

**HAPPY VALLEY SCHOOL DISTRICT
BOARD OF TRUSTEES
November 10, 2021
3:30 pm, Library**

A. Approval of Agenda

B. Approval of Minutes- Regular Board Meeting, October 13, 2021

C. Approval of Minutes- Special Board Meeting, November 1, 2021

D Community Input

Members of the audience are welcome to address the Board of Trustees at this time during the meeting regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on those matters, if desired, until such matters are appropriately placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board bylaws 9323).

E. Board Report

F. Superintendent's Report

G. Staff Report

H. Public Hearing

1. Happy Valley Elementary School Updated Safe School Plan, Emergency Procedures

There will be a public hearing regarding Happy Valley Elementary School Safe School Plan, Emergency Procedures.

2. Educator Effectiveness Grant

There will be a public hearing regarding the Educator Effectiveness Grant.

I. Information Items

1. Educator Effectiveness Grant

The Board will receive information regarding the Educator Effectiveness Grant.

2. Community Foundation

The Board will receive an update regarding the most current Community Foundation Statement.

3. Preparation for Parent Volunteers

The Board will receive information regarding the Preparation for Parent Volunteers.

4. Meeting Discussion

The Board will receive information regarding a January board meeting.

J. Action Items

1. Happy Valley Elementary School Safe School Plan, Emergency Procedures

The Board will receive and consider approval of the Happy Valley Elementary School Safe School Plan, Emergency Procedures.

2. Student Internet Safety Agreement

The Board will consider for approval the confirmation of the CIPA (Children's Internet Protection Act) compliance: Using Lightspeed Relay Filtering through the Santa Cruz County Office of Education, Student Internet Safety Agreement, and Common-Sense Media for internet usage.

3. Surplus Items from Computer Lab

The Board will receive information and consider approval of surplus items to be recycled.

K. Consent Agenda

1. The Board will consider approval of vendor warrants paid since the last meeting.

L. Communications and Announcements

1. Nov. 1- No School, Staff Development Day
2. Nov. 7- End of Daylight Savings
3. Nov. 11- No School, Veterans Day
4. Nov. 15- Nov. 19- Parent/Teacher Conferences
5. Nov. 19- PeaceBuilders Assembly, 10:20 am, Stage
6. Nov. 19- Pizza Day
7. Nov. 19- Pajama Day
8. Nov. 22-Nov. 26- No School, Thanksgiving Break

M. Closed Session

Superintendent Evaluation

N. Report Out of Closed Session

O. Adjournment

Happy Valley School District
Regular Board Meeting
October 13, 2021
MINUTES

The meeting was called to order by the Board President at 3:31pm

BOARD MEMBERS PRESENT: Frandle, Willet, Click Richardson, Freeman, Jolliffe

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart, Lynd, Doolan

COMMUNITY MEMBERS PRESENT: Erin Stagg

A. APPROVAL OF THE AGENDA

MSC FREEMAN/CLICK RICHARDSON to approve the Board Meeting agenda as written. Unanimous.

B. APPROVAL OF THE MINUTES

MSC JOLLIFFE/FREEMAN to approve the minutes from the Regular Board Meeting September 8, 2021. Unanimous.

C. COMMUNITY INPUT

Jacob Willet informed the Board that Branciforte Drive has been repaired and the road is open again.

D. BOARD REPORT

1. Kyle Frandle informed the Board that he received an approval letter from the COE regarding the LCAP and pointed out the positive comments.
2. Alyssa Jolliffe requested that the lunch program be a future agenda item.
3. Jacob Willet informed the Board of the positive community letter in support of Faris Sabbah and the district superintendents.

E. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. Field getting watered.
2. Finished modified quarantine.
3. Occupational therapist, serving students and doing self regulation.
4. Increased counseling hours, going into classes and doing lessons on social emotional learning.
5. Had our first safety meeting.
6. Will be receiving new Educator Effectiveness Funding for professional development and New Teacher Project.
7. Student Council Update.
8. November 1st Board retreat, special Board meeting.
9. Joined Mountain Elementary School superintendent on Talk of the Bay interview.

F. STAFF REPORT

Lindsey Doolan informed the Board of the following:

1. 3rd grade will be having a writing celebration and getting their cursive license.
2. 6th grade OSS was cancelled, but had a field trip to DeLaveaga Park.
3. 2nd grade reading and working on place value.
3. Everyone is using TTP in math and working on social emotional learning.
4. Drive for Schools wrapping up this week.

G. INFORMATION ITEMS

1. REDISTRICTING

The Board received an update regarding the proposed redistricting of Happy Valley School Board Boundaries from Erin Stagg, Associate General Counsel SCLS.

2. EXTENSION OF TIMELINE FOR AUDITING

The Board received information regarding the new due date of December 15, 2021 for auditing.

H. ACTION ITEMS

1. APPROVAL OF CONTRACT

MSC FREEMAN/JOLLIFFE to approve a contract with Speechrighters for the 2021-2022 school year, to provide Occupational Therapy assessments and services as needed. Unanimous.

2. LOCAL INDICATORS FOR HAPPY VALLEY SCHOOL

MSC JOLLIFFE/FREEMAN to approve the Local Indicators for the 2021 California Dashboard. The Local Indicators were uploaded to the Dashboard on September 21, 2021. Unanimous.

3. ESSER III EXPENDITURE PLAN

MSC FREEMAN/JOLLIFFE to approve the ESSER III Expenditure Plan. Unanimous.

4. QUARTERLY STATUS REPORT OF UNIFORM COMPLAINT

MSC JOLLIFFE/WILLET to approve the 1st quarterly report for 2021-2022 uniform complaint related to the William Settlement. Unanimous.

5. BOARD POLICY UPDATES

MSC CLICK RICHARDSON/JOLLIFFE to approve the Board policy updates. Unanimous.

I. CONSENT AGENDA

MSC FREEMAN/CLICK RICHARDSON to approve the following:

1. Memorandum of Understanding for a student placed in the Soquel Union School District. Unanimous.
2. The vendor warrants paid since the last meeting. Unanimous.

J. CLOSED SESSION

1. The Board adjourned into closed session at 4:47pm to discuss the Superintendent Evaluation.

K. REPORT OUT OF CLOSED SESSION

The Board reported out of closed session, at 5:34pm, that they considered the evaluation of the Superintendent.

L. COMMUNICATION AND ANNOUNCEMENTS

1. October 15, 2021 - PeaceBuilders Assembly, 10:20am, Stage
2. October 15, 2021 - Pizza Day
3. October 20, 2021 - Parent Club Meeting, 6:30pm, Via Zoom
4. November 1, 2021 - No School, Staff Development Day
5. November 11, 2021 - No School, Veteran's Day
6. November 15 - November 19, 2021 - Parent Teacher Conferences
7. November 22 - November 26, 2021 - No School, Thanksgiving Break

M. ADJOURNMENT

MSC FREEMAN/WILLET to adjourn the meeting, there being no further business, 5:40pm. Unanimous.

pl

Happy Valley School District
Special Board Meeting
Santa Cruz County Office of Education, Annex
400 Encinal Street, Santa Cruz, CA
November 1, 2021
MINUTES

The meeting was called to order by the Board President at 8:30am

BOARD MEMBERS PRESENT: Frandle, Willet, Click Richardson, Freeman, Jolliffe

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart

MEMBERS OF THE PUBLIC: Certificated teaching staff participated in the Q & A,
Donna Williamson from Liebert-Cassidy-Whitmore

A. APPROVAL OF THE AGENDA

MSC FRANDLE/FREEMAN to approve the Special Board Meeting agenda as written.
Unanimous.

B. PLEDGE TO THE FLAG

C. PUBLIC COMMENT

No public comment.

D. STUDY SESSION OPENING REMARKS

Donna Williamson gave study session opening remarks.

E. LABOR RELATIONS TRAINING

The Board received information regarding Board/Staff relations and communications.

F. PUBLIC PARTICIPATION Q & A

There was a question and answer period where members of the public were able to ask questions.

G. ADJOURNMENT

MSC FRANDLE/FREEMAN to adjourn the meeting, there being no further business,
11:30am. Unanimous.

pl

Notice of Public Hearing November 10, 2021 3:30pm Happy Valley Library

**The Happy Valley Elementary School District
will hold a public hearing regarding the updated Happy Valley
Elementary School Safe School Plan, Emergency Procedure at the
November 10, 2021 Board Meeting which begins at 3:30pm. The
Public Hearing will be held at approximately 3:45pm, 11/10/2021.**

Notice of Public Hearing November 10, 2021 3:30pm

Happy Valley Library

The Happy Valley Elementary School District

**will hold a public hearing regarding the Educator Effectiveness
Grant at the November 10, 2021 Board Meeting which begins at
3:30pm. The Public Hearing will be held at approximately 3:45pm,
11/10/2021.**

ducator Effectiveness Block Grant 2021

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Happy Valley Elementary School District	Michelle Stewart, Principal/Superintendent	mstewart@hvesd.com 831-429-1456

Initial amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
1,211	November 10, 2021	December 15, 2021

L1480

2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools shall **ordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support chers and administrators with the expenditure of funds received pursuant to this subdivision.**

A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide **essional learning for teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils, with a s on any of the following areas:**

(1) Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.

anned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
n Teacher Project	\$5200	\$5200				\$10,400

grams that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including english language arts, history-social science, science, technology, engineering, mathematics, and computer science.

anned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity

Professional Development for Curriculum, Instruction, and English Language Arts, Math, and Science	\$3500	\$3500					\$7000
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practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, and social-emotional learning. The LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Training for Diversity, Equity and Inclusion	\$2000	\$1811				\$3811

Summary of Expenditures

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	\$5200	\$5200				\$10,400
Subtotal Section (2)	\$3500	\$3500				\$7000
Subtotal Section (3)	\$2000	\$1811				\$3811
Totals by year	\$10,700	\$10,511				

Total planned expenditures by the LEA:
\$21,211

EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made

- o Teachers;
- o Administrators;
- o Paraprofessional educators;
- o Classified staff.

