

# **ALPINE COUNTY UNIFIED SCHOOL DISTRICT**

## **COMPREHENSIVE SCHOOL SAFETY PLAN 2019-2020**

Pursuant to Education Code 32280 – 32289

Date adopted by School Safety Committee: February 20, 2019

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## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

### District Commitment to School Safety

Alpine County Unified School District is committed to ensuring that students enrolled in this district, and all employees, attend campuses that are safe and secure. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school in the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The School Site Council committee will review these safe school plans on an annual basis. Changes proposed by the CSSP School Safety Committee will be submitted to the Board for approval each March.

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 2: Legislative Requirements – CSSP

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 contain the following elements:

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

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. By February 1st 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.

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 3: Legislative Requirements – Standardized Emergency Management System (SEMS)

Alpine County Unified School District has incorporated protocols of California's Standardized Emergency Management System (SEMS). The California Code of Regulations, Title 19, Division 2, Chapter 1, Sections 2400-2450 outlines the requirements of all special districts. These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS). SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies.

SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS requires emergency response agencies use basic principles and components of emergency management including;

- o ICS,
- o Multi-agency or inter-agency coordination,
- o Operational area concept, and
- o Established mutual aid systems.

State agencies must use SEMS. Local governments must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930.

Executive Order S-2-05 issued by the Governor of California directs the California Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, will develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system.

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 4: Legislative Requirements – National Incident Management System (NIMS)

In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) - Management of Domestic Incidents and HSPD-8 Preparedness. While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

HSPD-5 established and designated the NIMS Integration Center (NIC) as the lead federal entity to coordinate NIMS compliance. Its primary function is to ensure that NIMS remains an accurate and effective management tool through refining and adapting compliance requirements to the Alpine County Unified School District's ongoing preparedness needs.

To accomplish this, the Compliance and Technical Assistance Branch relies on input from Federal, State, local, tribal, multi-discipline and private sector stakeholders to assure continuity and accuracy of ongoing implementation efforts. In this collaborative role, the NIC has worked with these partners to refine and implement improvements to NIMS, including the development of performance measurement systems for State, territorial, tribal, and local governments, based on lessons learned and best practices from across the nation.

NIMS plans include;

- o Use of standardized terminology,
- o Standardized organizational structures (ICS),
- o Interoperable communications,
- o Consolidated action plans,
- o Unified command structures, when applicable,
- o Uniformed personnel qualifications standards,
- o Uniformed planning, training, and exercises,
- o Comprehensive resource management, and
- o Designated incident facilities.

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
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Part 5: Maintaining a Safe and Orderly Environment
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It is a priority of the administration and staff in the Alpine County Unified School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our Alpine County Unified School District promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).

### Current Programs:

2018/2019: Positive Behavior Intervention & Supports K-8

Our staff will also maintain a single point of public entry to our school (the front door). All other exterior doors shall remain locked and completely closed at all times during the school day. Exception: Hallway doors to the playground shall be unlocked during recess periods.

Those doors will be relocked at the end of each recess period. All windows shall remain closed and locked at all times during the school day.



## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 6: Responsibilities

### Responsibilities

#### Superintendent

The Superintendent is responsible for the overall, district wide implementation of all aspects of this program.

#### Principal

Principals/Site Supervisors for each school site are responsible for the implementation of the Comprehensive School Safety Plan at the site level. Under District policy, and by law, it is understood that the Principal/site supervisor of a school is charged with the responsibility of students, professional staff and additional employees within their school. Therefore, it is the responsibility of the Principal/site supervisor to designate a person to assume a portion of that responsibility and to make decisions during a crisis in the absence of the Principal/ site supervisor. The Principal shall develop a list of persons in charge of the school during their absence.

The designee shall have copies of the CSSP and be fully aware of the procedures contained within. Faculty and staff shall be informed as to who's in charge when the Principal/site supervisor is away.

#### LIST PERSON IN CHARGE DURING THE PRINCIPAL'S ABSENCE:

- All schools, certificated staff member or other designee to be determined by the Principal and named in individual site plans.

2018/2019 – Certificated Staff are Kelsey Potorski and Anna Maria Coletti

#### Supervisors

Supervisors will notify their employees of any known safety hazards or emergencies.

#### Employees

Employees will notify their supervisor of any new safety hazards or emergencies. Employees will follow all reporting instructions as outlined in their CSSP.

#### Parents and Students

Parents and students will follow all communication or reporting instructions as outlined in their CSSP.

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 7: District Emergency Communications Procedures

### District Emergency Communications Procedures

#### General Information

##### Communication

Communication in time of emergency should be as complete as possible so that panic is not created through the absence of accurate information.

- o During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. If phone or FAX communication is impossible then radios should be used to relay information. In the event that communication by radio, telephone or FAX is not available then messengers will be used as a last resort. A bullhorn and/or runners (designated by the Principal) may be utilized within the school building and on school grounds. Runners will go to the nearest occupied residence or Health and Human Services on Diamond Valley Road.
- o Supervisors will designate staff member(s) (Human Resources, Administrative Assistant) to monitor all communications.
- o All District entities are required to report to the Superintendent as soon after a civil disturbance or disaster immediately after initial corrective action is taken at the site. The Supervisor or Principal will send the Superintendent a follow-up report in writing as soon as possible.
- o The District Office will communicate with each school whenever a civil disturbance or disaster occurs, or is pending, by calling or sending a messenger to the school sites.
- o Supervisors, or their designees, shall personally contact the Superintendent as soon after a disaster or civil disturbance as reasonably practical.
- o Communications regarding civil disturbances or disasters must be communicated to the schools and the District Office.
- o All District entities should be aware of the Emergency Broadcast System, which will broadcast over the following stations:

88.7 AM Radio; 780 AM Radio

KOLO channel 8, KTVN channel 2, and KRNK channel 4 Television

- o All office personnel will monitor one of these stations during an emergency situation.
- o Battery operated radios will be maintained in proper working order in all site offices.

#### Health and Safety

The Superintendent, who shall be in charge at the time of a disaster or civil disturbance affecting the health and safety of District personnel, will inform Supervisors as to appropriate protective action; however, the safety of students will be the District's primary consideration. All employed personnel shall endeavor to support that goal.

Please contact all of the following people in our communications team:

Superintendent Business Services

Human Resources Transportation/Maintenance

Food Services Principal

Alarm Company Site Supervisors

## Comprehensive School Safety Plan

Section 1: General Information – School Safety
Part 8: Specific Emergency Communication

### Internal School Site Communication:

Should you lose your phone system within your building:

- o Notify Business Services of the loss of your internal phone service by radio or messenger. Request phone repair services.
- o Notify classroom and other staff rooms by messenger to activate voice radios for interim communication.

### Loss of Outside Communication:

Should you lose your external phone system:

- o If it's an emergency situation use your radios to contact the District Office. Request that they call 911.
- o In a non-emergency situation, contact the District Office and report the loss of your phone system.

### Reserve Phone/Line:

Each school has a traditional phone (usually the FAX machine line) and a designated phone jack plug that can be used in case of a power outage and phone failure. This phone line will be marked with a sign on the wall above it. Each site should keep an auxiliary phone and cord in the main office.

### Emergency Radio

Each site and the District Office have an emergency radio that gives direct contact with the Transportation Department. A radio test is run between the sites and transportation each month. Backup cell phones should be checked at the same time if applicable.

## School Crisis Response

### Communication

Communications EQUIPMENT **we have:** **phones, computers, CB radios, 2 way radios, PA system (phone).**

Our radios are kept: 2-way in every school room; base stations in school office, District Office, busses & Suburbans, and after school program room.

The person responsible to keep radios charged is: all staff members responsible for radios in their room or office.

The person responsible to get the radios during an emergency is: all staff responsible for getting their own radios.

If a crisis happens during **SCHOOL HOURS**, we will communicate with the Incident Management Team by: phones, computers, 2-way radios, Base Station radios, or messenger

With the staff by: phones, 2-way radios, computers, PA system or messenger

With the students by: PA system; staff members

With parents by: telephones, computers, messengers

If a crisis happens during **NON-SCHOOL HOURS**, we will communicate with the Incident Management Team by: phone, computer or messenger.

With the staff by: phone, computer or messenger (Reverse 911)

With the students by: phone, computer or messenger (Reverse 911)

With parents by: phone, computer or messenger (Reverse 911)

During a Shelter in Place STAY PUT or **LOCK DOWN** incident we will communicate with our Incident Commander.

Management Team by: phone, PA system (code for lockdown), computer

With our Staff by: phone, PA system (code for lockdown), computer

With our Students by: staff members

With our Parents by: phone, computer

## Comprehensive School Safety Plan

Section 1: General Information
Part 9: Safe Ingress and Egress

### Safe Ingress and Egress

Diamond Valley School, Bear Valley School, and the Early Learning Center Preschool Program take pride in being part of an Alpine County Unified School District/Alpine County Office of Education that has a mission to provide a safe environment for all students, parents, and school employees. Our Schools will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The schools will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The schools will also ensure that potential obstructions and hazards are removed from such areas.

## Comprehensive School Safety Plan

Section 1: General Information
Part 10: Visitors on Campus

### Visitors on Campus

The following procedures are to be followed in order to maintain a safe environment for students and staff at Diamond Valley School, Bear Valley School and the Early Learning Center:

- o All visitors are to check into the school or district office and sign in.
- o Visitors will be issued a badge that indicates they are checked into the office.
- o Visitors will return the badge to the office at the end of their visit and sign out.
- o Staff will ask all visitors without badges to check into the office or staff will notify the office for assistance.
- o Police services will be called upon in the event any visitor is not complying with posted regulations.

## Comprehensive School Safety Plan

### Section 2: Incident Command System

#### Part 1: Management Team Organization Chart

#### East Alpine County Incident Command System Flow Chart

##### Incident Commander

Primary: Mathew Strahl  
Secondary: Eleanor Moore  
Tertiary: Klaus Leitenbauer

##### Public Information Officer (PIO)

Primary: Lia Story  
Secondary: Carla Marchut

##### Scribe

Primary: Carla Marchut  
Secondary: Lia Story

##### Liaison

Primary: Dylan Story  
Secondary: Denise Rodriquez

##### Operations Chief

Primary: Eleanor Moore  
Secondary: Matthew Strahl

##### Logistics Chief

Primary: Klaus Leitenbauer  
Secondary: Steve Craft

##### Planning Intelligence Chief

Primary: Lia Story  
Secondary: Matthew Strahl

##### Admin/Finance Chief

Primary: Denise  
Rodriquez  
Secondary: Klaus  
Leitenbauer

##### Group #1

Jackie Blaha  
Anna Maria Coletti  
Katherine Curry  
Patricia Demaio  
Denise Frueh  
Sarah Harvey  
Carla Marchut  
Philip Marks

##### Group #2

Scott Bledsoe  
Kimberli A Galvez  
Miguel A Garcia  
Kimberly A Jackson  
Klaus Leitenbauer  
Matthew Strahl

##### Group #3

Eleanor Moore  
Beth Ponsness  
Kelsey Potorski  
Carole Romanowitz  
Julie Rysdam  
Stefanie Signorella  
Aubrey Trevett  
Sarah Voss

##### Group #4

Jackie Beard  
Ashley Chapman  
Nicole J Fruitman  
Matthew M O'Grady  
Kathryn T Oien  
Joni Simons  
Matthew Strahl  
Dylan Story  
Lia Story





**Bear Valley  
Incident Command System Flow Chart**

**Incident Commander**

Primary: Justin Savaso  
Secondary: Matthew Strahl

**Public Information Officer (PIO)**

Primary: Lia Story

**Scribe**

Primary: Jennifer Manetta  
Secondary: Lora Souza

**Liaison**

Primary: Lora Souza  
Secondary: Jennifer Manetta

**Operations Chief**

Primary: Justin Savaso  
Secondary: Matthew Strahl

**Logistics Chief**

Primary: Lora Souza  
Secondary: Matthew Strahl

**Planning Intelligence Chief**

Primary: Lia Story

**Admin/Finance Chief**

Primary: Klaus  
Leitenbauer

**Group #1**

Jennifer Manetta

**Group #2**

**Group #3**

**Group #4**

## Comprehensive School Safety Plan

Section 2: Incident Command System
Part 2: Management Team Responsibilities

### Incident Commander

- Responsibility is to coordinate the school response.
- Continually checking on status, progress and needs of all other ICS school management chiefs.
- Coordinates with responding agencies and establishes a unified command.

### Public Information Officer (PIO)

- Is the official spokesperson for the district/school.
- All school personnel should refer information requests to the School PIO.
- Primary task is to handle the media.
- Arranges for news conferences, etc.
- May or may not be the actual spokesperson.

### Operations/Logistics

- This group provides the actual “hands on” response.
- The Operations Chief manages the group.
- The Operations group is concerned with accountability, student release, assembly, shelter, first aid, search and locate, security, etc.
- This group obtains any needed resources including people.
- Logistics Chief manages the activities of this group.
- The Logistics group is responsible for transportation, food, water, supplies, and communication systems.

### Planning/Intelligence/Administration/Finance

- This group gathers information.
- Assists with medium/long range planning related to the ongoing incident and school recovery (logistical) issues.
- Arranges for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/services.
- This group is responsible for collecting data, scribe records, expenses, etc. either during or after the incident.
- Provides an official record of the event.
- Coordinates the follow up paperwork and reports.
- Works closely with other Management groups to provide personnel information, resource information, money/credit if needed.

Those staff not listed will report to their immediate supervisor in the event that Incident Command System Flow Chart

As soon as first responders arrive and establish an incident command, there will be a transition of command from ACUSD command to first responder command.

## Comprehensive School Safety Plan

Section 2: Incident Command System
Part 3: CSSP Faculty and Staff Assigned Roles

### Responsibilities of School Personnel during Emergency Conditions

#### Principal

- o Assume overall direction of school crisis management.
  - o Direct evacuation of building(s) using fire evacuation procedures.
  - o Arrange for transfer of students when their safety is threatened.
  - o Report the situation to the Superintendent or designee.
1. Follow assigned evacuation sweep route.

#### Designee

- o Assume role of principal in case of their absence.
  - o Assist principal in assuming overall direction of school crisis management.
1. Follow assigned evacuation sweep route.

#### Teachers

- o Supervise the lock down or evacuation of students or designated gathering places.
- o Remain with students until relieved of responsibility by the school principal or police authorities.
- o Report missing students to the principal or designee.
- o Release students only to authorized persons by following proper sign out procedures only after permission is issued by school administration and policy authorities.
- o Fulfill duties assigned by the School Crisis Management Team.

