

# Comprehensive School Safety Plan

## SB 187 Compliance Document

**22-23**  
**School Year**

**School:** Pinetree Community School  
**CDS Code:** 19-65045  
**District:** Sulphur Springs Union School District  
**Address:** 29156 Lotusgarden Dr.  
 Canyon Country, CA 91387  
**Date of Adoption:** February 5, 2022

**Approved by:**

| Name                | Title                   | Signature        | Date    |
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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at Pinetree Community School office.

### **Safety Plan Vision**

At Pinetree Community School, students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

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

### **Pinetree Community School Safety Committee**

Apryl Reaber, Elizabeth Santos, Katlyn Grams, Jennifer Guzman, Christine Ward, Adam Jennings, Alex Hollander, Karin Calzada, Heather Beard, Stephanie Cruz

### **Assessment of School Safety**

The safety of the staff and students is a priority at Pinetree Community School. The following indicates elements that are going well at the site:

- Office referrals are minimal, so student discipline is not an area of concern.
- Drills are conducted once per month.
- The ingress and egress procedures at the site are efficient.
- The front office has an efficient system for anyone picking up a student during the school day.
- Classroom doors are locked at all times.
- The Custodian and the Principal conduct a monthly safety inspection and submit reports to the District Office.
- All school visitors check in through the office during school hours.
- The school campus is completely closed evenings, weekends and vacation days.

The following items require improvement at the site:

- The Risk Management Department from the District should conduct a Safety Inspection on a regular basis.
- All employees should report safety issues to administration as quickly as possible.
- All employees should be trained on the scenarios addressed in the Comprehensive School Safety Plan.
- Custodial/Grounds personnel need to be sure to clear tree droppings (seeds) on a regular basis.
- Additional training for parents concerning emergency procedures should be provided.

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

- Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws.
- In order to ensure that students engage in safe behavior, the school instituted a Character Counts program.
- Security has been increased by ensuring that all classrooms are locked at all times.
- The Safety Committee will conduct annual inventory of emergency equipment and replace as needed.
- The site instituted a safer system for parents driving into the parking lot in the morning.
- Ongoing assessments of the campus are conducted by the lead custodian, cafeteria personnel, and other staff and reported to the principal.
- The staff is trained each school year on child abuse reporting procedures.

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

As stated in the Board Policy 5141.4 "The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse."

AR 5141.4 Child Abuse Prevention Reporting Procedures:

#### **1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Department of Child and Family Services: 1-800-540-4000

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

#### **2. Written Report**

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

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

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

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

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

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### CHILD ABUSE REPORTING PROCEDURES ADVISORY:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

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

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

Disaster Plan:

GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY. Emergency Announcements will be provided on the following radio stations: KHTS AM 1220

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

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

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

The Sulphur Springs Union School District Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students.

When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

**STUDENT DUE PROCESS:** The board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

**ALTERNATIVES TO SUSPENSION / OPTIONS:** All schools within the District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District resources.

**REQUIRED PARENTAL ATTENDANCE:** The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

**DEFINITIONS:** Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

**NOTICE OF REGULATIONS:** At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

**GROUND FORS SUSPENSION AND EXPULSION:**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code. s) Aided or abetted the infliction or attempted infliction of physical injury. E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

**Expulsion Recommendations – Education Code**

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

- (a)(1) Causing serious physical injury to another person, except in self-defense. (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

**MANDATORY RECOMMENDATION AND MANDATORY EXPULSION:**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915[c]) Upon finding that the student committed any of these acts, the Board shall expel the student.

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 certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
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.

#### NOTIFICATIONS 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 or 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).

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION:

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

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

Whenever a student is identified as violent or dangerous per E.C. 49079 the teacher will be informed by the principal.

The teacher shall keep this information in confidence and must not further disseminate it. However, if the teacher believes that the student is improperly placed (or is an immediate danger) these opinions (and related observations) should be shared with the principal immediately.

The district office also has a responsibility to insure that all appropriate actions are taken to identify, notify and support necessary interventions with regard to violent or dangerous pupils.

The Pupil Services Department notifies Principals at the beginning of each school year of students who were suspended in the prior year. Principals, in turn, notify the current teacher.

#### NOTICE OF SCHOOL DISRUPTION

##### Directive to Leave School Grounds

Behavior constitutes an unlawful disruption at school in violation of Penal Code §§ 71, 601 and 626.8, Education Code §§ 44810 and 44811, and/or Code of Civil Procedure § 527.8.

