

Comprehensive School Safety Plan

**2022-2023
School Year**

School: Orchard School
CDS Code: 43696330000000
District: Orchard School District
Address: 921 Fox Lane
San Jose, CA 95131

Date of Adoption:

Date of Update:

Date of Review:

- with Staff
- with Law Enforcement
- with Fire Authority

Approved by:

Name	Title	Signature	Date

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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.

<https://www.orchardsd.org/#>

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

Safety Plan Vision

We believe that it takes all educational partners, which includes our employees, students, parents, and community, to help create and facilitate a health and safe school environment.

Components of the Comprehensive School Safety Plan (EC 32281)

Orchard School Safety Committee

Assessment of School Safety

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Superintendent or designee shall oversee the development of a comprehensive school safety plan. (Education Code 32281)

The comprehensive safety plan shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education if the school has not complied with the requirements of Education Code 32281. (Education Code 32288)

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

Tactical Response Plan

Notwithstanding the process described above, any portion of the comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school, including steps to be taken to safeguard students and staff, secure the school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

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

With concern for the total well-being of each student, employees of the district shall report known or suspected incidences of child abuse in accordance with state law and district regulations. Our employees cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

A. Definition of Child Abuse

"Child Abuse," as defined by law, pursuant to Penal Code 273 and 11165, includes:

1. Physical abuse resulting in a non-accidental physical injury.
2. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
3. Sexual abuse including both sexual assault and sexual exploitation.
4. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
5. Severe corporal punishment.

B. Legal Duty to Report

1. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.
2. Within the scope of his or her employment, any childcare custodian who has knowledge of, observes, or reasonably suspects a child is a victim of child abuse, shall report the known or suspected abuse to a child protective agency by telephone and written report. Additionally, any suspicion of mental suffering inflicted on a child where his or her well-being is endangered in any way, will also be reported.

a. "Mandated Reporters" are those people defined by law as "childcare custodians," "medical practitioners" and "non-medical practitioners" and include virtually all school employees. (Penal Code 11165.7 and 11165.8) The following school personnel are required to report: teachers, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of a child care programs, preschool teachers, school psychologists, licensed nurses, counselors, para-educators instructional aides or other classified employees trained in child abuse reporting. Employees do not need to have their employer's permission to make a child abuse report.

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

c. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

3. Employees will report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual.

4. When two or more persons who are required to report and both have knowledge of suspected child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

5. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction. Any supervisor or administrator in violation (Section 11166) is guilty of an infraction punishable by a fine not to exceed five thousand dollars (\$5000).

C. Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. Any mandated reporter who fails to report an incident of known reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by fine of one thousand dollars (\$1000) or by both that fine and punishment. The mandated reporter may also be held civilly liable for damages of any injury to the child after a failure to report.

D. Reporting Procedures

1. The person who first observes or learns about the abuse is to complete the "Suspected Child Abuse Report" form (SS 8572) and call the Child Abuse Reporting phone number (ENTER NUMBER) (Emergency) or (ENTER NUMBER)

2. OR Immediately telephone the appropriate law enforcement agency (based upon where the abuse is suspected to have occurred). Jurisdiction, as to whether the county or the city responds, is determined by where the abuse took place.

a. City: Call the (ENTER CITY) Police Department's Youth and Family Services Bureau or contact the School Resource Officer. Complete and submit the "Suspected Child Abuse Report" form (SS 8572).

b. County: Call the (ENTER COUNTY) County Sheriff's Department. Complete and submit the "Suspected Child Abuse Report" form (SS 8572) Call (LOCAL LAW ENFORCEMENT) Dispatcher (ENTER NUMVER)

3. Employees are not required to identify themselves to their employer when they make a child abuse report. If an employee wishes to waive his/her confidentiality rights he/she may wish to make photocopies of the "Suspected Child Abuse Report" form (SS8572) and forward a copy to the principal and to the Executive Director of Student and Family Support Services.

E. Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse, during school hours and on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. A staff member or volunteer aide selected by a child may decline to present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of Article 2.5 (Penal Code 11165 et seq.), a violation of which is punishable as specified by Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

F. Release of Child to Peace Officer or to a Child Protective Services Worker

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the principal or other school staff shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer to notify the parent/guardian of the situation

G. Staff Training

The Principal or designee shall provide training in child abuse identification and reporting for all certificated personnel, instructional and teacher aides, teacher assistants, para-educators and other classified employees. (Penal Code 11165.7) All employees trained in

child abuse identification and reporting shall be given, as a part of that training, written notice of the child abuse reporting requirements and the employees' confidentiality rights. (Penal Code 11165.7). The absence of training does not excuse a mandated reporter from the duties imposed by the penal code.

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. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

XX. SUSPECTED CHILD ABUSE

All employees who have contact with students on a regular basis as part of their job duties are designated as child care custodians (mandated reporters). By law they must complete these actions within 36 hours of receiving information about suspected abuse or neglect.

1. NOTIFY SUPERVISOR and appropriate site personnel.

2. CALL the Santa Clara County Department of Social Services, Child Protective Services (CPS) at (408) 299-2071. If immediate intervention is required, call the police (911) and then make a follow-up call to the CPS. Provide the following information.

- Name of person making report
- Name of the child
- Present location of the child
- Nature and extent of injury
- Any other information requested by the police or CPS

3. Complete a "Suspected Child Abuse Report," SS 8572.

Reporting Procedures

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)

Child Protective Services
(408) 299-2071

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.

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)

The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

The child's name and address, present location, and, where applicable, school, grade, and class

The names, addresses, and telephone numbers of the child's parents/guardians

The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

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)

Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor 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 Superintendent or designee as soon as possible after the initial telephone report to the appropriate agency.

The Superintendent or designee 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 Superintendent or designee may assist in completing and filing the necessary forms.

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

SUSPECTED CHILD OR DEPENDENT ADULT ABUSE

Employees who are mandated reporters as defined by law are obligated to immediately report situations in which knowledge of or reasonable suspicion exists that a child has been a victim of abuse or neglect. Mandated reporters shall make an initial report by telephone, then prepare and mail or fax follow-up a written report within 36 hours per California Penal Code 11165.7

(Note: Refer to SCCOE Superintendent Policy 4141.4 and Administrative Regulation 4141.4 related to Child and Dependent Adult Abuse Prevention and Reporting for more information. California Penal Code 11165.7 provides information about mandated reporting under the law.)