#### School Office Staff/Nurse

- o Administer first aid, as appropriate.
  - o Supervise administration of first aid by those with first aid training.
  - o Organize distribution and use of first aid and medical supplies.
  - o Locate, categorize, and identify victims.
  - o Have current medical information available for entire student body.
  - o Fulfill duties assigned by the School Crisis Management Team.
  - o Have personal information available on each student and faculty member.
  - o Fulfill duties assigned by the School Crisis Management Team.
1. Follow evacuation sweep route

#### Maintenance/Transportation Department

- o Shut off utilities immediately when directed to do so.
- o Conduct damage control to limit damage to school facility.
- o Survey and report damage to school principal.
- o Fulfill duties assigned by the School Crisis Management Team.

#### Counselor

- o Fulfill duties assigned by the School Crisis Management Team.

### Current District School Safety Team Members

Superintendent – Dr. Patrick Traynor, (530) 694-2230 x 219  
Business Services – Klaus Leitenbauer, (530) 694-2495 x 225

Human Resources – Lia Story, (530) 694-2230 x 210

Transportation – Steve Craft, (530) 694-2495 x 218

Director of Building and Site Maintenance –Klaus Leitenbauer/Steve Craft, (530) 694-2495 x 225 or x 218

Food Services – Klaus Leitenbauer, (530) 694-2495 x 225

Alarm Company – NuSystems Alarms for Diamond Valley Campus, (775) 265-5775

Principals/Supervisors

Principal: Nancy Lampson, (530) 694-2238 x 214

Principal: Opportunity Classroom, Dr. Patrick Traynor (530) 694-2230 x219

Natalie Tello-Ritter: Early Learning Center Preschool Program, (530) 694-1673

Sweep Team – The responsibilities of the site sweep team is to proceed in an orderly and pre- established sweep pattern checking classrooms, hallways, and storage areas for people and observable assessment of buildings. If injured people are found during the sweep, the team reports the location of all injured to the first aid team. The sweep team reports to the site's Incident Command Center.

Sweep Team DVS Campus: Nancy Lampson, Principal

Carla Marchut, Administrative Assistant Carol Lawlor, Library Media Clerk

Sweep Team ELC Preschool Program Campus:

Natalie Sotello-Ritter

Search & Rescue Team – The responsibilities of the site search and rescue team is to locate any students or staff members that are deemed unaccounted for in the initial roll call after evacuation.

Search & Rescue Team DVS Campus:

Assigned by Operations Chief

Search & Rescue Team ELC Preschool Program Campus:

Assigned by Operations Chief

Student Accounting Team generally consists of all classroom teachers. Their responsibilities include:

- o Ascertain the extent of injuries and capabilities for class evacuation.
- o Determine the need of assistance for neighboring (buddy) teachers.
- o Evacuate classrooms using pre-determined routes to specific location.
- o Takes roll and reports status to Incident Command Center through sweep team members.
- o Supervises and reassures students throughout the duration of the emergency.
- o Takes care of minor first aid needs.

Student Accounting Team DVS Campus: TK/Kindergarten - Ponsness 1st Grade - Harvey/Voss

2nd Grade - Romanowitz 3rd Grade -Trevett

4th Grade - Marks 5th Grade - Blaha

6th Grade - Harrington 7th Grade - Coletti

8th Grade - Moore

Student Accounting Team ELC Preschool Program Campus: Natalie Sotello-Ritter, Site Director, Amanda Lyons, teacher

Student Release Team – Consists of Principal and Office Staff on DVS Campus and Director and Teachers at ELC Campus.

This team is the only team which should release students to parent(s) or guardian(s). Their responsibilities include:

Maintaining information on whereabouts of faculty, staff and students. Maintaining a location at the front of the emergency meeting area.

Reunites students with parents or guardians ensuring proper release and authorization through the use of data maintained on student emergency cards and using an official sign out sheet.

Security Team – Generally consists of maintenance/transportation staff.

Security Team DVS Campus: Steve Craft, Supervisor  
Scott Bledsoe, Transportation/Maintenance Kim Galvez, Transportation/Maintenance

Security Team ELC Preschool Program Campus:  
Miguel Garcia, Transportation/Maintenance

This team's responsibilities include: Shut off of all utilities.  
Turn on utilities when cleared to do so.  
Assist in the routing of parent and emergency personnel as necessary

Buddy System – Consists of pairing of classroom teachers and staff members so that each staff member is accounted for.  
See Crisis Response Manual for listings.

First Aid Team – Consists of Nurse / Office Staff / other staff certified in First Aid/CPR/AED. This team's responsibilities include:

Administering first aid as necessary.  
Recording information on the extent of injuries and type of first aid administered. Determines need for medical assistance.  
Ensures medical supplies, health plans and emergency data cards are at the location.

See staff certified in First Aid and CPR/AED in appendices.

Crisis Team (Sometimes known as grief counseling /crisis intervention team)

Crisis Team DVS and ELC Preschool Program Campuses:  
Kelsey Potorski, School Counselor  
Staff at Alpine County Behavioral Health Department

Special Needs Students and Staff – includes those students and staff members who need special assistance (e.g. blind, deaf, autistic, diabetic, down syndrome, seizure disorder) and those who need wheel chairs or assistance with evacuation due to physical or other disabilities. Include students and staff who may require medication during a prolonged period of time. See individual site Crisis Response Manuals/Emergency Binders for listings.

Manuals/Binders are located in the school office, each classroom and the safety office.

## **School Crisis Response**

### Diamond Valley Elementary School Staging Areas

**Date:** 2018-19 School Year **Location:** Diamond Valley School

Staging Areas

**Our Evacuation sites are:**

Primary: Upper Athletic Field next to Diamond Valley Road

Secondary: Playground Equipment Area

**Our Parent Release Center is/could possibly be:** Entrance to School at Hawkside Drive

**Our Command Center:**

Primary: District Office

Secondary: Bus Barn

## **School Crisis Response**

### Early Learning Center Staging Areas

**Date:** 2018-19 School Year **Location:** Early Learning Center

Staging Areas

**Our Evacuation sites are:**

Primary: Lower Parking lot

Secondary: Upper Parking lot

**Our Parent Release Center is/could possibly be:** Appropriate evacuation site

**Our Command Center:**

Primary: Erin's Office

Secondary: Early Learning Center



## **School Crisis Response**

### Bear Valley Center Staging Areas

**Date:** 2018-19 School Year **Location:** Bear Valley School

Staging Areas

**Our Evacuation sites are:**

Primary: Main Parking lot

Secondary:

**Our Parent Release Center is/could possibly be:** Appropriate evacuation site

**Our Command Center:**

Primary: Lower Level Multi

Secondary: Upper level Teacher office

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 1: General Information - Disaster

### **General Information – Disaster**

Alpine County Unified School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. Section 3, Parts 2-15 of this plan, constitutes the ACUSD Crisis Response Plan that outlines procedures and responsibilities for specific incidents.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

### **Biological/Chemical Weapons Assault**

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the Principal.

The Principal should notify law enforcement authorities and the district office immediately. As necessary alert all site employees of the situation.

In any situation involving biological or chemical weapons the Principal and staff must follow all instructions given by officers of emergency response agencies. The District ICO will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

If a biological or chemical weapons attack is suspected, students should remain inside. Students who are outside should be taken inside as soon as possible.

Sheriff, Fire, Public Health, or Environmental Health Departments may order evacuation of the school.

- Immediately call emergency number, 911.
- Notify the Superintendent and Principal.
- Maintenance personnel or designee are to shut down any ventilation systems in the buildings.
- School staff shall close all windows and doors within the building.
- School staff shall duct tape the perimeters of all exterior windows and doors.
- The First Aid Team will set up an area for triage and provide necessary materials and equipment to responding medical personnel. The First Aid Team and appropriately trained staff may render first aid as necessary.
- Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until Public Safety Personnel carry out decontamination procedures.
- Maintenance Personnel, under the direction of Operations, will provide repairs, modifications of equipment, or facilities when requested by responding Hazardous Materials Response Team or Fire Department Personnel.
- Teachers will take roll to ensure that all students are present. Supervisors will determine if all members of their department are present and accounted for. The names of any missing students or staff members will be provided to the Search and Rescue Team.

The Principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

### **Bomb Threat Procedures**

If you observe a suspicious object or potential bomb on property,

DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

The Principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The Principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

The Principal or Site Supervisor will notify local law enforcement and the District Superintendent's Office.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

#### Receiving the Call

The vast majority of bomb threat telephone calls and notes are hoax or prank calls. All such threats must, nevertheless, be handled quickly and efficiently. School personnel, upon receipt of a telephone call or note reporting a BOMB at the school shall be responsible for the following:

- Person receiving call should attempt to keep the caller on the telephone as long as possible and alert someone else by prearranged signal so they can get on an extension and notify telephone company to trace the call.

o Dial "911" -- tell operator, "This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is

. Please trace the call."

- Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)
- Inform the caller, "I'll connect you with the Principal." If the Principal is unavailable, then connect him with the designee.

o The Principal or designee, when possible, will question the caller.

o If the caller refuses to speak to the Principal, the employee answering the phone shall notify the Superintendent IMMEDIATELY AND PERSONALLY giving him/her ALL pertinent information collected from the caller.

- Upon receiving a bomb threat by telephone or other means:

o Try to ascertain as much information from the caller or sources as possible, noting caller's voice (sex, age, tone, and whether it is familiar or not).

o Any background noise should also be noted.

- Refer to the Bomb Threat checklist when dealing with a telephone bomb threat.
- Notification by Letter. If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found shall be noted.
- Care shall be taken in handling the message by immediately placing it in a plastic envelope for fingerprint detection. Provide the letter or note to Law Enforcement.
- Law Enforcement personnel will determine the course of further action.

**BOMB THREAT CHECKLIST**  
**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE**

Exact Time and Date of Call:

Exact Words of Caller:

Please check the appropriate boxes.

Voice	Accent	Manner	Background Noise
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rationale	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Mixed
<input type="checkbox"/> Soft	<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Deep		<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Other		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
		<input type="checkbox"/> Laughing	<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Part Atmosphere

Language	Speech	Familiarity With Threatened Facility
<input type="checkbox"/> Excellent	<input type="checkbox"/> Fast	<input type="checkbox"/> Much
<input type="checkbox"/> Fair	<input type="checkbox"/> Distinct	<input type="checkbox"/> Some
<input type="checkbox"/> Foul	<input type="checkbox"/> Stutter	<input type="checkbox"/> None
<input type="checkbox"/> Good	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Poor	<input type="checkbox"/> Slow	
<input type="checkbox"/> Other	<input type="checkbox"/> Distorted	
	<input type="checkbox"/> Lisp	

### Questions to ask the caller.

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your name and address? \_\_\_\_\_

### Action Plan Procedures

If the location of the bomb is not specifically designated, students will be kept in the classroom.

### Emergency Procedures- Bomb Threat

- In any case where the Superintendent or Principal feels that the "bomb threat" is valid, (in view of the willingness of the informer to give detailed, convincing information) he/she shall proceed as outlined below. This procedure is also to be followed should an object suspected of being an explosive device be discovered.
- Announcement: "Staff, please pay attention to further announcements about staff dinners".
- Call 9-1-1 immediately.
- The Principal will notify the teacher of the room identified in the bomb threat, if possible, that his/her room is a specific location of a suspected bomb or object. The teacher will make a visual inspection of the affected classroom and provide the Principal and Law Enforcement Authorities information of any suspicious objects.
- Sweep team thoroughly checks evacuation area for suspicious items or persons. When the area is determined to be clear, sweep team notifies school office and posts a team member to safeguard the area until evacuation is determined.
- Notify Maintenance. Maintenance personnel will assist Law Enforcement personnel in the evaluation of buildings, access, and other important facility physical conditions.
- The Sheriff Department will determine if a search or evacuation should be conducted.
- If it is decided to search the building before evacuating it, an informal search may be made by the Sheriff. Search and Rescue Teams and staff who are familiar with the site and if requested by Law Enforcement should be on hand to assist the Sheriff with pertinent site information.
- In particular, rooms such as mechanical rooms, custodial closets, storage rooms, and restrooms will be searched by Law Enforcement personnel.
- Should any suspicious item be found, it shall not be touched until investigated by the Sheriff or bomb squad.
- If any suspicious item is found, the building must be evacuated immediately. Follow fire drill evacuation procedures.
- Students and staff should not return until authorities declare the area safe.
- Strange objects (possible bombs) are NOT TO BE MOVED. Should such objects be located in a meeting room, office, or other occupied area, the room and all adjacent rooms are to be evacuated at once. These areas may not be reoccupied until the object has been declared safe or removed by the Law Enforcement authorities to a safe location.

UPON DISCOVERY OF A SUSPICIOUS PACKAGE, BOX, OR STRANGE DEVICE: DO NOT TOUCH OR REMOVE STRANGE OBJECTS.

TWO WAY RADIOS MUST NOT BE USED DURING THE SEARCH. CONTACT THE  
COORDINATOR BY TELEPHONE OR MESSENGER IF A SUSPICIOUS OBJECT IS FOUND.

Additional instructions and considerations to be made in handling bomb threats.

- Try to eliminate publicity and discussion to avoid spreading the idea to others.
- All school personnel should be briefed on their assignments so that they may respond calmly when a threat is made.
- Treat these procedures confidentially. Do not post them on a bulletin board, but keep a folder accessible to those who need to access them.
- Since bomb threats are likely to be the act of a prankster, evacuating in every instance may encourage the repetition or mimicking of the act.

EACH BOMB THREAT MUST BE EVALUATED AND AN APPROPRIATE RESPONSE

DETERMINED BY THE SUPERVISOR AND LAW ENFORCEMENT.

- No bomb threat should be ignored. The minimum response must be no less than a report to the Sheriff's Department and the Principal and Superintendent.

If so directed by the Principal or Superintendent, the employees should initiate Evacuation procedures.

- Evacuation:

o When the decision to evacuate is made and if this can be accomplished by verbal orders staff will be assigned accordingly.

o In the event that the entire building or campus is to be evacuated, the fire alarm will be activated. Evacuation Team Members will then assure that all rooms have been evacuated and that disabled persons receive necessary assistance.

o Each employee is responsible for knowing evacuation routes. Posting of evacuation routes for each work area shall be provided by the Evacuation Team.

o All flammable or explosive substances should be stored or turned off prior to locking doors to protect any school or personal property that may be in the room.

o All-clear signal shall be given by the Principal or Superintendent or designee only when it is deemed safe to return to the rooms.

### **Evacuation Procedures - Specific Responsibilities**

- All office personnel:

o Immediately leave your work area.

o DO NOT search your work area for foreign, suspicious, or strange objects or packages. If one is found, DO NOT TOUCH OR MOVE IT!

- Superintendent

o The Superintendent or designee will assume overall direction during a bomb threat.