#### **Nondiscrimination/Harassment Policy**

Sulphur Springs Union SD | BP 5145.3 Students

Nondiscrimination/Harassment

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1330 - Use of Facilities)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

#### Policy SULPHUR SPRINGS UNION SCHOOL DISTRICT

adopted: September 26, 2018 Canyon Country, California

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

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited.

The principal and school staff will ensure that students receive age appropriate information related to sexual harassment.

Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation.

They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school.

They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Sulphur Springs Union School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's Uniform Complaint Procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Sulphur Springs Union School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these Board of Education policies:

#### **BP 5132: Dress And Grooming**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

#### **AR 5132 Dress And Grooming**

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

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

\*Due to Covid-19, the school is following the Covid-19 Safety Plan and Covid-19 Prevention Plan for the Sulphur Springs Union School District. This includes protocols for safe ingress and egress during Covid-19.

#### **SCHOOL HOURS**

The student day is from 7:45 a.m. to 2:15 p.m. on Mondays, Tuesdays, Thursdays, and Fridays for all students in grades TK-6. Every Wednesday students are dismissed at 1:15 p.m. On minimum days our students are dismissed at 11:45 a.m. Parents dropping students off at school should be aware that supervision IS NOT available before 7:25 a.m. School office hours are 7:15 a.m. to 3:45 p.m. When supervision begins at 7:25 a.m. students are to immediately go to the blacktop playgrounds.

Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.

Students not participating in after school activities are to leave campus immediately at dismissal by walking, bus, or being picked up by an authorized person.

Students waiting for rides home via automobile need to wait in the designated pickup areas.

Supervision of students not participating in after school activities ends when the dismissal bell rings.

Students who ride the bus home need to walk directly to the bus area to load.

Students who fail to adhere to this rule will be subject to disciplinary action.

**CLOSED CAMPUS:** Entire campus is now closed with fencing. All outer doors which provide access to classrooms and other rooms, except the main office, remain locked. All visitors to the campus must come through the office to sign into the Raptor system and obtain a visitor's badge which they must wear for the duration of the time they are on campus. Classroom volunteers are scheduled by the teachers. Parents are required to sign-out and return their badge at the office before leaving.

**LEAVING EARLY:** Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus or to be picked up. Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school. Students may be signed to for special events on campus attended by parent/guardian and signed back in after the event concludes. A written request from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. The school will verify the signature on the letter to the signature on the emergency information card. These requests must first be verified by picture ID of the parent or guardian. Persons picking up students during the school day must sign the student out in the front office. They must be at least 18 years of age and provide a valid ID. Under no circumstances should a student leave campus without permission.

**COMING LATE:** If a student is late in the morning, he/she must report to the office for a late slip, and then quickly go to class. BP 5113.1 and AR 5113.1 describe the policy for Chronic Absence And Truancy.

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

### **Component:**

Positive School Climate

### **Element:**

A school-wide behavior and positive discipline plan has been implemented.

### **Opportunity for Improvement:**

The expectations for students and staff are reinforced on a daily basis

| Objectives                                                                                                                                                 | Action Steps                                                                                                                                                                                                                                                       | Resources                                               | Lead Person | Evaluation                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------|-------------------------------------------------|
| Consistency of expectations                                                                                                                                | Use of common terminology by all staff                                                                                                                                                                                                                             | Trainings conducted                                     | Principal   | Tracking of discipline data                     |
| Continue implementing the techniques learned through Conscious Discipline, a trauma informed social emotional evidence based program, and support training | Teachers will attend trainings. Principal will provide protected time during staff meetings to discuss strategies and implementation.                                                                                                                              | Teacher and student materials, training videos, books   | Principal   | Review of office referrals                      |
| Keep parents/families informed of positive behavior support plan                                                                                           | Share positive behavior plan and operations procedures at Back to School Night, ELAC, SSC meetings, Coffee with the Principal, and other parent nights throughout the year<br><br>Discuss classroom management plan with parents/guardians at Back to School Night | Principal presentations                                 | Principal   | Meeting agendas, meeting minutes                |
| Train Playground Supervisors on behavior system                                                                                                            | Hold meetings/training for yard supervisors and instructional assistants                                                                                                                                                                                           | Training materials                                      | Principal   | Observations, meeting agendas, office referrals |
| Continue assemblies that highlight and reward students for positive attendance and behavior                                                                | Communicate with staff and students requirements for awards<br><br>Coordinate monthly assemblies<br><br>Incentives for cafeteria expectations<br><br>Box Tops                                                                                                      | District funds for awards<br><br>PTA funding for awards | Principal   | Attendance reports<br><br>Behavior referrals    |
| Implement monthly Lego Club, where students exhibiting positive choices in the classroom get to play Legos at lunch with principal and peers               | Teacher recognize students with award, students present entrance tickets to principal to participate                                                                                                                                                               | Site Funding                                            | Principal   | Behavior referrals<br>Club participation        |

