

Comprehensive School Safety Plan

2025-2026 School Year

School: Steele Lane Elementary School
CDS Code: 49709126052195
District: Santa Rosa Elementary
Address: 301 Steele Lane
Santa Rosa, CA 95403
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Approved by:




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Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 110 Stony Point Road, ste. 210, Santa Rosa CA 95401.

Safety Plan Vision

OUR SCHOOL'S MISSION:

The mission of Steele Lane Elementary School is to provide each student with a quality education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The Steele Lane team joins with parents and the community to assist students in becoming independent and self-supporting adults who will succeed in, and responsibly contribute to, a global community.

OUR SCHOOL'S VISION:

The vision of the faculty and staff of Steele Lane Elementary School is to provide all students with the tools to become productive, responsible citizens. This is accomplished through a partnership with the family and community working together to provide the necessary resources and support to produce a positive educational environment essential for learning. Since the students currently at Steele Lane Elementary will graduate and find employment in the Twenty-first Century, it is essential that they acquire skills in gathering, organizing, and analyzing information. They must develop critical thinking skills and the ability to solve multi-step problems to meet academic standards and life skills. Students and staff must have access to modern technology and learn how to use these tools in their everyday lives. Students must be able to express themselves through written and oral communication as well as the arts. It is important that students be active participants in both mental and physical activities - life and learning are not spectator sports. They must learn to work together with others in a cooperative effort and to appreciate the contributions and worth of other cultures and accept individual differences. Our students must realize they are part of a society and therefore must work within that society's rules and structures for the good of all.

OBJECTIVE:

Provide a safe and orderly learning environment for students and staff.

Protect the safety and welfare of students and staff.

Protect the school's facilities and property.

Provide safe, orderly and efficient guidance and support to restore normal operation of an environment conducive to learning.

Provide coordination between the school site and the District Office Emergency Operations Center (EOC)

Provide coordination between sites, city, and County Emergency Operations Center as necessary

Components of the Comprehensive School Safety Plan (EC 32281)

Steele Lane Elementary School Safety Committee

The Steele Lane School Site Council (SSC) reviews the Comprehensive School Safety Plan as updated by the school principal. The plan is presented to the SSC for review at an open meeting of the SSC that has been announced by proper notice to all community stakeholders including parents and staff. The School Safety Plan is approved by the SSC annually prior to the submission of the plan to the Board of Education.

Under California Education Code (EC) 32281, a comprehensive school safety plan (CSSP) must be developed and maintained by each school. The plan should address safety concerns for students and staff and include the following key components:

1. Assessment of School Safety
2. Child Abuse Reporting Procedures
3. Disaster and Emergency Response Plans
4. Policies to Address Student Safety
5. Rules and Procedures on School Discipline
6. School wide Dress Code (if applicable)
7. Safe Ingress and Egress Procedures
8. Role of Law Enforcement and Mental Health Professionals
9. School Suspension and Expulsion Policies
10. Hate Crime Reporting Procedures
11. Plan Approval and Updates

Assessment of School Safety

See Safe School Environment Component 1, 2 and 3

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

See Emergency Action Plan

Promoting School Safety

In focusing on improving school safety, the awareness for additional support and collaborative partnerships has become apparent. A few areas where the district and community have provided invaluable resources are in the following ways.

Support Staff at the Schools:

- Counselors -
- Psychologists -
- Family Engagement Facilitators -
- EL Specialists -
- SOLL Counselors -
- Restorative Specialists -

Support Staff at the District Level :

- Behavior Therapists - assigned to sites to meet the needs of the students
- Suicide Prevention Therapist - available when the need is present
- Director of Mental Health - to train & facilitate/manage the district's resources

District and Community Safety Teams who meet on a regular basis:

- District Behavior Threat Assessment Team (meets as needed to review students needing extra supports) - More detailed below
- Safety Advisory Round Table (SART) meets monthly
- Safe Routes to Schools (SRTS) meets monthly
- The Santa Rosa Partnership Policy & Operations meet monthly
- Santa Rosa Public Safety Working Meeting meets quarterly

District Behavior Threat Assessment Team

Ensuring the safety of our schools involves multiple components, including physical security, emergency management, psychosocial intervention, and violence prevention efforts in the form of a risk assessment process. This process begins with establishing a comprehensive targeted violence prevention plan. The plan includes forming a multidisciplinary risk assessment team, establishing central reporting mechanisms, identifying risk factors, antecedents and behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders. It can also help schools mitigate threats from a variety of individuals, including students, employees, parents or themselves. The team is available to meet on an as needed basis.

In partnership with the Sonoma County Office of Education, a protocol has been developed with a series of forms for conducting a Level 1 Assessment Team meeting. A Threat Assessment Flow Chart is included to visually guide the process. Furthermore, the guidelines and all the forms can be found in the Administrators/Co-Administrators Drive Safety folder. The process consists of completing and collecting interview forms, a Level 1 protocol form is filled, the team makes recommendations, the case is tracked and then is managed by the school administrator. In addition, the completed documents are sealed in the student's cume folder. In order to provide proper support, additional training will be provided by both SCOE's Safety Culture Department Team and SRCS Wellness & Engagement department.

SRCS Threat Assessment Flow Chart (CSSP) included as an attachment

Suicide Prevention with Risk Assessment Team and Staff

A fully integrated protocol, integrating this can be found at this link:

SRCS District Risk Assessment Protocol or https://docs.google.com/document/d/1xsJWcdZ6_Sl_kE4PKSFHzn_i4u1ntuxijZ5R3-9rLZl/edit?usp=sharing

Annual Safety Notifications

Safe Firearm Storage Annual Notification

Parents and legal guardians in the Santa Rosa City School District have responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition. To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades transition kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.²

In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³

Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.2

² See California Penal Code section 25100(c).3

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.

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

Child abuse has severe consequences and Steele Lane has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse.

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. Staff members are required to report all suspected child abuse situations. Failure to make a telephone report within 24 hours is a misdemeanor. A written report must follow within three days unless staff is advised otherwise. In either case, staff must always document that a call has been made to either Child Protective Services (CPS) or the police.

Although staff members are responsible for making the report, they may consult with the principal or ask for assistance; however, they are not required to do so.

Mandated reporters should be careful not to put themselves in the role of an investigator in trying to ferret more information from a child; this is the function of CPS or the police. It is sufficient and appropriate to report a suspected child abuse. The law is designed to provide confidentiality to the reporter.

The phone numbers for both the police and Child Protective Services are the following: CPS (707)565-4300 and Police (707)528-5222. These numbers and Child Abuse Reporting Forms are also available in the school office.

