



# **School Site Safety Plan**

## ***Community Outreach Academy Middle School***

**School Office Phone: (916) 286-1908**

**School Address: 3800 Bolivar Ave. North Highlands, CA 95660**

**Superintendent/CEO: Jason Sample**

**Assistant Superintendent: Joi Tikoi**

**Assistant Superintendent: Morri Elliott**

**Principal: Dr. Daniel Diego**

**Vice Principal: Jade Johnston**

**Site Manager: Elona Bilai**

**Community Outreach Academy Middle School  
School Safety Plan - Signature Page  
2025 - 2026**

The undersigned members of the Community Outreach Academy Middle School Safety Committee certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

Daniel Diego, Principal	Date
Jade Johnston, Vice Principal	Date
Elona Bilai, Site Manager	Date
Emily Armenta, Instructional Coach	Date
Ilona Volosevych, ASP Supervisor	Date
Anna Topov, Student Support Advisor	Date
Olga Gontar, Counselor	Date
	Date
	Date
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	Date
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	Date
	Date
	Date
	Date

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## **INTRODUCTION**

In our commitment to maintaining a safe and secure campus for all students and staff, this Comprehensive School Safety Plan is intended to outline the logistics and provide guidance for all school employees.

## **CAMPUS SAFETY AND SECURITY**

### **Entrances and Exits**

- Designated individuals are to lock the school building and/or grounds when not in use.
- Staff members are to maintain the security of the building when working during non-regular working hours (e.g. not propping doors open, re-securing the building after leaving)
- Doors that are not being regularly used are to remain locked.
- Signs requesting that visitors sign in at the main office are to be posted.
- Adults without a visitor or staff badge and minors who are not enrolled at the school are to be escorted immediately to the main office.
- A plan for student pick-up/drop-off is to be implemented in order to avoid congestion of the parking lot and local streets, and to prevent students from crossing traffic unnecessarily
- All plans are to be submitted to GCC for review.

### **Releasing Students**

COA employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school.

In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact the school principal, principal's designee or GCC Central Office before releasing the student.

## **STUDENT ARRIVAL AND DISMISSAL**

- Children are not to arrive before 7:30 a.m. as there is no supervision before that time.
- **Upon dismissal**, students are expected to leave campus or be picked up within 15 minutes after the end of the school day.
- Students who participate in any after school activities, such as After School Academic Tutoring (ASAT) or the After School Program (ASP), must report to their designated meeting areas immediately upon dismissal. All other students must wait in the office or the designated pick up location.
- School staff will attempt to contact the parents and emergency contacts of students who are not picked up within 15 minutes after the end of school.
- If a parent knows that they are running late, they are expected to notify office staff immediately.

## **Late Pick Up Procedures**

- After 3:45pm (1:00pm on minimum days), students who have not yet been picked up will be sent to the after school program.
- Designated school staff will maintain a roster of children who are picked up late and keep track of patterns in this behavior.
- After five (5) late pick-ups in an academic year, school administration will address this behavior through a meeting with the student's parents and proper documentation. After five (5) late pick-ups with no parental contact, police and Child Protective Services may be notified.

**When a child has not been picked up and no parent contact has been received, the following steps may be taken:**

1. The staff will try to contact the parent.
2. The staff will contact persons on the emergency card and ask them to pick up the child immediately.
3. The staff will contact Twin Rivers Police Department if all efforts to arrange pick-up have been unsuccessful.
4. If there is a repeated pattern, Child Protective Services may be called.

**WHEN THE POLICE DEPARTMENT ASSUMES RESPONSIBILITY FOR A CHILD  
YOU MUST CALL AT (916) 286-1908**

## **After School Academic Tutoring Dismissal**

- Students are to be picked up within 15 minutes after ASAT is dismissed.
- If a parent finds that they will be late, they are required to make arrangements for an authorized adult to pick up the child and to notify school staff regarding the change.
- Five (5) late pick-ups in a school year may result in ASAT privileges being revoked.

## **Visitors Policy School Safety BP 05-19 GCC Board Policy: CONDITIONS FOR CLASSROOM/RESOURCE ROOM AND SCHOOL VISITATION AND REMOVAL POLICY**

While the GCC and its Charter Schools encourage parents/guardians and interested members of the community to visit the Charter Schools and view the educational programs, the Charter Schools also seek to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

Parents/guardians and other visitors, including children who are not students at the Charter School, shall not loiter on the Charter School premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students, and while conducting business. Parents/guardians and other visitors are expected to leave the campus premises upon the conclusion of any business matters or after dropping their student off at school. If a parent or guardian wishes to visit the Charter School to view the educational program, the visitor must follow the following procedures, which have been developed to ensure

the safety of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 627, et. seq.:

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least three days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom/resource room during school hours must first obtain the written approval of the classroom/resource room teacher and the Principal or designee.
2. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.
3. The Principal, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
4. The Principal, or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
5. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Principal, Superintendent/CEO or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Principal, Superintendent/CEO or the Board President within five days after the denial or revocation. The Principal, Superintendent/CEO or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal shall be held within seven days after the Principal receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the President receives the request.
7. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
8. At each entrance to the Charter School grounds of, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.

