$1,407.00	$2,176.00
Food	4700	$0.00	$75,704.00	$75,704.00	$0.00	$23,558.40	$23,558.40	$0.00	$81,468.00	$81,468.00
Total, Books and Supplies		$54,054.00	$177,062.00	**$231,116.00**	$45,277.58	$36,474.66	**$81,752.24**	$55,636.00	$189,556.00	**$245,192.00**
Subagreements for Services	5100	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel and Conferences	5200	$3,915.00	$10,254.00	$14,169.00	$0.00	$0.00	$0.00	$0.00	$8,960.00	$8,960.00
Dues and Memberships	5300	$3,200.00	$0.00	$3,200.00	$119.99	$660.00	$779.99	$120.00	$660.00	$780.00
Insurance	5400	$45,000.00	$0.00	$45,000.00	$33,554.21	$0.00	$33,554.21	$40,000.00	$0.00	$40,000.00
Operations and Housekeeping Services	5500	$60,622.00	$0.00	$60,622.00	$16,417.70	$0.00	$11,950.99	$38,358.00	$0.00	$38,358.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	$167,856.00	$170,953.00	$338,809.00	$5,459.29	$26,208.20	$31,667.49	$168,641.00	$161,714.00	$330,355.00
Transfers of Direct Costs	5700-5799	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Professional/Consulting Services and Operating Expend.	5800	$180,994.00	$58,361.00	$239,355.00	$83,401.40	$1,231.50	$84,632.90	$178,902.00	$79,666.00	$258,568.00
Communications	5900	$22,519.00	$2,296.00	$24,815.00	$7,799.60	$0.00	$7,799.60	$26,715.00	$0.00	$26,715.00
Total, Services and Other Operating Expenditures		$484,106.00	$241,864.00	**$725,970.00**	$146,752.19	$28,099.70	**$170,385.18**	$452,736.00	$251,000.00	**$703,736.00**
Land and Land Improvements	6100-6170	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Buildings and Improvements of Buildings	6200	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	6400	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,578.00	$2,578.00
Equipment Replacement	6500	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Depreciation Expense (for accrual basis only)	*6900*	$121,000.00	$0.00	$121,000.00	$0.00	$0.00	$0.00	$121,000.00	$0.00	$121,000.00
Total, Capital Outlay		$121,000.00	$0.00	**$121,000.00**	$0.00	$0.00	**$0.00**	$121,000.00	$2,578.00	**$123,578.00**
Tuition to Other Schools	7110-7143	-	-	-	-	149.00	149.00	-	149.00	149.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	10,100.00	10,100.00	-	-	-	-	9,951.00	9,951.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-
Transfers of Indirect Costs	7300-7399	(11,044.00)	11,044.00	-	-	-	-	(16,972.00)	16,972.00	-
Debt Service:										
Interest	7438	-	-	-		-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-		-	-	-	-
Total, Other Outgo		(11,044.00)	21,144.00	**10,100.00**	**-**	149.00	**149.00**	(16,972.00)	27,072.00	**10,100.00**
9) TOTAL, EXPENDITURES		$1,834,029.00	856,269.00	**2,690,298.00**	521,701.68	167,099.81	**684,334.78**	1,592,428.50	869,792.00	**2,462,220.50**
10) OTHER ADJUSTMENTS										-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		-$47,756.00	(314,657.00)	(362,413.00)	(164,529.37)	(284,780.13)	(444,842.79)	(14,780.50)	(129,108.00)	(143,888.50)
D. OTHER FINANCING SOURCES/USES										
a) Sources	8930-8979	-	-	-	-	-	-	-	-	-
b) Uses	7630-7699	-	-	-	-	-	-	-	-	-
3) Contributions	8980-8999	(191,540.00)	191,540.00	-	-	-	-	(178,369.00)	178,369.00	-
4) TOTAL, OTHER FINANCING SOURCES/USES		**(191,540.00)**	**191,540.00**	-	-	-	-	(178,369.00)	178,369.00	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C+D4)		(239,296.00)	(123,117.00)	(362,413.00)	(164,529.37)	(284,780.13)	(444,842.79)	(193,149.50)	49,261.00	(143,888.50)
F. FUND BALANCE, RESERVES										
a) As of July 1	9791	**(103,011.00)**	490,216.00	387,205.00	-	-	-	**(79,902.51)**	**406,819.24**	**326,916.73**
b) Adjustments to Beginning Balance	9793	-	-	-			-	(59,192.00)	(193,358.00)	(252,550.00)
b.1) Adjustments to Beginning Balance (add'l JE to make)	9793							75,034.00	11,473.00	86,507.00
c) Adjusted Beginning Balance (F1a + F1b)		(103,011.00)	490,216.00	387,205.00	-	-	-	**(64,060.51)**	**224,934.24**	**160,873.73**
2) Ending Balance, June 30 (E + F1e)		(342,307.00)	367,099.00	24,792.00	(164,529.37)	(284,780.13)	(444,842.79)	(257,210.01)	274,195.24	16,985.23
Components of Ending Fund Balance										
a) Nonspendable										
Revolving Cash (equals object 9130)	9711	-	-	-	-	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-	-
b) Restricted	9740		367,099.00	367,099.00		(284,780.13)	(284,780.13)		274,195.24	274,195.24
c) Committed										
Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-	-	-	-	-
d) Assigned										
Other Assignments	9780			-			-			-
e) Unassigned/Unappropriated										
Reserve for Economic Uncertainities (4%)	9789	107,612.00		107,612.00	27,373.00		27,373.00	98,489.00		98,489.00
Unassigned/Unappropriated Amount	9790	(449,919.00)	-	(449,919.00)	(191,902.37)	-	(191,902.37)	(355,699.01)	-	(355,699.01)

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Budget Increase, (Decrease) $ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	8011	1,421,177.00	279,588.00	1,202,124.00	(219,053.00)	-15.41%
Education Protection Account State Aid - Current Year	8012	26,040.00	(788.00)	21,840.00	(4,200.00)	-16.13%
State Aid - Prior Years	8019	-	(8,365.00)	-	-	
Transfers to Charter Schools Funding in Lieu of Property Taxes	8096	275,820.00	93,362.00	290,811.00	14,991.00	5.44%
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		**1,723,037.00**	363,797.00	**1,514,775.00**	(208,262.00)	-12.09%
2. Federal Revenues						
Every Student Succeeds Act (Title I-V)	8290	47,967.00	(14,832.67)	47,184.00	(783.00)	-1.63%
Special Education - Federal	8181, 8182	28,923.00	(25,905.63)	28,828.00	(95.00)	-0.33%
Child Nutrition - Federal	8220	40,473.00	7,021.20	40,473.00	-	0.00%
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	3,581.00	-	3,581.00	-	0.00%
Total, Federal Revenues		**120,944.00**	(33,717.10)	**120,066.00**	(878.00)	-0.73%
3. Other State Revenues						
Special Education - State	StateRevSE	-	(7,644.00)	7,926.00	7,926.00	New
All Other State Revenues	StateRevAO	376,361.00	(72,572.91)	561,232.00	184,871.00	49.12%
Total, Other State Revenues		**376,361.00**	(80,216.91)	**569,158.00**	192,797.00	51.23%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	107,543.00	(10,371.00)	114,333.00	6,790.00	6.31%
Total, Local Revenues		**107,543.00**	(10,371.00)	**114,333.00**	6,790.00	6.31%
5. TOTAL REVENUES		**2,327,885.00**	239,491.99	**2,318,332.00**	(9,553.00)	-0.41%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	567,348.00	139,287.93	518,588.00	(48,760.00)	-8.59%
Certificated Pupil Support Salaries	1200	73,325.00	18,144.26	67,460.00	(5,865.00)	-8.00%
Certificated Supervisors' and Administrators' Salaries	1300	159,417.00	53,138.79	159,417.00	-	0.00%
Other Certificated Salaries	1900	-	-	-	-	
Total, Certificated Salaries		**800,090.00**	210,570.98	**745,465.00**	(54,625.00)	-6.83%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	77,330.00	18,733.90	60,596.00	(16,734.00)	-21.64%
Non-certificated Support Salaries	2200	39,997.00	25,579.09	61,342.00	21,345.00	53.37%
Non-certificated Supervisors' and Administrators' Sal.	2300	71,074.00	29,614.00	71,074.00	-	0.00%
Clerical and Office Salaries	2400	92,260.00	38,630.55	70,466.00	(21,794.00)	-23.62%
Other Non-certificated Salaries	2900	26,671.00	-	-	(26,671.00)	(100%)
Total, Non-certificated Salaries		**307,332.00**	112,557.54	**263,478.00**	(43,854.00)	-14.27%
3. Employee Benefits						
STRS	3101-3102	201,882.00	41,884.58	142,309.00	(59,573.00)	-29.51%
PERS	3201-3202	39,517.00	23,546.87	64,825.00	25,308.00	64.04%
OASDI / Medicare / Alternative	3301-3302	30,883.00	5,803.26	16,314.00	(14,569.00)	-47.17%
Health and Welfare Benefits	3401-3402	210,655.00	29,890.21	121,926.00	(88,729.00)	-42.12%
Unemployment Insurance	3501-3502	561.00	156.88	493.50	(67.50)	-12.03%
Workers' Compensation Insurance	3601-3602	11,192.00	3,169.81	10,183.50	(1,008.50)	-9.01%
OPEB, Allocated	3701-3702	-	4,468.23	14,620.50	14,620.50	New
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	-	-	-	-	
Total, Employee Benefits		**494,690.00**	108,919.84	**370,671.50**	(124,018.50)	-25.07%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	-	33,527.78	35,342.00	35,342.00	New
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	117,936.00	24,666.06	126,206.00	8,270.00	7.01%
Noncapitalized Equipment	4400	37,476.00	-	2,176.00	(35,300.00)	-94.19%
Food	4700	75,704.00	23,558.40	81,468.00	5,764.00	7.61%
Total, Books and Supplies		**231,116.00**	81,752.24	**245,192.00**	14,076.00	6.09%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	14,169.00	-	8,960.00	(5,209.00)	-36.76%
Dues and Memberships	5300	3,200.00	779.99	780.00	(2,420.00)	-75.63%
Insurance	5400	45,000.00	33,554.21	40,000.00	(5,000.00)	-11.11%
Operations and Housekeeping Services	5500	60,622.00	11,950.99	38,358.00	(22,264.00)	-36.73%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	338,809.00	31,667.49	330,355.00	(8,454.00)	-2.50%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	239,355.00	84,632.90	258,568.00	19,213.00	8.03%
Communications	5900	24,815.00	7,799.60	26,715.00	1,900.00	7.66%
Total, Services and Other Operating Expenditures		**725,970.00**	170,385.18	**703,736.00**	(22,234.00)	-3.06%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	2,578.00	2,578.00	New
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	*6900*	121,000.00	-	121,000.00	-	0.00%
Total, Capital Outlay		**121,000.00**	-	**123,578.00**	2,578.00	2.13%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	149.00	149.00	149.00	New
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	10,100.00	-	9,951.00	(149.00)	-1.48%
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		10,100.00	149.00	10,100.00	-	0.00%
8. TOTAL EXPENDITURES		2,690,298.00	684,334.78	**2,462,220.50**	(228,077.50)	-8.48%
10) OTHER ADJUSTMENTS						
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(362,413.00)	(444,842.79)	**(143,888.50)**	218,524.50	-60.30%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(362,413.00)	(444,842.79)	(143,888.50)	218,524.50	-60.30%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	**387,205.00**	-	326,916.73	(60,288.27)	-15.57%
b. Adjustments/Restatements	9793, 9795	-	-	(252,550.00)	(252,550.00)	New
c. Adjusted Beginning Fund Balance		387,205.00	-	74,366.73		
2. Ending Fund Balance, June 30 (E + F.1.c.)		24,792.00	(444,842.79)	(69,521.77)		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	367,099.00	(284,780.13)	274,195.24	(92,903.76)	-25.31%
c Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	107,612.00	27,373.00	98,489.00	(9,123.00)	-8.48%
Unassigned/Unappropriated Amount	9790	(449,919.00)	(191,902.37)	(355,699.01)	94,219.99	-20.94%

