

Comprehensive School Safety Plan

**2024-2025
School Year**

School: Plaza Elementary
CDS Code: 116263860000000
District: Plaza Elementary School District
Address: 7322 County Road 24
Orland, CA 95963
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Approved by:

Name	Title	Signature	Date
Jake Cecil	Board Clerk		
PJ Davis	Board Trustee		
Connie King	Board Trustee		

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at www.plazaschool.org.

Safety Plan Vision

1. Plaza Elementary will provide a safe, orderly, and secure environment conducive to learning.
2. Plaza Elementary will create a school in which pupils will attend regularly and be safe from both physical and social/psychological harm.
3. Plaza Elementary will work collaboratively with administrators and the school board to identify, establish and use strategies and programs to comply with school safety laws.
4. Plaza Elementary will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrator's counselors and community agencies, including law enforcement to provide a safe and orderly school and neighborhood.
5. Plaza Elementary will develop an academic program that focuses on high expectations of pupil performance and behavior in all aspects of the school experience.
6. Plaza Elementary will work collaboratively with other schools to assist in a smooth transition from one school level to another.
7. Plaza Elementary will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.

Components of the Comprehensive School Safety Plan (EC 32281)

Plaza Elementary Safety Committee

Patrick Conklin, Superintendent/Principal

Greg Felton, GCOE School Safety Coordinator

John Felix, Custodian

Assessment of School Safety

An assessments of School Safety at Plaza School District is conducted and include consultation with local law enforcement and fire personnel. Also, input is received from board trustees, school staff, and School Site Council members.

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

Plaza School District recognizes the importance of a safe school environment that ensures safety for everyone on campus. The superintendent/principal enforces board policies to reduce the risk of harm to students. School facilities and equipment, including outdoor and playground equipment, are regularly inspected. Furthermore, practices and procedures are implemented with safety as the primary focus for all school related programs and activities.

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

All employees of Plaza Elementary School are committed to the health, safety and welfare of all students under our care. All employees are mandated to report all abuse and neglect cases to Child Protective Services. There is no choice. It is the law. This duty to report is also written on the back of the teacher and administrator credentials.

Mandated Reporters: Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child. People who must make a Suspected Child Abuse Report include any care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer, humane society officer, commercial film and photographic print processor, or clergy member, "who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse."

Mandated reporters at Plaza Elementary School District include:

1. Teacher
2. Instructional Aide
3. Teacher's aide or assistant
4. Classified employee
5. Administrator
6. Supervisor of child welfare and attendance
7. Any employee whose duties require direct contact and supervision of children

Reporting Responsibilities: Any mandated reporter who within the scope of his or her employment observes a child who he or she suspects has been the victim of child abuse or neglect shall report the suspected incident to Glenn County Child Protective Services by telephone immediately. A "Suspected Child Abuse Form" SS 8572, shall be prepared and forwarded to Child Protective Services within 36 hours. A copy of this report is available in the school office. A Mandated Reporter must complete and submit this form even if some of the requested information is not known. (PC Section 11167 (a)).

Mandated Reporters must:

- Notify a school administrator if there is reasonable suspicion of abuse or neglect resulting in a CPS report.
- Call CPS and make a report with the agency immediately or as soon as possible.
- Fax the CPS report and receive confirmation of transmission within 36 hours.
- Mail reporting form to the specified address if there is no confirmation of fax being received.

Child Abuse: is the willful infliction of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition, or: physical abuse inflicted by other than accidental means, or: sexual abuse or sexual exploitation of a child.

Sexual Abuse: including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation.

Physical Abuse: inflicted by other than accidental means on a child (PC 11165.6)

Sexual Exploitation: including preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution (PC 1116.1).

Child Neglect-Is the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health and welfare. The term includes both acts and omissions on the part of the responsible person.

Severe Neglect is defined as negligent failure to protect a child from severe malnutrition or medically diagnosed failure to thrive or intentional failure to provide adequate food, clothing, shelter, or medical care.

General Neglect is negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury has occurred (PC 11165.2).

