

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2017-2018 School Year

**School:** PRIDE Academy at Prospect Avenue  
**CDS Code:** 37 68361 6040380  
**District:** Santee School District  
**Address:** 9303 Prospect Ave.  
 Santee, CA 92071-3798  
**Date of Adoption:** December 2017

**Approved by:**

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

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

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

Assessment of school crime committed on school campuses and at school-related functions

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

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

A copy of the Comprehensive School Safety Plan is available for review at PRIDE Academy at [www.santeesd.net/pa](http://www.santeesd.net/pa).

### **Safety Plan Vision**

PRIDE Academy at Prospect Avenue School inspires students to become compassionate global citizens, equipped to collaborate, think critically and communicate effectively within a society that continues to evolve.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **PRIDE Academy at Prospect Avenue Safety Committee**

The Safety Committee consists of:

Principal - Terry Heck

Vice Principal - Kristen Bonser

School Secretary - Patty Eng

Site Custodian - Carol Osteen

Administrative Designee - Bonnie Jackson

Health Clerk - Lisa Peddie

1 Teacher

1 Parent/Guardian with child in school

### **Assessment of School Safety**

#### **School Crime Status and Reporting**

The school campus is meticulously maintained by a custodial staff of two and a half and all staff members and students take pride in their clean, hazard free campus. Staff members are well trained to report potential safety hazards immediately. In rare cases of vandalism, the custodian follows a procedure for reporting to school personnel and makes every effort to repair the damage prior to the arrival of students.

Safe routes on which students travel to and from school have been identified. There is one intersection in which students encounter moderate traffic in crossing the street. The City of Santee has provided us an adult crossing guard to ensure student safety in the morning and afternoon. In cooperation with the San Diego County Sheriff's Department - Santee Division, fifth and sixth grade students are trained to serve as crossing guards before and after school to help direct traffic and provide safe crossing for the students. The Vice Principal, serves as an advisor to the student patrol organization and work closely with school staff to identify problems and find solutions. Parents are also vigilant about notifying the school when they have concerns regarding the safety of students.

PRIDE Academy at Prospect Avenue School faces the normal everyday challenges in maintaining a safe school. This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs for continued improvement in providing a safe, orderly, school environment conducive to learning.

#### **Personal Characteristics of Pupil & Staff**

Prospect Avenue School has an enrollment of 556 general education, pre-kindergarten through eighth grade students. 57% of students are socioeconomically disadvantaged and 10% of our students have a disability. The ethnic makeup of the pupil population is 38% Hispanic, 3% African American, 42% Caucasian, Filipino 1%, Asian 2% and 11% other. 17% of our students are English Learners. Our students have a variety of life experiences. Some have recently arrived from out of the country or state while others have never left their neighborhood.

The faculty is composed of 22 general education teachers. The school has one principal, one vice principal, one language arts specialist, 1.5 specialized academic instructors and one SAI Instructional Assistant, one math instructional resource teacher, one half-time speech and language pathologist, a 40% psychologist, a 60% school counselor and two bilingual assistants. There is one part time reading instructional assistant and one part time math instructional assistant that works within the school program in direct service to students. There is one lunch server, one cashier, and five campus supervisors. Students who are identified for the Gifted and Talented program are maintained at our school site. Additional staff includes one secretary, one 3.75 hour records secretary, one health clerk, one part-time Instructional Media Technician and a custodial staff of two and a half.

A Student Success Team (SST) meets on a weekly basis as needed and teachers are encouraged to bring any student before the team who is experiencing difficulty in the areas of attendance, behavior, or academics. The SST team includes the classroom teacher, the Speech/Language Specialist, the Language Arts Specialist, the Specialized Academic Instructor, the School Psychologist, the parents of the child, an administrator and when needed, the school counselor or the English Learner Resource Teacher. The Language Arts Specialist chairs the team.

#### Curriculum and Educational Activities

The Santee School District has adopted performance standards for grades Kindergarten through eight in the core subjects along with physical education and performing arts.

Pupils have the opportunity to participate in extra curricular activities through the ASES program. These activities include sports, music, performing arts and fine art, Character Ed., math, creative writing, gardening, crafting, photography, science and technology, engineering and cooking.

PRIDE also hosts a district offered Spanish class before school and a State Preschool.

#### Physical Environment

##### The Schools' Location and Physical Environment

PRIDE Academy at Prospect Avenue School is one of nine elementary schools in the Santee School District serving a population, which ranges from transitional kindergarten through eighth grade and who are served by a dedicated staff. The district is located in the eastern portion of San Diego County, approximately 20 miles inland. PRIDE Academy is located on the western boundary of Santee, and is truly a neighborhood school, surrounded by single family dwellings, apartments, condominiums, Navy and Section 8 housing. Our working parents are employed in the San Diego area. Many are military personnel. Economic indicators suggest that Prospect is located in a lower socioeconomic class community with 56.9% of our students receiving free or reduced lunches.

##### Description of School Grounds

The school has 30 classrooms available and a media center to serve all of the students at PRIDE Academy. A before and after day care program, ASES, is also housed in multiple relocatable buildings on the school campus. There are three playgrounds; one for kindergarten students, one for students in grades 1-3 and the upper field is for students in grades 4-8. There is grass and asphalt and includes basketball and volleyball courts, baseball diamonds and a track on the upper field. Other ancillary structures include: office, school lunch kitchen, restrooms and media center.

A fence surrounds the perimeter of the school building, and the gates are locked when school is not in session. Signs are posted at the front entrance to the building, asking visitors to check in at the office before going onto the campus. All visitors to the campus are given a visitor's badge to wear while they are on the school campus. Campus supervision is provided by administrators and staff members. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns. Staff members are encouraged to inquire when unfamiliar faces are seen on campus.

It is standard practice to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

##### Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. The school was modernized throughout the 2010-2011 school year. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety.

The classrooms are monitored for safety and appearance by the administration and individual classroom teachers. The pupils take pride in the appearance of the school.

## Internal Security and Discipline Procedures

PRIDE Academy at Prospect Avenue School in accordance to district guidelines has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures.

PRIDE Academy maintains a copy of the district's sexual harassment policy in the principal's office and the policy is available on request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the Parent & Student Handbook. A hard copy of the Parent/Student Handbook is available upon request and can be found on the school website. All students and their families are told where to find the handbook at the beginning of each school year and when new students enroll.

Included in this Safe School Plan is a school map established by school administration indicating safe entrance and exit areas for pupils, parents and school employees. Safety Map is included at the end of this document.

To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately with their driver's license upon entering any school building or grounds when school is in session. All District employees wear appropriate identification badges while on campus conducting business. Guest teachers and student teachers are given staff identification badges.

After the start of instruction each morning, all peripheral gates at the school will be locked by the custodian and/or administration. The gates will be reopened prior to the end of the instructional day to allow parent access to classrooms and students.

PRIDE Academy's discipline policy is designed to guarantee the safety and well-being of the total school community. Emphasis is placed on safety, respect, and responsibility. Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior. We encourage parents to become actively involved in their children's education.

### RESPONSIBILITIES OF THE TEACHERS AND SUPPORT STAFF:

Teachers and support staff contribute to a positive school environment in the following ways:

- Establishing an atmosphere of proper behavior in the classroom and setting course guidelines, which will give every student full opportunity to pursue their studies without disruption.
- Communicating with students and parents regarding behavior problems and proposed solutions.
- Reporting promptly any continuing student behavior (good or bad) to appropriate site personnel.
- Enforcing consistent and fair district and school regulations regarding discipline.
- Setting an example of the safe, respectful, and responsible behavior expected from students.

### RESPONSIBILITIES OF SCHOOL ADMINISTRATION:

In order to maintain a well organized and orderly school, Prospect Avenue School administrators have the following responsibilities:

- Establishing school rules and regulations in cooperation with staff, parents, and students that will ensure an educational program free from disruptions.
- Communicating the agreed upon school rules, regulations, and district policies regarding student conduct with staff, parents, and students.
- Modeling behavior expected from teachers, students, and support personnel.
- Consistently and fairly enforcing school rules, regulations, and district policies regarding student conduct.
- Assisting staff, parents, and students in early identification of behavior problems and seeking solutions to those problems.

### RESPONSIBILITIES OF PARENTS:

Parents contribute to a positive school environment in the following ways:

- Reviewing district policy and school discipline rules and regulations with family members to ensure that all understand the standards of conduct expected by school authorities.

- Assisting school personnel in changing unacceptable behaviors of their children and being available to school personnel during the day by maintaining current phone numbers (home and emergency) at school.
- Cooperating with school officials in determining and carrying out appropriate discipline penalties when such action is necessary.
- When necessary, seeking the advice and guidance of district personnel and/or appropriate community agencies for assistance in correcting misbehavior of the student.