Description	Object Code	FY 2024/2025 Unrestricted	FY 2024/2025 Restricted	FY 2024/2025 Total	Projected FY 2025/26 Unrestricted	Projected FY 2025/26 Restricted	Projected FY 2025/26 Total	FY 2026/27 Unrestricted	FY 2026/27 Restricted	FY 2026/27 Total
A. REVENUES										
1. LCFF Sources										
State Aid - Current Year	8011	1,202,124.00	0.00	1,202,124.00	1,328,466.00	0.00	1,328,466.00	1,375,824.00	0.00	1,375,824.00
Education Protection Account State Aid - Current Year	8012	21,840.00	0.00	21,840.00	23,660.00	0.00	23,660.00	23,660.00	0.00	23,660.00
State Aid - Prior Years	8019	0.00	0.00	0.00		0.00	0.00		0.00	0.00
Transfers of Charter Schools in Lieu of Property Taxes	8096	290,811.00	0.00	290,811.00	290,811.00	0.00	290,811.00	290,811.00	0.00	290,811.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00		0.00	0.00		0.00	0.00
Total, LCFF Sources		1,514,775.00	0.00	1,514,775.00	1,642,937.00	0.00	1,642,937.00	1,690,295.00	0.00	1,690,295.00
2. Federal Revenues (8100-8299)										
Every Student Succeeds Act (Title I - V)	8290	0.00	47,184.00	47,184.00	0.00	47,184.00	47,184.00	0.00	47,184.00	47,184.00
Special Education - Federal	8181, 8182	0.00	28,828.00	28,828.00	0.00	28,828.00	28,828.00	0.00	28,828.00	28,828.00
Child Nutrition - Federal	8220	0.00	40,473.00	40,473.00	0.00	40,473.00	40,473.00	0.00	40,473.00	40,473.00
Donated Food Commodities	8221	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	3,581.00	3,581.00		0.00	0.00	0.00	0.00	0.00
Total, Federal Revenues		0.00	120,066.00	120,066.00	0.00	116,485.00	116,485.00	0.00	116,485.00	116,485.00
3. Other State Revenues (8300-8599)										
Special Education - State	StateRevSE	0.00	7,926.00	7,926.00	0.00	7,926.00	7,926.00	0.00	7,926.00	7,926.00
All Other State Revenues	StateRevAO	27,780.00	533,452.00	561,232.00	29,487.00	531,680.00	561,167.00	29,669.00	531,680.00	561,349.00
Total, Other State Revenues		27,780.00	541,378.00	569,158.00	29,487.00	539,606.00	569,093.00	29,669.00	539,606.00	569,275.00
4. Other Local Revenues (8600-8799)										
All Other Local Revenues	LocalRevAO	35,093.00	79,240.00	114,333.00	11,490.00	79,240.00	90,730.00	11,490.00	79,240.00	90,730.00
Total, Local Revenues		35,093.00	79,240.00	114,333.00	11,490.00	79,240.00	90,730.00	11,490.00	79,240.00	90,730.00
5. TOTAL REVENUES		1,577,648.00	740,684.00	2,318,332.00	1,683,914.00	735,331.00	2,419,245.00	1,731,454.00	735,331.00	2,466,785.00
B. EXPENDITURES										
1. Certificated Salaries										
Certificated Teachers' Salaries	1100	393,264.00	125,324.00	518,588.00	404,439.00	131,106.45	535,545.45	416,569.00	137,445.18	554,014.18
Certificated Pupil Support Salaries	1200	0.00	67,460.00	67,460.00	0.00	69,681.60	69,681.60	0.00	72,119.60	72,119.60
Certificated Supervisors' and Administrators' Salaries	1300	159,417.00	0.00	159,417.00	167,328.36	0.00	167,328.36	175,634.00	0.00	175,634.00
Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total, Certificated Salaries		552,681.00	192,784.00	745,465.00	571,767.36	200,788.05	772,555.41	592,203.00	209,564.78	801,767.78
2. Non-certificated Salaries										
Non-certificated Instructional Aides' Salaries	2100	366.00	60,230.00	60,596.00	0.00	50,794.00	50,794.00	0.00	80,014.00	80,014.00
Non-certificated Support Salaries	2200	37,877.00	23,465.00	61,342.00	48,418.00	24,631.00	73,049.00	50,850.00	25,874.00	76,724.00
Non-certificated Supervisors' and Administrators' Sal.	2300	47,353.00	23,721.00	71,074.00	49,723.00	24,908.00	74,631.00	49,723.00	24,908.00	74,631.00
Clerical and Office Salaries	2400	70,466.00	0.00	70,466.00	50,502.00	0.00	50,502.00	53,040.00	0.00	53,040.00
Other Non-certificated Salaries	2900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total, Non-certificated Salaries		156,062.00	107,416.00	263,478.00	148,643.00	100,333.00	248,976.00	153,613.00	130,796.00	284,409.00

Description	Object Code	FY 2024/2025 Unrestricted	FY 2024/2025 Restricted	FY 2024/2025 Total	Projected FY 2025/26 Unrestricted	Projected FY 2025/26 Restricted	Projected FY 2025/26 Total	FY 2026/27 Unrestricted	FY 2026/27 Restricted	FY 2026/27 Total
3. Employee Benefits										
STRS	3101-3102	105,562.00	36,747.00	142,309.00	109,208.00	38,351.00	147,559.00	113,111.00	40,027.00	153,138.00
PERS	3201-3202	42,116.00	22,709.00	64,825.00	40,208.00	27,692.00	67,900.00	43,012.00	36,623.00	79,635.00
OASDI / Medicare / Alternative	3301-3302	9,654.00	6,660.00	16,314.00	9,216.00	6,221.00	15,437.00	9,524.00	8,109.00	17,633.00
Health and Welfare Benefits	3401-3402	96,171.00	25,755.00	121,926.00	89,973.23	25,754.54	115,727.77	89,973.00	25,754.56	115,727.56
Unemployment Insurance	3501-3502	354.50	139.00	493.50	360.00	151.00	511.00	373.00	170.00	543.00
Workers' Compensation Insurance	3601-3602	7,155.50	3,028.00	10,183.50	7,276.00	3,041.00	10,317.00	7,533.00	3,438.00	10,971.00
Medicare - Certificated & Classified	3311-3312	10,272.50	4,348.00	14,620.50	10,446.00	4,366.00	14,812.00	10,814.00	4,935.00	15,749.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total, Employee Benefits		271,285.50	99,386.00	370,671.50	266,687.23	105,576.54	372,263.77	274,340.00	119,056.56	393,396.56
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	33,528.00	1,814.00	35,342.00	33,528.00	1,814.00	35,342.00	33,528.00	1,814.00	35,342.00
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Materials and Supplies	4300	21,339.00	104,867.00	126,206.00	21,339.00	83,085.45	104,424.45	21,339.00	83,085.45	104,424.45
Noncapitalized Equipment	4400	769.00	1,407.00	2,176.00	769.00	1,407.00	2,176.00	769.00	1,407.00	2,176.00
Food	4700	0.00	81,468.00	81,468.00	0.00	81,468.00	81,468.00	0.00	81,468.00	81,468.00
Total, Books and Supplies		55,636.00	189,556.00	245,192.00	55,636.00	167,774.45	223,410.45	55,636.00	167,774.45	223,410.45
5. Services and Other Operating Expenditures										
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel and Conferences	5200	0.00	8,960.00	8,960.00	0.00	8,960.00	8,960.00	0.00	8,960.00	8,960.00
Dues and Memberships	5300	120.00	660.00	780.00	120.00	660.00	780.00	120.00	660.00	780.00
Insurance	5400	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00
Operations and Housekeeping Services	5500	38,358.00	0.00	38,358.00	38,358.00	0.00	38,358.00	38,358.00	0.00	38,358.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	168,641.00	161,714.00	330,355.00	168,641.00	161,714.00	330,355.00	168,641.00	161,714.00	330,355.00
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	178,902.00	79,666.00	258,568.00	161,487.00	79,666.00	241,153.00	150,611.56	79,666.00	230,277.56
Communications	5900	26,715.00	0.00	26,715.00	26,715.00	0.00	26,715.00	26,715.00	0.00	26,715.00
Total, Services and Other Operating Expenditures		452,736.00	251,000.00	703,736.00	435,321.00	251,000.00	686,321.00	424,445.56	251,000.00	675,445.56
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)										
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	2,578.00	2,578.00	0.00		0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	*6900*	121,000.00	0.00	121,000.00	121,000.00	0.00	121,000.00	121,000.00	0.00	121,000.00
Total, Capital Outlay		121,000.00	2,578.00	123,578.00	121,000.00	0.00	121,000.00	121,000.00	0.00	121,000.00
7. Other Outgo										
Tuition to Other Schools	7110-7143	0.00	149.00	149.00	0.00	149.00	149.00	0.00	149.00	149.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	9,951.00	9,951.00	10,201.00	9,951.00	20,152.00	10,201.00	20,152.00	30,353.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	(16,972.00)	16,972.00	0.00	(16,972.00)	16,972.00	0.00	0.00	0.00	0.00
Debt Service:										
Interest	7438	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		(16,972.00)	27,072.00	10,100.00	(6,771.00)	27,072.00	20,301.00	10,201.00	20,301.00	30,502.00
8. TOTAL EXPENDITURES		1,592,428.50	869,792.00	2,462,220.50	1,592,283.59	852,544.04	2,444,827.63	1,631,438.56	898,492.79	2,529,931.35
10) OTHER ADJUSTMENTS TO EXPENDITURES				0.00	0.00		0.00	0.00		0.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(14,780.50)	(129,108.00)	(143,888.50)	91,630.41	(117,213.04)	(25,582.63)	100,015.44	(163,161.79)	(63,146.35)

Description	Object Code	FY 2024/2025 Unrestricted	FY 2024/2025 Restricted	FY 2024/2025 Total	Projected FY 2025/26 Unrestricted	Projected FY 2025/26 Restricted	Projected FY 2025/26 Total	FY 2026/27 Unrestricted	FY 2026/27 Restricted	FY 2026/27 Total
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(178,369.00)	178,369.00	0.00	(215,986.00)	215,986.00	0.00	(218,145.86)	218,145.86	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(178,369.00)	178,369.00	0.00	(215,986.00)	215,986.00	0.00	(218,145.86)	218,145.86	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(193,149.50)	49,261.00	(143,888.50)	(124,355.59)	98,772.96	(25,582.63)	(118,130.42)	54,984.07	(63,146.35)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	(79,902.51)	406,819.24	326,916.73	(257,210.01)	274,195.24	16,985.23	(381,565.60)	372,968.20	(8,597.40)
b. Adjustments/Restatements	9793, 9795	(59,192.00)	(193,358.00)	(252,550.00)	0.00	0.00	0.00	0.00	0.00	0.00
b.1 Adjustments/Restatements	9793	75,034.00	11,473.00	86,507.00						
c. Adjusted Beginning Balance		(64,060.51)	224,934.24	160,873.73	(257,210.01)	274,195.24	16,985.23	(381,565.60)	372,968.20	(8,597.40)
2. Ending Fund Balance, June 30 (E + F.1.c.)		(257,210.01)	274,195.24	16,985.23	(381,565.60)	372,968.20	(8,597.40)	(499,696.02)	427,952.27	(71,743.75)
Components of Ending Fund Balance:										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740		274,195.24	274,195.24	0.00	372,968.20	372,968.20	0.00	427,952.27	427,952.27
c. Committed										
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d Assigned										
Other Assignments	9780			0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	98,489.00		98,489.00	97,793.11		97,793.11	75,897.94		75,897.94
Unassigned/Unappropriated Amount	9790	(355,699.01)	0.00	(355,699.01)	(479,358.71)		(479,358.71)	(575,593.96)		(575,593.96)

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 9.2
DATE: 12/16/2024
ITEM: Comprehensive School Safety Plan Update
SUBMITTED FOR: Action

Background and Summary Information: The Board of Education is asked to approve the Comprehensive School Safety Plan Update. Comprehensive School Safety Plans are reviewed and updated annually by every school site per the California Education Code and Board policy.

Financial/Educational Impact: N/A

Staff Recommendation: Recommendation is to approve.

Comprehensive School Safety Plan

82 Second Street
Yuba City, CA 95991
(530) 742-2531

School Site Mission

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics ("STEM") through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy. AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions. Dream. Discover. Design.

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I. Introduction

A. The purpose of the AeroSTEM Academy Comprehensive School Safety Plan is to identify and respond to incidents by outlining the responsibilities and duties of AeroSTEM and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that AeroSTEM has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents, and incidents that may occur at AeroSTEM are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. An assessment reviewed by the AeroSTEM Board of Director, Charter Council, Safety and Staff in relation to the current status of school crime committed on campus and at school related functions is completed by reviewing school discipline, suspension and expulsion data, and the California Healthy Kids Survey. Local law enforcement has been consulted (Ed. Code 39294,1) and collaborates with AeroSTEM. Other local agencies, such as health care and emergency services, are consulted as needed. (Ed Code 39294.2) Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. AeroSTEM schedules in-service training for faculty, staff, and students. AeroSTEM conducts earthquake, fire, and intruder drills as required by California education codes.