S COMMUNITY FOUNDATION
SANTA CRUZ COUNTY
at the Jack & Peggy Baskin Center for Philanthropy
 7807 Soquel Drive • Aptos, CA 95003 • 831.662.2000 • www.cfsc.org

Happy Valley School Foundation Fund - HVSD

Fund Type: Agency Fund

Date Established: February 26, 1998

Investment Pool: Endowed - Socially Responsible Long Term Pool

Fund Report for July 01, 2021 - September 30, 2021

	Current Period 7/1/2021 - 9/30/2021	Year To Date 1/1/2021 - 9/30/2021
Opening Fund Balance	\$829,306.72	\$795,887.99
Earnings/(Losses)	\$(3,457.87)	\$60,099.50
Contributions	\$ 0.00	\$500.00
Foundation Services Fee*	\$(2,095.56)	\$(6,103.20)
Distributions for Fund Purpose	\$(0.00)	\$(26,631.00)
Ending Fund Balance	\$823,753.29	\$823,753.29

Donor gift \$706,853.32
 FUX 2 207,433.37
 Community Foundation \$57,646.50
 = 1,793,044.98
 Fund Balance

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement please contact Hilary Bryant at hbryant@cfsc.org or (831) 662-2065.

total fund 57 \$ 1,855,691.48

Last quarter community foundation = 1,810,146.75

Last quarter total fund 57 = \$ 1,867,730.00



Happy Valley School Foundation Fund - Donor Gifts - HVSDDG

Fund Type: Designated Fund

Date Established: October 30, 2017

Investment Pool: Endowed - Socially Responsible Long Term Pool

Fund Report for July 01, 2021 - September 30, 2021

	Current Period 7/1/2021 – 9/30/2021	Year To Date 1/1/2021 – 9/30/2021
Opening Fund Balance	\$711,623.72	\$79,363.86
Earnings/(Losses)	\$(2,967.21)	\$52,433.87
Contributions	\$ 0.00	\$582,011.53
Foundation Services Fee*	\$(1,798.19)	\$(5,019.94)
Distributions for Fund Purpose	\$(0.00)	\$(1,931.00)
Ending Fund Balance	\$706,858.32	\$706,858.32

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement please contact Hilary Bryant at hbryant@cfsc.org or (831) 662-2065.



Happy Valley School Legacy Flex Fund - HVSL

Fund Type: Agency Fund

Date Established: July 09, 2014

Investment Pool: Nonendowed - Socially Responsible Long Term Pool

Fund Report for July 01, 2021 - September 30, 2021

	Current Period 7/1/2021 - 9/30/2021	Year To Date 1/1/2021 - 9/30/2021
Opening Fund Balance	\$269,236.31	\$223,130.24
Earnings/(Losses)	\$(1,122.61)	\$17,615.14
Contributions	\$ 0.00	\$28,562.00
Foundation Services Fee*	\$(680.33)	\$(1,874.01)
Ending Fund Balance	\$267,433.37	\$267,433.37

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement please contact Hilary Bryant at hbryant@cfsc.org or (831) 662-2065.

Happy Valley Volunteers



We Need You!

Thank you for your willingness to share your time, enthusiasm, and skills with our staff and students. Your efforts, and the efforts of our many other volunteers, help to make Happy Valley the special place that it is. If you have any questions, please feel free to contact the school office.

How Can I Help?

- Room Parent
- Classroom Help
- Help with special events
- Go on field trips
- Help in the Garden
- Help in the Library



What Do I Need To Know Before I Volunteer?

FINGERPRINTING

All volunteers must be fingerprinted or have a current record of fingerprinting on file with the district office. If you have previously been fingerprinted, you do not need to be fingerprinted again. The District will provide a service on campus in order for volunteers to be fingerprinted. You may also contact Paige for a form to go to an outside live scan service.

SIGN IN

Anyone entering the building must sign in and out and also wear a volunteer badge at all times. It is very important to us to know who is on campus at all times. Volunteer badges help alert us to any strangers who might be on campus. All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on campus or the playground.

PRACTICE CONFIDENTIALITY

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

USE CELL PHONE ETIQUETTE

Please put your cell phone on vibrate mode when working on campus. Cell phone ring tones and conversations are disruptive to

Happy Valley Volunteers

the learning environment. Do not use your cell phone while driving in our parking lot.

BATHROOMS

Volunteers should not use student bathrooms. Please use the "adults only" bathrooms in the art and music room, or use the bathroom in the office area.

Can I Bring Other Children When I Volunteer?

We do not allow younger siblings while parents are volunteering. They can cause a distraction and a possible liability.

What If A Student Misbehaves?

Serious concerns about student behavior during volunteer time should be referred to the teacher or another staff member immediately. Do not reprimand or try to discipline students. There is always a staff member nearby.

What If I Can't Attend?

If you are unable to volunteer at your assigned time, please call within 24 hours to the staff member you are scheduled to work with, or the school office.

What Are The COVID Protocols?

- All volunteers must be vaccinated.
- Each person must screen themselves EACH day for COVID symptoms. COVID symptoms include fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea.
- If you are symptomatic, you must have a negative COVID test to return to campus.
- If you or someone in your household tests positive for COVID-19 or has symptoms, you may not come to campus and must follow quarantine protocol.
- Volunteers are not allowed in classes that are participating in modified quarantine.
- Every person must wear a face covering fully covering their mouth and nose whenever they are indoors with students, or in close proximity to others outside.

Happy Valley Volunteers



I Want To Drive On A Field Trip. What Do I Need To Know?

- Drivers must provide current copies of your insurance and driver's license on file in the office prior to the field trip.
- Parents may not bring siblings on field trips because of liability issues, and possible distractions when monitoring their assigned group.
- Drivers may not make any unscheduled stops when chaperoning students on a trip. (This includes extra stops for treats or snacks or unplanned visits to nearby stores or gift shops.)
- Always stay with the children that are assigned to you. Please ensure that all children in your group are behaving appropriately, using manners, and are following rules at the field trip location.
- Alcohol, tobacco or any illegal substances are not permitted on any field trip.

Other Important Information:

PEOPLE YOU WILL WANT TO KNOW:

Principal/Superintendent: Michelle Stewart
Office Staff: Paige Lynd and Donna Walker

SCHOOL PROCEDURES YOU NEED TO KNOW:

Emergency Drills: Usually an alarm will sound, at times followed by direction over the phone system or microphone. Exit the nearest outside door that is not blocked. Students will usually line up by the flagpole, or in the top parking lot.

Dress Code: Dress as a positive role model for children. Our student dress code should guide you.

Parking: If you plan to be on campus for a long period of time (more than 10 minutes), please use the spaces in the upper lot.



Happy Valley Elementary School Safe School Plan Emergency Procedures

**Happy Valley Elementary School District
3125 Branciforte Dr.
Santa Cruz, CA 95065-9775
(831) 429-1456**

Plan Date: November 2021

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ALERT SYSTEM2: SCHOOL PERSONNEL

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SITE PLOT PLAN

VICINITY MAP

THOMAS BROS. MAP

1.0 INTRODUCTION

1.1 OVERVIEW

State law requires that schools be adequately prepared to respond to earthquakes, fires, and other emergencies (California Education Code § 35295 through § 35297, California Government Code § 8607, and California Code of Regulations § 2400 through § 2450). To assist schools in complying with these requirements, the Happy Valley Elementary School District has adopted the Model Safe School Plan, Emergency Procedures (02-01-05) for use as a template in the preparation of emergency procedures for each of the District schools. Per District policy, the Superintendent or designee shall use state-approved Standardized Emergency Management System (SEMS) guidelines and the National Incident Command System (NIMS) when updating district and site-level emergency and disaster preparedness plans. The emergency management teams and procedures outlined in this plan are consistent with both SEMS and NIMS, however SEMS will serve as the primary reference throughout this document. This plan presents specific procedures to be used in preparing for, and responding to, school emergencies.

1.2 PLAN ORGANIZATION

The effective management of emergencies requires both adequate emergency preparedness and emergency response capabilities. This plan is organized into six sections. Section 2 deals with emergency preparedness, identifies the school's emergency response teams and defines the roles and responsibilities of team members. Sections 3.0 and 4.0 present guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Section 5.0 provides detailed emergency response procedures for 18 types of emergencies that may be encountered in a school setting. Section 6.0 provides supplemental emergency information including contact information, supply lists and evacuation routes. Standard forms, site maps and other supporting information are contained in the Appendices.

The Principal will ensure that this Safe School Plan, - Emergency Procedures is consistent with District Board Policy 0450 and SEMS, and that the plan addresses the following eighteen emergencies: aircraft crash; aircraft landing, animal disturbance; armed assault on campus; biological or chemical release; bomb threat; bus disaster; disorderly conduct; earthquake; explosion/risk of explosion; fire in surrounding area; fire on school grounds; flooding; loss or failure of utilities; motor vehicle crash; psychological trauma, suspected contamination of food or water; threat of violence; and unlawful demonstration/walkout.

2.0 STANDARDIZED EMERGENCY MANAGEMENT

2.1 Emergency Planning with SEMS

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the multiple agencies often participating in response to an emergency. SEMS consists of the following five functions: Management; Planning/Intelligence; Operations; Logistics; and Finance/Administration.

2.1.1: Management

During an emergency, the Incident Commander is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically directed by the Principal, as the Incident Commander. The Principal is assisted in carrying out this function by a Public Information Officer, Safety Coordinator, and Agency Liaison.

2.1.2: Planning/Intelligence

During an emergency, SEMS Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. Under SEMS, this function is supported by two staff members, one involved with "Documentation" and the other with "Situation Analysis." In Happy Valley Elementary School District schools, "Situation Analysis" may be performed by a "Communications" position. Both of these positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal) unless a Planning/Intelligence Chief is assigned.

2.1.3: Operations

Under SEMS, all emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. Within Happy Valley Elementary School District, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal), unless an Operations Chief is assigned: First Aid/Medical Team; Security/Utilities Team; Assembly Area Team; Psychological First Aid Team; Supply/Equipment Team; Request Gate Team; Reunion Gate Team; Fire Suppression/HazMat Team; and Search and Rescue Teams.

