

**Amador County
Office of Education
Shenandoah Valley Charter School**

Comprehensive School Safety Plan

**SB 719 & AB 115
Standardized Emergency Management (SEMS)
National Incident Management System (NIMS)
Compliance Document**

2018-2019

Revised September 2018

Shenandoah Valley Charter School
10010 Shenandoah Rd.
Plymouth, CA 95669

This document is to be maintained for public inspection during business hours

Amador County Office of Education Comprehensive School Safety Plan

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Comprehensive School Safety Plan

Amador County Office of Education
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety (1 of 1)

District Commitment to School Safety

Amador County Office of Education 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 committee will review these safe school plans on an annual basis and proposed changes will be submitted to the board for approval.

Comprehensive School Safety Plan

Amador County Office of Education
Section 1: General Information – School Safety
Part 2: Legislative Requirements – CSSP (1 of 1)

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:

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

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

Comprehensive School Safety Plan

Amador County Office of Education
Section 1: General Information – School Safety
Part 3: Legislative Requirements – Standardized Emergency Management System (SEMS) (1 of 1)

Amador County Office of Education 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 that emergency response agencies use basic principles and components of emergency management including;

- ICS,
- Multi-agency or inter-agency coordination,
- Operational area concept, and
- 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

Amador County Office of Education
Section 1: General Information – School Safety
Part 4: Legislative Requirements – National Incident Management System (NIMS) (1 of 1)

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 better work together 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 address 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;

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

Comprehensive School Safety Plan

Amador County Office of Education

Section 1: General Information – School Safety
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Part 5: Maintaining a Safe and Orderly Environment (1 of 1)

It is a priority of the administration and staff in the *Amador County Office of Education* that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but also experience 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 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 – 32228.6, 35160, 35160.1, 44806).

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 1: General Information – School Safety
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Part 6: Responsibilities (1 of 2)

Responsibilities

Assistant Superintendent of Business Services

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

Principals

Principals 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 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 to designate a certificated person to assume a portion of that responsibility and to make decisions during a crisis in the absence of the principal.

The principal shall develop a list of persons in charge of the school during his/her absence. Suggestions include:

- ❖ Elementary Schools – Certificated staff member as designee.
- ❖ Secondary Schools – Assistant Principals in the order designated by the principal; plus involvement of other key people as delineated by the principal.

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 is in charge when the principal is away.

PERSON IN CHARGE DURING THE PRINCIPAL'S ABSENCE:

1. Terry Hampton, Certificated Teacher

Managers

Managers of employees that work at multiple sites are responsible for ensuring that employees are in compliance with this program. Oversight of such employees is also the responsibility of the person responsible for the implementation of this program at the site level at which the employee is working.

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.

Section 1: General Information – School Safety
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Part 6: Responsibilities (2 of 2)

Parents and Students

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

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 1: General Information – School Safety
Part 7: District Emergency Communications Procedures (1 of 3)

District Emergency Communications Procedures

Most schools are connected to each other and to district and county office of education personnel through a direct inbound dial (DID) system. Shenandoah Valley Charter School has a non-DID phone in each office and classroom and also a cordless phone in the office.

Many schools in the district have intra- and internet access. Every employee in the district has an email account assigned by the district. Every employee at Shenandoah Valley Charter School has access to email, a local intra-net server and the internet. All teachers have access in the classrooms and office personnel have access at their desks.

Shenandoah Valley Charter School has one public line (245-4284) that people can call to connect with office personnel. There is a second line used if that one is busy, (245-3865). There is also a fax line (245-3864).

While not officially available, and not required by nor funded by the district, many staff have cell phones with them on campus. There is no official list of administrators' cell phone numbers, but the principal at Shenandoah Valley Charter School has the numbers of all school sites, some of the district office numbers, and some cell phone numbers of district administrators. Those with Verizon, Golden State or Cingular accounts are able to access cells from the campus area.

Amador County Office of Education Phone Directory

<u>School Site</u>	<u>Phone</u>	<u>Fax</u>	<u>Admin</u>
Amador HS	257-7300	267-5942	Jessica Dorris
Argonaut HS	257-7700	223-3149	Troy Gassaway
Community	245-4284	245-3864	Butch Wagner
Educational Options	257-5154		Kelly Hunkins
Independence HS	257-5100	267-5497	Butch Wagner
North Star IS	257-7773	267-5847	Butch Wagner
Ione Elementary	257-7000	274-2167	Jeni DeWalt
Ione Jr. High	257-5500	274-0671	Richard Modesti
Jackson Elementary	257-5600	223-2366	Barbara Magpusao
Jackson Jr. High	257-5700	257-5757	Janet DeLeo
Pine Grove	296-2800	296-3133	Amanda Avila
Pioneer Elementary	295-6500	295-1660	Laurie Carson
Plymouth Elementary	257-7800	245-6376	Joseph Horacek
Shenandoah Valley Charter	245-4284	245-3864	Joseph Horacek
Sutter Creek Elementary	257-7200	267-1231	Tia Peters
Sutter Creek Primary	257-7100	267-9210	Tia Peters

Section 1: General Information – School Safety

Part 7: District Emergency Communications Procedures (2 of 3)

Extended Learning Centers

ELP Director, Margie Plant	257-5396
ELP Secretary	257-5423
Ione Elementary	257-7024
Jackson Elementary	257-5629
Pine Grove	296-0633
Pioneer Elementary	295-6515
Plymouth Elementary	257-7853
Sutter Creek	267-0387

State Preschools

Director	257-5338
Ione	257-7013
Jackson	257-7778
Pioneer	295-6503
Plymouth	257-7810

Special Ed Preschool

Little Ponies	257-7784
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<u>District Dept.</u>	<u>Phone</u>	<u>Fax</u>	<u>Person</u>
County Superintendent	257-5353	257-5360	Amy Slavensky; County Superintendent Jacqueline Dillard; Admin. Assistant
Business Office	257-5375	223-1733	Jared Critchfield; Asst. Supt., CBO
	257-5345		Terry McCrory
	257-5333		Nancy Kohlman
	257-5337		Debby Thomas
	257-5366		Julie Parr
	257-5348		Lisa Yarborough
	257-5352		Cathy Nelson
	257-5359		Michelle Vasquez
Educational Services	257-5425	257-5385	Dawn Griffin
	257-5339		Sean Snider; Asst. Supt.
	257-5334		Margaret Shoda
	257-5343		Donna Custodio: Dir. Of Student Serv
	257-5425		Sinead Klement – TOSA-Secondary
Personnel	257-5303	223-5174	Michelle R. Hansen-TOSA K-6
	257-5331		David Vicari
	257-5340		Kerry Mack
	257-5390		Nancy Drake
Special Ed	257-5350	223-4739	Phyllis Haught
	257-5306		Mitzi Grace
	257-5379		Stacey Herrera
	257-5368		Christina Bianchi
	257-5330		Debra Lasich
	257-5308		Michelle Schulze
	257-7005		Sarah Marohl
	257-5420		Alison Bemis (Psychologist)
	257-5357		Lisa Valdez-Shaw (Psychologist)
	257-5386		Miguel McGaughy (Psychologist)
Nurses	257-5760 (419-0036) cell	257-5384	Jerome Arzaga (Psychologist)
	257-5365		Karin Ericson
	257-5426		Dawn Liebold
	257-5427		Jon Riordan
Technology	257-7769	257-5357	Scott Nolan
	257-5349		Michelle Hanson
	257-7780		Dan Hebert
	257-7772		Brian Enos
	257-7782		Jerry Howe
Food Service	257-7792		Mike Pingree

Section 1: General Information – School Safety
Part 7: District Emergency Communications Procedures (3 of 3)

District Dept.	Phone	Fax	Person
Job Hotline	257-5395		Personnel
Maintenance	257-7787	257-7785	Robert Milligan
Transportation	257-5180	267-9356	Charles Knight
Snowline	257-5355		
Warehouse	257-5584	257-5597	Sam Moreno

Most school sites have portable two-way radios available for everyday and emergency use. We have a cordless phone that can be carried throughout the site.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 1: General Information – School Safety
Part 8: Specific Emergency Communication (1 of 2)

Specific Emergency Communication

Normal means of communication listed on pages 12-15 will continue to be used in emergency situations as long as those means are available and practical

Shenandoah Valley Charter School has a bullhorn to use to communicate during a power or telephone failure.

In addition, the cell phone numbers listed on the following page may be utilized in an emergency.

ON A SEPARATE PAGE USING A PIECE OF LIGHT BLUE PAPER (numbered “page 15” or whatever page number is appropriate for your particular plan).

** RECORD THE FREQUENCY OF YOU SITE’S HANDHELD RADIOS*

** LIST THE CELL NUMBERS OF ALL SITE PERSONNEL*

**LIST THE CELL NUMBERS OF DISTRICT PERSONNEL*

*THIS PAGE WILL **NOT** BE AVAILABLE FOR PUBLIC VIEWING; IT WILL ONLY BE INCLUDED IN THE PRINCIPAL’S COPY AND THE SUPERINTENDENT’S COPY.*

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 1: General Information – School Safety

Part 8: Specific Emergency Communication: Radio Frequency and Staff Cell Phones
(2 of 2)

All ACUSD Motorola handheld radios operate on frequency 154.6000; frequency 4, tone 35.

This page will be replaced with a list of site and district personnel cell phone numbers on a light blue piece of paper and will NOT be available for public viewing.

Cell Phone Numbers

Joe Horacek	650-201-8882
Anne Stewart	916-300-2110
Gary Aichele	209-781-6154
Joy Thompson	831-212-5204
Terry Hampton	n/a

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Amador County Office of Education Shenandoah Valley Charter School
Section 1: General Information – School Safety
Part 9: CSSP Internal School Site Communication Procedures

This school has a phone & e-mail access in classroom 1 & 2 and cell phone service for many staff.

Our office phone number is (209)245-4284 and our fax/phone line is (209)245-3864. We also have a second phone line – (209)-3865.

Staff	Room	Grade
Anne Stewart	front office	
Joe Horacek	center office	
Terry Hampton	Rm. 2	7-8
Joy Thompson	Rm. 1	7-8

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 1: General Information – School Safety
Part 10: CSSP Faculty and Staff Assigned Roles (1 of 6)

CSSP Site Specific Assigned Roles

SEMS/NIMS will be utilized during all emergencies. When the campus activates its IC, communications and coordination will be established between the Incident Commander (in the field) and the EOC at the district office. Coordination of fire and law enforcement resources will be accomplished through their respective mutual aid systems. The same five primary functions of ICS will be utilized in the EOC as well as in the field.

All employees of the district are disaster service workers and are subject to assignment to disaster service activities assigned to them by their superiors. Each school principal or site manager is considered to be an Emergency Service Supervisor in regard to teachers and non-certificated employees at the individual sites. (California Government Code Section 3100, Title I, Division 4, Chapter 4)

EOC and IC Management Functions

- **Management:** This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the district, local governmental agencies, and private organizations.
- **Operations:** This function is responsible for coordinating all jurisdiction operations in support of the response to the emergency through implementation of the action plan.
- **Planning/Intelligence:** This function is responsible for collecting, evaluating and disseminating intelligence and information; developing the action plan coordination with the other functions; and maintaining documentation.
- **Logistics:** This function is responsible for providing facilities, services, needed equipment, and materials.
- **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.

EOC [Emergency Operation Center] Director - Responsible for operating and coordinating all emergency operations within the district's jurisdiction under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS); requesting mutual aid assistance with the approval of the Emergency Operations Executive; providing a liaison with nearby jurisdictions and appropriate state and federal agencies and the effective operation and coordination of the district's Emergency Operations Center (EOC).

Incident Commander – The Incident Commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources. The Incident Commander, regardless of rank or

Section 1: General Information – School Safety
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Part 10: CSSP Faculty and Staff Assigned Roles (2 of 6)

position in the organization, has complete authority and responsibility for conducting the overall operation. The Incident Commander (IC) is the single person in charge at the incident, and initially fills all 5 command staff positions. As the incident grows the tasks covered by other sections can be delegated, and those new positions take the title of Section Chief. The IC is responsible for all activity on the incident as well as creating the overall incident objectives. In certain cases to ease multi-agency coordination this may be a Unified Command where multiple agencies share command.

PIO – Under the direction of the EOC, a member of the Command Staff is responsible for the formulation and release of information about the incident and serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. If a site level PIO is operating at the incident, he/she will coordinate information releases or turn over those responsibilities to the district PIO.

Liaison Officer - A member of the Command Staff and the point of contact for the mutual aid agency representatives. This includes representatives from public and private contractors assisting the agency, law enforcement agencies, fire services, Red Cross, public works, coroner's officer, etc.

Safety Officer - Develops and recommends measures for assuring personnel safety, and assesses and/or anticipates hazardous and unsafe operational conditions or situations. The site level Safety Officer has the authority to halt any action until safety concerns have been addressed.

Operations Chief- Ensure that the operations function is carried out, including the coordination of response for all operational functions assigned to the EOC. Ensure those operational objectives and assignments identified in the EOC action plan are carried out effectively.

Logistics Section Chief – Provides all resources, services and support for the incident. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support. Provides logistical support to all other sections

Planning Section Chief - Oversees situation analysis, documentation, and the Incident Action Plan. Establishes special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Assembles information on alternative strategies. Provides periodic predictions on incident potential. Reports significant changes in incident status. Compiles and displays incident status information. The Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

Finance Section Chief - Responsible for managing all financial aspects of an incident including: financial and cost analysis, tracking and recording of personnel time, ensuring

Section 1: General Information – School Safety
Part 10: CSSP Faculty and Staff Assigned Roles (3 of 6)

all obligation documents initiated at the incident are properly prepared and completed. It is important to brief administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial/administrative matters, process purchase orders and contracts in coordination with the Logistics Section.

Site Incident Command Center – General meeting location of the principal and the site emergency command team. The location is typically the office or front of the designated evacuation meeting area. The responsibilities of the Site Incident Command Center (IC) are to account for the presence of all students and staff, implement and coordinate the emergency plan, control internal and external communication, and communicate with the superintendent.

- **Incident Command Center is located in the front office.**
- **Alternate: Rory’s Towing (245-6674)**

Site Level Operational Responsibilities:-

Public Information Officer: Works with the Incident Commander and the EOC-PIO to prepare press releases and other information dissemination.

Safety Officer: Oversees all operations with the authority to stop any actions until safety concerns for victims and rescuers have been addressed.

Search & Rescue: Directs the safe suppression of fire incidents and the search for missing persons. Directs rescue efforts for trapped or disabled persons.

Traffic/Security: Generally consists of maintenance or custodial staff. This team’s responsibilities include,

- Shut off of all utilities
- Turn on utilities when cleared to do so
- Lock all external gates, doors, and/or secure school with personnel at open areas
- Assist in the routing of parents and emergency personnel as necessary
- Directs emergency vehicles to proper locations, manages the entrance of private vehicles onto campus,
- Manages the presence of non-emergency persons on campus.
-

Medical Service/Student Health: Takes care of minor first-aid needs and long-term health issues for students and staff. Generally located at the front of the emergency meeting area the team’s responsibilities include:

- Administering first aid.
- Recording information on the extent of injuries and first administered.
- Determines need for medical assistance.