Lastly, developing, maintaining, and exercising the School Safety Plan increases AeroSTEM's legal protection. AeroSTEM is committed to providing students with quality educational experiences in a safe and secure school environment. Policies and procedures are assessed, modified, and updated on an ongoing basis to ensure that the plan is an effective and integral part of the county's efforts to provide an optimal learning environment and safe work environment for all employees and students.

B. The AeroSTEM Academy Safety Plan outlines the expectations of staff/faculty, and students; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

II. Situation Overview

A. Building Population

1. AeroSTEM Academy is located on the Sutter County Airport and is housed in six portable buildings and a staff/visitor parking lot.

B. School Population

1. AeroSTEM Academyis located at 82 Second St. Yuba City, CA, has a student population of 110 students. AeroSTEM provides a site based education for 5th through 12 grade students. A before and after school is operated for students daily.

III. Planning Assumptions & Limitations

A. Planning Assumptions

1. Stating the planning assumptions allows AeroSTEM to deviate from the plan if certain assumptions prove not to be true during operations. The School Safety Plan assumes:
2. The community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
3. A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
4. A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of AeroSTEM affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
5. Following a major or catastrophic incident, the office may have to rely on its own resources to be self-sustaining for up to 72 hours. Education and training is conducted throughout the school year on disaster preparedness.
6. There may be a number of injuries of varying degrees of seriousness to students, staff, and visitors. Rapid and appropriate response will reduce the number and severity of injuries. There are staff members on each site that are trained in CPR and First Aid.
7. Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the staff to be prepared to carry out the initial incident response until responders arrive at the incident scene.
8. Proper prevention and mitigation actions, such as creating a positive office environment, Continuity of Operations plans, fire inspections and drills will prevent or reduce incident-related losses.

9. Maintaining the School Safety Plan and providing frequent opportunities for stakeholders (staff, students, board members, first responders, etc.) to exercise the plan can improve readiness to respond to incidents.
10. A spirit of volunteerism among employees will result in their willingness to provide assistance and support to incident management efforts. School staff recognize their role as Disaster Service Workers.

B. Limitations

1. There is no guarantee implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, AeroSTEM can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

IV. Concepts of Operation

This plan is based upon the concept that the incident management functions that must be performed by the office and school site staff generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks

A. National Incident Management System (NIMS)

1. The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.
2. According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. AeroSTEM recognizes that staff will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers. AeroSTEM works with local government agencies to remain NIMS compliant.

3. NIMS compliance for school districts includes completing the following:
   a) Adopt the use of the Incident Command System (ICS). ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
   b) Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute.
   c) Participate in the local government's NIMS preparedness program and incorporate the school plan into the community EOP.
   d) Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. School sites are charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. Implementation of the Incident Command System (ICS)

1. In a major emergency or disaster, the AeroSTEM office may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.
2. The Incident Commander at AeroSTEM will be delegated the authority to direct all incident activities until command is passed to appropriate local law enforcement or fire service personnel. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the County Superintendent or other designated officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander or local law enforcement or fire service personnel.

C. Initial Response

1. Support personnel and teachers are usually first on the scene of an incident. As Disaster Service Workers, staff members are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.
2. The School site administrator or his/her designee is responsible for activating the School Safety Plan, including common and specialized procedures as well as hazard-specific incident plans found in annexes. The School site administrator or designee will assign an

Incident Commander based who is most qualified for that type of incident. The Incident Commander will transfer command to local law enforcement or fire service personnel as appropriate.

V. Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage the incident and includes:

1. A list of the kinds of tasks to be performed by position and organization.
2. An overview of who does what.

The school Administrator is not able to manage all the aspects associated with an incident without assistance. The office and school site Administrators rely on other personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. AeroSTEM follows the site specific/incident specific appendix to the comprehensive school safety plan.

Staff may be required to remain at school to assist in an incident. In the event that this School Safety Plan is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Executive Director

1. The Executive Director may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Executive Director still retains the overall responsibility for the safety of staff and students on the school site. However, delegating the authority to manage the incident allows the Executive Director to focus on policy-level activities and interfacing with other agencies, staff, and parents. Command of an incident is transferred to local law enforcement or fire service personnel as appropriate.

   The Incident Commander responsibilities include:

   a) Assume overall direction of all incident management procedures based on actions and procedures outlined in this Comprehensive School Safety Plan.
   b) Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
   c) Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Hold, Lockdown, etc.), as described more fully in the functional annexes in this document.
   d) Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
   e) Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)

B. Site Teachers

On any school site, teachers and support staff shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

a) Supervise students under their charge.
b) Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
c) Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
d) Give appropriate action command during an incident.
e) Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
f) Report missing students to the Incident Commander or designee through direct communication.
g) Execute assignments as directed by the Incident Commander or ICS supervisor.
h) Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
i) Render first aid if necessary. School staff will be encouraged to be trained and certified in first aid and CPR.

C. Counselor/Director

1. Counselors and Director provide assistance with the overall direction of the incident management procedures at the site.
2. Responsibilities may include:
   a) Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
   b) Direct students in their charge according to established incident management protocols.
   c) Render first aid if necessary.
   d) Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
   e) Execute assignments as directed by the Incident Commander or ICS supervisor.

D. Office Staff

1. Responsibilities include:
   a) Answer phones and assist in receiving and providing consistent information to callers.
   b) Provide for the safety of essential documents.
   c) Execute assignments as directed by the Incident Commander or ICS supervisor.
   d) Provide assistance to the Superintendent and Policy/Coordination Group.
   e) Monitor radio emergency broadcasts.
   f) Assist with health incidents as needed, acting as messengers, etc.
   g) Document date, time, incident, and response information.

E. Visitors

1. Responsibilities include:
   a) Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
   b) Participate in volunteer service projects for promoting school incident preparedness.
   c) Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
   d) Practice incident management preparedness in the home to reinforce school training and ensure family safety.
   e) Understanding their roles during a school emergency.

VI. Incident Management Team

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single-site or multi-incidents, the School Safety Plan will be activated including the implementation of the Incident Command System (ICS). The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

The ICS is organized into the following functional areas:

1. Incident Command
   a) Directs the incident management activities using strategic guidance provided by the Policy Group.
   b) Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.

c) Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
d) Coordinate media relations and information dissemination with Administration.
e) Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
f) Document all activities.

2. Operations Section

Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

a) Analyze staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan for school sites affected by incident.
b) Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
c) Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
d) Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
e) Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
f) Document all activities.
g) In the event that systems are overwhelmed and staff is needed to assist, additional teams may be activated. As needed, the types of Teams described in the following table may be established within the Operations Section. AeroSTEMI staff may be assigned to specific sites to assist in operations.

(1) Operations Section Teams

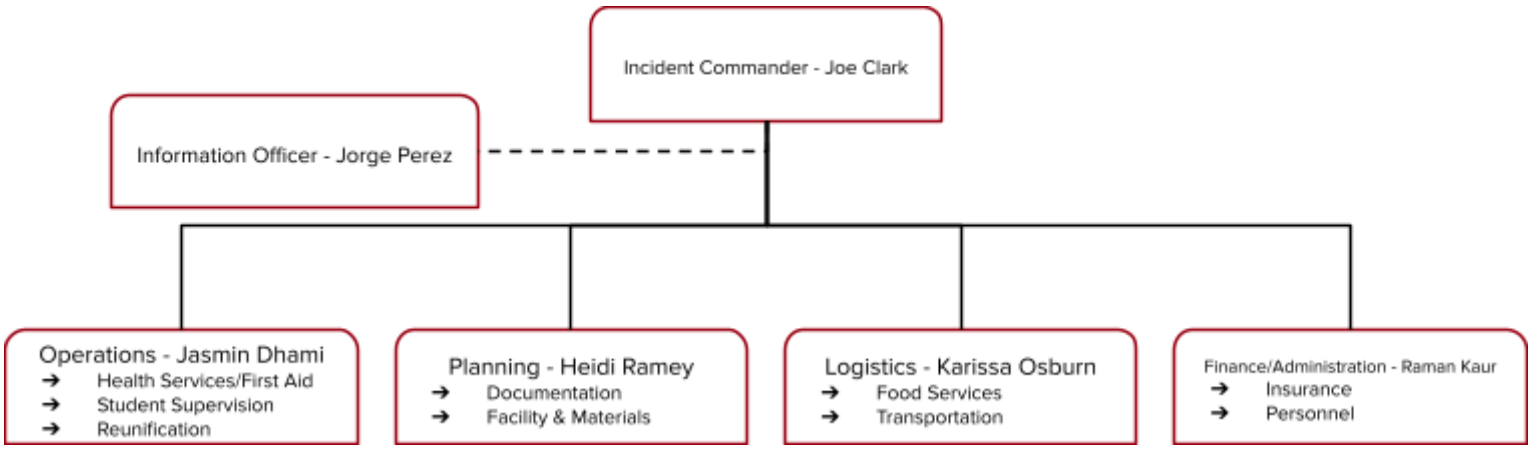
Teams	Potential Responsibilities
Search & Rescue Team	Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for: ➔ Identifying and marking unsafe areas. ➔ Conducting initial damage assessment. ➔ Obtaining injury and missing student reports from teachers.
First Aid Team	First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for: Setting up a first aid area for students. Assessing and treating injuries. Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.
Evacuation/ Shelter Care Team	Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for: ➔ Accounting for the whereabouts of all students, staff, and volunteers. ➔ Setting up a secure assembly area. ➔ Managing sheltering and sanitation operations. ➔ Managing student feeding and hydration. ➔ Coordinating with the Student Release Team. ➔ Coordinating with the Logistics Section to secure the needed space and supplies.
Facility & Security Response Team	The Facility & Security Response Team is responsible for: Locating all utilities and turning them off, if necessary.

	Securing and isolating fire/HazMat. Assessing and notifying officials of fire/HazMat. Conducting perimeter control.
Crisis Intervention Team	The Crisis Intervention Team is responsible for: ➔ Assessing the need for onsite mental health support. ➔ Determining need for outside agency assistance. ➔ Providing onsite intervention/counseling. ➔ Monitoring well-being of the school Incident Management Team, staff, and students, and reporting all findings to the OperationsSection Chief.
Student Release Team	Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for: ➔ Setting up a secure reunion area. ➔ Checking student emergency cards for authorized releases. ➔ Completing release logs. ➔ Coordinating with the Public Information Officer on external messages.

3. Planning Section
   a) Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.
   b) Duties may include:
      (1) Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
      (2) Document all activities.
4. Logistics Section
   Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident. Additional responsibilities include:
   a) Establish and oversee communications centers and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop a telephone tree for after-hours communication.

b) Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
c) Document all activities

5. Finance/Administration Section
   Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for staff, submitting documentation for reimbursement at local, state and federal level, and recovering school records following an incident.
   Additional duties may include:
   a) Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
   b) Develop a system to monitor and track expenses and financial losses, and secure all records.



VII. Communications

A. Internal

1. Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:
   a) Telephone: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at the office. The tree originates with the Executive Director, who contacts the members of the staff.
   b) ParentSquarer is a phone system available to make all calls to programmed staff, schools, and parents.

c) Text messages may be sent to cell phones; as well all-call may be sent to cell phone numbers.
d) Emails may be sent to staff as an effective communication tool.

B. External

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from AeroSTEM about the incident, what is being done about it, and the safety of the students and staff.

1. Parent Communication
   a) Before an incident occurs, AeroSTEM will:
      (1) Develop a relationship with families so that they trust and know how to access alerts and incident information.
      (2) Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
   b) In the event of an incident, AeroSTEM will:
      (1) Disseminate information via automated phone calls and emails to inform parents, staff and the board about exactly what is known to have happened.
      (2) Implement the plan to manage phone calls and parents who arrive at school or at school site as requested.
      (3) Describe how the school office is handling the situation.
      (4) Provide information regarding possible reactions of their children and ways to talk with them.
      (5) Provide a phone number, website address, or recorded hotline where parents can receive updated incident information.
      (6) Inform parents and students when and where school will resume.
   c) After an incident, AeroSTEM and/or the designee will:
      (1) Schedule and attend an open question-and-answer meeting for parents as soon as possible.
2. Media Communication
   a) In the event of an incident, the Incident Commander will:
      (1) Designate a Public Information Officer.
      (2) Establish an off-campus briefing area for media representatives.
      (3) Determine the need to establish or participate in a Joint Information Center.
      (4) Coordinate messages with involved and appropriate entities.
   b) All AeroSTEM employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established).
3. Rumor Management

a) In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, AeroSTEM will:
   (1) Provide appropriate information to internal groups including administrators, teachers, students, custodians, and secretaries. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
   (2) Hold a staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
   (3) Designate and brief personnel answering calls to help control misinformation.
   (4) Conduct briefings for community representatives directly associated with the school.
   (5) Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

b) After the immediate incident response period, AeroSTEM will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

4. First Responders Communication
   a) The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.
5. Post Incident Communication

   After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

   The staff/school site teams will:

   a) Conduct a comprehensive assessment of the physical and operational recovery needs. Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
   b) Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
   c) Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
   d) Provide detailed facilities data to Administration so that they can estimate temporary space reallocation needs and strategies.

e) Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
f) Educate school personnel, students, and parents on available crisis counseling services.
g) School sites will advise the District and County Office of recovery status.
h) Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
i) Establish absentee policies for staff/teachers/students after an incident.
j) Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
k) Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tele-group tutoring, etc.
l) Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
m) Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that NCSOS may use include the following:

1. Standard telephone - VOIP
2. Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site. The use of text messaging is the most effective form of communication when systems are overwhelmed.
3. Intercom systems: The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
4. Bullhorns and megaphones: A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
5. Two-way radio: Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
6. Computers: A wireless laptop computer may be used for communication. Email may be a useful tool for updating information for staff, other schools in an affected area, and the County offices. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Website.

7. Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated.
8. Alarm systems on school sites: Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
9. Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance.
10. Runners—hand-carried notes may be used for communication as need dictates.

VIII. Administration, Finance, and Logistics

A. Agreements and Contracts

1. If school resources prove to be inadequate during an incident, AeroSTEM will request assistance from local emergency services, and other agencies. All requests will be approved by the Business Office. AeroSTEM will follow all requirements of local, state and federal funding requirements for disaster relief.

B. Recordkeeping

1. Administrative Controls
   The Business Office is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations for all sites in the district. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.
2. Activity Logs
3. The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:
   a) Activation or deactivation of incident facilities.
   b) Significant changes in the incident situation.
   c) Major commitments of resources or requests for additional resources from external sources.
   d) Issuance of protective action recommendations to the staff and students.
   e) Evacuations.
   f) Casualties.
   g) Containment or termination of the incident.

C. Incident Costs

1. Annual Incident Management Costs

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

2. Incident Costs
   The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:
   a) Personnel costs, especially overtime costs,
   b) Equipment operations costs,
   c) Costs for leased or rented equipment,
   d) Costs for contract services to support incident management operations, and
   e) Costs of specialized supplies expended for incident management operations.

   These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

D. Preservation of Records

1. In order to continue normal school operations following an incident vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

IX. Plan Development, Maintenance, and Distribution

A. This plan was developed for the AeroSTEM students, staff, and parents to standardize and coordinate the emergency preparedness measures taken, and to integrate emergency response procedures within the school. The plan must be adapted to address the requirements, specific needs, and capabilities of the school. The administration or his/her designee will be responsible for adding and updating site specific information to the school safety plan

B. This plan will be reviewed and updated if needed on an annual basis by AeroSTEM administration or designee(s). This plan will be presented (in parts) to the Charter council for input. This plan will be approved by the Executive Director and School Board. This plan will be distributed to school personnel who have roles and responsibilities for planning and responding to emergencies and disasters. This plan will be shared with community emergency response partners upon request. This plan will not be posted on any website in its entirety and will not be released to persons outside the school without direct approval of the Executive Director

X. Authorities and References

The following are summaries of emergency crisis related State Education Codes and Government Codes that pertain to schools. Refer to the entire citation for specific requirements.

A. California Government Code 3100
   1. This code states in part, “All public employees are hereby declared disaster service workers and take an oath of affirmation as such upon hire.”

B. California Government Code 8550-8551, Disaster Service Act
   1. This code ensures preparations within the state will be adequate to deal with emergencies and covers use of all available manpower to be used when necessary as Disaster Service Workers.

C. National Incident Management System (HSPD-5)
   1. On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5, directing the Secretary of Homeland Security to develop and administer a National Incident Management System and a National Response Framework. HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance grants, contracts, and other activities by July 1, 2005. HSPD-5 states in part:
      a) “All K-12 schools receiving Federal preparedness monies through the U.S. Department of Education, the U.S. Department of Homeland Security, and/or the U.S. Department of Health and Human Services are required to support the implementation of NIMS. Award recipients of the Department of Education’s Readiness and Emergency Management for Schools (REMS) funding are required to implement, in conjunction with community partners, identified NIMS compliance activities.”
   2. The NIMS components schools need to implement are:
      a) Command and Management; the use of the Incident Command System (ICS)
      b) Multi-Agency Coordination Systems (MACS), and Public Information Systems.
      c) Preparedness actions to establish and sustain prescribed levels of capability necessary to execute a full range of incident management operations.
      d) Resource Management to coordinate the application of tools, processes and systems which provide incident managers with timely and appropriate resources during an incident. Resources include personnel, equipment, and supplies.
      e) Communication and information Management; the means to develop a common operating picture for communications and system interoperability.
   3. The National Incident Management System places requirements for standardized training in courses on NIMS and ICS. School staff should be trained according to their responsibilities during an emergency or disaster. Staff members who may be considered emergency

personnel should complete training that incorporates the principles of ICS100, ICS200, and IS700 courses at a minimum.

D. Presidential Policy Directive 8 (PPD8)
   1. PPD8 is a National Preparedness document that describes the Nation's approach to preparing for threats and hazards that pose the greatest risk. PPD8 states National preparedness is the shared responsibility of our whole community, including individuals, private and non-profit sectors, faith based organizations, and Federal, state, and local governments. The requirements for Emergency Operations Plans to address preventing, protecting, mitigating, responding to, and recovering from emergency and disaster incidents are covered in PPD8.

E. Homeland Security Act of 2002
   1. This act defines school districts as "Local Agencies" which requires schools in the district to be compliant with HSPD-5 and PPD8. It also requires school districts to have emergency operations plans per the U.S. Government Accountability Office.

F. The FEMA Guide for Developing High Quality School Emergency Operations Plans
   1. This guide was updated March of 2013 and replaces all existing school emergency operations planning guides. The FEMA guide lists criteria for school emergency operations plans to be considered in compliance with PPD8. The guide also addresses the creation and usage of school emergency planning committees.

G. California Education Codes 32280 through 32289 Inclusive
   1. These education codes govern all aspects of school safety and emergency management in California K-12 public schools. It is the intent of this legislation that schools in California develop a Comprehensive Safety Plan to address all areas related to school and student safety through a systematic planning process. It is the responsibility of the school schools to develop or cause to be developed all components of the Comprehensive Safety Plan (CA. Ed Code 3281-a). The Comprehensive Safety Plan must be reviewed yearly and submitted to the School's Executive Director or designee by March 1 st of each year (Ed Code 32286-a). The Standardized School Emergency Operations Plan is one component of the Comprehensive Safety Plan. Other components of the Comprehensive Safety Plan are outlined in the Education Codes (CA. Ed Code 32282-a). The WCS Standardized All-Hazards Emergency Operations Plan meets all requirements of the emergency planning section of the Comprehensive Safety Plan. Each school must have a School Site Council, and the members of this council serve as the Site Safety Committee for purpose of review of safety and emergency plans specific to that school (CA. Ed Code 32281-b1). The membership of the Site Safety Council is specifically outlined in this Education Code. Each California school must also have a Safety Committee responsible for review of the Comprehensive Safety Plan.

H. California Assembly Bill 9 (AB9)

1. AB9, also named Seth's Law based on circumstances related to the Seth Walsh case, mandates public K-12 schools in California meet certain criteria in terms of anti-bullying programs. AB9 was implemented on July 1, 2012 and requires public schools in California to update their anti-bullying policies and programs to protect students who are bullied based on their actual or perceived sexual orientation, gender identity, race, ethnicity, nationality, gender, or disability. AB9 also requires public schools in California to provide an anonymous reporting tool to students for purposes of reporting bullying and for schools to follow up on all reports of bullying.

I. Family Education Rights to Privacy Act (FERPA)
1. Code of Federal Regulations (CFR) part 99 as it applies to vital records storage and release of student information.

J. Americans With Disabilities Act (ADA) 42USC
1. Codes as they relate to individualized emergency plans and procedures for persons with disabilities.

XI. Climate

A. Board Reporting
1. The Board of Directors will be presented with an annual update that includes an assessment of office referral, attendance rates, suspension and expulsion information and survey results.

B. Climate Survey
1. Students will be given a chance to participate in at least one climate survey result annually. The school will also utilize healthy kids survey information when appropriate.

XII. Functional Annexes (Actions)

Sequencing the Actions

The five actions of the Standard Response Protocol can work together as situations evolve and information is gathered. Here are some examples of how this can, and has, been done.

HOLD ESCALATES TO LOCKDOWN
The school receives a vague or anonymous report, through social media, of a student carrying a weapon. There is neither an immediate confirmation of it nor a substantiated threat. School personnel needs time to locate the student and send security/SRO to locate and confront the student in a very low-key way. They initiate the Hold Action during the search. Additional information and evidence may lead to a Lockdown because an imminent threat is detected.

LOCKDOWN MISTAKE SHIFTS TO SECURE The Police Department received reports from passers-by of a person with a rifle on the bike path adjacent to an elementary school. They

called the school directly and directed them to put the school in Lockdown, which was incorrect but this can happen when there are many unknown factors. Officers and District Security Teams were on the scene within 2-5 minutes and a suspect was taken into custody within that time. Personnel on-site were able to quickly confirm the building wasn't breached. The Lockdown was shifted to a Secure Action, with each classroom being released by school and security personnel. Releasing each classroom instead of using a public address is to retain continuity for releasing any Lockdown.

SECURE ESCALATES TO LOCKDOWN Recently there was a shooting in a park adjacent to a high school. The school was immediately placed in Secure, however, several victims and witness students ran back inside before the doors could be secured. In this case, it was unknown exactly who entered the building. The Secure Action shifted to Lockdown as a precaution while officers searched the building. It was determined to be safe within about 30 minutes, but the Lockdown was not immediately lifted. Moving to Hold at that point may have been a better choice in order to manage the situation and maintain tactical control of the building while allowing some monitored movement inside.

HOLD TO EVACUATE Utilize a Hold Action for a brief time during an unexpected fire alarm that is not accompanied by immediate signs of smoke or fire. This allows safety/security teams to scan for actual signs of fire, or other ambush type threats before Evacuating the building. An Evacuation would still occur per fire department requirements, but the tactical pause to gather information before evacuating allows for more situational awareness.

A. Hold

1. HOLD IN YOUR ROOM OR AREA
   a) There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.
2. ACTIONS
   a) Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced.
   b) Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.
   c) Students and staff outside of the building should remain outside unless the administration directs otherwise.
   d) It is suggested that prior to closing the classroom door, teachers should sweep the hallway for nearby students.
   e) Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.
3. RESPONSIBILITY
   a) Students
      (1) Clear the hallways and remain in room or area until the “All Clear” is announced
      (2) Do business as usual
   b) Adults
      (1) Close and lock door
      (2) Account for students and adults
      (3) Do business as usual
4. EXAMPLES OF HOLD CONDITIONS
   a) The following are some examples of when a school might initiate a Hold:
      (1) An altercation in a hallway;
      (2) A medical issue that needs attention;
      (3) Unfinished maintenance operation in a common area during class changes.