- o Direct evacuation of building, using appropriate signals and procedures.
- o Arrange for transfer of students when their safety is threatened.
- o Issue order to teachers when students are to assemble in pre-selected safer areas within the school.
  - Administrative Assistant
- o The public address system will be used when necessary.
- o Immediately leave the work area.
  - Custodian/Maintenance:
- o Immediately leave the work area and move to the evacuation area.
- o Custodial and Maintenance staff under the direction of the Superintendent or Principal may assist in the search process ONLY WHEN DIRECTED BY THE LAW ENFORCEMENT AGENCY IN CHARGE.
  - Teachers:
- o When the fire drill signal is sounded, teachers will conduct their students to the usual fire drill assembly area. They will hold their students there until the designated evacuation area has been searched and declared safe and then will conduct the students to the cleared area. Teachers assigned to the evacuation area will remain with the students.
  - If notification of a threat is received and immediate evacuation is not ordered, Department Supervisors will search their work areas for any unidentifiable objects. If none is found, work will resume until an evacuation order is received.

When the building has been declared safe by Law Enforcement personnel and ALL CLEAR signal has been given, the Principal/designee will direct the return of students and staff to buildings.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

### **Chemical or Hazardous Material Incident**

If the chemical spill is an immediate danger to students and staff of the school – as indicated by mandates from the emergency preparedness agencies, students and staff should exit the building through doors on the side of the building opposite the industry site.

Standard fire drill procedures should be followed.

### **CHEMICAL ACCIDENTS**

Chemical accidents of disaster magnitude may include tank truck or freight train accidents involving large quantities of toxic substances. Should such an accident endanger the students or staff, the Superintendent will determine which ACTION of those following, if any, should be implemented. The nature of the material and the nearness of the accident will probably be the deciding factor. Sheriff, Fire, Public Health, or Environmental Health Departments may order Evacuation of the school.

- Immediately call emergency number, 911.
- Notify the Superintendent and Principal.
- Maintenance personnel or designee are to shut down any ventilation systems in the buildings.
- Staff members shall proceed with emergency chemical spill procedures.
- School staff shall close all windows and doors within the building.
- School staff shall duct tape the perimeters of all exterior windows and doors.
- The Principal, Superintendent, or designee will determine the need to implement evacuation. The Principal, Superintendent, or designee will take action and direct the Evacuation Team to evacuate building and, if necessary, the area.
- The Principal, Superintendent, or designee will determine whether the students and staff should leave the facility grounds. Move students and staff away from the path of the chemical.
- Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.
- Teachers will maintain control of the students at a safe distance.
- The First Aid Team will set up an area for triage and provide necessary materials and equipment to responding medical personnel. The First Aid Team and appropriately trained staff may render first aid as necessary.
- Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until Public Safety Personnel carry out decontamination procedures.
- Maintenance Personnel, under the direction of Operations, will provide repairs, modifications of equipment or facilities when requested by responding Hazardous Materials Response Team or Fire Department Personnel.
- Teachers will take roll to ensure that all students are present. Supervisors will determine if all members of their department are present and accounted for. The names of any missing staff members will be provided to the Search and Rescue Team.

If a chemical spill occurs on site such as in a chemistry class, students in the area of the spill should be evacuated to an area outside.

If a fire occurs during a chemical spill, the fire alarms should be pulled and the fire emergency procedures shall be followed.

The Principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

Follow all instructions given by the Fire Department when they arrive at the facility.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 5: Earthquake Procedures

### **Earthquake Procedures**

#### Indoors

**DUCK, COVER, AND HOLD.**

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

#### Outdoors

Move away from buildings, utility poles and vehicles. Avoid all downed wires or electrical lines. Do not run.

#### In School Bus

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District Office.

#### General

Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires, etc.).

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations. Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

The students and staff shall remain in the duck and cover position for at least two (2) minutes. The fire alarm will be activated when it is safe to evacuate the building.

Evacuation should NOT be automatic.

If you do not hear the fire alarm, signaling that it is safe to evacuate, and are in an unsafe classroom (ceiling has collapsed, wires are crackling, broken glass is all over the floor), have another teacher watch your students and find the safest evacuation route. You may only need to move your class to another room.

Establish communications with your Supervisor, Principal or District office and follow emergency checklists and procedures. Checklists and Procedures are located in Section 8 of this binder.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 6: Aircraft Crash

### **Aircraft Crash**

If an aircraft falls near the school, the school office staff should call 9-1-1.

The Principal, Superintendent or Supervisor will determine which ACTION of those following, if any, should be implemented. (Action will depend on the size of the aircraft, nature of the crash, and its exact location.) If safe to be in building, ALL students should be kept in the building under supervision.

WHEN NECESSARY, TEACHERS WILL TAKE IMMEDIATE ACTION FOR THE SAFETY OF STUDENTS WITHOUT WAITING FOR DIRECTIONS FROM THE SUPERINTENDENT/ PRINCIPAL/SUPERVISOR.

When an airplane crash occurs and the impact scatters debris into a classroom, students and teachers should immediately crawl under their desk.

Assist any injured requiring First Aid treatment.

When the initial phase of the crash has ended, teachers and students should evacuate the building by following the normal evacuations procedures. If normal evacuations routes are blocked, alternate routes should be used.

Assist any persons who have physical problems evacuating the building.

When outside the building, each class moves quickly to a pre-designated location near the school. The meeting area should be at least 300 feet from the structure and out of the way of the fire department.

(NOTE: In the case of jet aircraft, minimum safe distance is 1,200 yards.)

All students and staff will be kept at a safe distance, upwind allowing for double explosion.

Teachers shall maintain control over the students for which they are responsible and report missing students to school office staff. Those not found will be reported to Fire and Law Enforcement Officials and the Search and Rescue Team.

The school's Principal or designee/Supervisor will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings. Keep fire lanes, streets and walkways open for emergency responders.

The Principal or designee/Supervisor will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Stay in assembly area and account for all personnel and students.

Do not return to buildings until authorized by the fire department or Principal/Supervisor.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 7: Fire Procedures or Explosion (on campus) / Wild Land Fire Procedures

### **Campus Fire Procedures**

The school's office staff will call 9-1-1.

The school's Principal, supervisor or designee will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings.

The Principal, supervisor or designee will follow the district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

In the event of an explosion at the school, or the threat of an explosion--such as those caused by leaking gas or a faulty boiler--the Principal, Supervisor or designee will determine what action should be taken.

WHEN NECESSARY, TEACHERS WILL TAKE IMMEDIATE ACTION FOR THE SAFETY OF STUDENTS WITHOUT WAITING FOR DIRECTION FROM THE PRINCIPAL, SUPERVISOR OR DESIGNEE.

### **Explosion:**

- Teachers will direct students to DUCK, COVER AND HOLD ON.
- If the explosion occurred in the building, the teachers should immediately take attendance and ready students for evacuation.
- Staff will activate the fire alarm. This will initiate the evacuation process.
- Teachers will be moved to an area of safety and maintain control of students.
- The First Aid Team and appropriately trained staff may render first aid if necessary.
- Notify Liberty Energy and Frontier Communications of a break/suspected break in the line. Liberty: (800) 782-2506 and/or Frontier: (800) 541-7950
- Teachers will take roll to ensure that all students are present in evacuation area. Supervisors will determine if all members of their department are present and accounted for. The names of any missing students or staff members will be provided to the Search and Rescue Team.
- The Supervisor will direct further action as necessary.
- Students and staff should not return to the school or building until Fire Department officials declare the area safe and the ALL CLEAR signal has been given.

The meeting area should be at least 300 feet from the structure and out of the way of the fire department.

If the fire is off site, wait for instructions from the Superintendent or District Emergency Operations Center (EOC).

If evacuation by bus is determined to be necessary, busses will transport students to safety to Hung-A-Lel-Ti Wellness Center, Carson Valley Swim Center or Turtle Rock Park for reunification with families.

Only trained personnel should operate fire extinguishers or other fire suppression systems.

### **Wild Land Fire Procedures**

In the event the school or district is advised of a nearby wild land fire:

- Principal or designee will announce that all students be brought to the gym to shelter in place.
- Gym tables will be lowered and each class will sit at a designated table for roll call and further instructions.

- School Office will advise transportation department to stage busses in front of the school for evacuation.
- County Incident Command or their designee will advise when and if to evacuate.
- If advised to evacuate, school office staff will ask Sheriff's department for Reverse 911 to be activated, stating which evacuation location will be used.
- If evacuation is necessary, teachers will walk students from the gym onto busses and take roll before busses depart.
- Busses will take students to the reunification area deemed safe by fire officials or their designee. Reunification sites are either Turtle Rock Park, Hung-A-Lel-Ti community or the Carson Valley Swim Center.
- School staff may either ride the busses with students or follow the busses in their personal vehicles.
- Teachers will meet busses at evacuation location, assemble their students and take roll again.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 8: Flood Procedures

### **Flood Procedures:**

If a flood warning is received by a District school or site, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District ICS should be activated.

The Principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Determine if the flow or pool of water is increasing in size near any classroom, assembly, or evacuation area. If so, consider moving classroom, assembly, or evacuation area to an alternate area.

Safe shelter should be maintained throughout the flood period.

Evacuation of specific schools, facilities or areas will be directed by the District ICS in coordination with SEMS/NIMS.



## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 9: Lockdown/Civil Unrest Procedures

### **Lockdown/Civil Unrest Procedures**

Any threatening disturbance should be reported immediately to the Principal/ Administrator/Site Supervisor.

If the disturbance is affecting normal school or facility operations, the Principal/ Administrator/Site Supervisor should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

Civil disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students. The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep classes within their rooms.

If you are inside:

- Notify Law Enforcement Agency of situation and request assistance.
- Upon the receipt of an alert, the office staff will proceed to lock and secure all exterior doors, and remove trash containers and other burnable items from public access.
- Teachers will be directed to lock and close their classroom doors.
- Notify Superintendent of situation.
- Upon command from the Principal or Superintendent, all faculty members will keep their students within their locked classrooms until further notice regardless of the schedule.
- The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
- Darkening drapes and venetian blinds should be closed in rooms so equipped.
- Any other precautions should be taken to protect personnel from flying glass should the windows be broken.
- When there is any evidence of a potential problem, classes outside will immediately return to classrooms.
- Should a disturbance enter the building itself, the office staff should be prepared to move.
- Accurate record of events, conversations and actions, should be kept.
- Assign staff members to assist nurse as necessary.
- Superintendent should proceed in good judgment on basis of Sheriff or other legal advice, in taking action to eliminate the situation.

### **Reminders:**

Principal and staff must follow all instructions given by responding law enforcement.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 10: Severe Windstorm Procedures

### **Severe Windstorm Procedures:**

If a severe wind warning is received at a school or other District site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District ICS should be activated.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations with free-span roofs.

### **Procedures:**

The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, student dismissal may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the Superintendent will determine which ACTION, if any, should be implemented.

- Any release of students will be coordinated by the Student Release Team at the direction of the Principal and Superintendent. Any release of students from school other than at normal dismissal times or bus routes and times will be conducted in an organized manner. If parents are not available to pick up the child or no one is available at home then students will be kept in a safe area until such parental contact can be made. A written record of all students released to parents/guardians shall be maintained during a severe windstorm emergency.
- Students and staff should be assembled inside shelters or buildings.
- Close windows and blinds, where applicable.
- Remain near an inside wall.
- Avoid auditoriums, gymnasiums, and other structures with large roof spans.
- Evacuate meeting rooms or offices bearing full force of the wind.
- Keep tuned to a local radio station for the latest advisory information.
- Teachers will take roll to ensure that all students are present. Supervisors will determine if all members of their department are present and accounted for. The names of any missing students or staff members will be provided to the Search and Rescue Team.
- Notify Liberty Energy Co. (800) 782-2506 and Frontier Communications (800) 541- 7950 of break or suspected break in utility or telephone lines.
- Notify Superintendent, if not already done.

### **Reminder:**

Avoid all areas that have large concentrations of electrical equipment or power cables.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

### **Suspicious Mail/Packages:**

All incoming mail and packages should be handled with caution.

Below are Indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the District
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country
- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
  - If powder is spilled from an envelope or package, do not try to clean up the powder.
  - Cover the spilled contents immediately with anything (clothing, paper, trash can).
  - Do not remove this cover.
  - Leave the room and close the door or otherwise prevent access to the room.
  - Wash your hands with soap and hot water.
  - Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
  - Notify your supervisor.
- 
- Supervisor should immediately contact the local Sheriff (911) and the U.S. Postal Inspection Service National Emergency Hotline 1-888-363-7462 and Reno, NV inspector (775) 328-6042.
  - Supervisor should notify the District Superintendent's Office.
  - Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
  - Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
  - Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
  - Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
  - If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 12: Medical Emergency

### **Medical Emergency:**

In the event of a medical emergency involving a staff member, or student the following procedures shall be followed.

- A member of the staff or student should immediately get help by contacting the nurse or Principal.
- The school's office staff will call 9-1-1.
- A staff member who is certified in first aid should assist the nurse in the medical emergency.
- Leave injured person where they are (unless unsafe) and stabilize so that movement is limited.
- The school's office staff will notify the parent(s), legal guardian(s) of the medical emergency.

### **Reminders:**

- If the student has not been transported to the hospital let the parent decide whether or not he/she wants the student taken to an emergency room and to which hospital he/she would like the student taken.
- Let the parent decide if he/she would rather come for the student and take him/her to the emergency room.
- If the student has been transported to the hospital assign a staff member to accompany the student to the hospital.
- Depending upon the nature of the medical emergency the news media may seek inquiries. The Principal can refer all media inquiries to the District's Public Information Officer.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 13: School Bus Route Emergency

### **School Bus Route Emergency:**

In the event of an emergency during the time a school bus is en route the driver will contact the District Office to report the bus location, number of students, describe the emergency situation and receive direction on how to proceed with the transportation. The District Office will communicate the information to the Superintendent and Principal. The District Office will follow the communication procedures outlined in this CSSP.

### **School Bus "Field Trip" Emergency:**

The following steps should be taken during a field trip.

- Student authorization release forms should be kept on file in the school's main office. Before a bus leaves with the students a list of riders for each bus will be left at the school. Riders are informed of their expectation to travel on the bus they are assigned (or the one in which roll is taken from).
- A copy of the list is given to the chaperones.
- Teachers will take roll prior to the bus departure.
- If an accident occurs while en route,

1. The driver will contact the Director of Transportation informing the director of the accident, location, and number of students on board.

2. The chaperone and/or teacher will contact emergency personnel if emergency medical treatment is needed.

3. The chaperone and/or teacher will contact the Principal informing the Principal of the accident and any emergency care.

