

# **East Nicolaus High School Comprehensive School Safety Plan 2024-2025**



**East Nicolaus High School**

**2454 Nicolaus Avenue,  
Nicolaus, California 95659  
(530) 656-2255**

**Neil Stinson, Superintendent**

**Jacob Geivett, Principal**

**Rebecca Gillespie, Director of Student Guidance**

*Board of Trustees Members:*

*Tom Engler, Tommy Hintz, Erin Van Dyke, Jeffery Moore, David Fales*

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## Introduction

The Comprehensive School Safety Plan shall be used to provide details regarding strategies, programs and procedures to support a safe school environment. The California Education Code sections 32280-32289 outline 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. Requirements are:

- 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

## Vision Statement

East Nicolaus High School will inspire and prepare every student for academic excellence, individual achievement, and future success, while maintaining the courage and honor of our traditions.

## Mission Statement

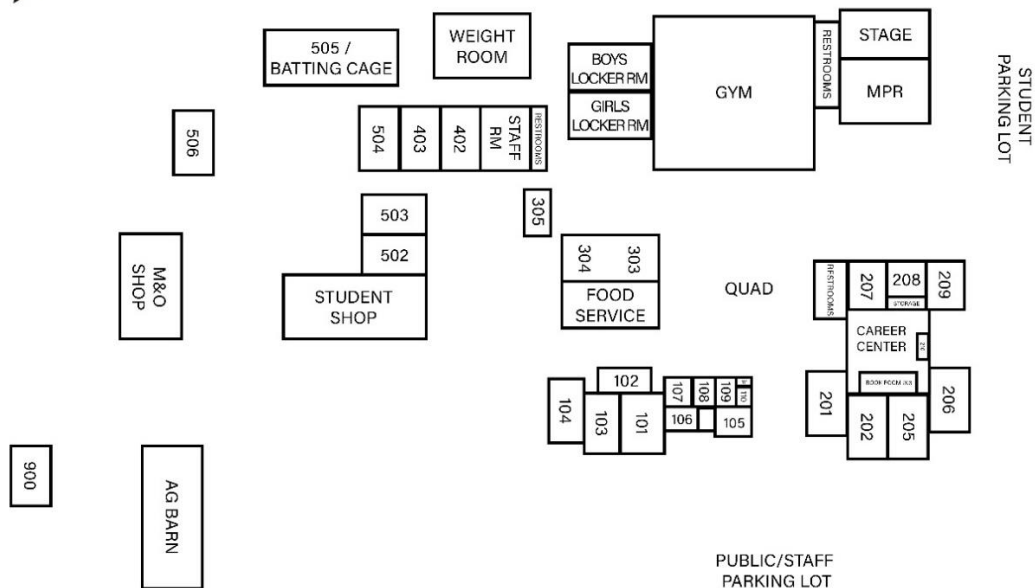
Through partnerships with families and community, East Nicolaus High School is committed to:

- Academic excellence, career preparation & technological understanding
- A safe and small school environment
- Fostering school pride and tradition
- Diverse opportunities, in and out of the classroom
- Preparing students with leadership skills who are self-directed, responsible community members with a strong work ethic