B. Secure

1. SECURE GET INSIDE, LOCK OUTSIDE DOORS.
   a) The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.
2. ACTIONS
   a) The Secure Action demands bringing people into a secure building and locking all outside access points.
   b) Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.
   c) There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.
   d) During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety
3. RESPONSIBILITY
   a) Students
      (1) Return to inside of building
      (2) Do business as usual
   b) Adults
      (1) Bring everyone indoors
      (2) Lock outside doors
      (3) Increase situational awareness
      (4) Account for students and adults
      (5) Do business as usual
4. EXAMPLES OF SECURE CONDITIONS
   a) The following are some examples of when a school might initiate a Secure:
      (1) An unknown or unauthorized person on the grounds
      (2) Dangerous animal on or near the grounds
      (3) Criminal activity in the area
      (4) Planned police activity in the neighborhood

C. Lockdown

1. LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT
   a) Lockdown is called when there is a threat or hazard inside the school building. Lockdown uses classroom and school security actions to protect students and staff from the threat.
2. ACTIONS
   a) The Lockdown Action demands locking individual classroom doors, offices and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence.
   b) There is no call to action to lock the building's exterior access points. Rather, the protocol advises leaving the perimeter as is. If the exterior doors are already locked, leave them locked but do have a conversation with your local responders so they understand and can gain access during a Lockdown.
   c) No indication of occupancy should be revealed until first responders open the door.
   d) If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.
3. RESPONSIBILITY
   a) Students
      (1) Move away from sight Maintain silence
      (2) Do not open the door
   b) Adults
      (1) Recover students from hallway if possible
      (2) Lock the classroom door
      (3) Turn out the lights
      (4) Move away from sight
      (5) Maintain silence
      (6) Do not open the door
      (7) Prepare to evade or defend
4. EXAMPLES OF LOCKDOWN CONDITIONS
   a) The following are some examples of when a school might initiate a Lockdown:
      (1) Dangerous animal within a school building
      (2) Intruder
      (3) An angry or violent parent or student
      (4) Report of a weapon
      (5) Active assailant

D. Evacuate

1. EVACUATE TO A LOCATION
   a) Evacuate is called when there is a need to move people from one location to another for safety reasons.
2. An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal.
3. An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them.
4. If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be able to bring their personal items with them.
5. REUNIFICATION AFTER AN EVACUATION
   a) When the students and staff are evacuated off-site, they may be walking to a different location or being transported to the location and there will be an organized reunification of students and parents/guardians at that site.
6. RESPONSIBILITY
   a) Students
      (1) Leave stuff behind if required to
      (2) If possible, bring your phone
      (3) Follow instructions
   b) Adults
      (1) Lead students to Evacuation location
      (2) Account for students and adults
      (3) Notify if missing, extra or injured students or adults
7. EXAMPLES OF EVACUATE CONDITIONS
   a) The following are some examples of when a school might initiate a Evacuate:
      (1) Bomb Threat
      (2) Gas Leak
      (3) Water Leak

E. Shelter

1. SHELTER STATE THE HAZARD AND SAFETY STRATEGY
   a) Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.
2. SAFETY STRATEGIES MAY INCLUDE
   a) Evacuate to Shelter area
   b) Seal the room
   c) Drop, cover and hold
   d) Get to high ground
3. ACTIONS
   a) Collaboration with local responders, the National Weather Service, and other local, regional and state resources will help in developing specific actions for your district response.
4. RESPONSIBILITY
   a) Students
      (1) Use appropriate safety strategy for the hazard
   b) Adults
      (1) Lead students to Evacuation location
      (2) Account for students and adults
      (3) Notify if missing, extra or injured students or adults
5. EXAMPLES OF SHELTER CONDITIONS
   a) The following are some examples of when a school might initiate a Shelter:
      (1) Tornado
      (2) Severe weather
      (3) Wildfires
      (4) Flooding
      (5) Hazmat spill or release
      (6) Earthquake

XIII. Hazard/Threat Specific Procedures

A. Active Shooter/Armed Assailant

1. Emergency Action – Active Shooter/Armed Assailant
   a) Immediate response to a rapidly changing incident is critical. In most cases, initiate LOCKDOWN procedures to isolate students from danger or send them to a secure area. Safety must always be the foremost consideration. An Active Assailant incident is

described as an immediate and imminent threat to safety posed by person(s) on or near the campus who are armed with weapons and intent on causing death or injury to students or staff. In these incidents, anyone witnessing the threat may order a lockdown by whatever means available. 911 should immediately be called, preferably by someone with knowledge of the incident. The caller should remain on the phone with police if possible in order to give updated information.

b) Safely locking down students and staff to keep the threat away is the first course of action, but alternatives such as running away from the danger to a safe area, enhancing door and window security by any method available, and fighting back or taking other actions to defeat the assailant are options to be considered while waiting for the arrival of law enforcement. The obligation and primary concern for school staff in an Active Assailant situation is to keep as many students and staff members as possible safe during the time it takes for law enforcement to arrive on scene and address the problem. The methods used to achieve this require common sense decision making and may vary depending upon the situation, threat level, and location of the threat.

c) Once the situation is deemed safe by law enforcement, the principal again takes control of the school in the position of school Incident Commander. Unified Command is established and communications are set up with the Executive Director to address issues such as student/parental reunification, relocation of students, school closure, and other issues related to the continuity of school operations.

2. Administrator Actions
   a) Remain calm. Do not confront the assailant(s) if possible.
   b) Assess the situation, and if possible, have someone call 911 to get law enforcement responding while this informational assessment is being done. Assess for the following:
      (1) Is the assailant in the school?
      (2) Has the assailant been identified?
      (3) Has the weapon been found and/or secured?
   c) Depending on the situation, initiate LOCKDOWN or RUNNING TO A SAFE PLACE as appropriate.
   d) Call 911 or direct a staff member to do so if this has not yet been done. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, injuries/casualties, actions taken by the school (e.g. LOCKDOWN). If the school is in lockdown, advise law enforcement where they should enter and have that entrance monitored by staff to let law enforcement into the school if it is safe to do so.
   e) Initiate Incident Command and fill positions as needed as soon as the incident has stabilized and it is safe to do so.

f) Identify command post location for school. Law enforcement will probably set up their own command post in a separate location. Assist police in entering the school and provide officers with critical information.
g) Ensure injured students and staff members receive medical attention.
h) If the assailant has left, secure all exterior doors to prevent re-entry.
i) If a firearm is known to exist and was left behind, do not touch it. Allow a law enforcement officer to take possession of the weapon.
j) Keep the crime scene secure.
k) Isolate and separate witnesses.
l) Gather information for police about the incident and everyone involved with it:
   (1) Name of suspect(s)
   (2) Location of shooting
   (3) Number and identification of casualties and injured
   (4) Current location of the shooter(s)
m) Prepare written statements for telephone callers and media. Refer media inquiries to designated Public Information Officer or administrator.
n) Prepare letter for students to take home to their families.
o) Arrange for immediate crisis counseling for students and staff.
p) Provide liaison for family members of injured students and staff members.
q) Debrief with staff and law enforcement officers.
r) Provide informational updates to staff, students and their families during the following few days.

3. Staff Actions
   a) Remain calm.
   b) Alert the principal/site administrator, and call 911 if possible and it is safe to do so. 911 may have already been called, but calling again is acceptable if the staff member is unsure if law enforcement has been notified.
   c) Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger. Institute LOCKDOWN or EVACUATION, as appropriate. Running to a safe place or fighting back to disable the assailant may be options to explore based on the threat level and location of the threat.
   d) Provide first aid for victims, if this can be done safely without placing the staff member or other students in danger. The threat level may prohibit staff members from safely reaching an injured victim. Life safety should enter into this decision.
   e) Account for all students if possible. Maintain order in assembly area and await arrival of law enforcement.
   f) Assist police officers – provide identity, location and description of individual and weapons.

B. Aircraft Crash

1. Emergency Action – Aircraft Crash
   a) AeroSTEM is located at the Sutter County Airport, so the possibility of an aircraft crash which would affect the school is increased. Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.
2. Aircraft crashes into the school
   a) Administrator Actions
      (1) Notify police and fire department (call 911).
      (2) Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION, or HOLD
      (3) Set up incident Command at site and initiate Unified Command with responding agencies.
      (4) Arrange for first aid treatment and removal of injured occupants from building.
      (5) Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
      (6) Account for all building occupants and determine extent of injuries.
      (7) If evacuation was done, do not re-enter building until the authorities provide clearance to do so
   b) Staff Actions
      (1) Notify administration and alert emergency responders via 911 as soon as it is safe to do so.
      (2) Move students away from immediate vicinity of the crash.
      (3) EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene if a threat is posed to the school by the crash. If safe to remain at the school, initiate a lock out or hold response. Take class roster and emergency backpack.
      (4) Check school site to assure that all students have evacuated if evacuation has been ordered.
      (5) Take attendance at the assembly area or in classrooms to obtain 100% accountability.
      (6) Report missing students to the office and emergency response personnel.
      (7) Maintain control of the students a safe distance from the crash site.
      (8) Care for the injured, if any.
      (9) Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.
      (10) Determine if parental reunification or controlled release is needed.
3. Aircraft crashes near school

a) Administrator Actions
   (1) Notify police and fire department (call 911).
   (2) Set up Incident Command and initiate Unified Command with responding agencies if needed.
   (3) Initiate HOLD , if warranted.
   (4) Ensure students and staff outside are directed to designated areas until further instructions are received.
   (5) Ensure that students and staff remain at a safe distance from the crash.
   (6) Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do. This may affect student pick up, so prepare for parental communication.
   (7) Determine if parental reunification or early release is needed.

b) Staff Actions
   (1) Notify administration.
   (2) Move students away from immediate vicinity of the crash.
   (3) Remain inside with students unless subsequent explosions or fire endanger the building.

C. Air Quality & Wildfire Smoke Annex

1. Emergency Action – Air Quality
   a) Severe air pollution, often due to smoke from fires or dust storms, may affect students and staff who are susceptible to respiratory problems. Air quality alerts are often issued during these incidents. Should an alert be issued, preparations should be made to address this pre-incident if possible.
2. Administrator Actions
   a) Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day. HIPPA guidelines must be followed when identifying students or staff with respiratory problems.
   b) Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode.
   c) When notified by the district office or news media of a smog advisory, inform all staff to stay indoors and minimize physical activity.
   d) Cancel any events that require the use of vehicles.
   e) Urge staff and high school students to minimize use of vehicles.
3. Staff Actions
   a) Remain indoors with students.
   b) Minimize physical activity.
   c) Keep windows and doors closed.

d) Resume normal activities after the All Clear signal is given.

D. Animal Disturbance

1. Emergency Action – Animal Disturbance
   a) If there is a wild, dangerous, or uncontrollable animal on campus, implement this procedure if the animal threatens the safety of the students and staff.
2. Administrator Actions
   a) Isolate the students from the animal. Close doors and keep students inside as a means to isolating the animal.
   b) If the animal is outside, keep students inside and institute a HOLD.
   c) If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal.
   d) Contact the local Animal Control office or law enforcement for assistance in removing the animal if this cannot be safely done by school staff.
   e) If the animal injures anyone, seek medical assistance by calling 911.
   f) Notify parent/guardian and recommended health advisor for proper protocol.
3. Staff Actions
   a) If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
   b) If the animal is inside, EVACUATE students to a sheltered area away from the animal.
   c) Notify the principal if there are any injuries and ensure medical aid has been called if needed.

E. Bioterrorism/Hazardous Materials

1. Emergency Action – Hazardous Materials
   a) The nature of the material and the proximity of the incident to the school site will determine which emergency ACTION should be implemented. Police, Fire or Public Health Department may order EVACUATION of the school. It may be determined that HOLD IN PLACE is a better option than evacuation for the initial response. This procedure also applies to BIOLOGICAL AGENT RELEASE and CHEMICAL ACCIDENTS.
2. Administrator Actions
   a) Call 911, if necessary.
   b) If there is a threat of airborne toxicity, shut-off ventilation system in affected area when necessary. HVAC filters will keep out some toxins, so conferring with emergency responders for air quality information is necessary. If SHELTER IN PLACE is determined to be the course of action, move all students and staff indoors and await information from emergency responders.
   c) Initiate EVACUATION if this is the determined course of action. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school

grounds as well. If evacuating by foot, move crosswind to avoid fumes, never upwind or downwind.

d) Isolate anyone suspected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
e) Initiate the Incident Command System and set up Unified Command with emergency responders.
f) Wait for instructions from emergency responders. The local fire department, Cal Fire, or
g) California Highway Patrol will be lead agencies.
h) Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
i) Upon return to school, ensure that all classrooms are adequately aired.

3. Staff Actions
   a) Follow standard student assembly, accounting and reporting procedures. Do not take unsafe actions such as returning to the building before it has been declared safe.

F. Bomb Threat

1. Emergency Action – Bomb Threat
   a) In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Checklist as soon as possible.
2. Person receiving threat by phone
   a) Listen for distinctive wording of the threat and any possible background noise that may identify the location the call is coming from. Do not interrupt caller. Specific wording of the threat is important, so take notes if possible.
   b) Keep the caller on the line with statements such as, "I am sorry, I did not understand you. What did you say?"
   c) Alert someone else by prearranged signal to notify law enforcement while the caller is on the line if possible. Check for caller I.D. if available.
   d) Notify administrator immediately after completing the call.
   e) Complete the Bomb Threat Checklist.
3. Person receiving threat by mail or note
   a) Note the manner in which the threat was delivered, where it was found and who found it.
   b) Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.

c) Caution students against picking up or touching any strange objects or packages.
d) Notify administrator.