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

1. A physical injury or death inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1.
3. Neglect of a child as defined by Penal Code 11165.2
4. Willful harming and 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)
3. An injury resulting from the exercise by a teacher, vice-principal, principal, or other certificated employee of the same degree of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning. (Education Code 44807).
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance of 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)

Mandated reporters include, but are limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisor of child attendance; administrators and employees of a licensed daycare facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

REPORTABLE OFFENSES

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

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

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

Responsibility for Reporting

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

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

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

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

REPORTING PROCEDURES

1. Initial Telephone Report

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

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

2. Written Report

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

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

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

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

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

RELEASE OF CHILD TO PEACH OFFICER

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

PARENT/GUARDIAN COMPLAINTS

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

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

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

NOTIFICATIONS

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

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

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

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

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

Disaster Plan (See Appendix C-F)

Santa Rosa City Schools has adopted the Essential 5 Emergency Response System.

OBJECTIVES

This plan has the following objectives in an emergency:

1. To provide for effective action to minimize injuries and the loss of life among students and school personnel in case of an emergency during school hours.
2. To provide for the maximum utilization of school personnel and facilities to care for victims in an emergency.
3. To provide for the safety and well being of students and staff remaining at the school site following an emergency until released.
4. To provide for the safe and orderly release of students and staff as conditions permit.

PUPIL PROTECTION POLICY

The policy of the Board of Education for pupil protection is as follows:

1. The safety and security of students and school staff are of paramount importance. All actions taken shall bear in mind the safety and well being of both students and district employees.
2. Under no circumstances shall any child be released from the custody of school personnel unless and until such can be done with safety.
3. Any adult calling for a pupil at a school site will be required to identify himself/herself to an assigned staff member, be identified on the student's emergency card as an adult approved by the parent/guardian before being permitted to take a pupil from the school premises.
4. All visitors to the campus, including regular volunteers, must check into the office, and wear a visitor or volunteer badge. All volunteers must also sign-in on our volunteer log. Visitors from SCOE and related agencies must sign in and they also wear SCOE or other agency badges.
5. Student discipline and a positive school climate are important contributors to a safe and secure environment. All students are held accountable for their behavior and are aware of safety and security procedures (please see student discipline). All staff upholds the student discipline policy.
6. AB 2855 states "Each teacher will ascertain which students have disabilities which could cause these students to experience difficulties complying with emergency procedures. A plan for each student will be developed to ensure their safety.

Adaptations for Students with Disabilities

Per Senate Bill 323, Students with Disabilities should have adaptations to the safety plan to meet their needs.

Emergency Evacuation Procedures

Schools must outline how students with mobility impairments, sensory disabilities, or cognitive challenges will safely evacuate.

Assign staff responsibilities for assisting students with disabilities.

Ensure that accessible evacuation routes are clearly identified.

Individualized Emergency Plans

Schools should integrate emergency plans into students' Individualized Education Programs (IEPs) or Section 504 Plans.

These plans should address communication needs, medical needs, and behavioral supports during an emergency.

Training for Staff and First Responders

Staff must be trained on how to assist students with disabilities during drills and emergencies.

Schools should coordinate with local emergency responders to ensure they understand students' unique needs.

Behavioral and Sensory Considerations

Plans must account for students with autism or sensory processing disorders, who may respond differently to alarms or emergency instructions.

Quiet areas or alternative evacuation procedures should be included when needed.

Shelter-in-Place & Lockdown Plans

Schools must ensure that safe areas are accessible for students with disabilities.

Plans should address how to communicate with non-verbal students during a lockdown.

Compliance with Federal & State Laws

Must align with ADA (Americans with Disabilities Act) and Section 504 of the Rehabilitation Act.

Schools should collaborate with families to ensure individualized safety needs are met.

Public Agency Use of School Buildings for Emergency Shelters

There is currently no established facilities use agreement to use the school buildings, ground, and equipment for mass care and welfare shelters during disasters or other emergencies.

Emergency Facility Use & Procedures

In an emergency event where a shelter is needed, the following link can assist with the use of SRCs Online Facility Use Permits:

<https://srcs.civicpermits.com/Account/Login>

This procedure can be used to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. The district office is notified and an agreement is signed between both parties to formalize the usage.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Steele Lane Elementary School has an excellent school climate with an average rate of suspensions as the rate in the district. The school provides clear behavioral expectations and works to create a positive school climate that recognizes good behavior through Gold Passes and monthly awards assemblies.

Suspension from School

(BP 5144.1 – See policies on the SRCS website)

A student may be suspended for any of the acts listed in Education Code if the act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or the principal or occurring within any other school district(s).

A student may be suspended or expelled for acts that are related to a school activity or attendance that occur at any time including but not limited to the following circumstances:

(Education Code 48900(r))

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the school campus.
- (4) During or going to or coming from a school-sponsored school-related activity.

A student may be suspended if the Superintendent or the principal of the school in which the student is enrolled determines that the student has:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900)
- (2) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission from a certificated school employee, which is concurred in by the principal or the principal's designee. (Education Code 48900(b))
- (3) Unlawfully possessed, used, said, 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. (Education Code 48900(c))
- (4) Unlawfully offered or 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 then 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. (Education Code 48900(d))
- (5) Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- (6) Caused or attempted to cause damage to school property or private property. (Education Code 48900 (f))
- (7) Stolen or attempted to steal school property or private property. (Education Code 48900 (g))
- (8) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clover cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this does not prohibit use or possession by a student of his/her own prescription products. (Education Code 48900 (h))
- (9) Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900 (i))
- (10) 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. (Education Code 48900 (j))

- (11) 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. (Education Code 48900 (k))
- (12) Knowingly received stolen school property or private property. (Education Code 48900 (l))
- (13) 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. (Education Code 48900 (m))
- (14) 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. (Education Code 48900 (n))
- (15) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. Education Code 48900 (o)
- (16) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900 (p))
- (17) Engaged in, or attempted to engage in hazing as defined in subdivision (b) of Section 245.6 of the Penal Code (Education Code 48900 (q))
- (18) Used any electronic signaling device, including, but not limited to, paging and signaling equipment while on campus, while attending any school sponsored activity, or while under the supervision and control of any district employee, except for a high school student, who may use the above mentioned devices during break or lunch and except when a student at any grade level has the prior consent of the principal or the principal's designee. The use of cell phones or other electronic devices whether for the purpose of voice or text communication or other purposes, i.e. photo-taking, shall be considered disruptive if done during class time or during other school events and in other designated school settings. (Education Code 48901.5)
- (19) Committed sexual harassment as defined in Education Code 212.5. This conduct 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 sub-section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive. (Education Code 48900.2)
- (20) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code 233. This subsection applies to students enrolled in any of grades 4 to 12, inclusive. (Education Code 48900.3)
- (21) Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, 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 that student or group of students by creating an intimidating or hostile education environment. This sub-section applies to students enrolled in any of the grades 4 to 12, inclusive. (Education Code 48900.4)
- (22) Making terroristic threats, as defined, against school officials or school property, or both. (Education Code 48900.7)

Suspension by Teacher (Education Code 48910)

- (1) A teacher may suspend any student from his/her class, for any of the acts enumerated in Education Code 48900 for the day of the suspension and the day following.
- (2) The teacher shall immediately report the suspension to the principal of the school and send the student to the principal or designee for appropriate action.
- (3) As soon as possible, the teacher shall telephone or write to the parent/guardian of the student asking him/her to attend a parent/teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent/guardian so requests.