Immediately or as soon as possible:

1. Call 9-1-1 for immediate emergency or
2. Call Santa Clara County Department of Family and Children's Services (DFCS) at:
 - Gilroy/Morgan Hill (South County)
(408) 683-0601
 - San Jose Area (Central County)
(408) 299-2071
 - Palo Alto (North County)
(650) 493-1186

Content of call:

- Name of person making report
- Name of the child
- Present location of the child
- Nature and extent of injury
- Any other information requested by the police or DFCS

Within 36 hours:

Complete written report using Suspected Child Abuse Report SS 8572 (SCAR)

- a. SCAR form available at school site office/cluster office, SCCOE Human Resources, or you may obtain a copy at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf or call DFCS directly at 408-299-2071
- b. Mail or fax the SCAR report to: DFCS 373 West Julian St. 2nd Floor. San Jose, CA 95110
Fax: (408) 975-5851
- c. Keep a copy of complete report

SCCOE Internal Reporting

1. Employees reporting child abuse or neglect to DFCS or law enforcement are encouraged, but not required, to notify the principal or site supervisor as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Santa Clara County Superintendent of Schools or designee.
2. The following actions must be taken if an SCCOE employee has knowledge of or reasonably suspects that another SCCOE employee or other individual who works with or has contact with students on campus, has in the past, or is currently engaged in suspicious behavior:
 - File a Suspected Child Abuse Report by telephone to law enforcement (any police or sheriff department)
 - Submit a Suspected Child Abuse Report form (SS 8572) within 36 hours
 - Immediately notify their supervisor of the alleged inappropriate conduct
 - Complete and submit an SCCOE Student/Staff Incident Report

Note: If the allegation involved the site administrator, the employee is to contact the program director.

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

Disaster Plan (See Appendix C-F)

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

Public Agency Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

Selling or otherwise furnishing a firearm

Brandishing a knife at another person

Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

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, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

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

Notification to teacher; pupil who has engaged in acts constituting grounds for suspension or expulsion; civil or criminal liability; misdemeanor; fine; confidential information; application of section. Ed. 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. 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) No school district, or school district officer or employee, shall be 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 that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.

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.

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

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants

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

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

Providing training to employees in accordance with law and administrative regulation

Publicizing and disseminating the district's sexual harassment policy to staff and others to whom the policy may apply

Ensuring prompt, thorough, and fair investigation of complaints

Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

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

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

When appropriate based, on the severity or pervasiveness of the incident, the Superintendent or designee may contact law enforcement.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

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

Students must be dressed appropriately for school so that the student dress and appearance cannot be hazardous to the health and safety of anyone in the school, nor can it be disruptive to the learning process. The following are guidelines:

1. Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or of a sexual nature, which bear drug, alcohol or tobacco company advertising, gang affiliations, promotions and likeness, or which advocate racial, ethnic, religious prejudice.

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

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

Crossing Guards/Safety Patrol

To assist students in safely crossing streets adjacent to or near the school, the Board may employ crossing guards and/or establish a safety patrol at the school. The Superintendent or designee shall periodically examine traffic patterns within the school district in order to identify locations where crossing assistance may be needed.

The Superintendent or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult if:

The adult is the student's custodial parent/guardian.

The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

The adult is an authorized law enforcement officer acting in accordance with law.

The adult is taking the student to emergency medical care at the request of the principal or designee.

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The Superintendent or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)

Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision

Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

Student Safety Patrols

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

A school safety patrol shall be composed of students who are selected by the Superintendent and shall serve only with written consent from their parent/guardian. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

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

Component:

Healthy and Safe Classroom environment

Element:

Each classroom is designed for safety and security

Opportunity for Improvement:

Training entire staff

Objectives	Action Steps	Resources	Lead Person	Evaluation
More inclusive in our instruction	Utilize the training received to build classroom community and develop empathy within our Orchard students.	Responsive Classroom	Trained Teachers, Administration	Number of suspensions and expulsions
HVAC System Maintenance	Routine maintenance	Contract with HVAC	Foreman	All filters and systems are optimized
Emergency training	Train in techniques to use when faced with immediate threats	SCCSIG	Superintendent	Attendance at trainings
De-escalation training	Train in techniques to mitigate conflict	SCCSIG	District Leadership	Attendance at trainings

Component:

School procedures and routines aligned with a safe school environment

Element:

Campus supervision

Opportunity for Improvement:

Organization and implementation of rules and procedures

Objectives	Action Steps	Resources	Lead Person	Evaluation
Procedures and utilization of space at brunch and lunch	Meet with all middle school students	School safety	Administration	Decrease in referrals
Yard staff monitoring students	Schedule of staff	School safety	Administration	Decrease in referrals
Drop-off and Pick-up traffic flow and safety	Email parents and train staff and students	School safety	Administration	Flow of traffic and following of rules

Component:

Build educational partners commitment to school safety and security

Element:

Increase parent involvement

Opportunity for Improvement:

Grow the number of families in PTA

Objectives	Action Steps	Resources	Lead Person	Evaluation
Leverage plans and inform families of school procedures	Update Board and meet with SSC and PTA	CDE	Principal	Attendance of meetings
Fire department walkthroughs	Meet with local fire department	Fire	Principal	Feedback from fire department
Resource Officer to review site procedures	Police Department	Police	Administration	Feedback on plans

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

Orchard School Student Conduct Code

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in the school in the immediately preceding school year and their effect on student learning.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Conduct Code Procedures

Disciplinary Rules

In developing disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

Parents/guardians

Teachers

School administrators

School security personnel, if any

For junior high and high schools, students enrolled in the school
The school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

Discussion or conference between school staff and the student and his/her parents/guardians

Referral of the student to the school counselor or other school support service personnel for case management and counseling

Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians

When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

Enrollment in a program for teaching prosocial behavior or anger management

Participation in a restorative justice program

A positive behavior support approach with tiered interventions that occur during the school day on campus

After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

Recess restriction as provided in the section below entitled "Recess Restriction"

Detention after school hours as provided in the section below entitled "Detention After School"

Community service as provided in the section below entitled "Community Service"

In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

Reassignment to an alternative educational environment

Suspension and expulsion in accordance with law, Board policy, and administrative regulation
Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

The student shall remain under a certificated employee's supervision during the period of restriction.

Teachers shall inform the principal of any recess restrictions they impose.

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

(K) Hate Crime Reporting Procedures and Policies

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

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.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(J) Procedures to Prepare for Active Shooters

IX. ARMED ASSAILANT/ GUNFIRE

The Emergency Operating Center Director/ Incident Commander or police officials will issue directions, when possible. Otherwise, you will need to rely on your own resources.

1. REMAIN CALM
2. CALL 911
3. NOTIFY FRONT OFFICE
4. IF INDOORS, RETREAT (Put as many locked doors in between you and the shooter as possible)
5. IF ON CAMPUS, RUN OR HIDE
 - Keep students/ personnel inside building
 - -Secure building
6. IF CONFRONTED, DEFEND
 - Lie on the floor
 - Avoid eye contact with assailant

7. See LOCKDOWN procedures.

XII. LOCKDOWN

This procedure is implemented to ensure safety of students and staff from intruders or incidents in the community.