Section 1: General Information – School Safety
Part 10: CSSP Faculty and Staff Assigned Roles (4 of 6)

- Ensures medical supplies, emergency health records, and student health cards are at the location.
- A crisis team may be formed:– Sometimes known as a grief counseling/crisis intervention team, this group of people acts as a resource for the district in providing recommendations or choices in response to an individual student’s death; the loss of a significant other; death of a staff member; or any event which may adversely affect student learning. Core team crisis members often include local community members in the fields of religion, counseling, psychiatric care, psychological care. School team crisis members often include school psychologist, school nurse, and guidance counselor. Crisis Team Members: Karin Ericson (school nurse), Regina Helmer (school counselor), Jerome Arzaga (school psych), other district personnel as available.
- **Staff certified in CPR:** *Joseph Horacek, Anne Stewart.*
- **Location and how to access first aid supplies:** First Aid supplies are kept in a cupboard in the front office.
- **Special Needs Students and Staff -** *List students and staff who need special assistance (e.g. blind, deaf, autistic) 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 prolong period of time.*
- **Special Assistance Needed:** No wheelchairs needed. No blind or deaf students.
- Students and Staff requiring medication during prolonged period of time: Listed on the next page. *INSERT A LIGHT BLUE PAGE (numbered “page 21” or whatever other page number that is appropriate for your plan) WITH THIS INFORMATION. THIS PAGE WILL NOT BE AVAILABLE FOR PUBLIC VIEWING. IT WILL ONLY BE INCLUDED IN THE PRINCIPAL’S AND SUPERINTENDENT’S PLANS.*
- **Damage Assessment:** Evaluates the extent of damage to campus facilities and reports findings to Safety Officer.

Movement & Transportation: Organizes the transfer of students and staff from one location to another. Must account for the whereabouts of all students, make sure necessary information accompanies each student, and organizes and oversees a student release team that will ensure each student is reunited with an authorized parent or guardian.

Buddy System – Generally consists of pairing classroom teachers up so that each teacher is accounted for. Will also aid in staffing of sweep teams as some teachers may be assigned to sweep after the teachers and students are accounted for in the emergency meeting area. **A current Buddy Chart is located in Appendix E.**

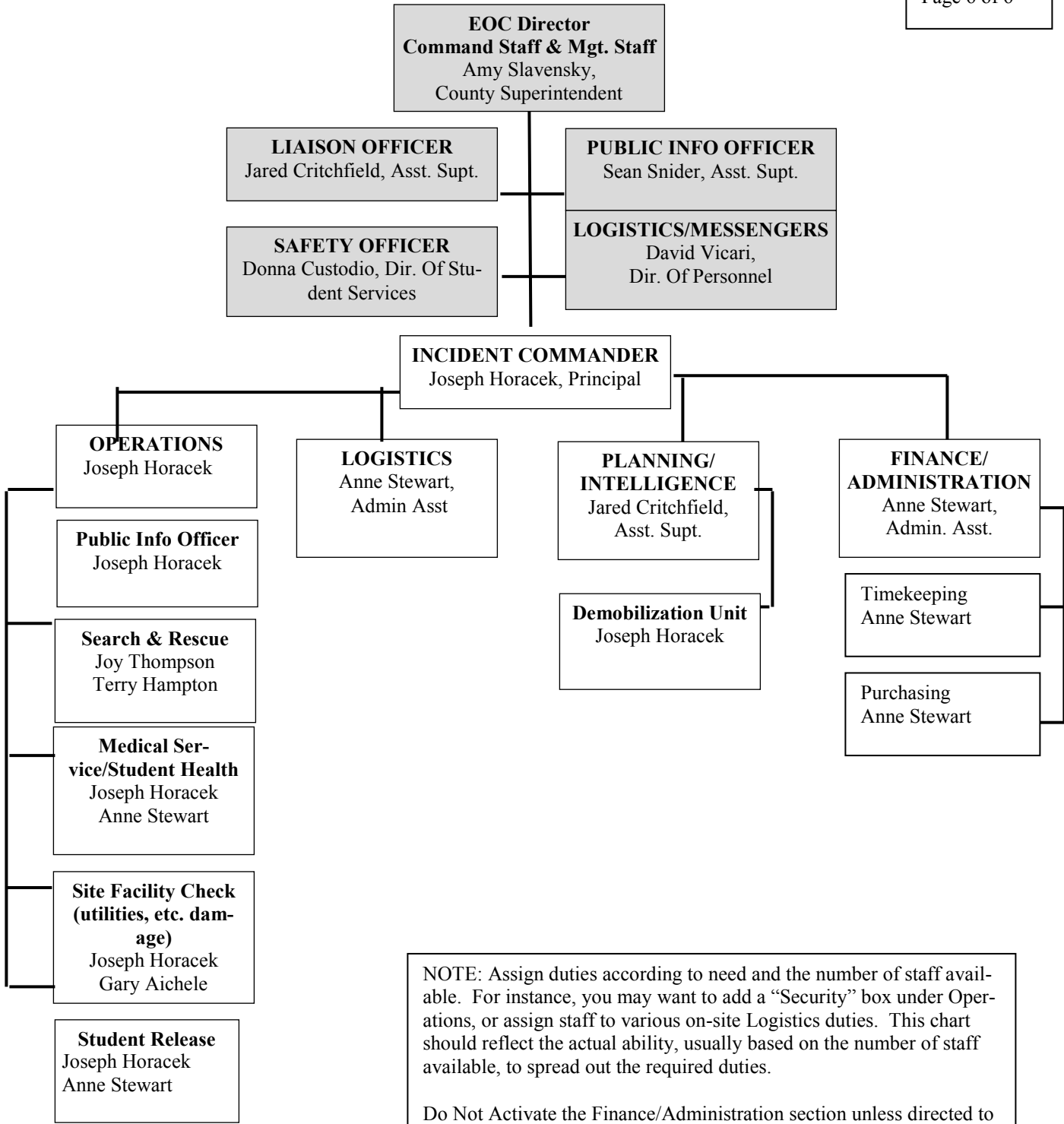
Section 1: General Information – School Safety
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Part 10: CSSP Faculty and Staff Assigned Roles (5 of 6)

Replace this page with a light blue sheet of paper with a list all students and staff and medications required during a prolonged period of time, and the names and room locations of any special needs students or adults (those with diminished mental capacity, physical mobility issues, etc.)

Amador County Office of Education Incident Command Structure

Section 1
Part 10
Page 6 of 6



NOTE: Assign duties according to need and the number of staff available. For instance, you may want to add a “Security” box under Operations, or assign staff to various on-site Logistics duties. This chart should reflect the actual ability, usually based on the number of staff available, to spread out the required duties.

Do Not Activate the Finance/Administration section unless directed to do so by district office personnel.

Some duties can be assigned to whoever holds a particular position, like “the principal.” Others may need specific individuals named, but everyone must recognize that when an individual is not available (i.e. absent) there may be a need to quickly assign someone else that duty.

Comprehensive School Safety Plan

Shenandoah Valley Charter School Amador County Office of Education

Section 2: Child Abuse Reporting

Part 1: Child Abuse Reporting Procedures (1 of 5)

Board Policy 5141.4

Child Abuse Prevention

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

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

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

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

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

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

Administrative Regulation 5141.4

Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child as defined in Penal Code 11165.1
3. Neglect 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

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)

(cf. 5144 - Discipline)

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

Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures (3 of 5)

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; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters, or 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. (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)

Any person shall notify a peace officer if he/she 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, where the victim is a child under age 14. (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, and when there is agreement among them, 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)

Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures (4 of 5)

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)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a 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 11166)

Amador County Child Protective Services

10877 Conductor Blvd., Sutter Creek

(209) 223-6550

When the 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 receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

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

Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures (5 of 5)

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

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

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)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee 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 or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

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

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, school 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

Training of mandated reporters shall include child abuse identification and reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

Comprehensive School Safety Plan

Amador County Office of Education
Section 3: Disaster Procedures
Part 1: General Information – Disaster (1 of 1)

General Information – Disaster

Amador County Office of Education will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

Comprehensive School Safety Plan

Amador County Office of Education
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault (1 of 1)

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 immediately.

As necessary, alert all site employees of the situation.

A. If the agent is delivered via aircraft:

1. Immediately shelter all individuals inside the nearest available room.
2. If any individual has evidence of a chemical agent on their clothing, they should immediately remove that clothing. Others should not touch the clothing. The clothing should be isolated in a closet or plastic bag.
3. Contact the office immediately to ask for assistance.
4. Follow all other procedures in the Action Guide on p. 32.

B. If the agent is delivered via dispersion device that is outdoors, indoors or through the school's HVAC system: Follow the procedures in the Action Guide on p. 32.

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 EOC* will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

<p style="text-align: center;">Action Guide: Lockdown – Shelter in Place: Chemical or Biological Threat or Incident</p>	<p style="text-align: center;">Response: Staff in Threatened or Affected Areas</p> <ol style="list-style-type: none"> 1. Threat. <ol style="list-style-type: none"> a. Gather as much info as possible about the specific type of chem/bio agent, its physical properties (airborne, powder, liquid; color, odor, quantity), its specific location, and how it will or has been released. b. Quarantine the threatened area and anyone potentially exposed until they can be medically cleared. c. Instruct potentially exposed individuals to avoid inhaling or touching the substance or each other. d. If threat is outside and if possible, move people to an unoccupied inside location and quarantine. e. Reduce risk of increasing exposure by closing window & doors and shutting down HVAC systems. f. Account for <u>everyone</u> in your area and report anyone missing that should be there. g. Wait for further information & instruction from school and public safety officials. 2. Suspected Exposure. <ol style="list-style-type: none"> a. Quarantine the area and anyone potentially exposed until they can be medically cleared. b. Instruct exposed individuals to avoid inhaling or touching the substance or each other. c. Gather as much info as possible about the potential chem/bio agent from those exposed (physical properties: airborne, powder, liquid; color, odor, quantity), exposure degree & type (touched, inhaled, ingested), any apparent physical reactions to the substance, and its specific location (floor, tabletop, air). d. Reduce risk of increasing exposure by closing window & doors and shutting down HVAC systems. e. <u>DO NOT</u> attempt to clean up any spilled contents. f. Cover the contents with anything handy (trash can, cardboard box, paper, trash bag, etc.) g. If threat is outside and if possible, move people to an unoccupied inside location and quarantine. h. Account for <u>everyone</u> in your area and report anyone missing that should be there. i. Wait for further information & instruction from school and public safety officials.
<p>Precipitating Events: Receipt of threat or discovery of an alarming unidentified substance on or near campus.</p>	
<p style="text-align: center;">Notification</p> <p>Authorized Personnel: Administrator, designee, office personnel</p> <p>Primary Method: Intercom announcement</p> <p>Secondary Methods: 1)phones, 2) messenger</p>	
<p>Objective: Reduce risk of [further] exposure by locking down and maintaining segregation of all groups of personnel until public safety officials can test and release individual groups of people.</p> <p style="text-align: center;">Goals</p> <ol style="list-style-type: none"> 1. Persons immediately exposed to the potential chem/bio agent MUST remain where they are and try to avoid inhaling or touching the substance. 1. Via intercom, announce LOCKDOWN and notify all staff to HOLD all students/persons in-place and report accountability by phone. 1. Call 911 to report the incident/threat and request medical support for anyone exposed to the substance. 1. Shut down all HVAC systems. 2. Via phone, explain situation and required actions to staff. 3. Direct staff to move people outside into unoccupied indoor areas. 4. Account for every person on campus. 5. Notify family members of students, staff and visitors. 6. Release groups of students after cleared by public safety officials. 7. Release information to the public as appropriate via the district office and public safety officials. 8. Evaluate the entire action, and modify as necessary. 9. Return to normal operation. 	<p style="text-align: center;">Response: Staff in Other Areas (Indoors & Outdoors)</p> <ol style="list-style-type: none"> 1. Indoor Areas: <ol style="list-style-type: none"> a. Lockdown buildings; move students from hallways/areas into adjacent classrooms. b. To reduce potentially increasing exposure: <ol style="list-style-type: none"> i. Close all windows & doors. ii. Shut down all HVAC systems. iii. Do not drink or use water from faucets. c. Account for <u>everyone</u> in your area and report anyone missing that should be there. d. Wait for further information & instruction from school and public safety officials. 2. Outdoor Areas: <ol style="list-style-type: none"> a. Assess the situation and determine if you can move people into an unoccupied indoors area, <i>especially if faced with an outdoor airborne agent.</i> b. Follow Indoor Areas procedures.
	<p style="text-align: center;">Response: Other Personnel</p> <ol style="list-style-type: none"> 1. If you are alone on campus, go to the nearest indoor structure and report to the teacher in charge. 2. If you are in a classroom or outdoor area, remain there and give aide to the teacher in charge. 3. If there are no teacher or staff present, take charge: Follow the actions specified on this page.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures (1 of 1)

Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, **DO NOT HANDLE THE OBJECT. FOLLOW PROCEDURES IN SECTION 3, PART 11 “SUSPICIOUS MAIL/PACKAGES” ON PAGE XXX**

GENERAL INFORMATION:

1. Receiving the call: Follow procedures on the following page (p. 34).
2. If the threat is in a letter or note, in order to preserve fingerprints don't handle the envelope or paper any more than necessary.
3. Notification Procedures: Follow Administrator's Action Guide on page 35.
4. To prevent panic, people will only be notified on an as-needed basis.
5. If the location the alleged bomb is not specifically designated, students will be kept in the classroom (Shelter-In-Place procedures, pages 33-34)
6. 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.
7. The decision to search the building will be made in conjunction with law enforcement authorities and may be performed by them.
8. The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

Action Guide:
Shelter In Place: Bomb Threat
[PAGE 1 OF 2]

Precipitating Events: Phone call received, letter or note acquired, in-person threat.

Notification

Authorized Personnel: Administrator, designee, office personnel, maintenance

Primary Method: Person-to-person

Secondary Methods: intercom, phone message or fire alarm

Objective: Isolate potential threat area by evacuating to or sheltering all students, staff and visitors in the safest areas.

Goals:

Notify all staff of the danger.

Determine the safest places for people to be.

Initiate and modify as needed sheltering or evacuation orders.

Account for the whereabouts of every person on campus.

Determine the validity of the threatening claims.

Care for the injured.

Notify family members of students, staff and visitors.

Release students in a safe and orderly manner.

Release information to the public as appropriate.

Provide counseling services when needed.

Evaluate the entire action, and modify as necessary.

Return to normal operation.

Response: Teachers in Classrooms

1. You may be instructed by landline phone or in person to do a visual search of your classroom and report any suspicious devices. It is important that you do so without alarming your students, and *without touching* any backpacks, boxes or packages you deem to be suspicious. You will need to look for any objects that are not normally present in your room, or normal objects that appear to have been tampered with or moved from their normal places.
2. If instructed to inform students of the bomb threat, first instruct everyone to turn off all electronic devices: cell phones, two-way radios, etc., as they could trigger a device. If there is time, also turn off computers.
3. Follow instructions given by the administrator or designee.
 - a. If told to evacuate:
 - 1) Tell students to take *their own* backpacks with them.
 - 2) Close and lock the classroom door after you are sure everyone is out of the room.
 - b. If told to shelter in place:
 - 1) Lock all doors and windows.
 - 2) Do not allow anyone to leave the room.
 - 3) Do not pick up or move any backpacks, boxes or packages.

Response: Teachers Outside Classrooms

1. Outside Areas:
 - a. Turn off all electronic devices.
 - b. Instruct all students and visitors to proceed immediately to the normal evacuation area.
2. Indoor Areas:
 - a. Turn off all electronic devices.
 - b. Follow instructions to either shelter in place or to evacuate.
 - c. If told to evacuate:
 - 1) Instruct everyone in the room to proceed to the designated evacuation area.
 - 2) Have everyone remove *their own* backpacks, boxes or package.
 - 3) If you are able to do so, lock the door after making sure everyone has left the room.