(4) The student shall not be returned to the class from which he/she was suspended, during the period of the suspension, without the concurrence of the teacher and the principal.

(5) A student suspended from a class shall not be placed in another regular class during the period of suspension. However, if the student is assigned to more than one class per day, this paragraph shall apply only to other regular classes scheduled at the same time as the class from which the student was suspended.

(6) A teacher may also refer a student, for any of the acts enumerated in Education Codes 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48901.5, to the principal for consideration of a suspension from the school.

(7) A teacher may require the parent/guardian of a student suspended by the teacher for violating sub-section (i) or (k) of Education Code 48900 to attend a portion of a school day in his/her child's or ward's classroom. (Education Code 48900.1)

Pre-Suspension Conference

Suspension by the principal or designee shall be preceded by an informal conference conducted by the principal or designee between the student, and whenever practicable, the teacher or employee who referred the student to the principal or designee. At the conference, the student shall be informed of the reason(s) for the disciplinary action and the evidence against him/her and shall be allowed to present his/her version of the incident and evidence in his or her defense.

Notice of Regulations

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

Notification of Parent/Guardian

At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent/guardian in person or by telephone. If a student is suspended from school, the parent or guardian shall be notified in writing of the suspension.

Report

The principal or designee shall report the suspension of a student, including the cause thereof, in the District student information system and providing a copy of the suspension to the parents and placing one in the cum. The principal is only allowed to enter the suspension code in the student information system (SIS).

Parent's Conference

After student returns from a suspension, a reinstatement meeting should be held with the parent/guardian. No penalties shall be imposed on a student for the failure of the student's parent/guardian to attend a conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent/guardian at a conference. made to have a reinstatement meeting with the parents.

Exclusion from District Property/Activities

During the period of a suspension, the student shall not enter, or come onto, any district property or grounds, and shall not attend any district or school-sponsored activities or events.

Expulsion -

A. Recommendation for Expulsion (Ed Code 48900, 48915)

A principal or the superintendent shall immediately suspend, and shall recommend the expulsion of a student that he or she determines has committed any of the following acts:

1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior written permission to possess the firearm from a certificated school employee, and permission was concurred in by the principal or the principal's designee. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined above, is not an offense for which expulsion is mandatory, but is an offense for which expulsion may be pursued, per Section 1(c) below.

2) Brandishing a *knife at another person. (See definition of "knife" below).

- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4) Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900(n).
- 5) Possession of an *explosive. (See definition of "explosive" below).

B. Mandatory Recommendation Unless Inappropriate (Ed Code 48915 (a))

A principal or the superintendent shall recommend a student's expulsion for any of the following acts unless the principal or superintendent finds that expulsion should not be recommended under the circumstances or that an alternative means of the correction could address the conduct:

- 1) Causing serious physical injury to another person, except in self-defense
- 2) Possession of any *knife, explosive, or other dangerous objects of no reasonable use to the student (See definition of "knife" below).
- 3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: (i) the first offense of the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; (ii) the possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician
- 4) Robbery or extortion.
- 5) Assault or battery upon any school employee, as defined in Penal Code Sections 240 and 242.

*Brandishing a knife at another person. "Knife" means any dirk, dagger, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. (Ed Code 48915(g).)

*As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

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

In accordance with California Education Code 49079, A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

In order to maintain confidentiality when providing information about student school related offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written or emailed notification that one of his/her students has committed an offense that requires his/her review of a student's records in the student information system.

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

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917) Each district is required to have adopted a written policy on sexual harassment and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display such policies in a prominent location and include it in orientation for employees and students, and provide a copy of such policies to new and continuing students. For information on Santa Rosa City Schools Sexual Harassment Policy and Nondiscrimination/Harassment Policy please see Your Rights page on the SRCS website. Also, please refer to Board Policy 5145.7 Sexual Harassment (students) and Board Policy 5145.3 Nondiscrimination/Harassment.

The Title IX coordinator/compliance officer(s) may be contacted at:

Title IX / Gender Equity / Sexual Harassment / Discrimination (All Students):
Stacy Desideri

110 Stony Point ste. 105
Santa Rosa, CA 95401
(707) 890-3800 x 80413
sdesideri@srcs.k12.ca.us

Title IX / Sexual Harassment / Discrimination (All Employees):

Vicki Zands, Assistant Superintendent of Human Resources

110 Stony Point ste. 150
Santa Rosa, CA 95401
(707) 890-3800 ext. 80605
vzands@srcs.k12.ca.us

Complaints should be filed as soon as reasonably possible after the conduct in question has arisen. All complaints shall be promptly and thoroughly investigated.

Santa Rosa City Schools Sexual Harassment policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. If questions arise concerning Santa Rosa City Schools' prohibition of sexual harassment, or any other form of unlawful discrimination, or the methods and procedures to be followed in the investigation of complaints, please contact the above referenced compliance officer(s)/Title IX coordinator(s).

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

Steele Lane Elementary Dress Code & Gang Prevention Policy

Legal Reference: Education Code 35183

Education Code 35183 establishes the legal foundation for school dress codes, including uniform policies. At Steele Lane Elementary, students are expected to wear appropriate clothing that does not disrupt learning or create an unsafe environment.

General Dress Code Expectations

- Students should dress in a manner that supports a positive and focused learning environment. The following clothing items and accessories are not permitted:
- Short skirts, shorts, or pants worn too low
- Spaghetti straps, strapless tops, or bare midriff shirts
- Clothing with offensive, violent, or inappropriate graphics
- Items that promote drugs, alcohol, tobacco, or other harmful substances
- Footwear: Students must wear closed-toe, closed-heel, securely fastened, flat-soled shoes at all times. Sandals, backless shoes, high heels, cleats, or unsafe footwear are not allowed.
- Shorts, skirts, and skorts must extend at least to the fingertips when arms are extended at the sides.
- Clothing must fully cover the abdomen, bottom, and chest/cleavage (A, B, C's Rule).
- Undergarments must remain covered at all times.
- Pants and shorts must be hemmed, well-fitted without sagging, and should not drag on the ground.
- Hats may be worn outdoors only for warmth or sun protection. Hats are not allowed in classrooms.
- Belts may be worn but nothing may hang from them or pants.