9. No electronic listening or recording device may be used by students or visitors in a classroom/resource room without the teacher's and Principal's written permission.

## **Penalties**

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to the Charter School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending Charter School activities for any purpose for a period of three (3) years.

GCC employees from other school campuses and the central office are strongly encouraged to notify the site manager and principal upon arrival and should wear badges signifying that they are GCC employees. However, formal visitor registration is at the discretion of the school principal or designee.

VIP Visitors accompanied by any GCC central office team member are not required to register/sign in.

## **Fingerprinting Policy School Safety BP 07-16 GCC Board Policy: FINGERPRINTING AND BACKGROUND CHECKS**

### **Fingerprinting**

Gateway Community Charters (GCC) shall comply with the applicable provisions of the Education Code, including Sections 44237, 44803.1 and 45125.1.

As required by law, all individuals working or volunteering at the GCC will be required to submit to fingerprinting and a criminal background investigation. No condition or activity will be permitted that may compromise the GCC's commitment that the safety and the well-being of students takes precedence over all other considerations. Conditions that preclude working at the GCC include conviction of a controlled substance or sex offense, or a serious violent felony. Additionally, should an employee, during his/her employment with the GCC, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the principal or immediate supervisor.

The GCC shall fingerprint and background check school volunteers who will come into contact with students outside of the supervision of a GCC employee or who work with students in excess of ten (10) hours per week, prior to volunteering at the GCC. A school volunteer is defined as an individual working under the direction of a paid GCC employee to provide a service without compensation on campus while working with or around children. Campus volunteers must abide by all applicable laws and agree to abide by the policies of the GCC, including the submission of fingerprints and the approval for the GCC or its designee to perform background checks. The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary.

Additionally, the GCC on a case-by-case basis require an entity providing contract services require the entity's employees to comply with the requirements for fingerprinting, unless the GCC determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee will have limited contact with pupils, the GCC must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or under the supervision of GCC personnel.

### **Procedures for Background Checks**

The Director of Personnel and Academics or designee shall review Department of Justice reports on prospective employees/contractors; volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44803.1 or 45125.1, except with respect to her or himself, in which case the Chief Executive Officer will review. The Director of Personnel and Academics shall monitor compliance with this policy and report to the Board of Directors as needed.

### **Registered Sex Offender Policy**

For the protection of pupils while they are traveling to and from school, attending school, or at a school-related activity, principals and their designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of a GCC school, or otherwise may be likely to attempt to visit a GCC school for any reason whatsoever.

In accordance with "Megan's Law", the principal or designee shall notify parents/guardians annually of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General's Megan's Law website, found at <http://meganslaw.ca.gov>, (Penal Code 290.4 and Parra Act), subject to the disclaimer found on said website.

GCC and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law. (Penal Code 290).

When a school has received information about a registered sex offender from any source, the principal or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, bus drivers, staff who may be involved in visitor/outside registration, and teachers. If the principal or designee informs any staff member of the information about a registered sex offender, the principal or designee shall also inform the staff member of the following: a) GCC schools will share public registered sex offender information with staff members of a particular school to assist in identifying a danger b) Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and c) Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the principal or designee.



If a suspected registered sex offender is seen on or nearby school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the principal or designee. When the principal or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a pupil attending the school will be promptly directed to leave by the principal, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If a school learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the principal or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

- a) To establish a positive, cooperative working relationship to the extent possible.
- b) To discuss the incident(s) leading to the registration requirement, (GCC recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of GCC).
- c) To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy.
- d) To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required.
- e) To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
- f) To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in that event it may be held at a location within the principal's or designee's discretion. If this meeting with the parent is not held, the principal or designee shall notify the parent/guardian in writing of the information contained in this policy. GCC recognizes the following rights of the parent/guardian to participate in his/her child's education:

- a) To transport his/her child to and from school
- b) To attend regularly scheduled parent conferences with the teacher, principal or other school official; and
- c) To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights and to that end a registered sex offender shall not: a) Serve as a school or class volunteer b) Act as a chaperone on a school field trip c) Be in the presence of children for any reason other than for the parent rights stated herein; and d) Make individual contact with any student other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to

the fullest degree possible. School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

All schools shall inform parents annually about the existence of this policy regarding registered sex offenders. All schools shall cooperate to the fullest extent possible with local law enforcement for receiving, communicating and disseminating information concerning registered sex offenders.

NOTE: Pursuant to Penal Code 290(q), any person who uses registered sex offender information to commit a felony will receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor will be fined at least \$500 and not more than \$1000

## **PREVENTION OF CHILD ABUSE POLICY**

### **Student Policies BP 18-18 Board Policy: Child Abuse Policy**

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. The Gateway Community Charters Board recognizes that such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in drug addiction. Our schools are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children.