STEPS FOR LOCKDOWN

1. SECURE ALL ENTRANCES and exits to the building.
2. ACCOUNT FOR EACH STUDENT and staff member
3. Ensure that no one enters or leaves the building unless authorized.
4. In an interior lockdown, students are kept in designated locations.
5. Lockdown ends when the situation is resolved and danger no longer exists, establish a single point of entry/exit for the building.

Lockdown

Security Alert Procedure

To report problem initially, call office at Ext. 110.

Emergency Dial 8- 911 (classroom)

A Lockdown alert is designed to put the entire campus into a total lock- down mode prior to a possible police evacuation. This might be necessary if there is a threat of violence either from the outside or from an internal source.

When a Lockdown is invoked by the PA announcement system with the phrase "This is a Lockdown":

- Classroom/Office lock down begins.
- Police Respond.
- District-wide staff responds.

IF OUTSIDE THE CLASSROOM (RUN)

(PE classes, custodians, etc.) and you have a safe exit:

1. Seek safety, but do not let students leave your supervision:
Run in a zig-zag pattern to the safest Staging Area OR go to the nearest classroom OR find cover OR stay put.
2. Take roll.
3. Wait for police to arrive to give
ALL CLEAR.
4. Once in the on-site evacuation assignment, stay put. Wait for
District Office personnel to arrive.
5. Do not talk to the press.

IF INSIDE THE CLASSROOM OR BUILDING (HIDE):

1. SECURE ROOM

- Take in students/staff outside of your classroom who need to be inside.
- Close the door. If you can safely lock the door, do so.
- Barricade the door.
- Cover the windows 6-7 feet high, if possible. Shut your blinds
- If sufficient daylight, turn off lights, otherwise keep them on.
- Set –up interior barricades where "least observable" through classroom windows.

All students should huddle next to the counters under the windows as best as possible or in another location that is out of the line of sight from the door(s) as applicable.

- Note escape routes.
- Locate fire extinguisher.
- Take roll.

- Insulate the floor for warmth (newspapers work well), if you can.
- Get out any available hard candy, snacks, water, and quiet games.

2. STAY CALM

Adopt a survival mentality, keep away from the doorways and avoid being seen through the windows in your classroom and keep silent or whisper. Assume you will be here several hours. Helpful suggestions include:

- Breathing and relaxing exercises: 4-count.
- Students in pairs; check in and report every 15 minutes.
- If anxiety increases, touch is calming – hold hands.
- If bored, play simple mental games: alphabet, number.
- Defend as necessary
- Use available resources to create a make-shift bathroom and barrier for privacy.

3. STAY PUT

Upon police arrival, they will call your classroom. Await instructions from the police.

4. EVACUATE QUICKLY AS DIRECTED BY POLICE TO STAGING AREA. FOLLOW PROTOCOL.

- Remove jackets, coats, bulky sweaters.
- Leave all purses, backpacks, and books. Only teachers/staff make keep the emergency bag with first aid supplies, red/green card and roster(s).
- Keep hands on or behind your head, take clipboard with roll sheet and red/green cards.
- Make no sudden moves.
- Exit in a single file.
- Maintain silence.
- Follow directions and proceed to nearest staging area.

5. STAGING AREA

- Once at on-site evacuation assignment, check in with the Principal or Designee - DO NOT LEAVE.

Green Card; Indicates all is OK

Red Card: List missing students or student(s) hurt.

Reminder: Do not talk to the press.

Run, Hide, Defend – Active Shooter, Armed Intruder, Gunfire

RUN = EVACUATE

- Decide if you can escape Safely
- If it is safe, run as fast as you can away from the direction of the gunshots
- DO NOT stop running until you are far away from the area
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering the area, but not at the risk of your own safety

Other considerations

- Get away from the threat and identify a safe place
- When fleeing from danger, keep buildings, cars or other objects between you and the threat
- Do not attempt to move wounded people
- Call 911 when safe

HIDE = LOCKDOWN

- If escape is not feasible, hide and create a barricade

- Lock the door, turn off the lights and close the blinds
- Take cover behind large items
- Silence your cell phones and turn off vibrate mode
- Remain quiet
- Move away from the doors and windows
- Reinforce the locked doors with chairs, desks, and other large items

Other Considerations

- Call 911 when it is safe to do so
- Once you have secured the door, do not open it for anyone. Police will enter the room when the situation is over
- Prepare yourself mentally and physically for the possibility of engaging the shooter
- Put yourself in a position to surprise the suspect(s) if they enter the room

DEFEND = FIGHT FOR YOUR LIFE

This is a LAST RESORT option!!!

- Commit to your actions!
- Act as aggressively as possible
- Improvise weapons from the items that are around you
- Attack in a group (Middle School and above)
- Yell and make loud noises to disorient the shooter
- If possible, grab the shooter's limbs and head, take them to the ground and hold them there. Ensure shooter(s) are not within their reach

The Site/School Administrator or police officers will issue directions, when possible. Otherwise, you will need to rely on your own resources.

REMAIN CALM

CALL 911

NOTIFY CO-WORKER IF INDOORS

RETREAT (Put as many locked doors between you and the shooter as possible)

IF CONFRONTED

- Lie on floor
- Avoid eye contact with assailant

IF ON CAMPUS, HIDE/LOCK DOWN

Keep students/personnel inside building and secure buildings

Procedures for Preventing Acts of Bullying and Cyber-bullying

Bullying of any kind, which includes repeated physical, verbal or emotional harassment, is strictly prohibited. This may include, but is not limited to: spreading rumors, posting disparaging content on social network websites or apps, and texting or leaving harassing phone messages. The Orchard School Board of Education has adopted policy (OSD BP 5131) which addresses this serious issue. This behavior is taken very seriously, and students who engage in bullying will be severely punished, possibly including suspension and referral to law enforcement.

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect 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, cyberbully, cause bodily injury to, or commit hate violence against any other 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 creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. 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)

Strategies for bullying prevention and intervention 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

(cf. 0420 - School Plans/Site Councils) (cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan) (cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent 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, school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

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

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at the school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, 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 or designee shall develop means for students to report threats or incidents confidentially and anonymously.

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

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

The Superintendent, 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 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 sent to them 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 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 any student who engages in 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.

(cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to 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)

Safety Plan Review, Evaluation and Amendment Procedures

October 5th, Board will review on October 11. Safety Committee will meet quarterly throughout the year, with the ability to meet more as needed.