Each school year, students and parents/guardians will receive a written copy of the school dress code (see Parent Handbook). Students who violate the dress code will be subject to appropriate disciplinary actions in accordance with Board Policy 5132.

Gang Activity Prevention & Intervention

The Board of Education believes that appropriate student dress contributes to a productive learning environment, and that students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. At the beginning of each school year, students and parents/guardians shall be informed in writing about the school dress code. A student who violates the school dress code shall be subject to appropriate disciplinary action. When gangs constitute a danger to students, the Superintendent or designee may restrict student dress, as necessary, to comply with Board policy related to school safety and gang activity.

Prohibited Attire & Symbols:

- No clothing, accessories, or personal items (e.g., backpacks, tattoos, writing on skin) that promote gangs, drugs, alcohol, violence, or inappropriate content.
- Gang-affiliated items, including but not limited to red or blue bandanas, shoelaces, belts, belt buckles with the numbers 13 or 14, or gang-related hand signs, are strictly prohibited.

Students who violate these guidelines may face disciplinary action in accordance with school policies.

Gang-Related Restrictions

Students may not wear, display, or engage in any of the following:

- Clothing, tattoos, or accessories linked to gang affiliations
- Writing or symbols on books, papers, backpacks, or personal items that reference gangs
- Hand signs or verbal language associated with gang culture

Final Notes on Personal Appearance & Property

Steele Lane does not require uniforms, but students must dress appropriately for learning and academic success. Any attire or accessories that create distractions or safety concerns will result in students being required to change clothing.

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

Steele Lane Elementary is located on a busy thoroughfare in Santa Rosa, requiring careful coordination to ensure student safety during arrival and dismissal. Many students arrive by bus and are dropped off in front of the school on the sidewalk. They enter through the main hallway and exit the same way when meeting their departing buses. Staff members supervise students before and after school as they board and disembark.

Students and parents who walk or bike to school use designated city sidewalks and crosswalks. A crossing guard is stationed at Steele Lane before and after school to assist with safe crossings. Parents who drive their children use the curb area in front of the school for drop-off and pick-up. To ensure smooth traffic flow, parents should not leave their vehicles unattended in this area, as school buses require clear access.

Morning supervision begins at 7:30 AM in the multi-use room for breakfast and 7:45 AM on the blacktop for all other students. Driveways on both sides of the school are single-lane and reserved for staff and handicapped parking only. School staff and parents remain visible during key transition times to promote student safety.

School rules and procedures are communicated regularly through school meetings, phone calls, newsletters, and the Parent/Student Handbook. The School Site and District Handbooks are updated annually to reflect any changes in policies.

Steele Lane Elementary prioritizes student safety on campus, during travel to and from school, and at school-related activities.

CAMPUS VISITORS

All visitors, including parents, must report to the front office upon arrival. Visitors are required to sign in and wear a "Visitor's Pass" while on campus. A volunteer sign-in binder and visitor badges are available on the counter outside the office. Visitors must also sign out when leaving.

Clear signage in both English and Spanish is posted at all entrances, directing visitors to check in at the office. Former students may visit only when their school is not in session. They must have written permission from both a staff member and a parent/guardian at least two weeks in advance and must remain under staff supervision at all times.

Releasing Children from School

- Under no circumstances shall any child be released from the custody of school personnel unless, and until, such may be done safely. Any adult calling for a pupil at the school site will be required to identify himself to an assigned staff member before being permitted to take a pupil out of school.
- A child may not be released to anyone other than a parent, guardian, or a person listed on the child's emergency card. A child may go home with someone other than those listed on the card if the child brings a note to the school or email is sent to the office staff. This note/email should be given to the office staff.

- If someone other than listed on the card arrives at the school to pick up a child, the child will not be released to that person unless the parent or guardian can be located to approve such release through written documentation.
- Parents are requested to send a note to the school if the child will be leaving school early. Adults must report to the office, not the classroom. Children will be picked up in the main office.

CHILD SAFETY INSTRUCTIONS

Students are regularly reminded about behaviors that will maximize their safety in public and going to and from school, especially in how to respond to strangers or potentially unsafe situations. These reminders may be given during an assembly or if there is information about suspicious activity in the community. In such cases, where appropriate, a written/message safety alert will be sent home to advise parents.

BICYCLE SAFETY

Children in grades 4 through 6 may ride their bicycles to school. Bike helmets are required of all students using bicycles. Anyone using their bicycles in an unsafe manner will not be allowed to bring their bicycles to school. Bicycles are to be walked on school sidewalks and the campus at all times. Bicyclists must walk their bicycles at crosswalks near the school and must wait for the “crosswalk lights” to light. They should be left alone in the bicycle rack area once the bicycle is parked. Students are not allowed in the bicycle area during the school day. Locks and licenses are recommended and the school will not be held accountable for lost or stolen bicycles on campus.

Students should understand the following bicycle safety rules:

- 1) Be careful and alert at all times.
- 2) Obey all traffic rules and signs.
- 3) Ride in a single file.
- 4) Never weave in and out of traffic.
- 5) Never cut corners on left turns.
- 6) Always use arm signals when turning.
- 7) Always keep to the right side of the road or in bicycle lanes.
- 8) Never hang on to moving vehicles.
- 9) Be careful where you park your bike.
- 10) Always ride one on a bike.
- 11) Always walk your bicycle on the sidewalk when crowded or on the school grounds.
- 12) Always wear a helmet - it is the law.

SCHOOL BUS GUIDELINES

Bus and van riders are expected to follow the driver’s directions at all times and be courteous to other passengers. Children issued citations are counseled by the principal and expected to bring back a copy of the citation signed by a parent the following day.

Each year, parents receive a copy of the rules on the bus and at the bus stop as part of their application for a bus pass.

The district policy calls for a warning with the first citation. In some cases, a student may be removed from the bus immediately if there is a serious disruption. A second citation results in a one-week bus suspension and the third one in a year results in a one-month bus suspension. A child is suspended from the bus for the remainder of the year with a fourth citation.

VOLUNTEER SCREENING

Volunteers are screened on the Meagan’s Law website by staff supervising the volunteers. Any volunteers left alone with children are fingerprinted first.

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

Component:

Steele Lane Elementary School partners with families and the community to promote involvement with our school. When families are connected, kids are more connected and feel safer.

Element:

The school will regularly collaborate and communicate with the community to promote involvement.