Response: Other Personnel

EVERYONE SHOULD IMMEDIATELY TURN OFF ALL ELECTRONIC DEVICES INCLUDING CELL PHONES AND TWO-WAY RADIOS AS THEY MAY TRIGGER A DEVICE

1. Person answering a phoned-in threat: Follow instructions on Bomb Threat Checklist on pages 33 & 34.
2. Office personnel: Notify the administrator or designee immediately.
3. Maintenance: Assist the administrator or designee in whatever tasks you are directed to do.
4. Instructional Aides: Assist the teacher you are with.
5. Site administrator/designee: Follow procedures on page 35.

**Action Guide:
Shelter In Place: Bomb Threat
[PAGE 2 OF 2]**

*This page should be printed on a blue sheet of paper,
included only in the administrator's and superintendent's copies of the safety
plan and should not be available for public viewing.*

Response: Site Administrator

1. Call 9-1-1 immediately. Ask for both law enforcement and fire response.
2. Instruct everyone present to turn off all electronic devices, including cell phones and two-way radios.
3. Contact the district superintendent's office.
4. Enlist the help of available staff to comb the campus looking for any suspicious objects. This is only a cursory search. Report, but do not approach or touch, suspicious objects.
5. If you believe you can wait until the arrival of law enforcement before deciding whether or not to institute evacuation procedures, do so. Things to consider:
 - a. All threats need to be taken seriously.
 - b. Evacuating classes every time a threat is received will encourage students to call in more threats.
 - c. Special activities that some students would prefer to miss, such as various types of testing, will sometimes prompt a false bomb threat.
 - c. Not evacuating and having a device detonate is not a risk some administrators want to take.
 - d. Evaluate the threat: The more detailed the threat and the more follow-up calls received, the more likely the threat is to be real.
 - e. Anytime a suspicious device is found, evacuations should immediately be initiated.
6. To prevent panic, express your concerns only to those who need to know.
7. Upon consultation with law enforcement, consider the following actions:
 - a. Turn off the bell and intercom system.
 - b. Call on landline phones or have selected staff personally visit each classroom, library, etc. and inform school personnel of the need to either shelter in place or evacuate using the normal or special routes of egress.
 - c. You may choose to have teachers announce the situation to their students and ask their cooperation in turning off all electronic devices, explaining that their use could trigger a device.
8. When you consider the situation to be safe, instruct all personnel to return to normal activity.

These two pages are NOT for public viewing. All other CCSP copies must contain these pages.

Make copies of these pages on light blue paper and keep copies by each office telephone.

**AMADOR COUNTY OFFICE OF EDUCATION
BOMB THREAT CHECKLIST**

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE

Use statements such as, "I'm sorry, I didn't understand you. What did you say?"

If possible, get someone else to call 9-1-1 while you have the caller on the line.

Exact Time and Date of Call:

Exact Words of Caller:

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 address?

10. What is your name?

BOMB THREAT CHECKLIST page 2 of 2

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"/> Party 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"/> Nasal	
	<input type="checkbox"/> Lisp	

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident (1 of 1)

Chemical or Hazardous Material Incident

If there is a chemical spill at a nearby industry, students should remain inside. Students who are outside should be taken inside as soon as possible.

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 (see p. 36)

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

Teachers shall proceed with emergency chemical spill procedure.

If a fire occurs during a chemical spill, the fire alarms will be activated 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.

**Action Guide:
Chemical or Hazardous Materials
Incident**

Precipitating Events: Hazardous materials or chemical spill on nearby roadway or industrial site. Chemical or hazardous materials spill on campus.

Notification

Authorized Personnel: Office personnel

Primary Method: Intercom announcement

Secondary Methods: Telephone, messengers

Objective: Administer aid to affected students/personnel and shelter students and personnel in the most protected areas possible.

Goals:

1. Treat anyone directly affected.
2. Isolate the source of the spill.
3. Warn everyone on campus of the danger.
4. Contact appropriate emergency response agencies.
5. Secure appropriate personnel to clean up any on-campus spills.
6. Inform all parents of the incident.
7. Release all students and personnel to resume normal activities.

Response: Teachers in Classrooms

Precautionary Measures: Read and follow directions on all chemical containers. Become familiar with the first-aid procedures printed on all chemical containers prior to opening or using the chemical. Make sure you have any necessary first-aid materials present prior to opening any chemical container or using any chemical.

1. If the spill occurs in your room
 - a. Order all non-affected students and adults outside. Depending on the type of chemical that is spilled, it may be necessary to evacuate everyone, including affected students/personnel from the area.
 - b. Initiate first-aid for affected students by following standard procedures for that particular chemical. (Depending on the chemical, this may require removing affected clothing and/or applying copious amounts of water to skin and/or eyes, or placing the affected person in an emergency shower)
 - c. Do not attempt to clean the spill. Call the office and ask for a trained worker to do the clean up.
2. If the spill occurs someplace other than your room: Shelter In Place
 - a. Close all windows and doors.
 - b. Turn off the HVAC unit.
 - c. Do not call the office. Wait for further instructions.

Response: Teachers Outside Classrooms

1. If the spill has occurred outside any rooms
 - a. Move all students/personnel to the nearest available room
 - b. Shelter In Place, following instructions for "Teachers in Classrooms" above.
 - c. If due to wind direction or other circumstances you can determine that it would be more dangerous to move students in the direction of available rooms, move students to an available area upwind from the spill and contact the office as soon as possible to inform administrative personnel of your actions.
2. If the spill has occurred inside a room
 - a. Move all students/personnel to the normal evacuation site unless instructed to do otherwise.
 - b. If you can determine that it would be more dangerous to evacuate students, move students to an available area away from the spill and contact the office as soon as possible to inform administrative personnel of your actions.
 - b. Wait for further instructions.

Response: Other Personnel

1. Do not attempt to clean up any spills
2. Follow the directions given by office and/or emergency personnel to either shelter in place or evacuate

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 5: Earthquake Procedures (1 of 2)

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 E.O.C.

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.

An announcement will be made over the public address (P.A.) system to “evacuate the building at this time.” The announcement over the public address system will be repeated three (3) times. The school’s administrator or other office staff will make the evacuation announcement over the P.A system.

Evacuation should NOT be automatic.

If you do not hear a PA announcement to evacuate, and are in an unsafe classroom- ceiling has collapsed, wires are crackling, broken glass is all over the floor- have another

Section 3: Disaster Procedures
Part 5: Earthquake Procedures (2 of 2)

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 EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Check-in with your teacher “safety buddy”.

Each teacher will account for their students before the teacher and students leave the classroom.

Each teacher will gather their students and make an orderly exit out of the classroom.

The teacher will take the emergency clipboard and roll book with them as they exit the classroom.

Each class shall proceed to the pre-designated evacuation area three minutes after the bell and evacuation announcement has been made.

Reminder

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.

Action Guide: Earthquake

Precipitating Events: Earth shakes or rolls, possibly causing objects to rattle or fall.

Notification

Authorized Personnel: Every staff member
Primary Method: Staff member's observation

Secondary Methods: Intercom announcement

Objective: Keep everyone safe during the initial quake and safely move everyone to safer places as protection against after-shocks.

Goals:

1. Take protective action during the initial phase.
2. Account for all people present on campus.
3. Care for the injured.
4. Secure mutual aid from appropriate agencies.
5. Notify family members of students, staff and visitors when and where release will take place.
6. Inspect all building for safety prior to allowing anyone back in.
7. Release students in an orderly and safe manner.
8. Release information to the public as appropriate.
9. Evaluate the entire action and modify as necessary.
10. Return to normal operation when it is deemed safe to do so.

Response: Teachers in Classrooms

1. Instruct everyone to, "Duck and cover".
 2. Remain in the "duck and cover" position for at least 2 minutes.
 3. Assess the situation:
 - a. Wait for the "evacuate all buildings" announcement over the intercom, usually two to three minutes after the initial shock.
 - b. If you determine your situation to be unsafe due to falling ceiling, walls, etc. and can determine that there is a safe exit route (free of other equally dangerous hazards such as falling structure or wiring), order the immediate evacuation of your area without waiting for the "evacuate all buildings" announcement.
 4. Once cleared for evacuation, remove all people in your care to a safe outdoor area, usually the same evacuation area used in fire drills. Avoid areas near structures or power lines.
 5. Be the last one out of the room, taking a roll sheet with you.
 6. Leave the door open to avoid the build up of gas from possible leaks.
 7. As soon as possible, check on (visually observe) your designated "buddy" staff member.
 8. Once to the evacuation area, have students sit on the ground, take roll and wait for further instructions.
- NOTE:** The planned announcements using the intercom may not be able to be made due to electrical outages or damaged wiring. You must use your best judgment in this situation.

Response: Teachers Outside Classrooms

1. As soon as the ground begins shaking
 - a. Instruct everyone to move away from structures and power lines.
 - b. Have everyone sit or lie on the ground.
2. After the initial quaking has subsided, move all students/personnel to a safe outside evacuation area free from possible falling structures and power lines.
3. Have everyone sit on the ground.
4. As soon as possible, check on (visually observe) your designated "buddy" staff member.
5. Wait for further instructions.

Response: Other Personnel

1. Initiate "duck and cover" procedure.
2. After the initial shaking is through or after about 2 minutes, evacuate everyone to the pre-designated assembly area, making sure to avoid as much as possible structures and power lines.
3. Once to the evacuation area, have everyone sit on the ground.
4. As soon as possible check on (visually observe) your designated "buddy" staff member.
5. Wait for further instructions.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 6: Aircraft Crash (1 of 1)

Aircraft Crash

If possible, “duck and cover” under a desk or table.

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

The school’s administrator or other office personnel will call the local fire department or other emergency agencies.

Assist any injured people 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. Possible alternative evacuation sites include Rory’s Towing, or the parking lot at Marlene & Glen’s restaurant.

The teacher shall maintain control over the students for which he or she is responsible.

The school’s security staff 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 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.

**Action Guide:
Explosion, Aircraft Crash
or Similar Incident**

Precipitating Events: Loud, explosive sound accompanied by smoke or fire.

Notification

Authorized Personnel: All staff

Primary Method: Observation

Secondary Methods: Intercom announcement, phone, messengers.

Objective: Protect all people on campus from collateral effects and evacuate everyone to a safer area.

Goals:

1. Obtain mutual aid assistance from emergency response agencies.
2. Evacuate everyone to a safer area.
3. Treat injured.
4. Account for every person on campus.
5. Secure the site to prevent others from injury.
6. Notify parents of the incident and inform them of the time and place for the release of students.
7. Inform the general public of the situation.
8. Release students in an orderly and safe manner.
9. Evaluate the incident.
10. Return to normal operations.

Response: Teachers in Classrooms

1. Initiate the “duck and cover” procedure upon hearing the first explosion.
2. In most cases the fire alarm will be sounded and normal evacuation procedures should be followed.
3. If no alarm is sounded, possibly due to a power outage or damage to wiring, assess the situation and evacuate everyone by a safe route to the predesignated assembly area.
4. Be aware of the possibility of secondary explosions.
5. If the normal evacuation area is not safe or there is no apparent safe route to the area, evacuate to an alternate area, preferably upwind from the location of the incident.
6. Care for the injured in your care. Inform the office about any injured people as soon as possible.
7. As soon as practicable check on (visually observe) your designated “buddy” staff member.
8. If you evacuate to an alternate site, notify the office of your whereabouts as soon as practical.
9. Wait for further instructions.

Response: Teachers Outside Classrooms

1. Instruct everyone to lie flat on the ground.
2. Do not enter any buildings.
3. Assess the situation:
 - a. As soon as it is safe to do so, instruct everyone to proceed to the normal evacuation area.
 - b. If the normal evacuation area is not accessible or unsafe, proceed to an alternate assembly area, preferably upwind from the incident site.
4. Care for any injured people.
5. Notify the office of any injuries as soon as possible.

Response: Other Personnel

1. Safety personnel should immediately assess the need for mutual aid.
2. Security personnel should immediately block access to the site except for emergency vehicles.
3. Office personnel should notify 9-1-1 and assess the situation to determine if alternate evacuation sites should be used.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 3: Disaster Procedures

Part 7: Fire Procedures (1 of 1)

Fire Procedures

Since the fire alarm is tied into a dispatch center, the fire dept. will be automatically notified once the alarm goes off either by the fire / smoke or by someone pulling one of the fire alarm pulls. One fire alarm pull is located in the old school, just outside the first classroom in the hallway. The second fire alarm pull is located in the new school in the principal's office. When feasible, office staff will make a call to 9-1-1 to make sure emergency personnel have been dispatched, but only if the call can be made from a safe place and only after the office staff have made sure all personnel and students have been safely evacuated.

The school's security personnel will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings.

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.

Reminders

Students and teachers will exit the building through the designated doors. If the primary evacuation routes are blocked, alternate routes shall be taken.

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

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.

The teacher shall maintain control over the students for which he or she is responsible.

Do not block fire lanes or areas used by the fire department.

Do not re-enter buildings until authorized by fire department or the principal.

If the fire is off site, wait for instructions from the principal or District EOC.

Only trained personnel should operate fire extinguishers or other fire suppression systems, and only after all students have been safely evacuated.

Action Guide: Evacuation: Fire

Precipitating Events: Heavy smell of smoke, visual flames

Notification

Authorized Personnel: Any person observing the danger

Primary Method: Fire alarm pull boxes

Secondary Methods: Intercom, telephone, messengers.

Objective: Remove everyone to a safe area.

Goals:

1. Notify everyone on campus of the danger.
2. Move everyone to a predesignated assembly area.
3. Notify 9-1-1
4. Account for all people on campus.
5. Stop the spread of the fire.
6. Notify parents of the situation and advise them of the place and time for student release.
7. Release students in a safe and orderly manner.
8. Determine the safety level of all buildings.
9. Evaluate the incident.
10. Return to normal operations.

Response: Teachers in Classrooms

1. If the fire begins in your room, immediately evacuate everyone from the room, closing the door behind you, pull the nearest alarm pull-box upon or after leaving your room. Do not call 9-1-1 or the office from the room.
2. If the fire is not in your room, upon hearing the normal fire alarm evacuate everyone to the predesignated assembly area, taking a roll sheet with you and closing the door behind you.
3. Take a roll sheet with you.
4. Close the door behind you.
5. As soon as practical check on (visually observe) your designated “buddy” staff person.
6. Once to the assembly area, take roll and inform the administration of any missing students or staff.
7. Constantly assess the situation and make changes as necessary, taking into account hazards that block the usual evacuation route, smoke and flames that may present a danger in the normal assembly area.
8. Once in a safe assembly area, wait for further instructions.

Response: Teachers Outside Classrooms

1. Anyone who observes flames or smoke in a building or in nearby wildland should immediately go to the nearest fire alarm pull-box and activate it.
2. Upon activation of the fire alarm instruct everyone who is outdoors to proceed immediately in an orderly manner to the predesignated assembly area. If the primary assembly area is unsafe, proceed to a safer area either on or off campus, keeping everyone together. Once in a safe area, notify the office of your whereabouts.
3. Do not go into any building to retrieve a roll sheet or for any other reason.
4. Once to your designated spot, take roll, even if you must do so by memory and inform the administration of any missing people.
5. As soon as practical, check on (visually observe) your designated “buddy” staff member.
6. Keep everyone in the assembly area until you receive further instructions.

Response: Other Personnel

1. Maintenance and office personnel will check public areas such as restrooms for any people who may not have heard the alarm.
2. The principal will check to make sure all teachers have accounted for all people in their care.
3. Maintenance, the principal and office staff will investigate the cause of the alarm.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 8: Flood Procedures (1 of 1)

Precautionary Measures: All schools have an emergency NOAA Weather Alert radio. This should be tested on a regular basis to make sure emergency weather warnings can be received.

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 EOC should be activated.