Willful Cruelty or Unjustifiable Punishment: Any person willfully causes or permits any child to suffer or inflicts unjustifiable pain or mental suffering, or any person having care or custody of child willfully causing or permitting the health of a child to be placed in a

position where the health of a child is endangered. (PC 11165.3) Unlawful corporal punishment or injury is willfully inflicted or cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition (PC 11165.4)

Penal Code Section 11164-11174.3: This law shall be known as the Child Abuse and Neglect Reporting Act. The intent and purpose of this law is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons involved in the investigation shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child. A “child” means any person under the age of eighteen years of age.

Where and How to Report: Glenn County Child Welfare Services-(530) 934-1429 (24 hour number). FAX: (530) 934-6688. MAIL: PO Box 611 Willows, California 95988.

If there is immediate risk, contact the Glenn County Sheriff’s Department (530) 865-1616 or 911.

Visit this website <http://www.safestate.org/> for more information.

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

Disaster Plan (See Appendix C-F)

In the case that any event occurs that necessitates the implementation of any of the following emergency procedures, the following persons, in the order shown, shall initiate and maintain contact with emergency personnel.

- Superintendent/Principal
- District Business Manager
- Office Clerk
- Lead Teacher

Fire Safety & Emergency Evacuation Plan

Upon discovery of fire or smoke:

1. Sound the building's fire alarm by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the office.
2. Evacuate students and staff according to posted routes.
3. Close all classroom and office doors.
4. Teachers shall take roll books with them to the staging areas and account for all students. Immediately report any missing student to the administrator or lead teacher.
5. Office staff will call the fire department by dialing 911.
6. Building reentry can occur when authorized by fire official in charge or it has been determined that no emergency exists.
7. Do not panic. Advise students that the fire plan is in operation and remain calm. Your confidence and judgment is extremely important and will prevent panic.

Fire Drills

1. Always take school fire drills seriously and evacuate the school when the alarm sounds.
2. Hold fire drills on a regular basis. Have the initial fire drill for the school year early in September
3. Ensure that school employees know how to evacuate their work areas and perform their fire drill duties in an emergency.
4. Always sound the alarm at the first sign of smoke or fire.
5. Be familiar with the location of the nearest fire alarm and extinguisher.
6. Learn how to operate fire extinguishers, fire blankets and fire hoses. Your fire department is available to provide instructions and demonstrations.

Laboratory/Storage

1. Store flammable liquids properly and dispense them from an approved safety container.
2. Avoid storing incompatible chemicals next to each other as interaction may occur and cause a fire or explosion.
3. Survey chemicals annually and discard any that are obsolete or show signs of decomposition.
4. Order and store the minimum supply necessary.
5. Clean up spills immediately.
6. Repair all electrical hazards and avoid overloading outlets.
7. Dispose of rubbish regularly and in a proper manner.
8. Keep material safety data sheets up-to-date and readily available.

Classrooms

1. Keep combustible materials away from heaters.
2. Avoid portable heaters.
3. Clearly mark the evacuation route on the school floor plan and place it adjacent to the classroom door.
4. Check electrical appliances and cords regularly and disconnect appliances where practical.
5. Keep all doorways clear.
6. Dispose of rubbish daily.
7. Discard excess paper, cardboard, old textbooks and magazines periodically.
8. Keep fire extinguishers clear from any and all obstructions.

Kitchen/Cafeteria

1. Keep all cooking equipment, hoods, filters and ducts free of grease accumulation
2. Clean up spills immediately.
3. Do not allow garbage to accumulate.
4. Regularly clean lint traps on dryers and filters on vents, fans, and air conditioners.

Maintenance and Storage

1. Electrical outlets and frayed cords can cause burns and shock. Avoid overloading outlets and use approved extension cords only on a temporary basis.
2. Secure compressed gas cylinders in an upright position. Avoid dropping, rolling or knocking them together.
3. Never weld in areas where combustible material is stored.
4. Keep work area clean and check daily for fire hazards.
5. Provide suitable waste cans for disposal of oil soaked and paint rags.

6. Use safety cans for storing and dispensing small amounts of flammable liquids.
7. Ensure good ventilation for painting operations and a regular routine for cleaning up overspray residues.
8. Supply suitable and easily accessible fire extinguishers.
9. Do not store combustibles in boiler rooms or furnace rooms.
10. Service heating equipment annually and check units regularly to make sure they are in proper working condition.
11. Do not store combustible materials in electrical rooms.