4. The Principal will contact the Superintendent of the bus accident and communicate any the names of any faculty or student who is receiving emergency care.

5. In the event emergency care is given, the Principal will contact the chaperone/teacher or student's primary contact. The Principal will also use the rider list to notify parents of the accident.

## **School Bus Natural Disaster Emergency:**

### **Driver Instructions:**

- During or after the quake or incident, stop the bus in as safe a place as possible. (Note: If on a steep road, the outside shoulder may give way.)
- Assess students for injury and reassure students who might be emotionally upset. If there are any injuries, render first aid.
- Assess bus for damage.
- Do not go for help, stay with the bus. Keep all students on the bus.
- Take roll using emergency cards. Write students' names on log sheet.
- Students may only be released to school administrators, law enforcement, parents and individuals designated by parents to receive the student. If a student is released to any of the above, please note time, location and to whom the student was released.
- If students are picked up later, add them to your log sheet.
- Use log sheet to record all major discussions.
- Before getting off the bus or allowing any student to get off, check for dangers such as downed power lines.
- Use radio to communicate location and situation.
- Have on hand a log sheet with student's names and other information such as injuries.
- Stay with bus and students until relieved of duty by school employee or public officials.

WHEN UNABLE TO MOVE BUS DUE TO INJURIES, DAMAGE TO BUS, OR DAMAGE OR

### **BLOCKAGE OF ROADWAY(S):**

- Do not leave bus unless you have determined that the bus itself poses a dangerous situation such as hanging off of a roadway.
- If forced to remain in one spot for a while, you may allow students to get off the bus in pairs to take care of toilet needs.

### **IF THE BUS CAN BE MOVED SAFELY AND YOU ARE ON "PICK-UP" RUN:**

- Proceed with extreme caution at low speeds and you must assess the roadway for damage and blockage.
- Continue on your route, if possible, taking detours only if absolutely necessary. Notify the District Office/School Office before taking a detour.
- Pick up all children on your run.
- Overloads are all right in cases of emergency.
- After completing your run you may go back over the run and pick up students who may still be at stops.
- Instruct adults to wait and announce that you will attempt to return to pick them up, if possible. An emergency disaster makes this possible.

### **IF THE BUS CAN BE MOVED AND YOU ARE ON THE "TAKE HOME" RUN:**

- Proceed with extreme caution at low speed because aftershocks may occur and you must assess the roadway for damage.
- Continue your route; if possible, taking detours only when absolutely necessary. Inform the District Office/School Office of any detours taken. If you can safely drive a student to their house and deliver them, you may do so.
- Let students off only when there is a parent to pick them up or you are sure someone is waiting at home.
- Release students only to known parents or guardians. Record who is taking them, where they are going and, if needed, that an adult other than above forces you to release the student. Log all students released: where, when, to whom, and where they are going.
- After completing run, return to school and report to the Principal. Inform the District Office of your actions and location.





## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 14: Dangerous Person on Campus- Lockdown School

### **Emergency Procedures- Dangerous Person on Campus**

#### **Signage:**

All public schools are required by California Penal Code Title 15, Chapter 1.1 § 627, to post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage: "All visitors entering school grounds on school days must register at the main office. Failure to do so may constitute a misdemeanor. Penal Code 627.2"

#### **Lock Down School:**

- As soon as a decision is made to lock down the school, administration will call 9-1-1.
- Lock Down announcement will be made by PA system
- Where there are no bells or PA systems, administration or counselors will act as runners to notify staff of lock-down within their own building.
- There are three lockdown codes at ACUSD:

i. Soft Lock Down-Used when there is a minor emergency in the building with no danger to students or staff or can be used when there's a danger in the surrounding community, i.e. police searching for a criminal suspect in the area

ii. Hard Lock Down- Used when there's a direct threat to the school or in the immediate area of the school

iii. Run, Hide, Fight-Active Shooter has gained entrance to the building.

#### **If students are in class at the time of the signal,**

Staff will:

- Explain that there is an emergency;
- Lock the classroom doors.
- Have students move to the safest location in the room away from windows and doors.
- Close blinds and take any possible precautions to protect others from possible broken glass.
- Remain locked in classrooms and offices until advised to move personally by Administration or Public Safety Officer or ALL CLEAR signal is given.

Administration will:

- Act with school office staff to check locks on all exterior doors and classroom doors.
- Designate a person (an administrator, if possible) to coordinate with Public Safety Personnel at their command post.
- Make sure that a site map and key set are available to Public Safety Personnel.
- The Public Information Officer will be available to deal with the media/press.
- Law enforcement personnel will deal with bystanders to keep site clear of visitors.

#### **If students are not in class at the time of the signal:**

Teachers will:

- Assist administration in moving students into the nearest safe building available.

- Lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure.
- Remain with students to maintain order.
- Keep students in a safe area until advised personally by Administration or Public Safety Personnel to move or there is an all clear signal.
- Avoid, if possible, large open areas such as the library, gym, lawns or parking lots.

Administration will:

- Work with staff to move students into the nearest safe building available.
- Act with school office staff to check locks on all exterior doors and classroom doors.
- Coordinate with Public Safety Personnel at the command post.
- Make sure that a site map and key set are available to Public Safety Personnel.

ALL CLEAR signal will be given after consultation with the Senior Law Enforcement Officer on the scene or a personal notification by the Superintendent.

Dissemination of information about specific site procedures:

- Staff handbook and discussion at staff meeting.
- Substitute folders.
- Drill at least once a year. It is recommended that Law Enforcement be present for the drill to help monitor and improve performance.

Recommendation: Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 15: Active Shooter on Campus

### **Emergency Procedures- Active Shooter on Campus**

#### **Lock Down School for Dangerous Person with a weapon Outside:**

- Follow procedures for Dangerous Person on campus and lock down

If the situation progresses to an Active Shooter who gains entrance to the building:

- Front office staff who see or hear the shooter enter the building shall announce “RUN, HIDE, FIGHT for Active Shooter” over the PA and/or on the phone system. Feature 60, Sets “All”, speak into phone.
- Teachers will determine whether to Run, Hide or Fight according to where they believe the shooter is in the building and follow the procedures practiced during these drills.
- If evacuation is possible, this is the best option and should always be considered first.
- If evacuation is too dangerous, teachers will lock down in their rooms, barricade the doors, shut the blinds and hide the students in the safest area away from doors and windows.
- If an active shooter gains entrance to the room, staff members will be prepared to attempt to subdue the shooter by predetermined means and evacuate children.

#### **Diamond Valley Elementary School Keyless Entry Procedures**

All Diamond Valley Elementary School staff will have access to all doors at all times.

A combination of access fobs and cards are issued. FOBs are used exclusively on access control system doors.

Individual door access control locks are battery powered and not impacted by power failure. The unlock/lock schedule for the front entrance door is designed to meet District and school safety and security needs.

Once the lockdown system has been initiated, the only way to access the building is through the use of a privileged fob/card.

When a lockdown situation arises, a designated District Site Administrator will activate the lock down system within the access control system

The location of the lock down switch is known to administration. The lock down will be initiated by pulling down the switch. Returning the switch to starting position will not restore the system.

The restore system process will be through the use of privileged fobs/cards and the access control system software. All privileged fobs/cards are secured. Below is a list of the locations/individuals that are assigned privileged fobs/cards.

1. KnoxBox
2. All currently employed ACSO officers
3. District Office

## Comprehensive School Safety Plan

Section 3: Disaster Procedures
Part 16: Dangerous Animals on Campus

### Emergency Procedures -- All Dangerous Animals

- If animal is outside, keep or move students inside.
- If animal is inside, keep students outside or in some other sheltered area.
- Call 9-1-1.
- If animal injures someone, call the School Nurse, the parent, and the County Health Department.

### Mountain Lion and Black Bear Procedures

It is not unusual to see wild animals on the playground during school hours. Mountain lions are more likely to be seen at dusk (during after school program hours) and at dawn. We live where mountain lions are common-everyone should know what to do if one is sited on campus.

If a mountain lion is sited and no students are outdoors:

- Announce over the PA system that all students and staff are to remain indoors until further notice. Notify staff in other buildings on campus of the situation. Tell them to remain indoors until further notice.
- Call the Alpine County Sheriff's Office. Ask them to notify Fish and Game that a lion has been sited on campus.
- Wait for clearance from Alpine County Sheriff's personnel on campus or Fish and Game on campus before allowing students or staff outside.
- Notify staff in other buildings on campus when clearance is given.

If a mountain lion is sited when students are outdoors:

- All staff (aides, teachers, other staff supervising students) blow long blasts on a whistle.
- Tell students to WALK TO CLASS NOW between blasts on whistle.
- Staff closest is to run aggressively toward any children in danger, tell children to FREEZE. Look as large as possible, wave your hands over your head, yell loudly; sound mean with a low voice. Get children behind you and then back away slowly continuing to look large, wave hands, and yell loudly.

If a student encounters or sites a mountain lion:

- Stop! Look as large as possible, raise your hands over your head and clap.
- Yell loudly and sound mean, not high-pitched.
- Do NOT bend over to pick something up if the lion is close to you.
- If you already have something in your hands throw it at the lion or wave it in the air over your head.
- Back away slowly- DO NOT RUN- DO NOT TURN YOUR BACK!
- If you are ever attacked by a lion, fight back, do not play dead.
- If you are ever attacked by a black bear, curl up and protect your stomach and head, play dead.

## Comprehensive School Safety Plan

### Section 4: Notification of Dangerous Pupils

#### Part 1: Notifying Teachers of Dangerous Pupils

##### **Notifying Teachers of Dangerous Pupils:**

When the Principal is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written District records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher's classroom, the Principal shall provide the

teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Excerpts from the California Education Code and the California Penal Code are presented below.

From California Education Code Section 49079

- A School District shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The District shall provide the information to the teacher based on any written records that the District maintains or receives from a law enforcement agency regarding a student described in this section.
- No School District shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the district has made a good faith effort to notify the teacher.
- The information provided shall be from the previous three (3) school years.
- Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

From California Penal Code Section 243(e) – Paragraphs 5 and 6

- ... "Injury" means any physical injury, which requires professional medical treatment.
- ... "Custodial Officer" means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

The Superintendent or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years, which could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. (California Education Code 49079).

When informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Superintendent or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability.

The Superintendent or designee shall consult with the Principal of the school, which the student attends in order to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

Teachers shall receive the above information in confidence and disseminate it no further. (California Education Code 49079, California Welfare and Institutions Code 828.1).

The Principal or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a class/program, the Principal or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the

Principal or designee, and review the student's file in the school office. This notification shall not name or otherwise identify the student.

The Principal or designee shall notify all personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches, counselors, classroom aides and bus drivers.

The teacher shall initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher's failure to review the file may be construed as a waiver of the district's liability.

## Comprehensive School Safety Plan

Section 4: Notification of Dangerous Pupils
Part 2: Irrational Behavior

### **IRRATIONAL BEHAVIOR**

The school district utilizes a nationally recognized threat assessment program and has identified specific procedures to be followed in the Crisis Management Plan.

#### Student or Staff

- Notify Principal.
- Notify School Nurse.
- Notify School Counselor.
- Isolate person from students.
- Notify family (attempt to get direction as to how they want the situation handled).
- Protect individual from injury.
- Make arrangements for necessary care of individual.
- Notify Law Enforcement if individual is endangering self or others. If violent, notify appropriate Law Enforcement Agency immediately.
- Notify Superintendent.

#### Campus Visitor

- Notify Principal.
- Isolate person from students.
- Request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, and avoid hostile-type actions, except in cases when necessary to safeguard person or property.
- Notify appropriate Law Enforcement Agency, if necessary.
- Notify Superintendent.

## **Comprehensive School Safety Plan**

### **Section 5: Crime Assessment**

Alpine County Unified School District schools will use information from CBEDS, California Healthy Kids Surveys and suspension and expulsion reports to assess crime statistics in order to aid in maintaining a safe and orderly environment conducive to learning.



## Comprehensive School Safety Plan

Section 6: Board Policies & Administrative Regulations
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Part 1: Dress and Grooming
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Board Policy  
Dress And Grooming

BP 5132  
Students

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 0415 - Equity)  
(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

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

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

#### Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

#### Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

#### Legal Reference:

##### EDUCATION CODE

212.1 Nondiscrimination based on race or ethnicity

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

##### COURT DECISIONS

Jacobs v. Clark County School District (2008) 26 F. 3d 419

Harper v. Poway Unified School District (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier (1988) 108 S. Ct. 562

Hartzell v. Connell (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
adopted: December 10, 2019 Markleeville, California

Administrative Regulation  
Dress And Grooming

AR 5132  
Students

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

(cf. 3260 - Fees and Charges)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

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

(cf. 5141.7 - Sun Safety)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

#### Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
approved: October 8, 2019 Markleeville, California

## Comprehensive School Safety Plan

Section 6: Board Policies & Administrative Regulations
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Part 2: Child Abuse Prevention and Reporting
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### Board Policy

#### Child Abuse Prevention And Reporting

##### BP 5141.4

##### Students

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

#### Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

District 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.

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

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans  
33195 Heritage schools, mandated reporters  
33308.1 Guidelines on procedure for filing child abuse complaints  
44252 Teacher credentialing  
44691 Staff development in the detection of child abuse and neglect  
44807 Duty concerning conduct of students  
48906 Notification when student released to peace officer  
48987 Dissemination of reporting guidelines to parents  
49001 Prohibition of corporal punishment  
51220.5 Parenting skills education  
51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act  
273a Willful cruelty or unjustifiable punishment of child; endangering life or health  
288 Definition of lewd or lascivious act requiring reporting  
11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report Form:

[http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services Division: <http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway: <https://www.childwelfare.gov/can>

Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT

adopted: July 14, 2015 Markleeville, California

Administrative Regulation

Child Abuse Prevention And Reporting

AR 5141.4

## Students

### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start

teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain 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 or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

### Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

### Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

### Reporting Procedures

#### 1. Initial Telephone Report

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

Alpine County Human Services  
75 A Diamond Valley Road  
Markleeville, CA 96120



(530) 594-2235

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

## 2. Written Report

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

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

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

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

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

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

## 3. Internal Reporting

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

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

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

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

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

#### Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

#### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

#### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

#### Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

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

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
approved: July 14, 2015 Markleeville, California  
revised: August 9, 2016

Exhibit  
Child Abuse Reporting Requirements

E 5141.4  
Students

Section 11166 of the Penal Code requires any child care custodian, health practitioner, firefighter, animal control officer, or humane society officer, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators and employees of licensed community care or child day care facilities; Head Start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers or parole officers; employees of a school district police or security department; any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school; a district attorney investigator, inspector, or family support officer unless the investigator, inspector or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code, who is not otherwise described in this section.