Opportunity for Improvement:

Our goal is to ensure all families are connected to ParentSquare, providing them with timely updates and critical emergency information. We aim to register families at the start of the school year and offer ongoing support and training as needed to maximize engagement and accessibility.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Objective 1: A variety of methods of communication will be employed to increase parent and community connectedness to the school and maintain the feeling of security and safety for students and families.</p>	<p>ParentSquare – Utilize ParentSquare as the primary communication tool for event updates, reminders, and important announcements in both Spanish and English.</p> <p>Facebook Updates – Regularly post on the school’s Facebook page to share event details, updates, and post-event highlights with photos.</p> <p>Monthly Newsletter & Parent Tips – Distribute a bilingual (Spanish and English) newsletter and parent tips each month to keep families informed.</p> <p>School Website Updates – Ensure the website is consistently updated with relevant information in both Spanish and English.</p> <p>Marquee Announcements – Use the front marquee to promote key dates, holidays, and events in Spanish and English.</p>	<p>Facebook, Parentsquare, Digital Marquee</p>	<p>Principal, ESOM, Health Tech</p>	<p>Family Feedback Surveys – Conduct pre- and post-event surveys to assess family satisfaction and preferred event times.</p> <p>Attendance Data – Track participation rates at events, especially Friday night activities, to measure effectiveness.</p> <p>Meeting Participation – Monitor engagement in ELAC and School Site Council meetings to gauge ongoing family involvement.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Objective 2: The school will collaborate with the community and families to create activities to support the friendly, fun school community that makes students feel safe and excited to be part of a school, as well as support the wellness of children and parents.</p>	<p>Collaborative Event Planning – The English Learner Advisory Committee (ELAC) and School Site Council will actively engage families to gather authentic input on activities and event scheduling. Based on family feedback, events will be prioritized on Friday nights to increase participation.</p> <p>Bilingual Family Communication – The Principal will continue providing essential school and district updates at ELAC meetings to ensure families are well-informed and involved.</p>	<p>Staff and community members</p>	<p>Principal, Counselor</p>	<p>ELAC Meeting Attendance – Measure participation trends to ensure families are receiving and understanding key information.</p> <p>Follow-up Action & Engagement – Assess whether families are acting on shared information (e.g., increased use of resources, higher involvement in school activities).</p> <p>Survey Feedback – Ask families if they feel well-informed about school updates and if communication methods meet their needs.</p>

Component:

Safe Teaching and Learning Environment. Steele Lane School provides a school climate that is conducive to teaching and learning. Student and staff work together to create a nurturing physical environment.

Element:

All students and staff are provided safe and secure learning and teaching environment.

Opportunity for Improvement:

Determine systems to maintain an attractive campus while including student voice and creativity.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Objective 1: The school will show signs of school pride, reinforcement of school rules, school motto and goals and demonstrate the school pride via murals, bulletin boards, banners, posters, and artwork displayed around the school.</p>	<p>Inspirational Quotes – Students will create and install inspirational quotes around the school with help from a parent volunteer in spring 2018.</p> <p>Campus Beautification – The Art Teacher will support ongoing campus beautification efforts.</p> <p>Campus Improvements – Counselors, Student & Family Engagement Facilitators, and the Principal will work together to implement the Safe School Plan and make the campus more welcoming.</p>	<p>Prop 28 Funding Title 1 funding for materials and supplies</p>	<p>Principal, Lead Teachers,</p>	<p>Conduct a school-wide audit at the start and end of the year to track the number and quality of displays. Aim for 100% of display areas utilized.</p> <p>Track staff contributions to pride-related displays. Aim for 100% staff involvement in at least one display.</p> <p>Conduct quarterly school climate surveys with staff, students, and families, targeting at least 80% positive feedback on school pride and rule adherence.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Objective 2: The school will implement initiatives to maintain a clean and well-organized campus.</p>	<p>Garbage Sweeps – The after-school program conducts school-wide garbage sweeps.</p> <p>Student Announcements – Students will make announcements to encourage keeping the campus tidy.</p> <p>Waste Management – The principal, counselor, and an interested teacher will streamline garbage and recycling at tables. Composting in worm bins may become a revenue source.</p> <p>Comprehensive School Plan – The school’s Comprehensive School Plan, submitted annually to the District, will include funding for assemblies, field trips, materials, books, and student recognition.</p>	<p>Lottery Funding to purchase tools and resources to maintain a clean campus.</p>	<p>Head Custodian, Principal, Garden Lead</p>	<p>Campus Cleanliness Audits: Conduct regular (monthly) campus cleanliness audits to assess the condition of common areas, classrooms, and outdoor spaces. Aim for 90% of areas to meet cleanliness standards.</p> <p>Student Participation Tracking: Monitor student involvement in cleaning initiatives, such as after-school clean-up days or waste reduction programs. Target at least 75% student participation in these activities.</p> <p>Feedback Surveys: Distribute quarterly surveys to students, staff, and families to gather feedback on the perceived cleanliness of the campus. Aim for 80% positive responses regarding campus cleanliness.</p>

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

Steele Lane Elementary School Student Conduct Code

We recognize that students will make mistakes, and we are determined to assist them in understanding the impact of their negative choices on others. We aim to guide them towards making amends and moving forward in a positive manner. There are different consequences that may come out of a restorative approach. Students may experience natural consequences which happen naturally due to their own actions. They may be required to participate in logical consequences that are directly aligned with their bad choice and help them take responsibility and accountability. Lastly, students may be asked to participate in a restorative consequence which would include repairing the harm or relationship they caused harm to.

California Education Code

In order to make sure our schools are safe, we have to follow some important rules set by the government and the Santa Rosa City School Board. Your child may be suspended from school for up to five days for the following behaviors:

Verbal or physical threats or action against another person

Fighting

Smoking/ Possessing, using, or providing illegal substances or alcohol

Stealing personal or school property

Vandalism of personal or school property

Harassing or intimidating students or staff

Using racial slurs or vulgar language

While on a suspension a student would be required to stay home and would not be able to participate in any school activities during this time.

Non-Discriminatory Compliance

No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity in the Santa Rosa City Schools District as it conforms with Title IX, State Law, and CIF regulations.

The District recognizes that sexual harassment is a form of sexual discrimination. Sexual harassment is prohibited by Board Policy 5114.17 and complaints with respect to sexual harassment may be filed pursuant to Board Policy 5114.17

The District does not discriminate on the basis of race, ancestry, ethnic group, identification, religion, creed, age, sex, color or physical or mental disability, marital or parental status, in its educational programs or activities in which it operates or in its employment practices.