The following policy and procedures shall apply to all GCC employees. Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance pursuant to the following policy. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166. It is the policy of the GCC Board that all employees shall comply with the law's reporting procedures whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

Definitions 1. "Child Abuse" or "neglect" includes the following: a. A physical injury inflicted by other than accidental means on a child by another person. b. Sexual abuse of a child. c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody. d. Unlawful corporal punishment or injury resulting in a traumatic condition. e. Neglect of a child or abuse in out-of-home care.

Child abuse and/or neglect include both acts and omissions on the part of the responsible person.

2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." All GCC personnel are Mandated Reporters of suspected abuse and/or neglect, including but not limited to: Teachers, specialists, administrators, school psychologists, licensed nurses, counselors, and Paraeducators, or other classified. All GCC employees are required to report instances of suspected or known child abuse and/or neglect immediately when the employee has knowledge

of or observes a child that the employee knows or reasonably suspects has been the victim of child abuse or neglect.

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

4. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such 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. (Penal Code 11166)

5. "Child" means any person less than 18 years of age.

### **Reporting Procedures**

Once an employee witnesses, has been made aware of, has knowledge of, or reasonably suspects that an incident, behavior, or conduct may be an indication of suspected child abuse, the employee shall:

1. Step #1: Telephone Report- The telephone report must be made immediately, or as soon as practically possible, upon knowledge or suspicion.
  - a. This report will include:
    1. The name of the person making the report.
    2. The name of the child.
    3. The present location of the child.
    4. The nature and extent of any injury.
    5. Any other information requested by the child protective agency or law enforcement office, including the information that led the Mandated Reporter to gain knowledge of or suspect child abuse.
  - (i) When the verbal report is made, the employee shall note in writing the name of the official contacted, the date and time contacted, and any instructions or advice received.
  - b. Appropriate agency to report to:
    1. If the suspected child abuse has taken place within the family,
      - (i) Call Sacramento Child Protective Services at: 916-875-5437 (Note: sites outside Sacramento should contact local CPS)
    2. If the suspected child abuse has taken place outside the family,
      - (i) Call the local law enforcement department at:
        - (a) Sacramento Police Department 916-204-5471 📠 Within City of Sacramento
        - (b) Sacramento Sheriff's Department 916-874-5115 📠 Within Sacramento County
        - (c) Yolo County Sheriff's Department 916-375-6493 📠 Within Yolo County
        - (d) West Sacramento Police Department 916-617-4900 📠 Within City of West Sacramento
  - c. If the agency asks the child be held until authorities arrive, the employee must remain with the child.
2. Step #2: Written Report - Within 36 hours of hearing about the incident, the employee shall complete and mail to the local child protective agency (or law enforcement as appropriate) a written report, "Suspected Child Abuse Report," which includes a completed Department of Justice form (DOJ SS 8572).

Employees may obtain copies of the above form either from the GCC central office or the local child protective agency. Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the employee is personally responsible for ensuring that the written report is correctly filed.

a. The written report is to be addressed to the person to whom the telephone report was made.

3. Employees reporting child abuse to a child protective agency or law enforcement agency are directed to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. Administrators so notified shall provide the employee with any assistance necessary to ensure that reporting procedures are carried out in accordance with applicable law and GCC policy and procedure. At the employee's request, the principal may assist in completing and filing these forms. If the employee does not disclose his/her identity to a site or GCC administrator, he/she shall at least provide or mail a copy of the written report to the GCC without his/her signature or name.

4. After completing the process above, the employee's primary responsibility is finished. The employee is not to conduct an investigation regarding the suspected abuse, not to confer with the person(s) alleged, to have mistreated the child, nor contact the child's home or the alleged perpetrator prior to making the report. There is no duty for the reporter to contact the child's parents. In fact, if a child is released to a peace officer or a child protection agency, the reporter shall not notify the parent as required in other instances of removal.

### **Legal Responsibility and Liability**

1. Mandated Reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse. This immunity shall apply even if the Mandated Reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his or her professional capacity or outside the scope of his or her employment.

2. If a Mandated Reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The Mandated Reporter may also be held personally liable for damages resulting from any injury to the child after a failure to report and could incur costs of defense and any subsequent damages to the child.

3. All employees are subject to disciplinary action for failure to report suspected child abuse pursuant to this policy. Moreover, GCC is not obligated to defend an employee who neglects or fails to make a required report.

3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or Should know that the designated person failed to make the report, that person then has a duty to do so.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

## **Victim Interviews**

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. 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. (Penal Code 11174.3)

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, before the interview takes place, of the following legal 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 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. (Penal Code 11174.3)

## **Release of Child to Peace Officer or Child Protective Services Agent**

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent 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. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

## **When School Employees are Accused of Child Abuse**

Regardless of the identity of the suspected child abuser, the major responsibilities of Mandated Reporters are to:

- 1) Identify incidents of suspected child abuse, and
- 2) Comply with laws requiring the reporting of suspected abuse to the proper authorities.

Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency. The GCC may at any time take action in accordance with the at will nature of GCC employment. Possible employee actions by the GCC may include, but are not limited to, reassignment, leave of absence, or release from employment. The Superintendent or designee may seek legal counsel in connection with employee actions related to this policy.



**COA MS Incident Command System 2025 - 2026**

<b>Daniel Diego (Principal)</b>	<b>Jade Johnston (Vice Principal)</b>	<b>Elona Bilai (Site Manager)</b>
<b>Deanna Budnikov (Administrative Assistant)</b>	<b>Dmytro Shybinskiy (Campus Monitor)</b>	<b>Svitlana Muzychenko (Parent Liaison)</b>

**COMMUNITY OUTREACH ACADEMY MIDDLE**  
**2025 - 2026 STAFF SAFETY MEETINGS AND TRAININGS**

DATE	WHO	WHEN	TOPIC
August 7, 2025	All Staff	Staff Meeting	School Discipline and Safety, including emergency drills.
TBD	Clerks, Para Educators, Custodians	2:15-3:15 p.m.	<u>Clerks</u> - Customer Service Overview Training, General Ethics in the Workplace Training, Introduction to the Enneagram, Revisiting SchoolSafe Training <u>Playground Asst.</u> - Common First Aid Overview (SafeSchools) <u>Custodians</u> –Chemical usage, Hand and Power Tool Safety Overview, Back Injury and Lifting
TBD	All Staff	1:15-3:15 p.m.	REVIEW: Emergency and Discipline Procedures Overview School Safety Plan overview MSDS binder overview Workers Comp.
TBD	Clerks, Para Educators, Custodians	2:00-3:00 p.m.	Workplace Safety
TBD	Clerks, Para Educators, Custodians	8:00-4:00 p.m.	Verbal De-escalation training
Completed	Admin	8:15-3:15 p.m.	<del>Restraint Training</del>

\*\*\* Support Staff meet once a month with the Site Manager to go over school safety policy and address safety concerns.



## COA Fire Drill Schedule

2025 - 2026

<b>Aug 22</b> <b>@</b> <b>9:45am</b>	<b>Sept. 24</b> <b>@</b> <b>2:40am</b>	<b>Oct 16</b> <b>@</b> <b>8:50am</b>	<b>Nov 19</b> <b>@</b> <b>10:30am</b>	<b>Dec 17</b> <b>@</b> <b>2:15pm</b>
<b>Jan 23</b> <b>@</b> <b>12:40pm</b>	<b>Feb 24</b> <b>@</b> <b>9:00am</b>	<b>Mar 19</b> <b>@ 2:25</b> <b>pm</b>	<b>April 22</b> <b>@ 9:00</b> <b>am</b>	<b>May 13</b> <b>@ 12:40</b>

## COA Lockdown Schedule

2025 - 2026

<b>Sep 10</b> <b>@ 9:00</b>	<b>Jan 29</b> <b>@ 12:45</b>	<b>April 8</b> <b>@ 2:45</b>
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**Earthquake procedures will be practiced at the teacher's discretion at least once a trimester in the classroom.**



## **Disaster Plans:**

### **Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures, such as fire drills and classroom evacuations, during the school year and are familiar with how to respond in an emergency situation.

During an emergency situation, the administrator will only dismiss children to go home if there is time for children to safely return to their homes and a parent/guardian has been notified. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the child until the parent or an authorized individual can pick up the child. The safety of individual students is our highest priority. Students will not be excused except to the care of a parent or another adult designated on the emergency card.

### **Fire Drill Procedures:**

The Site Manager is responsible for organizing fire drill practices throughout the year.

### **Teacher Responsibilities**

1. Assemble your class. Decide on a plan for lining students up and moving quickly and quietly out the classroom door to the designated safety area. At the start of the year, your site manager will work with each grade level to identify a procedure and a safe place for each class to meet. Each teacher should have a clipboard placed in a convenient location with the following information:

- a. Current class list (teachers should update as necessary).
- b. Evacuation Map showing route to outside assembly area
- c. Red/Green rectangle (made of construction paper)
- d. Drill Procedures sheet
- e. If Red/Green cards unavailable use the following Hand Signals
- f. If student missing - Red Card facing out
- g. If all present - Green card facing out

Each teacher will bring their clipboard with them as they exit the room for a fire drill.

2. Follow the designated route (map) to the designated safe meeting area; this ***must*** be done as a single group, with all students staying together and moving to the area. Straying or lagging cannot be permitted! At the designated meeting place, ***quickly verify*** that all of your students are either ***present or accounted for***. Students in school that day but not with the class must be identified in order for the Site Manager to determine their location. Please let site managers know.

3. When the class is verified as present or accounted for, hold up the GREEN paper so that the site manager can quickly see that the students are safe and classes are complete. ***If you cannot*** verify all your students as present or accounted for, ***for any reason***, hold up the RED paper to visually signal the site manager of a problem. Then please let them know.