4. Administrator Actions
   a) Call 911.
   b) If the caller is still on the phone or has just disconnected, have someone contact the I.T. department to see if the number the caller used can be identified.
   c) Instruct staff and students in the area to turn off cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies. Law enforcement will want this step taken, even though radio and cell traffic probably wouldn't set off a device
   d) Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb or suspicious package is in a corridor, modify evacuation routes to bypass the corridor.
   e) Not all bomb threats result in evacuation. An unauthored threat with no specific information and no accompanying suspicious circumstances could be a hoax. This is especially true in cyber-threats via social media. "SWATTING" is a term used to get a police response or have the school closed based on an unauthored threat, usually through social media. The administrator should examine the totality of the threat before deciding on evacuation. If there is limited data, there is limited threat. Specific wording should be analyzed and a social media monitoring tool is helpful in making these decisions. Some actions should be taken and law enforcement should still be contacted. These threats are still criminal and must be reported to law enforcement.
   f) Use the intercom, personal notification by designated persons, or the P.A. system to evacuate the threatened rooms if evacuation is decided upon.
   g) If it is necessary to evacuate the entire school, use of the fire alarm is an option. If the fire alarm is used to evacuate the school, a follow up phone call to the fire department should be made to explain the situation and avoid an unnecessary response
   h) Set up Incident Command and establish communications with responding emergency agencies. Unified Command should be utilized. Set up the Incident Command Post a safe distance from the area of threat and fill I.C.S. positions as needed.
   i) Direct a search team to look for suspicious packages, boxes or foreign objects if the situation dictates this can be done safely. Law enforcement typically will not search the school for a non-specific threat, but anything looking out of the ordinary should be treated as a suspicious package and reported to law enforcement.
   j) Do not return to the school building until it has been inspected and determined safe by proper authorities.
   k) Avoid publicizing the threat any more than necessary. This could trigger additional future threats.

5. Search Team Actions
   a) Do not enter an area unless it is safe to do so. Use a systematic, rapid and thorough
   b) approach to search the building and surrounding areas.
   c) Check classrooms and work areas, public areas (offices, bathrooms,etc), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
   d) If suspicious item is found, make no attempt to investigate or examine object.
6. Staff Actions
   a) ❑ If evacuation is ordered, evacuate students as quickly as possible, using primary or alternate routes.
   b) Upon arrival at the designated safe site, take attendance. Notify the administrator of any missing students.
   c) Do not return to the building until emergency response officials determine it is safe.
   d) Take whatever actions necessary to obtain 100% student accountability. Only trained emergency responders should be used to check the interior of buildings for missing students if it has been determined it is unsafe for staff members to re-enter school buildings.

G. Earthquake

1. Emergency Action - Earthquake
   a) Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks. The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.
2. Inside Building
   a) Administrator Actions
      (1) Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
      (2) Evacuation may not be necessary in a minor earthquake. If evacuation is ordered, follow procedure and check accountability of students and staff.
      (3) Send a search and rescue team to look for missing or trapped students and staff.
      (4) Post guards a safe distance away from building entrances to assure no one re-enters.

(5) Notify the County Office of school and personnel status. Determine who will inform the public information media as appropriate.
(6) Do NOT re-enter the building until it is determined to be safe by the appropriate facilities inspector.
(7) Contact the Executive Director to determine whether to close school. If school must be closed, notify staff members, students and parents.

b) Staff Actions
(1) Give DROP, COVER and HOLD commands. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under the table or other sturdy furniture with back to windows.
(2) Check for injuries, and render First Aid.
(3) After shaking stops, evacuate the building if ordered. If there is structural damage, staff may initiate evacuation without an order being given. The Executive Director. should be advised.
(4) Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.
(5) Check attendance at the assembly area. Report any missing students to Executive Director.
(6) Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
(7) Stay alert for aftershocks
(8) Do NOT re-enter building until it is determined to be safe.

3. Outside Building
a) Staff Actions
(1) Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
(2) After shaking stops, check for injuries, and render first aid.
(3) Check attendance. Report any missing students to Executive Director..
(4) Stay alert for aftershocks.
(5) Keep a safe distance from any downed power lines
(6) Do NOT re-enter building until it is determined to be safe.
(7) Follow instructions of Executive Director.

4. During Non-School Hours
a) Administrator Actions

(1) If on scene, inspect school buildings with Maintenance/Building and Grounds personnel to assess damage and determine corrective actions.
(2) If not on scene, do not report to the school without first checking with Executive Director.
(3) Confer with the Executive Director if damage is apparent to determine the advisability of closing the school.
(4) Notify fire department and utility company of suspected breaks in utility lines or pipes.
(5) If school must be closed, notify staff members, students and parents. Arrange for alternative learning arrangements such as portable classrooms if damage is significant and school closing will be of some duration..

H. Fire

1. Emergency Action – Fire
   a) Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the bottom to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out"
2. Within School Building
   a) Administrator Actions
      (1) Sound the fire alarm (activate pull station) to implement EVACUATION of the building.
      (2) If the fire alarm activation has signaled the possible fire, this means notification has already gone to fire services and they have begun their response.
      (3) Immediately EVACUATE the school using the primary or alternate fire routes.
      (4) If there is an actual fire, notify the Fire Department via 911 to give them updated information as soon as it is safe to do so.
      (5) Direct sweep team to be sure all students and personnel have left the building if safe to do so. If smoke or flames are visible, a sweep team should not remain inside the building or return to the building.
      (6) Ensure that access roads are kept open for emergency vehicles.
      (7) Initiate the Incident Command System and prepare to accept emergency response.
      (8) Notify the appropriate utility company of suspected breaks in utility lines or pipes.
      (9) Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so. Sweep teams or search teams for missing students should not return to the school unless it is safe to do so.

(10) If this was a false alarm, determine the cause and if it is safe to return to the building.

b) Staff Actions

(1) EVACUATE students from the building to the staging area using primary or alternate fire routes and take any necessary emergency equipment if safe to do so.

(2) Take the red/green file with you to the evacuation staging area.

(3) Locking doors and taking personal property is not an immediate priority if not safe to do so. Maintain control of the students a safe distance from the fire and firefighting equipment.

(4) If the evacuation route or the staging area itself are unsafe due to fire, use an alternate route or alternate staging area that is safe. Keep all students in your care with you, even if they are not in your class.

(5) Take attendance in the staging area. Report missing students to the office and emergency response personnel. Do not return to the school to look for students.

(6) Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

(7) Await further instructions from the administrator, but be prepared to move students on your own should a threat to safety arise.

3. Near the School

a) Administrator Actions

(1) Notify the Fire Department (call 911). Fire Department personnel will direct operations

(2) once on site.

(3) Determine the need to implement an EVACUATION. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

(4) If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan.

(5) Initiate the Incident Command System and fill positions as needed while monitoring the situation.

I. Intruder (Not Active Shooter/Armed Assailant)

1. Emergency Action – Intruder on Campus

a) All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. To prevent intruders on campus, keep doors secure, use sign-in sheets or computerized visitor monitoring systems for visitors, and cameras and staff to monitor entryways

b) ❑ When scheduling a meeting with an individual known to be aggressive, arrange for another staff member or a law enforcement officer to be present. ❑ Be available to deal with the media and bystanders and keep site clear of visitors

2. Administrator Actions

a) ❑ Initiate LOCKDOWN.
b) Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her the opportunity to vent. Attempt to be helpful.
c) As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
d) Keep subject in view until police or law enforcement arrives.
e) Take measures to keep subject away from students and building.
f) Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.

3. Staff Actions
a) Notify the administrator. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
b) Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
c) Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass. Remain inside rooms until the ALL CLEAR instruction is announced.

J. Medical Emergency

1. Emergency Action – Medical Emergency
a) Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. This is not a First Aid manual. When in doubt, call 911 for assistance. All staff members should have the authority to call 911 if they determine the need for immediate medical assistance. Medical emergencies involving any student or employee must be reported to the Administrator as soon as possible. REMEMBER TO USE UNIVERSAL PRECAUTIONS FOR POTENTIAL EXPOSURE TO ANY BODILY FLUIDS.

2. Administrator Actions
a) Assess the victim (ABC – Airway, Breathing, and Circulation. Call 911, if appropriate. Provide:
(1) School name, address including nearest cross street(s) and fastest way for ambulance to reach the building.
(2) Exact location within the building and best way to approach.
(3) Nature of the emergency and how it occurred.
(4) Approximate age of injured person.
(5) Caller's name and phone number (a phone number that will be answered).
b) Do not hang up until advised to do so by dispatcher.

c) Have a staff member notify the administrator for an informational advisement as soon as possible.
d) Move all students and non-essential staff inside the school into a HOLD response so they do not hinder emergency responders.
e) Assign a staff member to meet emergency responders and show medical them where the injured person is.
f) Assemble emergency care and contact information of victim.
g) Monitor medical status of victim, even if he or she is transported to the hospital.
h) Assign a staff member to remain with individual, even if he or she is transported to the hospital.
i) Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
j) Advise staff of situation (when appropriate). Follow-up with parents.

3. Staff Actions
a) Assess the scene to determine what assistance is needed. Call 911 or advise the office staff to do so. Direct students away from the scene of the emergency.
b) Notify Administrator.
c) Stay calm. Keep individual warm with a coat or blanket if needed.
d) Ask trained first aid personnel, if available at the scene, to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury due to leaving them in place.
e) Do not give the individual anything to eat or drink.

K. Utility Failure

1. Emergency Action – Utility Failure
a) Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

2. Administrator Actions
a) Notify utility company. Provide the following information:
(1) Affected areas of the school site
(2) Type of problem or outage
(3) Expected duration of the outage, if known
b) Determine length of time service will be interrupted
c) Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.

d) If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
e) Use messengers with oral or written word as an alternate means of faculty notification.
f) Implement plan to provide services without utilities or with alternate utilities.

L. Procedures For Preventing Opioid And Fentanyl Use And Overdose

1. Prevention
   a) Distribute materials to and/or discuss with students content conducive to preventing drug use/abuse such as, but not limited to:
      (1) How opioids and fentanyl affect the body's systems.
      (2) Refusal strategies
      (3) The signs and symptoms of use/abuse
      (4) The science of addiction
   b) Distribute safety advice to families regarding opioid overdose prevention.
   c) Creating a supportive, safe and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
   d) Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.
   e) Add additional strategies used at the school.
2. Emergency Action - Overdose

   Overdose is common among persons who use illicit opioids such as heroin and among those who misuse medications prescribed for pain such as oxycodone, hydrocodone, methadone, buprenorphine, and morphine. The incidence of opioid overdose is rising nationwide. In 2016, more than 42,000 of the drug overdose deaths in the United States involved some type of opioid, including heroin.

   To address the problem, emergency medical personnel, health care professionals, school personnel, people who use drugs, and other community members who may witness and respond to an overdose are being trained in the use of the opioid antagonist medication naloxone, which can reverse the potentially fatal respiratory depression caused by opioid overdose. (Note that naloxone has no effect on non-opioid overdoses, such as those involving cocaine, benzodiazepines, or alcohol.

   The steps outlined in this section are recommended to reduce the number of deaths resulting from opioid overdoses.

   a) Evaluate For Signs Of Opioid Overdose
      (1) Signs of OVERDOSE, which often results in death if not treated, include:
         (a) Unconsciousness or inability to awaken.

(b) Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened.
(c) Fingernails or lips turning blue/purple.

(2) If an opioid overdose is suspected, stimulate the person:
(a) Call the person's name.
(b) If this doesn't work, vigorously grind knuckles into the sternum (the breastbone in middle of chest) or rub knuckles on the person's upper lip.
(c) If the person responds, assess whether he or she can maintain responsiveness and breathing.
(d) Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.

(3) If the person does not respond, call 911, provide rescue breathing if the person is not breathing on their own, and administer one dose of naloxone.

b) Call 911 For Help
(1) AN OPIOID OVERDOSE NEEDS IMMEDIATE MEDICAL ATTENTION.
(2) An essential step is to get someone with medical expertise to see the person as soon as possible. If no emergency medical services (EMS) or other trained personnel is on the scene, activate the 911 emergency system immediately. All you have to say is "Someone is unresponsive and not breathing." Be sure to give a specific address and/or description of your location. After calling 911, follow the dispatcher's instructions. If appropriate, the 911 operator will instruct you to begin CPR (technique based on rescuer's level of training).

c) Administer Naloxone
(1) If the person overdosing does not respond within 2 to 3 minutes after administering a dose of naloxone, administer a second dose of naloxone.
Naloxone should be administered to anyone who presents with signs of opioid overdose or when opioid overdose is suspected. Naloxone is approved by the Food and Drug Administration (FDA) and has been used for decades by EMS personnel to reverse opioid overdose and resuscitate individuals who have overdosed on opioids. Research has shown that women, older people, and those without obvious signs of opioid use disorder are undertreated with naloxone and, as a result, have a higher death rate. Therefore, it is also important to consider naloxone administration in women and the elderly found unresponsive with opioid overdose.

Naloxone can be given by intranasal spray and by intramuscular (into the muscle), subcutaneous (under the skin), or intravenous injection.

All naloxone products are effective in reversing opioid overdose, including fentanyl-involved opioid overdoses, although overdoses involving potent (e.g., fentanyl) or large quantities of opioids may require more doses of naloxone.