Reminders

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 EOC using SEMS/NIMS protocol.

All employees of the District are disaster service workers and are subject to assignment to disaster service activities assigned to them by their superiors. Each school principal or site manager is considered to be an Emergency Service Supervisor in regard to teachers and non-certificated employees at the individual sites. (California Government Code Section 3100, Title I, Division 4, Chapter 4); All school employees could be recruited to aid in flood mitigation measures such as sandbagging.

Action Guide

Evacuation: Flash Flooding/ Flooding

Precipitating Events: Heavy rainfall, swelling of creeks and rivers, NOAA warning

Notification

Authorized Personnel: Administrator, designee, or office personnel

Primary Method: Intercom

Secondary Method: Phones, messengers

Objective: Relocate all people to safe places through coordinated effort with City/County Emergency Services

Goals

1. Keep staff and students safe in buildings, if possible, and direct evacuation when advised or necessary
2. Move records to safer location
3. Stay tuned to local emergency stations for advice and information
4. Maintain communication with Area Administrator or Superintendent
5. Only the Superintendent can close the school
6. Assist with sandbagging efforts with maintenance, if directed
7. Release students in a safe and orderly manner
8. Release information to the public as appropriate
9. Evaluate the entire action, and modify as necessary
10. Return to normal operation

Response: Teachers in Classrooms

1. Once you have become aware of a flood danger, keep all students in the classroom.
2. Contact the office to report any students under your care who are not in the classroom.
3. While waiting for instructions to evacuate, enlist the aid of students to move books, records, supplies and other valuables that are stored close to the floor to desktops or other safe places that are two or more feet above the floor.
4. If your room is being inundated by water, contact the office immediately for instructions.
5. Once ordered to evacuate, keep all students together, close the door after everyone is out.
6. Never attempt or direct others to attempt to walk or wade through fast moving water. Report the situation and wait for rescuers.
7. Your first responsibility is to supervise your students, but be prepared to help with other assignments as needed.

Response: Teachers Outside of Classroom

1. Do not attempt to return to a classroom if doing so requires walking or wading through fast-moving water.
2. Contact the office to inform them of your whereabouts and of those with you.
3. If safe to do so, relocate books, records, supplies and other valuables from the floor to higher areas in the room.
4. Once instructed to relocate, keep everyone together and close the door behind you.

Other Personnel

1. Maintenance workers should be the eyes and ears, checking in with the office to inform them of potential flooding hazards on campus.
2. Office personnel should monitor emergency weather channels and keep the principal informed.
3. Other classified staff and volunteers should assist certificated personnel
3. The principal should determine if and when emergency evacuation is necessary, arrange for transportation and a relocation area.
4. When the situation appears to be approaching an emergency status, the principal should contact the district office and request that the EOC be activated.
5. Principal must maintain contact with the EOC, providing regular updates and making requests for equipment and personnel for activities such as sandbagging or relocating and for essentials such as food and water if a prolonged stay is anticipated.
6. Notify parents of the situation and the plans for relocation.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 9: Intruder on Campus/Civil Unrest Procedures: Full Lockdown

Full Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the principal/administrator.

If the disturbance is affecting normal school or facility operations, the principal/administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom using the phrase “full lockdown” in your announcement. Site staff must follow the instructions included in the Action Guide that follows this page.

Reminders

If the situation is violent and may include the use of firearms, the principal or principal’s designee should instruct all staff and students to lie face down on the floor and remain immobile.

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

Action Guide Intruder on Campus/ Civil Disturbance

Shelter In Place: Full Lockdown

Precipitating Events: Dangerous person or animal on or near campus, uncontrollable mob or gang on campus

Notification

Authorized Personnel: Administrator, designee, office personnel

Primary Method: Intercom announcement

Secondary Methods: phone message

Objective: Separate all students, staff and visitors from a dangerous intruder, and keep them in a safe place until the intruder has been removed from the area.

Goals

Notify every person on campus of the danger.

Account for the whereabouts of every person on campus.

Remove the intruder from the area.

Care for the injured.

Notify family members of students, staff and visitors.

Release students in a safe and orderly manner.

Release information to the public as appropriate.

Provide counseling services as needed.

Evaluate the entire action, and modify as necessary.

Return to normal operation.

Response: Teachers in Classrooms

Move all people in the room to an isolated section of the room and reduce exposure to outside windows and doors.

Lying flat on the floor is an alternative if there is not an isolated section where all people can gather.

Turn out all lights.

Lock all doors and windows without exposing yourself to outside viewing. Exception: if action must be taken while students are in a hallway or on a playground right outside the classroom, make a quick check through a partially opened door, and admit students who are in the immediate area *if you deem it safe to do so*.

Close any window coverings if you can do so without exposing yourself to danger.

Take a count of all people in the classroom.

Make a list of all people in the classroom.

Stay near the telephone, but do not make any calls unless you have an immediate need (i.e. person injured).

When office personnel call the classroom, give the following information:

A. Names of students, staff or visitors missing from your room.

B. Names of any students absent from school.

C. Names of any people in your room who normally are not there.

D. Names of any injured people and the nature of their injuries.

9. Monitor the people in your classroom, maintaining silence and keeping people off their cell phones (cell phones could possibly set off a bomb and there is a problem with jamming the tower's capacity).

Response: Teachers Outside Classrooms

1. Outside Areas:

Tell everyone to freeze, get down low and be quiet.

Assess the situation and direct students to take the safest action:

1) Run to the nearest safe room.

2) Follow you away from the school, but stay in a group. If this action is taken, contact the school office as soon as feasible.

2. Indoor Areas:

A. If you are in a lockable room, lock it and stay there.

B. If you are in an unsecured area, assess the situation and either go to a secured area or stay where you are.

C. If there are students or visitors with you, keep everyone together, quiet and in as safe an area as possible.

Response: Other Personnel

If you are in a classroom, remain there and give aide to the teacher in charge.

If there is no teacher in the classroom, act on behalf of the teacher.

If you are in an outdoor area, assist the teacher in charge.

If you are in an outdoor area and there is no teacher present, act on behalf of the teacher.

If you are in a secured room, turn off the lights, lock the door and close any window coverings if you can do so without exposing yourself to danger. Go to the safest part of the room and remain quiet. Assist any students or visitors who may be in the room with you.

If you are in an unsecured room, assess the situation and either go to a secured room or remain where you are.

As soon as practical, office personnel will call each room to determine every person's location and status.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 9: Precautionary Lockdown (due to <i>possible</i> threat) (1 of 1)

Precautionary Lockdown Procedures

The *possibility* of a dangerous person or situation in the general vicinity of the school demands precautionary measures that do not equal the alert level of a *known* threat on or near campus.

The administration may become aware of a possible threat via notification from a nearby prison, jail or youth authority institution, a public media announcement or information from parents or community members.

If the disturbance or perceived threat is affecting normal school or facility operations, the principal/administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom using the phrase, “precautionary lockdown” when making the announcement. Site staff must follow the instructions included in the Action Guide that follows this page.

Reminders

If the situation is violent and may include the use of firearms, the principal or principal’s designee should instruct all staff and students to lie face down on the floor and remain immobile.

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

Action Guide Possible Threat Shelter In Place: Precautionary Lockdown

Precipitating Events: Report of an escaped prisoner or ward or of a local disturbance in the general area

Notification

Authorized Personnel: Administrator, designee, office personnel

Primary Method: Intercom announcement

Secondary Methods: phone message

Objective: Continue with limited normal operations while providing added security on campus.

Goals

Notify every person on campus of the situation.
Account for the whereabouts of every person on campus.
Patrol the campus with available personnel.
Provide escorts for students, visitors and staff as needed.
Notify family members of students, staff and visitors.
Release students in a safe and orderly manner.
Release information to the public as appropriate.
Provide counseling services as needed.
Evaluate the entire action, and modify as necessary.
Return to normal operation.

Response: Teachers in Classrooms

Lock doors and windows.

Advise all students that there is no immediate danger, but we will be extra careful until the situation gets better.

Take roll.

If someone needs to leave the classroom, notify the office.

When someone needs to leave the room an adult escort will be provided.

Keep your class indoors until the "all clear" announcement is given.

Continue with normal indoor activities.

If additional notice is given announcing a full lockdown, follow the instructions in the Action Guide on p. 40.

Response: Teachers Outside Classrooms

1. Outside Areas:

Tell everyone to return to their classrooms.

2. Indoor Areas:

A. If you are in a lockable room, lock it and stay there.

B. If you are in an unsecured area, assess the situation and either go to a secured area or stay where you are.

C. If there are students or visitors with you, keep everyone inside.

D. If anyone needs to leave the room, notify the office and an adult escort will be provided.

Response: Other Personnel

If you are in a classroom, remain there and give aide to the teacher in charge.

If there is no teacher in the classroom, act on behalf of the teacher.

If you are in an outdoor area, assist the teacher in charge.

If you are in an outdoor area and there is no teacher present, act on behalf of the teacher.

If you are in a secured room, remain there.

If you need to leave a room, contact the office first.

If you are in an unsecured room, assess the situation and either go to a secured room or remain where you are.

If you are available to help patrol the school grounds, contact the office with that information.

Administrator:

1. Attempt to verify the situation by contacting the appropriate law enforcement authorities.

2. Initiate the precautionary lockdown if appropriate based on the information available.

3. Use available staff with hand-held radios to patrol the campus in teams of two.

4. Team up available, responsible parents who may be on campus with staff to patrol campus if necessary.

5. Check with patrols periodically to verify their safety.

6. Be prepared to upgrade the alert status to a full lockdown if information received warrants it.

7. As soon as possible use the ConnectEd system to contact parents in an effort to control rumors.

8. Keep the superintendent's office apprised of the situation.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 3: Disaster Procedures
Part 10: Severe Windstorm Procedures (1 of 1)

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 EOC 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.

Reminder

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

Action Guide

Shelter In Place: Severe Winds

Precipitating Events: High winds, possibly accompanied by rain, hail, lightning

Notification

Authorized Personnel: Administrator, designee, office personnel, personal observation

Primary Method: Intercom

Secondary Method: Phones, messengers

Objective: Remove all people on campus from unprotected areas, seek shelter in safest buildings

Goals

1. Evacuate students from rooms receiving full force of wind
2. Avoid gymnasiums and other enclosures with long roof spans
3. Tune classroom radios to local station
4. Keep students/staff inside until winds have subsided and it is safe to return to classrooms/outdoors
5. Release students in a safe and orderly manner
6. Release information to the public as appropriate
7. Evaluate the entire action, and modify as necessary
8. Return to normal operation

Response: Teachers in Classrooms

1. Close windows and pull curtains.
2. Move students to the safest area in the room, away from windows.
3. If you deem it necessary, give the “duck and cover” command and maintain that posture until the threat has passed.
4. If your room is receiving the full force of the wind, notify the office at once.
5. If told to evacuate, follow instructions; keep everyone together, report to the office once you have arrived in the relocation area.
6. Tune classroom radio to local station.
7. Take roll call; make note of missing students and those present from other classrooms.
8. Remain inside building until the “all clear” is given by authorized personnel.

Response: Teachers Outside Classrooms

1. Outside Areas:
 - A. Instruct students to freeze and listen for directions
 - B. Assess the situation
 - C. Direct students to take the safest action:
 - 1) Walk to your own classroom
 - 2) Walk to the nearest classroom
2. Indoor Areas:
 - A. If you are in a safe classroom/building, stay there and take appropriate action.
 - B. If you are in an outside area or in a building with long roof span, go to a safe classroom.
 - C. If there are students or visitors with you, keep everyone together indoors.

Response: Other Personnel

1. If you are in a classroom, remain there and give aid to the teacher in charge.
2. If there is no teacher in the classroom, act on behalf of the teacher.
3. If you are in an outdoor area, assist the teacher in charge.
4. If you are in an outdoor area and there is no teacher present, act on behalf of the teacher.
5. If you are in a safe classroom or building, close windows and pull curtains.
6. If you are in an unsafe area, go to a safe classroom or building.
7. As soon as practical, office personnel will call each classroom to determine every person’s location and status.
8. **Office:**
 - a. Initiate emergency procedures.
 - b. Contact every room to account for all people on campus.
 - c. Monitor the emergency broadcast system.
 - d. When possible, the administrator should use the ConnectEd system to notify parents of the situation in a effort to control rumors.

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 3: Disaster Procedures

Part 11: Suspicious Mail/Packages (1 of 2)

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.

Section 3: Disaster Procedures

Part 11: Suspicious Mail/Packages (2 of 2)

Suspicious Mail/Packages (page 2 of 2)

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 9-1-1.

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 police (911) or the U.S. Postal Inspection Service (415-778-5800).
- 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.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police but their response may be slower.

****THERE IS NO ACTION GUIDE INCLUDED IN THIS PART OF SECTION 3***

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 3: Disaster Procedures

Part 12: Medical Emergency (1 of 1)

Medical Emergency

In the event of a medical *emergency* by faculty, staff member, visitor or student the following procedures shall be followed.

- ❑ The injured or ill person should immediately get help by contacting the office or nearest staff member.
- ❑ If office personnel believe that a true emergency exists, they should contact 9-1-1.
- ❑ As soon as practical, the office staff should ask for assistance from on-site personnel trained in first-aid or CPR.
- ❑ On-scene staff should not attempt to move the injured or sick person.
- ❑ The principal will arrange for the notification of the parent(s), legal guardian(s), or nearest relative of the person with 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.

Action Guide: Medical Emergency

Precipitating Events: Person is reported to be, or is observed to be, injured or experiencing a medical emergency such as shortness of breath, chest pains or other traumatic signs or symptoms.

Notification

Authorized Personnel: Anyone receiving a report or observing the person, including students

Primary Method: Personal report or observation

Secondary Methods: None

Objective: To provide necessary medical aid to injured or ill person.

Goals:

1. Prevent further injury or medical degradation.
2. Prevent others from becoming injured.
3. Provide advanced care when needed.
4. Notify appropriate relatives.
5. Evaluate the incident.
6. Return to normal operation as soon as possible.

Response: Teachers Inside Classrooms

1. Determine the nature of the injury or illness.
2. If you can do so without taking time away from accomplishing step #3, tell students to go to a neighboring classroom (If *you* are the patient, do not send all the students away. Have several of the most responsible ones remain).
3. Notify the office via telephone (or messenger, if the phone doesn't work).
4. Be prepared to answer the following questions:
 - a. The name and approximate age of the patient.
 - b. Is the patient breathing? Is the breathing labored?
 - b. The signs of the patient (visible things such as blood, deformities, red face, etc.)
 - c. The symptoms the patient makes known (subjective observations like fatigue, pain, numbness, etc.)
 - d. Do you know of any allergies the patient may have?
5. Follow basic first-aid procedures
 - a. Do not come into direct contact with another person's blood or other body fluids.
 - b. Do not move an injured person unless it is necessary to prevent further injury (i.e. fire, falling debris).
 - c. Assume that a head injury is accompanied by a neck injury and take precautions to keep the head/neck from moving.
 - d. Never give an unconscious patient anything to eat or drink.
6. Remain calm and observant.

Response: Teachers Outside Classrooms

1. Follow the same procedures listed above.

Exception: You will have to contact someone else for assistance by using a hand-held radio or using messengers.
2. Try to provide the patient with protection from the elements (sun, rain, wind)

Response: Other Personnel

1. Office staff:
 - a. Get basic information from the reporting party.
 - b. If there is a true emergency, call 9-1-1.
 - c. Contact the administrator or a designated, trained first responder to investigate.
 - d. If possible, keep the line with the reporting party open while another line is used to call 9-1-1.
 - e. Do not hang up with the 9-1-1 operator until they tell you to do so.
 - f. Arrange for someone to meet the responding ambulance or fire vehicle and guide them to the incident location.
2. Administrator:
 - a. Determine the level of emergency.
 - b. Determine if there is additional danger to other people and mitigate any hazards.
 - c. Provide for the care of displaced students.
 - d. Contact the appropriate relatives of the patients.
 - e. Debrief all parties following the incident and make adjustments as necessary.