# Campus Map



## East Nicolaus High School Campus Map

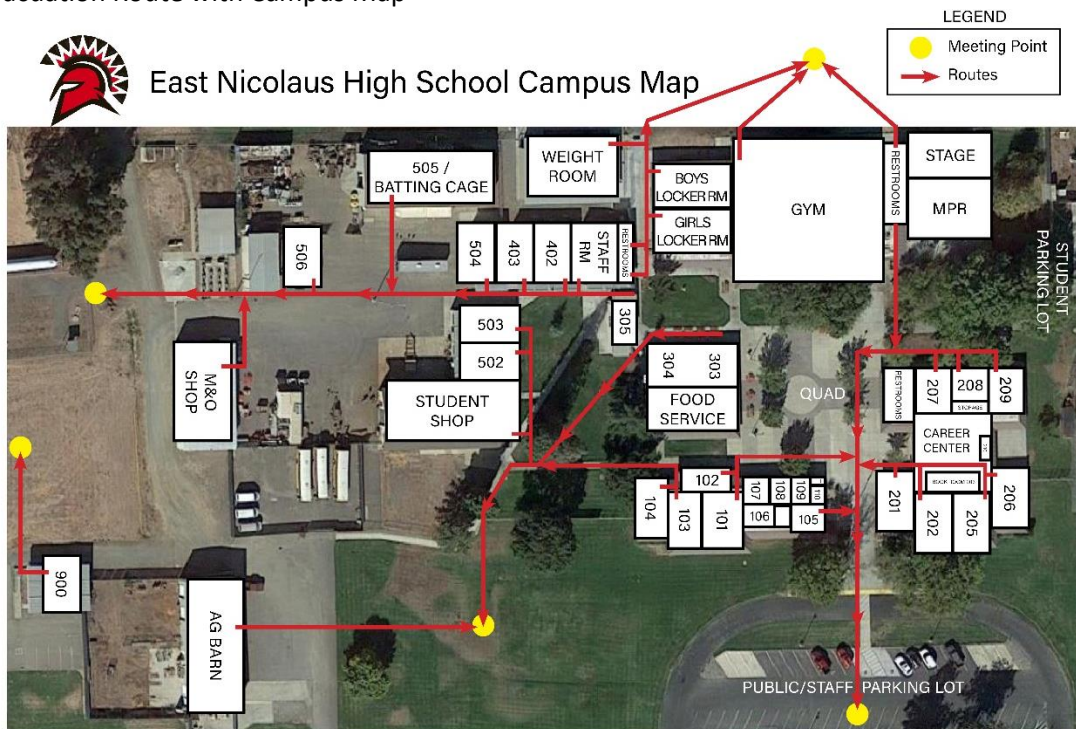


Revised 12/2021

## Evacuation Route with Campus Map



## East Nicolaus High School Campus Map



Revised 12/2021

## School Staff    Main School Phone # 530-656-2255

<b>Last, First Name</b>	<b>Department</b>	<b>Extension</b>
Adams, Mary Ann	Culinary Teacher	121
Alvarez, Tito	Transportation	
Arias, Kim	Science Department	137
Bains, Jas	Psychologist	
Bangar, Ginny	Math Department	106
Barker, Travis	Shop/Ag Department	130
Bautista, Mayra	Administrative Assistant	127
Beskeen, Justin	Athletic Director/History	113
Clark, Jill	Secretary/Independent Study	128
Cobbold, Steve	Grounds Department	
Coupe, Dave	Lead Maintenance Department	
Coupe, Debbie	Administrative Asst. /ASB Clerk	136
Earhart, Teena	L. C. Resource	108/117
Foster, Maria	Fiscal Administrator	132
Geach, Alecia	Physical Education Department	119
Geivett, Jacob	Principal	105
Gillespie, Rebecca	Director of Student Guidance	104
Jopson, Sandy	L. C. Resource	117
Krieg, John	Custodial Department	
Lauppe, Leslie	Work Base Learning	142
Lopez, Rocio	Foreign Language	110
Lucas, Barbara	English Department	112
Lydon, Rachel	English Department	113
Moos, Jessica	Science/Ag Department	120
Munsterman, Roger	Maintenance/Custodial Department	
Massey, Shelby	Administrative Assistant	100
Roddick, Trever	History/Leadership Department	123
Sandhar, Kulveer	Business/Yearbook	109
Steinmann,	Math Department	107
Stinson, Neil	Superintendent	103
Tibbetts, Kathi	Nutrition Service Assistant	121
Tollenaar, Taylor	Science/Leadership/Ag Department	122
Wall, Sullivan	Physical Education Department	140
Ward, Robbie	Nutrition Service Manager	121
Yocum, Jodi	English/Art Department	112

# East Nicolaus High School Safety Committee

Our School Site Council members also serve on our Safety committee.

School Site Council Members:

*Principal and or Superintendent*

*One ENHS Teacher*

*One ENHS Staff member*

*Three Parents/Community Member*

*One current ENHS Student*

## Object of Plan

- Protect the life and safety of students and staff.
- Provide a framework for staff, students, parents, and community agencies to respond quickly and effectively to emergency situations.
- Protect school property and environment.
- Foster an awareness of the diverse emergency situations that can occur on or near the school campus.
- Facilitate the use of the school as an emergency facility (e.g. shelter site) at the direction of lawful authority.
- Facilitate the resumption of normal school activities in a timely manner.

## Proactive Measures

East Nicolaus High School takes proactive measures to protect the safety of all of our students and staff members.

- High school representatives attend safe school trainings and conferences.
- High school representatives work in close collaboration with local emergency personnel to develop and maintain plans for coping with a variety of emergency response situations.
- East Nicolaus High School's Safety/Threat Analysis Team works closely with one another, as well as a variety of local agencies, when addressing school safety and/or concerns pertaining to our students' mental health and well-being.
- The Safety Plan is regularly reviewed and updated.
- Continued utilization of Emergency Preparedness Folder.
- School personnel and students practice emergency drills on a regular basis.

Actions taken during any type of emergency situation depend a great deal on the specifics of the incident.