DURATION OF EFFECT. The duration of effect of naloxone depends on dose, route of administration, and overdose symptoms and is shorter than the effects of some opioids. The goal of naloxone therapy should be to restore adequate spontaneous breathing, but not necessarily complete arousal.

More than one dose of naloxone may be needed to revive someone who is overdosing. People who have taken longer acting or more potent opioids may require additional intravenous bolus doses or an infusion of naloxone.

Comfort the person being treated, as withdrawal triggered by naloxone can feel unpleasant. Some people may become agitated or confused, which may improve by providing reassurance and explaining what is happening.

SAFETY OF NALOXONE. The safety profile of naloxone is remarkably high, especially when used in low doses and titrated to effect. When given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

Naloxone can be used in life-threatening opioid overdose circumstances in pregnant women.

The FDA has approved an injectable naloxone, an intranasal naloxone, and a naloxone auto-injector as emergency treatments for opioid overdose. People receiving naloxone kits that include a syringe and naloxone ampules or vials should receive brief training on how to assemble and administer the naloxone to the victim. The nasal spray is a prefilled, needle-free device that requires no assembly and that can deliver a single dose into one nostril. The auto-injector is injected into the outer thigh to deliver naloxone to the muscle (intramuscular) or under the skin (subcutaneous). Once turned on, the currently available device provides verbal instruction to the user describing how to deliver the medication, similar to automated defibrillators. Both the nasal spray and naloxone auto-injector are packaged in a carton containing two doses to allow for repeat dosing if needed.

FENTANYL-INVOLVED OVERDOSES. Suspected opioid overdoses, including suspected fentanyl- involved overdoses, should be treated according to standard protocols. However, because of the higher potency of fentanyl and fentanyl analogs compared to that of heroin, multiple doses of naloxone may be required to reverse the opioid-induced respiratory depression from a fentanyl-involved overdose. Many anecdotes report more rapid respiratory depression with fentanyl than with heroin, although other reports do not reflect such rapid depression.

Because of these effects, quicker oxygenation efforts and naloxone delivery may be warranted with fentanyl-involved overdoses compared with heroin-only overdoses. However, naloxone is an appropriate response for all opioid overdoses, including fentanyl-involved overdoses.

d) Support The Person's Breathing
   (1) Ventilatory support is an important intervention and may be lifesaving on its own. Rescue breathing can be very effective in supporting respiration, and chest compressions can provide ventilatory support.
   (2) Rescue breathing for adults involves the following steps:
      (a) Be sure the person's airway is clear (check that nothing inside the person's mouth or throat is blocking the airway).
      (b) Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
      (c) Place your mouth over the person's mouth to make a seal and give two slow breaths.
      (d) Watch for the person's chest (but not the stomach) to rise.
      (e) Follow up with one breath every 5 seconds.
   (3) Chest compressions for adults involve the following steps:
      (a) Place the person on his or her back.
      (b) Press hard and fast on the center of the chest.
      (c) Keep your arms extended.
e) Monitor The Person's Response
   (1) All people should be monitored for recurrence of signs and symptoms of opioid toxicity for at least 4 hours from the last dose of naloxone or discontinuation of the naloxone infusion. People who have overdosed on long-acting opioids should have more prolonged monitoring.

Most people respond by returning to spontaneous breathing. The response generally occurs within 2 to 3 minutes of naloxone administration. (Continue resuscitation while waiting for the naloxone to take effect.)
Because naloxone has a relatively short duration of effect, overdose symptoms may return. Therefore, it is essential to get the person to an emergency department or other source of medical care as quickly as possible, even if the person revives after the initial dose of naloxone and seems to feel better.

SIGNS OF OPIOID WITHDRAWAL. The signs and symptoms of opioid withdrawal in an individual who is physically dependent on opioids may include body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (gooseflesh), sweating, yawning, nausea or vomiting, nervousness, restlessness or irritability, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure. These symptoms are uncomfortable, but not life threatening. After an overdose, a person dependent on opioids should be medically monitored for safety and offered assistance to get into treatment for opioid use disorder.

If a person does not respond to naloxone, an alternative explanation for the clinical symptoms should be considered. The most likely explanation is that the person is not overdosing on an opioid but rather some other substance or may be experiencing a non-overdose medical emergency.

In all cases, support of ventilation, oxygenation, and blood pressure should be sufficient to prevent the complications of opioid overdose and should be given priority if the response to naloxone is not prompt

f) Do's And Don'ts When Responding To Opioid Overdose
   (1) DO attend to the person's breathing and cardiovascular support needs by administering oxygen or performing rescue breathing and/or chest compressions.
   (2) DO administer naloxone and utilize a second dose, if no response to the first dose.
   (3) DO put the person in the "recovery position" on the side, if you must leave the person unattended for any reason.
   (4) DO stay with the person and keep the person warm.
   (5) DON'T slap or forcefully try to stimulate the person; it will only cause further injury. If you cannot wake the person by shouting, rubbing your knuckles on the sternum (center of the chest or rib cage), or light pinching, the person may be unconscious.

(6) DON'T put the person into a cold bath or shower. This increases the risk of falling, drowning, or going into shock.
(7) DON'T inject the person with any substance (e.g., saltwater, milk, stimulants). The only safe and appropriate treatment is naloxone.
(8) DON'T try to make the person vomit drugs that may have been swallowed. Choking or inhaling vomit into the lungs can cause a fatal injury.
(9) NOTE: All naloxone products have an expiration date, so it is important to check the expiration date and obtain replacement naloxone as needed.

XIV. Appendix

A. Board Policies

1. Background Check
2. Bullying Prevention Policies & Procedures
3. Child Abuse Reporting Procedures
4. Discrimination & Harassment Policy
5. Immunization
6. Medication in School
7. Mental Health and Suicide Prevention
8. Notification of Dangerous Pupils Procedures
9. Safe and Orderly Environment
10. Safe Ingress and Egress Procedures
11. Sexual or Gender-Based Harassment
12. Staff and Student Interaction Policy
13. Suspension & Expulsion Policies

B. School Maps

1. Evacuation routes

2. Location of shut off valves/Fire Alarms

C. Emergency Contacts

The California Standardized Emergency Management System (SEMS) is organized at five (5) levels, which enables the most efficient coordination of services in an emergency situation. All California counties operate under the SEMS.

Emergency oversight for AeroSTEM Academy is through the County. This requires that notification be given to the County Office of Education, as well as your local agencies. Upon notification from you, the Director/designee will notify the County Office of Education.

All Emergencies:		911
Emergency Contact:	Joseph Clark	916.838.9988
Emergency Alternates:	Tony Barber	530-870-6474
Yuba City Police:		530-822-4660
Fire Dept.		530-822-4686
Bi-County Ambulance:		530-743-1893
Rideout Memorial Hospital		530-751-4300
PG&E:		1-800-743-5000
Red Cross:		530-673-1460
Sutter County Office of Education:		530-822-2900
City of Yuba City:		530-822-4602
Office of Emergency Management, Sacramento, Bomb Squad Coordination		916-262-1744

AeroSTEM Academy
DREAM ★ DISCOVER ★ DESIGN

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 9.3
DATE: 12/16/24
ITEM: 24-13 Administration in the Absence of Policy/Procedure - BP
SUBMITTED FOR: Action

Background and Summary Information: The Executive Director or designee will be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action will not be in conflict with the general aims and objectives of the school or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the Executive Director or designee who could provide appropriate assistance.

Financial/Educational Impact: Possible Governance and/or Compliance impacts

Staff Recommendation: Staff Recommends Approval

Administration in the Absence of Policy/Procedure

Section 300: Administration **Board Policy 24-13**

The Executive Director or designee will be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action will not be in conflict with the general aims and objectives of the school or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the Executive Director or designee who could provide appropriate assistance.

Whenever action in the absence of specific policy has been taken by a staff member that creates a potential for controversy or a potential for the incurring of financial obligation, or where the situation is likely to recur frequently, then such action will be brought to the attention of the board at its next regular meeting. In situations where a reasonable person could determine that the above actions taken by a staff member should be brought to the immediate attention of the board, the Executive Director or designee will be notified and he/she will immediately consult with the board chair/president as to the advisability of calling a special board meeting to review the staff member's action.

Adopted/Ratified:
Revision:

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 9.4
DATE: 12/16/24
ITEM: 24-14 Use of Security Cameras - BP
SUBMITTED FOR: Action

Background and Summary Information: Board Policy defining the use of security cameras on campus.

Financial/Educational Impact: Possible Governance and/or Compliance impacts

Staff Recommendation: Staff Recommends Approval

Use of Security Cameras

Section 500: Students **Board Policy 24-14**

AeroSTEM Academy may use security cameras and the resulting recordings throughout the year for:

1. The promotion of a safe environment;
2. Student and employee discipline proceedings;
3. The protection of school property;
4. Adherence to all legal and administrative directives; and
5. Inquiries and proceedings relating to law enforcement.

AeroSTEM Academy shall not use security cameras for other purposes unless expressly authorized by the Executive Director. Only the Executive Director or designee shall have access to security cameras, monitors, or monitoring tools and be permitted to operate the controls or capture or share footage.

CAMERA LOCATION, OPERATION AND CONTROL

AeroSTEM grounds, buildings and property including vehicles used for school purposes may be equipped with security cameras. Equipment may be placed to monitor areas where there is not a reasonable expectation of privacy, such as, school grounds, parking lots, entrances, exits, hallways, front offices, cafeterias, libraries, and other public, shared, or common spaces.

Security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including private offices, conference rooms, and restrooms.

Only personnel authorized by the Executive Director or designee shall install or adjust security cameras or related equipment.

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency's installation of video or audio surveillance on school property.

Security cameras shall monitor and/or record only video images where state or federal law restricts the use of audio recordings.

Adopted/Ratified:
Revision:

EXPECTATION OF PRIVACY

Except in areas where there is a reasonable expectation of privacy, all conduct on school property is subject to being recorded, preserved and examined by means of security cameras. Except in areas where there is a reasonable expectation of privacy, no person on district property shall have a legitimate expectation of privacy with respect to his or her conduct.

VIDEO MONITORING AND VIEWING

Real-time surveillance monitors may be viewed by any school personnel. Viewing is not limited to personnel where monitors covering public spaces are within public view. Preserved footage recordings shall be viewed only by personnel authorized by the Executive Director or designee in a setting that ensures controlled access, inability to tamper with the footage, and privacy from accidental public viewing.

Non-school personnel will be authorized to view preserved camera footage on a case-by-case basis by the Executive Director or designee. Preserved footage will be released by the Executive Director or designee in limited circumstances on a case-by-case basis as follows:

1. In order to protect the health and safety of all students, recordings that reveal unlawful actions will be brought to the attention of and/or released to law enforcement agencies.
2. A parent/guardian of a student pictured on preserved camera footage may be permitted by the Executive Director or designee to view camera footage.
3. A parent/guardian of a student shall be permitted to view any preserved camera footage that is used in a disciplinary action against their child.
4. In response to a public records request, the school will provide preserved camera footage unless otherwise exempt.
5. In response to a subpoena or court order.

PROTECTION OF INFORMATION AND DISCLOSURE

All camera recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws, regulations, and these procedures.

Typically, recordings will be saved for ten calendar days. If, after this time, no incidents have been reported that potentially violate student or employee behavior or other expectations and no public records request has been made seeking the footage, camera footage may be overwritten by the systems as storage space is needed for newer recordings. Some older security cameras have fewer

days of storage. The Executive Director is authorized to keep these cameras in operation until their useful life expires.

The Executive Director or designees may preserve any available footage by creating an electronic copy relevant to a possible disciplinary action, criminal, safety, or security investigation(s) or for other evidentiary purposes. The Executive Director shall establish protocol to define the storage specifications of preserved footage.

Any time a video recording is used to support student disciplinary action, the recording shall be retained by the administrator or designee, and kept on file. Any time a recording is used to support employee disciplinary action, the recording shall be retained by the Human Resources Department, and kept on file. The recording will be retained as required by law.

NO GUARANTEE OF RECORDING

By this policy, the school does not guarantee that every school interior, parking lot, general grounds, building, or vehicle will be equipped with a security camera, that the security camera in a specific area or on a specific vehicle will be in operation at a specific time, or that a security camera will record specific conduct or expression, or that security camera resolution will be sufficient to capture images with clarity in all circumstances.

MISCELLANEOUS

The Executive Director is authorized to develop forms and administrative protocols to implement these procedures.

This procedure does not apply to the monitoring of the district's technology system or employee use of the district's technology system.

The effectiveness of this set of security camera operations procedures shall be reviewed on a regular basis by the Executive Director or designee.

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 9.5
DATE: 12/16/24
ITEM: 24-15 Technology Use Policy - BP
SUBMITTED FOR: Action

Background and Summary Information: Board Policy defining the use of school provided technology on and off campus by students.