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Section 3: Disaster Procedures

Part 13: School Bus Route Emergency (1 of 1)

School Bus Route Emergency

The A.C.U.S.D. Department of Transportation will develop and maintain its own School Bus Safety Plan. A copy will be provided for each school site. Each school site will cooperate with Transportation by providing opportunities for their staff to train students in emergency procedures and in general bus safety.

FIELD TRIP BUS SAFETY

The following steps should be taken during a field trip.

1. Student authorization release forms should be kept on file in the school's main office.
2. 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).
3. A copy of the list will be given to the chaperones.
4. Teachers will take roll prior to the bus departure.
5. If an accident occurs while en-route, the driver will contact the Director of Transportation informing the director of the accident, location, and number of students on board. The chaperone and/or teacher will contact emergency personnel if emergency medical treatment is needed. The chaperone and/or teacher will contact the principal informing the principal of the accident and any emergency care.
6. The principal will contact the superintendent regarding the bus accident and communicate the names of any faculty or student who is receiving emergency care. In the event emergency care is given, the principal will contact the chaperone/teacher's or student's primary contact. The principal will also use the rider list to notify parents of the accident.
7. The principal should consider using ConnectEd to broadcast a general announcement concerning the accident to control the spread of rumors.

A current copy of the district's bus routes for this school should be included in this section.

****THERE IS NO ACTION GUIDE INCLUDED IN THIS PART OF SECTION 3***

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Section 3: Disaster Procedures

Part 14: Hostage Situation (1 of 1)

Hostage Situation

In the event that a person or persons have taken one or more school children and/or staff captive and are holding them with the intent of making demands of the authorities, school staff must take special actions.

A hostage situation could take place in the open (e.g. the playground) or out of sight of everyone but the hostages and victims (e.g. classroom, office). It is possible that the situation could exist for quite a few minutes before anyone else becomes aware of it.

As in all special circumstances the first responsibility of staff is to protect the unaffected and themselves from becoming victims, and then do what is possible and practical for the hostages themselves.

It is of the utmost importance to remain calm and make no sudden moves that could cause the hostage-taker to take further, violent action. Speak in a controlled manner, instructing students in the area to walk to a safer place. Tell the hostage-taker what you are doing so he/she will expect the action and not be surprised by sudden movement.

Notify the sheriff's office as soon as possible. Do not attempt to be the "negotiator" in this situation. Law enforcement personnel have received specialized training and will know what to do when they arrive. Your job is to keep the situation from getting worse by keeping the perpetrator calm.

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Section 4: Notification of Dangerous Pupils

Part 1: Notifying Teachers of Dangerous Pupils (1 of 2)

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, the California Penal Code and Your School District Administrative Regulations are presented below.

From California Education Code Section 49079

- (a) 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
- (b) 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.
- (c) The information provided shall be from the previous three (3) school years.
- (d) 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

- (5) ... "Injury" means any physical injury, which requires professional medical treatment.
- (6) ... "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.

Section 4: Notification of Dangerous Pupils

Part 1: Notifying Teachers of Dangerous Pupils (2 of 2)

Notice Regarding Student Crimes and Offenses

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 certificated personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches and counselors.

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.

Also see Amador County Office of Education Board Policy and Administrative Regulations:
BP4158, BP4258, BP4358
AR4158, AR4258, AR4358

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Section 5: Suspension and Expulsion/Due Process

Part 1: Definitions (1 of 1)

AR 5144.1

- A. Suspension from school: 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. Removal from a particular class shall not occur more than once every five school days.
- B. Expulsion: removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)
- C. Day: a calendar day unless otherwise specifically provided. (Education Code 48925)
- D. School day: a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)
- E. Student: includes a student's parent/guardian or legal counsel. (Education Code 48925)
- F. Principal's designee: one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

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Section 5: Suspension and Expulsion/Due Process

Part 2: Notice of Regulations (1 of 1)

AR 5144.1

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)
(cf. 5144 - Discipline)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

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Section 5: Suspension and Expulsion/Due Process

Part 3: Grounds for Suspension and Expulsion (1 of 3)

AR 5144.1 Offenses That Warrant A Suspension (CA Ed Code 48900 a-q):

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) 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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Section 5: Suspension and Expulsion/Due Process

Part 3: Grounds for Suspension and Expulsion (2 of 3)

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for

Section 5: Suspension and Expulsion/Due Process

Part 3: Grounds for Suspension and Expulsion (3 of 3)

expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

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Section 5: Suspension and Expulsion/Due Process

Part 4: Removal from Class by a Teacher/Parental Attendance (1 of 1)

Removal from Class by a Teacher AR 5144.1

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.

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

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

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

Parental Attendance

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

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Section 5: Suspension and Expulsion/Due Process

Part 5: Suspension by Superintendent, Principal, or Principal's Designee (1 of 2)

AR 5144.1 The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Penal Code 261, 266c, 286, 288, 288a or 289, 243.4 (Education Code 48900(n))

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items "a-e" listed in Section 5, Part 3: Grounds for Suspension and Expulsion, or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent 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 and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves 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 a conference. 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 case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911(c))

Section 5: Suspension and Expulsion/Due Process
Part 5: Suspension by Superintendent, Principal, or Principal's Designee (2 of 2)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.
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 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 also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.
4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)
While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, 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 readmission solely because the parent/guardian failed to attend. (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. (Education Code 48911(g))
Any extension of the original period of suspension shall be 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. Extension of the suspension may be made only if 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)

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Section 5: Suspension and Expulsion/Due Process

Part 6: Suspension by the Board (1 of 1)

AR 5144.1

The Board may suspend a student for any of the acts listed in Section 5, Part 3: Grounds for Suspension and Expulsion, Sub Sections *a-e*, and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" Section 5, Part 5. (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 if any of the acts listed in "Grounds for Suspension and Expulsion" in Section 5, Part 3 occurred. 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 closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079.

(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 certified mail. 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)

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Section 5: Suspension and Expulsion/Due Process

Part 7: On-Campus Suspension Program (1 of 1)

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher 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 a supervised 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 shall be made in writing. (Education Code 48911.1)

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Section 5: Suspension and Expulsion/Due Process

Part 8: Authority to Expel (1 of 1)

AR 5144.1

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding 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

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Section 5: Suspension and Expulsion/Due Process

Part 9: Mandatory Recommendation for Expulsion (1 of 1)

AR5144.1

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive 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 the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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Section 5: Suspension and Expulsion/Due Process

Part 10: Mandatory Recommendation and Mandatory Expulsion (1 of 1)

AR5144.1

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

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above

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

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Section 5: Suspension and Expulsion/Due Process

Part 11: Student Right to Expulsion Hearing (1 of 1)

AR5144.1

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to 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 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))

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

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Section 5: Suspension and Expulsion/Due Process

Part 12: Rights of Complaining Witness (1 of 1)

AR5144.1

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 in 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)

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Section 5: Suspension and Expulsion/Due Process

Part 13: Written Notice of the Expulsion Hearing (1 of 1)

AR5144.1

Written notice of the 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).
(cf. 5119 - Students Expelled from Other Districts)
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel
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

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Section 5: Suspension and Expulsion/Due Process

Part 14: Conduct of Expulsion Hearing (1 of 3)

AR5144.1

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and 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 request is made, the meeting shall be public unless another student's privacy rights would be violated.

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 shall also 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 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 the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11525. (Education Code 48918(i))

Section 5: Suspension and Expulsion/Due Process

Part 14: Conduct of Expulsion Hearing (2 of 3)

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: While technical rules of evidence do not apply to expulsion hearings, 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 must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence 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) and (h))

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.

(cf. 5145.12 - Search and Seizure)

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

- 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 according to 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.

Section 5: Suspension and Expulsion/Due Process

Part 14: Conduct of Expulsion Hearing (3 of 3)

- 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 non-threatening 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 Within 10 Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
7. Decision Within 40 Days: If the Board does not meet on a weekly basis, its decision on 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))

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Section 5: Suspension and Expulsion/Due Process

Part 15: Alternate Expulsion Hearing (1 of 1)

AR5144.1

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. Alternatively, the Board may 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(d))

A hearing conducted by the administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

The 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 student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (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 for a period of one year. (See "Decision Not to Enforce Expulsion Order below.")

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

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Section 5: Suspension and Expulsion/Due Process

Part 16: Final Action by the Board (1 of 1)

AR5144.1

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

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 an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, 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. (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 of the student at the time of review for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs

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Section 5: Suspension and Expulsion/Due Process

Part 17: Written Notice to Expel (1 of 1)

AR5144.1

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 in Education Code 48900(a)-(o), Education Code 48900.2-48900.4 and Education Code 48915(c) (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 of Education (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 Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, 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

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Section 5: Suspension and Expulsion/Due Process

Part 18: Suspension of Enforcement of the Expulsion (1 of 1)

AR5144.1

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

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.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
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" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon rein-statement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. 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 of Education.
7. 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 also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

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Section 5: Suspension and Expulsion/Due Process

Part 19: Right to Appeal (1 of 1)

AR5144.1

Right to Appeal

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

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Section 5: Suspension and Expulsion/Due Process

Part 20: Post-Expulsion Placements (1 of 1)

AR5144.1

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 such a site
3. Not housed at the school site attended by the student at the time of suspension
(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #17 through #19 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school.

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)

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Section 5: Suspension and Expulsion/Due Process

Part 21: Readmission After Expulsion (1 of 1)

AR5144.1

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. 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.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. 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.
5. 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)
6. 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. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying re-admittance 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)

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Section 5: Suspension and Expulsion/Due Process

Part 22: Maintenance of Records (1 of 1)

AR5144.1

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. (Education Code 48900.8, 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)

(cf. 5125 - Student Records)

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Amador County Office of Education
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Section 5: Suspension and Expulsion/Due Process

Part 23: Notifications to Law Enforcement Authorities (1 of 1)

AR5144.1

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

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

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

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 6: Bullying Policy

Part 1: Board Policy (1 of 2)

BP 5131.2

Students

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

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

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

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

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

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

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

Intervention

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

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

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Section 6: Bullying Policy
Part 1: Board Policy (2 of 2)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Comprehensive School Safety Plan

Amador County Office of Education
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Section 6: Sexual Harassment Policy

Part 2: General Information (1 of 1)

BP4119.11

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

To provide an environment free of sexual harassment, it shall be the policy of this district:

1. Prohibit sexual harassment by any person - staff, student, public - in any form;
2. Prohibit and discourage sexual harassment by any employee or student towards any other employee, student or job applicant;
3. Provide a harassment-free environment, district-wide;
4. Provide information about how to pursue claims of sexual harassment; and
5. Remedy in a speedy manner any acts of sexual harassment.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting. (Education Code 212.5)

There are two types of sexual harassment:

1. Quid pro quo harassment occurs when submission to or rejection of conduct by an individual results in decisions affecting the employment or education of that individual.
2. Hostile or offensive environment harassment includes unwelcome sexual conduct that unreasonably interferes with an individual's job performance or education, or creates an intimidating hostile or offensive working or learning environment.

Sexual harassment is further defined as deliberate or repeated unsolicited verbal comments, gestures or physical contact of sexual nature which is unwelcome.

This would include, but not limited to:

Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations, or comments.

Visual conduct such as derogatory posters, cartoons, drawings or gestures.

Physical conduct such as blocking normal movement or interference with work or learning.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Comprehensive School Safety Plan

Amador County Office of Education
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Section 6: Sexual Harassment Policy

Part3: Sexual Harassment—All Personnel (1 of 1)

BP4119.11

Behavior of All Employees

1. No employee, or student, of this District shall create a situation to which submission to or rejection of conduct by an individual result in decisions affecting the employment or education of that individual.
2. No employee, or student, of this District shall engage in unwelcome sexual conduct that reasonably interferes with an individual's job performance or education, or creates an intimidating, hostile or offensive work or learning environment.
3. No employee, or student, of this District shall assist any individual in doing any act which constitutes sexual harassment, or by engaging in action considered as facilitation of sexual harassment against any employee, supervisor, or student of the district.
4. Actions considered sexual harassment from non-employees toward employees shall be addressed by supervisors and all appropriate remedial action shall be pursued.
5. Employees and students are to report observances of sexual harassment utilizing complaint procedures. (AR 4119.11)

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

(cf. 4030 – Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
(cf. 412.9/4212.9/4312.9 – Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

Complaints of sexual harassment shall be filed in accordance with AR 4031 – Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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

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Section 6: Sexual Harassment Policy

Part 4: Sexual Harassment—Students (1 of 2)

BP5145.7

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored school or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting. (Education Code 212.5)

There are two types of sexual harassment:

1. When submission to or rejection of the conduct by an individual results in decision affecting the employment or education of that individual.
2. The conduct unreasonably interferes with an individual's job performance or education, or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment is further defined as deliberate or repeated unsolicited verbal, visual, or physical conduct of a sexual nature which is unwelcome. This would include but 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, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Purposefully limiting a student's access to educational tools.
8. Cornering or blocking of normal movements.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction 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 gender. Definitions of sexual harassment are found in BP 4119.11.

Section 6: Sexual Harassment Policy

Part 4: Sexual Harassment—Students (2 of 2)

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.1 – Complaints Concerning District Employees)

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

For students in grades 4 through 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.

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 its schools.

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)

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

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 7: School Dress and Grooming

Part 1: Board Policy and Administrative Regulations (1 of 4)

BP5132

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

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

Note: Education Code 32282 authorizes the Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board approving the school plan must determine that the policy is necessary for the health and safety of students. In *Marvin H. Jeglin et al v. San Jacinto Unified School District et al*, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a school-wide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950. District policy should not include a district-wide prohibition against wearing gang-related apparel; pursuant to Education Code 35183, such a dress code must be initiated at the school-site level and apply only to the school where it is initiated.

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 dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Section 7: School Dress and Grooming

Part 1: Board Policy and Administrative Regulations (2 of 4)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

Uniforms

Note: Education Code 35183 authorizes the Board to approve a site-initiated plan that requires a school's students to wear uniforms. The Board approving such a plan must determine that the policy is necessary for the health and safety of students.

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

Note: Pursuant to Education Code 35183, if the Board approves a plan requiring uniforms, it must provide a method whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy, and the Board's policy must state that such students shall not be penalized academically, otherwise discriminated against or denied attendance to school.

If a school's plan to require uniforms is adopted, 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)

Note: Pursuant to Education Code 35183, a policy requiring uniforms may not be implemented without the availability of resources to assist economically disadvantaged students. In *Hartzell v. Connell*, the California Supreme Court stated that public schools may not charge a fee for any activity that is part of the regular school program. It is arguable that requiring uniforms would be considered a violation of *Hartzell* since the cost of the uniform could be deemed a "fee." However, the California Supreme Court in *Arcadia Unified School District v. California Department of Education* indicates that a court might find clothing was not an "essential element of school activity." Although the district's responsibility in this area is not clear, Boards with schools requiring uniforms are required to address this matter.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

AR5132

A student who goes to school without regard for personal cleanliness or in attire that is a distraction to the education process or presents a health/safety issue shall be requested to correct the matter immediately. This may include changing clothing that is offensive and disrupts the educational process.

The Amador County Office of Education Dress Code applies from the time students arrive or get on the school bus until the student leaves or gets off the bus and at all school activities including break and lunch. If a student violates the dress code, he/she will be referred to an administrator for discipline.

