

CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME:		COUNTY CODE:	DISTRICT CODE:	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME:				FISCAL YEAR:
ADDRESS:			COUNTY NAME:	
CITY:		STATE:	ZIP CODE:	
CONTACT NAME:	TITLE:	PHONE:	E-MAIL:	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
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**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

**SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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**MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

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**LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*



**SECTION C: MATERIAL DECREASE**

Not Applicable (Proceed to Section D)  
 Supplemental Page(s) Attached

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

**PART II: MATERIAL DECREASE CALCULATION** (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
Total:							

**PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS** (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
Total:							

\*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

Not Applicable (Proceed to Section E)

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of \_\_\_\_\_, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California  
(Name) (Signature)

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**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): \_\_\_\_\_ Authorizing LEA Name: \_\_\_\_\_  
(Name) (Signature)

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**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_  
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California  
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Note

Important Safety Announcement about Harper Junior High

Posted by: Maria Clayton

Published: 3/2/18

DJUSD/Parent Guardians:

This message is to inform you that Harper has received a targeted and anonymous threat via the StopIt App. The threat claimed that there would be a school shooting at Harper Junior High School on Monday, March 5, 2018. As safety is the Davis Joint Unified School District's number one priority, the Davis Police were contacted and, in conjunction with school staff, are conducting an investigation into the threat. Harper Junior High School and district administration are in close communication with the police as we continue to investigate over the weekend. If you have any information regarding this threat, contact the Davis Police Department- 911 for Emergencies and (530) 747-5400 Non-emergency line. We will be communicating again with our school community no later than Saturday at 5pm about whether Harper will be closed on Monday.

-John Bowes

# Note

Harper Junior High will be closed on Monday, March 5.

Posted by: Maria Clayton

Published: 3/3/18

Harper Junior High will be closed on Monday, March 5.

We made this decision to close Harper out of an abundance of caution and in light of the recent school shooting in Parkland, Florida and other recent tragedies. Staff, students, parents and the school community will be notified of this school closure. At this point in time, all other DJUSD schools remain open on Monday, March 5, 2018. There are no known threats to other campuses, however you may see district administration and the Davis Police Department on campuses throughout the district on Monday.

The Davis Police Department continue their investigation. If you have any information regarding threats against a Davis school or student, contact the Davis Police Department- 911 for Emergencies and (530)747-5400 Non-emergency line.

Please speak with your student about this matter. If they have anything relevant to share or you learn they were told by a friend not to attend school tomorrow, please report this to me or the Davis Police immediately.

We understand that events like this can cause fear and stress. If you have questions or need support for your student, please email your child's principal or counselor.

Please understand that this closure is being done to promote safety and to provide space for an investigation to continue. We fully believe that classes will resume at Harper as scheduled on Tuesday, March 6, 2018.

We will inform you of any changes, as necessary.

Sincerely,

John A. Bowes, Superintendent

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ASUNTO: La Escuela Harper JH Cerrada el lunes 3/5, otras escuelas abiertas

Estimado padre / tutor del Distrito Escolar De Davis:

La escuela Harper Junior High estará cerrada el lunes, 5 de marzo.

Tomamos esta decisión de cerrar la escuela Harper debido a una gran cantidad de precauciones debido al reciente tiroteo escolar en Parkland, Florida y otras tragedias recientes. El personal de escuela, los estudiantes, los padres y la comunidad escolar serán notificados del cierre de esta escuela. En este momento, todas las demás escuelas del Distrito Escolar de Davis permanecerán abiertas el lunes, 5 de marzo de 2018. No se

conocen amenazas a otros campus, sin embargo, es posible que vean a la administración del distrito y al Departamento de Policía de Davis en los campus de todo el distrito el lunes.

El Departamento de Policía de Davis continúa su investigación. Si tiene alguna información sobre las amenazas contra una escuela o un alumno de Davis, comuníquese con el Departamento de Policía de Davis: 911 para emergencias y (530) 747-5400 línea que no es de emergencia.