2.1.4: Logistics

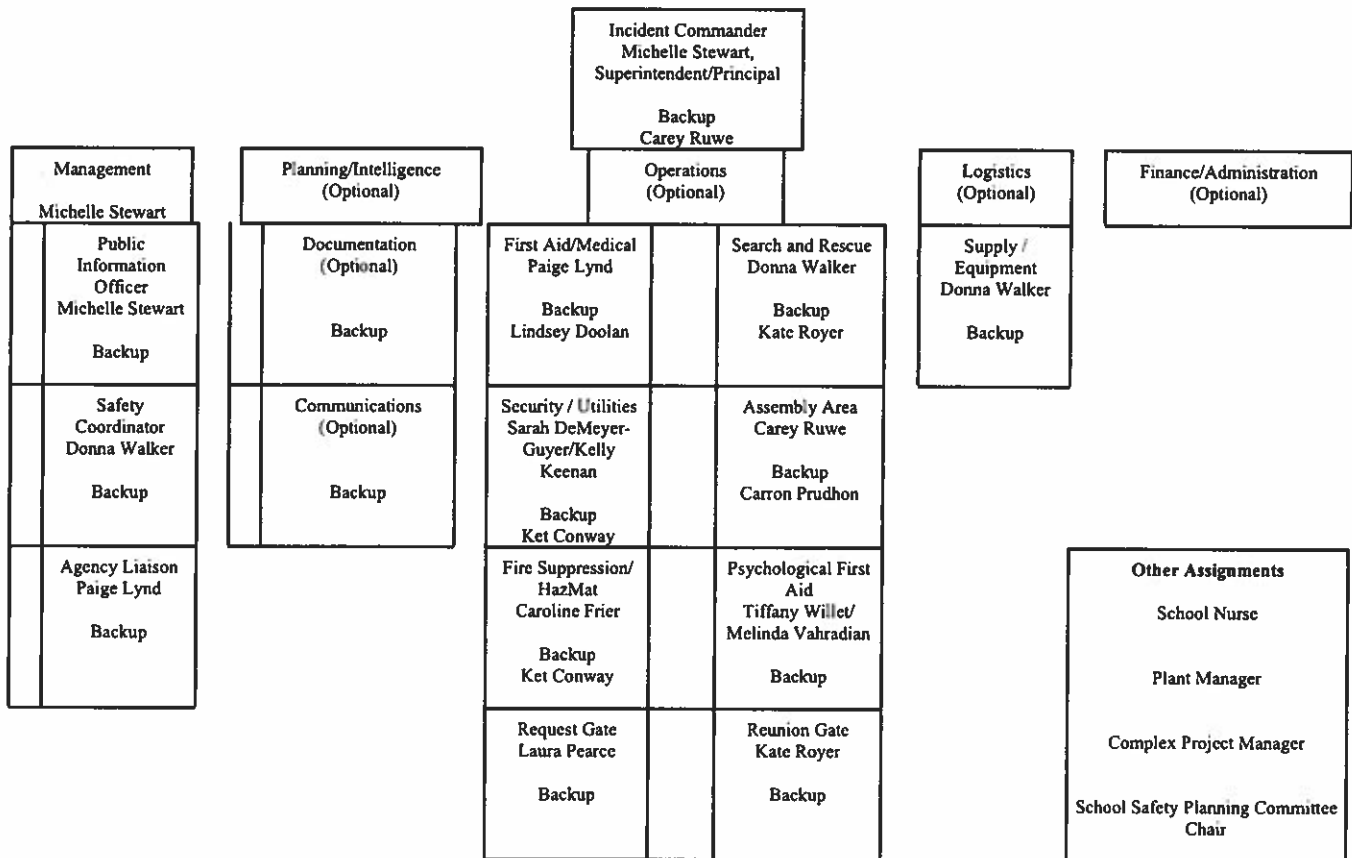
The Logistics function of SEMS supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. Within Happy Valley Elementary School District, these activities are performed by the Security/Utilities Team and the Supply/Equipment Team both of which report directly to the Incident Commander unless a Logistics Chief is assigned.

2.1.5: Finance/Administration

The Finance/Administration function of SEMS involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. Within Happy Valley Elementary School District, these activities may be performed by a "Documentation" position which reports directly to the Incident Commander unless a Finance/Administration Chief is assigned.

Figure 2.1 presents an Emergency Management Organization Chart modeled after SEMS and adapted for Happy Valley Elementary School District schools.

FIGURE 2-1: EMERGENCY MANAGEMENT ORGANIZATION CHART



Note: This Organization Chart is based on SEMS, and adapted for Happy Valley Elementary School District use. The Principal and School Safety Planning Committee should use discretion in making further modifications to address specific needs of the school. The first name in the box represents the primary responsible person whereas the second name denotes the backup

2.2 INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

2.2.1: Assignments

The Incident Command Team is led by the Principal, Michelle Stewart, Superintendent/Principal. The team is made up of the the following members:

Incident Commander: *Michelle Stewart, Superintendent/Principal*
Public Information Officer: *Michelle Stewart*
Safety Coordinator: *Donna Walker*
Agency Liaison: *Paige Lynd*

The Incident Commander also directs the activities of all other teams.

2.2.2: Roles and Responsibilities

2.2.2.1: Incident Commander

The Incident Commander (Principal) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.
- Periodically communicating with the Local District Superintendent.

2.2.2.2: Public Information Officer

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

2.2.2.3: Safety Coordinator

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist. Specific duties of the Safety Coordinator may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

2.2.2.4: Agency Liaison

The Agency Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions.
- Ensuring coordination of efforts by periodically keeping Incident Commander informed of agencies' action plans and providing periodic updates to agency representatives as necessary.

2.2.3: Team Supplies and Equipment

- Copy of the school's Emergency Procedures
- Campus map
- Master keys
- Copies of staff and students rosters
- Hand-held radios
- Bullhorn
- Battery-operated AM/FM radio.
- First Aid kit
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier
- Large campus map

2.2.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.3 FIRST AID/MEDICAL TEAM

The First Aid/Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

2.3.1: Assignments

First Aid/Medical Team Leader: *Paige Lynd*

Alternate Team Leader: *Lindsey Doolan*

First Aid/Medical Team Member:

First Aid/Medical Team Member:

First Aid/Medical Team Member:

School Nurse:

2.3.2: Roles and Responsibilities

First Aid/Medical Team Leader

The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with the incident Commander to determine medical needs and planned actions. The First Aid/Medical Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from Team Members and making these reports to have them readily available to the Incident Commander. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Completing the Injury and Missing Persons Report (Form D, Appendix A).

First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid/Medical Team may include:

- Setting up first aid area, triage and/or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid/Medical Team Leader.

2.3.3: Supplies and Equipment

- Vest or position identifier
- First aid supplies
- Triage tags
- Hand-held radios
- Stretchers
- Blankets
- Wheelchairs
- Patient record forms
- Site map
- Injury and Missing Persons Report (Form D, Appendix A)

2.3.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.4 PSYCHOLOGICAL FIRST AID TEAM

The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

2.4.1: Assignments

Psychological First Aid Team Leader: *Tiffany Willet/ Melinda Vahradian*

Alternate Team Leader:

Psychological First Aid Team Member: *Mental Health Counselor*

Psychological First Aid Team Member:

Psychological First Aid Team Member:

2.4.2: Roles and Responsibilities

Psychological First Aid Team Leader

The Psychological First Aid Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Psychological First Aid Team Leader is also responsible for assigning personnel as needed.

Psychological First Aid Team Members

The members of the Psychological First Aid Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area. The Psychological First Aid Team will direct all external requests for information to the Public Information Officer. Specific duties of the members of the Psychological First Aid Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting the Release Gate Team as needed.
- Coordinating with the Incident Commander to provide water and food to student and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

2.4.3: Supplies and Equipment

- Vest or position identifier
- Hand-held radio
- Ground Cover, tarps
- First aid kit
- Paper, pens, pencils

2.4.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.5 SEARCH AND RESCUE TEAM

The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

2.5.1: Assignments

Search and Rescue Team Leader: *Donna Walker*

Alternate Team Leader: *Kate Royer*

SAR Team 1 Members: , ,

SAR Team 2 Members: , ,

SAR Team 3 Members: , ,

SAR Team 4 Members: , ,

SAR Team 5 Members: , ,

SAR Team 6 Members: , ,

SAR Team 7 Members: , ,

SAR Team 8 Members: , ,

SAR Team 9 Members: , ,

SAR Team 10 Members: , ,

2.5.2: Roles and Responsibilities

Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtaining briefings from the Incident Commander, noting injuries and other situations requiring response.
- Assigning and recording teams based on available manpower, minimum 2 persons per team.
- Updating teams' reports on site map and recording exact location of damage and triage tally.

Search and Rescue Team Members

The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Shutting off gas or extinguishing fires as appropriate.
- Periodically reporting to the Team Leader on location, number, and condition of injured.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Sealing off and posting areas where hazardous conditions exist.
- Contacting Security/Utilities Team to secure the building from reentry after the search.

2.5.3: Supplies and Equipment

- Vest or position identifier
- Hard hat
- Work and latex gloves
- Whistle with master keys on neck lanyard
- 2-way radio
- Clipboard with job duties
- Map indicating search plan
- CO2 fire extinguishers
- Water-type fire extinguishers
- Hoses
- Water bib keys
- Gloves
- Blankets
- Bolt cutters

- Shovels
- Ropes
- Triage tags
- Bucket or duffel bag
- Goggles
- Flashlight
- Dust masks
- Pry bar
- Grease pencil
- Pencils
- Duct tape
- Caution tape
- Masking tape
- One member wears first aid backpack

2.5.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.6 SECURITY/UTILITIES TEAM

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.

2.6.1: Assignments

Security/Utilities Team Leader: *Sarah DeMeyer-Guyer/Kelly Keenan*

Alternate Team Leader: *Ket Conway*

Security/Utilities Team Member:

Security/Utilities Team Member:

Security/Utilities Team Member:

2.6.2: Roles and Responsibilities

Security/Utilities Team Leader

The Security/Utilities Team Leader is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting local utilities (water, electricity, gas, and sewer) as needed.

Security/Utilities Team Members

The members of the Security/Utilities Team are responsible for securing the school and reporting that the campus is in “lock-down” to the Incident Commander. They are also responsible for surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. The Security/Utilities Team will direct all external requests for information to the Public Information Officer. Specific duties of the members of the Security/Utilities Team may include:

- Locking all external gates and doors; unlocking gates when appropriate.
- Stationing one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing damage to school facilities.
- Checking emergency water supply and making it ready for distribution.
- Setting up temporary sanitation areas (portable toilets).
- Helping with first aid and setting up temporary morgue (if necessary).
- Preparing and distributing food as directed by the Incident Commander.
- Assisting the First Aid/Medical Team in comforting students as needed.

2.6.3: Supplies and Equipment

- Vest or position identifier
- Master keys
- Hand-held radio
- Copy of the school’s Emergency Procedures
- Large durable signs for providing direction and information
- Utility shut-off tools
- Custodial and food supply inventories
- Notebook containing site maps

2.6.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will then rove the entire campus to determine areas of need.

2.7 SUPPLY/EQUIPMENT TEAM

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

2.7.1: Assignments

Supply/Equipment Team Leader: *Donna Walker*

Alternate Team Leader:

Supply/Equipment Team Member:

Supply/Equipment Team Member:

Supply/Equipment Team Member:

2.7.2: Roles and Responsibilities

Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Supply/Equipment Team Leader may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring shelter and determining the length of time shelter will be needed.

Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies). Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

2.7.3: Supplies and Equipment

- Hand-held radios
- Keys
- Bullhorn
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Portable phones
- Sanitary supplies

2.7.4: Team Assembly Location

Inside: Office

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.8 ASSEMBLY AREA TEAM

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

2.8.1: Assignments

Assembly Area Team Leader: *Carey Ruwe*
Alternate Team Leader: *Carron Prudhon*
Assembly Area Team Member:
Assembly Area Team Member:
Assembly Area Team Member:

2.8.2: Roles and Responsibilities

Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Assembly Area Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and makes them readily available to the Incident Commander.

Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation of student and staff during an emergency. Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Report (Form D, Appendix A) from each teacher and submitting them to the Assembly Area Team Leader.
- Checking student emergency card for name of person(s) authorized to pick up student.
- Assisting the Reunion Gate Team as required.

2.8.3: Supplies and Equipment

- Copy of Site Plot Plan and Vicinity Map showing designated on and off site Assembly Areas
- Injury and Missing Persons Report (Form D, Appendix A)

2.8.4: Team Assembly Location

Inside: Office

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.9 REQUEST GATE TEAM

The Request Gate Team is responsible for processing parent requests for student release during an emergency.

2.9.1: Assignments

Request Gate Team Leader: *Laura Pearce*
Alternate Team Leader:
Request Gate Team Member: *Administrative Assistant*
Request Gate Team Member:
Request Gate Team Member:

2.9.2: Roles and Responsibilities

Request Gate Team Leader

The Request Gate Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Request Gate Team Leader will refer all outside requests for information to the Public Information Officer.

Request Gate Team Members

The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and providing them with tags or other identifications authorizing the holders to reunite with their students at the Reunion Gate. Specific duties of the members of the Request Gate Team may include:

- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order.
- Issuing a tag or other identifications only to an authorized person.
- Directing parents or guardians to the Reunion Gate.

2.9.3: Supplies and Equipment

- Keys to Main Gate
- Bullhorn
- Tags or other identifications

2.9.4: Assembly Location

Outside: Fire Station

The Request Gate team is to assemble at the main entrance.

2.10 REUNION GATE TEAM

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

2.10.1: Assignments

Reunion Gate Team Leader: *Kate Royer*

Alternate Team Leader:

Reunion Gate Team Member:

Reunion Gate Team Member:

Reunion Gate Team Member:

2.10.2: Roles and Responsibilities

Reunion Gate Team Leader

The Reunion Gate Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Reunion Gate Team Leader will refer all requests for information to the Public Information Officer. The Reunion Gate Team Leader is also responsible for collecting the Student Release Log (Form E Appendix A) from the Team Members and have them readily available to Incident Commander.

Reunion Gate Team Members

The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated Reunion Gate. Specific duties of the members of the Reunion Gate Team may include:

- Greeting parents, guardians, and designees at the Reunion Gate.
- Verifying the authenticity of the tags or other identifications.
- Dispatching Student Runners to Assembly Area to escort students whose parents have come to claim them.
- Providing reassurance to parents, guardians, and designees and directing them to the Reunion Area to wait for their children.
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school.
- Completing Student Release Log (Form E, Appendix A) and submitting them to the Reunion Gate Team Leader.

2.10.3: Supplies and Equipment

- Hand-held radios
- Tables and chairs (from nearby classrooms)
- Keys to Reunion Gate
- Materials for sign-out log
- Student Release Log (Form E, Appendix A)

2.10.4: Reunion Gate (aka, Reunification Gate)

Primary: Happy Valley Conference Center

Secondary: DeLaveaga Park

The team is to assemble at the selected Reunion Area.

2.11 FIRE SUPPRESSION AND HAZMAT TEAM M

The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Incident Commander. The Fire Suppression and HazMat Leader is also responsible for gathering the Damage Assessment Report Form (Form F, Appendix A) from the Team Members and have them readily available to the Incident Commander.

2.11.1: Assignments

Fire Suppression and HazMat Team Leader: *Caroline Frier*

Alternate Team Leader: *Ket Conway*

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

2.11.2: Roles and Responsibilities

Fire Suppression and HazMat Team Leader

The Fire Suppression and HazMat Team Leader is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Fire Suppression and HazMat Team Leader is also responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and have them readily available to the Incident Commander.

Fire Suppression and HazMat Team Members

The members of the Fire Suppression and HazMat Team are responsible for extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency. Copies of the Damage Assessment Report Form (Form F, Appendix A) will be submitted to the Team Leader. Specific duties of the members of the Fire Suppression and HazMat Team may include:

- Extinguishing fires on campus.
- Evaluating potential release of chemicals.
- Identifying damaged areas on the Damage Assessment Report Form (Form F, Appendix A). Reporting will be supplemented by pictures if appropriate.
- Locating and extinguishing small fires as appropriate.
- Checking gas meter and, if gas is leaking, shutting down gas supply.
- Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.
- Posting yellow caution tape around damaged or hazardous areas.

2.11.3: Supplies and Equipment

- Vest or position identifier
- Firefighting equipment
- Hand-held radio
- Master keys
- Clipboard with job duties
- Firefighting equipment
- Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and utility shutoff tools
- Notebook containing site maps
- Damage Assessment Report Form (Form F, Appendix A)

2.11.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.12 DOCUMENTATION POSITION (Optional)

The Document position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation.

2.12.1: Assignments

Documentation Staff Member: *Caroline Frier*

Alternate Documentation Staff *Kel Conway*

2.12.2: Roles and Responsibilities

The Documentation Staff Member will maintain a log of the incident, noting all actions and reports, and filing them for reference. Specific duties may include:

- Periodically communicating with the Incident Commander for status updates.
- Documenting all communications with District Emergency Operations Center (EOC) and outside agencies.
- Recording the number of students, staff and others on campus and updating it periodically.
- Reporting missing persons and documenting site damage and first aid needs with the Incident Commander.
- Ensuring that accurate records are kept of all staff members, indicating hours worked.
- Supporting the Incident Commander in making any purchases and keeping track of the cost.
- Filing, maintaining and securing all emergency documentation.

2.12.3: Supplies and Equipment

- Hand-held radios
- File boxes
- Paper, pens

2.12.4: Assembly Location

The Documentation Staff Member will report to the Command Post.

2.13 COMMUNICATIONS POSITION (Optional)

The Communications position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the "status board."

2.13.1: Assignments

Communications Staff Member:

Alternate Communications Staff Member:

2.13.2: Roles and Responsibilities

The Communications Staff Member will collect, organize and analyze situation information and provide periodic updates.

Specific duties may include:

- Updating site maps as reports and other information are received.
- Preserving maps as legal document.
- Using area-wide map to record information on major incidents such as road closures, utility outages, etc.
- Developing situation reports for the Incident Command Team.

2.13.3: Supplies and Equipment

- Hand-held radios
- Paper, pens, dry-erase pens
- File box(es)
- Large site map of campus, laminated or covered with Plexiglas,
- Map of county or local area

2.13.4: Assembly Location

The Communications Staff Member will report to the Command Post.

2.14SCHOOL STAFF

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

2.15 Happy Valley Elementary School District

The Happy Valley Elementary School District is responsible for providing guidance to school administrators in the areas of emergency preparedness and response.

2.16 PREPAREDNESS PROCEDURES

2.16.1: Management

1. The Principal will annually conduct an Emergency Hazard Assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident. The Emergency Hazard Assessment Summary (Form A, Appendix A) should be used for this purpose.
2. The Principal will designate primary and secondary Command Post locations and ensure that these locations are identified in Section 2.0.
3. The Principal will ensure effective communication between the Command Post and Team Section Chiefs during an emergency. These procedures will be included in the Section 2.0.
4. The Principal will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team leaders and members are aware of their responsibilities and assignments as defined in this section.
5. The Principal will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

2.16.2: Planning/Intelligence

1. The Principal will ensure that all team members receive proper training in the use of communication equipment.
2. The Principal will ensure all teams are provided with instructions for the use and maintenance of maps and "status boards" at the Command Post.

2.16.3: Operations

1. The Principal will ensure that this plan includes procedures for the following:
 - Administering first aid;
 - Activating and performing search and rescue operations;
 - Ensuring site security;
 - Conducting damage assessments;
 - Evacuation; and
 - Student release operations.
2. The Principal will ensure appropriate training is provided for the following teams:
 - First Aid/Medical Team;
 - Psychological First Aid Team;
 - Fire Suppression and HazMat Team
 - Search and Rescue Teams; and
 - Assembly Area Team.
3. The Principal will ensure that routine drills referenced in Section 6.7 are conducted at the school to rehearse emergency response operations.
 - Drills will be conducted at elementary schools at least once per month.
 - Drills will be conducted at secondary schools at least twice per year.

2.16.4: Logistics

1. The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.
2. The Principal will ensure that adequate emergency supplies are maintained and readily available for emergency use. Please refer to Section 2.0 for a list of supplies for each emergency team and Section 6.6 for the schools' emergency supplies.

2.16.5: Finance/Administration

The Principal will assure the following:

1. Purchase of all required emergency preparedness and response equipment and supplies;
2. Tracking of emergency expenditures and recovery of records damaged or lost in an emergency.

3.0 INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections. Procedures for specific response actions are provided in Sections 4.0 and 5.0.

3.1 IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration/Walkout

3.2 IDENTIFY LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency:

A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency:

A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency:

A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- Duck and Cover
- Shelter-In-Place
- Lock Down
- Evacuate Building
- Off-Site Evacuation
- All Clear

Procedures for each of these are included in Section 4.0.

4.0 IMMEDIATE RESPONSE ACTIONS

4.1 DUCK AND COVER

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.”

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

4.2 SHELTER IN-PLACE

This action is taken in order to keep students and staff members indoors to provide a greater level of protection from any outside threats to the campus (which includes off campus police activity, a suspicious person or parent on campus, airborne contaminants in outside air and threatening animals or insects on school grounds). Shelter-in-Place is used during critical situations in which students/staff are asked to immediately enter a classroom, close locked classroom doors, turn off lights and wait for further instructions. Shelter-in-Place may be used as a tool in a law enforcement emergency situation that hasn’t elevated itself to a Lockdown scenario.