See appended information on district's procedures for handling suspensions and expulsions. Also refer to district discipline Policies and Administrative Regulations 5145

SEARCH AND SEIZURE

The Board of Education, in February 2011, modified Board Policy 5145.12 (Search and Seizure) and adopted the accompanying Administrative Regulation for Grades K-12. The BP and AR outline protocols for the following:

- Individual student searches
- Searches of student lockers/desks
- Use of metal detectors
- Use of drug-detection dogs
- School Principal must determine the need for the use of the contraband detention dog
- School Principal must notify the Superintendent/Designee prior to the arrival of the contraband detention dog on a school campus
- Contraband detention dogs may not sniff any individual student

The District will partner with local law enforcement to have drug detection dogs at school sites, when deemed necessary by the school principal. The District is making every effort to keep students safe on campus, as well as maintaining a drug free zone within the District.

COMMON AREA BEHAVIORAL EXPECTATIONS

1. Classroom: Teachers immediately establish guidelines and rules for appropriate student conduct. These should be communicated verbally, posted in writing, and shared with parents. They are most effective when they are few in number, regularly reinforced, and are part of a positive classroom environment. In most cases, consequences in the class and parent contacts work best. Referral to the office should be for offenses, which are serious or chronic in nature. Teachers may also use recess, lunch or after school detentions.

2. Assemblies: Students are expected to sit with their classes in assigned areas, to conduct themselves properly and not get up and move around. Talking during performances, yelling, and whistling are not acceptable. Students should be warned and/or directed to the office if behavior is disruptive. Review conduct prior to events.

3. Playground: These rules are developed in conjunction with the Tier 1 Team and the Noon-duty Supervisors.

- Play in areas supervised by adults, including the climbing apparatus area. No playing in and around the restrooms, between the portable buildings, or around the bicycle racks.
- Buildings are off limits during recess and when unsupervised.
- Except in an emergency, students must have a pass to come to the office.
- Playing with balls or running in the play structure area is not permitted.
- Children should remain on the playground until bell rings (unless raining).
- When recess is over, students are to walk to class and line up in a quiet and orderly fashion.
- On rainy days, students will remain in their classrooms. They will also be supervised in their classes at recess and lunch.
- Students are to eat at tables/areas and remain seated until excused. The tables and eating areas must be clean before students will be dismissed.
- Maintain a clean school by throwing garbage away and not littering.
- No hanging on tether balls or tether ball poles.
- No climbing fences, railings, or backstops.
- Chasing, tackling, pile-ups, pushing or other types of unsafe behavior are not permitted.
- Throwing rocks, gravel, sawdust and other objects is dangerous and not permitted.
- No locking out students from games.
- No running in areas other than playground.
- If you are hurt in any way, report to a teacher or yard duty supervisor first. Then, if necessary, go to the office for first aid.

4. Equipment:

- Two balls per basketball half court, unless there are 10 players in a game.
- No bouncing of balls anywhere except on playground and play field.
- Hard balls are not permitted at any time.
- Softball may only be played in an organized, adult-supervised game
- Skateboards and roller blades are not permitted.

5. Use of Playground Apparatus -

- All children using the Physical Fitness Apparatus will be qualified, understand the safe use, and cooperate in protecting themselves and others. This program's purpose is to allow children to find their own limits without undue pressure from others, and to discourage particularly aggressive children from heights until their ability matches their confidence. Teachers should train and check each new child entering during the year.

- Instructional activities should initially be directed toward several Physical Education program objectives. This applies to instruction in the beginning of the year and to incoming students throughout the year.
- All children will stay off the physical apparatus until they have been certified by their teacher that they have demonstrated their understanding of the following safety conditions. Plan to check the children as

early as possible, except kindergartners, who should be checked in the spring.

- 1) Hands and bars should be dry; on dry days hands can become damp from perspiration and from moisture beneath the ground shavings.
- 2) The area under the apparatus is kept clear; a child who drops to the ground should not linger.
- 3) Physical Fitness area and apparatus may be used only under the direct supervision of a qualified supervisor, by qualified or qualifying children.
- 4) Nearby children should report injuries to the nearest adult immediately; injured children should remain in place.
- 5) Nothing should be tied or attached to any apparatus.
 - 6) Use equipment only with a secured shoe, nothing sharp in pockets, and without eating or chewing.
 - 7) Children should keep their hands and feet to themselves when on the equipment.
 - 8) When waiting for turn, wait in line.
 - 9) Only go down slide, and one person at a time.
 - 10) Only stunts permitted where hands stay in contact with the apparatus.
 - 11) No moving or throwing of shavings.

Each teacher should notify the Principal and substitute teachers of any children with equipment limitations.

STUDENT RECOGNITION

1. Verbal praise: Staff recognizes students who follow the rules and show cooperative behavior. Thanking students models good social skills and infuses a sense of appreciation in the school.
2. School Wide: Staff recognizes students by giving out Gold Passes. Weekly drawings are held with prizes. In addition, Student of the Month assemblies are held each month recognizing students who demonstrate the Life Skills. Parents receive invitation letters to see their children publicly recognized.
3. In the classroom: Each teacher recognizes students in many ways. Students are respected as individuals and many have an opportunity to be a special person or “VIP” for a week and be acknowledged publicly and on a bulletin board. Verbal praises, tangible rewards and special privileges are accorded to students who are courteous and cooperative. Students may be honored as “Student of the Week” or earn preferred activity time, to mention just a few. Teachers may send students to be recognized by the principal.
4. Special celebrations and school spirit days: Students and staff are encouraged to show school spirit by wearing their school clothing or colors on Fridays and on special occasions. Other events which are part of the school’s culture are the Winter Fiesta, ice cream social, Celebration of the Child, Pizza night, and special dress-up days and events planned by the student council.
5. Special events: The staff plans special guest speakers, assemblies, and field trips. These would not be possible without the cooperation of the students in general.

PARENT AND COMMUNITY PARTICIPATION

Parents and community members, including high school and college students, and senior citizens, feel welcomed in our school and gladly donate their time to share their time, energy and skills

SCHOOL BUS GUIDELINES

Bus and van riders are expected to follow driver’s directions at all times and be courteous to other passengers. Children issued citations are counseled by the principal and expected to bring back a copy of the citation signed by a parent the following day.

Each year, parents receive a copy of the rules on the bus and at the bus stop as part of their application for a bus pass.

The district policy calls for a warning with the first citation. A second citation results in a one-week bus suspension and a third one in a year results in a one-month bus suspension. A child is suspended from the bus for the remainder of the year with a fourth citation.

BICYCLE SAFETY

Children in grades 3 through 6 may ride their bicycles to school. Bike helmets are required of all students using bicycles. Anyone

using their bicycle in an unsafe manner will not be allowed to bring their bicycle to school. Bicycles are to be walked on school sidewalks and on the campus at all times. Bicyclists must walk their bicycles at crosswalks near the school and must wait for the directions of the crossing guard. They should be left alone in the bicycle rack area once the bicycle is parked. Students are not allowed in the bicycle area during the school day. Locks and licenses are recommended.