**Component:**

Safe Physical Environment

**Element:**

Safe ingress and egress for parents, students, and staff

**Opportunity for Improvement:**

Input from stakeholders

| Objectives                                                                                                                    | Action Steps                                                                                                     | Resources                                                      | Lead Person                       | Evaluation                                                       |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| Ensure a campus safe from unauthorized visitors                                                                               | All visitors sign-in at the office and obtain a visitor's badge                                                  | Staff, sign-in log, visitor badges                             | Principal                         | Consistent and constant monitoring                               |
| Ensure the facility is in safe working order                                                                                  | Conduct Monthly walk-throughs for facility conditions.<br><br>Submit and monitor facility work orders            | District forms<br><br>School Dude Online Program (work orders) | Principal; Custodian              | Walk through reports<br><br>Work Orders                          |
| Communicate Safety Plans to the community                                                                                     | Disseminate safe school plan to stakeholders via parent meetings                                                 | Safe School Plan                                               | Principal                         | Meeting Agendas; Minutes                                         |
| Ensure food safety                                                                                                            | Allergy table<br><br>Peanut-free rooms<br><br>Notification to parents if food is served<br><br>Health Care Plans | Plans<br><br>Letters<br><br>Emails                             | Principal; teachers; school nurse | Reports                                                          |
| Ensure health of all stakeholders on campus LCDPH mask requirements, and other protocols and procedures are being implemented | All people on campus complete Daily Health Screening prior to arriving                                           | Parent Square Health Screening                                 | Principal                         | Daily status checks on Parent Square                             |
| Ensure minimal intersections of people walking on campus                                                                      | Colored arrows painted throughout campus to delineate directionality of walking paths                            | Maintenance & Operations (M&O)                                 | M&O, Principal                    | Regular observations of staff and students walking around campus |

**Component:**

Disaster Preparedness

**Element:**

School safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency

| Objectives                                                                                       | Action Steps                                                                                | Resources                                       | Lead Person          | Evaluation                                          |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------|-----------------------------------------------------|
| Students and teachers know what to do in case of emergency such as fire, earthquake, or lockdown | Monthly emergency drills, including unannounced drills in various settings and times of day | Staff, students, resource office                | Principal            | Feedback after drills                               |
| Ensure supplies are updated every year                                                           | Inventory supplies<br><br>Implement a process for ordering                                  | Disaster preparedness catalogs; District Office | Principal, custodian | Inventory list                                      |
| Teachers and staff are knowledgeable about their roles in case of emergency.                     | Discuss safety plan at staff meetings.<br><br>Have staff trained in emergency procedures    | District Office                                 | Principal            | Staff Meeting agenda; sign-in sheets from trainings |
| Provide training opportunities for staff on their Incident Command Center roles                  | Coordinate school wide training with scheduled district disaster trainings                  | District Office trainings                       | Principal            | Meeting Agendas; Minutes                            |
| School Resource Officer (SRO), will provide feedback regarding systems in place                  | SRO meets with Principal and staff for training                                             | Sheriff's Department<br><br>District Office     | Principal            | Feedback after drills                               |
| Inform parents of procedures for student safety and pickup during a disaster                     | Create parent video to share at beginning of year                                           | Staff, parents                                  | Principal            | Parent feedback                                     |
| Access to all staff and students                                                                 | PTA and site split cost of walkie talkies for all staff                                     | PTA funds<br>Site Funds                         | Principal            | Feedback after drills                               |

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

### Pinetree Community School Student Conduct Code

**PURPOSE:** The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS:** We want our students to develop a sense of values and to become: Caring, Honest, Responsible, Well-mannered, Courteous, Respectful, Knowledgeable of right and wrong, Fair, and Positive.

### BELIEFS:

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

PHILOSOPHY: A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### EXPECTATIONS FOR STUDENTS:

- Attend school daily and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Conduct Code Procedures

##### EXPECTATIONS FOR PARENTS

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the child's behavior.
- Teach the child respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

##### EXPECTATIONS FOR TEACHERS

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to children.

##### EXPECTATIONS FOR ADMINISTRATORS

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### BASIC SCHOOL RULES

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.

- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### STUDENT CONDUCT, CONCERNS, AND CONSEQUENCES

- Student conduct which prevents students from learning or teachers from teaching, will not be tolerated.
- We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct.
- We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents.
- Students learn that when they violate a school or classroom standard, a consequence will result.
- Disruptive, disrespectful behavior or harassment will not be tolerated.
- Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

STUDENTS MAY BE DISCIPLINED FOR THE FOLLOWING REASONS: See Suspension and Expulsion section

#### OTHER CAUSES OF DISCIPLINARY ACTIONS

- Refer to School Handbook

#### CONSEQUENCES

- After rules are taught, student may be counseled by their teacher, aide or administrator for a first and second infraction.
- Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or administrator.
- After counseling, students will lose privileges and may receive detention for repeated infractions.
- Continued infractions may require a parent conference with the student's teacher and/or administrator.
- Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

POSITIVE REINFORCEMENTS: Incentives are used to promote exemplary student conduct.

#### SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### EVALUATION AND FEEDBACK METHODS:

- The staff, School Site Council, and the principal will review the school rules and discipline program.
- These groups will consider the impact of the school-wide recognition programs and their effectiveness.
- The number of discipline referrals and suspensions will be reviewed.
- All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

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

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.

Any student who believes he/she is a victim of hate motivated behavior shall immediately contact the teacher and Principal.

Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in BP 5145.9.

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.

Students are expected to respect all others while on school grounds or while participating in school activities.

Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

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

A Safety Committee is created each school year under the guidance of our School Site Council. In addition to the Safety Committee, Pinetree has a district liaison, Heather Beard, who attends all Safety meetings at the district office.

The purpose of the committee is to review the Safety Plan on a continual basis and make any amendments which are deemed necessary in order to ensure the site is adhering to the highest standards.

The committee meets on a regular basis and is made up of school staff and parents. All changes are brought to the attention of the entire staff at staff meetings and through emails.

A community and stakeholder meeting is held annually for review and input.

**Safety Plan Appendices**

## Emergency Contact Numbers

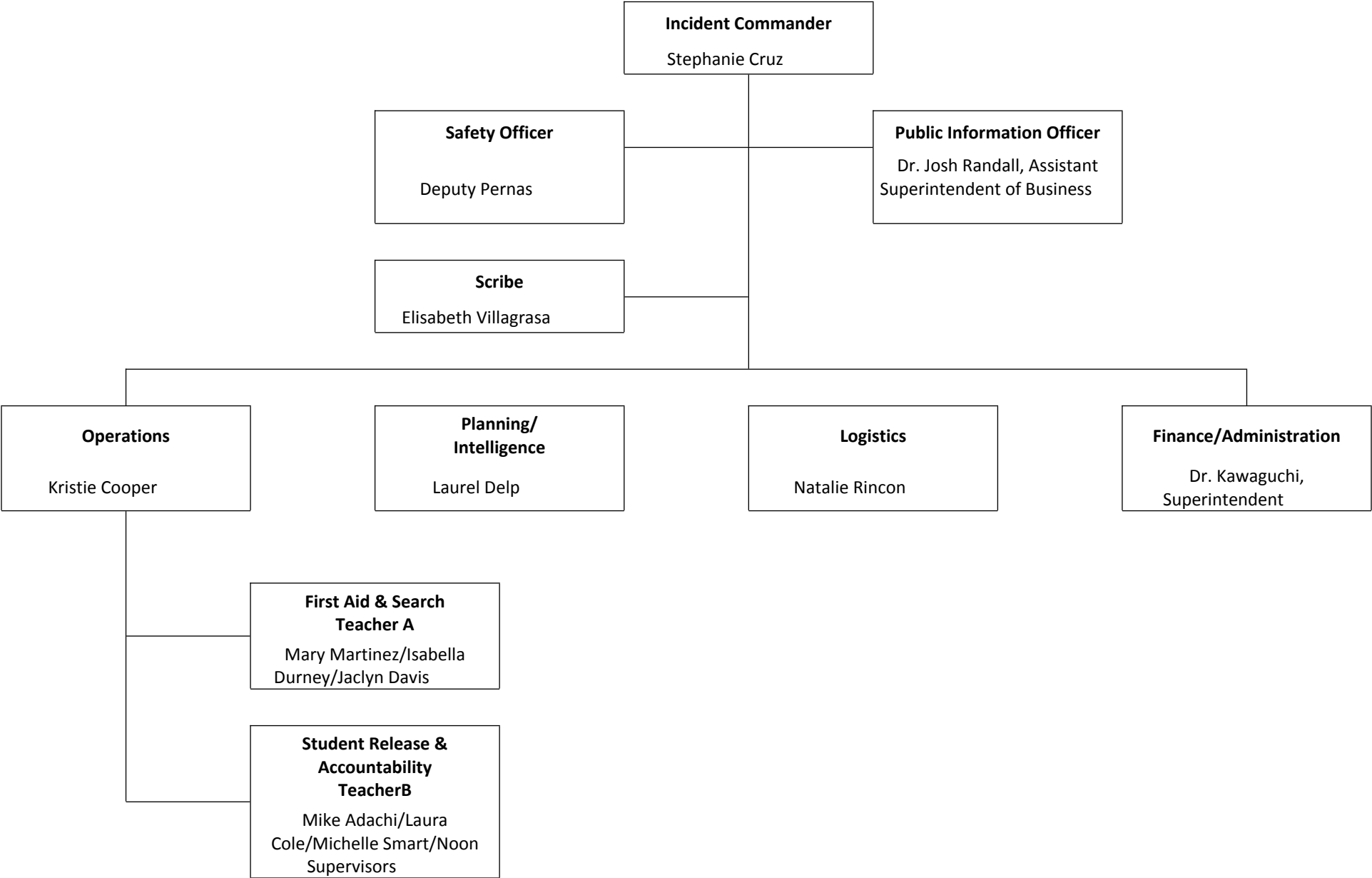
### Utilities, Responders and Communication Resources