If an incident occurs at school, we ask that parents do not go directly to the school. School staff is prepared to maintain as safe and normal an environment as possible within the school. School is not automatically canceled in emergency situations and may be the safest place for children to be during some emergency conditions.

In times of emergency, a variety of local media will be used to provide information. Parents should:

- Tune into local major radio and television stations.
- Visit the school's website for emergency updates.
- Call the Sutter County Superintendent of Schools Office at (530) 822-2900.
- Listen for all-calls made through the school's CatapultConnect for emergency updates. Be sure to listen to the recorded message in its entirety for the most accurate information.

## Releasing of Students in an Emergency

Students will not be released to parents if public safety officials have declared that:

- It is dangerous for parents to travel to the school to pick up students.
- The lives of people in the school would be jeopardized in opening the school's doors.
- The school is otherwise restricted by these public safety officials.

Students will be released to parents as soon as public safety officials have determined it to be safe to do so. Students will only be released to parents or other individuals listed on the student's emergency profile. **No student will be released to any individual who is not specifically listed on the emergency profile, including an older sibling.** All adults will be required to show ID when picking up a student.

Parents can help by giving the most accurate, up-to-date health and emergency information to the school office. Parents should note that the school's reunification sites are as follows (in case of evacuation and/or if directed by public safety officials to move from the location of the school to an alternate site):

- (1) East Nicolaus Fire Department – 1988 Nicolaus Ave.
- (2) Fairview Church – 1991 Pacific Ave.

Parents/community members should also note that East Nicolaus High School does have a Shelter Agreement with the American Red Cross. The high school has been designated a shelter site by the American Red Cross of Northeastern California.

If you have any questions about your child and/or about the school's safety and support responses, please contact the school directly at (530) 656-2255.

## Discipline Distribution Reports (2023-2024 School Year)

### East Nicolaus High School

1/7/2025

2023-2024		Discipline Distribution Report from 8/23/2023 to 6/7/2024															Page 1	
Code # and Name		Total	Grade					Gender			Hispanic/Latino?	Race (Not Hispanic)						
			8	9	10	11	12	F	M	OGN	Y	100	200	300	400	600	700	999
5	Disrespect toward others	2	-	-	-	2	-	2	-	0	1	-	-	-	-	-	1	-
A	48900(a1) Physical Injury /Cau:	8	-	-	2	5	1	2	6	0	5	-	-	-	-	1	2	-
AA	48900(a2) Willful Force/Violenc	3	-	-	2	1	-	1	2	0	2	-	-	-	-	-	1	-
C	48900(c) Possessed Drug/Intox	1	-	-	1	-	-	1	-	0	-	-	-	-	-	-	1	-
FI	Fighting, physical abuse	2	-	-	1	1	-	-	2	0	-	-	-	-	-	1	1	-
H	48900(h) Possessed or Used T	3	-	-	-	3	-	-	3	0	2	-	-	-	-	1	-	-
I	48900(i) Obscene Act/Profanity	1	-	-	-	1	-	-	1	0	-	-	-	-	-	-	1	-
K	48900(k) Disrupted/Defy	5	-	-	1	4	-	1	4	0	4	-	-	-	-	-	1	-
O	48900(o) Harassed/Threatened	1	-	-	-	1	-	-	1	0	-	-	-	-	-	-	1	-
R	48900(r) Engaged In an Act of I	6	-	-	-	5	1	6	-	0	4	-	-	-	-	-	2	-
Totals:		32	-	-	7	23	2	13	19	-	18	-	-	-	-	3	11	-

## Attendance

### East Nicolaus High School

1/7/2025

2023-2024	Average Daily Attendance (ADA) Summary				Page 1
8/23/2023 - 6/7/2024					
School		Average Daily Enrollment	Average Daily Attendance	Average Daily Absences	ADA %
East Nicolaus High School		297.50	278.03	19.47	93.46%

The overall average daily attendance over the 2023-2024 school year was 93.46%.

## Identifying Safe School Strategies and Programs in Response to Data (Goals)

- (1) *Safety on Campus.* East Nicolaus High School will continue to ensure that students that feel "safe" on campus. This will be accomplished by developing and implementing a bullying and harassment policy and a plan for increased locker room supervision, by assisting students with conflict



resolution and anger management, by continuing to work with staff and Leadership students to provide problem solving guidance and advice to students, by reviewing and updating the high school's Safety Plan, by putting together a Safety/Threat Analysis Team that will meet on a regular basis, creating step-by-step emergency procedures and protocols that staff, students, and parents know and understand without question, and by practicing these procedures and protocols on a regular basis by carrying out drills several times throughout the year based on a variety of scenarios. In the Spring of 2018, ENHS launched an online Bullying Form so individual can fill out to report any instances of bullying happening at East Nicolaus (on or off campus). With this knowledge ENHS administrators and teachers can better address instances of bullying when they arise.