#### RESPONSIBILITIES OF STUDENTS:

The staff at PRIDE Academy believes that in order for students to develop and maintain a positive self-image and behave in a productive manner, it is necessary to have a classroom management plan which emphasizes the positive, recognizes and rewards responsible actions, and encourages positive decision making. When making decisions regarding appropriate behavior, students are encouraged to always ask the following questions:

1. Is it safe?
2. Is it respectful?
3. Is it responsible?

Students contribute to a positive school environment in the following ways:

- . Attend school with necessary supplies, devices, and projects.
- . Complete classwork and homework by the designated due date.
- . Complete independent activities such as reading (appropriate leveled texts), online practice (i.e. Dreambox, Razkids, Achieve 3000).
- . Participate in behavior expectation assemblies each trimester.
- . Review and adhere to playground rules.
- . Be responsive to direction or correction provided by staff members.
- . Participate in positive reward systems, positive referrals, front of the line passes.

#### PUPIL BEHAVIOR AND STANDARDS:

Pupil conduct standards and consequences for Prospect Avenue School are specifically described in this Comprehensive Schools Safety Plan including: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted district-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Prospect Avenue School.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment in emergency situations or per the Suspension Guidelines released by the Board. PRIDE Academy employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

#### SAFETY STRATEGIES

##### Introduction

Safe Schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. Prospect Avenue promotes educationally and psychologically healthy environments for all children and youth. PRIDE Academy recognizes there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. PRIDE Academy further recognizes that safe school practices make major contributions to academic and school improvement efforts.

Although keeping children safe requires a community-wide effort, schools are an important piece of the undertaking to keep children safe. PRIDE Academy's efforts are illustrated below which broaden the safety planning and incorporate an expansive range of strategies and programs in the school safety plan.

#### SCHOOL SAFETY STRATEGY #1:

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills. When appropriate, staff members make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues prevention and intervention. The school uses a variety of methods to communicate to pupils, parents, and the greater community that all children are valued and respected.

#### Preventing and Intervening: Pupil Aggressive Behavior

Creating a safe school requires having in place many preventive measures for children's mental and emotional problems. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Staff members at PRIDE Academy use a comprehensive approach to school violence prevention. Pupils are identified using measures shown to be highly effective in identifying student with antisocial and aggressive tendencies. These measures include: (a) number of disciplinary referrals to office, (b) observed aggressive behavior, and (c) teacher observation.

#### Mental Health Programs

A school counselor is assigned to PRIDE Academy three days a week. We are also able to offer mental health professional services to the children of military families through an on-site military counselor who works with students two days a week. Rady Children's Hospital also offers services one day a week to Medi-Cal eligible students. Second Step lessons are offered to all grade levels monthly to support character development. The staff of PRIDE Academy identifies students with mental health needs. These students and their families receive assistance through the Student Success Team. The staff of Prospect Avenue implements the EDCR Incident Crisis Response Plan for "suicide" in cases where a student exhibits specific characteristics. In incidences of possible suicide, school/district psychologist, site counselor, or police crisis response units shall be contacted.

#### Professional Development

The Santee School District provides professional development for teachers, parents, and community members. The goals of such programs are to help others establish and nurture a healthy sense of self confidence and self control, to develop personal and social responsibility and to enhance academic success.

#### Student Recognition Programs.

PRIDE Academy offers several recognition and award programs

- PeaceBuilders, an anti-bullying program, has been implemented since January of 2004.
- Classroom incentives/programs/activities are determined by students and teachers in each class to recognize student academic achievement and social success.
- Monthly PRIDE Assemblies recognize outstanding students for being a PeaceBuilder or displaying qualities that are aligned with the monthly character trait.
- Special field trips/activities and/or awards for students who attain honor roll.
- Perfect Attendance incentives for students and classrooms that maintain monthly perfect attendance.
- \* Panther PAWS raffle tickets for students that demonstrate safety, respect, and responsibility at lunch and on the playground.
- \* Positive Preferrals for students that exemplify safety, respect, and responsibility and are role models for other students on campus or in their classroom.

## SCHOOL SAFETY STRATEGY #2:

Procedures, programs and strategies are implemented to help eliminate problems of bias or unfair treatment of pupils by staff and by peers because of ethnic group, gender, race, national origin, social class, religion, disability, sexual orientation, physical appearance, color, ancestry, parental status, or other relevant characteristics. The school provides a way for each pupil to safely report and, be protected after reporting, troubling behaviors that the pupil thinks may lead to dangerous situations, such as potential school violence.

### Nondiscrimination and Fair Treatment of Pupils

A major source of conflict in many schools is the perceived or real problem of bias and unfair treatment of students because of ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Effective schools convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Effective schools communicate to students and the greater community that all children are valued and respected.

In order to maximize the successful education of all students and help them become productive citizens and lifelong learners in a diverse society, all individuals including student, parents, staff and community members are:

- Treated with dignity, respect and fairness;
- Encouraged to maintain high expectations;
- Role models that show an appreciation for socioeconomic, cultural, ethnic, gender and religious diversity and
- Contributors to an environment of mutual respect, caring, and cooperation.

Students, parents, staff and community members shall join together to share a sense of belonging and take pride in our schools, facilities and programs through participation and cooperation in support of the education of all students.

A copy of the "Parent/Student Handbook" is provided to each parent/student upon request and can be found online on the school website. This handbook includes information pertaining to student rights regarding physical safety, protection of personal property, respect from others, and freedom from discrimination on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The District's policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all children.

### Discipline Policy and Code

Effective and safe schools, develop, and consistently enforce, school-wide rules that are clear, broad-based, and fair. School safety can be enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should be commensurate with the offense, should be written, applied in a nondiscriminatory manner, and accommodate cultural diversity. Direct teaching and social problem solving and social decision-making is now a standard feature of effective drug and violence prevention programs.

PRIDE Academy at Prospect Avenue School uses both classroom and school-wide discipline codes that clearly communicate the behavioral expectancies and consequences for pupils.

Inappropriate choices will result in the implementation of a 4-step progressive discipline plan. Opportunities exist for each student to improve and succeed at each level of discipline. Steps in the discipline plan include all of the following:

- Pre Step = multiple warnings
- Step 1 = teacher counsels with student privately
- Step 2 = teacher contacts the parent and detention given
- Step 3 = student is referred to school administrator who counsels student and contacts parent
- Step 4 = student is referred to school administrator who contacts parent and student may receive in-school suspension

Beyond Step 4 = discipline at discretion of administration

School rules and discipline are communicated to parents through the parent handbook, the junior high handbook, the school website, and teacher prepared parent letters at the beginning of the school year. Approximately three times a year, or whenever deemed necessary, administration meets with the students to review school rules and consequences.

### SCHOOL SAFETY STRATEGY #3:

PRIDE Academy at Prospect Avenue School's administrators, teachers, families, pupils, support staff, and community members recognize and make appropriate use of the early warning signs related to violence, substance abuse, and other at-risk concerns.

#### Crisis Intervention and Disaster Planning

The staff of PRIDE Academy shall increase school safety by evaluating and addressing serious behavioral and academic concerns. Weapons (on campus and in the community), bomb threats, explosives, fights, natural disasters, accidents, and suicides call for immediate, planned action, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma.

PRIDE Academy benefits from the District's Disaster Response Emergency Procedures Plan (DREP). The DREP includes information on how to respond to a crisis. Risk factors, response and contingency plans, quick response designs, parent contacts, debriefing, suicide/threat response, violence/aggression response and training/drills to become aware of warning signs are among the areas addressed.

#### Student Reporting of Concern

PRIDE Academy encourages students to report concerning situations either before they occur or after as a witness or victim. This helps determine a situation of need as well as who is involved. Reporting can occur through several means:

- .Talk to the classroom teacher
  - .Report a problem to a supervising staff member during recess or lunch
  - .Leave a note for the teacher
  - .E-mail the vice principal and/or teacher
  - .Visit the office to complete and incident report, to be submitted to the vice principal's office
  - .Leave a voicemail on the main phone line
  - .Call the Bullying Hotline to report, either with your name or anonymously as well as who is involved, location, frequency, etc.
- Once a report is made, an investigation occurs to resolve the problem and disciplinary action is taken as needed.

#### Teacher Notice of Disciplinary History

The District's Pupil Service Department, under the direction of the Assistant Superintendent of Educational Services, shall provide to the administration of PRIDE Academy information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act (except E.C. 48900 (h)) or (b) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, help in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

#### Gang Affiliation

Gang affiliation and gang activity will not be tolerated at PRIDE Academy. The staff at PRIDE Academy shall work closely with the local law enforcement/Gang Unit regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families.