4. **When** the ALL CLEAR signal is given to the entire group, you may return to class quietly. Please be sure to return the way you came unless specifically asked to do otherwise.
5. Practice classroom drill procedures as often as you think necessary. In the event of a **real fire** these memorized procedures can save lives.
6. If students are at recess or lunch during a drill, the playground monitors will signal for all students to line up in their designated evacuation area. The teachers will then meet them there.
7. Each teacher is responsible for their students. Specialty teachers are to be with their students and not return them to their homeroom teachers, unless specified by site managers in the beginning of the school year.

### **Lockdown Procedures:**

It is important teachers keep students calm and make sure they either stay inside the classroom, or if outside, get them in as quickly and organized as possible.

#### **If inside the procedures will be:**

- Close and lock all classroom doors and windows
- Turn off lights (keep the lights on if no windows in classroom).
- Close all blinds and cover all windows.
- Keep children away from all windows and doors (under their tables or desks).
- E-mail site manager Elona Bilai, Anastasia Derevyanchuk, Lillia Kondratiuk, Deanna Budnikov. If all students are in your room and procedures have been followed, e-mail “all present and locked down.” If there is a problem, e-mail what the problem is. Subject for your email should be:
  - “All present” if all students are present
  - “+ all present” if you have someone additional in your class (including first and last name of additional person)
  - “missing” if someone is missing from your class (and then in email, specify if student is either in the restroom or other pull outs)
  - “+missing” if you have someone missing from your class, but also have someone additional (including first and last name of additional person)
- Remain this way until an administrator notifies you.
- If no computer access is available, text message your site manager.

#### **If outside the procedures will be:**

- During announcement Freeze and Squat and wait for further instruction.
- Students should line up at the Lockdown line-up position.
- Classroom teachers if available and safe to do so please go outside and lead all students to the classroom, otherwise, other staff members will walk them back to the classroom.
- Close all blinds and cover all windows
- Keep children away from all windows and doors (under their tables or desks).
- E-mail school site manager Elona Bilai, Anastasia Derevyanchuk, Lillia Kondratiuk, Deanna Budnikov. If all students are in your room and procedures have been followed, e-mail “all present and locked down.” If there is a problem, e-mail what the problem is. Subject for your email should be:
  - “All present” if all students are present

- “+ all present” if you have someone additional in your class (including first and last name of additional person)
- “missing” if someone is missing from your class (and then in email, specify if student is either in the restroom or other pull outs)
- “+missing” if you have someone missing from your class, but also have someone additional (including first and last name of additional person)
- Remain this way until an administrator notifies you.

If a lockdown should occur before or after school, all students should be brought inside the nearest building, lock all outside doors, and close all blinds.

\*Specialty teachers must follow lockdown procedures when students are under their supervision.

### **Flood/ Severe Weather**

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The principal/Designee will assess the situation and make an announcement over PA, phone, walkie- talkies, fire alarm, and/or megaphone to:

- 1) Evacuate, 2) Stay in classes or 3) Release students to go home.

### **Gas Line Break**

1. Principal/Designee and/or custodian notify the local gas company provider specific to your site
2. Principal/Designee and/or custodian notify the Fire Department.
3. Staff to follow the emergency procedures previously described (Fire Drill Procedures).

### **Water Main Break**

1. Principal/Designee and/or custodian notifies the water department.
2. Custodian shuts off the water.
3. **Principal/Designee or notifies the police.**
4. Principal/Designee determines if it is necessary to follow the emergency procedures to evacuate students and staff.

### **Water Contamination**

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Teacher notifies Principal/Designee and/or Custodian
3. Principal/Designee and/or custodian notify GCC Central Office.
4. Have custodians turn off pressure to drinking fountains and sinks.

### **Chemical Spill/ Incident If Indoors**

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify school office and Custodian of the incident - contact 911 if necessary.
4. Custodian should check for chemical safety data to determine the clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the principal will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind, which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.

## **Hazardous Materials**

Before the Emergency: 1. Know if your site contains any hazardous material and where they are stored. Locate the Heating, Ventilating, & Air Conditioning shut offs. Locate any emergency supplies in your workplace. 2. Locate “safe” areas inside your building. 3. Identify potential sources of hazardous materials in your area and insure they are stored properly. 4. Make a list showing the name, quantity, and hazardous chemicals in your area for the Fire Department.

During the Emergency:

1. Move away from the area of the hazardous materials incident by moving uphill, upstream, and upwind. If you are directly downwind move across the wind.
2. Never touch, sniff or taste chemicals. DO NOT assume that a chemical is not dangerous because you can’t smell it.
3. Dial 9-1-1 and report the incident. Make sure to mention that hazardous materials are involved.
4. NEVER attempt to rescue an unconscious person from a hazardous materials scene. You will probably become a victim yourself.

In some incidents, you may be instructed to shelter in place. In such cases, trained professionals will have determined that the building you are in at the time of the incident is the safest refuge. This is sometimes better than walking out into a chemical cloud.