Por favor hable con su estudiante sobre este asunto. Si tienen algo relevante que compartir o si se entera de que un amigo les dijo que no asistieran a la escuela mañana, por favor denúncianos esto a mí o a la policía de Davis inmediatamente.

Entendemos que eventos como este pueden causar miedo y estrés. Si tiene preguntas o necesita ayuda para su estudiante, envíe un correo electrónico al director o al consejero de su hijo.

Comprenda que este cierre se está realizando para promover la seguridad y proporcionar espacio para que continúe una investigación. Creemos completamente que las clases de Harper comenzarán según lo programado el martes 6 de marzo de 2018.

Le informaremos sobre cualquier cambio, según sea necesario.

Sinceramente,

John A. Bowes, Superintendente

# Note

Harper JH Open Monday- No Threat to Campus Found

Posted by: Maria Clayton

Published: 3/4/18

Dear DJUSD Parent/Guardian,

Harper Junior High School will be open on Monday, March 5, 2018.

Today Davis Police officers, working with the Davis Joint Unified School District, were able to identify the source of the threat made against Harper Jr. High on Friday, a male student in his early teens. Further investigation revealed the threat was a prank. Any legal or school disciplinary measures related to this matter are being handled by the appropriate entity.

Harper Junior High School will be in session for a regular school day on Monday, March 5. We are thankful for the assistance of the Davis Police Department for their thorough investigation and dedication the safety of Davis students. In light of the recent school shooting in Parkland, Florida and other recent tragedies effective partnerships with the Davis Police Department are more important than ever.

At this point in time, all DJUSD schools are open on Monday, March 5, 2018. There are no known threats to any campuses.

We understand that events like this can cause fear and stress. If you have questions or need support for your student, please contact your child's principal or counselor.

Sincerely,

John A. Bowes, Superintendent

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Estimado/a padre/guardian de Harper

La escuela Harper Junior High estará abierta el lunes, 5 de marzo de 2018.

Hoy los oficiales de la policía de Davis, trabajando con el Distrito Escolar Unificado de Davis, han identificado la fuente de la amenaza contra Harper Jr. High el viernes, un estudiante masculino en su adolescencia. Investigaciones posteriores revelaron que la amenaza era una broma. Cualquier medida disciplinaria legal o escolar relacionada con este asunto está siendo manejada por la entidad apropiada.

Harper Junior High School estará en sesión para un día escolar regular el lunes, 5 de marzo. Estamos agradecidos por la asistencia del Departamento de Policía de Davis por su exhaustiva investigación y dedicación a la seguridad de los estudiantes de Davis. A la luz de los reciente tiroteo escolar en Parkland, Florida y otras tragedias recientes, las a efectivas con el Departamento de Policía de Davis son más importantes que nunca.

En este momento, todas las escuelas de DJUSD están abiertas el lunes, 5 de marzo de 2018. No se conocen amenazas a ningún campus.

6/4/2018

Davis Joint Unified School District: Note

Entendemos que eventos como este pueden causar miedo y estrés. Si tiene preguntas o necesita ayuda para su estudiante, por favor, póngase en contacto con el director o consejero de su hijo.

Sinceramente,

John A. Bowes, Superintendente

# Harper JH Closed Monday 3/5

Matthew Best

Sat 3/3/2018 4:38 PM

Importance: High

Dear DJUSD Staff,

## Harper Junior High will be closed on Monday, March 5.

We made this decision to close Harper out of an abundance of caution and in light of the recent school shooting in Parkland, Florida and other recent tragedies. Staff, students, parents and the school community will be notified of this school closure. At this point in time, all other DJUSD schools remain open on Monday, March 5, 2018.

There are no known threats to other campuses, however you may see district administration and the Davis Police Department on campuses throughout the district on Monday.

The Davis Police Department continue their investigation. If you have any information regarding threats against a Davis school or student, contact the Davis Police Department- 911 for Emergencies and (530)747-5400 Non-emergency line.