Description of Action

1. An administrator will make an announcement on the PA system when an incident on or near the campus has occurred that requires students/staff to secure themselves in a classroom. If the PA system is not available, they will use other means of communication to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions. (Note: Staff members also have the ability to initiate Shelter-in-Place procedures when observing an incident that requires students/staff to secure themselves in a classroom, but has not elevated to a LOCKDOWN as described in section 4.3. The following is an example of a PA announcement staff members may make to alert others; “SHELTER-IN-PLACE, SHELTER-IN-PLACE, THIS IS (YOUR NAME) IN (YOUR LOCATION).” At that time, site administration will follow up with that staff member to obtain more information about the issue that prompted the initiation of the Shelter-in-Place call.) In an incident that allows teachers to continue instruction but requires students/staff to remain secure in a classroom, administrators may use the following PA announcement; “YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING, WINDOWS AND DOORS SECURELY CLOSED AND LOCKED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.” Additional information that may be provided in an announcement similar to this includes; teachers can continue instruction, turn off air conditioner units, or remain in secured in classroom until further information.
2. After the Shelter-in -Place announcement is made, teachers will immediately discontinue instruction, keep students in the classroom, close locked classroom doors, turn off lights and cover windows.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers should consider the location and proximity of the identified hazard and if necessary, proceed to an alternative indoor location.
4. When reasonable and if the situation permits it, direction will be given to staff to either allow for classroom instruction to resume, or that a Lockdown must be implemented due to the increased magnitude of the threat.
5. Staff and students will remain in the classroom or secured area until further instructions are given by an administrator or law enforcement.
6. During an airborne contamination incident, teachers are responsible to secure individual classrooms. The Security/Utilities Team will assist in completing additional shut down procedures as needed in other areas: securing building-wide HVAC

systems and fans in the area, closing and locking doors and windows, sealing gaps under doors and windows with wet towels or duct tape, sealing vents with aluminum foil or plastic wrap and turning off sources of ignition, such as pilot lights.

4.3 LOCKDOWN

This action is taken when the threat of violence is identified, or when directed by law enforcement. Students are to remain in the classrooms or designated locations at all times until directed otherwise by school administrators, staff or law enforcement.

Description of Action

1. An administrator or staff member will make the announcement of a LOCKDOWN." If the PA system is not available, they will use other means of communication to deliver instructions. Once the directive is initiated staff members are to implement the "RUN, HIDE, ACT" protocol. When the "LOCKDOWN" is implemented it is important for staff members to assess their surroundings and if practical to check for children or staff in the hall in the immediate area and provide shelter. Staff members should immediately discontinue classroom instruction, close locked classroom doors, turn off lights and cover windows.
2. At a reasonable time, information about the activity that prompted the "LOCKDOWN" should be disseminated to assist staff members in implementing appropriate counter measures.
3. Staff and students should remain barricaded in their classroom or secured area until further instructions are given by an administrator or law enforcement. If the situation becomes life-threatening, and/or staff individually feels that it is unsafe to remain in the classroom or building, staff is to follow the Description of Action in section 4.7 item 1 for "RUN", and report their status to site administration as soon as it is safe to do so.

4.4 EVACUATE BUILDING

This action is taken after the decision is made, and/or staff individually feels that it is unsafe to remain in the building. If the latter is true and staff evacuates on their own, staff are to follow the Description of Action in section 4.7 item 1 for "RUN", and report their status to site administration as soon as it is safe to do so.

Description of Action

1. An administrator may wish to use the following announcement on the PA system. If the PA system is not available, they will use other means of communication to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions.
"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."
2. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
3. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
4. Once assembled, teachers and students will stay in place until further instructions are given.

Other		
Item	Recommended Quantity	Quantity at Hand
inkets	100	
ge battery operated radio with batteries	1	
ivy duty flashlights with batteries and bulbs	4	
istfles (for communicating with staff and students)	4	
boards	4	
pens	6	
dium garbage bags (40 count)	4 packages	
ge 3-ply garbage bags (20 count)	4 packages	
stic buckets - 5 gallon	6	
s of paper	4	
tch tape	4 rolls	
l sheet strips (use as optional bandages)	4	
stic cups (100 count)	6 packages	
er plates (100 count)	6 packages	
stic spoons, knives and forks (100 count)	6 packages	
openers - manual	5	

6.7 EMERGENCY DRILLS

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record (Form G, Appendix A). There are three emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 - Shelter-in-Place Alert; and Drill 3 - Earthquake.

6.7.1: Drill 1 - Fire

Signal: Continuing short bells for 10 seconds pause for 5 seconds; sequence repeats for a minimum of 1 minute.

Procedure:

Teachers

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today.
2. Familiarize yourself with class's route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
4. Check to see that all students are out of the classroom; take student roster and close all doors.
5. Have students walk quietly in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area
7. Take attendance.
8. Wait for the "all clear" signal - one long, steady bell - then return quietly to your classroom in single file.

All Other Personnel: Report to Assembly Area for further instructions.

6.7.2: Drill 2 - Shelter-In-Place

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

Signal: The signal for the "Shelter-In-Place" drill is the following PA announcement.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a "Duck and Cover" position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

"YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS."

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

If an earthquake occurs during non-classroom hours i.e., passing periods, nutrition, or lunch, all persons will proceed to the Assembly Area and line up in the designated space.

APPENDIX A FORMS

FORM A
EMERGENCY HAZARD ASSESSMENT SUMMARY

FORM A - EMERGENCY HAZARD ASSESSMENT SUMMARY

School Happy Valley Elementary School

Location 3125 Branciforte Drive Santa Cruz, CA 95065

On-Site Hazard:

[List any on-site hazards at the school, e.g., hazardous materials used in any classrooms and work areas, confined spaces, mechanical rooms]

Off-Site Hazards:

[List any off-site hazards close to the school, e.g. freeways, railroads, pipelines, power transmission lines, industrial facilities]

Completed by: Michelle Stewart

[Note: A copy of this form should be completed annually, and kept in the emergency document file in the Front Office]

FORM B
BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

FORM B - BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

[Note: School personnel should be advised of the areas at your site which are most likely to have biological and/or chemical spills: science classrooms, maintenance rooms, pool rooms, art rooms, etc.]

School Happy Valley
Elementary School

Location _____

	Yes	No	Note
Have students and staff been evacuated from area of contamination?	_____	_____	_____
Have all students and staff been accounted for?	_____	_____	_____
Has the area of contamination been cordoned off and secured?	_____	_____	_____
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	_____	_____	_____
Have the doors and windows to the area of contamination been closed and locked?	_____	_____	_____
Have fans and ventilators serving the area of contamination been turned off?	_____	_____	_____
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	_____	_____	_____
Completed by: _____			

[Note: Send a copy of this completed form to the Risk Management Office and maintain the original in the emergency document file in the Front Office.]

FORM C
BOMB THREAT REPORT

FORM C - BOMB THREAT REPORT

School Happy Valley Elementary School

Date of Call _____ Time of Call _____ a.m. _____ p.m. _____

Call Received by _____

Location _____ (Phone Number) _____

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

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

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

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

How can you be contacted? _____

Record the exact language of the threat: _____

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

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

Completed by: _____

[Note: Send a copy of this completed form to School Police and maintain the original in the emergency document file in the Front Office.]

FORM D
INJURY AND MISSING PERSONS REPORT

FORM D - INJURY AND MISSING PERSONS REPORT

School Happy Valley Elementary School

Room Number _____

Teacher's Name _____

Date _____

Name	Type of Injury	Location
MISSING PERSONS		
Name	Last Seen Location	

[Note: Send a copy of this completed form to the EOC and/or School Police and maintain the original in the emergency document file in the Front Office.]

FORM E
STUDENT RELEASE LOG

FORM E - STUDENT RELEASE LOG

School Happy Valley Elementary School

Student's Name	Release Time	Name of Person Released to	Signature
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[Note: Send a copy of this completed form to the EOC and/or School Police and maintain the original in the emergency document file in the Front Office.]

FORM F
DAMAGE ASSESSMENT REPORT

FORM F - DAMAGE ASSESSMENT REPORT

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

School Happy Valley Elementary School

Location/Building Code: _____

Date / Time _____ Name of Person Completing Form _____

Damage Category	Extent of Damage				Location/Room #/Note
	None	Slight	Severe	Hazardous Condition	
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Gas Lines and Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Hazardous Materials</u>					
Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Qty spilled or leaking:</u>
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Qty spilled or leaking:</u>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Physical Hazards</u>					
Sink Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damaged Bld. Matl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Findings: ☐ Building or room safe for reoccupancy ☐ Building or room closed due to hazardous condition

The following corrective measures need to be completed prior to reoccupancy:

[Note: Send a copy of this completed form to the EOC and maintain the original in the emergency document file in the Front Office.]

FORM G
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM INFORMATION AND AED LOCATIONS, CPR AND FIRST AID TRAINING RECORDS FOR SCHOOLS EQUIPPED WITH AEDS

Happy Valley Elementary School

X Please check here if the school is equipped with an AED.

Title/Position	Last	First	AED, CPR and First Aid Certification Expiration Date

AED Coordinator/Phone #	School Nurse/Phone #	Health Assistant/Phone #	Notes

Exact Location of the AED(s):

1. Library

2.

3.

4.

5.

6.

7.

8.

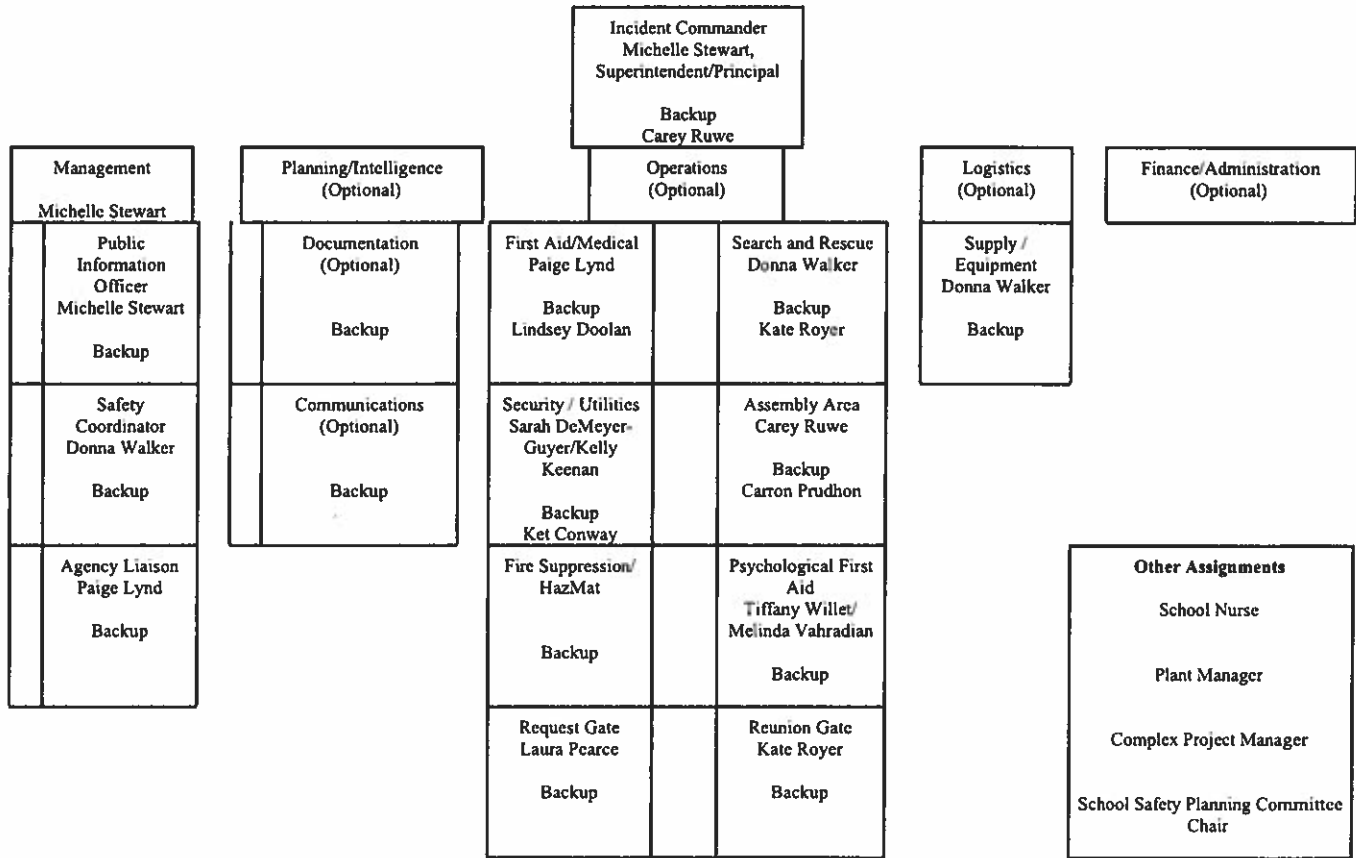
9.