#### Gangs and Graffiti

There is a local a law enforcement gang task force. PRIDE Academy uses its links with the City of Santee to enhance its effort to curb gang influence.

#### Alternative Programs.

Research has shown that effective alternative programs can have long-term positive results by reducing expulsions and court referrals. PRIDE Academy has access to the Santee Success Program, an alternative program that provides students with opportunities to produce positive outcomes.

#### Drug and Violence Prevention Programs

The goals of the district's Drug Alcohol and Tobacco Education Program and other related community program include providing all K-8 pupils with a comprehensive drug and violence prevention programs is to provide all pupils in grades seven and eight with a comprehensive tobacco use prevention education.

#### Truancy – School Attendance Review Board (SARB) / District Attorney Referral

PRIDE Academy at Prospect Avenue School recognizes the importance of punctuality and regular attendance. The staff of PRIDE Academy shall accurately record the attendance record for all students. Parents of students with poor attendance will receive attendance notifications on a monthly basis per district guidelines and conference regularly with the Vice Principal. If attendance does not improve after communication with students and parents, the Vice Principal may implement interventions that include a School Attendance Review Team contract. Students with poor attendance due to medical issues will be referred to the school nurse. Should attendance problems continue, official action is to be taken, which could result in a referral to the School District Attendance Review Board or a referral to the East County District Attorney's Office with a request for prosecution of the parent and/or the student.

#### Megan's Law Notification

The staff of PRIDE Academy shall receive Megan's Law Sex Offender Information from local law enforcement and that information shall be communicated with the public so that the information can be used to protect students and families. Megan's Law provides the public with photographs and descriptive information on serious or high risk sex offenders residing in California who have been convicted of committing sex crimes and are required to register.

#### SCHOOL SAFETY STRATEGY #4:

Plan(s) and method(s) are available to identify isolated and troubled pupils, help foster positive relationships between school staff and pupils, and promote meaningful parental and community involvement.

#### Parent/Guardian Involvement

Staff members in effective and safe schools make persistent efforts to involve parents/guardian by: Informing them about discipline policies, procedures, and rules, and about their children's behavior, both desirable and undesirable; involving them in making decisions concerning school-wide disciplinary policies and procedures; and encouraging them to participate in prevention programs, intervention programs and crisis planning.

#### PRIDE Academy at Prospect Avenue School:

- Encourages parent participation on the School Site Council.
- Encourages parent participation on the English Learners Advisory Committee.
- Notifies parents about, and encourages participation in parenting programs.
- Has established a school visitation procedure.
- Uses the School Accountability Report Card as a procedure to communicate to parents.
- Provides opportunities for Teacher-Parent Conferences.

Each classroom is arranged to help prevent aggressive behavior. High traffic areas are free of congestion. Pupils are in full view of the teacher so the teacher can easily monitor students' behavior. Teaching materials and student supplies are readily accessible to minimize student-waiting time. Seats are arranged so students can easily see instructional presentations and to reduce the opportunity for off-task behavior.

#### Parent Training: Promoting the Use of Community Resources

Prospect Avenue School and the Santee School District, advocates for the provision of community resources to help maximize the development of positive behavior and the suppression of antisocial behavior. Such training promises to maximize the parent's contribution to academic excellence and noteworthy social-development.

#### Problem Solving Teams

School communities can enhance their effectiveness by identifying factors that result in violence and other problem behaviors. Collaborative problem-solving teams are viewed as essential to successful prevention and intervention with aggressive behavior. PRIDE Academy utilizes a Student Success Team to help address issues of problem behavior. These problem-solving efforts bring together school staff, parents, and when appropriate, involved community-based agencies and the pupil. When appropriate, a written Behavior Support Plan is initiated. The goal is to help identify, clarify, analyze and resolve issues concerning pupil, educational and familial concerns. The Student Success Team addresses individual problems and school-wide concerns.

#### Community Linkages

When working with parents and students with specific issues, the staff and school counselor at PRIDE Academy will provide information to the families regarding available community resources. The school counselor works closely with recognized local city, county and state agencies.

#### SCHOOL SAFETY STRATEGY #5:

School administrators, staff, and campus lunch supervisors use common strategies to promote school safety.

#### Campus Supervisor and Administrative Positions

Schools can enhance physical safety by monitoring the surrounding school grounds-including landscaping, parking lots, and bus stops. Pupils can also be a good source of information. Peers often are the most likely group to know in advance about potential school violence.

PRIDE Academy at Prospect Avenue School employs a principal, vice principal and five lunch campus supervisors whose job is designed to help increase school safety, prevent prohibited offenses, and promote positive student relationships. The principal, vice principal and staff have developed procedures to monitor the school campus, the surrounding areas, and have designated the safe entrance and exit routes to school. Furthermore, recognizing that pupils are often the first to know of dangerous plans or actions, the principal and vice-principal at PRIDE Academy make themselves available for a pupil to safely report troubling behaviors that may lead to dangerous situations.

When it comes to school safety, pupils are taught that if they hear or see a safety concern, they must report it (hear it, see it, report it). Effective relationships between the school administration, staff, campus supervisors and pupils help initiate appropriate investigations, help staff learn of suspects in school offenses, and help collect important knowledge about community conflicts that may have an impact on school safety. A Bully Hotline, monitored by the vice principal, is in place and students are encouraged to report concerns as soon as they arise.

#### Campus Disturbances and Crimes

PRIDE Academy recognizes that campus disturbances and crimes may be committed by visitors and outsiders to the campus. Several steps have been taken to protect the school, staff, and pupils from safety threats by individuals visiting the campus area. In addition, disputes often occur because of parental custody disputes. The staff of PRIDE Academy will maintain in the student's record custody documentation provided by families and will request assistance from local law enforcement and the Office of Child Welfare and Attendance as needed.

#### Visitors and Disruptions to Educational Process

PRIDE Academy is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. PRIDE Academy uses continuing efforts to minimize the number of campus entrance and exit points used daily. Access to school grounds is limited and supervised on a regular basis by staff members. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily and naturally supervised. Delivery entrances used by vendors are also checked regularly. The campus has perimeter fencing.

To ensure the safety of pupils and staff and avoid potential disruptions, all visitors to the campus, except pupils of the school and staff members, must register immediately upon entering any school building or grounds when school is in session.

PRIDE Academy has established a visible means of identification for visitors while on school premises (i.e. tag). Furthermore, the school administration, staff or campus supervisors may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace.

PRIDE Academy's notice and removal system establishes sufficient documentation for civil law remedies as needed. For continuing disruptive behavior by a visitor or outsider, PRIDE Academy shall contact the district office to determine whether to file for a temporary restraining order and injunction.

#### SCHOOL SAFETY STRATEGY #6:

At PRIDE Academy, effective procedures will be followed to maintain a safe physical plant and school site.

#### Enhancing Physical Safety Practices

Schools can enhance physical safety by adjusting traffic flow patterns to limit potential for conflicts or altercations. Schools can enhance physical safety by having adults visibly present throughout the school building. This includes encouraging parents to visit the school.

#### PRIDE Academy at Prospect Avenue School:

- operates a closed campus, where pupils must have permission to leave the campus during school hours when accompanied by an adult.
- has helped assure a safe learning environment.
- has set a priority to keep buildings clean and maintained.
- has located its playground equipment where it is easily observed.
- has limited roof access by keeping dumpsters away from building walls.
- avoids decorative hedges and plants all new trees at least ten feet from buildings.
- keep trees and shrubs closely trimmed to limit outside hiding places for people or weapons.
- ensures vehicle access around the building(s) for night surveillance and emergency vehicles.
- keeps a complete list of staff members who have keys to building(s).
- does not allow graffiti to remain on walls. The procedure involves following the three "R's" after discovery of graffiti—read, record (i.e. photograph or videotape) and remove.
- Inflammatory bathroom graffiti is removed daily upon discovery.
- provides maximum supervision in heavy traffic areas.
- has established two-way communication between the front office and each classroom.
- offers school-or-community-based activities for students after school.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

Child abuse or neglect includes the following:

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect.

#### Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency.

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14.

#### Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report.

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency.

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriffs department, county probation department if designated by the county to receive such reports, or county welfare department.

Child Protective Services, Child Abuse Hotline  
1-800-344-6000

San Diego County Sheriffs Department  
858-565-5200

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

### 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, any employee (as defined above) shall fax legible, completed Form 04-184 (10/91) "Suspected Child Abuse 'FAX' Report" to:

Children's Services Bureau, FAX# (619) 694-5469 and to Educational Services, FAX# 2367. Attach FAX receipt to the reporter's copy of the FAX.