Financial/Educational Impact: Possible Governance and/or Compliance impacts

Staff Recommendation: Staff Recommends Approval

TECHNOLOGY USE POLICY

500: Students **Board Policy 24-15**

Introduction

In today's educational environment, technology provides a vast spectrum of excellent educational tools that allow students to access a wide variety of information to supplement academic study, conduct research, enhance projects and much, much more.

Accordingly, the internet is a place for the exchange of ideas, information, perspectives, and experiences that allows students to access a wide variety of information to supplement academic endeavors. AeroSTEM Academy provides students with technology capable of accessing the internet to further their education and research. Technology, and thus the internet, provides access to people across the world which includes access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive. Despite these risks, AeroSTEM believes that the value of the educational information available on the internet outweighs the risk that students may access information that is not consistent with educational principles, goals, and purposes.

AeroSTEM Academy has developed and adopted this Student Technology Use Agreement Policy ("Policy") to ensure that student access to technology and use of the internet is consistent with the educational goals and purposes of AeroSTEM Academy. This Policy sets forth student responsibilities and duties when technology issued and maintained by AeroSTEM Academy is employed to access and use the internet (applicable educational tools and productivity resources) regardless of setting and location. AeroSTEM Academy has deemed certain uses of the internet inappropriate for an educational setting and therefore not appropriate for use with AeroSTEM equipment and resource networks. AeroSTEM Academy stresses that an inappropriate use does not always mean that the use is in itself "bad" or illegal, but only that the use does not further the educational goals and purposes of the AeroSTEM.

In addition to the below-identified policies, AeroSTEM Academy will employ technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are sexual in nature, obscene, child pornography, or harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting internet browsers to block access to adult sites, using a filtering system that will filter all internet traffic, and report potential instances of misuse to administration and using a spam filter. Students are reminded that their use of AeroSTEM equipment and technology resources reflects upon AeroSTEM, and Students should guide their activities accordingly.

Adopted/Ratified: 12/11/2024
Revision:

Google Workspace for Education

AeroSTEM Academy uses Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. These resources are used by tens of millions of students and teachers around the world. At AeroSTEM Academy, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their devices, and learn 21st-century digital citizenship skills. A summary of these tools and others can be found at:
https://workspace.google.com/terms/user_features.html

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services": YouTube, Blogger, Google Maps, Google Earth, App Maker, etc.

Google provides information about the information it collects, Google shares how they use said information, and Google discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at: https://workspace.google.com/terms/education_privacy.html

1. **Devices and Resources Defined**
   - 1.1. **Devices**
     Computers, Chromebooks, iPads, Printers, TVs, Document Cameras, Speakers
   - 1.2. **Campus Resources**
     Applications, Email accounts, Supplemental Programs
   - 1.3. **Network Resources**
     Wifi Access, Internet Access, Routers, Access Points

2. **Use Limited to an Educational Purpose**
   The Student acknowledges that access to the internet via AeroSTEM technology, campus resources, and network resources is intended to serve and pursue educational goals and purposes. Student use of the internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use AeroSTEM technology campus resources, and network resources only in a manner specified in the Policy.
   - 2.1. Educational Purpose - means classroom activities, research in academic subjects, career or professional development activities, research in matters of civic importance or that further citizenship in a democratic society, AeroSTEM-approved personal research activities, or other purposes as defined by AeroSTEM from time to time.

2.2. Inappropriate Use - An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of AeroSTEM policy

3. Copyright

Student agrees that he or she will not use AeroSTEM technology, campus resources, and network resources to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by the AeroSTEM and the owner of the copyrighted material.

4. Communication

Student agrees that he or she will use AeroSTEM technology, campus resources, and network resources to communicate in a lawful, polite, and respectful way to others. This means that all of the following examples are not allowed:

4.1. Student will not post on newsgroups, social media, or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.

4.2. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.

4.3. Student will not make threats against others.

4.4. Student will not reveal personal information about others.

4.5. Student will not use email to send chain letters or “spam” email to a list of people or to an individual. Excessive email use may constitute grounds for suspecting misuse.

4.6. Student will not place illegal information on the internet, nor will Student use the internet or technology in any way that violates federal, state, or local law.

4.7. Student will not give out to any other internet user or post on the internet his or her name, address, or telephone number unless expressly authorized by the AeroSTEM in writing.

In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student’s parent or guardian may be granted access to the Student’s email.

5. Illegal, Dangerous Activities, and Hacking

Student shall not use the internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to AeroSTEM, other students, or the community. Additionally, Student shall not damage, debilitate or disable computers, computer networks, or systems. Examples of this include, but are not limited to, intentional or overuse of electronic

distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers or downloading hacker tools. Some such examples include port scanners and password crackers. Student shall not use any web browser or other tools [e.g. VPN, Tor, dual boot, etc.] to evade restrictions or circumvent security settings.

6. Obscene Materials

Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the internet to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

7. Supervision and Student Privacy

7.1. Students shall have no expectation of confidentiality or privacy with respect to any usage of AeroSTEM technology, campus resources, and network resources. In order to comply with the Children's Internet Protection Act (CIPA), AeroSTEM shall filter student internet access when using the device.

7.2. Internet filtering shall be in place both when the device is being used in AeroSTEM as well as when it is being used away from the AeroSTEM network resources.

7.3. AeroSTEM will log, monitor, and supervise use of AeroSTEM technology, campus resources, and network resources. By using AeroSTEM technology, campus resources, and network resources, Student acknowledges this logging, monitoring, and supervision of their use.

7.4. AeroSTEM shall not, at any time, remotely turn on or operate a Student camera or microphone without the Student's knowledge.

7.5. Student acknowledges that AeroSTEM technology, campus resources, and network resources are owned by the AeroSTEM and provided to Students for educational purposes.

7.6. Student acknowledges that AeroSTEM technology, campus resources, and network resources may be tracked using geo-location tracking technologies ("Geo Tracking").

7.7. Student is aware that communication over AeroSTEM technology, campus resources, and network resources is not private and acknowledges that email and records of internet activities will be accessed under, but not limited to, the following circumstances:

7.7.1. Routine system maintenance.

7.7.2. General inspection or monitoring, with or without notice to Student.

7.7.3. Specific review of individual files or monitoring of individual activity, with or without notice to Student, if there is suspicion that Student is engaging in inappropriate use.

8. Responsibility for AeroSTEM technology, campus resources, and network resources

Student is solely responsible for the AeroSTEM Equipment assigned to them and shall adhere to the following terms and conditions:

8.1. Student shall be actively enrolled at AeroSTEMl.

8.2. Student shall comply with the Technology Use Policy, and the Family Handbook when using AeroSTEM Equipment

8.3. Any student participating in workshops or classes should bring his/her device to AeroSTEM and make sure it is fully charged.

8.4. If the device is missing from AeroSTEM for an extended period of time, the device shall be considered stolen and a police report may be filed.

8.5. Student shall be the exclusive user of this device and shall not grant access to any other individual or student.

8.6. Student shall sign into the device using their AeroSTEM assigned Google Workspace for Education account.

8.7. Student shall treat his/her device with care and never leave it in an unsecured location.

8.8. Student shall not remove or interfere with the serial number or and other identification tags on the AeroSTEM Equipment.

8.9. Student shall not attempt to disassemble, remove or change the physical structure of the Equipment, including the keys, screen cover or protective casing.

8.10. Student shall not attach stickers or labels to the Equipment or add any markings to the Equipment or AeroSTEM-provided shell.

8.11. Student shall not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by AeroSTEM or whatever operating system on the provided computer.

8.12. Student shall keep the device issued to them clean and shall not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners unless device has an operation touchscreen in place.

8.13. Student shall promptly report any problems with their equipment to one of their teachers.

8.14. Student shall return AeroSTEM Equipment and additionally issued peripherals in good working order to the AeroSTEM at the end of each AeroSTEM year, at the request of the

Administration, or at the time of transfer or withdrawal from the AeroSTEM. Failure to return the computer or equipment in good working order shall result in the student/parents/guardian being responsible for the full replacement cost of the computer, equipment, and peripherals.

8.15. AeroSTEM shall repair or replace damaged equipment and/or peripherals resulting from normal use. The cost of all other breakages, accidental or intentional, shall be the responsibility of the Student. These instances shall be reviewed on a case-by-case basis and AeroSTEM shall make its best attempt to purchase replacement parts at the best possible price.

8.16. Loss or theft of the device or equipment is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost.

9. Spare Equipment and Lending

If the device issued to a student is inoperable, AeroSTEM has a limited number of spare devices for use while the original device is repaired or replaced. This agreement shall remain in effect and is applicable to loaner computers. The student may not opt to keep an inoperable device to avoid doing classwork due to loss or damage. If a student does not bring his/her device or to AeroSTEM, the student may be required to borrow a device from AeroSTEM based on direction from his/her teacher.

10. Commercial Activities

Student agrees that he/she will not use the internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by AeroSTEM in writing.

11. Information About Others

Student agrees that he or she will not make any statement or post any communication on the internet about another person that he or she knows or suspects to be untrue. This shall include, but is not limited to, social media, private message, direct message, or message board.

12. Violation of Policy

The Student acknowledges that violation of this Policy can result in a loss of all internet access and email privileges. If Student violates this Policy, or in any other way uses AeroSTEM technology in a manner that is not consistent with educational uses, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why AeroSTEM should deem the activity in question a use consistent with the educational purposes stated in this Policy. If AeroSTEM deems that the use is inconsistent with the educational purposes stated in this Policy, AeroSTEM may terminate the Student's Internet and computer privileges. One of the educational purposes in providing technology is to teach students to use such technology, including the Internet, appropriately and responsibly. TAeroSTEM reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of

technology, internet, or email privileges. Such penalties may include, but are not limited to, restricted access to technology, restricted access to internet, or supervised access to internet and email. Violation of this Policy could lead to disenrollment from our program. Student also acknowledges that AeroSTEMwill contact the proper legal authorities if AeroSTEM concludes or suspects that the Student's use of AeroSTEM-issued technology is a violation of any law or otherwise constitutes an illegal activity.

STAFF REPORT COVER SHEET

TO: Board of Directors
AGENDA ITEM: 9.6
DATE: 12/16/24
ITEM: 24-16 Academic Honesty Policy - BP
SUBMITTED FOR: Action

Background and Summary Information: Board Policy defining student academic honesty policy and procedures.

Financial/Educational Impact: Possible Governance and/or Compliance impacts

Staff Recommendation: Staff Recommends Approval

Academic Honesty Policy

500: Students **Board Policy 24-16**

Honest behavior is an expectation of all students at AeroSTEM Academy. The purpose of this policy is to create and maintain an ethical academic environment.

The school shall notify all students and parents/guardians annually of the rules pertaining to academic honesty and implement preventative measures that reduce the likelihood of academic honesty violations.

Within AeroSTEM, there is a shared responsibility to ensure that grades reflect the knowledge and skill level of each student. Acts of academic dishonesty can inhibit learning and adversely impact the accuracy of grades.

When academic honesty violations occur, consequences shall be determined through an evaluation of the specific situation, shall be commensurate with the seriousness of the act, and shall take into consideration the previous record of the student.

When appropriate, consequences for academic dishonesty shall be imposed both at the school and the classroom level commensurate with the grade level and developmental needs of the student.

All academic honesty violations, whether handled by a teacher or another school official, shall be documented in the student's discipline file for future reference. Parents/guardians shall be made aware of each academic honesty violation and consequence.

Definitions of Academic Honesty Behaviors

Specific types of academic honesty violations are defined below. These examples do not represent a complete list of possible violations:

1. **Cheating on Tests**
   Any use of external assistance relating to an examination, test, or quiz without expressed permission of the teacher. This includes looking at another student's paper, sharing answers, possession of materials, or copying another student's paper.
2. **Fabrication**
   Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

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3. **Unauthorized Collaboration**
   Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" any assessments to other students for the following year, or receiving any assessments from other students.
4. **Plagiarism**
   Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, has also engaged in plagiarism.
5. **Alteration of Materials**
   Any intentional and unauthorized alteration of student, teacher, or library instructional or assessment materials. This may include changing answers after the fact.
6. **Theft**
   Any unauthorized taking, concealment, or alteration of student or teacher instructional or assessment materials or equipment, including, but not limited to, the district data network, internet, and other on-line resources.
7. **Use of Generative Artificial Intelligence (Gen AI)**
   Gen AI describes algorithms (such as ChatGPT, Claude, Gemini, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos based on the prompting of humans. Any use of Gen AI to violate any of the school's academic integrity/honesty policies, engage in plagiarism/cheating, or create harm would be considered inappropriate use of Gen AI.