"Health practitioner" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health employees who treat minors for

venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

"Child visitation monitor" means any person as defined in Section 11165.15.

I have been informed of the above law and will comply with its provisions.

---

(Type employee's name below line, requiring signature above)

This statement is a permanent record of the district. The cost of printing, distribution, and filing of these statements is borne by the district.

This subdivision is not applicable to persons employed by child protective agencies, public or private youth centers, youth recreation programs and youth organizations as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties.

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
Markleeville, California

## Comprehensive School Safety Plan

Section 6: Board Policies & Administrative Regulations
Part 3: Suspension and Expulsion

### Board Policy

#### Suspension And Expulsion/Due Process

##### BP 5144.1

##### Students

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.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

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))

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

(cf. 5112.5 - Open/Closed Campus)

4. 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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

#### 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)

(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5144 - Discipline)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)

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.

(cf. 5113 - Absences and Excuses)  
(cf. 5113.1 - Chronic Absence and Truancy)

#### 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)

1. 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

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

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

5. 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

## 6. 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))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. 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)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

(cf. 5148.3 - Preschool/Early Childhood Education)

### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or 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, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

### Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, 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. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

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.

(cf. 0460 - Local Control and Accountability Plan)



Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

64000-64001 Consolidated application

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors, or stun guns  
868.5 Supporting person; attendance during testimony of witness  
WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students: <http://www2.ed.gov/about/offices/list/oese/oshs>

Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT

adopted: February 12, 2019 Markleeville, California

Administrative Regulation

Suspension And Expulsion/Due Process

AR 5144.1

Students

## Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

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

## Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

## Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any

person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

a. A message, text, sound, video, or image

b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

## Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

## Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

## Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)



In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

### Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

### Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

#### Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

#### Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

## Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

## Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

## Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct

of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
- (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

#### Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the

expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

#### Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

#### Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the

student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)

4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

## Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

## Notification to Law Enforcement Authorities

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

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may



violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

#### Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

#### Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational

program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

#### Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
approved: February 12, 2019 Markleeville, California

## Comprehensive School Safety Plan

Section 6: Board Policies & Administrative Regulations
Part 4: Sexual Harassment

### Board Policy

### Sexual Harassment

#### BP 5145.7

#### Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

## EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

## CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

## GOVERNMENT CODE

12950.1 Sexual harassment training

## CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

## UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

## UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

## CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

## COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

## Management Resources:

### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

## Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT

adopted: April 10, 2018 Markleeville, California

Administrative Regulation  
Sexual Harassment

AR 5145.7  
Students

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Business Manager  
43 Hawkside Drive  
Markleeville, CA 96120  
(530) 694-2495

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

#### Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)

#### Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

#### Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.



(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT

approved: April 10, 2018 Markleeville, California

## Comprehensive School Safety Plan

Section 6: Board Policies & Administrative Regulations
Part 5: CSSP Requirements

Board Policy  
Comprehensive Safety Plan

BP 0450  
Philosophy, Goals, Objectives and Comprehensive Plans

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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5131.4 - Student Disturbances)  
(cf. 5131.41 - Use of Seclusion and Restraint)  
(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5136 - Gangs)  
(cf. 5137 - Positive School Climate)  
(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. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

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

(cf. 0500 - Accountability)  
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

#### Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected 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 representative(s) of employee bargaining unit(s), if they choose 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)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

#### 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)

(cf. 1340 - Access to District Records)

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

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

41020 Annual audits

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

##### GOVERNMENT CODE

54957 Closed session meetings for threats to security  
PENAL CODE  
422.55 Definition of hate crime  
626.8 Disruptions  
11164-11174.3 Child Abuse and Neglect Reporting Act  
CALIFORNIA CONSTITUTION  
Article 1, Section 28(c) Right to Safe Schools  
CODE OF REGULATIONS, TITLE 5  
11987-11987.7 School Community Violence Prevention Program requirements  
11992-11993 Definition, persistently dangerous schools  
UNITED STATES CODE, TITLE 20  
7111-7122 Student Support and Academic Enrichment Grants  
7912 Transfers from persistently dangerous schools  
UNITED STATES CODE, TITLE 42  
12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

Policy ALPINE COUNTY UNIFIED SCHOOL DISTRICT

adopted: August 13, 2019 Markleeville, California

Administrative Regulation

Comprehensive Safety Plan

### Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

#### Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)  
(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)  
(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.61 - Drug Testing)  
(cf. 5131.62 - Tobacco)  
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)  
(cf. 3515 - Campus Security)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 3530 - Risk Management/Insurance)



(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

c. Assignment of staff members responsible for each identified task and procedure

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT

approved: August 13, 2019 Markleeville, California

## Comprehensive School Safety Plan

### Section 7: Appendices

Education Code Sections 32290 – 32295 Text  
AB 115 Text  
SB 719 Text  
Suspected Child Abuse Report Form  
Employee Affidavit Certificated & Classified Requirements  
for Reporting Child and Dependent Adult Abuse  
School Crisis Response Box/Supplies Checklist  
Injury and Illness Prevention Program  
School Site Council Meeting Minutes/Approval  
School Site Crisis Assessment Checklists  
Principal's Checklist  
Counselor's Checklist  
Transportation's Checklist  
Building and Ground's Checklist  
Sheriff's Department Checklist  
Incident Command Response Procedures & Duties  
Incident Commander  
Communications Team  
First Aid / Triage  
Search & Rescue  
Accountability / Reunification Teams  
Emergency Assembly Area Team  
Site Team (Security, Utilities, Sanitation, Shelter & Transportation)  
School ICS & Emergency Contact Numbers  
Alpine County & Local Area Agency Contact Numbers  
Campus and Building Maps  
Alpine County Unified School District/County Office of Education  
Diamond Valley School Site Location of Buildings  
Diamond Valley School Emergency Exits  
Alpine County Learning Center Site

## EDUCATION CODE SECTION 32280-32289

Education Code

Article 5. School Safety Plans

EC 32280

It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices. For purposes of this section, a "safety plan" means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

(Added by renumbering Section 35294 by Stats. 2003, Ch. 828, Sec. 12.)

Education Code

Comprehensive School Safety Plans

EC 32281

(a) Each school district and county office of education is responsible for the overall development of all comprehensive school safety plans for its schools operating kindergarten or any of grades 1 to 12, inclusive.

(b) (1) Except as provided in subdivision (d) with regard to a small school district, the schoolsite council established pursuant to former Section 52012, as it existed before July 1, 2005, or Section 52852 shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.

(2) The schoolsite council may delegate this responsibility to a school safety planning committee made up of the following members:

(A) The principal or the principal's designee.

(B) One teacher who is a representative of the recognized certificated employee organization.

(C) One parent whose child attends the school.

(D) One classified employee who is a representative of the recognized classified employee organization.

(E) Other members, if desired.

(3) The schoolsite council shall consult with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.

(4) In the absence of a schoolsite council, the members specified in paragraph (2) shall serve as the school safety planning committee.

(c) Nothing in this article shall limit or take away the authority of school boards as guaranteed under this code.

(d) (1) Subdivision (b) shall not apply to a small school district, as defined in paragraph (2), if the small school district develops a districtwide comprehensive school safety plan that is applicable to each schoolsite.

(2) As used in this article, "small school district" means a school district that has fewer than 2,501 units of average daily attendance at the beginning of each fiscal year.

(e) (1) When a principal or his or her designee verifies through local law enforcement officials that a report has been filed of the occurrence of a violent crime on the schoolsite of an elementary or secondary school at which he or she is the principal, the principal or the principal's designee may send to each pupil's parent or legal guardian and each school employee a written notice of the occurrence and general nature of the crime. If the principal or his or her designee chooses to send the written notice, the Legislature encourages the notice be sent no later than the end of business on the second regular work day after the verification. If, at the time of verification, local law enforcement officials determine that notification of the violent crime would hinder an ongoing investigation, the notification authorized by this subdivision shall be made within a reasonable period of time, to be determined by the local law enforcement agency and the school district. For purposes of this section, an act that is considered a "violent crime" shall meet the definition of Section 67381 and be an act for which a pupil could or would be expelled pursuant to Section 48915.

(2) Nothing in this subdivision shall create any liability in a school district or its employees for complying with paragraph (1).

(f) (1) Notwithstanding subdivision (b), a school district or county office of education may, in consultation with law enforcement officials, elect to not have its schoolsite council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the schoolsite. The portions of a school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.

(2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

(3) Nothing in this subdivision precludes the governing board of a school district or county office of education from conferring in a closed session with law enforcement officials pursuant to Section 54957 of the Government Code to approve a tactical response plan developed in consultation with those officials pursuant to this subdivision. Any vote to approve the tactical response plan shall be announced in open session following the closed session.

(4) Nothing in this subdivision shall be construed to reduce or eliminate the requirements of Section 32282.

(Amended by Stats. 2011, Ch. 438, Sec. 1.)

(a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

(1) Assessing the current status of school crime committed on school campuses and at school-related functions.

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 USC Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

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

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus

and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

(H) A safe and orderly environment conducive to learning at the school.

(I) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.

(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

(c) Each schoolsite council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.

(d) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

(e) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval pursuant to subdivision (a) of Section 32288.

(Amended by Stats. 2015, Ch. 303, Sec. 68.)

#### Education Code

#### Comprehensive School Safety Plans

#### EC 32282.1

(a) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses, if the school district uses these people.

(b) The guidelines developed pursuant to subdivision (a) are encouraged to include both of the following:

(1) Primary strategies to create and maintain a positive school climate, promote school safety, and increase pupil achievement, and prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support.

(2) Consistent with paragraph (2) of subdivision (a) of Section 32282, protocols to address the mental health care of pupils who have witnessed a violent act at any time, including, but not limited to, any of the following:

- (A) While on school grounds.
- (B) While going to or coming from school.
- (C) During a lunch period whether on or off campus.
- (D) During, or while going to or coming from, a school-sponsored activity.

(Amended by Stats. 2014, Ch. 794, Sec. 2.)

Education Code  
Disaster Preparedness Educational Materials

EC 32282.5

- (a) The department shall electronically distribute disaster preparedness educational materials and lesson plans that are currently available to school districts and county offices of education.
- (b) The department shall ensure that the disaster preparedness materials are available in at least the three most dominant primary languages spoken by English learners in California, according to the language census.
- (c) The department shall coordinate with the Office of Emergency Services to make sure that all materials are reviewed and updated annually.

(Amended by Stats. 2013, Ch. 352, Sec. 70.)

Education Code  
School Safety Plans

EC 32283

The Department of Justice and the State Department of Education, in accordance with Section 32262, shall contract with one or more professional trainers to coordinate statewide workshops for school districts, county offices of education, and schoolsite personnel, and in particular school principals, to assist them in the development of their respective school safety and crisis response plans, and provide training in the prevention of bullying as defined in subdivision (r) of Section 48900. The Department of Justice and the State Department of Education shall work in cooperation with regard to the workshops coordinated and presented pursuant to the contracts. Implementation of this section shall be contingent upon the availability of funds in the annual Budget Act.

(Amended by Stats. 2011, Ch. 732, Sec. 4.)

Education Code  
Bullying; Online Training



EC 32283.5

The department shall develop an online training module to assist all school staff, school administrators, parents, pupils, and community members in increasing their knowledge of the dynamics of bullying and cyberbullying. The online training module shall include, but is not limited to, identifying an act of bullying or cyberbullying, and implementing strategies to address bullying and cyberbullying.

(Added by Stats. 2014, Ch. 418, Sec. 1.)

Education Code  
School Safety Plans

EC 32284

The comprehensive school safety plan may also include, at local discretion of the governing board of the school district and using local funds, procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school. No funds received from the state may be used for this purpose.

(Amended by Stats. 2003 and renumbered from 35294.4, Ch. 828, Sec. 16.)

Education Code  
School Safety Plans

EC 32286

(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. A new school campus that begins offering classes to pupils after March 1, 2001, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter.

(b) Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256.

(Amended by Stats. 2003 and renumbered from 35294.6, Ch. 828, Sec. 18.)

Reference:  
Education Code 33126  
Education Code 35256

Education Code  
School Safety Plans

EC 32287

If the Superintendent of Public Instruction determines that there has been a willful failure to make any report required by this article, the superintendent shall do both of the following:

- (a) Notify the school district or the county office of education in which the willful failure has occurred.
- (b) Make an assessment of not more than two thousand dollars (\$2,000) against that school district or county office of education. This may be accomplished by deducting an amount equal to the amount of the assessment from the school district's or county office of education's future apportionment.

(Amended by Stats. 2003 and renumbered from 35294.7, Ch. 828, Sec. 19.5.)

Education Code  
School Safety Plans

EC 32288

(a) In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval.

(b) (1) Before adopting its comprehensive school safety plan, the schoolsite council or school safety planning committee shall hold a public meeting at the schoolsite in order to allow members of the public the opportunity to express an opinion about the school safety plan.

(2) The schoolsite council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:

(A) The local mayor.

(B) A representative of the local school employee organization.

(C) A representative of each parent organization at the schoolsite, including the parent teacher association and parent teacher clubs.

(D) A representative of each teacher organization at the schoolsite.

(E) A representative of the student body government.

(F) All persons who have indicated they want to be notified.

(3) The schoolsite council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local churches.

(B) Local civic leaders.

(C) Local business organizations.

(c) In order to ensure compliance with this article, each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 32281.  
(Added by renumbering Section 35294.8 by Stats. 2003, Ch. 828, Sec. 20.)

Education Code  
School Safety Plans

EC 32289

A complaint of noncompliance with the school safety planning requirements of Title IV of the federal No Child Left Behind Act of 2001 (20 USC Sec. 7114 (d)(7)) may be filed with the department under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations.  
(Amended by Stats. 2015, Ch. 303, Sec. 70.)

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

*PLEASE PRINT OR TYPE*

CASE NUMBER: \_\_\_\_\_

<b>A.</b>	<b>REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
		REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE			
<b>B.</b>	<b>REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
		ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
		OFFICIAL CONTACTED - TITLE				TELEPHONE ( )			
<b>C.</b>	<b>VICTIM</b> <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
		ADDRESS				Street	City	Zip	TELEPHONE ( )
		PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
		RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THE VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
		NAME		BIRTHDATE		SEX		ETHNICITY	
		1. _____		3. _____					
		2. _____		4. _____					
		<b>D.</b>	<b>INVOLVED PARTIES</b> <small>PARENTS/GUARDIANS SUSPECT</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	
ADDRESS				Street	City	Zip	HOME PHONE ( )		
NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
ADDRESS				Street	City	Zip	HOME PHONE ( )		
SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
ADDRESS				Street	City	Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION									
<input type="checkbox"/> IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
DATE / TIME OF INCIDENT				PLACE OF INCIDENT					
NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/other or past incidents involving the victim(s) or suspect)									
<b>E.</b>	<b>INCIDENT INFORMATION</b>								

SS 8572 (Rev. 12/02)

## DEFINITIONS AND INSTRUCTIONS ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY- Police or Sheriff's Department; BLUE COPY- County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY- Reporting Party

**EMPLOYEE AFFIDAVIT  
CERTIFICATED & CLASSIFIED EMPLOYEE REQUIREMENTS FOR  
REPORTING CHILD AND DEPENDENT ADULT ABUSE**

Pursuant to the requirements of Section 11166.5 of the California Penal Code and Section 15632 of the Welfare and Institutions Code, I have read and understand the provisions of Penal Code Section 11166 (attached) and Welfare and Institutions Code Section 15630 (attached) as they pertain to the reporting requirements for known or suspected instances of child or dependent adult abuse (respectively).