Safety Plan Appendices

Emergency Contact Numbers

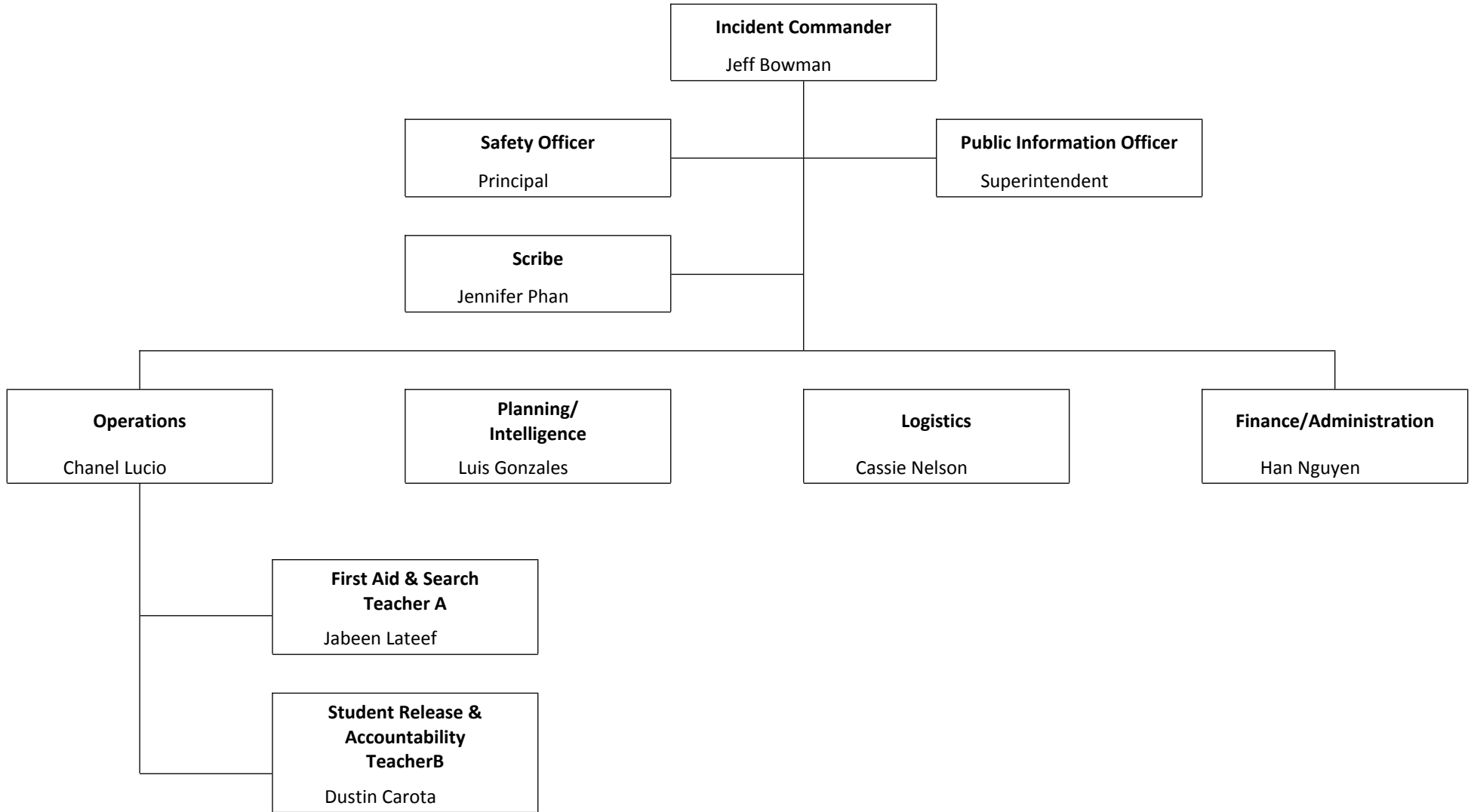
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District		408-944-0397	
Emergency Services	San Jose Police Department (Emergency)	911	
Law Enforcement/Fire/Paramedic	San Jose Police Department (Non-Emergency)	408-354-8600 or 311	
Emergency Services	911 from cell phone call:	408-277-8911	
Public Utilities	San Jose Water Company	408-279-7900	
Local Hospitals	Regional Medical Center	408-259-5000	
Emergency Services	United Way Silicon Valley	211	

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)
The comprehensive safety plan shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)	July 1, 2022	
Safety Committee Meeting: Certificated, Classified, Management, PTA President	October 5, 2022	
Draft Presented: Staff, Board, SSC	October 11, 2022	
The Board shall review the comprehensive safety plan in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan at a regularly scheduled meeting.	October 15,2022	

Orchard 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

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed below.

IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for types of emergencies are listed below.

Step Two: Identify the Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three- tiered rating system is described below.

Level 1 Emergency: A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury on the play yard. Guidelines to manage Level 1 (Crisis) are describe in the Crisis Response Checklist.

Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed

Step Three: Determine the Immediate Response Action

DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are: (a) Duck and Cover, (b) Shelter-In-Place, (c) Lock Down,(d) Evacuate Building, (e) Off- Site Evacuation, or (f) All Clear.

DUCK AND COVER

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW DUCK AND COVER PROCEDURES, WHICH MEANS YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS OR GIVEN FURTHER INSTRUCTIONS.”

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.

3.If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.

SHELTER-IN-PLACE

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air. The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2. If inside, teachers will keep students in the classroom until further instructions are given.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.

4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems and allows for the free movement of students within the building.

Description of Action

1.The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

2. If inside, teachers will instruct students to lie on the floor lock the doors, and close any shades or blinds if it appears safe to do so.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (i.e., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

EVACUATE BUILDING

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

OFF-SITE EVACUATION

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication (i.e., sending messengers to deliver instructions). The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF- SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a predesignated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.

5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

ALL CLEAR

This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication (i.e., sending messengers to deliver instructions).

“YOUR ATTENTION PLEASE. IT IS NOW SAFE TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”

2. This action signifies the emergency is over.

3. If appropriate, teachers should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

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

In the following procedures, the Principal or designee will be referred to as "School Administrator".

Step Four: Communicate the Appropriate Response Action

Communicate appropriate response action and implement Incident Command system.

Types of Emergencies & Specific Procedures

Aircraft Crash

VI. FALLEN AIRCRAFT.

Drop- cover- hold

1. DROP to the floor.
2. Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture or hanging objects.
3. HOLD onto the furniture and HOLD your position until it is safe to move.
4. EVACUATE THE BUILDING when it is safe. Do not run.
5. ASSEMBLE without delay in your evacuation assembly area.
 - Report all absences to the designated emergency roll person (i.e., secretary, dept. supervisor, teacher).
 - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the Site/School Administrator.
7. DO NOT return to the building until it has been declared safe.
8. DO NOT light matches, candles or other fires.

Animal Disturbance

1. The School Administrator will initiate appropriate Immediate Response Actions, may include LOCK DOWN or EVACUATE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "9.911", Local Police or Santa Clara County Sheriff's Department, Department of Animal Regulation (408.465.2920) and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the parent, and SCCOE Risk Manager will be notified.
5. The School Administrator will initiate of OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

PROCEDURES FOR NOTIFYING TEACHERS ABOUT DANGEROUS STUDENTS Pursuant to Education Code 48267, the Santa Clara County Probation Department notifies the Students Services Branch of the Santa Clara County Office of Education regarding students who have engaged in certain criminal conduct. This information is forwarded to the principal's office. The principal/designee is responsible for prompt notification of the student's teachers. This information is also often forwarded to all administrators who share with staff members.