If told to “Shelter In Place” follow these steps:

1. Close all doors and windows.
2. Seal cracks in doors and windows with wet towels, blankets, or tape.
3. Turn off all Heating, Ventilation, & Air Conditioning systems.
4. Remain in protected areas away from windows and doors until the danger has passed.
5. Keep a radio with you to keep you updated.
6. Also, for classrooms/resource room which do not have a sink they need to store some water.

If you come in contact with hazardous chemicals follow these steps:

1. If the area is contaminated, or if you have difficulty breathing, evacuate the area immediately.
2. Have co-worker dial 9-1-1 and report the incident.

As quickly as possible remove contaminated clothing.

1. If chemicals get on your skin or eyes, flush the area with clean water for 15 minutes.
2. DO NOT eat or drink until you have been checked out by a physician. Report all incidents no matter how small to your supervisor.

## **Bomb Threat**

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify Principal/Designee immediately.
2. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify Principal/Designee immediately.
2. Do not touch the object but note any identifying features to describe it to the Principal/Designee and emergency crews.

In all cases:

1. If Principal/Designee determines to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
3. If you see any suspicious object, steer clear of it and report it to the Principal/Designee and the emergency crew chief. Follow all emergency crew and bomb squad directives.
4. Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

## **Explosion**

If indoors: 1. All drop down to the floor and duck and cover.

2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. Hold the position until directed to the building.
6. Staff to follow the emergency procedures previously described.

If outdoors: 1. Move away from buildings, poles and overhead wires. 2. Lie down or crouch low to the ground. 3. Look out for dangers that demand movement. 4. Staff to follow emergency procedures previously described.

## **Death/Suicide/Suicide Intervention**

1. Principal/Designee will be notified in the event of a death on campus.
2. Assigned person(s) will phone 911.
3. Assigned person(s) will phone GCC Central Office.
4. Principal/Designee will notify teachers to keep students in their classrooms/resource rooms until informed otherwise.
5. Assigned person(s) will control and organize media.

6. Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
7. Assigned person(s) will ensure that counseling services are available as soon as possible.

Immediately notify the school principal or his/her designee.

### **Suicide Intervention**

Any GCC personnel who are approached by a student, or become aware of a student making suicidal threats shall immediately notify the school principal or his/her designee. When a suicide attempt or threat is reported, the principal or designee shall:

1. Ensure the student's physical safety by one of the following as appropriate: a. Securing immediate medical treatment if a suicide attempt has occurred b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened c. Keeping a student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
2. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies.
3. Document the incident in writing as soon as feasible.
4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event that a suicide occurs or is attempted on campus, the principal or designee shall follow the crisis intervention procedures in this school safety plan. After consultation with the Superintendent or designee and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

### **Intruders/ Vicious Animals**

1. Call the school main office and office staff will check out the situation and take appropriate action (i.e., contact local law enforcement for your site or animal control agency).
2. Administration should initiate a code to alert staff of a potential suspicious intruder.
3. Keep the students in the classroom/resource room until the threat is cleared.
4. Implement shelter in place if necessary; lock classroom/resource room doors and windows, move away from windows, draw curtains, remain silent.
5. Notify office of who is with you, if possible.
6. All students outside of the building are to be quietly and cautiously led into the building.
7. Wait for further instructions from administration and/or local law enforcement for your site/animal control agency.

### **Evacuation Plan**

The Site Manager should make or update campus, classroom, and office evacuation maps, and post it in each classroom and lobby. Evacuation maps must be posted near the door exits in each classroom area or areas occupied by students of Community Outreach Academy.

*Teachers should notify Administration immediately if any evacuation map is missing.*

## **COA Middle School Site**

### **Evacuation Map Off-Site**

#### **Evangelical Church Emmanuel**

3801 Stephen Dr, North Highlands, CA, 95660  
(916) 380-3463

### **Off Site Evacuation**

If evacuation of the school is necessary, students will be transported to a predetermined location (Evangelical Church Emmanuel) where their parent or another designated adult can pick them up. The school will not be evacuated unless necessary.





### **Tobacco-Free Zone**

Community Outreach Academy believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all school facilities are tobacco, electronic cigarettes, alcohol and drug free sites. The use of any tobacco, alcohol or drug paraphernalia is prohibited within any school property, facility, or vehicle. This prohibition also applies to individuals attending events on school campuses or representing the district at school activities that are held at locations other than district property.

### **Anti-Bullying Policy**

COA adheres to the GCC Anti-Bullying (*BP 06-19*) policy. COA Middle educates all students about bullying at the beginning of every school year and will not tolerate bullying or harassment



of any kind; sexual, racial, physical, verbal, ethnic, ability, age, or digital. Staff, students, and parents are required to report to the administration any known incident of bullying. These reports can be made in person or anonymously. To report anonymously, use the reporting link on the COA Middle website. You must provide enough information for the staff to make a thorough investigation or contact you if more information is needed. COA Middle investigates all reported incidents of bullying with sensitivity and respect to all parties involved. During and/or after the investigation is complete, parents are contacted and appropriate consequences are given. The goal is to deter the bullying from happening again.