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter.
- b. The child's name and address, present location and, where applicable, school, grade, and class.
- c. The names, addresses, and telephone numbers of the child's parents/guardians.
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her.

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case.

### 3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the principal.

He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency.

### Training

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting.

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

### Victim Interviews

Whenever a representative of a government agency investigating suspected child abuse or neglect or the state Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child.

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school.

### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/ guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

#### Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167.

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee.

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report.
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment.
3. No employee shall be subject to any sanction by the district for making a report.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

##### **Disaster Plan (See Appendix C-F)**

A contingency plan for emergencies is contained in the Staff Redbook which is available to each staff member. The plan is reviewed at the beginning of each school year. This plan also contains available district and outside agency resources, emergency disaster procedures, and information on Readiness and Emergency Management for Schools.

The staff of PRIDE Academy at Prospect Avenue School shall increase school safety by evaluating and addressing serious behavioral and academic concerns. Weapons (on campus and in the community), bomb threats, explosives, fights, natural disasters, accidents, and suicide threats call for immediate, planned action, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma.

PRIDE Academy at Prospect Avenue School benefits from the District's Disaster Response Emergency Procedures Plan (DREP). The DREP Plan includes information on how to respond to a crisis, including risk factors, response and contingency plans, quick response designs, parent contacts, debriefing, suicide/threat response, violence/aggression response, and training/drills to become aware of warning signs are among the areas addressed.

##### **Public Agency Use of School Buildings for Emergency Shelters**

Coordination of the use of school buildings for emergency shelters should be coordinated through the office of the Superintendent of the Santee School District.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Suspended or expelled students may be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others. The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

#### **Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

#### **Student Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law.

#### **Supervised Suspension Classroom**

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school or in the Educational Resource Center and providing him/her with supervision that is separated from the regular classroom. The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated. The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

#### **Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

#### **Decision Not to Enforce Expulsion Order**

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

#### **Legal Reference:**

EDUCATION CODE

212.5 Sexual harassment  
1981 Enrollment of students in community school  
17292.5 Program for expelled students  
32261 Interagency School Safety Demonstration Act of 1985  
35146 Closed sessions (re suspensions)  
35291 Rules (for government and discipline of schools)  
35291.5 Rules and procedures on school discipline  
48660-48667 Community day schools  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
9073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication  
48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt  
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia  
11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined  
240 Assault defined  
241.2 Assault fines  
242 Battery defined  
243.2 Battery on school property  
243.4 Sexual battery  
245 Assault with deadly weapon  
245.6 Hazing  
261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors or stun guns  
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20  
7151 Gun free schools

#### COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

#### ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

#### WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs/index.html>

#### Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

To notify teachers of suspensions as they occur during the school year, the following process is used:

1. Suspensions are reported to each teacher using the schools internal email address.
2. Teachers are advised about the confidential nature of the data.
3. Suspension reports are filed in the student's cum and a copy is sent to Pupil Services Department.
4. Teachers can access suspension history for their students in Power School.

When students are administratively transferred from one school to another for disciplinary reasons, teachers (to whom the student is assigned) at the new school are notified by the school administration and provided with written information about reasons for the student's transfer and a copy of the student's behavior contract. Copies of the written notice are maintained in the school office.

When the district receives information from the juvenile court system that a student has been convicted of the serious or violent crime requiring teacher notification, the principal and the teachers are provided with written notice from the district Pupil Services Department. Copies of this notice are maintained in the school office and the district Pupil Services' Office.

Included in AR 4158

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Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of development

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints

Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination  
12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees  
1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation  
7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026  
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275  
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257  
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989  
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998  
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL  
Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
Equal Employment Opportunity Commission: <http://www.eeoc.gov>  
U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Adopted May 5th, 2009

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Students BP 5132(a) DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Gang-Related Apparel and Racial or Ethnic Symbols Gang related apparel or clothing with racial or ethnic symbols is prohibited. Prohibited dress includes garments displaying logos of racist groups, obscene language, vulgar gestures, racist, ethnic or sexist slurs. Dress code should be included as part of the school safety plan and must be presented to the Board for approval. Uniforms In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference: BP 5132(b) DRESS AND GROOMING; Legal Reference: EDUCATION CODE 32281 School safety plans 35183 School dress codes; uniforms 35183.5 Sun-protective clothing 48907 Student exercise of free expression 49066 Grades; effect of physical education class apparel CODE OF REGULATIONS, TITLE 5 302 Pupils to be neat and clean on entering school COURT DECISIONS Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993) 827 F.Supp. 1459 Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251 Hartzell v. Connell, (1984) 35 Cal. 3d 899

Students AR 5132(a) DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day as long as these articles comply with the requirements in this administrative regulation. In addition, the following guidelines shall apply to all regular school activities: 1. Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment. 2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice. 3. Hats, caps and other head coverings shall not be worn indoors. 4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. 5. Gym shorts may not be worn in classes other than physical education. 6. Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet. 7. Spiked jewelry and waist chains will not be allowed. 8. Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions. 9. Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator. 10. Overalls are considered pants and must have an appropriate shirt worn underneath. AR 5132(b) DRESS AND GROOMING (continued) 11. Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed. 12. Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color). 13. Pants must not be worn to expose undergarments or bare skin above the waist. 14. Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. Gang-Related Apparel and Racial or Ethnic Symbols Gang related apparel or clothing with racial or ethnic symbols is prohibited. Annually, the district will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year. Uniforms In schools where a schoolwide uniform is required, the principal, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn. At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. Parents/guardians shall also be informed of their right to have their child exempted.

Regulation SANTEE SCHOOL DISTRICT approved: September 7, 1993 Santee, California revised: July 18, 2006 revised: May 19, 2009 reviewed: August 17, 2010.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Parent Handbook defines the procedures for safe ingress and egress of students as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for student drop-off and pick-up as well. Also, safety procedures and expectations are described for those students who ride their bikes and walk to and from school. Student's riding bike must be grade 4-8, file a bike permit and must wear helmets.

In addition, the principals' school newsletters provide frequent reminders about traffic and campus safety. At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of students. Safety patrol squads assist families in crossing at designated place within the school school boundaries. Teachers are on duty 15 minutes before and after school to provide both before and after school supervision. Staff members are vigilant about visitors on campus, and all school guests are required to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, the police department is contacted. Volunteers are required to fill out a volunteer application and valid ID and are checked in the Megan's Law database.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

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

**Element:**

Physical Environment

**Opportunity for Improvement:**

By the end of the 2017-2018 school year, the lunch area, halls, restrooms, and classrooms will be well maintained and litter free as evident by custodial evaluation, campus supervisor evaluation, and administrator evaluation.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>By the end of the 2017-2018 school year, the lunch area, halls, restrooms, and classrooms will be well maintained and litter free.</p>	<p>a) Vice Principal with campus aides, custodian, and students accept the responsibility for a clean lunch area and will monitor the area.</p> <p>b) Utilize student volunteers for community service.</p> <p>c) Utilize a student recognition system to assist students in making positive contributions.</p> <p>d) Assign classrooms and/or Family Groups rotations for litter pick-up.</p>	<p>Class/student participation</p>	<p>a) Vice Principal</p> <p>b) Custodian</p> <p>c) Campus Aides</p>	<p>Reduction of litter in the lunch area.</p>
<p>Throughout the 2017-2018 school year, administrators and the custodial staff will assess the condition of our buildings, campus, and classrooms to maintain a hazard free environment.</p>	<p>a) Conduct regular campus walks to identify areas of need and assess wear or damage.</p> <p>b) File work orders for unsafe areas or needed repairs.</p> <p>c) Coordinate with custodial staff for daily, weekly, and break cleaning.</p>	<p>District work order system</p> <p>Monthly VP/Custodial meeting</p>	<p>a) Principal</p> <p>b) Vice Principal</p> <p>c) Custodian</p> <p>d) Evening Custodians</p>	<p>Clean, safe buildings and hallways and a reduction in student and staff injuries.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Throughout the 2017-2018 school year, students will safely and orderly circulate on campus.</p>	<p>a) Designate a supervised arrival location for primary students to transition to the playground.</p> <p>b) Explicitly assign teacher duty locations to increase visibility and decrease student misbehavior during arrival, recess, and dismissal.</p> <p>c) Move the lunch line to increase access to exits/entrances and decrease noise in the office.</p> <p>d) Establish and communicate clearly defined lunch line procedures.</p> <p>e) Create a rewards system to honor students that are safe, respectful, and responsible during lunch and transitions on campus.</p> <p>f) Frequently communicate arrival and dismissal procedures to parents via School Messenger.</p> <p>g) Repaint student numbers on the upper playground to facilitate PE transitions.</p>	<p>Maintenance &amp; Operations</p> <p>Cones</p> <p>School Messenger</p>	<p>a) Principal</p> <p>b) Vice Principal</p> <p>c) Custodian</p> <p>d) Teachers</p>	<p>Safe transitions, a reduction in office referrals, and congestion free hallways.</p>

**Component:**

A safe physical and emotional learning environment for all students will be established and maintained at PRIDE Academy at Prospect Avenue School.