- (2) *Disciplinary Data Reports.* East Nicolaus High School will continue to be proactive and work on creating a more positive school environment and culture for all students. This will help build positive student and staff morale and relationships, by encouraging students, staff, parents, coaches, and community members to set examples and be role models.
- (3) *Attendance Data.* East Nicolaus High School will strive to increase its "percentage of actual" attendance to 98% for all students. This will be accomplished by providing information to students and parents as to the correlation between the lack of attendance and poor grades, by conducting Student Study Team meetings with students, parents, and teachers in order to provide information (SST) to all parties regarding attendance issues and the path to academic success, by working closely with our Sutter County Intervention & Intervention Programs regarding habitually truant students, by limiting short-term independent study requests to one week granted per school year, by implementing a Saturday School program to recoup average daily attendance (ADA) for students with three or more unexcused absences, and by communicating with parents on an ongoing basis through the parent portal, school website, and letters sent to parents of students with three or more unexcused absences, so that we address attendance concerns early and often.

## Child Abuse Reporting Procedures

- (1) All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, student personnel employees, and school psychologists are required to report suspected child abuse.
- (2) A known or suspected instance of child abuse must be reported by telephone immediately to Child Protective Services (CPS) and provide the following information:
  - a. Name of the person making the report
  - b. Name of the student
  - c. Present location of the student
  - d. Nature and Extent of the Injury
  - e. Any other information, including information that led that person to suspect child abuse, requested by the child protective agency.
- (3) Following the telephoned report, a written report must then be sent within **thirty-six hours** of receiving the information concerning the incident.
- (4) Persons observing evidence of suspected child abuse may inform administration and/or staff designee. Although not required, it is strongly suggested that employees inform school administration of the incident. Students and parents should also be aware that students may report an instance of child abuse on themselves or others to their teachers, counselors, or school administration.

### **Child Protective Services, Sutter County Welfare & Social Services Phone: (530) 822-7227**

Staff is notified of the above procedures at required staff meetings and/or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members on an annual basis.

# Disaster & Emergency Management Organization Chart

## East Nicolaus High School Incident Command System (ICS)



## Disaster & Emergency Procedures

This section describes the specific procedures school staff will follow during the emergencies listed below:

- Bomb Threat
- Earthquake
- Fire
- Flooding
- Lockdown
- Disaster Procedures for Pupils with Disabilities

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

### Bomb Threat Drill/Bomb Threat Procedures & Protocols

- (1) In the event of a bomb threat, the staff member receiving the threat will follow the high school's bomb threat procedures, as well as notifying administration as soon as they are able to do so.
- (2) Administration, staff designee, and/or a public safety official will assume the responsibility for initiating and directing a search and determining the need for evacuation.
- (3) If an evacuation is required, a "fire drill" bell will ring and students will be directed by staff as to the evacuation location. Staff is to follow evacuation routes, unless it is not safe to do so.
- (4) Staff members are to take their Emergency Preparedness Folder and Emergency Flip Chart Guide, as well as a class roster with their students' names, in order to be sure that all students assigned to them are accounted for.
- (5) Staff will shut off lights, leave windows open, and leave doors unlocked when exiting. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are not accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.
- (6) As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have.
  - Administration and/or staff designee will signal an all clear when safe to

do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians and/or emergency contacts only.

## Earthquake Drill/Earthquake Procedures

- (1) If there is an earthquake or an earthquake drill, the signal will be a continuous ringing of the school bell for one minute.
- (2) In case of an earthquake and/or drill, staff is responsible for giving the “drop and cover” command, as well as taking immediate action to protect themselves when not supervising students. Please Note that in a real earthquake there will most likely not be a bell to notify staff due power outages.
- (3) When the shaking from the earthquake ends, students and staff are to evacuate immediately.
- (4) Staff members are to take their Emergency Preparedness Folder and Emergency Flip Chart Guide with them when evacuating, as well as a class roster with their students’ names, in order to ensure that all students assigned to them are accounted for.
- (5) Staff will shut off lights, leave windows open, and leave doors unlocked when exiting.
- (6) Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are not accounted for, or will hold up the green side of their folder (YES), if all students are accounted for. Any group/class showing the red side of their folder and assist them in resolving any problems they have.
- (7) Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

## Fire Drill/Fire Procedures

- (1) In case of a fire or a fire drill, bells will ring in a series of short rings. This is the signal to evacuate all buildings on campus. The fire evacuation signal is not an optional signal. All buildings must be evacuated as quickly as possible.
- (2) Follow the posted evacuation map and exit to the designated location.
- (3) Staff members are to take their Emergency Preparedness Folder and

Emergency Flip Chart Guide with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are indeed accounted for.