Office and Supplies Storage

1. Avoid overloading electrical outlets and keep wiring away from doorways, windows, or under carpeting.
2. Carefully store and handle cleaning compounds and polishes, for they often give off flammable vapors.
3. Maintain general order and cleanliness in storage rooms.

Halls and Doorways

1. Identify exits with lighted exit signs and keep them unobstructed.
2. Avoid wedging open hallway doors.
3. Check emergency lighting every month to ensure it is in proper working order.
4. Test fire doors regularly to make certain that the doors do not jam and that the hardware is not detached.
5. Restrict paper to bulletin boards and fasten at all corners. Do not exceed 5% of wall area.

Evacuation

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. The office staff should stay in the building to perform the functions listed as long as it is safe to do so.

Evacuation of Disabled

1. Upon activation of the fire alarm system, disabled persons are to be moved outside. If possible they will remain with the class they were with when the alarm sounded. If not they will be moved to designated locations and placed under the supervision of administrative support team members.
2. The cafeteria, room 4 and room 5 are designated as staging areas for any disabled students needing assistance.

Relocation of Students

1. Should the fire or any other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by calling the Hamilton Unified School District, transportation center 826-3261.
2. The primary relocation center is the Glenn County Fairgrounds
3. The secondary relocation center is Memorial Hall in Orland, CA.
4. The primary person responsible for media notification and contact is the school administrator. Alternates include the School's Lead Teacher, Business Manager and the head of the Plaza Board of Trustees.

Personnel Responsibilities

1. Teachers

- Go over the evacuation plan at the beginning of the school year with students.
- Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
- Bring the class roster with you for student accountability.
- Close and lock the doors to classrooms or offices upon evacuation.
- Ensure that all students are evacuated (you may need to check restrooms and other contiguous rooms).
- Assemble at designated point outside the buildings.
- Account for all students.
- Report any missing students to administration.

2. Administrative Support Team

- Report to the administrator in charge for assignment.
- Perform other duties as specifically outlined in this plan or as directed by administration.

3. Administrator/Lead Teacher

- Ensure activation of alarm
- Ensure evacuation of students and staff.
- Ensure the staff is following the fire safety and evacuation plans properly.

4. Office Personnel

- Ensure notification of the Fire Department.
- Advise the administrator/lead teacher of the situation
- Remain in the office (if possible) to coordinate communications with essential personnel.

5. Custodian

- Determine location of incident
- Meet fire department at Road S to direct them to the fire
- Act as liaison with the fire department
- Sweep campus to ensure all students are evacuated safely
- Provide access to all areas for firefighters.

Adaptations for Students with Disabilities

Public Agency Use of School Buildings for Emergency Shelters

Through a coordinated effort with local emergency service providers, the district will provide temporary shelter through the use of all school facilities during a community disaster or emergency. District staff will work in a coordinated effort with emergency response providers to promote a safe shelter for community members in need.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Discipline of Students-The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district will foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult directed to becoming self directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance or failure to progress academically, the student may be transferred involuntarily to an alternate education program such as an opportunity class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of reasonable and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

Suspension and Expulsion-Education Code #48900 lists the following acts for which a student may be subject to suspension and/or expulsion.

1. Cause, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.

14. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica or a firearm that is so substantially similar in physical properties to an existing firearm.
15. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in section 243.4 of the Penal Code.
16. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
20. Committed sexual harassment as defined in Section 212.5
21. Caused, attempted to cause, threatened to cause, or participated in the act of hate violence as defined in subdivision (e) of Section 233.
22. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. Has made terrorist threats against school officials or school property, or both.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances (Ed. Code 48900)

1. While on school grounds
2. While going to or coming from school
3. During lunch period, whether on or off school campus
4. During, going to, or coming from a school activity

Harassment, Discrimination, Bullying

Our school is determined to provide all students an environment free from harassment, discrimination, bullying and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that he/she is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must immediately tell a teachers, administrator or any school personnel.

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

- The administration shall inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available-an officer from the Glenn County Sheriff’s Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

Education Code 49079

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000) or both.

The school administrator shall notify the Plaza Elementary staff on a beginning of the school year in-service by presenting them with written notification, which contains the student's name, violation and a description of the violation. Updates will be given to staff throughout the year pursuant to the aforementioned statute.