Please understand that this closure is being done to promote safety and to provide space for an investigation to continue. We fully believe that classes at Harper will resume as scheduled on Tuesday, March 6, 2018. We will inform you of any changes, as necessary.

We understand that events like this can cause fear and stress. If you have questions or need support, please speak with your supervisor.

Sincerely,

Matthew Best | Deputy Superintendent

Davis Joint Unified School District

[526 B St. Davis, Ca. 95616](#)

Office: 530-757-5300 x 105

Cell: 530-601-6831

Fax: 530-757-5422

[mbest@djusd.net](mailto:mbest@djusd.net)

# enterprise

YOLO COUNTY NEWS

## Local News

# Threat at Harper Junior High may lead to school closure Monday

By **Jeff Hudson**

The Davis school district may close Harper Junior High on Monday, in the wake of a threat that was received on Friday afternoon.

In a statement sent shortly after 5 p.m. Friday, Superintendent John Bowes said:

“This message is to inform you that today (Friday, March 2) Harper Junior High School received a targeted and anonymous threat via the STOP!t app. The threat claimed that there would be a school shooting at Harper Junior High School on Monday, March 5, 2018.

“As safety is the Davis Joint Unified School District’s number one priority, the Davis Police were contacted and, in conjunction with school staff, are conducting an investigation into the threat.

“Harper Junior High School and district administration are in close communication with the police as we continue to investigate over the weekend. If you have any information regarding this threat, contact the Davis Police Department — 911 for emergencies, and 530-747-5400 non-emergency line. We will be communicating again with our school community no later than Saturday at 5 p.m. about whether Harper will be closed on Monday.”

Davis police Lt. Paul Doroshov said the threat was reported to authorities at about 1 p.m. Friday, and there has been no additional information corroborating the threat.

The circumstances are similar to another incident that occurred Nov. 16 when a threat of gun violence targeting Holmes Junior High School was delivered via the STOP!t mobile phone app — which is intended for the anonymous reporting of threats, bullying and other incidents to schools and employers.

As a result, school district officials shut down the Holmes campus the following day as a precaution, and police dispatched extra patrols at other schools in the city. No suspects were identified in connection with that threat, though it remains under investigation.

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Published March 2, 2018 | Last Modified on March 3, 2018 at 8:27 am



## Sacto 911

Covering crime, police and courts in the Sacramento region

CRIME - SACTO 911

# Davis middle school will be closed Monday as police investigate possible threat

BY MICHAEL MCGOUGH  
*mmcgough@sacbee.com*

March 03, 2018 05:51 PM

Updated March 04, 2018 04:37 PM

Harper Junior High in Davis will be closed Monday in light of a recent, anonymous threat to the campus, according to an email sent to parents Saturday afternoon by John Bowes, superintendent of the Davis Joint Unified School District.

The Davis Enterprise reported Friday that district officials were considering closing the campus Monday after the school "received a targeted and anonymous threat" through STOPit, an anonymous reporting application used by the school.

The email notes the decision was made out of "an abundance of caution and in light of the recent school shooting in Parkland, Florida, and other recent tragedies."

As of Saturday afternoon, no other Davis Joint Unified school closures are planned. District officials "fully believe" classes at Harper will continue as scheduled on Tuesday.

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### Breaking News

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Since the Feb. 14 shooting in Florida, the number of threats against schools has increased nationwide.

A recent police investigation deemed threats against two Elk Grove schools "not credible." Also in the past week, a Lincoln High School student was detained following an alleged threat to shoot up the campus, and Granite Bay High School was locked down after a threatening handwritten note was found in a restroom.

Anyone with information regarding threats against Davis students are advised to call 911 for emergencies or the Davis Police Department non-emergency line at 530-747-5400.

**RELATED STORIES FROM SACRAMENTO BEE**



Threats against two Elk Grove schools deemed 'not credible'



Lincoln High School student detained after alleged threat to shoot up campus

Oroville teen arrested after allegedly threatening to kill teacher