### **Bullying Incident Reporting System**

This is a new system in place that allows students and/or a member of the community to report an incident of bullying or harassment. To report incidents go to the following website:

<http://report.doc-tracking.com/222724/222716>

### **Sexual Harassment Affecting Students (GCC BP 25-19)**

COA Middle considers sexual harassment to be a major offense, which may result in disciplinary action, including expulsion of the offending student. Sexual harassment includes any unwelcome sexual behavior that interferes with an individual's performance at school or creates an intimidating, hostile, or offensive education environment. Any student who believes that he or she has been harassed or witnessed harassment is encouraged to immediately report such an incident to his or her teacher, counselor, or Principal. A full copy of this GCC Board Policy is posted in the main office and is sent home with students at the beginning of the school year.

### **Internet Safety**

It is the policy of Gateway Community Charters to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research of other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Gateway Community Charters online computer network when using electronic mail, Chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so called 'hacking,' and other

unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Gateway Community Charters staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection

Following receipt of this training, the students will acknowledge that he/she received the training, understood it, and will follow the provisions of the Gateway Community Charters "Computer Use Guidelines for GCC Students."

Students and parents sign the "Computer Use Guidelines for GCC Students" at the beginning of each school year. If the provisions of the agreement are violated, the student is subject to disciplinary action as well as having his/her computer privileges taken away for up to the rest of the year.

For more information about Internet policies, please see GCC Board Policy 17-12 (next page).

### **Anti-Discrimination and Anti-Harassment Policy GCC BP 17-12**

Gateway Community Charters ("GCC") programs and activities shall be free from discrimination, harassment, intimidation and bullying. This policy applies to all acts related to school activity or school attendance occurring within a school under Gateway Community Charters. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on actual or perceived race, religious creed, color, national origin, immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

The GCC shall ensure equal opportunities for students in admission and access to educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities, regardless of a student's actual or perceived race, religious creed, color, national origin, immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of these actual or perceived characteristics. Lack of English language skills will not be a barrier to admission and participation in career technical education programs. Eligibility for co-curricular or extracurricular programs shall be determined on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

In some situations, the GCC may have to provide individualized accommodation to a student to protect him/her from discrimination, harassment and bullying based upon gender identity or gender expression. Such an accommodation may include providing a student adequate access to appropriate facilities, such as restrooms. The schools may also provide male and female students

with separate sex education classes in order to respect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

Policies and procedures related to the types of unlawful discrimination, including harassment, intimidation and bullying described above must also be consistent with student free speech rights under the First Amendment and Education Code sections 48907 and 48950. Education Code section 48907 protects students' speech rights, except to the extent student speech is obscene, libelous, or slanderous, or constitutes speech that incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. Education Code 48950 states that it does not prohibit discipline for harassment, threats or intimidation unless constitutionally protected. As a general rule, harassment, threats, intimidation and bullying directed at an individual or group are not constitutionally protected, and whether such speech might be entitled to constitutional protection will be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. This assessment will also question whether the conduct is prohibited because it is based upon a person's actual or perceived race, religious creed, color, national origin, immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, , or association with a person or group with one or more of these actual or perceived characteristics.

To the extent possible, GCC will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. GCC staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

If the GCC School possesses information that could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school. If parents or guardians choose not to provide information that could indicate their or their child's immigration status, citizenship status or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Each year, the GCC School shall educate students about the negative impact of bullying other students based on their actual and perceived immigration status or their religious beliefs or customs. The School shall also train teachers, staff and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training shall provide School personnel with the skills to do the following: ☛ Discuss the varying immigration experiences among members of the student body and school community; ☛ Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims; ☛ Identify the signs of bullying or harassing behavior; ☛ Take immediate corrective action when bullying is observed; ☛ Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

### **Definitions**

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students that constitutes sexual harassment, hate violence or

creates an intimidating or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by GCC.

Electronic act is the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager, of a communication, including but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site, including but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Reasonable pupil is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

## **Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The GCC Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the Superintendent/CEO or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

GCC acknowledges and respects every individual's rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

GCC prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

### **Investigation**

Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of GCC, the Superintendent/CEO or designee will promptly initiate an investigation. Confidentiality of the complaint and investigation will be kept to the extent possible, but note that the investigation will not be completely confidential. The investigation will ensure confidentiality with respect to a student's or family's immigration status. At the conclusion of the investigation, the Superintendent/CEO or designee will notify the complainant of the outcome of the investigation. However, in no case may the Superintendent/CEO or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of GCC.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

Appeal Should the Complainant find the Superintendent/CEO or designee resolution unsatisfactory, he/she may file an appeal within five (5) school days of the dates of the resolution with the GCC Board Executive Committee.

### **Consequences**

Students or employees who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion as outlined in the GCC Suspension/Expulsion Policy , and the GCC employee handbook.