**Element:**

School Climate

**Opportunity for Improvement:**

By the end of the 2017-2018 school year, PRIDE Academy students will be able to identify the three behavioral expectations: Be safe, be respectful, and be responsible. These expectations coupled with a school wide focus on reporting unsafe behavior and student empathy will result in fewer office referrals and a positive school climate.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>By the end of the 2017-2018 school year, PRIDE Academy students will be able to identify the three behavioral expectations: Be safe, be respectful, and be responsible.</p>	<p>a) Signs referring to the specific behavioral expectations will be posted in all hallways, restrooms, playgrounds, the lunch area, and classrooms.</p> <p>b) The three expectations will be shared and defined in each behavior assembly.</p> <p>c) A committee will be formed to review, revise, and plan improvements to PRIDE Academy's positive behavior intervention system.</p> <p>d) Positive Preferrals and Panther PAWS will be available for all faculty and staff to honor students that demonstrate any of the three expectations.</p>	<p>Behavioral expectation signs</p> <p>Classroom instructional time</p> <p>Behavior assemblies</p> <p>www.PBIS.org</p>	<p>Vice Principal</p> <p>Teachers</p> <p>Campus Aides</p> <p>School Counselors/Interns</p>	<p>Reduction in the number of referrals.</p>
<p>By the end of the 2017-2018 school year, all students will know how to report dangerous or bully-like behavior using a variety of resources.</p>	<p>a) Create anonymous reporting stations for students to turn in information for problem-solving.</p> <p>b) Utilize online and bully hotline reporting systems.</p> <p>c) Notify students during student assemblies about options for reporting.</p>	<p>Anonymous reporting boxes</p> <p>Online reporting link on school website</p> <p>Behavior assemblies</p>	<p>Vice Principal</p> <p>Principal</p>	<p>Increase in student reports.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Throughout the 2017-2018 school year, restorative practices will be used to improve school climate and increase student empathy and problem solving skills.</p>	<p>a) Students will participate in classroom community-building such as circles, student acknowledgement, encouragement, or classroom meetings.</p> <p>b) Students will engage in conflict resolution and problem-solving with mediation techniques with the Vice Principal, School Counselor or intern.</p> <p>c) Students will complete a behavior reflection when sent to the office.</p> <p>d) Behaviorally at risk students will complete a self and match behavior chart to monitor and adjust their daily behavior.</p> <p>e) Students will participate in character education lessons facilitated by the counselor.</p> <p>f) Family Group activities will focus on empathy and include opportunities for students to work with peers of varied backgrounds and ages.</p>	<p>Classroom instructional time</p> <p>Second Step program</p> <p>Behavior reflection sheets in office</p> <p>Self &amp; Match training for teachers and support staff</p>	<p>Teachers</p> <p>School Counselors/Interns</p> <p>Vice Principal</p> <p>Students</p>	<p>An increased percentage of students feeling safe as reported on student surveys.</p>

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**PRIDE Academy at Prospect Avenue Student Conduct Code**

Effective and safe schools, develop, and consistently enforce, school-wide rules that are clear, broad-based, and fair. School safety can be enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should be commensurate with the offense, should be written, applied in a nondiscriminatory manner, and accommodate cultural diversity. Direct teaching and social problem solving and social decision-making is now a standard feature of effective drug and violence prevention programs.

PRIDE Academy at Prospect Avenue School uses both classroom and school-wide discipline codes that clearly communicate the behavioral expectations and consequences for pupils. PRIDE Academy has developed plans to promote positive behaviors in the lunchroom, hallways, and assembly areas.

Effective and safe schools develop and consistently enforce school-wide rules that are clear, broad-based, and fair. At PRIDE Academy, our expectations are that all students are safe, responsible, and respectful. School safety can be enhanced by the development of a school-wide disciplinary policy that includes a code of conduct, specific rules and consequences that can accommodate student differences on a case-by-case basis when necessary. Discipline consequences should commensurate with the offense, should be written, applied in a non-discriminatory manner, and accommodate cultural diversity.

For junior high, inappropriate choices will result in the implementation of a 4-step progressive discipline plan. Opportunities exist for each student to improve and succeed at each level of discipline. Steps in the discipline plan include the following:

Pre Step = multiple warnings

Step 1 = teacher counsels with student privately

Step 2 = teacher contacts the parent and detention given

Step 3 = student is referred to school administrator who counsels student and contacts parent

Step 4 = student is referred to school administrator who contacts parent and student may receive in-school suspension

Beyond Step 4 = discipline at discretion of administration

School rules and discipline are communicated to parents through the parent handbook, the junior high handbook, and teacher prepared parent letters at the beginning of the school year. Approximately three times a year, or whenever deemed necessary, administration meets with the students to review school rules and consequences.

**Conduct Code Procedures**

Teachers will create a classroom structure and discipline system that will communicate classroom expectations as well as student behavior. A student displaying an unsafe or defiant behavior, including any item included on the zero tolerance listing, will be referred to the office through a referral system. Site administrators will conduct interviews or investigations to determine sequence, choices, and damage/injury. Consequences will be assigned, reflecting a progressive approach. In addition, parents will be contacted to notify them of student behavior and consequence. If behavior includes injury or a safety concern, a student may be suspended from class or school. Lastly, if behavior falls under violations of Educations Code 48900, a child will be suspended and may be referred to an administrative review hearing at the district level. At any time, teachers of staff may call a parent conference to discuss student behavior concerns as well as create goals or a behavior monitoring plan.

**(J) Hate Crime Reporting Procedures and Policies**

Students BP 5145.9(a) HATE-MOTIVATED BEHAVIOR

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources. The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively. The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior. Grievance Procedures Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate. As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Legal Reference: (see next page) BP 5145.9(b) HATE-MOTIVATED BEHAVIOR (continued) Legal Reference: EDUCATION CODE 200-262.4 Prohibition of discrimination 32282 School safety plans 48900.3 Suspension for hate violence 48900.4 Suspension or expulsion for threats or harassment PENAL CODE 422.55 Definition of hate crime 422.6 Crimes, harassment CODE OF REGULATIONS, TITLE 5 4600-4687 Uniform Complaint Procedures 4900-4965 Nondiscrimination in elementary and secondary education programs Management Resources: CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES California Student Safety and Violence Prevention - Laws and Regulations, April 2004 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999 U.S. DEPARTMENT OF JUSTICE PUBLICATIONS Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997 WEB SITES CSBA: <http://www.csba.org> California Association of Human Relations Organizations: <http://www.cahro.org> California Department of Education: <http://www.cde.ca.gov> National Youth Violence Prevention Resource Center: <http://www.safeyouth.org> U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr> U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

## **Safety Plan Review, Evaluation and Amendment Procedures**

The plan is revised annually to include up-to-date demographic data, current status and goals. The plan is reviewed by the PRIDE Academy at Prospect Avenue School Safety Committee and presented to the ELAC committee as well as the School Site Council for site approval. The plan is submitted to the Santee School District Board of Education for district level approval and publication.