Armed Assault on Campus

IX. ARMED ASSAILANT/ GUNFIRE

The Emergency Operating Center Director/ Incident Commander or police officials will issue directions, when possible. Otherwise, you will need to rely on your own resources.

1. REMAIN CALM
2. CALL 911
3. NOTIFY FRONT OFFICE
4. IF INDOORS, RETREAT (Put as many locked doors in between you and the shooter as possible)
5. IF ON CAMPUS, RUN OR HIDE
 - Keep students/ personnel inside building
 - -Secure building
6. IF CONFRONTED, DEFEND
 - Lie on the floor
 - Avoid eye contact with assailant

7. See LOCKDOWN procedures.

XII. LOCKDOWN

This procedure is implemented to ensure safety of students and staff from intruders or incidents in the community.

STEPS FOR LOCKDOWN

1. SECURE ALL ENTRANCES and exits to the building.
2. ACCOUNT FOR EACH STUDENT and staff member
3. Ensure that no one enters or leaves the building unless authorized.
4. In an interior lockdown, students are kept in designated locations.
5. Lockdown ends when the situation is resolved and danger no longer exists, establish a single point of entry/exit for the building.

Lockdown

Security Alert Procedure

To report problem initially, call office at Ext. 110.

Emergency Dial 8- 911 (classroom)

A Lockdown alert is designed to put the entire campus into a total lock- down mode prior to a possible police evacuation. This might be necessary if there is a threat of violence either from the outside or from an internal source.

When a Lockdown is invoked by the PA announcement system with the phrase "This is a Lockdown":

- Classroom/Office lock down begins.
- Police Respond.
- District-wide staff responds.

IF OUTSIDE THE CLASSROOM (RUN)

(PE classes, custodians, etc.) and you have a safe exit:

1. Seek safety, but do not let students leave your supervision:
Run in a zig-zag pattern to the safest Staging Area OR go to the nearest classroom OR find cover OR stay put.
2. Take roll.
3. Wait for police to arrive to give
ALL CLEAR.
4. Once in the on-site evacuation assignment, stay put. Wait for
District Office personnel to arrive.
5. Do not talk to the press.

IF INSIDE THE CLASSROOM OR BUILDING (HIDE):

1. SECURE ROOM

- Take in students/staff outside of your classroom who need to be inside.
- Close the door. If you can safely lock the door, do so.
- Barricade the door.
- Cover the windows 6-7 feet high, if possible. Shut your blinds
- If sufficient daylight, turn off lights, otherwise keep them on.
- Set –up interior barricades where "least observable" through classroom windows.

All students should huddle next to the counters under the windows as best as possible or in another location that is out of the line of sight from the door(s) as applicable.

- Note escape routes.
- Locate fire extinguisher.
- Take roll.

- Insulate the floor for warmth (newspapers work well), if you can.
- Get out any available hard candy, snacks, water, and quiet games.

2. STAY CALM

Adopt a survival mentality, keep away from the doorways and avoid being seen through the windows in your classroom and keep silent or whisper. Assume you will be here several hours. Helpful suggestions include:

- Breathing and relaxing exercises: 4-count.
- Students in pairs; check in and report every 15 minutes.
- If anxiety increases, touch is calming – hold hands.
- If bored, play simple mental games: alphabet, number.
- Defend as necessary
- Use available resources to create a make-shift bathroom and barrier for privacy.

3. STAY PUT

Upon police arrival, they will call your classroom. Await instructions from the police.

4. EVACUATE QUICKLY AS DIRECTED BY POLICE TO STAGING AREA. FOLLOW PROTOCOL.

- Remove jackets, coats, bulky sweaters.
- Leave all purses, backpacks, and books. Only teachers/staff make keep the emergency bag with first aid supplies, red/green card and roster(s).
- Keep hands on or behind your head, take clipboard with roll sheet and red/green cards.
- Make no sudden moves.
- Exit in a single file.
- Maintain silence.
- Follow directions and proceed to nearest staging area.

5. STAGING AREA

- Once at on-site evacuation assignment, check in with the Principal or Designee - DO NOT LEAVE.

Green Card; Indicates all is OK

Red Card: List missing students or student(s) hurt.

Reminder: Do not talk to the press.

Run, Hide, Defend – Active Shooter, Armed Intruder, Gunfire

RUN = EVACUATE

- Decide if you can escape Safely
- If it is safe, run as fast as you can away from the direction of the gunshots
- DO NOT stop running until you are far away from the area
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering the area, but not at the risk of your own safety

Other considerations

- Get away from the threat and identify a safe place
- When fleeing from danger, keep buildings, cars or other objects between you and the threat
- Do not attempt to move wounded people
- Call 911 when safe

HIDE = LOCKDOWN

- If escape is not feasible, hide and create a barricade

- Lock the door, turn off the lights and close the blinds
- Take cover behind large items
- Silence your cell phones and turn off vibrate mode
- Remain quiet
- Move away from the doors and windows
- Reinforce the locked doors with chairs, desks, and other large items

Other Considerations

- Call 911 when it is safe to do so
- Once you have secured the door, do not open it for anyone. Police will enter the room when the situation is over
- Prepare yourself mentally and physically for the possibility of engaging the shooter
- Put yourself in a position to surprise the suspect(s) if they enter the room

DEFEND = FIGHT FOR YOUR LIFE

This is a LAST RESORT option!!!

- Commit to your actions!
- Act as aggressively as possible
- Improvise weapons from the items that are around you
- Attack in a group (Middle School and above)
- Yell and make loud noises to disorient the shooter
- If possible, grab the shooter's limbs and head, take them to the ground and hold them there. Ensure shooter(s) are not within their reach

The Site/School Administrator or police officers will issue directions, when possible. Otherwise, you will need to rely on your own resources.

REMAIN CALM

CALL 911

NOTIFY CO-WORKER IF INDOORS

RETREAT (Put as many locked doors between you and the shooter as possible)

IF CONFRONTED

- Lie on floor
- Avoid eye contact with assailant

IF ON CAMPUS, HIDE/LOCK DOWN

Keep students/personnel inside building and secure buildings

HOSTAGE TAKING

1. CALL 911
2. STAY CALM at all times and cooperate completely with hostage taker.
3. Have immediate access to building maps, keys, copies of emergency procedures, evacuation routes and phone lines.
4. Let officials handle all negotiations.