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

Anyone (students, staff or school visitors) should report sexual harassment to the Plaza School administrator immediately. The report will remain confidential. There should be no fear in reporting an incident. The school administrator will explain the Plaza Elementary School District Sexual Harassment Policy and go to work for you.

State of California Education Code Definition

212.5. "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment Complaints should be addressed in accordance with AR 4031(a). The complainant may file a written complaint to his/her supervisor or school administrator or may first attempt to resolve the situation informally with the school administrator.

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

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. Additionally the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

Dress Related to Gang Attire/Clothing Etc.- No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandana's of any color may not be worn or displayed at any time.

Gang Affiliation and Activity-The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety and well being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State Law. Throwing signs, using hand signals, gang style clothes, displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandanas, etc., or making gestures which symbolize gang membership or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offenders are subject to disciplinary action up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

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

VISITORS-In accordance with California Penal Code 627.2 all visitors must check into the office upon arrival. All students must be signed out. Only persons registered through their enrollment packet or approved personally by a parent will be allowed to sign out parents.

Important Anyone found on campus who has not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections 626 and 627 of the California Penal Code.

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

Plaza Elementary Student Conduct Code

Students at Plaza are expected to learn the rules for appropriate behavior in the classroom, bus, cafeteria and playground. Behavior expectations are clearly posted in each classroom and reviewed regularly with the students.

Violations of behavioral expectations will result in disciplinary measures. Ed Code 48900 Disciplinary Action will be taken for:

- Bullying/Harassment/Threats
- Cheating
- Damage to Property/Vandalism
- Dangerous Weapon: Possession of firearm, knife, explosive, real or imitation
- Disruption/Defiance
- Drug/Alcohol, Possession/Use/Providing
- Fighting/Physical Injury
- Obscene Language or Gestures
- Theft
- Tobacco Possession/Use

Teachers and/or the Principal/Superintendent, with respect to student rights, will administer the appropriate consequences based on student history and the nature and severity of the misconduct. Ed Code 48900 (t)

Consequences for misconduct may include one or more of the following:

- Warning – Teacher Intervention
- Parent Conference
- Loss of playground privileges
- Before school detention – 7:30 am
- Loss of classroom/school activities—field trips, sports, etc.
- Suspension -In School/Out of School—up to 5 days

- Expulsion

The following behavior, according to Ed Code 48915, warrants a recommendation for expulsion unless the principal or superintendent finds that expulsion is inappropriate due to the particular circumstance.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion
5. Assault or battery upon any school employee.

Additionally, Ed Code 48915 (c) states the principal and or superintendent shall immediately suspend and shall recommend expulsion for any student who commits any of the following acts:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or sexual battery.
5. Possession of an explosive.

Conduct Code Procedures

PREFACE

Faculty

In order to assure a climate which is conducive to a good education program, policies relating to various types of misconduct have been developed. If these policies are going to work smoothly, they must be enforced fairly. It must, also, be noted that those discipline policies which relate to students must, also, be applied to staff, as students look upon staff as a model.

The Board of Trustees expects that each staff member will administer the discipline policies with fairness to all students. Staff will report violations of these policies by students to the administration and serious complaints or administrative observation of staff misconduct (demeaning students, use of vulgar language, making off-color, abusive insinuations or jokes, etc.) will be documented and the staff member disciplined.

Students

Whether referred to the administration by staff member or via administration sources, violations of conduct and their consequences are listed below (not listed in order of importance or severity.) Staff members who refer students must indicate the misconduct as minor or major degree. These rules also apply to students at school activities, on or off campus events, home and/or away, and on buses.

The following behavior, according to Education code 48915, warrants a mandatory expulsion from school or a letter to the Board stating the conditions of behavior, consequences, and reasons for not expelling the student:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearms, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance listed in Chapter 11(commencing with section 11053) of Division 10 of the Health and Safety Code.
4. Robbery or extortion.

Mandatory Recommendation and Mandatory Expulsion

The principal, superintendent or designee shall recommend that the Board expel for one year any student found at school or at a school activity to be: (Education Code 48915c)

1. Possessing as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certified school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.