**Safety Plan Appendices**

**Emergency Contact Numbers**

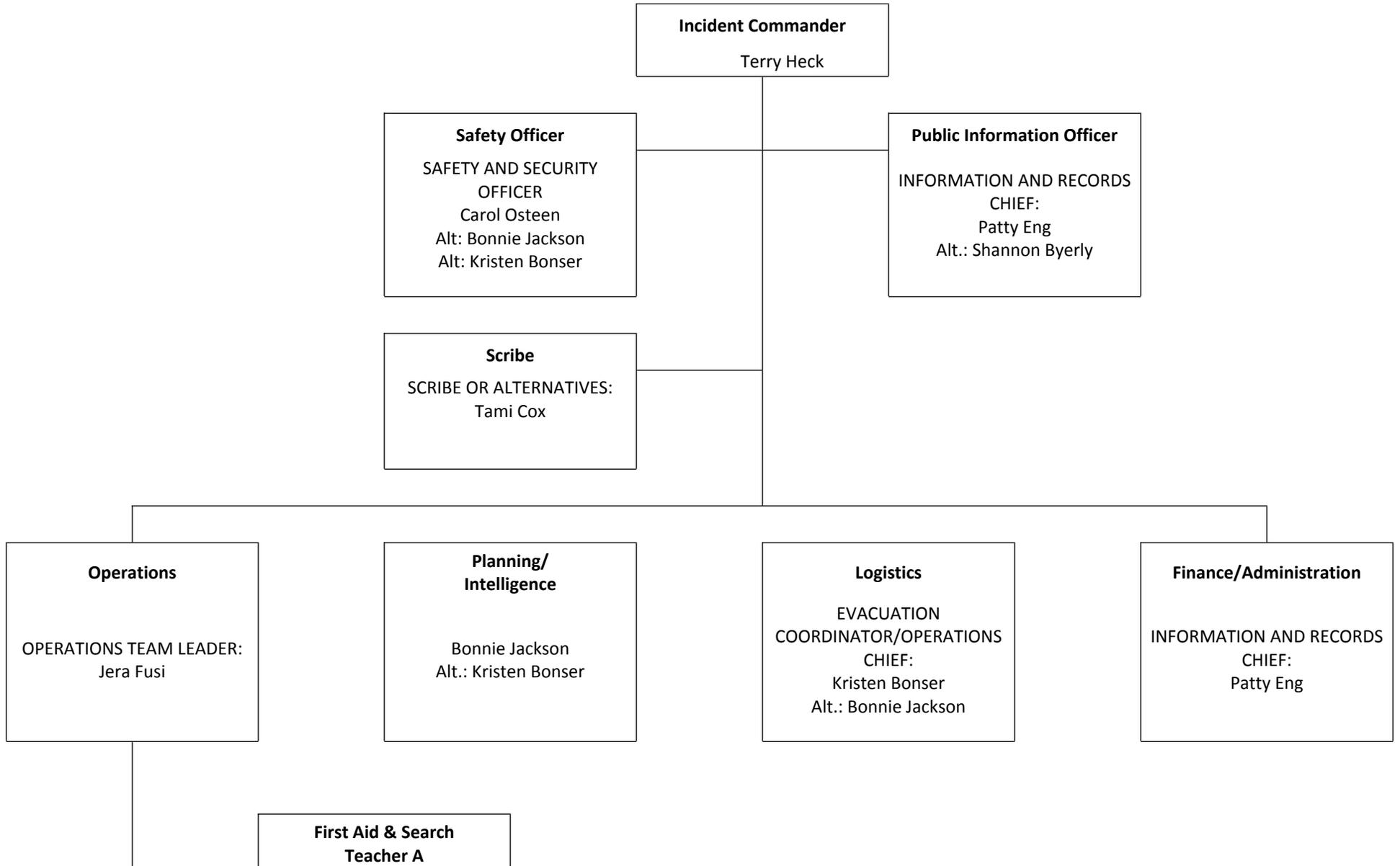
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	California Highway Patrol	1-800-835-5247	
Law Enforcement/Fire/Paramedic	Santee Sheriff	(619) 956-4000	
Law Enforcement/Fire/Paramedic	Santee Fire	(619) 258-4100	
Emergency Services	911 - Emergency	911	
Public Utilities	Padre Dam	(619) 258-4600	
Public Utilities	SDGE	(619) 441-3834	
School District	Santee School District Kitchen	(619) 258-2290	
School District	Santee School District Transportation	(619) 258-2300	
Local Hospitals	Children's Hospital	(858) 576-1700	
Local Hospitals	Grossmont Hospital	(619) 740-6000	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Staff review of emergency procedures	August 16, 2017	Faculty meeting - full staff, PRIDE Academy at Prospect Avenue School
Safety Committee Review of Comprehensive Safety Plan	December 2017	PRIDE Academy at Prospect Avenue School
Comprehensive Safety Plan Presentation for ELAC	December 2017	PRIDE Academy at Prospect Avenue School
Comprehensive Safety Plan Presentation/approval for School Site Council	December 2017	PRIDE Academy at Prospect Avenue School

**PRIDE Academy at Prospect Avenue Incident Command System**



FIRST AID  
LEADER: Lisa Peddie  
Heather Ogle  
Kim Trudo  
Yesenia Rios  
Maureen Panuco

SEARCH/RESCUE TEAM ONE  
Tami Cox  
Melody Bennett  
Michael Lopez  
Windi Parsons  
Nada Sawaya

SEARCH/RESCUE TEAM TWO  
Stephanie Dow  
Audra Gervase  
Mia Morales  
Cheryl Grady  
Vicki Olson  
Jolie Schiering

**Student Release &  
Accountability  
TeacherB**

STUDENT RELEASE

Shannon Byerly  
Emma Noriega  
Jennifer Wilde

STUDENT ACCOUNTABILITY

Lea Hallinan  
Julie Boerman  
Paul Gianola  
Katie Judd  
Andrea Gadd  
Gillian Ryan  
Cindi Shulze  
Robyn Botticelli  
Megan Houfek  
Meghan McMahan  
Beth Butterfield  
Monica Cline  
Christina Tindle  
Robin Larson  
Susan Smith  
Sandy Sanati  
Sonia Sandoval  
Kristina Stark  
Carol Ebbs  
Jennifer Gasteiger  
Brigitte Mumford  
Phelim O'Connell  
Joe Kemery  
Tina Schipke  
Dennae Lovell  
Tara O'Connell  
Pamela Cameron  
Alison Nelson  
Autumn Freund

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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 agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, 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 filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

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. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

Determining the type of emergency will assist the commander/administrator in making the appropriate decisions to keep the campus safe. The response to a fire is drastically different than responding to an active shooter. The type of emergency may lead to evacuation, shelter-in-place, or lockdown as well as which agency to contact. Refer to emergency sections in this plan.

### **Step Two: Identify the Level of Emergency**

Determining the size and immediacy of the emergency will determine the level. The site leader will determine if it is a classroom only, building only, area only (i.e. playground), whole school, neighborhood, or city-wide emergency. The impending threat/damage timetable will be considered. Also, the potential for injury or loss of life will be weighed to determine the level (highest injury=highest level of emergency).

### **Step Three: Determine the Immediate Response Action**

With safety of students, staff and visitors at the forefront, site administrators/commander will determine immediate response based on site protocols. Please reference sections about: fire, earthquake, active shooter, bomb threat, gas leak, and utility leak or damage, etc.

### **Step Four: Communicate the Appropriate Response Action**

Administrators/Commander will communicate to the necessary emergency responders via phone, preferably a land line phone.

Administrators/Commander will utilize a variety of communication tools to notify staff and emergency participants such as:

- Bell system
- Phone intercom system
- Remind Me emergency texting system
- School email

In addition, the Administrator/Commander will communicate with district personnel via:

- Phone
- District Transportation Radio
- Email
- Text messaging

Lastly, a community communication plan will be created to notify families of incident, pick-up procedures, or next steps through one or several methods:

- Letter
- School messenger call out/email
- Posting on website/Facebook

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

Emergency response will depend on the size of the airplane, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

#### **AIRPLANE CRASHED INTO SCHOOL PROPERTY**

##### **STAFF ACTIONS:**

Call 911 and/or alert Site Administrator

Move students away from immediate vicinity of the crash

Follow immediate response action as directed by the Fire Department or Site Incident Command (Evacuation or Shelter in place)

Locate emergency folder including class roster, "Buddy" class roster, and other emergency supplies as appropriate.

Remove staff ID placard from emergency folder and put it on

If evacuating, use primary and/or alternate fire routes to a safe assembly area away from the crash scene

If safe to do so, Operations Chief initiates Site Sweep Teams to ensure that all students have evacuated all buildings

Once at the Evacuation Assembly Area, implement Student/Staff Accountability procedures according to site protocol

Report missing students to the Site Incident Command and emergency response personnel

Maintain control of the students a safe distance from the crash site

Care for the injured, if any

Wait for further directives or if ALL CLEAR is issued, return to the building

#### **AIRPLANE CRASHES NEAR SCHOOL**

##### **STAFF ACTIONS:**

Call 911 and/or alert Site Administrator

Move students away from immediate vicinity of the crash

Follow immediate actions as directed by Fire Department or Site Administrator

If immediate action is necessary, anticipate EVACUATION or SHELTER IN PLACE

### **Animal Disturbance**

Implement this procedure when any animal or bee swarm threatens the safety of the students and staff.

#### **IN THE EVENT OF AN ANIMAL DISTURBANCE**

##### **STAFF ACTIONS:**

Alert Site Administrator

If the animal is outside, proceed with SHELTER IN PLACE protocol. Keep students inside.