- (4) Staff will shut off lights, leave windows open, and leave doors unlocked when exiting.
- (5) Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are not accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.
- (6) As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder, and assist them in resolving any problems they have.
- (7) Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

## Flooding Procedures

As severe weather develops: ENHS office staff will monitor the weather through any available means, while also consulting with County EMA and the ENHS Administrator. When it becomes prudent to safely evacuate students, parents will be notified by an all call home using CatapultConnect. Students will be evacuated to their homes. If the situation does not permit evacuation, students will be kept at school or another safe location.

Administration will; consider early dismissal if weather is severe enough, determine transportation for each student, students not able to be transported will be housed in the gym or multipurpose room, keep a record of all students, how and when they left school, will inform community via all call, email and social media if school is canceled prior to the start of the school day and the Superintendent/principal or their designee will notify local media of the schools closure.

If an early dismissal is ordered each teacher will escort their students to the gym where they will be divided into groups of three. Teachers will then escort students to the front of the school where they will board a district bus for transfer to The East Nicolaus Fire Department or to another location determined with the help of EMA. The district will notify parents/guardians

of the evacuation location through use of the districts all call system and social media post. Parents/guardians will be able to reunite with their student at the evacuation center.

## Lockdown Drill/Lockdown Procedures & Protocol

Initiate a lockdown for the following reasons:

- Shooting or Violent Crime on Campus
- Major Police Activity on the Streets around the Campus
- Incident on School Grounds that Could Endanger Staff and/or Students
- Criminal Intruder on Campus

Please note that no list can encompass all incidents that may occur on school grounds. Staff should use sound judgment when initiating a lockdown. It is always better to err on the side of caution. In the event of one of the above incidents, and/or any incident that may bring about harm to students and/or staff, a lockdown of the school is to be initiated immediately.

- (1) Administration or staff designee will signal the school to go into lockdown by sending out a verbal all-call over the school's speaker system. "Lockdown" will be repeated three times verbally.
- (2) Administration or staff designee will then give the order for all staff to initiate lockdown procedures, for all students/classes out on campus to go to the nearest room or building, and will then state once again, for lockdown procedures to be followed.
- (3) Please note that PE classes, if out on the field, may choose to exit the campus, as long as it is safe to do so, versus coming back toward the main campus in order to lockdown. This will depend on the incident at hand. If PE classes do indeed exit the campus, they will go to one of the reunification sites mentioned previously in this plan. Fairview Church would most likely be the reunification site that they would go to first out of the two listed.
- (4) Once the verbal lockdown announcement is made, staff should immediately lock their doors, direct any students they see out on campus to get indoors, close all windows and blinds, instruct students to turn off their cell phones, stay quiet, stay away from any windows and/or glass, get under their desks for additional protection, and listen carefully for further instructions.
- (5) Staff is not to open their door for any reason when the high school is on lockdown. If the lockdown is not a drill, administration or staff designee will call 911 immediately after making the verbal announcement.
- (6) If a lockdown occurs during lunch or passing period, staff will escort any students they see into the nearest building/classroom, or to one of the two

off campus reunification sites mentioned previously. Please note that the high school has designated the gym as a safe haven for students in a situation such as this. Lockdown procedures are to then be followed.

- a. If individual classes and/or the high school are told to evacuate either by administration and/or law enforcement, staff is to escort students to one of the two reunification sites mentioned previously in this plan. The East Nicolaus Fire Department will be the high school's first choice for reunification and/or release. The second location is Fairview Church.
  - b. Staff is to follow evacuation routes, unless it is not safe to do so. Staff members are to take their Emergency Preparedness Folder with them when evacuating, as well as Catapult EMS App on their phones.
  - c. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have. Staff will then release students to their parents, guardians, and/or emergency contacts only.
- (7) The all clear signal will be a verbal announcement by administration or staff designee, and will be made if the school was on lockdown and did not evacuate, and if it is safe to do so. Please note that law enforcement may clear buildings/classrooms as well. Law enforcement will knock on the door, make an announcement as to who they are, and then use their keys to enter the building/classroom. Again, do not open the door for anyone or for any reason while the school is on lockdown.