The following bicycle safety rules should be understood by the students:

1. Be careful and alert at all times.
2. Obey all traffic rules and signs.
3. Ride in a single file.
4. Never weave in and out of traffic.
5. Never cut corners on left turns.
6. Always use arm signals when turning.
7. Always keep to the right side of the road or in bicycle lanes.
8. Never hang on to moving vehicles.
9. Be careful where you park your bike.
10. Always ride one on a bike.
11. Always walk your bicycle on the sidewalk when crowded or on the school grounds.
12. Always wear a helmet - it is the law.

Prevention activities designed to create and maintain safe, discipline, and drug-free environment See Ensuring Safe and Orderly Environment

A crisis management plan for responding to violent or traumatic incidences on school grounds - See Disaster Plan

A code of conduct policy for all students - See School Discipline

CAMPUS VISITORS

All campus visitors, including parents are to report to the office. Each school site has a volunteer sign-in binder that should be filled out when arriving on campus. Visitors shall wear a visitor's badge identifying them as a visitor on campus.

Signs are posted at entrances indicating that all visitors are to report to the office.

RELEASING STUDENTS FROM SCHOOL

A child may not be released to anyone other than a parent, guardian, or a person listed on the child's emergency card. A child may go home with someone other than those listed on the card if the child brings a note to the school. This note should be given to the office staff.

If someone not listed on the card arrives at the school to pick up a child, the child will not be released to that person unless the parent or guardian can be located to approve such release.

Parents are requested to send a note to the school if the child will be leaving from school early. Adults must report to the office, not the classroom. Children will be picked up in the office.

MEDICAL EMERGENCIES

The following course of action should be followed in a medical emergency. Take all necessary action to stabilize the victim and make him/her comfortable. Inform the office immediately. Do not try to move the child if he/she complains of any type of neck or back pain or the nature of the accident would lead one to suspect possible injury.

The office staff will assist in ascertaining the seriousness of the injury. As deemed necessary, the office staff will take the following action:

1. Pull the child's emergency card
2. Notify the parents

3. Notify the child's personal physician

If the injury is considered serious, the office staff will:

1. Immediately dial 9-911 for emergency assistance.
2. Give a copy of the child's emergency card and apprised of the contact made with the family to the emergency personnel who arrive.
3. The child will be taken to Sutter Medical Center unless otherwise indicated by the parents or the information on the emergency card.
4. A 'Student Accident Report' form is to be completed by involved personnel as soon as possible following the injury. This form is mailed to the Redwood Empire School Insurance Group (RESIG) and is not given to parents. Parents must request any report copies from the district superintendent.

MEDICATION POLICY

No medication, not even aspirin, is to be administered to any student by the school staff unless the parent or guardian has given written consent. Any pupil who requires medication prescribed for him by a physician during the regular school day or day care may be assisted by the school nurse or other designated school personnel.

The school must receive a completed form, "Permission for School Personnel to Give Medication," which includes a written statement from the child's physician detailing the method, amount and time schedules by which such medication shall be taken and a written statement or note from the parent or guardian of the child indicating the desire that the school assist the child in the physician's statement. The form must be signed by the parent and by a doctor and brought to the office to be kept on file.

Any medication of a short-term nature to be administered to a child during school must be brought to the school office in its original bottle with the prescribed dosage and a note from the physician.

STUDENT ACCIDENTS

If a student is injured, staff shall immediately ascertain its seriousness and determine if assistance from office staff is needed. If the child has fallen and complains of neck or back pain, the office staff should be consulted prior to any attempts to move the child or have the child move. For any accidents requiring other than minor first aid, the parents will be contacted. If the injury might require medical attention, the staff will take the advisement of the parent or guardian unless immediate medical attention is needed.

In any injury requiring more than minor first aid which might indicate a fracture, concussion, or other potentially serious injury, a Student Accident Report form is to be completed by involved personnel as soon as possible following the injury. This form is mailed to the Redwood Empire School Insurance Group (RESIG). This form is for district use only and is not given to parents. Parents must request any report copies from the district superintendent.

JOB-RELATED INJURY

Employees injured at school or at a school-sponsored activity must request from the office staff a Worker's Compensation form as soon as possible even if they do not anticipate missing work or requiring additional medical help. Administrators are required to provide employees a form within 24 hours of being notified of an employee accident.

Please let the principal, office staff, or head custodian know of any potential hazards that resulted in the injury or present unsafe conditions. If it is deemed necessary, the head custodian will rectify the situation or complete a district Maintenance and Operations work order to have the work completed.

CHILD SAFETY INSTRUCTIONS

Students are regularly reminded about behaviors that will maximize their safety in public and going to and from school, especially in how to respond to strangers or potentially unsafe situations. These reminders may be given during an assembly or if there is information about suspicious activity in the community. In such cases, where appropriate, a written safety alert will be sent home to advise parents.

POLICIES/REGULATIONS/PROCEDURES

PUPIL PROTECTION POLICY:

The policy of the Board of the Education for pupil protection is as follows:

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and district employees.

Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with safety.

Any adult calling for a pupil at a school site will be required to identify himself to an assigned staff member before being permitted to take a pupil out of school.

Conduct Code Procedures

When a student behaves in a manner that is counterproductive to a well-ordered, positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn decision-making and problem-solving skills in lessons that are a foundation for lifelong productive behavior.

IN THE CLASSROOM

Consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem-solving phone call or the conference, and/or other classroom-interventions that are the natural consequence for the specific behavior. For example, if an assignment is not completed, the child may be asked to finish the work during recess; or if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible.

If the problem continues, the teacher may hold a conference with the parent, the child and the principal to construct a contract that outlines the behavior to be improved and rewards and consequences for changing or continuing.

The teachers with children who have special needs are fully aware of each child's Individual Education Plan or 504 Plan contents and will seek support from the case carrier as part of the plan to address issues arising in students with disabilities. Teachers will present basic rules and regulations for the classrooms and playground at the beginning of the school year. Our rules involve creating a safe and orderly learning environment for all and will include the following: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE and BE KIND.

AT THE END OF RECESS

Students are expected to walk on the blacktop area when they hear a whistle and line up with their class.

Our Discipline Plan is outlined below and includes specific school rules and yet is not limited to the outline below.

When students fail to follow the school rules they will receive consequences/discipline, which will vary depending on circumstances and age/grade of the student. A student may receive warnings, detentions, parent contacts, referrals to the office, suspensions or expulsions. Teachers and adult staff may assign benches or detentions at lunch recess only.

A student may be suspended for any of the acts listed in Education Code if the act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or the principal or occurring within any other school district(s).