If the animal is inside, EVACUATE students to a sheltered area away from the animal.

#### **IN THE EVENT OF A BEE SWARM**

##### **STAFF ACTIONS:**

If a bee swarm is identified, but bees are NOT aggressive, initiate procedures for SHELTER IN PLACE until the swarm has passed.

If a bee swarm is identified and bees are aggressive, call 911.

Initiate procedures for SHELTER IN PLACE. All students and staff should get inside a building immediately. A few bees may follow indoors, but in a well-lit room, bees will become confused and fly to windows.

If bee attack is widespread, direct students into a large, well-lit room with high ceilings such as a cafeteria or gymnasium.

Have a designated staff person available with a vacuum cleaner hose to remove any bees clinging to clothing or hair.  
If no vacuum with hose is available, bees may be controlled with a spray bottle filled with soap and water solution (3%-6% soap).  
Have nurse or health clerk available to assist stinging victims or if there are large numbers of stinging victims or if there are large numbers of stinging victims, instruct Operations Chief to engage Medical Team.

## **Armed Assault on Campus**

### **ARMED ASSAULT ON CAMPUS/ACTIVE SHOOTER**

Immediate response to a rapidly changing incident such as an active shooter is critical. In most cases, initiate LOCKDOWN procedures to isolate students and staff from danger or send them to a secure area.  
Safety and survival must always be the foremost consideration.

#### **STAFF ACTIONS:**

If you see a person walking onto campus with a weapon, call 911 immediately, and then alert the Site Administrator or campus security.

If you have reason to believe there is a threat of violence on campus, but have not directly witnessed it, alert the Site Administrator or campus security immediately

Follow procedures for lockdown or evacuation as directed or as necessary

Each school site must have a plan in place for students and/or staff who are "locked out" during a LOCKDOWN. It is the responsibility of the Site safety Team that this plan is clearly communicated and integrated into drills and training.

#### **STAFF ACTIONS AFTER CRISIS HAS BEEN NEUTRALIZED:**

Follow procedures for EVACUATION as directed by law enforcement and/or site administrator

The Student Release Team will follow procedures to oversee reunification of students with parents or authorized adults

If necessary the Medical Team will work with local authorities to ensure injured students and staff members receive medical attention, particularly those with minor injuries.

Staff assigned specific Incident Command roles will follow directives of immediate ICS supervisor

All staff will participate in staff debriefings.

## **Biological or Chemical Release**

### **GAS LEAK**

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the Principal/Site Administrator.

#### **STAFF ACTIONS**

If a gas odor is detected, notify Site Administrator or security personnel immediately

Move students from immediate vicinity of danger

Do not turn on any electrical devices such as lights, computers, fans, etc.

If EVACUATION is ordered, follow all appropriate procedures

#### **TOXIC AGENT**

This is incident involving the discharge of a biological/chemical substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A toxic agent can be introduced through:

Postal mail

Ventilation system

Small explosive device

Parcel left unattended

Food supply

Aerosol release

Multiple victims suffering from the following symptoms might be an indicator of the release of a biological or chemical substance contaminating the environment:

Watery eyes

Choking

Breathing difficulty

Twitching

Loss of coordination

Distressed animals

Chemical accidents could result from a transportation accident or an industrial spill involving large quantities of toxic material. The nature of the material and the proximity of the incident to the school site will determine which emergency action should be implemented.

#### STAFF ACTIONS

Alert Site Administrator

If contamination is inside a specific classroom/area, EVACUATE students away from affected area immediately

Otherwise, follow immediate response action as directed by Site Administrator or Emergency Services personnel

Follow standard student assembly, accounting and reporting procedures

#### THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT

Wash affected areas with soap and water

Immediately remove and contain contaminated clothing

Do not use bleach on potentially exposed skins

Remain in safe, but separate area, isolated from those who are unaffected until emergency response personnel arrive

#### THOSE WHO DISCOVER A CHEMICAL SPILL:

Alert others in immediate area to leave the area

Close doors and restrict access to affected area

Notify Site Administrator

DO NOT eat or drink anything or apply cosmetics

### **Bomb Threat/ Threat Of violence**

#### PERSON RECEIVING THREAT BY TELEPHONE

Listen. Do not interrupt caller.

Keep the caller on the line

Alert another staff member to call 911

Alert another staff member to notify site administrator immediately

Complete the Bomb Threat Checklist (Available from Site Administrator)

#### PERSON RECEIVING THREAT BY MAIL, E-MAIL, OR TEXT:

Note the manner in which the threat was delivered, where it was found, and who found it

Isolate the item and limit its handling. Written threats should be turned over to law enforcement

Caution students against picking up or touching any strange objects or packages

Notify principal or site administrator

#### STAFF ACTIONS:

Respond as directed to initiate EVACUATION, SHELTER IN PLACE, or LOCKDOWN

Control all cell phone activity (no outgoing or incoming calls). No exceptions. Radio frequencies can detonate an explosive

If evacuating, alter exit routes as necessary depending on the location of the suspected bomb. Be aware of the possibility of secondary devices

Upon arrival at the designated evacuation site and according to site protocol, implement Student/Staff Accountability procedures.

Notify the Incident Command of any missing students

Wait for another action or, if ALL CLEAR announcement is issued, return to school buildings, and normal class routine

## Bus Disaster

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. If there are no students on the bus, drivers should report to Bus Dispatch at (530) 682-9627 or the nearest school.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances.

### Procedure

#### SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER action as described in Section 4.0.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. Contact the School Administrator to report location and condition of students and the bus.
6. If the bus is disabled, stay in place until help arrives.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. If instructed to continue route, the driver should:  
If en route to school, continue to pick up students.  
If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, return back to school grounds.  
Safe School Plan, – Emergency Procedures  
Safe School Plan, – Emergency Procedures 5-12
9. If it is impossible to return to school, proceed back to the bus stop indicated on the bus route map. Upon arriving at the bus stop, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.  
Safe School Plan, – Emergency Procedures  
Safe School Plan, – Emergency Procedures 5-13

#### SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Contact the School Administrator and Bus Dispatch at (530) 682-9627 to report location and condition of students.

4. If the bus is disabled, stay in place until help arrives.
  5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
  6. In all instances, do not attempt to cross damaged bridges or overpasses.
  7. The driver will account for all students and staff throughout the emergency.
- Safe School Plan, – Emergency Procedures  
 Safe School Plan, – Emergency Procedures 5-14

**SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE**

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Move away from bus due to possibility of explosion
5. Check for injuries and provide appropriate first aid.
6. Call “911” and provide exact location of the bus and wait for arrival of emergency responders.
6. Contact the School Administrator and Bus Dispatch at (530) 682-9627 to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. Stay within general area until help arrives
9. The driver will account for all students and staff throughout the emergency.

**Disorderly Conduct**

**DISORDER/PUBLIC DEMONSTRATION/STUDENT RIOT**

When an advance notice of a planned protest is given, inform staff, local law enforcement, and parent community. When the conduct of an assembly of students threatens the safety and security of the school community and/or school property, follow the protocol for “Student Riot.” Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with directives.

**STAFF ACTIONS:**

- Maintain school and classroom expectations for academic engagement and behavior.
- Clearly explain to students that they are to remain on campus as usual and remind them of key aspects of discipline and attendance policy.
- Do not attempt to physically stop a student who chooses to leave campus. Simply note student’s name and report to Site Administrator for disciplinary follow up

**STUDENT ACTIONS:**

In a violent situation, immediately notify the first available adult  
 Do not retaliate or take unnecessary chances  
 Move away from the area of agitation  
 Hold on to belongings to the extent that it is safe to do so  
 Do not pick up anything and do not go back for anything until receiving clearance to do so.  
 Stay calm and reassure fellow students.  
 Share all relevant information with law enforcement, teachers, and school staff.  
 Follow directions from site administrator or law enforcement, teachers, and school staff.  
 Do not perpetuate rumors or repeat unsubstantiated information

## **Earthquake**

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops.

### **INSIDE BUILDING**

#### **STAFF ACTIONS:**

At first recognition of seismic activity, instruct students to move away from windows.

Initiate DROP, DUCK, COVER, and HOLD ON procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.

Any person in a wheelchair should shelter against an interior wall. Face away from windows, place locks on wheels, and if possible, protect head and neck with arms.

Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them against an interior wall. Face away from the windows.

After shaking stops and it is safe to do so, check for injuries, and render first aid.

Do NOT move injured students, unless to do so would place students in further danger. Use buddy system to remain with injured students.

If shaking is significant and has caused obvious damage to the building, EVACUATE immediately.