If the high school is clear to continue with the school day, school will resume as normal. If the school day will not resume, staff will release students to their parents, guardians, and/or emergency contacts only. This will either take place at the high school itself or one or more of the two reunification sites listed previously in this plan. Parents will be contacted by administration or staff designee through the high school's CatapultConnect system, and will be given further instructions as to how best to proceed. As stated previously in this plan, students will not be released to parents during an actual lockdown of the high school. Students will be released only after the campus has been cleared by administration and/or law enforcement and/or from a designated reunification site. As long as it is safe to do so, the high school will keep parents apprised and informed of the situation throughout the lockdown.



## Disaster Procedures for pupils with disabilities

Emergency/evacuation procedures for students with special needs:

Teachers and staff who work directly with students with special needs should become familiar with and create accommodations to assist those students during any emergency including evacuations. Accommodations and procedures should be discussed both in IEP meetings and in the classroom setting prior to scheduled emergency drills. Strategies to support students with special needs during an emergency may include:

- (1) Teacher/staff member directly assisting students with special needs during emergency procedures.
- (2) Create a buddy system for students with special needs.
- (3) Class discussion and creation of protocol on how all students will be supported during emergency procedures. Teachers and staff should be careful to respect and ensure confidentiality.

## Comprehensive Crisis Response Procedures

Priorities in an emergency:

- Save Human Lives
- Provide for Needs of Survivors
- Provide Public Information
- Restore Essential Services
- Protect the Environment
- Protect Property

## Emergency Supplies and Equipment

East Nicolaus High School will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent volunteers and community members will be trained to assist if called upon and available after an incident occurs.

The following organizations or agencies will be responsible for providing additional resources or assistance:

- First aid kit and sanitation supplies will be provided by: Local vendors

- Cots and bedding supplies will be provided by: Red Cross
- Food/water supplies will be provided by: ENHS and Local vendors
- Security will be provided by: Local Police & Sheriff's Department
- Counseling services will be provided by: ENHS Staff & others as needed

## Suspension/Expulsion Procedure

Suspension is defined as removal of a student from ongoing instruction for adjustment purposes. Expulsion is defined as removal of a student from the immediate supervision and control or general supervision, of school personnel as provided in Education Code 46300. (BP5144.1)

The Principal or the Assistant Principal may suspend a student from school for a maximum of five consecutive school days for any single cause enumerated on the suspension form. Before suspending a student for any of the reasons starred on "Report on Suspension," the Principal or Assistant Principal shall immediately notify Sutter County Sheriff's Department, who shall initiate investigation of any assault or possession of firearm (as defined in Penal Code Section 240). The Principal or Assistant Principal should detain the student at school, when feasible and without physical force, until a School Resource Officer obtains a statement from the student.

The Administrator shall recommend an investigation and possible expulsion for all of the following acts, unless the Administrator finds and so reports in writing to the Board of Education, that expulsion is inappropriate due to the particular circumstance set out in the report of the incident:

- Causing serious physical injury to another person, except in self-defense
- Assault of any school employee
- Battery of any school employee

The Administrator can recommend expulsion for the following acts:

- Third offense for fighting that inflicts injury in one school year
- Sexual Assault
- Attempts-Sexual Battery
- Sexual Battery
- Possessed, sold, or furnished a weapon including firearms, any knife, explosive or other dangerous object, any object used in a threatening manner, or possession of an imitation firearm
- Alcohol/intoxicants/controlled substance: furnished, sold, possession, use or influence, and/or third offense
- Committed or attempted to commit robbery or extortion
- Product with tobacco or nicotine, fourth offense

All staff is trained on these procedures at scheduled meetings, or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members. Parents receive information in their registration and enrollment packets, during Freshman Orientation, and in presentations, including those made by staff at Back to School Night.

## Teacher Notification of Dangerous Students

- (1) Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the Administrator of information received from the court and the Probation Department, which then needs to be transmitted to staff with direct supervisory or disciplinary responsibility over the minor, in order to enable them to;
  - a. work with the student in an appropriate fashion,
  - b. avoid being needlessly vulnerable, or
  - c. protect other persons from needless vulnerability.
- (2) Any information so received by staff shall be confidential and shall not be disseminated further by any staff member.

All East Nicolaus High School staff is notified the next day of the suspension of a student that is in their class. Teachers also receive notice containing the names of newly enrolled students who have been suspended.

## Bullying and Harassment Policy

East Nicolaus High School believes that all students have a right to a safe and healthy school environment. East Nicolaus High School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions for any reason, including race, religion, and sexual preference. Such behaviors include, but are not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying (whether posted on or off campus).

The individual(s) shall be subject to discipline pursuant to the high school's disciplinary policy if such activity is engaged in: on campus, during school-sponsored activities, including any sports activities, on any district provided transportation or at any official school bus stop, in utilizing school provided or owned/leased electronic computer equipment, or is received with the

assistance of school provided owned/leased equipment, and or if the bullying is done electronically outside the normal scope of the school day.