10.

[Note: A copy of this form should be completed annually, and kept in the emergency document file in the Front Office]

FORM H
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART

FORM H: EMERGENCY MANAGEMENT ORGANIZATION CHART



Note: This Organization Chart is based on SEMS, and adapted for Happy Valley Elementary School District use. The Principal and School Safety Planning Committee should use discretion in making further modifications to address specific needs of the school. The first name in the box represents the primary responsible person whereas the second name denotes the backup

FORM I
SCHOOL AND SUPPORT SITE GENERAL MESSAGE FORM

School/Support Site Message Form

School / Support Site:				Prepared by:	
Site Call Back Phone Number: - - -				Date:	Time: AM / PM
Emergency Cell Phone Number: - - -			Alternate Number: - - -		
1. Nature of the Emergency:					
Injuries	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Injured	<input type="checkbox"/> # Immediate	<input type="checkbox"/> # Delayed	<input type="checkbox"/> # Minor
Missing Persons	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Missing	<input type="checkbox"/> # Students	<input type="checkbox"/> # Staff	<input type="checkbox"/> # Other
Damage Assessment: <input type="checkbox"/> Destroyed (75-100%) <input type="checkbox"/> Major Damage (40-75%) <input type="checkbox"/> Minor Damage (less than 40%) <input type="checkbox"/> Affected (no physical damage) Describe Damage: (structural damage, hazards, fire, leaks, loss of utilities, debris, etc.)					
2. Emergency Actions:					
Emergency Procedures Plan Activated:		<input type="checkbox"/> Yes <input type="checkbox"/> No	General Information (Emergency Actions):		
Medical Response Team Activated:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Reunification In Progress:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
On-Site Evacuation Initiated:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Off-Site Relocation Initiated:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Off-Site Relocation Name, Address:			<input type="checkbox"/> All Students Dismissed		
Transportation Needed: <input type="checkbox"/> Standard Bus		<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Persons: # Standard Bus _____ / # Non-AMB _____ / # Wheelchair _____		
Special Vans: <input type="checkbox"/> Non-Ambulatory <input type="checkbox"/> Wheelchair		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bus/Van Pick Up Location (Site Name, Address):					
Language Translation and Interpretation Services:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Language(s):		
3. Request for Resources: <input type="checkbox"/> YES – List description of resource below or <input type="checkbox"/> NO RESOURCES REQUESTED					
RESOURCE REQUEST:					

GENERAL MESSAGE:

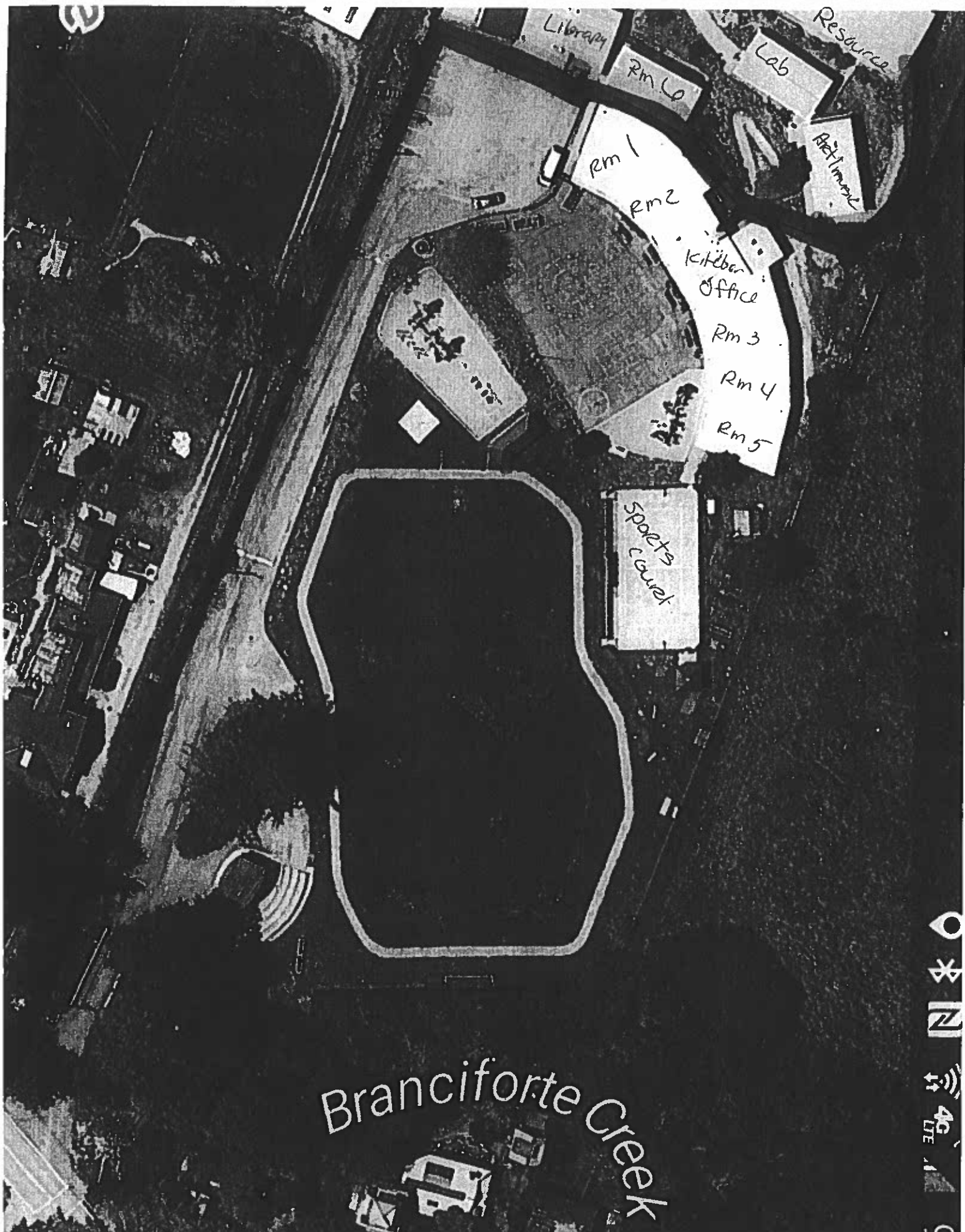
[Note: Send a copy of this completed form to the EOC and maintain the original in the emergency document file in the Front Office.]