I will comply with these provisions during my employment with the Alpine County Unified School District or the Alpine County Office of Education.

Name: \_\_\_\_\_  
Please Print Your Name

Name: \_\_\_\_\_  
Please Sign Your Name

**School Crisis Response  
Crisis Box/Supplies**

EACH SITE SHOULD DETERMINE SPECIFIC NEEDS AND ENSURE THAT ALL OF THE CONTENTS ARE IN THE APPROPRIATE BOX/PACK AND ARE CURRENT.

**SITE** \_\_\_\_\_ **LAST UPDATED** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

- ☐ Map or diagram of campus with evacuation sites marked
- ☐ Staff emergency vest(s) of appropriate color (if required)
- ☐ Student/staff emergency cards/roster
- ☐ Student/staff attendance for current day
- ☐ Student/staff sign out sheet (not official)
- ☐ Appropriate facility keys
- ☐ Latex gloves in zip lock bag
- ☐ Flashlight with batteries bagged separately
- ☐ Whistle
- ☐ Two pens
- ☐ Large marker
- ☐ Small notebook and/or legal pad
- ☐ Scissors and/or utility tool
- ☐ Post it notes
- ☐ Assorted band-aids
- ☐ Lifesavers or other hard candy
- ☐ Class activity or game (if appropriate)
- ☐ Other items specific to this location

ALPINE COUNTY UNIFIED

SCHOOL DISTRICT AND

ALPINE COUNTY OFFICE OF EDUCATION

**INJURY AND ILLNESS PREVENTION PROGRAM**

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## **I. DISTRICT/COUNTY COMMITMENT TO SAFETY AND HEALTH**

### **Safety and Health Policy**

It is the policy of the Alpine County Unified School District/County Office of Education to provide safe working conditions for all employees and to promote continuing, vital safety awareness at all levels, from top management to the individual worker. It is our belief that safety awareness is the basis on which a safety program must be founded.

The Alpine County Unified School District/County Office of Education recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health, safety, and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness that ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall at all times, while on District/County property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

### **Objectives of the Injury and Illness Prevention Program**

The Alpine County Unified School District's/County Office of Education's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure a safe and healthful work environment.

### **Location of the Written Injury and Illness Prevention Program**

Documentation of specific elements of the program and a master copy of the District/ County's written Injury and Illness Prevention Program shall be kept by the District/County Safety Officer in the Business Services Office. Some confidential records may be kept at the District/County office.

### **Responsibilities for Safety and Health**

District/County employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

#### **1. PROGRAM ADMINISTRATOR**

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent, Dr. Lisa Fontana. The designated Program Administrator is:

Klaus Leitenbauer District/County Safety Officer 530-694-2495

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the District/County and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He should have full authority to stop jobs

when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.

d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District/County safety rules and policies.

e. Ensuring that employees are trained in accordance with this Program.

f. Developing methods for abating workplace hazards.

g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District/County.

## 2. SUPERINTENDENT

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will, to the best of their knowledge and ability:

a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.

b. Provide the leadership and direction necessary for administering school and/or departmental safety policies such as rules and regulations.

c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.

d. Promote safety training and education.

e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District/County personnel and assets and to follow federal, state and local safety standards and regulations.

f. Ensure that the District/County has an effective Hazard Communication Program in place.

g. Ensure that all accidents are immediately investigated and reported promptly to the District/County Safety Officer.

h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employee. An excessive number is an indication that some management policies and practices need reevaluation.

## 3. PRINCIPAL/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor shall be fully responsible and Accountable to the Superintendent for compliance with the provisions of the program within his/her school site/department. They should ensure that:

a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.

b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.

c. All employees are instructed and understand the use and need for protective equipment relating to the job.

d. Necessary safety equipment and protective devices for each job are available and used properly.

e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District/County loss control efforts.

f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions. These may be part of other meetings.

g. All serious accidents are thoroughly investigated, recorded and promptly reported to the District/County Safety Officer.

- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
- i. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District/County employees; adherence to District/County safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- j. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- k. Proper safety procedures are prepared and used for all hazardous operations.
- l. All periodic inspections within his/her jurisdiction are completed as scheduled.
- m. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

#### 4. EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District/County Safety Program, workshops, training and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

## II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

### A. Inspections

#### 1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

#### 2. Scheduled Inspections

Inspections may be performed using a checklist. The completed checklists and follow up work orders will be collected and maintained by the District/County Safety Officer. These reports will be maintained for a period of three years and shall be made available upon request. Inspections of District/County facilities will be conducted as follows:

<u>District/County Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
School sites: Locker Rooms Gymnasium, Parking Lots Fire Protection, etc., Offices, Classrooms	Check Daily Report – annually	Custodian/M&O

Athletic Fields Bleachers	Check Daily Report – annually	Custodian/M&O
Science labs	Check Daily Report – annually	Teacher
Art Rooms, School shops		
Maintenance shop	Check Daily	Maintenance Sup.
Transportation shop	Report – annually	Maintenance Sup.
Cafeteria	Check Daily Report – annually	Cafeteria Staff
Automotive equipment	Check daily by operator. Mandated reports to CHP.	Vehicle operator

### 3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

General housekeeping  
Storage and Handling of Hazardous Materials Use of Personal Protective equipment  
Proper guarding of equipment and machinery Playgrounds/Fitness Courses/Athletic fields

### 4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action.

### 5. Documentation of Inspections

Copies of completed inspection reports should be filed with the Injury and Illness Prevention program in the Business Services Office by the District/ County Safety Officer. Appropriate work orders should be generated to repair identified hazards.

### B. Employee Hazard Reporting Procedure

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the District/County Safety Officer at the maintenance office. The Business Services Office with assistance by the Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner. A response detailing any District/County action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

### C. Job Hazard Analysis (JHA)

The District/County Safety Officer shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The Job Hazard Analysis/Code of Safe Work Practices are included with this IIPP.

### D. Hazard Evaluation and Control

All inspection reports should be forwarded to the Business Services Office with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to the District/County Safety Officer where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District/County's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District/County cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

### III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the workplace. The District/County is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District/County will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District/County is made aware of a new or previously unrecognized hazard; and
5. Whenever the District/County, Program Administrator or Department Manager believes that additional training is necessary.

B. Training of Supervisors

The District/County will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training (as required by duties)

1. Hazard Communication, Employee Right-to-know
2. Personal Protective Equipment
3. Hand tools and Portable Power Tools
4. Machinery and Machine Guarding
5. Back Injury Prevention/Proper Lifting Techniques
6. Accident Investigation for Supervisors
7. Fire Safety
8. Defensive Driving
9. Office Safety
10. CPR and First Aid
11. Forklift Safety
12. Other programs

D. Documentation of Training

Documentation of training shall be maintained in writing by completing Training Verification Forms or signup sheets. A copy of the documentation shall be maintained with the Injury and Illness Prevention Program in the Human Resources Department at the District/County Office.

#### **IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

**A. Anonymous Notification Procedure**

The District/County has a system of anonymous notification whereby employees who wish to inform the District/County of workplace hazards may do so anonymously by sending a written notification to the Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner. A response detailing any District/County action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

**B. Posters/Signs**

Where appropriate signs and posters will be utilized to help maintain a high level of safety awareness on the job.

**C. Newsletter**

The District/County may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue will be maintained in the Injury and Illness Prevention file in the Business Services Office.

**D. Training**

The District/County has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. Training requirements are described in greater detail in Section III of this program.

#### **V. ACCIDENT INVESTIGATION**

**A. Purpose**

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

**B. District/County Policy**

All work-related accidents involving employee injuries and/or property damage will be investigated by the District/County in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident that, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing. For minor accidents, the Supervisor's First Report of Injury shall suffice as the accident investigation. For more in depth investigations, the form found in the appendix may be used.

**C. Responsibility for Accident Investigation**

The Supervisor shall be responsible for conducting the accident investigation.

**D. Documentation**

Accident investigation documents will be held in the District/County office.

#### **VI. DISTRICT/COUNTY SAFETY RULES**

**A. General Safety Rules**

For the protection and safety of all employees, the Alpine County Unified School District/County Office of Education has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

B. Materials Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move an heavy object.
2. Hand trucks will be pulled when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions or loose material.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

C. Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photo- gray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA).

D. Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited

E. Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

F. Housekeeping

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers
6. Good housekeeping practices will be exercised within each employee's work area.

G. Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

H. Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s), AEDs, and other emergency response equipment pertinent to their job duties
3. Tampering with fire extinguisher(s) is forbidden.
5. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
4. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "NO SMOKING" areas.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

I. Medical Emergency

All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

## VII. EMERGENCIES

A. Emergency Action Plan

The Alpine County Unified School District has a Comprehensive School Safety Plan.

B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Comprehensive School Safety Plan.



C. Fire Prevention Program

The Alpine County Unified School District/County Office of Education maintains a fully automatic fire alarm system. The District/County also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

**VIII. Enforcement Of The Safety Program**

A. Incentive Program

Alpine County Unified School District/County Office of Education provides incentive for employees who make safety suggestions adopted by the District/County and/or who have demonstrated safe and healthful work practices.

B. Disciplinary System

The Alpine County Unified School District/County Office of Education has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings. Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal- OSHA or Fed-OSHA regulation.

## Accident Investigation Report

### SECTION I. INVESTIGATION INFORMATION

Name of Injured: \_\_\_\_\_ Date of Injury: \_\_\_\_\_  
Accident Number (or claim number): \_\_\_\_\_ Date of Investigation: \_\_\_\_\_  
Accident Investigator: \_\_\_\_\_ Title: \_\_\_\_\_  
Accident Investigator: \_\_\_\_\_ Title: \_\_\_\_\_

### SECTION II. DESCRIPTION OF ACCIDENT

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

### SECTION III. FINDINGS (Attach separate page if necessary)

**Surface Cause:** Unsafe Conditions (defective materials, environmental conditions, housekeeping, maintenance, situations)

**Surface Cause: Unsafe Acts:** (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

**Root Cause(s)** (Policies, procedures, supervision, training, decision-making, other factors)

### SECTION IV. RECOMMENDATIONS (Indicate if any of the corrections have been done) (Attach separate page if necessary)

**Immediate Corrections.** (To reduce or eliminate unsafe acts and conditions)

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

Prepared by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\***FORWARD TO THE DISTRICT/COUNTY SAFETY OFFICER**\*\*\*\*\*

### SECTION VI. DISTRICT/COUNTY SAFETY OFFICER REVIEW

(Review report. Verify appropriate actions taken.)

**Immediate:**

**LongTerm:**

\*\*\* **SIGN ONLY AFTER ALL THE CORRECTIVE ACTIONS HAVE BEEN COMPLETED** \*\*\*

**Safety Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP \*\***

## Report of Unsafe Condition or Hazard

**Please submit this report to the District/County Safety Officer.  
You will receive a response in five (5) working days.**

Optional: Employees may submit this form anonymously.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location of Condition Believed to Be Unsafe or Hazardous: \_\_\_\_\_

Date and Time Condition or Hazard Observed: \_\_\_\_\_

Description of Unsafe Condition or Hazard:

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

### **School District/County Response:**

Name of Person Investigating Report: \_\_\_\_\_ Date Received: \_\_\_\_\_

Results of Investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: \_\_\_\_\_

DSO REVIEW: \_\_\_\_\_ Date: \_\_\_\_\_

Date of response to employee (or posting of a copy of this form, for anonymous reports): \_\_\_\_\_

**WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT/COUNTY SAFETY OFFICER,  
FILE WITH THE MASTER IIPP**

## VERIFICATION OF INITIAL TRAINING

NAME \_\_\_\_\_ Job Title \_\_\_\_\_  
Please Print

Work Site \_\_\_\_\_  
Please Print

Supervisor: \_\_\_\_\_

I agree to follow all Alpine County Unified School District/County Office of Education safety and health rules, policies and procedures. I have received information and written materials on the District/County's following safety policies:

### General Safety and Health Issues

The District/County's Injury and Illness Program  
District/County Safety Rules  
Applicability of Department Safety Rules  
Emergency procedures  
Housekeeping  
Personal protective equipment  
Reporting unsafe conditions  
General safe work practices  
Job Hazard Analysis

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer's Name

\_\_\_\_\_  
Trainer's Signature

**FILE THIS TRAINING FORM WITH THE IIPP.  
FILE A COPY IN THE EMPLOYEE'S PERSONNEL FILE.  
SEND THE SIGN-UP SHEET TO THE DISTRICT/COUNTY SAFETY OFFICER FOR FILING WITH THE MASTER IIPP**

## **INCIDENT COMMAND RESPONSE PROCEDURES & DUTIES**

**ALL PERSONNEL WITHOUT A SPECIFIC DUTY OR CLASS ARE TO IMMEDIATELY REPORT TO THE ICC FOR INSTRUCTIONS.**

### **A. Incident Commander**

#### **LOCATION:**

The Incident Commander (IC) is responsible for directing emergency operations and shall remain at the Command Post ICC to observe and direct all operations. In the absence of the usual IC, anyone may assume the duties of the IC until someone more qualified can take over. The Incident Command Center (ICC) – The ICC will normally be located at the ACUSD District Office. If any conditions make this unsafe, a safe alternate location will be selected.

#### **PROCEDURES:**

1. Report to incident Command Center.

#### **RESPONSIBILITIES:**

1. Begin and end emergency response.
2. Assess type and scope of emergency.
3. Determine threat to human life and structures and need for outside assistance.
4. Set up command post.
5. Set up and coordinate emergency assignments as needed for:

Communications with all Schools Internal Communications, and External communications with media.

Operations Leader to coordinate: Campus security/Utilities Team,

- Accountability Team Assembly/Shelter Team Search & Rescue Team

Logistics Leader to coordinate: Reunification Team

Support to Operations with Resources and Volunteers, and Sanitation, Nutrition and Shelter.