## Discrimination and Harassment Policy

### Nondiscrimination Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Superintendent/Principal or Designee  
2454 Nicolaus Avenue  
Nicolaus, CA 95659  
530-656-2255

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination. Any student who observes an incident of

harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with the grievance procedures specified in AR 5145.7 – Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall refer the matter to law enforcement where required.

## Sexual Harassment

Definition of sexual harassment: a form of sexual discrimination that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting.

The District prohibits all sexual harassment, and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The District also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

This information is disseminated at staff development held prior to the beginning of School, and is provided in the Faculty Handbook. Additionally, the policy is posted in all classrooms.

## Dress Code

The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities. Regulation of student dress is necessary for the health and safety of the school environment. In conformance with the District's discipline policy, each school community shall establish a school dress and behavior code that

will eliminate gang-related behavior. The wearing of gang attire is not protected under the first amendment.

The school shall make available resources to assist economically disadvantaged pupils who cannot afford a PE uniform and the school dress code. The school dress code shall not preclude pupils who participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting. The dress code requirements are shared with all staff members at staff development held prior to the beginning of school. Additionally, the dress code is delineated in both the Student Handbook and the Faculty Handbook. Bulletin notices are provided periodically to remind students of appropriate dress and staff is reminded at faculty meetings to enforce the high school's dress code.

## Procedures for Safe Ingress & Egress

- (1) Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.
- (2) As required by state law, each Principal/Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and lockdown/intruder on campus) and maintain an accurate record of each drill.
- (3) All students and staff shall review site evacuation procedures, including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take on a regular basis.

## Procedures for a Safe and Orderly Environment Conducive to Learning

- (1) Teachers shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school and during passing periods, break, and lunch.
- (2) "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." (Education Code Section 48908).
- (3) Students are to be under the direct supervision of a staff member at all times while in school or while attending a school-directed activity.

## School Rules and Procedures for Discipline

- (1) It is the Principal responsibility to maintain good discipline in the school in accordance with the Education Code, California Administrative Code, and District Regulations and Procedures promulgated by the Superintendent for measurement of citizenship and development of good discipline. The Administrator may delegate to any teacher, those duties necessary for maintenance of good student conduct.
- (2) Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for students.

Staff is in-serviced at staff development held prior to the opening of school. Students are provided a Student Handbook with this information. Behavior guidelines and consequences are presented to parents. Information is provided in every registration and enrollment packet in regards to this. This is also a part of an on-going dialogue that occurs with parents in our School Site Council meetings. The school marquee on Nicolaus Avenue is used to provide information to the community. The Fire Department visits the school two times per year for fire safety inspections. East Nicolaus High School has collaborated with a variety of groups to ensure that students, parents, and community members are promoting school safety issues.

## Access to the School Campus

All visitors are to check in at the Main Office before entering the school. A visitor's badge will be issued once the identification of the individual/company has been verified. Visiting classrooms to observe a student requires prior approval (24 hours in advance) from staff and/or administration. Please note that "social" visits are not permitted during school hours, so as to not interrupt classroom instruction.

## East Nicolaus High School Opioid Overdose Protocol

1. 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE
2. STEP 2: CALL 911 FOR HELP
3. STEP 3: ADMINISTER NALOXONE
4. STEP 4: SUPPORT THE PERSON'S BREATHING
5. STEP 5: MONITOR THE PERSON'S RESPONSE

## East Nicolaus High School is working Towards the Following Goals:

- (1) East Nicolaus high School has partnered with Catapult EMS system for an integrated emergency student data information system.
- (2) Continue to refine and develop a comprehensive bullying policy to help students feel safer on campus.
- (3) Continue to meet with the Safety/Threat Analysis Team for the high school in order to review and update this Safety Plan, as well as to assess individual concerns using the school's Threat Analysis Checklist. If the team determines there is a credible threat, a referral is to be made to Sutter County Probation Department and/or to Sutter-Yuba Mental Health Services, depending on the specifics of the concern. Please note that this is in line with Sutter County's Family Intervention Team (FIT) and Law Enforcement Threat Assessment Protocol.
- (4) Continue to work with Law Enforcement on developing Hazmat Procedures and Protocols for school emergencies (i.e. a train derails and results in chemical spillage). Hazmat kits will also need to be ordered/ put together for each classroom/building for staff and/or students to use during a Lockdown and/or for Shelter in Place.
- (5) Continue work with Keenan and TSCIG to stay current on emergency preparedness and annually train staff on multiple areas of crisis management and emergency preparedness.
- (6) Administration and Law Enforcement will continue to work with all staff on recognizing the warning signs of youth violence.
- (7) Continued refinement of emergency procedures protocols and evacuation procedures.