4. Committing or attempting to commit a sexual assault or committing a sexual battery.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education code 48925)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons of firearms in violation of Penal Code 626.9 and 626.10. (Education code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Enforcement/Discipline

The Administration will take appropriate action to eliminate the possession and use of tobacco and related paraphernalia (such as roach clips, roll-your-own "cigarette" (joint papers) on campus.R

(K) Hate Crime Reporting Procedures and Policies

As stated in Board Policy 5145.9, district programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race ancestry, national origin, and physical or mental disability, age or sexual orientation. In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. The superintendent/principal or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources. The District shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively. The superintendent/principal or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Superintendent. Upon receiving such a complaint, the Coordinator/Superintendent shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Superintendent and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Students BP 5131.2

BULLYING

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent/Principal or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent/Principal or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent/Principal or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent/Principal or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent/Principal or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent/Principal, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent/Principal or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Opioid Prevention and Life-Saving Response Procedures

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Safety Plan Review, Evaluation and Amendment Procedures

The Plaza School District's Comprehensive School Safety Plan will be reviewed, evaluated, and amended (as necessary) in October, December, and January of each school year after consultation with local law enforcement and fire personnel, as well as board trustee and staff input and recommendations from School Site Council. Pursuant to Education Code 35294.6(a), Plaza School District adopted this annual comprehensive school safety plan at a regular meeting of the Board of Trustees as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Documented Safety Planning Process. An updated file containing all appropriate or required safety related plans and materials are available for public inspection at www.plazaschool.org or in our school office.

Safety Plan Appendices

Emergency Contact Numbers

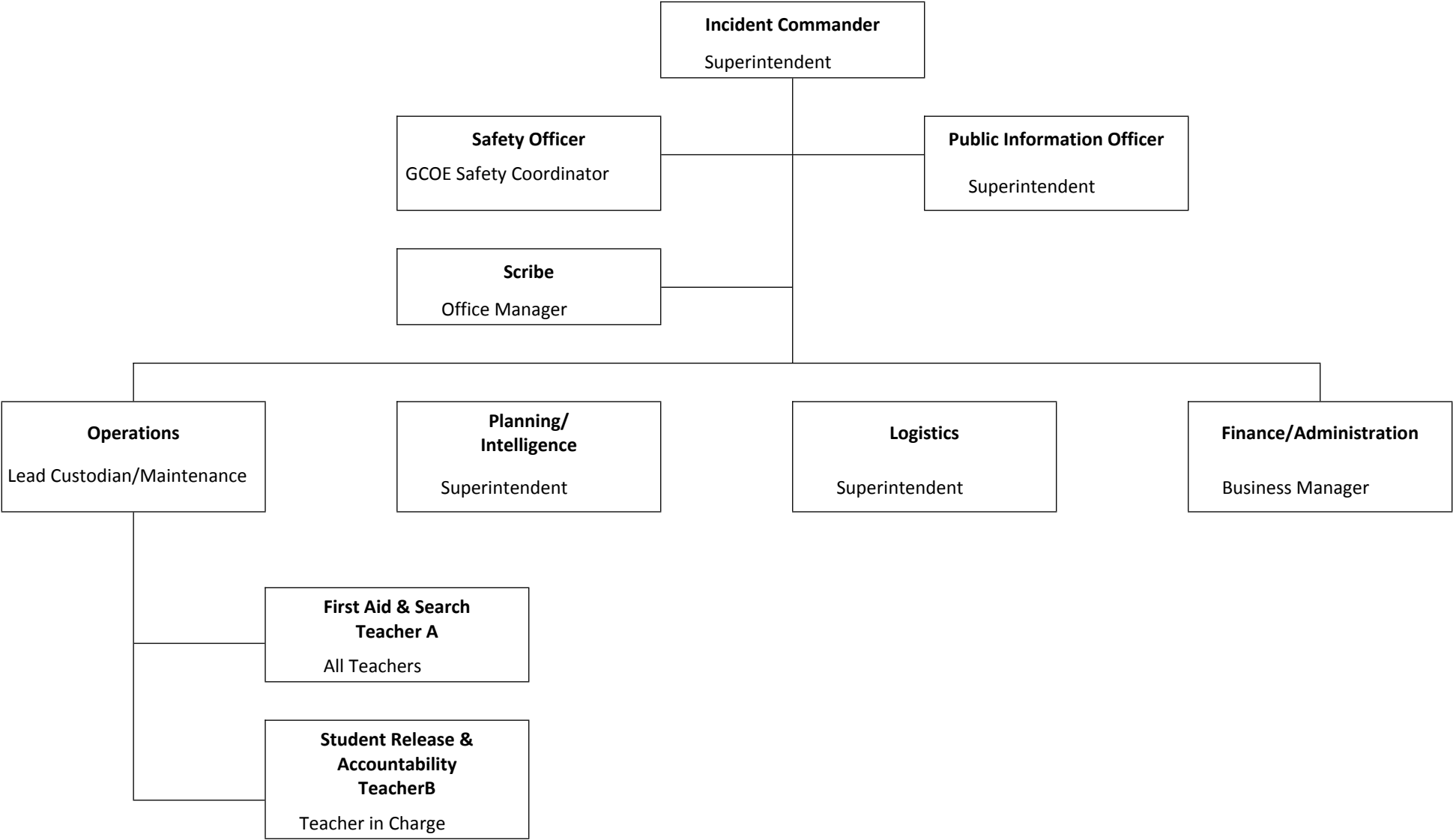
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Emergency Services	Fire/Rescue/ Medical Emergency	911	
Law Enforcement/Fire/Paramedic	Glenn County Sheriff's Department	530-934-6523	In case of emergency, dial 911
Public Utilities	PGE	1-800-743-5000	In case of emergency, dial 911
Emergency Services	County Office of Emergency Services	530-934-6441	Willows, CA
American National Red Cross	American Red Cross	530-891-0885	Chico, CA
Law Enforcement/Fire/Paramedic	Animal Control	530-934-6431	Willows, CA