- Communications Team
- Resources Team
- Transportation/Maintenance Team

#### **SUPPLIES / EQUIPMENT:**

1. Table, chair, desk supplies.
2. Sets of Master keys.
3. Walkie-talkies.
4. Portable PA system.
5. AM/FM Portable Radio.
6. Emergency Book containing the following items:
  - a. Faculty/Staff Roster.
  - b. Master Student Roster.
  - c. Copies of every team's duties.

- d. School Emergency Operations Chart.
- e. School Information Map.
- f. Emergency Response Team Log.

## **B Communications Team**

### **LOCATION:**

District Office/Technology Portable

Communications Team will assist Incident Commander with external and internal communication as needed.

### **PROCEDURES:**

1. Sign-in and out at Incident command Center.
2. Report to the Incident Commander

### **RESPONSIBILITIES:**

1. Support Incident Commander by facilitating and delivering communications.
2. Set-up public address system.
3. Use phone messages, internet communications, walkie talkies, messengers and any other means to communicate between school, emergency services and district office as needed. Will also relay official communications from IC to staff and students in assembly area, and parents and public as needed.

### **SUPPLIES / EQUIPMENT:**

1. Table, chair, desk supplies.
2. Phone, lap top computer, radios
3. Public address system

## **C First Aid/Triage**

### **LOCATION:**

Crisis Event Site

### **PROCEDURES:**

1. Sign-in and out at Incident command Center.
2. Report to the Operations Chief

### **RESPONSIBILITIES:**

1. Set up first aid area in a safe place.
2. Secure first aid supplies.
3. Triage for life-saving: prioritizing quick check to open airways, stop bleeding and treat shock.
4. Coordinate with Search and Rescue Teams.
5. Determine need for emergency medical assistance.
6. Administer first aid as needed.
7. Keep record of types of injuries and aid provided.
8. Provide psychological first aid and establish buddy system to support students or staff in need.
9. Keep log of students dispatched for emergency medical assistance and that need follow-through and referrals.

**SUPPLIES / EQUIPMENT:**

1. Table, chair, desk supplies.
2. First aid supplies.
3. Walkie-talkie.
4. Stretchers.
5. Blankets.
6. Wheelchair.
7. Emergency Book containing the following items:
  - a. First Aid Roster.
  - b. Patient record forms.
  - c. School Emergency Operations Chart.
  - d. School Information Map.
  - e. Emergency Response Team Log.

**D. Search & Rescue****LOCATION:**

Diamond Valley School/CDS/Early Learning Center Preschool Program Individuals with designated SAR responsibilities are expected to assemble immediately just outside the ICC. The SAR Coordinator will be given keys to the storage container with emergency equipment located at the Bus Barn.

**PROCEDURES:**

1. Sign-in and out at Incident Command Center
2. Report to Emergency Supplies Bin.

**RESPONSIBILITIES:****Search and Rescue Team Coordinator:**

1. Opens Emergency supplies Bin.
2. Mobilizes Search and Rescue Teams.
3. Maintains contact with Incident Command Center.
4. Maintains list of fires discovered and status.
5. Receives list of missing/unaccounted students.
6. Checks with Search & Rescue Teams for missing students.

**Search and Rescue Teams will do the following during the first 15-20 minutes after a crisis/disaster:**

1. Two member teams search assigned areas; other team members stay with Search & Rescue Coordinator for support.

Check every room in the assigned buildings looking for any person(s) who are hurt or need rescue assistance.

Place an "X" with chalk on doors of empty rooms.

Ensure everyone is out of the building(s). Escort people out of building in normal manner via stairs, halls, and doorways whenever feasible. Send stragglers to the assembly area.

Place rescuer safety first. Use good judgment in each situation. Provide first aid on site, as long as you are not in danger.

Transport non-ambulatory injured to first aid treatment area, only if it is dangerous to remain.

2. Locate and quickly move victims to a safe location.
3. Spend no more than one minute with each found victim.
4. Record location of victim on Emergency Response Team Log.
5. Report findings to Search & Rescue Team Coordinator.

6. Other Search & Rescue Team Members are dispatched to areas where needed, only after receiving reports on initial search from all Search & Rescue Teams.
7. Report fires to Team Coordinator and puts out small fires.

**SUPPLIES / EQUIPMENT:**

1. Master keys.
2. Walkie-talkies.
3. Search & Rescue backpack
4. CO2 fire extinguishers
5. Masks
6. Gloves
7. Blankets
8. Emergency Book containing
  - a. School Emergency Operations chart
  - b. School information map
  - c. Emergency Response Team Log
9. Chalk

**E. Accountability/Reunification Teams**

**REQUEST GATE:** Office Staff

**REUNION GATE:** Teaching Staff

**PROCEDURES:**

1. Sign-in and out at Incident Command Center.
2. Get necessary supplies from the Emergency Supplies Bin.

**REQUEST GATE RESPONSIBILITIES:**

1. Greet and direct parents/guardians through Request process.
2. Request identification and verify authorization on "Student Emergency Contact" Cards
3. Locate child using Student Schedule Location Roster and identify location in Emergency Assembly Area.
4. Have parent/guardian fill out 'Permit for Release of Child' form and Sign- out sheet.
5. Send runner with copy of Permit for Release of child" form to emergency Assembly Area.
6. Direct parent/adult to "Reunion Gate" with original copy of "Permit for Release of Child" form.

**REUNION GATE RESPONSIBILITIES:**

1. Reunite student with designated adult collecting & matching both copies of "Permit for Release of Child" form and confirming adult identity with student.
2. File original "Permit for Release of Child" from parent/guardian.
3. In the case of discrepancies request adult to return to Request Gate.

**SUPPLIES/EQUIPMENT AT BOTH REQUEST AND REUNION GATES:**

1. File box for release forms/ emergency cards
2. Table, chair, desk supplies.
3. Walkie-Talkie.
4. Pens, Paper, Clipboards
5. Master list of Students.
6. Runners (Student Leadership Group Members).



7. Emergency Notebook containing the following items:

Faculty/Staff Roster.

School Emergency Operations Chart.

School Information Map.

Student Schedule locator rosters.

Emergency Response Team log.

**REQUEST GATE ONLY:**

1. Current set of Student Emergency Information Cards in alphabetical order
2. Clipboard with Release Procedures.
3. "Permit for Release of Child" forms in duplicate.
4. Visitor passes (colored)

**F. Emergency Assembly Area Team**

**LOCATION:**

Diamond Valley Upper field

In the event that this location is unsafe, our alternate location is Alpine County's County Yard. This decision will be made by the ICC. Assembly Area Team is those teachers and staff assisting in the assembly area(s). One additional staff member in each area will act as Assembly Area Team Recorder. The Assembly Area Team Leader should normally be located at the front of the Assembly Area.

**PROCEDURES:**

1. Remain at Emergency Assembly Area and supervise students.

**RESPONSIBILITIES**

**Team Leader:**

1. Send INJURED / MISSING STUDENT STATUS REPORT FORMS from teachers, with any injured or missing from teachers to the ICC immediately.
2. Send all remaining INJURED / MISSING STATUS REPORT FORMS to ICC Attendance Accounting Team.
3. Report injuries and missing persons to Incident Commander.
4. Communicate with Incident Command Center Attendance Accounting Team.
5. Keeps all doorways and hallways safe and clear.
6. Implements "buddy" system with neighboring teachers/staff.
7. Help runners locate students being picked up and direct them to the "Reunion Gate".
8. Keep copy of Permit for Release of Child brought by runner.

**Other Staff:**

1. Take roll and re-check students from time to time, reporting status to the Incident Command Center.
2. Supervise and reassure students throughout the duration of the emergency.
3. Conduct recreational and educational activities to maintain order and calm.
4. Provide water and snacks to help calm the students.

**SUPPLIES /EQUIPMENT:**

1. Table, chair, desk supplies.
2. Walkie-Talkie.
3. Student Emergency Information Cards (From Incident Command Center).
4. Clipboard with Release Procedures.

5. Student Release Request Forms
6. Record-keeping materials.
7. Master list of Students.
8. Runners (Student Leadership Group Members).
9. Emergency Book containing the following items:
  - a. Evacuation Routes Diagram.
  - b. School Emergency Operations Chart.
  - c. School Information Map.
  - d. Emergency Response Team Log.
  - e. Student Roster/emergency contact information

**Restrooms:**

Students will use gym and field restrooms, if they are safe and water is available.

If not, sanitation kits are available in the emergency shed for use. The kits will be positioned in appropriate locations.

Girls and boys restrooms should be set up with privacy curtains around.

**Shelter:**

In case of inclement weather, if gymnasium is safe, students will be brought inside

If building is not safe, IC will seek alternate location. Blankets kept in the emergency shed will be used.

**G. Site Team (Security, Utilities, Sanitation, Shelter & Transportation)****LOCATION:**

Diamond Valley School/CDS/Early Learning Center Preschool Program Personnel designated as Security Personnel will secure building and provide directions to parents who request reunification with students and direct emergency personnel. The Maintenance Team Leader will be responsible for school site, including shelter and sanitation.

**PROCEDURES:**

1. Sign in and out at Incident Command Center.
2. Report to Emergency Supplies Bin.

**RESPONSIBILITIES:****Security Team Leader:**

1. IMMEDIATELY secure campus.
2. Monitor entrance road for emergency vehicles, and direct first responders to area of need.
3. Post signs as needed.
4. Direct parents to the "Request Gate".
5. Check utilities and take action to minimize damage to school site.
6. Assess damage to site and report findings to Incident Command Center.
7. Establish morgue area, if needed.
8. Work with the cafeteria and ICC to distribute resources such as water, food, power, radios, and sanitation supplies.
9. Seek help to create shelter and sanitation teams as needed.

**Cafeteria staff:**

1. Provide water and food for those people detained beyond meal times.

**SUPPLIES/EQUIPMENT:**

1. Master Keys.

2. Walkie-Talkie.
3. Direction and information signs.
4. Supplies/equipment in emergency supply bin.
5. Emergency Book containing the following items:
  - a. School Emergency Operations Chart.
  - b. School Information Map.
  - c. Emergency Response Team Log.

## School Safety Checklist

### SITE CRISIS ASSESSMENT CHECKLIST

There may be hazards or obstacles in and around a school building that can increase potential for disaster or problems. There may be inadequate lighting in the lobby or parking lot or hidden problem areas such as an unused/little used stairs and/or supply closets. There may be places that provide access to the building such as rooftop access or places where perpetrators can hide.

The following checklist is designed to assist school personnel in conducting a self-analysis and to assist in the development of a comprehensive safe school plan.

(Complete a Site Assessment Checklist; send one copy to the District Office; keep one copy in your Emergency Binder)

The Principal, the School Safety Coordinator and Sheriff's Deputy should perform this assessment annually.

### SITE ASSESSMENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Superintendent:

School Name:

Principal:

Address:

School Phone Number(s):

E-mail address:

Total number of Students:

Total Number of Staff:

Grade Levels Taught:

Principal's Signature

Sheriff Deputy's Signature

**ASSESSMENT GOALS:** The following pages include checklists, which upon thorough completion will provide a projected assessment of your school's policies and procedures, as well as a review of your existing comprehensive safety plan. This questionnaire is not intended to be critical of any school or staff. The purpose is to provide an objective "self-analysis" for each school and assist in the development and/or the revision of your school's safety plan.

#### A. Principal's Checklist

Student Code of Conduct		
1.	Clearly define Code of Conduct and Progressive Discipline Procedures handbook with orientation/review of handbook (with students) by staff?	
2.	Signature forms for student's verification?	
3.	Signature forms for parent's verification?	
4.	Use of a school-wide (common) discipline form?	
5.	Use of a school-wide (common) data collection system?	
6.	Established attendance policy and procedures?	
7.	Graduation and curriculum requirements?	
8.	Drug/alcohol/tobacco policies and procedures?	
9.	Suspension and expulsion procedures?	
10.	Annual review/revision of Code of Conduct?	
11.	Harassment policies in place for students and staff?	
12.	Signed Internet Use Policy on file?	
Discipline Records/Data		
1.	Violations of state and federal laws reported to law enforcement?	
2.	Common methods used for reporting acts of violence?	
3.	Available statistics (weekly, monthly, annually) for review/analysis?	
4.	Tracking system in place for the following policy violations?	
	a) Violence to other students?	
	b) Violence to school staff?	
	c) Threats/Extortion?	
	d) Possession of weapons?	
	e) Distribution of controlled substances?	
	f) Possession/Use of controlled substances?	
	g) Possession/Use of alcoholic beverages?	
	h) Habitual disciplinary problem?	
Student Services		
1.	Staff supervision during the following:	

	a) Bus loading/unloading?	
	b) Before/after school pedestrian traffic?	
	c) Student vehicle traffic/parking?	
	d) Class changes (halls/restrooms)?	
	e) Cafeteria (breakfast/lunch)?	
	f) Extra-curricular activities?	
2.	Effective staff involvement in improvement of school safety?	
3.	Parent involvement in safety planning?	
4.	Regular parent newsletter? (safety procedures highlighted)	
5.	Law enforcement (SRS's) available at your school?	
6.	Student dress code enforced?	
<b>Transportation of Student</b>		
1.	Clearly written school bus rules distributed to ALL students?	
2.	Identification of student medical problems for drivers/chaperones on a need to know basis?	
3.	Safe bus lanes/location for loading and unloading students?	
<b>Training for Students and Staff</b>		
1.	Your school provides the following programs for staff:	
	a) Confidentiality?	
	b) Classroom management?	
	c) Crisis intervention strategies?	
	d) Dealing with bullies?	
	e) Parent conferencing skills?	
	f) Student/staff harassment?	
	g) Gang awareness?	
	h) Substance abuse?	
	i) Violence intervention?	
	j) Weapons awareness?	
<b>Procedures for Campus Visitors</b>		
1.	Visible signs related to visitors' policy/trespassing laws?	
2.	Visitor "greeted" by staff immediately upon entry to building?	
3.	Written registration required by ALL visitors?	
4.	Visitors required to report to Main Office?	
5.	Visitors required to wear appropriate ID badge?	