APPENDIX C
MAPS

SITE PLOT PLAN
HAPPY VALLEY ELEMENTARY SCHOOL

VICINITY MAP
AREA SURROUNDING HAPPY VALLEY ELEMENTARY SCHOOL

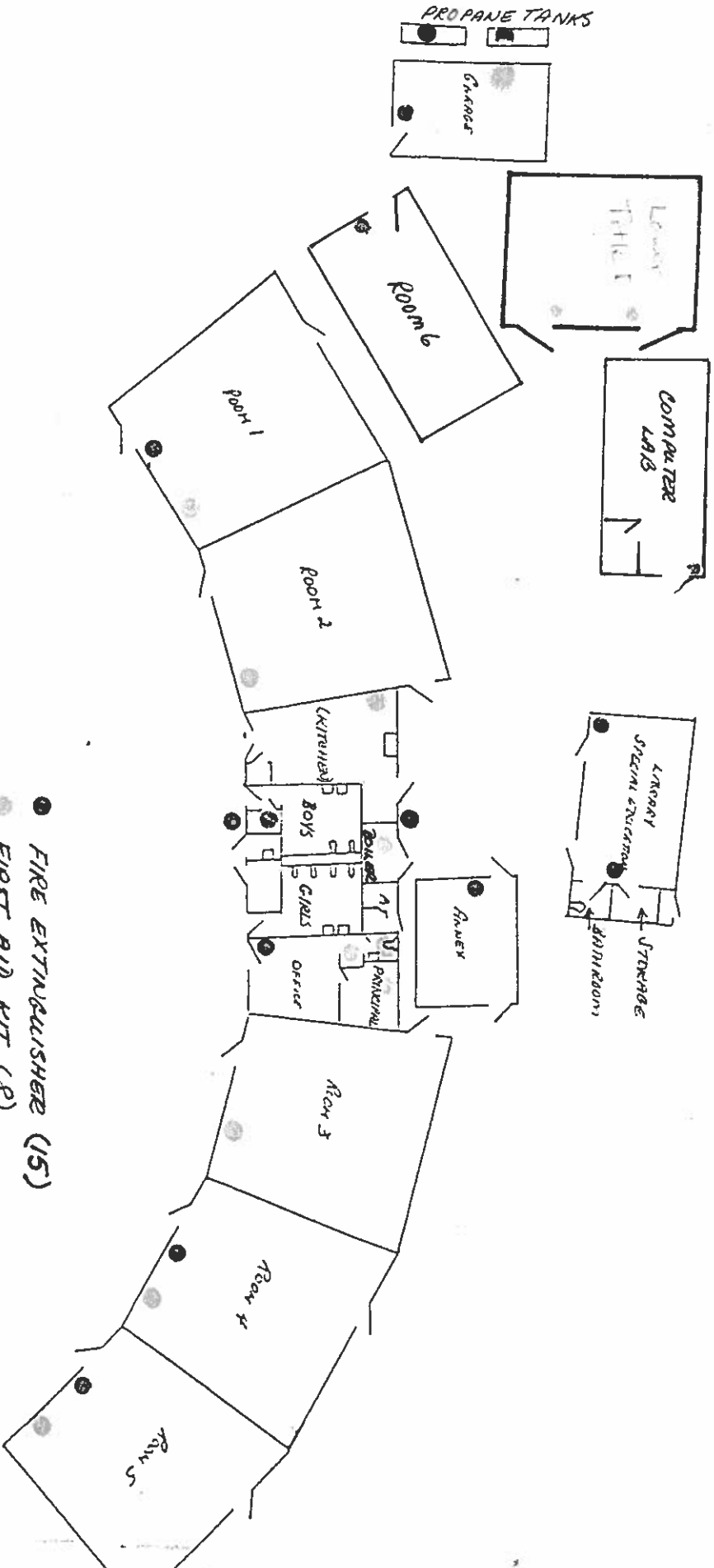
THOMAS BROS. MAP
STREETS SURROUNDING HAPPY VALLEY ELEMENTARY SCHOOL



Branciforte Creek

HAPPY VALLEY

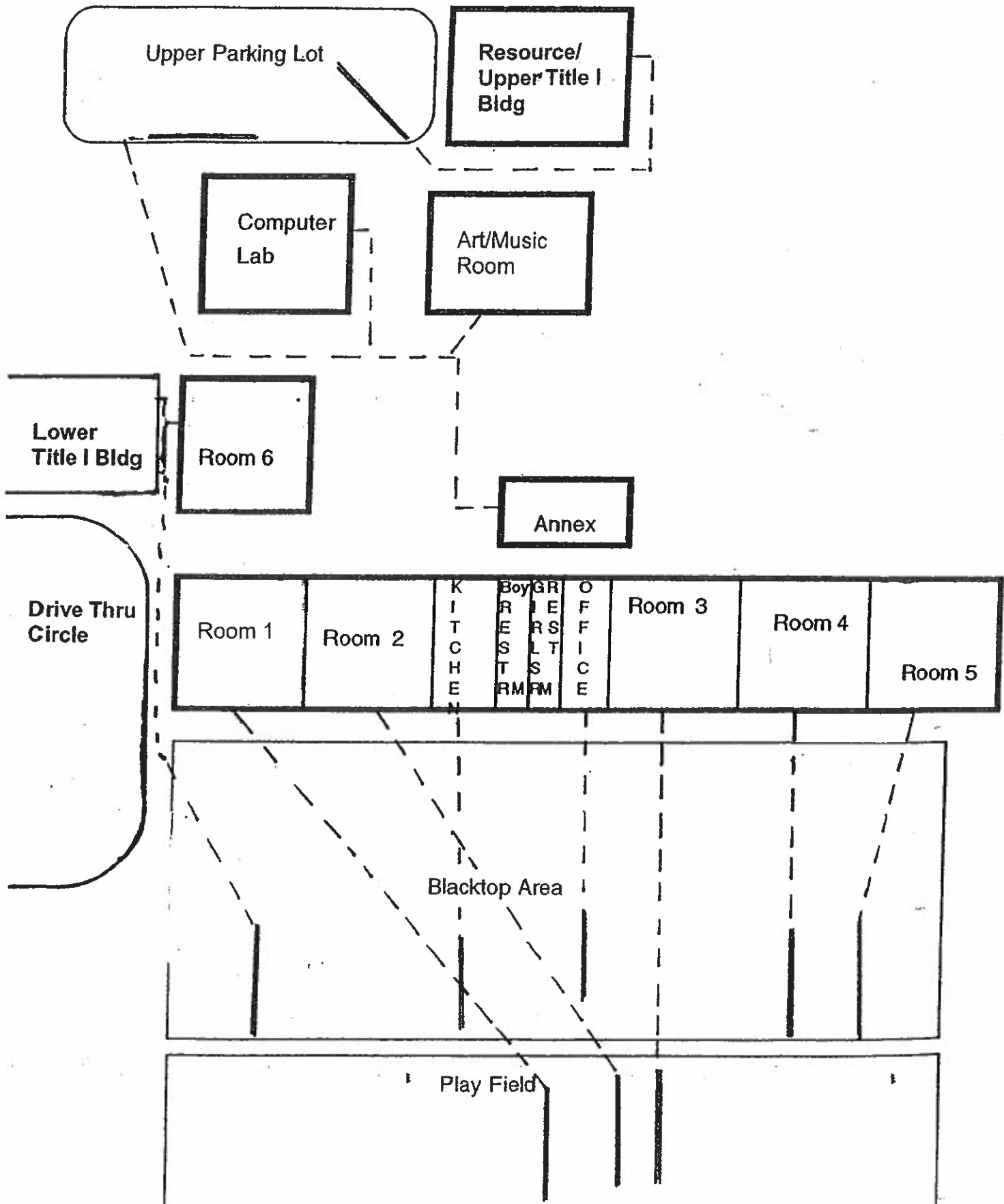
ELEMENTARY SCHOOL



- FIRE EXTINGUISHER (15)
- FIRST AID KIT (8)
- ELECTRICITY MAIN SWITCH
- PROPAANE VALVE (3)
- BOILER VALVE
- WATER VALVES
- EMERGENCY RADIO

WATER VALVE UNDER BEINGS

HAPPY VALLEY SCHOOL
DISASTER DRILL EMERGENCY EXITS





SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
OF SANTA CRUZ COUNTY • SUPERINTENDENT OF SCHOOLS

BOARD OF EDUCATION
Ms. Jane Royer Barr
Ms. Rose Filicetti
Ms. Sandra Nichols
Ms. Sue Roth
Mr. Dana M. Sales
Mr. Abel Sanchez
Mr. Bruce Van Allen

400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • www.santacruzcoe.org

PROPOSAL for NETWORK & INTERNET SERVICES

2020-21, 2021-22, 2022-23

THIS AGREEMENT entered into this 11th day of March, 2020 by and between the OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS OF SANTA CRUZ COUNTY (hereinafter referred to as SUPERINTENDENT), and HAPPY VALLEY SCHOOL DISTRICT (hereinafter referred to as DISTRICT).

1. SERVICES

SUPERINTENDENT agrees to provide individual sites of the DISTRICT the following Network services:

1.1 Supply a port(s) on SUPERINTENDENT's router to accept lines that will connect the participating schools set forth in paragraph 4 of this AGREEMENT to the SCCOE Wide Area Network and the Internet.

1.2 Permit use of said connection 24 hours/day, 7 days/week.

1.3 Provide the following services:

- 1.3.1 Network Address Translation with Unlimited IP Addresses
- 1.3.2 Advanced Network Monitoring and NOC services
- 1.3.3 Domain Name Service
- 1.3.4 Fire Wall
- 1.3.5 Technical Support services to router at each site

2. CONDITIONS

2.1 DISTRICT agrees to pay \$3,000.00 in 2020-2021 to SUPERINTENDENT for services and support of up to 10 GB of connectivity bandwidth and the network services described above;

2.2 DISTRICT agrees to pay \$3,000.00 in 2021-2022 to SUPERINTENDENT for services and support of up to 10 GB of bandwidth and the network services described above;



Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

Happy Valley School

A California Distinguished
Small School, Big Goals, Amazing Results
3125 Branciforte Drive
Santa Cruz, CA 95065
(831)429-1456



Administrative Assistant
Paige Lynd
plynd@hvesd.com

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

Instruction B.P. 6163.4 (a)

Student Use of Technology

The Governing Board recognizes that technology provides ways to **access** the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide **equal access** to technology throughout the school.

On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the school be used to support the instructional program and to further student learning.

The Internet contains an **unregulated** collection of resources. The district **does** everything in their power to monitor the use of the Internet as to avoid student access to objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access Internet must submit a request in writing to the district administrator of the school. Acceptable Use regulations shall specify user **obligations** and responsibilities and shall indemnify the district for any damages.

The District Administrator or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that school staff may monitor or examine **all** system activities to ensure proper use of the system. Students who fail to abide by school rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

Staff shall supervise students while using on-line services and may ask teacher aides to assist in this supervision.



Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

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Administrative Assistant
Paige Lynd
plynd@hvesd.com

Happy Valley Elementary School District

Student Rules for Use of computer and Computer Networks

When you use school computers you agree to

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network you access
4. Be considerate and respectful of other users
5. Use school computers for school-related education and research only
6. Not use school computers and networks for personal (other than school assigned tasks)
7. Not change any software or documents (except documents you create)

Use of School Computers and access to the Internet is a privilege

1. If you do not follow the rules you will be disciplined, and you will lose your computer privileges

Do not produce, distribute, access, use, or store information, which is

1. Unlawful
2. Private or Confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others or causes congestion or damage to systems

Protect Your Password

1. Do not allow anyone else to use your password and do not use anyone else's password



Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

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Administrative Assistant
Paige Lynd
plynd@hvesd.com

Acceptable Use Policy Parent Agreement

As the parent or guardian of this student, I have read the terms, conditions, and rules of the Acceptable Use Policy that accompanies this Agreement. I understand that access to computer resources is designed for educational purposes but that it is impossible for the Happy Valley Elementary School District to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. I will not hold the Happy Valley Elementary School District or its employees responsible for materials acquired or the consequences of such use or acquisition on the Internet or with the local area network. I understand that my child is subject to disciplinary or legal action for any violation of the rules contained in the Acceptable Use Policy.

I hereby give permission for my child to have Internet access at Happy Valley School.



Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

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Administrative Assistant
Paige Lynd
plynd@hvesd.com

Dear Parents/Guardians,

Students at Happy Valley School are very fortunate to have so many opportunities to use computers and apply technology skills. The Curriculum Integration Center and computers in the classroom combine to create learning environments where technology is always available for students. All Happy Valley students will benefit from the integration of technology in all curriculum areas as well as the opportunity to engage in cooperative learning activities with other schools.

Although access to information via the Internet provides great opportunities for research and communication, we also have an obligation to protect students as they use these resources. To this end, the Happy Valley Board of Trustees adopted a policy addressing use of the Internet by students. Happy Valley School will be protected by an Internet filter through the Santa Cruz County Office of Education which will provide an extra layer of security.

Attached you will find a copy of the Board Policy, a list of Student Rules for Use of Computers and Computer Networks, and a Parent/Student agreement which must be signed.

Please contact me at school if you have any questions.