## EMERGENCY TELEPHONE NUMBERS

<b>EMERGENCY (Police, Sheriff, Fire, Ambulance)</b>		<b>911</b>
<b>LAW ENFORCEMENT</b>		<b>Phone</b>
Twin Rivers Unified School District POLICE DEPARTMENT		<b>(916) 566-2770</b>
Child Protective Services (CPS)		<b>(916) 875-KIDS (5437)</b>
Poison Control Center		<b>(800) 222-1222</b>
Suicide Prevention Crisis line		<b>(916) 368-3111</b>
Child Abuse Bureau (Sac County Sheriff)		<b>(916) 874-5191</b>
<b>FIRE</b>		<b>Phone</b>
Sacramento Metropolitan Fire District - Station 115		<b>911</b>
<b>HOSPITALS</b>	<b>Address</b>	<b>Phone</b>
Mercy San Juan Medical Center	6501 Coyle Avenue Carmichael, CA 95608-0306	<b>911, (916) 537-5000</b>
Kaiser Foundation Hospital - Morse Ave	2025 Morse Avenue Sacramento, CA 95825-2115	<b>911, (916) 973-5000</b>
<b>OTHER SERVICES</b>		
Animal Control		<b>(916) 368-7387 (PETS)</b>

## DISTRICT ADMINISTRATION PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	CELL PHONE
<b>Superintendent</b>	<b>Jason Sample</b>	<b>(916) 286-5106</b>	<b>(916) 205-7146</b>
<b>Exec. Assistant to Supt. and Board</b>	<b>Melissa DeMarco</b>	<b>(916) 286-5103</b>	

## SITE LEADERS PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	CELL PHONE
<b>Principal</b>	<b>Daniel Diego</b>	<b>(916) 286-5199</b>	<b>(916) 204-8082</b>
<b>Vice Principal</b>	<b>Jade Johnston</b>	<b>(916) 286-5199</b>	<b>(916) 594 - 4537</b>
<b>Site Manager</b>	<b>Elona Bilai</b>	<b>(916) 286-5199</b>	<b>(916) 288 - 5118</b>
<b>Administrative Assistant</b>	<b>Deanna Budnikov</b>	<b>(916) 286-5199</b>	

## SITUATIONAL COMMUNICATION PLANS

<b>911 Calls</b>	<ul style="list-style-type: none"><li>• <b>When placing a 911 call: give your name, school name, and school address</b></li><li>• <b>Give specific location of shooter, intruder, fire, hazardous material or other emergency</b></li><li>• <b>Indicate location of incident command post</b></li></ul>
<b>Mass Notification to Parents</b>	<b><u>During an emergency:</u></b>  School Messenger (Daniel Diego - Svitlana Muzychenko)
	<b><u>After an emergency:</u></b>  School Messenger (Daniel Diego - Svitlana Muzychenko)



## STUDENT EMERGENCY EVACUATION ABSENCE LIST

- Please list all students absent from your class.
- Check “Absent” if the student was absent at roll call.
- Check “No show” if the student did not show up to the evacuation area. List location if known.  
Include any aides or parent volunteers who may have been in your room and did not make it out to the evacuation area.
- If all students on your class roster are present and accounted for, check the box below.

☐ Teacher/Staff Member

Total # of students present

TEACHER

- ☐ All students present and accounted for.

[illegible]

## EMERGENCY EVACUATION SUPPORT PERSONNEL ABSENCE LIST

This list should include all district/staff members not regularly assigned to a classroom. Include custodians, nutrition staff, aides, AM/PM personnel, resource teachers, nurses/health aides, psychologists, itinerant teachers, etc. It should be updated as necessary.

1. Mark the name of any support person who is absent.
2. Mark the name of any support person who did not report to the evacuation site. Include the possible location of the employee, if known.

[illegible]

# STUDENT RELEASE SIGN OUT SHEET

This form is to be used in the event that the Student Release team is unable to check out students at the student release area. Should this occur, the classroom teachers will be responsible for checking out student by filling in the information below. (copies are located in your emergency folder.)

[illegible]

## SKVARLA SITE EMERGENCY UTILITY SHUT-OFFS

*Refer to campus map for additional information*

UTILITY		YES	NO	LOCATION
Electrical	Total main electrical shutoff?	X		Electrical Room
Gas	Total main gas shutoff?	X		Next to the Front Door
Water	Total main water shutoff?	X		Parking Lot
Knox Box		X		Front Door

## ALARM COMPANY INFORMATION

Company Name	<b>Convergent Security</b> PO Box 889 North Highlands, CA 95660	
Office Phone	(916) 726-0100	
Emergency Phone	(916) 343-1217	
Responsible Parties	1) Elona Bilai	2) Daniel Diego 3) Jade johnston
Locations of Control Panels	1) Front Office	

## EMERGENCY SUPPLIES

TYPE	LOCATION
Emergency Supply Kit	Front Office

**COA Middle School**