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Staff meeting	January 7th, 2025	Staff were given opportunities to discuss the current plan
Plaza School Board Meeting	January 16th, 2025	The board trustees were given opportunities to discuss the current plan
School Site Council	November 14th, 2024	SSC members were given opportunities to discuss the current plan

Plaza Elementary Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

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

Logistics

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

Finance & Administration

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

Types of Emergencies & Specific Procedures

Aircraft Crash

Aircraft Crash Please follow the Procedures for Evacuation:

- Evacuate classes to assigned fire evacuation areas, unless special instructions are given. (Example may be: “evacuate all students and staff immediately to the basketball courts.”)
- Classroom doors are to be closed, but not locked.
- Teachers are to take their students to the designated area, take roll, and remain there until instructed to do otherwise.
- Do not return to the classroom, unless instructed by the administration to do so.
- Teachers will be notified via messenger or intercom how and when to evacuate students off campus.
- If a student is injured, the teacher should send the class to a designated area with a “buddy” teacher and remain with the injured student.

Animal Disturbance

Animal Disturbance In the event of a vicious or rabid animal on campus, the following procedures are:

- Advise a school administrator and safely evacuate the area.
- At the order of the school administrator, initiate soft lockdown procedures.
- If the lockdown procedure has been initiated, remain in the classroom until the “all clear” has been given. Return to normal classroom or office routine when animal has been removed.
- The administration or office staff will contact Animal Control of a suspected rabid animal situation and request their assistance.
- Do not allow students, school, or office personnel to attempt to capture or interfere with the animal in any way.

Armed Assault on Campus

The office will announce “this is a hard lockdown drill, initiate all lockdown procedures” over the intercom. In the event that there is an actual intruder on campus the person who observes this will immediately notify the main office to initiate lockdown procedures.

Lockdown Procedure

1. Students and teachers in hallways move into the closest occupied classroom.
2. Teachers lock the door from the inside. (See Fire Drill Evacuation Plan)
3. Teachers close blinds and drapes (if applicable).
4. Students and teachers move away from doors and windows, into interior rooms if available.
5. Remain quiet, turn off ventilation systems to reduce noise.
6. If gunfire, etc. is heard, all students lay on the floor, away from doors and windows.
7. Students and adults remain in the classroom until otherwise notified.
8. Teachers generate list of missing students from the class roster and be ready to give that information to administration when asked.
9. All adult visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building.
10. Teachers on prep period will follow above procedures and/or assist teachers who do have a class.
11. Office and clerical staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.
12. Be prepared to resist, evade, or evacuate if necessary.
13. Wait for the “all clear” message over the intercom.
14. Students are not permitted to use the classroom phone or cell phones during a lockdown. These are reserved for emergency communication.