RESTRICTIVE MOVEMENT

An announcement will be made:

“This is a restrictive Movement Lockdown”

1. Immediately glance out the door for any students in the hallway – have them come in.
2. Close and lock the door. Cover door window and close the window blinds.
3. Take roll to include any additional students or visitors.
4. Turn on 2 way radio and wait for instructions. DO NOT CALL THE OFFICE unless you have an emergency (i.e., medical emergency, location of intruder, etc.)
5. A classroom roll call will be done via the 2 way radio. Be prepared with your information to include any additional students, staff, visitors, or anyone who is missing or on a pull-out.
6. Outdoor P.E. classes must return to a classroom, gym, or locker room, and lockdown.
7. Classroom instructions may continue though no one can enter or leave classroom once locked down.
8. Wait for updates from Incident Command via radio.

Biological or Chemical Release

I. Biological Attack

Biological agents are bacteria and toxins that can cause disease in people. Depending on the biological event, you may need to be immunized, evacuated or “sheltered-in-place.” Listen to the radio and wait for authorities to provide further instructions.

If you become aware of a suspicious substance, follow these steps:

1. GET AWAY from the substance
2. PROTECT YOURSELF BY COVERING YOUR MOUTH AND NOSE with layers of fabric or paper towels that will filter air but still allow breathing.
3. WASH YOUR BODY with soap and water
4. CONTACT AUTHORITIES.
5. Listen to radio for news and information.
6. If you become sick, get medical attention.

IF YOU ARE EXPOSED TO A BIOLOGICAL AGENT:

1. GET AWAY from the substance
2. REMOVE CLOTHES and put in a sealed plastic bag.
3. WASH SKIN with a solution of 9 parts water to 1-part bleach. Do not use bleach solution on open wounds.
4. SEEK MEDICAL ATTENTION.

II. CHEMICAL ATTACK

A chemical attack is the deliberate release of a toxic gas, liquid, or solid into the environment.

SIGNS OF CHEMICAL ATTACK

- ? Watery eyes
- ? Twitching
- ? Problems Breathing
- ? Choking
- ? Losing coordination
- ? Many sick or dead birds or sick small animals are cause for suspicion.

If you see signs of a chemical attack, follow these steps.

1. QUICKLY GET AWAY FROM THE CONTAMINATED AREA.
2. If the chemical is inside the building, exit the building without passing through the contaminated area.
3. If you can't get out the building, find clean air, without passing through the contaminated area.
4. Move as far away as possible from the contaminated area and shelter-in-place.
5. If you are outside, go to the closest place where you can get clean air.

USING A FACE MASK FOR PROTECTION DURING A CHEMICAL ATTACK.

A face mask or barrier can help protect from air contaminants. Here are a few ideas for creating a face mask or barrier.

- ? Improvise with available materials and CREATE A BARRIER to protect eyes, nose, mouth and cuts in the skin.
- ? Use fabric that fits snugly over nose and mouth - achieve the best fit possible for children.
- ? Include face masks in disaster planning kit.

If you are exposed to a chemical agent, you will be given orders by the local authorities to evacuate or shelter-in-place.

If exposed, here are the steps for decontamination:

1. REMOVE CLOTHING and place in sealed plastic bag.
2. WASH SKIN thoroughly with soap and water.
3. SEEK MEDICAL ATTENTION.

III. CHEMICAL ACCIDENT

Chemical spills may result from tank truck or railroad for accidents. In rare cases they may originate from inside the building. If you discover a chemical spill, call 911 and inform the Site/School Administrator.

Accident Outside

1. WAIT FOR INSTRUCTIONS from the Site/School Administrator.
2. DO NOT LEAVE THE BUILDING unless instructed to do so. If you are instructed to evacuate, take care to avoid fumes.

Accident Inside

1. EVACUATE THE BUILDING. Avoid the area where the chemical spill occurred.
2. Don't light matches, candles, or other fires.
3. ASSEMBLE without delay in your designated area.
 - Report all absences to the designated emergency roll person (i.e., secretary, dept. supervisor, teacher)
 - Report for Duty if you are member of an Emergency team.
4. WAIT FOR INSTRUCTIONS from the Site/School Administrator.
5. DO NOT return to the building before it had been declared safe.

Bomb Threat/ Threat Of violence

XIV. BOMB THREAT

Most bomb threats are received by phone. Take all bomb threats seriously and respond immediately.

If you receive a PHONE THREAT

1. LISTEN
2. DO NOT HANG UP, even after the caller hangs up. Leave the phone off the hook until the threat is removed.
3. COMPLETE THE BOMB THREAT CHECKLIST as much as possible. Try to write down everything the caller says.
4. If possible, SILENTLY ATTRACT SOMEONE'S ATTENTION to CALL 911 and REPORT the threat to the Site/School Administrator. If not possible, call 911 and report the threat immediately after the call, using a different phone if possible.

If you receive a MAIL THREAT

1. DO NOT TOUCH. MINIMIZE THE HANDLING of any suspected packages or mail
2. REPORT ANY THREATS OR SUSPICIOUS PACKAGES to your Site/School Administrator

If you receive an EMAIL THREAT

1. DO NOT DELETE THE MESSAGE
2. REPORT THREAT to you Site/School Administrator

Decisions to search and/or evacuate will be made by the Site/School Administrator, Superintendent's Office, Police, or Fire Departments.

ACTIVE THREAT – Run, Hide, Defend

RUN = EVACUATE

- Decide if you can escape safely
- If it is safe, run as fast as you can away from the direction of the gunshots
- DO NOT stop running until you are far away from the area
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering the area, but not at the risk of your own safety

Other considerations

- Get away from the threat and identify a safe place
- When fleeing from the danger, keep buildings, cars or other objects between you and the threat
- Do not attempt to move wounded people
- Call 911 when safe

HIDE = LOCKDOWN

- If escape is not feasible, hide and create a barricade.

- Lock the door, turn off the lights and close the blinds
- Take cover behind large items
- Silence your cell phones and turn off vibrate mode
- Remain quiet
- Move away from doors and windows
- Reinforce the locked doors with chairs, desks, and other large items

Other considerations

- Call 911 when it is safe to do so
- Once you have secured the door, do not open it for anyone. Police will enter the room when the situation is over.
- Prepare yourself mentally and physically for the possibility of engaging the shooter
- Put yourself in a position to surprise the suspect(s) if they enter the room

DEFEND = FIGHT FOR YOUR LIFE

This is a LAST RESORT option!!!

- Commit to your actions!
- Act as aggressively as possible
- Improvise weapons from the items that are around you
- Attack in a group (Middle School and above)
- Yell and make loud noises to disorient the shooter
- If possible, grab the shooter's limbs and head, take them to the ground and hold them there. Ensure shooter(s) are not within their reach

The Site/School Administrator or police officers will issue directions, when possible. Otherwise, you will need to rely on your own resources.