Sincerely,

Michelle Stewart
Superintendent/Principal

Timestamp	Your name and grade	What is the name of the first lesson taught? What was the date taught?	What is the name of the second lesson taught? What was the date taught?	What is the name of the third lesson taught? What was the date taught?	What is your plan to support absent students?	What was the date taught?
10/11/2021 16:26:41	Sarah & Kelly - 2nd	"We the Digital Citizens"	Device Free Moments	Putting a Stop to Online Meanness	Push out lessons to parents, Have student watch lesson independently at school. Kids will do 'Catch-up' in our Friday 'Catch-up' time. (We also sent home materials for parents in our Monday homework folder and newsletter)	10/11, 10/12, 10/13
10/17/2021 12:39:44	Kate Royer - 5th/6th	Finding my Media Balance - Week of October 11th	Beyond Gender Stereotypes - Week of October 11 and October 18		Push out lessons to parents, Have student watch lesson independently at school. They happened over a period of a few days so no one missed the whole lesson.	10/18/2021
10/18/2021 15:15:11	Caroline Frier - 4th/5th	Our Responsibilities On Line	My Media Balance		Push out lessons to parents	10/18/2021
10/19/2021 14:30:44	Lindsey Doolan - 3rd	The Power of Words	Is Seeing Believing?		Have student watch lesson independently at school	10/19/2021
10/20/2021 11:05:33	Laura Pearce - kinder	Media Balance is important and Pause for People 10/19	Safety in my online neighborhood 10/20		Push out lessons to parents	10/20/2021
10/20/2021 14:11:28	Prudhon - 1st	Use Your Heart When You're Online, 10/20/21	My Feeling When Using Technology, 10/20/21		Push out lessons to parents	10/20/2021

Surplus Items to be donated to Grey Bears:

Old Legacy Computers (from 2009)

Ibooks G4's (from 2001)

Out of Date iPads (from 2014)

Mini Film Cameras

Various Electronic Cords

Non-working Document Cameras

Checks Dated 10/01/2021 through 10/31/2021

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
980087	10/04/2021	BOWIE, CRAIG	01-3213-0-1110-1000-5800-200-0000	OUTDOOR LEARNING ESSER FUNDS		1,618.75
980088	10/04/2021	DeMeyer-Guyer, Sarah E	01-3210-0-1110-1000-4300-200-2801	ADDITIONAL SUPPORT MATERIALS REIMBURSEMENT STIMULUS FUNDING		47.99
980089	10/04/2021	LAAMSHA YOUNG	01-9009-0-1110-1000-5800-200-LIBR	LIBRARY CONSULT		500.00
980090	10/04/2021	NICHOLS, DONALD	01-1100-0-0000-8100-4350-200-3000	YARD MATERIALS AND SUPPLIES FOR PLUMBING		65.89
980091	10/04/2021	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	ELECTRIC		182.56
980092	10/04/2021	RAINBOW IMAGES	01-0000-0-0000-2700-5800-200-2801	LAMINATOR REPAIR		130.00
980093	10/04/2021	ROBERTSON & ASSOC CPAS	01-0000-0-0000-7191-5809-200-2801	audit		787.50
980094	10/04/2021	SANTA CRUZ MUNICIPAL UTILITIES	01-0000-0-0000-8100-5514-200-2801	WATER		209.51
980095	10/04/2021	US BANK	01-0000-0-0000-2700-5900-200-2801	POSTAGE, OFFICE, GARDEN	323.64	
			01-0000-0-0000-7200-5900-200-2801	POSTAGE, OFFICE, GARDEN	47.92	
			01-9003-0-1110-1000-4300-200-0000	POSTAGE, OFFICE, GARDEN	28.44	
			01-9003-0-1110-1000-4300-200-CFFG	POSTAGE, OFFICE, GARDEN	57.12	
			01-9009-0-1110-1000-4300-200-OPPL	POSTAGE, OFFICE, GARDEN	42.66	
980096	10/04/2021	USI INC	01-1100-0-0000-2700-4350-200-3000	LAM FILM		139.82
980778	10/11/2021	APOLLO DRAIN SERVICE	01-0000-0-0000-8100-5600-200-2801	PLUMBING OFFICE		250.00
980779	10/11/2021	ARTURO RIVERA MORALES	01-0000-0-0000-8100-5524-200-2801	AUG JANITORIAL SERVICES SEPT JANITORIAL SERVICES	1,800.00	
					2,000.00	3,800.00
980780	10/11/2021	AT&T	01-0000-0-0000-2700-5900-200-2801	PHONE	108.31	
			01-0000-0-0000-7200-5900-200-2801	PHONE	36.10	144.41
980781	10/11/2021	CARLY PERLMAN	01-6512-0-5770-3120-5800-200-0000	COUNSELING, IEP AND LRP	180.00	
			01-6537-0-5760-1190-5800-200-0000	COUNSELING, IEP AND LRP	390.00	570.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

ReqPay12d

Board Report

Checks Dated 10/01/2021 through 10/31/2021

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-\$\$\$-MMM	Comment	Expensed Amount	Check Amount
980782	10/11/2021	DELL MARKETING L.P. C/O DELL USA LP	01-1100-0-0000-2700-4350-200-3000	DOCK FOR COMPUTER		125.85
980783	10/11/2021	EMPLOYMENT DEVELOPMENT DEPT	01- - - - -9510- - EDD 3RD QUARTER			940.92
980784	10/11/2021	ESSENTIAL OPERATIONS INC	01-0000-0-0000-8100-5800-200-2801	SEPTIC SERVICE/REPAIR		212.06
980785	10/11/2021	NICHOLS, DONALD	01-0000-0-0000-8100-5800-200-2801	YARD MAINT		412.50
980786	10/11/2021	Prudhon, Carron M	01-9009-0-1110-1000-4300-200-RM04	REIMBURSE MATERIALS AND SUPPLIES		591.89
980787	10/11/2021	SISC 3	01- - - - -9514- - OCT MED		12,532.00	
980788	10/11/2021	SPEECHRIGHTER, INC	01-0000-0- - -9524- - OCT MED		2,762.00	15,294.00
980789	10/11/2021	Stewart, Michelle A	01-6500-0-5770-3140-5800-200-1304	OT SERVICES SPED		1,190.50
980790	10/11/2021	US BANK EQUIPMENT FINANCE	01-0700-0-1110-1000-4300-200-2801	CHILD ENGAGEMENT MAT AND SUPPLIES		260.27
981375	10/18/2021	Frier, Caroline K	01-1100-0-0000-7100-5600-200-3000	COPIER LEASE	33.13	
981376	10/18/2021	GOPHER	01-1100-0-0000-7200-5600-200-3000	COPIER LEASE	132.54	
981377	10/18/2021	JOHNSON CONTROLS SECURITY	01-1100-0-1110-1000-5600-200-3000	COPIER LEASE	497.03	662.70
981378	10/18/2021	KT MECHANICAL INC	01-9009-0-1110-1000-4300-200-RM02	REIMBURSE ROOM 2 MATERIALS AND SUPPLIES		74.70
981379	10/18/2021	MRC SMART TECHNOLOGY SOLUTIONS	01-9009-0-1110-1000-4300-200-RM02	ROOM 2 MATERIALS AND SUPPLIES		20.76
981380	10/18/2021	NICHOLS, DONALD	01-0000-0-0000-8100-5800-200-2801	COMPUTER LAB ALARM		125.99
981381	10/18/2021	PEACEPARTNERS, INC	01-0000-0-0000-8100-5600-200-2801	COMPRESSOR HVAC SERVICE		3,623.00
			01-1100-0-0000-2700-4350-200-3000	SCHOOL SUPPLIES		136.56
			01-0000-0-0000-8100-4350-200-2801	YARD MAINT FENCING		68.59
			01-0700-0-1110-1000-4300-200-2801	ENGAGEMENT SEL MATERIALS		256.39

he preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

002 - Happy Valley Elementary School District

Generated for Paige Lynd (PLYND), Oct 25 2021 11:59AM

Checks Dated 10/01/2021 through 10/31/2021

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
981382	10/18/2021	Royer, Kate	01-9009-0-1110-1000-4300-200-RM01	REIMBURSE ROOM 1 MATERIALS AND SUPPLIES		192.42
981383	10/18/2021	SAN LORENZO LUMBER	01-0000-0-0000-8100-4350-200-2801	YARD SUPPLIES, GARDEN	54.72	
981384	10/18/2021	SCHOLASTIC, INC	01-9009-0-1110-1000-4300-200-OPLL	YARD SUPPLIES, GARDEN	5.40	60.12
			01-6300-0-1110-1000-4100-200-3000	TEXT BOOKS AND SCIENCE ROOM 2	176.72	
				TEXT BOOKS AND SCIENCE ROOMS 2 AND 3	314.16	
				TEXT BOOKS ROOM 3	137.45	
				TEXT BOOKS ROOM 4	91.63	
			01-9009-0-1110-1000-4300-200-RM02	TEXT BOOKS AND SCIENCE ROOM 2	29.40	
				TEXT BOOKS AND SCIENCE ROOMS 2 AND 3	30.49	779.85
982092	10/25/2021	COAST PAPER & SUPPLY, INC	01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES FOR STUDENTS	209.28	
982093	10/25/2021	ESSENTIAL OPERATIONS INC		JANITORIAL SUPPLIES STUDENTS	147.15	356.43
982094	10/25/2021	GREENWASTE RECOVERY INC	01-0000-0-0000-8100-5800-200-2801	SEMI ANNUAL INSPECTION		425.00
982095	10/25/2021	MRC SMART TECHNOLOGY SOLUTIONS	01-0000-0-0000-8100-5523-200-2801	GARBAGE		493.98
			01-1100-0-0000-7100-5600-200-3000	COPIER USAGE	8.82	
			01-1100-0-0000-7200-5600-200-3000	COPIER USAGE	35.28	
			01-1100-0-1110-1000-5600-200-3000	COPIER USAGE	132.32	176.42
982096	10/25/2021	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	PUMP HOUSE	71.28	
				STREET LIGHT	8.61	79.89
982097	10/25/2021	Royer, Kate	01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES		100.45
982098	10/25/2021	SAN LORENZO LUMBER	01-0000-0-0000-8100-4350-200-2801	YARD MATERIALS AND SUPPLIES		40.38
982099	10/25/2021	Stewart, Michelle A	01-0700-0-1110-1000-4300-200-2801	SEL ENGAGEMENT MATERIALS		58.32
Total Number of Checks					41	35,706.15

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 10/01/2021 through 10/31/2021

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	41	35,706.15
Total Number of Checks		41	35,706.15
Less Unpaid Tax Liability			.00
Net (Check Amount)			35,706.15

he preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

002 - Happy Valley Elementary School District

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