Section 7: School Dress and Grooming

Part 1: Board Policy and Administrative Regulations (3 of 4)

In addition to the district dress code, the principal, in cooperation with teachers, students and parents/guardians, may establish additional school rules that govern student dress and grooming. Schools are highly encouraged to collaborate with other sites with similar grade levels. The following shall apply to all regular school activities:

1. Clothing must not reveal breasts and/or cleavage, gluteal fold, buttocks, midriff, belly, lower back or any undergarments, including undershirts.
2. All apparel and accessories* shall be safe and free of writing, pictures, insignias or symbols that:
 - a. Are crude, vulgar, profane, sexually suggestive.
 - b. Advocate negative prejudice concerning race, ethnicity, gender identity, or religion.
 - c. Advocate use of tobacco, drugs and/or alcohol.
 - d. Are affiliated with gang involvement.
3. Students must wear appropriate footwear on campus. This will be determined by grade level (see third paragraph above) for K-8.

* Apparel and accessories include but are not limited to backpacks, bags, purses, hats, books, binders, jewelry, shirts and pants.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed as needed and updated whenever related information is received.

School administration and staff may impose additional dress requirements to accommodate certain sports, classes (e.g., shop classes) and special school activities (e.g., promotion exercises and award ceremonies).

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).

Consequences

- First Offense: Warning + correction at school and a phone call home. Confiscation of object; student / parent may pick up object at school; if illegal object it may be turned over to law enforcement.
- Second Offense: Confiscation of object; parent may pick up object at school; if illegal object it may be turned over to law enforcement. 1 to 5 days "In-House" suspension; parent/student conference requested.
- Third Offense: 1 to 5 days suspension; parent/student conference requested; recommendation for expulsion/extension of expulsion. Object(s) confiscated for remainder of the semester, item may only be picked up by parent/guardian.
 - **NOTE:** If needed confiscated object may be sent to the appropriate law enforcement agency or may be returned to parent/guardian, not the student.

Section 7: School Dress and Grooming

Part 1: Board Policy and Administrative Regulations (4 of 4)
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Shenandoah Valley Charter School Dress Code

Appropriate student dress is important because it helps to minimize the disruption and negative interaction that sometimes accompanies non-standard school clothes. Please assure that your student observes the following:

1. All students need to wear shoes or at a minimum, sandals with back straps. Shoes appropriate for P.E. must be with your child daily.
2. Tank tops must have shoulder straps at least 2-fingers wide. They cannot have overly-large arm holes. Shirts and blouses must not allow the student's midriff to show. Halter tops are not allowed.
3. Shorts and/or skirts must be long enough so that the wearer's fingertips touch the bottom hem when the student's arms are fully extended at the side. Slits on skirts or dresses must conform to this same rule of length.
4. Shorts and/or pants must not sag or drag on the ground. Nothing may hang from belts or pants (no chains, rags, bandannas, etc.).
5. Hats must be worn with the bill in the front of the wearer.
6. Clothing with messages referring to gangs, alcohol, weapons or drugs, or containing profanity is not appropriate for school.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 8: Safe Ingress and Egress

Part 1: Safe Ingress and Egress (1 of 1)
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Safe Ingress and Egress

Shenandoah Valley Charter School takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our school 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 school 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 school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and local government agencies to ensure that the school's immediate community is safe.

The principal and members of the school's safety committee will survey the surrounding community for the purpose of determining and recommending safe routes to and from school. Particular attention will be given to busy streets and major thoroughfares that are used by students, parents, and staff as they proceed to and from school.

It will be the responsibility of the principal and members of the school safety committee to give attention to the following;

1. Designated pedestrian crosswalks in the school community.
2. Busy signal-cross streets adjacent to the school and school attendance areas.
3. Danger zones including busy shopping areas, businesses, hospitals, narrow alleyways, streets with limited visibility to approaching traffic, etc.
4. The safest thoroughfares and/or recommended routes to and from school.
5. Conducting a student safety assembly to establish safety standards for most dependable routes to and from school. Utilizing police department public service officer to discuss safety recommendations.

While it is the intent of the principal and school safety committee to recommend a safe route(s) to and from school the principal and school safety committee members may not live in the community around the school. Therefore, it is the responsibility of parents and students to assess and use routes to and from school, which the parents and student believe is safe.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 8: Safe Ingress and Egress
Part 2: Visitors on Campus (1 of 2)

Visitors on Campus

The following procedures are to be followed in order to maintain a safe environment for students and staff at Shenandoah Valley Charter School,

- All visitors are to check into the office first.
- Staff will ask all visitors to check into the office.
- Police services will be called upon in the event any visitor is not complying with posted regulations

AR1250

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Outsider Registration

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070).

All persons not employed by ACUSD and assigned to the campus must sign in at the appropriate school site office. Students not enrolled at the school site are expected to check in to receive permission to be on campus.

Registration Procedure

In order to register, outsiders shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

Section 8: Safe Ingress and Egress
Part 2: Visitors on Campus (2 of 2)

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or designee shall be held within seven days after receipt of the request.

(Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 9: Rules and Procedures of School Discipline
Part 1: General Information (1 of 1)

BP5144

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or gender.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
Section 9: Rules and Procedures of School Discipline
Part 2: School Rules (1 of 2)

AR5144

Site-Level Rules

Rules for student discipline shall be developed at each school site and filed with the district office. These rules shall be adopted jointly by the principal or designee and a representative selected by classroom teachers employed at the school. The views of administrators, teachers, security personnel, parents/guardians and secondary school students shall be obtained when the rules are developed. The rules shall be consistent with law, Governing Board policy and district regulations; they shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

All avenues of discipline provided in policy, regulation and law may be used in developing site-level rules. These include but are not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, and the use of alternative educational environments, suspension and expulsion.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49000, 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to district property. (Education Code 49001)

Community Service

Except when suspension or expulsion is required by law, the Superintendent, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during non-school hours instead of imposing other disciplinary action. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (Education Code 48900.6)

Recess Restriction

Certificated staff may restrict a student's recess time under the following conditions when he/she believes that this action is the most effective way to bring about improved behavior:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of detention.
3. Teachers shall inform the principal of any recess restrictions they impose.

Detention After School

Students may be detained for up to one hour after the close of the maximum school day under the following conditions:

Section 9: Rules and Procedures of School Discipline
Part 2: School Rules (2 of 2)

1. A student who is transported by school bus shall be detained only until the time when the bus departs. (Code of Regulations, Title 5, Section 307, 353)
2. A student who is not transported by school bus shall be detained only after his/her parent/guardian has been notified of the day and amount of time involved.
3. The student shall remain under the supervision of a certificated employee during the period of detention.

Notice to Parents/Guardians and Students

The principal of each school shall ensure that students and parents/guardians are notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. Transfer students and their parents/guardians shall be so advised upon enrollment.

The notice shall state that these rules and regulations are available on request at the principal's office in all district schools.

(cf. 5145.6 - Parental Notifications)

Shenandoah Valley Charter School Rules

1. Be Safe
2. Be Kind
3. Be Respectful
4. Be Responsible

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 9: Rules and Procedures of School Discipline

Part 3: Drugs, Tobacco, Alcohol (1 of 4)

AR5131.6

Instruction

Students shall receive instruction by appropriately trained instructors about the nature and effects of alcohol and other drugs, including dangerous drugs defined by Health and Safety Code 11032. (Education Code 51260)

Site administrators shall determine that drug education instructors possess: (Education Code 51260)

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

Note: Education Code 51203 mandates the Board to adopt regulations specifying the grade(s) and course(s) in which drug education is given.

At all grade levels, instruction shall include a study of the effects of alcohol and other drugs upon the human system, as determined by science. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

In grades 1 through 6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7 through 12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

Secondary school instruction shall include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code 51203)

(cf. 6143 - Courses of Study)

The district drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county office of education staff in planning and implementing collaborative alcohol and drug prevention programs. (Education Code 51260, 51268)

Intervention

The staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who believe that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

Section 9: Rules and Procedures of School Discipline
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Part 3: Drugs, Tobacco, Alcohol (2 of 4)
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Note: Education Code 44049 authorizes the principal or designee to report a known or suspected instance of student alcohol or drug abuse to the student's parent/guardian. The principal or designee incurs no liability as a result of this report unless a false report was made knowingly or with reckless disregard for truth or falsity. However, reports of confidential information disclosed by students 12 years of age or older during counseling are governed by the provisions of Education Code 49602 as specified below.

If the principal or designee knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049) However, school staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. School counselors may report such information to the principal or parent/guardian only when they believe that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. They shall not disclose such information to the parent/guardian if they believe that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

(cf. 5022 – Student and Family Privacy Rights)

In cases of medical emergency, the principal is authorized to call an ambulance to remove the student to a hospital. Parents/guardians will be notified of this action and shall be responsible for the incurred expenses.

(cf. 5141 - Health Care and Emergencies)

Confiscation of Electronic Signaling Devices

Because electronic signaling devices (beepers, cellular telephones, etc.) are sometimes used to facilitate illegal drug transactions, the possession or use of such devices by students is prohibited on school premises, at all school-sponsored activities, and at any time while students are under the supervision and control of district employees. An exception shall be made only when the principal or designee has determined that the device is essential for the student's health and then shall be used only for health purposes. (Education Code 48901.5)

The Superintendent or designee shall confiscate these devices from students.

(cf. 5144 - Discipline)

Enforcement/Discipline

Note: Items #2 and #3 below are required by law. The remainder of this section may be revised to reflect district practice.

Staff shall notify the principal or designee immediately upon suspecting a student is selling, providing or using alcohol or other drugs.

When any student uses, possesses or sells alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

1. Parent/guardian contact

Note: As amended by SB 966 (Ch. 972, Statutes of 1995), Education Code 48915 requires immediate suspension and mandated expulsion for any student who sells or provides alcohol or other drugs at school or while under school jurisdiction. See AR 5144.1 - Suspension and Expulsion/Due Process.

Section 9: Rules and Procedures of School Discipline
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Part 3: Drugs, Tobacco, Alcohol (3 of 4)
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2. Suspension or expulsion in accordance with law or Board policy

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

Note: Education Code 48902 requires the principal or designee to notify law enforcement authorities of any student acts which may violate Education Code 48900(c) or (d), relating to alcohol and other illegal drugs, as noted in item #3 below. As amended by SB 232 (Ch. 205, Statutes of 1995), Education Code 48902 states that the willful failure to make this report is punishable by a fine. The principal or designee incurs no liability as a result of this report unless a false report was made knowingly or with reckless disregard for truth or falsity.

3. Contact with law enforcement authority within one school day of the suspension (Education Code 48902)

In addition, the following actions may be taken:

1. Referral to an appropriate counseling program

2. Transfer/alternative placement

3. Restriction from all extracurricular activities, including athletics, for the length of the semester (cf. 6145 - Extracurricular and Co-curricular Activities)

Note: Health and Safety Code 11353.6 provides that persons age 18 or over who provide drugs to a minor must serve an additional term of three to five years, beyond existing penalties, when this felony occurs on or within 1,000 feet of school grounds. Persons age 18 or over who sell drugs to a minor four or more years their junior also must serve separate additional terms of imprisonment.

Reports

Upon request, the Superintendent or designee shall submit alcohol and drug prevention program information to the California Department of Education, including information on the prevalence of drug use and violence by youth in the schools and community. Such information shall also be made readily available to the public. (20 USC 7117)

Tobacco

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 USC 6083, Labor Code 6404.5)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

The Superintendent or designee shall inform students, parents/ guardians, employees and the public about this policy and related procedures.

Section 9: Rules and Procedures of School Discipline

Part 3: Drugs, Tobacco, Alcohol (4 of 4)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

The Superintendent or designee shall maintain a list of clinics and other resources which may assist individuals who wish to stop using tobacco products.

(cf. 4159/4259/4359 - Employee Assistance Programs)

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 10: Crime Assessment

Part 1: Crime Assessment (1 of 1)

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX A: PRE-INCIDENT PLANNING GUIDELINES

(1 of 2)

It is the intention of the Amador County Office of Education to be prepared for emergency operations in a time of need. The following guidelines reflect this concern.

I. District Guidelines

- A. The Superintendent of A.C.U.S.D./COE shall be the EOC Director.
- B. The District CSSP Template shall be used by all schools in formulating individual site emergency preparedness plans.
- C. The District's Safety Committee shall perform emergency preparedness advisory services.
- D. County Office of Education staff will provide psychological first aid support and advisory services.
- E. The CSSPs for each site shall be submitted to the County Superintendent of Schools and local agencies responsible for, or interested in, emergency preparedness as requested/required.
- F. Emergency phone numbers and actions shall be listed in the site CSSPs.
- G. In the event of a telephone communication breakdown within the district, district communication shall be coordinated via the district's transportation vehicles and/or the local police office, fire department, or other authorized agency.
- H. In the event of an emergency which requires the use of district facilities for housing, the district business office shall be responsible for the distribution of needed resources and supplies, other than food, to the emergency housing locations.

II. School Site Level Guidelines

- A. The principal of each school shall annually submit a site level Comprehensive School Safety Plan to the superintendent for approval. The site plan shall be developed using the district template and include:
 - 1. Specific job assignments for staff members in time of emergency;
 - 2. Identification of staff members with special training in disaster preparedness and first aid; and
 - 3. Evacuation procedures.
- B. The principal of each school shall communicate to students, staff, and parents the procedures to be followed in the event of an emergency. This shall be done within the first two weeks of a new school year or upon enrollment/hiring.
- C. Each school shall hold at least two disaster preparedness drills, other than fire, during the course of the school year and keep a record of these drills including dates and times. These drills shall follow the procedures outlined in the site CSSP.
- D. The principal of each school shall annually devote at least one staff meeting to Emergency Preparedness and review policy, guidelines, individual site level plan, staff job assignments in emergency situations, drill and emergency procedures and evacuation

APPENDIX A: PRE-INCIDENT PLANNING GUIDELINES

(2 of 2)

procedures. The one required staff meeting shall be held by mid-September. In addition, the principal will have an ongoing program throughout the year dealing with disaster preparedness. These programs will also include information on crisis intervention and psychological first aid.

- E. The principal of each school shall be responsible for coordination of operations as incident commander at the school site during the time of an emergency. This includes any personnel on site (i.e. day care, sports, any meetings, etc.) during normal school and office hours.

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX B: Personnel Assignments

(1 of 1)

OPERATIONS

Incident Commander: Joseph Horacek, Principal

Public Information Officer: Joseph Horacek, Principal

Search & Rescue: Joy Thompson, Terry Hampton

Medical Service/Student Health: Joseph Horacek, Anne Stewart

Site Facility: Joseph Horacek, Gary Aichele

Student Release: Joseph Horacek, Anne Stewart

LOGISTICS

Anne Stewart, Admin. Asst.

PLANNING/INTELLIGENCE

Jared Critchfield, Asst. Supt.