Submit Classroom Status Report to Command Post according to site protocol.

Follow procedures for EVACUATION or SHELTER IN PLACE as directed by Site Incident Command.

Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building.

DO NOT strike matches or touch any wires. Gas and electricity lines may be damaged.

Stay alert for aftershocks.

DO NOT re-enter building until it is determined safe to do so.

### **OUTSIDE BUILDINGS**

#### **STAFF ACTIONS:**

Find a clear spot and drop to the ground. Stay away from buildings, power lines, trees, and streetlights, etc.

DROP AND COVER in the DROP, DUCK, COVER AND HOLD ON procedures.

Place head between the knees; cover back of neck with arms and hands.

Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees. Cover back of neck with arms.

Remain in place until shaking stops or for at least 20 seconds.

Each time an aftershock is felt, DROP AND COVER

After shaking stops, check for injuries, and render first aid.

Report injury and damage status to Command Post according to site communications protocol.

Continue to follow directives of Incident Commander.

## **Explosion or Risk Of Explosion**

Emergency response will depend on the type of explosion (bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

### **STAFF ACTIONS:**

At the sound of an explosion, immediately direct students to turn away from the windows and DROP, DUCK, COVER AND HOLD ON.

Check for injuries and render first aid.

If explosion occurs inside the classroom or classroom block, EVACUATE to outdoor assembly area immediately.

Do not move injured students, unless to do so would place students in further danger.

Use buddy system to remain with injured students.  
If directive is to EVACUATE follow all EVACUATION procedures.  
Do not stop to collect belongings. Leave the door unlocked.  
Keep students and staff at the safe distance from the building(s) and away from fire-fighting equipment.  
Do not return to the building until it is safe to do so.  
If explosion occurs in the surrounding area, initiate procedures for SHELTER IN PLACE and wait for further instructions.  
Keep students at a safe distance from site of the explosion.

### **Fire in Surrounding Area**

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, its proximity to the school, and the likelihood that it may endanger the school community.

#### **FIRE OFF-SITE:**

##### **STAFF ACTIONS:**

If students are to be evacuated, implement Student/Staff Accountability procedures before leaving the building site.  
Follow all procedures for EVACUATION.  
Do not stop to collect belongings. Leave the door unlocked.  
Stay calm. Maintain control of the students at a safe distance from the fire and fire fighting equipment.  
Remain with students until the building has been inspected and it has been determined safe to return.  
If directive is to implement SHELTER IN PLACE, gather students inside and close windows and doors. Wait for further instructions.

### **Fire on School Grounds**

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, its proximity to the school, and the likelihood that it may endanger the school community.

#### **FIRE ON-SITE:**

##### **STAFF ACTIONS:**

As directed, evacuate students from the building using primary or alternate fire routes. Follow all EVACUATION procedures.  
Maintain control of the students a safe distance from the fire and fire fighting equipment.  
Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

### **Flooding**

Flooding may occur if a water piper breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of the failure of a dam or levee. IF the school site lies within the hazard zone of a dam or levee, contact local water or dam authorities for further emergency preparedness strategies.

#### **STAFF ACTIONS:**

Follow Site Administrator's directive to EVACUATE or SHELTER IN PLACE.  
Remain with and supervise students throughout the duration of the incident.  
Do not walk through moving water. Six inches of moving water can cause a fall.  
If walking in water is unavoidable, walk where the water is not moving. Use a stick to check the firmness of the ground.  
Upon arrival at the safe site, implement Student/Staff Accountability procedures.  
Report missing students to Incident Command Staff.  
Do not return to site until it has been inspected and determined safe by authorities.

## **Loss or Failure Of Utilities**

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

### **Procedure**

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 4.0.
3. The School Administrator will notify CE Customer Service and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. The School Administrator will notify the Local District Superintendent of the loss of utility service.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 5.9 Explosion/Risk of Explosion.
7. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

#### **A. Plan for a Loss of Water:**

Toilets: 5 gallon buckets with shower curtains in each classroom.

Food Service: No stored food / Limited food in cafeteria.

#### **B. Plan for a Loss of Electricity:**

Emergency Light: Flashlight in each classroom.

#### **C. Plan for a loss of Communication**

Telephone Service:

Administrator carries cellular phone. All bus drivers and maintenance personnel have Nextel service with direct connect capabilities. 7 Motorola Radios with chargers.

## **Motor Vehicle Crash**

### **STAFF ACTIONS:**

Notify Site Administrator.

Move students away from immediate vicinity of the crash.

If necessary, EVACUATE students to a safe assembly area away from the crash scene.

If possible take classroom emergency materials including class roster and staff ID to safe assembly area.

According to site protocol, implement Student/Staff Accountability procedures.

Report missing students to the principal/designee and emergency response personnel.

Care for the injured, if any.

Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

## Psychological Trauma

Crisis management refers to actions during and after any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

Temporary disruption of regular school functions and routines.

Significant interference with the ability of students and staff to focus on learning.

Physical and/or psychological injury to students and staff.

Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

### Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the Local District Superintendent.
5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

## SUICIDE

While psychological distress can be caused by a traumatic event, students may also display emotional distress through suicidal or self-harming actions. The school site does not provide direct medical support for students, however, we do work to identify signs and signals that leads to family communication and recommendations/referrals to support services.

When a student vocalizes a concern, staff will work through a protocol to determine the gravity of the situation and student endangerment.

The Suicide Risk Intervention Procedures include:

I. When a student demonstrates suicidal ideation, the site administrator shall:

Bring student to a secure, private location.

Keep the student under direct visual and physical supervision at all times.

Contact the school counselor, school social worker or school psychologist that is on site that day. This person will conduct the suicide assessment (Suicide Risk Reporting Form and Suicide Assessment Questions) and intervention (Safety Plan). If two staff members are available, the first one to arrive is responsible for this process unless he/she asks his/her colleague to conduct this process due to unique circumstances of the student. If you are unable to contact a school counselor, school social worker, or school psychologist, call the Pupil Services Department at x2364 or x2233.

After the suicide assessment and intervention have been conducted, the school counselor, school social worker, or school psychologist will work collaboratively with the site administrator. The site administrator will contact the parent for notification and to pick up his/her child from school if deemed necessary.

Recommend to the parent in clear, unambiguous terms that the parent should take the student to a qualified mental health professional or a medical doctor immediately for an evaluation. Encourage the parent to get documentation from the medical provider that the student can safely return to school. If school staff would like to contact the medical provider, have the parent sign a Release of Information.

Obtain a parent signature on the Suicide Risk Notification Form to document the District has notified the parent of his/her child's suicidal ideation, the seriousness of this situation, and to release the District from future liability.

Contact law enforcement at 619-956-4000 immediately if

parent refuses to sign the Suicide Risk Notification Form (do not let parent leave with student before signing the form)

parent refuses to pick student up from school

parent does not arrive to school by office closing time

If a school counselor, school social worker, or school psychologist is unable to conduct the suicide assessment and intervention (for example, the incident happens after school hours; school counselors, school social workers, or school psychologists out of district on school business, etc), a site administrator is required to conduct parent notification and obtain parent signature on the Suicide Risk Notification Form before the student is released to the parent. He/She should also document their actions on the Suicide Risk Reporting Form. The day the student returns to school, a school counselor, school social worker, or school psychologist must conduct a Safety Plan with the student.

## II. Follow-Up

Make sure the school site team develops appropriate follow-up activities/interventions (e.g., parent contact to determine outside support provided by parent, student joins a social skills or anger management group at school, individual check-ins with student at school, modified schedule as needed) and document these on the Suicide Risk Reporting Form.

## **Suspected Contamination of Food or Water**

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

### Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", County Department of Health Services 530-749-6366 Local District Office, and the Office of Environmental Health and Safety 530-633-2785 if any contaminated food or water has been ingested.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. School Administrator will call Beale AFB Fire Department which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected District facilities.
7. The School Administrator will confer with the County Department of Health Services before the resumption of normal operations.
8. If tampering is evident, notify Beale AFB Security Forces.
9. The School Administrator will notify parents of the incident, as appropriate.

## **Unlawful Demonstration or Walkout**

### 5.18 UNLAWFUL DEMONSTRATION/WALKOUT

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

#### Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
  2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SH blinds in rooms so equipped.
  3. The School Administrator will notify 911, the Local District Office to request assistance and will provide the exact location and nature of emergency.
  4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
  5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
  6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and Venetian blinds.
  7. The Documentation staff member should keep accurate record of events, conversations and actions.
  8. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
  9. The School Administrator will notify parents of the incident, as appropriate.
- SHELTER-IN-PLACE as described in Section 4.0.

## Emergency Evacuation Map