Additional Duties

After lock down has been initiated administrative team meet in safe interior and confer to ensure that the following has been done [IF PRACTABLE].

Cafeteria Manager

- Lock back door and gate
- Lock cafeteria door

Custodian

- Lock bathroom exterior doors to main building
- Lock gates ONLY if intruder is not on or near campus

Business Manager

1. Announce intruder alert on intercom. Announce all clear at the end.
2. Lock office.
3. CALL 911.
4. Communicate with emergency personnel.
5. Report names of missing students to authorities upon arrival.
6. Call for location of students from teachers.
7. Prepare Review Log.

Soft Lockdown Procedures

1. Listen to instructions from the school administrator announcing the soft lockdown.
2. Move any students outside or in bathroom into your classroom and close your classroom door.
3. If you are outside of the building with students, or nearest a door where students are outside, bring the students inside and into the nearest classroom.
4. Account for all students by taking attendance. If possible, report any missing students to the administrator or business manager either by phone or text message. Do not leave the classroom or send a student to report this information. Also report any students that you have taken into your classroom who belong in a different classroom. School administrators will notify the appropriate teacher of their location.
5. Remain in the classroom for further instructions, but continue normal classroom activity.
6. Listen for the "All Clear" to be announced and follow any instructions given on how to resume normal operations.

Biological or Chemical Release

Biological or Chemical Release Toxic Spill / Gas

In the event of a toxic chemical spill or gas leak in or around campus, the following procedures are:

- Teacher and staff are to notify the office administration of the severity of the problem.
- Depending on the severity of the problem, administration will call 911.
- Administration or staff will contact custodial immediately.
- Utilize evacuation or lockdown procedures, if the school administration deems necessary.
- Maintenance staff will shut down any heating or air-conditioning systems that could possibly compound the problem.
- Staff should look for signs of medical reaction by students or staff and refer all injuries to the nurse or medical emergency personnel.

Bomb Threat/ Threat Of violence

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911". Tell the operator your name and the school name and "we are receiving a bomb threat on another line. The number of that line is ____.
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the school administrator.
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?

- Who are you?
- Why are you doing this?
- What can we do for you to avoid the bomb from exploding?
- How can you be contacted?

3. The school administrator will direct the Search and Rescue Team to search for suspicious packages, boxes, or foreign objects. While conducting the search all cell phones, beepers and hand held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.

4. If a suspicious object is identified, one member of the Search and Rescue team will report the discovery to the school administrator while the remaining team members attempt to secure the immediate area.

5. No attempt should be made to investigate or examine the object.

6. After the search the school administrator will determine the appropriate immediate response actions to announce which may include “duck and cover, lock down, evacuate building or off-site evacuation” as described in section 4.

7. When a suspicious object or bomb is found, the school administrator shall issue the “evacuate building” action. Staff and students will evacuate the building using prescribed routes or other safe routes to the assembly area.

8. In the event of an evacuation, teachers will bring their student roster and take attendance at the assembly area to account for students. Teachers will notify the assembly area of missing students.

9. The school administrator will notify “911”, if not previously notified, and will provide the exact location of the potential bomb, if known.

10. The person receiving the call will notify the administrator of the situation.

11. The Psychological first aid team will convene onsite and begin the process of counseling and recovery.

12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The school administrator will give the “all clear” signal as described in section 4.

13. The school administrator will initiate an “off-site evacuation”, as described in section 4 if warranted by changes in conditions.

14. After the incident is over will complete the Bomb Threat Report (Form C, Appendix A).

Bus Disaster

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary.

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident.

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Disorderly Conduct

Disorderly Conduct Civil disorder / Students Disturbances

In the event of a student disturbance or civil disorder the following procedures are:

- Immediately notify the school administration via phone or notification system.
- Administration and staff should safely try to isolate disruptive students or their leaders.
- Administration will assess the immediate situation as to whether additional law enforcement assistance is required.
- At the school administrator’s direction, initiate lockdown procedures to attempt to clear the immediate area of uninvolved persons. Direct all people outside to quietly and quickly return to the buildings/classrooms.
- If the problem continues beyond regular dismissal time, administration will instruct staff and students to remain inside until further notice.