FINANCE/ADMINISTRATION

Cost Recovery: Anne Stewart

Time Unit: Anne Stewart

Procurement Unit: Anne Stewart

Compensation & Claims Unit: Anne Stewart

Comprehensive School Safety Plan

Amador County Office of Education Shenandoah Valley Charter School
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APPENDIX C: EMERGENCY CONTACT NUMBERS

(1 of 1)

Vendor	Number	Comments
PG&E	800-743-5000 (24 Hr Emergency)	
	800-743-5002 (24 Hr Info)	Re: power outages
Volcano Telephone	296-7501	Repair Service
	611	Repair Service
City Water Service	245-6941	Water Emergency
Amador Sheriff	9-1-1	24 Hour Non-Emergency
	223-6500	Dispatcher
Animal Control	223-6378	
	223-6500	If no answer-call sheriff
Child Protective Service	223-6550	Business hours
	223-1075	After hours
Street Lightening (PG&E)	800-743-5000	Lights and down poles
County Health Dept.	223-6407	
Sanitation & Flood Control	223-6429	County Public Works Dept
Amador County Fire	9-1-1.	Emergency
Protection District	223-6391	Business office
	296-7591	Pine Grove station
American Red Cross	223-3722	Disaster Assistances (Sacramento office)
Home Town Radio	223-0241	Local station (sideband only)
Ledger-Dispatch	223-1767	Local newspaper
Secret Witness	223-4900	
Utilities Underground Cable	1-800-986-6722	
Amador County Office of Emergency Services	223-6384	
Disaster Assistance Info. After Hours	1-800-525-0321	
Amador County Health Dept.	223-6407	
Rory's Towing	245-6674	Alternate Command Center

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APPENDIX D: EMERGENCY SUPPLIES

(1 of 1)

FOOD

ACUSD Food Service (Mike Pingree)	257-7373
Plymouth Elem. Kitchen	257-7821
Pokerville Market, Plymouth	245-6986

MATERIALS

Plymouth Ace Hardware	245-6326
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SANITATION

Sweet Pea Septic Service, Inc	295-7234
Johnnys On The Spot	296-5343
Mother Lode Sani-Hut	274-2454

DRINKING WATER

Alhambra	1-800-492-8377
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APPENDIX E: BUDDY LIST

(1 of 1)

All parties on campus work together, including whomever is here on a given day:
Monday through Friday: Anne Stewart, Joy Thompson, Terry Hampton.
Custodian – Gary is not here during class time, but can help in the afternoon during an emergency.

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APPENDIX F: MAPS

(1 of 4)

- F-1 Evacuation: Fire
- F-2 Evacuation: Local Area
- F-3 Evacuation: District

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APPENDIX G: AERIAL PHOTOS OF CAMPUS AREA (1 of 1)

G-2 Local Area (Google Earth)

Photographs of Emergency Shut-
offs for water, gas, electricity

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APPENDIX I: SAMPLE CONNECT-ED SCRIPTS

A. Precautionary Lockdown: Hello, this is [your name] from [your school] with an important announcement. A short time ago we were informed that there was a possibility of [describe potential threat, i.e. a man with a gun in the neighborhood]. Even though this does not directly affect our students at this time, we have initiated a precautionary lockdown. Our students and staff are confined to their rooms, though we are providing escorts for those who have a need to leave their rooms. We will monitor the situation and either lift the precautionary lockdown or initiate a full lockdown as the circumstances dictate. We will keep you informed whenever significant changes take place. If you have any questions, you may call the district office at 257-5334.

B. Full Lockdown: Hello, this is [your name] from [your school] with an important announcement. A short time ago we found it necessary to institute a full lockdown at our school. The circumstances that motivated us to do this are as follows: [briefly describe the circumstances, i.e. We received an anonymous phone call indicating that someone on our campus has a gun and intends to use it today.] We have contacted local law enforcement and are working with them to take care of this situation. During a lockdown nobody is allowed on or off the campus. We will keep you informed of the status of this situation as significant changes take place. If you have any questions, please do not call our school, as we are occupied with this emergency. Instead, direct your questions to the district office at 257-5334.

C. Evacuation: Hello, this is [your name] from [your school] with an important announcement. As a result of [describe the precipitating event, i.e. an accident near our campus involving an overturned chemical truck] we have decided to evacuate our students and staff to a safer location. Everyone is currently being transported to [place]. You may pick up your student at that location any time after their arrival. [If there are other arrangements for bus transportation, for instance, state them here.] If you have any questions, please do not call our school office, as we are all evacuating as well. Instead, direct your questions to the district office at 257-5334

Note: These are just samples. It is suggested that each administrator type up his/her own messages addressing the various situations that could arise and keep them in this CSSP. A communiqué prepared during calm moments can send just the right message to parents, and can quickly and easily be adapted to include specific facts.

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APPENDIX J: SB 719 “School Safety Bill”

(1 of 7)

BILL NUMBER: SB 719 CHAPTERED BILL TEXT
(Bullying Prevention for School Safety and Crime Reduction Act of 2003)

CHAPTER 828 - FILED WITH SECRETARY OF STATE OCTOBER 11, 2003
APPROVED BY GOVERNOR OCTOBER 10, 2003
PASSED THE SENATE SEPTEMBER 11, 2003
PASSED THE ASSEMBLY SEPTEMBER 10, 2003

Article 3. School Safety Cadre

SEC. 7. Section 32290 of the Education Code is amended and renumbered to read: 32270.

(a) The partnership shall establish a statewide school safety cadre for the purpose of facilitating interagency coordination and collaboration among school districts, county offices of education, youth serving agencies, allied agencies, community-based organizations, and law enforcement agencies to improve school attendance, encourage good citizenship, and to reduce school violence, school crime, including hate crimes, vandalism, drug and alcohol abuse, gang membership and gang violence, truancy rates, **bullying**, teen relationship violence, and **discrimination and harassment**, including, but not limited to, sexual harassment.

(b) The partnership may appoint up to 100 professionals from education agencies, community-based organizations, allied agencies, and law enforcement to the statewide cadre.

(c) The partnership shall provide training to the statewide cadre representatives to enable them to initiate and maintain school community safety programs among school districts, county offices of education, youth serving agencies, allied agencies, community-based organizations, and law enforcement agencies in each region.

SEC. 8. The heading of Article 5 (commencing with Section 32295) of Chapter 2.5 of Part 19 of the Education Code is amended and renumbered, to read:

Article 4. Program Assessment

SEC. 9. Section 32295 of the Education Code is amended and renumbered to read: 32275. The partnership shall annually assess the programs and activities under the Interagency School Safety Demonstration Act of 1985. The assessment shall include, but not be limited to, all of the following:

(a) An assessment of the appropriateness and effectiveness of the statewide conferences conducted pursuant to Article 2 (commencing with Section 32265).

(b) An assessment of the extent to which the statewide school safety cadre has been able to provide appropriate technical assistance to school districts, county offices of education, and law en-

forcement agencies.

(c) An assessment of the effectiveness of the ongoing training on safe schools and crisis response provided pursuant to subdivision (c) of Section 32270.

SEC. 10. Section 35183 of the Education Code is amended to read: 35183.

(a) The Legislature finds and declares each of the following: (1) The children of this state have the right to an effective public school education. **Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school.** However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.....

Article 5. School Safety Plans

SEC. 12. Section 35294 of the Education Code is amended and renumbered to read: 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.**

SEC. 13. Section 35294.1 of the Education Code, as amended by Section 1 of Chapter 735 of the Statutes of 2002, is amended and renumbered to read: 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 Section 52012 or 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 district wide comprehensive school safety plan that is applicable to each school site. (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 school site 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).

SEC. 14. Section 35294.2 of the Education Code is amended and renumbered to read: 32282. (a) The comprehensive school safety plan shall include, but not necessarily be limited to, 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 Title 1 of Part 4 of the Penal Code. (B) Disaster procedures, routine and emergency including, but not limited to, adaptations for pupils with disabilities in accordance with the American with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). (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. (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 such 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. Any 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 the 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. (J) Hate crime reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. (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) Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.

(d) 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.

(e) The comprehensive school safety plan shall be evaluated and amended, as needed, by the school safety planning committee no less than 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.

(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288...

SEC. 20. Section 35294.8 of the Education Code is amended and renumbered to read: 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.....

SEC. 23. Section 35294.10 of the Education Code is amended to read: 35294.10.

(a) It is the intent of the Legislature that all public schools with any combination of instructional settings from kindergarten to grade 7, inclusive, have access to supplemental resources to establish programs and strategies that promote school safety and emphasize violence prevention among children and youth in the public schools. It is further the intent of the Legislature to fund and coordinate the programs and activities carried out pursuant to the Interagency School Safety Demonstration Act of 1985 (Chapter 2.5 (commencing with Section 32260)), relating to safe school model programs; Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19, relating to the development of school safety plans; and Article 6 (commencing with Section 32296) of Chapter 2.5 of Part 19, relating to school community policing, in a cooperative and interactive effort to promote school safety and violence prevention in the public schools.

(b) It is further the intent of the Legislature that the Superintendent of Public Instruction and the Attorney General shall utilize available resources to make every effort to coordinate activities and the distribution of resources to maximize their effective and efficient use in establishing and maintaining safe schools.

SEC. 24. Section 35294.11 of the Education Code is amended to read: 35294.11.

(a) The School Safety and Violence Prevention Strategy Program is hereby established to be administered by the Superintendent of Public Instruction for the purpose of promoting school safety and violence prevention programs among children and youth in the public schools.

(b) The Superintendent of Public Instruction, in conjunction with the Attorney General, shall develop standards and guidelines for evaluating proposals, and shall award grants on a competitive basis, as authorized by this article, to schools and school districts serving any combination of instructional settings from kindergarten to grade 7, inclusive, that meet the following conditions:

(1) The school has developed a school safety plan as required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 21. (2) The school demonstrates its ability to carry out a collaborative and coordinated approach for implementing a comprehensive school safety and violence prevention strategy. (3) After initial eligibility has been determined, a process of random selection for grants awarded pursuant to this article shall be used that ensure that, at a minimum, all of the following criteria are met: (A) Schools are selected from the northern, central, and southern areas of the state. (B) Schools selected represent large, medium, and small sized numbers in their pupil populations. (C) Schools are selected from urban, suburban, and rural areas.

SEC. 25. Section 35294.12 of the Education Code is amended to read: 35294.12. A school or school district that applies for funding pursuant to this article shall submit an application that includes, but is not limited to, all of the following:

(a) A school safety plan required by Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(b) A school violence prevention strategy for improving and marshaling the resources set forth in the school safety plan to promote school safety and violence prevention programs among children and youth.

SEC. 26. Section 35294.13 of the Education Code is amended to read: 35294.13. The Superintendent of Public Instruction shall award grants under this article for one or more of the following purposes:

(a) **Providing schools with personnel, including, but not limited to, school counselors, school social workers, school nurses, and school psychologists, who are specially trained in identifying and supporting at-risk children and youth where the applicant demonstrates that appropriate support activities are necessary and would be desirable in addressing identified problems, issues, and needs, including, but not limited to, classes pertaining to anger management and conflict resolution.**

(b) Providing effective and accessible on campus communication devices, where the applicant demonstrates that the use of these devices, beyond everyday, routine matters, is part of the school safety plan developed pursuant to Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19.

(c) Establishing an in-service training program for all school staff, designed to assist school staff in identifying at-risk children and youth, communicating effectively with those pupils, and appropriately referring those pupils for counseling.

(d) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.

(e) Proposals that allow school districts to respond to existing or subsequent research that establishes structural changes in the operation of schools, such as smaller schools or "schools within schools."

(f) Any other proposal that the applicant school or school district designs that demonstrates that

the proposal would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among children and youth.

SEC. 27. Section 35294.21 of the Education Code is amended to read: 35294.21.

(a) When a schoolsite council next reviews and updates its school safety plan pursuant to Article 5 (commencing with Section 32280) of Chapter 2.5 of Part 19 and to the extent it implements its plan, the schoolsite council is encouraged to recognize that there are these three essential components of a successful comprehensive strategic action program for preventing school violence, and it is further encouraged to consider incorporating each of them into its plan: **(1) Assuring each pupil a safe physical environment. (2) Assuring each pupil a safe, respectful, accepting, and emotionally nurturing environment. (3) Providing each pupil resiliency skills.**

(b) To assure a safe physical environment, a schoolsite council is encouraged to consider including in its school safety plan all of the following: (1) A no tolerance for violence policy and practice. (2) An immediate effective response to violence plan and implementation. (3) A no guns allowed policy. (4) Disallow and discourage the possession of drugs. (5) Provide for smaller schools. **(6) Ensure that all staff and pupils, including, but not limited to, pupils with disabilities, know how to report incidents of violence, discrimination, harassment, and abuse.**

(c) To assure a safe, respectful, accepting, and emotionally nurturing environment, a schoolsite council is encouraged to consider incorporating strategies to achieve all of the following goals: (1) A school that welcomes the whole child. (2) A nurturing classroom environment. (3) A discipline policy that includes teaching respect and constructive resolution of conflicts. (4) A discipline policy that aims at restoration of mutual respect, relationships, and a sense of community that seeks reintegration of pupils who become alienated through conflict or misbehavior. (5) Administrators, teachers, and classified employees who are prepared through preservice and inservice training to appreciate their critical capacities for constructively engaging pupils. (6) Professional education staff who are sensitive to the needs of pupils of all races, genders, sexual orientations, ethnic and cultural backgrounds, and pupils with disabilities. (7) Parents who are invited and accepting to become meaningfully involved. (8) More emotional support service personnel, including counselors. (9) An adult coach for each pupil. (10) No bullying.

(d) To provide each child resiliency skills, a schoolsite council is encouraged to consider incorporating strategies that will provide each pupil all of the following: (1) Resiliency. (2) Authentic self-esteem. (3) Moral education. (4) An environment free from harassment, discrimination, and violence on any of the bases enumerated in the prohibition of discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. (5) Anger management. (6) Conflict resolution. (7) Peer counseling. (8) Peer mediation.

SEC. 28. Section 35294.22 of the Education Code is amended to read: 35294.22. (a) Before a school safety plan is approved pursuant to subdivision

(a) of Section 32288, the school safety plan shall be presented at a regularly scheduled public meeting of the governing board of the school district or county office of education and the adoption of the school safety plan shall not be an item for consent at that meeting. The governing board of the school district or county office of education shall discuss both of the following: (1) How the school safety plan addresses the needs of the school and pupils within that school. (2) How the schoolsite council considered the three essential components provided pursuant to subdivision (a) of Section 35294.21 when writing the school safety plan.

(b) The governing board of the school district or county office of education is encouraged to no-

tify, in writing, the persons and entities specified in paragraphs (2) and (3) of subdivision (b) of Section 32288, if available, of the public meeting required pursuant to this section...

2001 Cal. Stats., A.B. 79, Chap. 646 Requires the Department of Education to develop model policies on the prevention of bullying and on conflict resolution, makes the model policies available to school districts and authorizes school districts to adopt one or both policies for incorporation into the school safety plan.

PDF file: http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab_0051-0100/ab_79_bill_20011010_chaptered.pdf

HTML file: http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab_0051-0100/ab_79_bill_20011010_chaptered.html

(g) The State Department of Education shall develop model policies on the prevention of bullying and on conflict resolution and make the model policies available to school districts. A school district may adopt one or both of these policies for incorporation into its school safety plan.

2001, Cal. Stats., S.B. 257 Specifies that, for school and law enforcement partnership purposes, school crime includes hate crimes and requires the comprehensive school safety plan to include development of a discrimination and harassment policy, as specified, and development of hate crime reporting procedures.

PDF file: http://www.leginfo.ca.gov/pub/01-02/bill/sen/sb_0251-0300/sb_257_bill_20011014_chaptered.pdf

HTML file: http://www.leginfo.ca.gov/pub/01-02/bill/sen/sb_0251-0300/sb_257_bill_20011014_chaptered.html

CA 1998 Cal. Stats., A.B. 499 Charges the State Board of Education to develop guidelines, adopt policies, and fund programs to create a school environment free from discriminatory attitudes and hate violence.