REMAIN CALM

CALL 911

NOTIFY CO-WORKER IF INDOORS

RETREAT (Put as many locked doors between you and the shooter as possible)

IF CONFRONTED

- Lie on floor
- Avoid eye contact with assailant

IF ON CAMPUS, HIDE/LOCK DOWN

Keep students/personnel inside building and secure buildings

Bus Disaster

Disorderly Conduct

The Santa Clara County Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on public transportation.

The Santa Clara County Superintendent of Schools or designee shall ensure that each school site develops standards of conduct and discipline consistent with Santa Clara County Office of Education policies and administrative regulations. Students and parents/guardians shall be notified of SCCOE and school rules related to conduct through the Annual Notification to Parents and Families.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others.
2. Conduct that disrupts the orderly classroom or school environment

3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
4. Damage to or theft of property belonging to students, staff, or the SCCOE
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school related purpose.
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty on school work or tests
8. Inappropriate attire.
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules.
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate SCCOE or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. The County Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or SCCOE property, or substantially disrupts school activities

Earthquake

IV. EARTHQUAKE

DUCK/DROP TO THE FLOOR, TAKE COVER UNDER A STURDY DESK. HOLD ON TO IT UNTIL GROUND STOPS SHAKING. DO NOT RUN OUTSIDE.

INSIDE BUILDING

1. Take roll/check for injuries.
 2. Turn on 2 way radio
 3. Wait for instructions from the principal or emergency team. (Evacuation is not automatic)
 4. IF you evacuate follow this procedure:
 - a. Collect the classroom backpack hanging by the exit door (which includes: class roster, photo roster, red card, emergency plan binder, emergency vest, first aid kit, etc.).
 - b. Follow EVAC ROUTE MAP located next to exit
 - c. Check room for stragglers and close door.
 - d. Proceed to designated EVAC assembly area.
- NO RUNNING OR TALKING**
- e. Take roll by using the class roster. If you have a problem or are missing a student
- HOLD UP THE RED CARD**

OUTSIDE BUILDING

1. STAY OUTSIDE. Do not return to the classroom. Move to grass sports field.
2. Duck and cover away from buildings, trees, poles, & black top.
3. Hold your position until ground stops shaking.
4. Proceed to designated EVAC assembly area. No running or talking.

IN A VEHICLE/School Bus

1. PULL OFF to the side of the road away from buildings, overpasses and power lines.
2. SET THE BRAKES AND TURN OFF IGNITION.
3. WAIT until the earthquake is over. Do not leave the car unless unsafe conditions warrant. Never leave car if power lines are down nearby or have fallen over the vehicle.
4. CHECK the road and surrounding terrain for safe conditions.
5. PROCEED when conditions are safe.
6. Students shall follow the directions of the Bus Driver.
7. The bus driver is legally responsible for the welfare of student riders.

E. Walking to/from School:

1. The safest place is in the open. Stay there.
2. Move away from buildings, trees and exposed power lines.
3. DO NOT RUN!!
4. After the earthquake, if on way to school, continue to school.
5. After the earthquake, if on the way home, continue home.

SHELTER- IN- PLACE

The term "shelter- in- place" means remaining inside your home or place of work and protecting yourself there from a hazardous outside environment. If a radiological, chemical or biological emergency occurred or suspicious persons or situations in the nearby area, local authorities may direct you to shelter- in- place or evacuate.

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STEPS FOR SHELTER-IN-PLACE:

1. STAY CALM
2. Do not allow visitors to leave. Keep them with you to provide for their safety.
3. You can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
4. CLOSE AND LOCK all windows, blinds, and outside doors.
5. Gather your disaster supplies and battery- powered radio.
6. Go to an interior room ideally without windows. If there is a chemical threat, a room above ground is preferable.
7. WAIT for instruction from your Site/School Administrator

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

Protective measures to be taken before, during, and following an earthquake

A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system. Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on the school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.

In laboratories, burners should be extinguished, if possible, before taking cover.

As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.

After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.

When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

Staff shall have students perform the drop procedure.

Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

Staff shall extinguish small fires if safe.

Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.

Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.

All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.

The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Explosion or Risk Of Explosion

V. EXPLOSION

Drop - Cover - Hold

1. DROP to the floor.
2. Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture, or hanging objects.
3. HOLD onto the furniture and HOLD your position until it is safe to move.
4. EVACUATE THE BUILDING when it is safe. Do not run. Sound the Evacuation Alarm.
5. ASSEMBLE without delay in your evacuation assembly area.
 - Report all absences to the designated emergency roll person (i.e., secretary, dept. supervisor, teacher).
 - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the Site/School Administrator.
7. DO NOT return to the building before it has been declared safe.
8. Don't light matches, candles, or other fires.

Threat of Explosion.

1. Don't light matches, candles, or other fires.
2. EVACUATE THE BUILDING.
3. ASSEMBLE without delay in your evacuation assembly area.
 - Report all absences to the designated emergency roll person (i.e., secretary, dept. supervisor, teacher).
 - Report for duty if you are a member of an emergency team.
4. WAIT FOR INSTRUCTIONS from the Site/School Administrator.
5. DO NOT return to the building before it has been declared safe.

Fire in Surrounding Area

FIRE

ALARM WILL SOUND

1. Line up class by exit door.
2. Collect & turn on 2 way radio.
3. Take the classroom backpack by the door (which includes: class roster, photo roster, red card, emergency plan binder, emergency vest, first aid kit, etc.).
4. Begin evacuation – Follow EVAC ROUTE MAP located next to exit.
5. Check room for stragglers and close door.
6. Proceed to EVAC assembly area – grass sports field. Line up by your room number on the fence.
No running or talking.
7. Take roll by using the class roster. If you have a problem or are missing a student, HOLD UP THE RED CARD.

Fire on School Grounds

VII. FIRE

Become familiar with the locations of the fire alarm pull boxes, fire extinguishers and building exits.

Fire within Building

1. Sound alarm and EVACUATE THE BUILDING.
2. ASSEMBLE without delay in your designated area.
 - Report all absences to the Staffing Deployment Team.
 - Report for duty if you are a member of an emergency team.

3. WAIT FOR INSTRUCTIONS from the Emergency Operating Center Director/ Incident Commander.
4. DO NOT return to building before it has been declared safe.
5. Students remain under direct control of teachers until released.
6. Render First Aid as necessary.
7. Notify the SAN JOSE FIRE DEPARTMENT AT 911.
8. Fight incipient fires without endangering life.
9. Keep access roads open for emergency vehicles.
10. Notify the District Office.
11. The Principal will determine what emergency action should be implemented.

Fire Near Building

1. WAIT FOR INSTRUCTIONS from the Emergency Operating Center Director/ Incident Commander.
2. DO NOT LEAVE THE BUILDING unless instructed to do so.