Earthquake

When prompted-Inform students that after a serious, large earthquake an evacuation “fire drill” tone may be sounded to evacuate the school according to normal fire drill routes. Read through and discuss the sections that follow.

Duck and Cover:

- Take cover under or next to a sturdy object
- Teacher-help special needs students take cover
- Talk calmly to students
- Stay covered at least 30 seconds, or until shaking stops

When No Cover is Available

- Move to an inside wall
- Kneel next to wall facing away from windows
- Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass

When Outside

- Stay outside
- Take cover in an open area away from falling hazards
- Talk calmly and give instructions

If On School Bus or Car

- Driver should stop as quickly as possible
- Park away from buildings, highway overpasses, power poles, trees
- Passengers should stay in the vehicle and duck and cover as well as possible

Safety Considerations- Explain to the class that if there is a strong earthquake, each student’s first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some “what if” questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture or heavy object and knocked out?
- What if a student is very upset by the earthquake?

Emotional Considerations

Lead a discussion with the students about the reactions they may have to an earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to fear by crying and some by laughing. Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.

It may take a long time for parents or caregivers to get to the school, so everyone should be prepared to wait patiently. Students may be very worried about their parents or siblings; in fact they may be “worried sick”. Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.

Possible Hazards of Evacuation to Discuss

- Power failure (is there emergency lighting?)
- Halls or stairways cluttered with debris-ceiling tiles or plaster from walls
- Halls blocked by fallen lockers or trophy cabinets
- Smoke in the hallway
- Exit doors and windows that jam and will not open
- Aftershocks could hit while they’re evacuating (in which case, students drop and cover where they are).
- Bricks, glass and debris piled up, outside electrical wires on the ground

Discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.

Fire on School Grounds

Teachers will evacuate their students by these routes if possible. In case of a fire obstructing their designated route, teachers would simply reverse their routes. For example, if a fire were to break out in room 9, teachers in rooms 7 and 8 would evacuate their students through interclass hallways through room 6, then south to the front of the building, turn east to the parking lot then escort them via the east field to their designated staging area.

When exiting the main building, all exterior doors must be locked. The teacher in room 6 would lock the exterior door by that classroom, room 8 teacher would lock the exterior door by that classroom, and the teacher in room 9 would lock the exterior door on the side of the building. Furthermore, office personnel would lock the exterior door to room 10, as well as the exterior doors at the front of the school, including the cafeteria. Cafeteria manager will lock exterior doors on the back side of the main building, while the teachers in rooms 1 and 2 will lock their exterior doors. Staff using room 4 must lock their door upon evacuation.

The staging areas are contingent upon there being no factors that would dictate a change. For example, if during an actual fire if a south wind was blowing and pushed smoke into the north field staging area, teachers there would relocate their students to the east field by the fences out of the area of smoke and account for their students. Any missing student would be reported immediately to administration.

Flooding

Flooding Severe Windstorm / Flood

In the event of a severe windstorm or flood, the following procedures are:

- At the order of the school administration, initiate lockdown or evacuation procedures.
- Do not dismiss or evacuate students unless directed by school administration.
- Direct that all windows and doors be secured. Close blinds.
- If high winds, direct all students to stay away from windows.
- If severe flooding, move to a higher location as directed by school administration.
- Evacuate classrooms or offices that are determined to be danger areas.
- Should crisis situation still exist past regular dismissal time, students and staff shall be held until notified by the school administration.

Loss or Failure Of Utilities

Electrical Power Outage

In the event of a power outage, the following procedures are:

- Teachers and students are to remain in their classrooms unless instructed to do otherwise by their school administration.
- Students are to remain in class until notified by administration, even if the class time has expired.
- Special care should be taken to shut down electrical equipment that may have been running at the time of the outage, (e.g., computers, televisions, etc.).
- Administration and staff in charge of buildings should check that there are no problems created by the outage. A check should be made by campus monitors or assigned staff members for students or staff caught in areas such as restrooms, work rooms, etc.
- Teachers and staff are to inform the school administration of any students or staff who may need special assistance in the event of an evacuation or release from school.