HTML file: http://www.leginfo.ca.gov/pub/97-98/bill/asm/ab_0451-0500/ab_499_bill_19980928_chaptered.html

PDF file: http://www.leginfo.ca.gov/pub/97-98/bill/asm/ab_0451-0500/ab_499_bill_19980928_chaptered.pdf

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX K: AB 115 “School Safety Bill”

(1 of 4)

AMENDED IN SENATE AUGUST 28, 2003
AMENDED IN SENATE JULY 16, 2003
AMENDED IN ASSEMBLY JUNE 2, 2003
AMENDED IN ASSEMBLY MARCH 27, 2003
AMENDED IN ASSEMBLY MARCH 13, 2003
CALIFORNIA LEGISLATURE—2003–04 REGULAR SESSION

ASSEMBLY BILL No. 115

**Introduced by Assembly Members Jerome Horton and
Ridley-Thomas**

(Coauthor: Assembly Member Cohn)

January 14, 2003

An act to amend Sections 35294.7 and 44276.1 of , *and to add Section 35294.95 to*, the Education Code, relating to school safety.

LEGISLATIVE COUNSEL’S DIGEST

AB 115, as amended, Jerome Horton. School safety.

Existing law makes each school district and county office of education responsible for the overall development of comprehensive school safety plans for schools operating kindergarten and any of grades 1 to 12, inclusive. Existing law requires the Superintendent of Public Instruction, upon determining that there is a willful failure to make any required report relating to a school safety plan, to notify the school district or county office of education in which the willful failure occurred and to make an assessment of \$500 against the school district or county office of education.

This bill *authorizes the filing with the department of a complaint of noncompliance with the school safety plans under the Uniform Complaint Procedures, and would increase the penalty for a willful failure to make a report to \$2,000.*

This bill would make other technical changes.

This bill would incorporate additional changes in Section 35294.7 of the Education Code, proposed by SB 719 to be operative only if SB 719 and this bill are both enacted and take effect, and this bill is chaptered last.

Vote: majority. Appropriation: no. Fiscal committee: no yes.

State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Section 35294.7 of the Education Code is amended to read:

35294.7. 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.

SEC. 1.5. Section 35294.7 of the Education Code is amended and renumbered to read:

35294.7. In the event that

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 of Public Instruction 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 of the determination.

(b) Make an assessment of not more than five hundred dollars (\$500) *two thousand dollars (\$2,000)* against that school district or county office of education. This may be accomplished by the deduction of the amount of the assessment from an apportionment made subsequent to the determination *deducting an amount equal to the amount of the assessment from the school district's or county office of education's future apportionment.*

SEC. 2. Section 35294.95 is added to the Education Code, to read:

35294.95. *A complaint of noncompliance with this article may be filed with the department under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Sections 4600) of Title 5 of the California Code of Regulations.*

SEC. 3. Section 44276.1 of the Education Code is amended to read:

44276.1. (a) The Legislature finds and declares all of the following:

(1) The educational mission of schools may be thwarted when school campuses are not safe, secure, and peaceful.

(2) Effective school management can improve school safety and decrease violence and criminal behavior.

(3) In many school districts and neighborhoods, violence and criminal behavior are increasingly frequent.

(4) Teachers and other educators who are well prepared in principles of school safety may be able to mitigate, to some degree, the detrimental behavior of pupils and others on school campuses.

(b) Therefore, it is the intent of the Legislature that a comprehensive school safety plan be established pursuant to Section 35294.1 in order to achieve safe, secure, and peaceful school campuses. It is the further intent of the Legislature that the

Commission on Teacher Credentialing adopt standards that address the principles of school safety in the preparation of future classroom teachers, school administrators, school counselors, and other pupil personnel service providers as a condition for licensing these prospective practitioners.

(c) Standards adopted by the commission pursuant to paragraph (3) of subdivision (b) of Section 44259, and pursuant to Sections 44266, 44270, 44277, and 44372, shall include the effective preparation of prospective classroom teachers, school administrators, school counselors, and other pupil personnel service providers in principles of school safety. In developing these standards, the commission shall consider, but is not limited to considering, the following principles of school safety:

(1) School management skills that emphasize crisis intervention and conflict resolution.

(2) Developing and maintaining a positive and safe school climate, including methods to prevent the possession of weapons on school campuses.

(3) Developing school safety plans.

(4) Developing ways to identify and defuse situations that may lead to conflict or violence.

(d) In developing standards relating to school safety, the commission shall consider the findings and recommendations of an advisory panel of experts on school violence.

(e) The commission shall allow an institution of postsecondary education to meet the standards developed by the commission relating to school safety by incorporating the principles of school safety in the program required by paragraph (3) of subdivision (b) of Section 44259.

(f) Implementation of subdivision (b) of this section as it applies to paragraph (3) of subdivision (b) of Section 44259 shall occur in conjunction with the review of requirements for earning and renewing multiple and single subject teaching credentials, as required by Section 44259.3.

(g) Instruction in principles of school safety shall be required of all candidates for credentials specified in Sections 44259, 44266, and 44270.

(h) A credential that was issued prior to January 1, 1994, shall remain in force as long as it is valid under the laws and regulations that were in effect on the date it was issued. The commission may not, by regulation, invalidate an otherwise valid credential, unless it issues to the holder of the credential, in substitution, a new credential authorized by another provision in this chapter that is no less restrictive than the credential for which it was substituted with respect to the kind of service authorized and the grades, classes, or types of schools in which it authorizes service.

(i) Notwithstanding this section, persons who were performing teaching, administrative, counseling, or other pupil personnel services as of January 1, 1994, pursuant to the language of this

chapter that was in effect prior to that date, may continue to perform those services without complying with any requirements added by the amendments adding this section.

(j) The commission shall grant credentials based on the requirements for those credentials as of December 31, 1993, to candidates who, prior to the effective date of the commission's adoption of standards pursuant to this section, were in the process of meeting those credential requirements.

SEC. 4. Section 1.5 of this bill incorporates amendments to Section 35294.7 of the Education Code proposed by both this bill and SB 719. It shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2004, (2) each bill amends Section 35294.7 of the Education Code, and (3) this bill is enacted after SB 719, in which case Section 1 of this bill shall not become operative.

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX L: EDUCATION CODE SECTIONS 32260-32290

(1 of 10)

General Provisions:

32260. This chapter shall be known and may be referred to as the Interagency School Safety Demonstration Act of 1985.

32261. (a) The Legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on school campuses which are safe, secure, and peaceful. The Legislature also recognizes that pupils cannot fully benefit from an educational program unless they attend school on a regular basis. In addition, the Legislature further recognizes that school crime, vandalism, truancy, and excessive absenteeism are significant problems on far too many school campuses in the state.

(b) The Legislature hereby finds and declares that the establishment of an interagency coordination system is the most efficient and long-lasting means of resolving school and community problems of truancy and crime, including vandalism, drug and alcohol abuse, gang membership, gang violence, and hate crimes.

(c) It is the intent of the Legislature in enacting this chapter 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, and that address the safety concerns of local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, school police, and other school employees interested in the prevention of school crime and violence.

(d) It is the intent of the Legislature in enacting this chapter to encourage school districts, county offices of education, law enforcement agencies, and youth-serving agencies to develop and implement interagency strategies, in-service training programs, and activities that will improve school attendance and reduce school crime and violence, including vandalism, drug and alcohol abuse, gang membership, gang violence, hate crimes, bullying, teen relationship violence, and discrimination and harassment, including, but not limited to, sexual harassment.

(e) It is the intent of the Legislature in enacting this chapter that the School/Law Enforcement Partnership shall not duplicate any

existing gang or drug and alcohol abuse program currently provided for schools.

32262. (a) There is hereby established the School/Law Enforcement Partnership, comprised of the Superintendent of Public Instruction and the Attorney General. The duties of the partnership shall consist of all of the following:

(1) The development of programs and policies necessary to implement the provisions of Article 5 (commencing with Section 32280).

(2) The administration of safe school programs and all training, procedures, and activities conducted pursuant to this chapter.

(3) Cooperation with other states and state and federal agencies on matters relating to school safety.

(b) As used in this chapter, the term "partnership" means the School/Law Enforcement Partnership established by this section.

Conferences

32265. (a) The partnership shall sponsor at least two regional conferences for school districts, county offices of education, youth serving agencies, allied agencies, community-based organizations, and law enforcement agencies to identify exemplary programs and techniques that have been effectively utilized to reduce school crime, including hate crimes, vandalism, drug and alcohol abuse, gang membership and gang violence, truancy, and excessive absenteeism.

(b) The conference may include, but need not be limited to, information on all of the following topics:

(1) Interagency collaboration between schools, youth serving agencies, law enforcement agencies, and others.

(2) School attendance.

(3) School safety.

(4) Citizenship education.

(5) Drug and alcohol abuse.

(6) Child abuse prevention, detection, and reporting.

(7) Parental education.

(8) Crisis response training.

(9) Bullying prevention.

(10) Threat assessment.

(11) Conflict resolution and youth mediation.

(12) Teen relationship violence.

(13) Discrimination and harassment reporting and prevention, including, but not limited to, sexual harassment reporting and prevention.

(14) Hate crime reporting and prevention.

(15) Reporting and prevention of abuse against pupils with disabilities.

School Safety Cadre

32270. (a) The partnership shall establish a statewide school

safety cadre for the purpose of facilitating interagency coordination and collaboration among school districts, county offices of education, youth-serving agencies, allied agencies, community-based organizations, and law enforcement agencies to improve school attendance, encourage good citizenship, and to reduce school violence, school crime, including hate crimes, vandalism, drug and alcohol abuse, gang membership and gang violence, truancy rates, bullying, teen relationship violence, and discrimination and harassment, including, but not limited to, sexual harassment.

(b) The partnership may appoint up to 100 professionals from education agencies, community-based organizations, allied agencies, and law enforcement to the statewide cadre.

(c) The partnership shall provide training to the statewide cadre representatives to enable them to initiate and maintain school community safety programs among school districts, county offices of education, youth-serving agencies, allied agencies, community-based organizations, and law enforcement agencies in each region.

Program Assessment

32275. The partnership shall annually assess the programs and activities under the Interagency School Safety Demonstration Act of 1985. The assessment shall include, but not be limited to, all of the following:

(a) An assessment of the appropriateness and effectiveness of the statewide conferences conducted pursuant to Article 2 (commencing with Section 32265).

(b) An assessment of the extent to which the statewide school safety cadre has been able to provide appropriate technical assistance to school districts, county offices of education, and law enforcement agencies.

(c) An assessment of the effectiveness of the ongoing training on safe schools and crisis response provided pursuant to subdivision (c) of Section 32270.

School Safety Plans

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.

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 Section 52012 or 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).

32282. (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 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 Americans with Disabilities Act of 1990 (42 U.S.C. 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 district or county office may work with the Office of Emergency Services and the 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 district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county

office may deem necessary to meet the needs of the community.

(C) 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.

(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. Any 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 the 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.

(J) Hate crime reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code.

(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) Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.

(d) 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.

(e) 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.

(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288.

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.

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. 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.

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.

32285. (a) The governing board of a school district, on behalf of one or more schools within the district that have developed a school safety plan, may apply to the Superintendent of Public Instruction for a grant to implement school safety plans. The partnership shall award grants for school safety plans that include, but are not limited to, the following criteria:

(1) Assessment of the recent incidence of crime committed on the school campus.

(2) Identification of appropriate strategies and programs that

will provide or maintain a high level of school safety.

(3) Development of an action plan, in conjunction with local law enforcement agencies, for implementing appropriate safety strategies and programs, and determining the fiscal impact of executing the strategies and programs. The action plan shall identify available resources which will provide for implementation of the plan.

(b) The Superintendent of Public Instruction shall award grants pursuant to this section to school districts for the implementation of individual school safety plans in an amount not to exceed five thousand dollars (\$5,000) for each school. No grant shall be made unless the school district makes available, for purposes of implementing the school safety plans, an amount of funds equal to the amount of the grant. Grants should be awarded through a competitive process, based upon criteria including, but not limited to, the merit of the proposal and the need for imposing school safety, based on school crime rates.

(c) Any school receiving a grant under this section shall submit to the Superintendent of Public Instruction verified copies of its schoolsite crime report annually for three consecutive years following the receipt of the grant to study the impact of the implementation of the school safety plan on the incidence of crime on the campus of the school.

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.

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.

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.

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 U.S.C. 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.

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 U.S.C. Sec. 7114 (d)(7)) may be filed with the department under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Sections 4600) of Title 5 of the California Code of Regulations.

Safety Devices

32290. The partnership shall discuss with providers of telephone equipment and services, and shall acquire information regarding, the availability of no-cost or reduced-cost cellular telephones and services to be provided on a statewide basis to each public school teacher for use as a classroom safety device. Although the primary purpose of providing the cellular telephones is school safety, a

teacher receiving a cellular telephone as a result of these discussions, shall be encouraged to use the cellular telephone for school related purposes other than school safety. These purposes would include purposes that further the smooth administration of general classroom and school functions, including, but not limited to, communicating with parents about a pupil's education, communication with pupils about classwork and homework assignments, and communicating with other teachers and school administrators about school operations generally. Thus, the discussions between the partnership and the providers shall include the availability of no-cost or reduced-cost services in consideration of the complete usage contemplated pursuant to this section. The partnership shall ensure that each school district, county office of education, schoolsite council, and school safety planning committee developing a school safety plan pursuant to Article 5 (commencing with Section 32280) is provided with information regarding the availability of the no-cost or reduced-cost cellular telephones and services for consideration in developing its plan.

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX M: SUSPECTED CHILD ABUSE REPORT FORM

(1 of 1)

Exhibit included following this page.

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX N: EMPLOYEE ACKNOWLEDGEMENT OF CHILD ABUSE REPORTING REQUIREMENTS

(1 of 2)

E 5141.4

Section 11166 of the Penal Code requires any child care custodian, health practitioner, fire fighter, 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; headstart 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 Sec-

tion 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.

Exhibit AMADOR COUNTY OFFICE OF EDUCATION

version: February 25, 2004 Jackson, California

Comprehensive School Safety Plan

Amador County Office of Education
Shenandoah Valley Charter School

Section 11: Appendices A-P

APPENDIX O: STUDENT DISCIPLINE—BOARD POLICY

(1 of 2)

BP 5144

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or gender.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

(cf. [4158/4258/4358](#) - Employee Security)

(cf. [5131](#) - Conduct)

(cf. [5142](#) - Safety)

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

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

(cf. [6164.5](#) - Student Study Teams)

Legal Reference:

EDUCATION CODE

[35146](#) Closed sessions

[35291](#) Rules

[35291.5](#) School-adopted discipline rules

[35291.7](#) School-adopted discipline rules: additional employees

[37223](#) Weekend classes

[44807.5](#) Restriction from recess for disciplinary purposes

48630-48644.5 Opportunity schools

[48900-48925](#) Suspension and expulsion

[48980-48985](#) Notification of parents or guardians

[49000-49001](#) Prohibition of corporal punishment

[49330-49334](#) Injurious objects

CODE OF REGULATIONS, TITLE 5

[307](#) Participation in school activities until departure of bus

[353](#) Detention after school

Management Resources:

CDE PROGRAM ADVISORIES

1023,88 Corporal Punishment, CIL: 88/9-5

1110.89 Physical Exercise as Corporal Punishment, CIL 89/9-3

Policy AMADOR COUNTY OFFICE OF EDUCATION

adopted: Jackson, California

Comprehensive School Safety Plan

Amador County Office of Education
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APPENDIX P: SCHOOL SAFETY PLANNING COMMITTEE MINUTES—APPROVAL OF COMPREHENSIVE SCHOOL SAFETY PLAN

(Reviewed and Approved Annually)

School Safety Planning Committee

9/6/17

Principal: Joseph Horacek

Teachers: Joy Thompson, Terry Hampton

Secretary: Anne Stewart

Approval of School Safety Plan by all members of committee.

Print name

Sign name