| Type                           | Vendor                              | Number       | Comments             |
|--------------------------------|-------------------------------------|--------------|----------------------|
| Law Enforcement/Fire/Paramedic | Sheriff's Department                | 661-255-1121 |                      |
| Law Enforcement/Fire/Paramedic | Los Angeles County Sheriff's Office | 661-255-1121 | General Phone Number |
| Law Enforcement/Fire/Paramedic | Los Angeles County Fire Department  | 661-250-2710 |                      |
| Public Utilities               | Southern CA Gas                     | 800-427-2200 |                      |
| Public Utilities               | Southern CA Edison                  | 800-655-4555 |                      |
| Public Utilities               | Santa Clarita Water                 | 661-259-2737 |                      |
| Local Hospitals                | Henry Mayo Newhall Hospital         | 661-253-8000 |                      |

### Safety Plan Review, Evaluation and Amendment Procedures

| <b>Activity Description</b><br>(i.e. review steps, meetings conducted, approvals, etc) | <b>Date and Time</b> | <b>Attached Document</b><br>(description and location) |
|----------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------|
| Review of plan with School Site Council and receive feedback on last year's goals      | December 16, 2021    |                                                        |
| Review plan with staff                                                                 | January 12, 2022     |                                                        |
| Final School Site Council approval/Public Meeting                                      | February 17, 2022    |                                                        |
| Final Plans Submitted for School Board Approval                                        | February 25, 2022    |                                                        |
| Final Plans Presented to the School Board                                              | March 9, 2022        |                                                        |

Pinetree Community School 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.

## **Emergency Response Guidelines**

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

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

These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

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

The Sulphur Springs Union School District emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

\*Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

\*Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan (EOP) is activated. The Emergency Operations Center (EOC) will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

\*Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

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

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

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

Based on the Emergency, we would activate members of the Emergency Incident Command System. Pending level of Emergency communication locally is reported to parents via the ParentSquare system. Significant Emergencies are then reported by the District.

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

In regards to the Covid-19 Pandemic, please refer to the Sulphur Springs Union School District Covid-19 Safety Plan and Covid-19 Prevention Program found on the district website at [www.sssd.k12.ca.us](http://www.sssd.k12.ca.us).

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus.

If possible, the campus custodian may assist in securing the animal from harming itself or others.

The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Hard lockdown procedures and shelter in place
3. Remain on Lockdown until "All Clear" is instituted by the Sheriff's Department.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - A) Direct all students and staff to remain indoors.
  - B) Direct all heating and ventilation systems to be shut down.
  - C) Direct that all windows be closed.

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

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report."

2. Contact the Sheriff's Department and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search their own classroom.
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster:

- (1) an earthquake and
- (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Manager to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Sheriff Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent.
3. Inform teachers and staff of the emergency situation. Initiate a "Hard Lockdown" if required.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING", when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled persons during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.

15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

1. Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.weather.gov/alerts>.
2. Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
3. Keep students indoors until it is determined to be safe.
4. Move students to pre-designated assembly areas if an evacuation is ordered.
5. Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
6. The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation and start first aid where possible.
3. Notify the District Office.
4. Establish a command post as needed.
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activities as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

**Procedure:**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District Emergency Operation Center activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent, and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

**Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

**Procedure:**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Los Angeles County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Los Angeles County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

**Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

**Emergency Evacuation Map**