FIRE

ALARM WILL SOUND

1. Line up class by exit door.
2. Collect & turn on 2 way radio.
3. Take the classroom backpack by the door (which includes: class roster, photo roster, red card, emergency plan binder, emergency vest, first aid kit, etc.).
4. Begin evacuation – Follow EVAC ROUTE MAP located next to exit.
5. Check room for stragglers and close door.
6. Proceed to EVAC assembly area – grass sports field. Line up by your room number on the fence.
No running or talking.
7. Take roll by using the class roster. If you have a problem or are missing a student, HOLD UP THE RED CARD.

Flooding

VIII. FLOOD

Flood warnings may be received by telephone, radio, or from emergency services officials.

WAIT FOR INSTRUCTIONS from the Site/School Administrator

Possible emergency responses include:

- EVACUATE students/ staff to higher ground.
- RELEASE students/ staff to go home if appropriate.
- TAKE MEASURES to minimize hazards to students/ employees.
- TAKE MEASURES to protect the building and material resources from damage.

Loss or Failure Of Utilities

XIII. Power Failures

During any given year the District may experience a power failure at various locations ranging from a few minutes to several days. The District has created a plan to lessen any possible confusion as to whether or not the school or District was closing for the day. In the event of a Power Failure, the following procedures are effective:

1. The first day of a power failure, the school will be open and classes held unless otherwise directed by the Superintendent.

2. If the power is not on by 7:00

A.M. on the second consecutive, the Superintendent will consider closing that school for the site.

3. Communication Procedures:

Day custodian will report the power failure to the Director of Business Services by 6:30 A.M.

If power is restored, Day custodian will call the Director of Business Services and Superintendent ASAP.

Only the Superintendent can order the closing of a school site.

If school is closed, Superintendent's Office will notify by 7:30 A.M.

Local Radio Station Board Members

TV (KNTV)

Lunches – in the occurrence of a power failure, all sites will have lunch served that day.

If the school site has power, hot lunches will be provided.

If the school site does not have power, cold lunches will be provided.

UTILITIES FAILURE

Safety Procedures

- If you smell gas or burning odors, evacuate the area immediately and take roll call. Do not light matches, candles, or other fires.
- If students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take roll.
- Remain calm and follow directions by Principal per Superintendent
- The Maintenance Department will notify District and site administrators regarding the scope and expected length of the utility failure.
- THE SUPERINTENDENT is the only one who will determine whether the school will close or authorize an early release.
- If evacuation is necessary, DO NOT re-enter area/building unless you are told it is safe.
- If personal safety allows, custodians may shut off electrical equipment, gas, and/or water as needed and so directed by Site/School Administrator.

For utility failures caused by gas leaks, ventilation, elevator failure, plumbing/flooding, and electrical failure immediately NOTIFY the site/school Administrator & the MANAGEMENT DEPARTMENT, at (408) 944-0397 to provide any known details.

IF YOU OR ANOTHER PERSON ARE STUCK IN AN ELEVATOR

- If YOU are stuck in the elevator, call for help by using the elevator intercom, telephone, alarm or personal cell phone. Describe the problem. Remain calm until help arrives.
- The emergency button in the elevator (may be marked by help, emergency, fireman's helmet, or other such word or picture), when pressed, will connect you to the elevator company.
- School/site staff should clear the area and not allow people to congregate around the elevator.

- The Site/School Administrator or designee should stay by the elevator and talk to the person trapped to assess whether or not the person is injured, panicked or in need of medical care. If they are in need of medical assistance call 911. Remain by the elevator until help arrives.

Motor Vehicle Crash

Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Biological or Chemical Release. If a crash results in a utility interruption, refer to Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTERIN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. 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 Team of missing students.
4. The School Administrator will call "911" (dial 9, 911) and local police and/or Santa Clara County Sheriff's Dept. (408.293.2311) and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Office of the Superintendent of the situation. A member of this group will call the Office of Communications with information on this situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a utility interruption, refer to Loss or Failure of Utilities.
7. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Pandemic

The following is a list of important step-by-step actions schools should take before a pandemic disease outbreak. Outbreaks can have several cycles or waves so this list may need to be repeated.

PRIOR TO OUTBREAK/PREPAREDNESS & PLANNING PHASE

- Schools are encouraged to review and update their comprehensive school safety plan. Pursuant to California Education Code (EC) sections 32282 and 32286, every school in California should have a comprehensive school safety plan that is reviewed and updated annually. The comprehensive school safety plan should provide guidance for school administration, staff, and students for any emergency that impacts the school, including a public health crisis such as a pandemic.
- Work with local health officials and emergency preparedness officials. They may need to use schools to disseminate information to families.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of disease.
- Train nurses and staff in symptom recognition. Remember that a person who is infected may not show symptoms right away, and that children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Educate and improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of illness, i.e. by "cough and sneeze etiquette," clean hands, and clean work areas. Posters are available at cchealth.org/coronavirus in the "resources" section.
- For COVID-19, clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill. Share the symptom checklist available in the resources section of cchealth.org/coronavirus with parents and staff.

- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.) and may have a greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school.

Psychological Trauma

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

Temporary disruption of regular school functions and routines.

Significant interference with the ability of students and staff to focus on learning. Physical and/or psychological injury to students and staff. Concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

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

Suspected Contamination of Food or Water

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

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911" (dial 9, 911), Santa Clara County Department of Environmental Health Services (408.918.3400).
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. Facilities will notify the Assistant Superintendent of Student Services and Support, who will request an onsite review to determine necessary follow-up actions including the need to notify other potentially affected District facilities.
7. The School Administrator and the Assistant Superintendent of Student Services and Support will confer with the Santa Clara County Department of Health Services before the resumption of normal operations.
8. The School Administrator will notify parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

Tactical Response Plan

Notwithstanding the process described above, any portion of the comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school, including steps to be taken to safeguard students and staff, secure the school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Threat Assessment Team will conduct the threat assessment. The SCCOE shall enlist the support of the local police agency affiliated with the school or building.
3. The School Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Santa Clara County Sheriff's Dept.
Category 1: High violence potential; qualifies for arrest or hospitalization.
Category 2: High violence potential; does not qualify for arrest or hospitalization.
Category 3: Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
Category 4: Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
Category 5: Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
4. In categorizing the risk, the School Threat Assessment Team will attempt to answer two questions: (1) is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The School Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Threat Assessment Team will recommend appropriate action to the School Administrator.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate

Unlawful Demonstration or Walkout

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

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The School Administrator will notify the Local Police and/or Santa Clara County Sheriff's Dept. (408.293.2311) and the Assistant Superintendent of Student Services and Support.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.

6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Documentation staff member should keep accurate record of events, conversations and actions.
8. All media inquiries will be referred to the Santa Clara County Office of Education Communications Department (408.453.6514)
9. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
10. The School Administrator will notify parents of the incident, as appropriate.

Emergency Evacuation Map