6.	Visitors required to “sign out” appropriately?	
7.	Procedures in place for responding to “unauthorized” visitors?	
<b>Methods of Communication</b>		
1.	Cell phone available for emergency use?	
2.	Two-way radio communication covering entire campus?	
3.	Adequate P.A./intercom system covering entire campus?	
4.	Telephones in ALL classrooms and offices?	
5.	Alarm system (with “back up” power source)?	
6.	Communication between ALL schools and Superintendent?	
<b>Comprehensive Safety Plan</b>		
1.	Emergency plans are in place to address the following:	
	a) Bomb threats	
	b) Explosions	
	c) Suspicious packages?	
	d) Civil disturbance?	
	e) Earthquake?	
	f) Fire?	
	g) Hurricane?	
	h) Flooding?	
	i) Hostage situation/barricaded weapons violator?	
	j) Intruder/suspicious person?	
	k) Injury/illness/death/medical emergency?	
	l) Utility emergency?	
	m) Hazardous materials (spill, ventilation, water, etc.)?	
2.	Your emergency procedure plan includes?	
	a) Crisis response/management team?	
	b) Student dismissal procedures?	
	c) Alternative off campus sites?	
	d) Key emergency phone numbers?	
	e) Communications procedures?	
	f) Media procedures?	
3.	Your Crisis Response/Management Plan provides:	
	a) Plan for notification of Crisis/Response Team?	

	b) List of community response providers?	
	c) Notification of law enforcement?	
	d) Community resources coordination?	
	e) Identification of students needing services?	
	f) Identification of “key staff” (roles and responsibilities)?	
	g) Hierarchy (chain of command) of response?	
	h) Procedures for notification of parents?	
	i) Plan for “follow-up” procedures?	
	j) Plan for staff/student quarantine?	
	k) Plan for special needs students?	
<b>Interagency/Intra-Agency Emergency Plan</b>		
1.	District emergency plans coordinate with individual school plans?	
2.	School staff is included in emergency plans/responsibilities?	
3.	Emergency medical personnel are included in plan?	
4.	School “spokesperson” is designated from your school?	
<b>Exterior</b>		
1.	Are all signs clearly visible (painted/maintained)?	
2.	All buildings and doorways are clearly labeled from the outside?	
3.	Is there parking for students?	
4.	Is there parking for staff?	
5.	Is there parking for parents/visitors?	
6.	Are playground/athletic facilities lighted?	
7.	Is the shrubbery/greenery maintained appropriately?	
8.	Do trees/shrubs allow visual clearance to the campus?	
9.	Is your building supervised during “after school” activities?	
10.	Is your building supervised during “before school” activities?	
11.	Are windows properly (checked) secured during/after school?	
12.	Is broken glass (doors, windows, etc.) repaired promptly?	
13.	Is vandalism (graffiti, damage, etc.) repaired promptly?	
14.	Are appropriate exterior doors kept locked during school hours?	
15.	Are facilities generally maintained in good repair?	
16.	Is video surveillance equipment maintained in good repair?	
<b>Interior</b>		



1.	Is the main entrance monitored during school hours?	
2.	Is there adequate supervision of students:	
	a) During class changes?	
	b) In hallways?	
	c) In restrooms?	
	d) In cafeteria?	
	e) In parking lots (before/after school)?	
	f) In commons areas?	
3.	Are confidential student/staff files secured appropriately?	
4.	Are halls, restrooms, etc. lighted?	
5.	Do ALL staircases have handrails?	
6.	Is your building handicap accessible?	
7.	Are there procedures in place for a "lock-down" of student/staff?	
8.	Are mechanical rooms kept locked at all times?	
9.	Are hazardous materials kept in locked storage areas?	
10.	Are video surveillance monitors in a secure location?	

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

#### **B. Counselor's Checklist**

<b>Student Services</b>		
1.	Guidance counselors receptive/available to ALL students?	
2.	Guidance counselor involved in curriculum?	
3.	Community agencies accessible for your staff/students?	
4.	Family Resources/Youth Resource Center available?	
<b>Training for Students and Staff</b>		
1.	Your school provides the following programs for students:	
	a) Anger management?	
	b) Conflict resolution?	
	c) Peer remediation?	
	d) Peer tutoring?	
	e) Bullying prevention?	
	f) Sexual harassment?	

	g) Crisis intervention strategies?	
	h) Student/staff harassment?	
	i) Substance abuse?	

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

### C. Transportation's Checklist

Transportation of Student		
1.	Clearly written school bus rules distributed to ALL students?	
	a) notification forms signed by student?	
	b) notification forms signed by parents?	
2.	Students participate in emergency (evacuation) drills?	
3.	Driver training required for ALL bus drivers?	
4.	Updated student passenger lists available?	
5.	Identification of student medical problems for drivers/chaperones on a need to know basis?	
6.	Staff identification cards on school trips?	
7.	Student passenger lists required/filed in office for current school trips/sports?	
8.	Travel routes required/filed in office?	
9.	Safe bus lanes/location for loading and unloading students?	
10.	Video cameras on some buses?	
Methods of Communication		
1.	Radio communication to bus yard?	

\_\_\_\_\_  
Transportation's Signature

\_\_\_\_\_  
Date

### D. Building and Ground's Checklist

Methods of Communication		
1.	Emergency radio communication?	
2.	Adequate P.A./intercom system covering entire campus?	
3.	Telephones in ALL classrooms and offices?	
4.	Alarm system (with "back up" power source)?	
5.	Radio communication to bus drivers?	
Exterior		

1.	Are all signs clearly visible (painted/maintained)?	
2.	Lighted for night activities?	
3.	Is the shrubbery/greenery maintained appropriately?	
4.	Do trees/shrubs allow visual clearance to the campus?	
5.	Is broken glass (windows, etc.) repaired promptly?	
6.	Is vandalism (graffiti, damage, etc.) repaired promptly?	
7.	Are facilities generally maintained in good repair?	
<b>Interior</b>		
1.	Do entrances have (safety) glass for easy visibility?	
2.	Are halls, restrooms, etc. lighted?	
3.	Do ALL staircases have handrails?	
4.	Is your building handicap-accessible?	
5.	Are mechanical rooms kept locked at all times?	
6.	Are hazardous materials kept in locked storage areas?	

\_\_\_\_\_  
Building & Ground's Signature

\_\_\_\_\_  
Date

#### E. Sheriff's Department Checklist

<b>Discipline Records/Data</b>		
1.	Yearly statistics for review/analysis?	
4.	Tracking system in place for the following policy violations?	
	a) Violence to other students?	
	b) Violence to school staff?	
	c) Threats/Extortion?	
	d) Possession of weapons?	
	e) Distribution of controlled substances?	
	f) Possession/Use of controlled substances?	
	g) Possession/Use of alcoholic beverages?	
	h) Habitual disciplinary problem?	
<b>Student Services</b>		
1.	Law enforcement (SROs) available at your school?	
2.	Communities agencies accessible for your staff/students?	
3.	Effective juvenile court system in your community?	

Training for Students and Staff		
1.	Drug education/prevention?	
2.	Crisis intervention strategies?	
3.	Gang awareness?	
4.	Substance abuse?	
5.	Violence intervention?	
6.	Weapons awareness?	
Procedures for Campus Visitors		
1.	Procedures in place for responding to "unauthorized" visitors?	
Comprehensive Safety Plan		
1.	Emergency plans are in place to address the following:	
	a) Bomb threats	
	b) Explosions	
	c) Suspicious packages?	
	d) Civil disturbance?	
	e) Hostage situation/barricaded weapons violator?	
	f) Intruder/suspicious person?	
2.	Your emergency procedure plan includes?	
	a) Crisis response/management team?	
3.	Your Crisis Response/Management Plan provides:	
	a) List of community response providers?	
	b) Community resources coordination?	
	c) Plan for "follow-up" procedures?	
Interagency/Intra-Agency Emergency Plan		
1.	Mutually cooperative relationship with school?	
Exterior		
1.	All buildings and doorways are clearly identified?	
2.	Are all signs clearly visible (painted/maintained)?	
3.	Lighted for night activities?	
4.	Is the shrubbery/greenery maintained appropriately?	
5.	Do trees/shrubs allow visual clearance to the campus?	
6.	Is broken glass (windows, etc.) repaired promptly?	
7.	Is vandalism (graffiti, damage, etc.) repaired promptly?	

8.	Are facilities generally maintained in good repair?	
----	---	--

\_\_\_\_\_  
Deputy's Signature

\_\_\_\_\_  
Date

**Diamond Valley  
Incident Command System Flow Chart**

**Incident Commander**

Primary: Mathew Strahl  
Secondary: Eleanor Moore  
Tertiary: Klaus Leitenbauer

**Public Information Officer (PIO)**

Primary: Lia Story  
Secondary: Carla Marchut

**Scribe**

Primary: Carla Marchut  
Secondary: Lia Story

**Liaison**

Primary: Dylan Story  
Secondary: Denise Rodriquez

**Operations Chief**

Primary: Eleanor Moore  
Secondary: Matthew Strahl

**Logistics Chief**

Primary: Klaus Leitenbauer  
Secondary: Steve Craft

**Planning Intelligence Chief**

Primary: Lia Story  
Secondary: Matthew Strahl

**Admin/Finance Chief**

Primary: Denise  
Rodriquez  
Secondary: Klaus  
Leitenbauer

**Group #1**

Jackie Blaha  
Anna Maria Coletti  
Katherine Curry  
Patricia Demaio  
Denise Frueh  
Sarah Harvey  
Carla Marchut  
Philip Marks

**Group #2**

Scott Bledsoe  
Kimberli A Galvez  
Miguel A Garcia  
Kimberly A Jackson  
Klaus Leitenbauer  
Matthew Strahl

**Group #3**

Eleanor Moore  
Beth Ponsness  
Kelsey Potorski  
Carole Romanowitz  
Julie Rysdam  
Stefanie Signorella  
Aubrey Trevett  
Sarah Voss

**Group #4**

Jackie Beard  
Ashley Chapman  
Nicole J Fruitman  
Matthew M O'Grady  
Kathryn T Oien  
Joni Simons  
Matthew Strahl  
Dylan Story  
Lia Story

**Alpine Early Learning Center  
Incident Command System Flow Chart**

**Incident Commander**

Primary: Erin Dobyns  
Secondary: Natalie Ritter

**Public Information Officer (PIO)**

Lia Story

**Scribe**

Primary: Angela Jones  
Secondary: Amanda Lyons

**Liaison**

Primary: Amanda Lyons  
Secondary: Natalie Ritter

**Operations Chief**

Primary: Natalie Ritter  
Secondary: Erin Dobyns

**Logistics Chief**

Primary: Miguel Garcia  
Secondary: Klaus Leitenbauer

**Planning Intelligence Chief**

Primary: Lia Story  
Secondary: Erin Dobyns

**Admin/Finance Chief**

Primary: Denise  
Rodriquez  
Secondary: Dylan Story

**Group #1**

Amanda L Lyons  
Alexandria L Powers  
Paula C Rose  
Lilliam Shuman  
Natalie A Sotello  
Angela Staley

**Group #2**

Local Agencies:  
Behavioral Health  
Fire  
Yoga

**Group #3**

Choices for Children Staff  
(Tenant)

**Group #4**

Live Violence Free Staff  
(Tenant)

**East Alpine County  
School Incident Command Structure**

<b>Position</b>	<b>Primary Name</b>	<b>Primary Contact Information</b>	<b>First Alternate Name</b>	<b>First Alternate Contact Information</b>
<b>Incident Commander</b>	Matthew Strahl	W: 530-694-2230 H: --- C: 209-768-5253	Eleanor Moore	W: 530-694-2238 H: --- C: 714-322-4630
<b>Public Information Officer</b>	Lia Story	W: 530-694-2230 H: --- C: 951-675-6353	Carla Marchut	W: 530-694-2238 H: 530-694-1030 C: 530-545-1522
<b>Liaison</b>	Dylan Story	W: 530-694-2495 H: --- C: 951-675-6352	Denise Rodriquez	W: 530-694-2495 H: --- C: 530-318-1282
<b>Operations Chief</b>	Eleanor Moore	W: 530-694-2238 H: --- C: 714-322-4630	Matthew Strahl	W: 530-694-2230 H: --- C: 209-768-5253
<b>Logistics</b>	Klaus Leitenbauer	W: 530-694-2495 H: 775 265-1873 C: 775 790-0951	Steve Craft	W: 530-694-2230 H: --- C: 209-324-1530
<b>Planning and Intelligence</b>	Lia Story	W: 530-694-1148 H: --- C: 951-675-6353	Matthew Strahl	W: 530-694-2230 H: --- C: 209-768-5253
<b>Admin/Finance</b>	Denise Rodriquez	W: 530-694-2495 H: --- C: 530-318-1282	Dylan Story	W: 530-694-2495 H: --- C: 951-675-6352
<b>List Others</b>	Emergency	911		



**Bear Valley  
Incident Command System Flow Chart**

**Incident Commander**

Primary: Justin Savaso  
Secondary: Matthew Strahl

**Public Information Officer (PIO)**

Primary: Lia Story

**Scribe**

Primary: Jennifer Manetta  
Secondary: Lora Souza

**Liaison**

Primary: Lora Souza  
Secondary: Jennifer Manetta

**Operations Chief**

Primary: Justin Savaso  
Secondary: Matthew Strahl

**Logistics Chief**

Primary: Lora Souza  
Secondary: Matthew Strahl

**Planning Intelligence Chief**

Primary: Lia Story

**Admin/Finance Chief**

Primary: Klaus  
Leitenbauer

**Group #1**

Jennifer Manetta

**Group #2**

**Group #3**

**Group #4**

**Bear Valley  
School Incident Command Structure**

<b>Position</b>	<b>Primary Name</b>	<b>Primary Contact Information</b>	<b>First Alternate Name</b>	<b>First Alternate Contact Information</b>
<b>Incident Commander</b>	Justin Savaso	W: 209-813-7198 H: C: 805-714-3518	Mathew Strahl	W: 530-694-2230 H: --- C: 209-768-5253
<b>Public Information Officer</b>	Lia Story	W: 530-694-2230 H: --- C: 951-675-6353		W: --- H: --- C: ---
<b>Liaison</b>	Lora Souza	W: 209-813-7198 H: C: 209-736-7548	Jennifer Manetta	W: 209-813-7198 H: 415-845-2102 C:
<b>Operations Chief</b>	Justin Savaso	W: 209-813-7198 H: C: 805-714-3518	Matthew Strahl	W: 530-694-2230 H: --- C: 209-768-5253
<b>Logistics</b>	Lora Souza	W: 209-813-7198 H: C: 209-736-7548	Klaus Leitenbauer	W: 530-694-2495 H: 775 265-1873 C: 775 790-0951
<b>Planning and Intelligence</b>	Matthew Strahl	W: 530-694-2230 H: --- C: 209-768-5253		
<b>Admin/Finance</b>	Klaus Leitenbauer	W: 530-694-2495 H: 775 265-1873 C: 775 790-0951		
<b>List Others</b>	Emergency	911		

SATELLITE MAP VIEW OF ACUSD/COE CAMPUS

INSERT BUILDING DRAWINGS OF DVES

**INSERT HAND DRAWN MAP OF ACUSD/COE BUILDINGS W/DOORS**

**INSERT DIAMOND VALLEY SCHOOL EMERGENCY EXITS**

**INSERT MAP OF EARLY LEARNING CENTER SITE**