## Instructional Continuity Plan

(1) Procedures for pupil engagement, as soon as practicable, and no later than five calendar days following the emergency. Procedures shall be designed to establish two-way communication with pupils and their families and identify and provide support for pupils' social-emotional, mental health, and academic needs.

East Nicolaus High School will maintain communication systems that allow for two-way communication between the school, staff, and families.

Communication will maintain confidentiality as required by FERPA and state law related to privacy of educational records and other privacy laws.

Communication with families and the community must take place before, during, and after an emergency.

- Before an emergency:
  - We will encourage participation in the development of the Comprehensive School Safety Plan
  - We will maintain emergency contact information, student release information, and student medical information
  - We will let parents know the ways the school will communicate with them in the event of a disaster
- During an emergency:
  - School personnel will engage with educational partners, including students, families, and the community, as appropriate and practicable, through:
    - Text and automated phone calls
    - Email
    - The district's website (<https://www.eastnicolaus.k12.ca.us/>)
    - East Nicolaus High School's official social media page (<https://www.facebook.com/ENHSSpartanNation>)
    - The district's Student Information System

(<https://eastnicolausjuhsd.aeries.net/>)

- \*If necessary, we may use media such as radio and/or television news outlets
- If the school must be closed for any reason during an event, we will communicate with families and the community as soon as possible, but no later than five (5) calendar days using the methods listed above.
- Parents and the community will communicate with school staff through email and text.
- After an emergency:
  - We will request feedback on the district's response to the emergency and consider how to integrate that feedback into plan updates after school returns to normal operations.
  - We will provide guidance and resources to families for supporting children exposed to trauma.

The Superintendent will notify parents of services for special education students and students in need of academic and/or mental health services.

- All special education requirements and procedures will be followed.
- The school counselor and special education staff will be responsible for checking in with students on their current case list and delivering services per their IEP for special education.

Additional student services:

Nutrition services:

- In the event the East Nicolaus High School site is unavailable, we will notify parents of food distribution locations.
- East Nicolaus High School Homeless Liaison will reach out to families of existing homeless students to coordinate services
- The East Nicolaus High School Superintendent and Homeless Liaison will reach out to the Sutter County and Sacramento County Homeless Coordinators to work together to establish and advertise services to

East Nicolaus High School students and families.

(2) A plan to provide access to in-person instruction or remote instruction pursuant to Sections 51747 and 51749.5, as soon as practicable, but no later than 10 instructional days following the emergency. The plan may include support to pupils and families to enroll in or be temporarily reassigned to another school district, county office of education, or charter school.

If our school site isn't available for in-person instruction, we will:

- Work with local schools or businesses to obtain usable classroom space
- As soon as possible (before 10 school days) we will notify parents of an alternate school location and date and time classes will resume
- Classes will resume at the alternative site no later than 10 school days following the emergency

\*Depending on the timeline needed to begin in-person instruction, students may start on remote learning following the procedures listed below.

When in-person instruction is not feasible and if internet is available, we will:

- Survey families to establish their current connectivity and internet needs
- Obtain internet hot spots and any necessary licenses
- Communicate technology distribution places and times
- Distribute hot spots and computers to families
- Link online classes and schoolwork on the school's website
- Teachers will move to online live instruction through Zoom or similar platform. Teachers will focus instruction and assessments on identified priority standards. Universal assessments and the Reading Difficulties Screener for K-2<sup>nd</sup> graders will be given as scheduled.
- Teachers will reach out to families with daily schedules and expectations, including services for daily ELD instruction

East Nicolaus High School maintains technology readiness by maintaining an inventory of devices (1:1) and familiarizing students with available digital resources should it be necessary to offer remote instruction.

When in-person instruction is not feasible and no internet is available:

- Teachers will prepare paper packets, and the district will use the communicate means listed above to announce packet distribution location, dates, and times

*\*Plans for remote instruction must align with [EC sections 51747 and 51749.5](#), governing [Independent Study instruction modalities](#) that a local educational (LEA) may adopt to serve their pupils.*

When needed, we will work with local schools to temporarily enroll our students.

### (3) Return to Site-based Learning

East Nicolaus High School will return to site-based learning when:

- Evacuation orders have been lifted
- Power and utilities are functioning
- The air quality is healthy
- We have access to safe and clean water
- The school has access to functioning restrooms
- The campus is free from debris and hazards
- We have the appropriate staffing levels
- We have an option for meal services