RULES FOR GENERAL COMMON AREAS - Four B.E.S.T. School Rules: Be Respectful, Be Responsible, Be Safe, Be Kind

Students may be at school starting at 7:45 am, but not before.

GENERAL GUIDELINES:

- No gum chewing
- No spitting
- No cell phones
- Open doors carefully.
- Only Healthy Snack permitted
- RECESS and PLAY STRUCTURES:
- Freeze when the bell rings; after the whistle blows, walk immediately to class.
- Include everyone who wants to play.
- Use appropriate language and good sportsmanship.
- Students permitted in hallways only with a hall pass.
- Use equipment safely:
- Twirlers: 2 students are allowed on each bar; 10 complete twirls if others are waiting a turn.
- Slides: 1 student at a time; down only, feet first, no backpacks.
- Kick Balls (soccer & yellow): Use on the grass area, on ball-wall (not on buildings) and in the 2 kickball courts.
- Bouncing Balls (red): Use for 4 squares or on the grass.

- Wood chips stay on the ground.
- No toys, including balls, from home.

ASSEMBLIES:

- Walk-in and out quietly.
- Keep your hands and feet to yourself.
- Sit on your bottom.
- Listen with eyes, ears and your heart.
- Applause only.

EATING IN MULTI-ROOM:

- Use quiet voices.
- Sit in a designated area.
- Keep food at the table.
- Throw away trash/recycle correctly.
- Leave only with permission.

All students have the right to learn. Parent Handbook includes the B.E.S.T. Rules and Expectations

(J) Tactical Responses (See EOP, ANNEX B) (EC 32282(a)[2](J))

Non-Discrimination Statement

The Santa Rosa City Schools District prohibits, at any district school or school activity, discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person’s actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, national origin, race or ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, medical information or association with a person or a group with one or more of these actual or perceived characteristics. This shall apply to interns, volunteers, and job applicants when applicable.

The District Equity Compliance Officer(s) may be contacted at: the District Equity/Discrimination officer(s) may be contacted at:

District Equity/Discrimination (All Students):

Stacy Desideri
 110 Stony Point ste. 105
 Santa Rosa, CA 95401
 (707) 890-3800 x 80413
 sdesideri@srcs.k12.ca.us

District Equity/Discrimination (All Employees):

Vicki Zands, Assistant Superintendent of Human Resources
 110 Stony Point ste. 150
 Santa Rosa, CA 95401
 (707) 890-3800 ext. 80605
 vzands@srcs.k12.ca.us

Complaints should be filed as soon as reasonably possible after the conduct in question has arisen. All complaints shall be promptly and thoroughly investigated.

Santa Rosa City Schools' Sexual Harassment policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. If questions arise concerning Santa Rosa City Schools' prohibition of sexual harassment, or any other form of unlawful discrimination, or the methods and procedures to be followed in the investigation of complaints, please contact the above-referenced District Equity/Discrimination coordinator(s).

(K) Procedures for Preventing Acts of Bullying and Cyber-bullying

Steele Lane Elementary School is committed to protecting its students, employees from cyber-bullying, bullying, harassment or discrimination for any reason and of any type. All students and employees are entitled to a safe equitable and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be a cause for disciplinary action.

Our philosophy is one of a culture of health, wellness, safety, respect and excellence. We strive to train staff and students on intervention and instructional strategies on prevention, including violence prevention. We follow up when incidents are reported or occur.

“Bullying” is described as unwanted purposeful written, verbal, non-verbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, by an adult, student, or environment that causes long term damage, causes discomfort or humiliation, or unreasonably interferes with the individual’s school performance or participation.

Bullying may involve, but is not limited to:

Unwanted teasing

Threatening

Intimidating

Stalking

Cyber-stalking

Cyber-bullying

Physical Violence

Theft

Sexual, religious, nor racial harassment

Public humiliation

Santa Rosa City Schools

Board Policy

Bullying

REPORTING AND FILING OF COMPLAINTS

Any student, parent/guardian, or another individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR1312.3 - Uniform Complaint Procedures.

BP 5131.2

STUDENTS

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying, including the use of the StopIT app. Complaints of bullying or harassment shall be investigated and resolved in accordance with site level grievance procedures specified in law and practice. When a student is suspected of or is reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of its impact.

Students are encouraged to save and print any 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. Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance will be subject to discipline in accordance with district policies and regulations. 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 may file a complaint with the Internet site or service to have the material removed. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

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

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.2 - Freedom of Speech/Expression)

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

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

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

(cf. 1020 - Youth Services)

BULLYING PREVENTION

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

(cf. 5137 - Positive School Climate)

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

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

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

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, and cafeterias.

INTERVENTION

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

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

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

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

(cf. 6164.2 - Guidance/Counseling Services)

REPORTING AND FILING OF COMPLAINTS

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

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

INVESTIGATION AND RESOLUTION OF COMPLAINTS

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

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

DISCIPLINE

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on the responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or another instrument to invade a person's privacy; misdemeanor

647.7 Use of camera or another instrument to invade a person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on the basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of the responsible employee for Section 504

106.8 Designation of the responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

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

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEBSITES

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

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

Common Sense Media: <http://www.commonsensemedia.org>

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

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy SANTA ROSA CITY SCHOOLS

adopted: April 12, 2017 Santa Rosa, California

Opioid Prevention and Life-Saving Response Procedures

Purpose & Scope

This plan provides a structured approach for opioid prevention, response, and intervention in accordance with California Education Code § 49414.3 and § 49423.1, California Department of Education recommendations, and Board Policy 5141.21 and Administrative Regulation 5141.21, this plan is designed to protect students, staff, and visitors by addressing opioid-related risks and ensuring prompt life-saving responses in school environments and includes:

1. Prevention Strategies

Education & Awareness

Implement evidence-based opioid prevention curricula in health education classes.

Conduct annual training for students, staff, and parents on opioid risks, including fentanyl dangers.

Display information and resources about opioid dangers and available support services.

Partnerships & Community Engagement

Collaborate with local health departments, law enforcement, and community organizations to enhance prevention efforts.

Provide parent workshops on substance abuse prevention and intervention strategies.

Engage peer support groups for at-risk students.

2. Life-Saving Response Procedures

Emergency Protocols for Suspected Overdose

Recognize Symptoms – Signs of opioid overdose include slow or no breathing, blue lips/nails, unresponsiveness, and pinpoint pupils.

Call 9-1-1 Immediately – Report a suspected overdose and follow dispatcher instructions.

Administer Naloxone (Narcan) – If available, trained staff should administer intranasal naloxone following CDE guidelines.

Perform Rescue Breathing/CPR – If the individual is not breathing, initiate rescue breathing or CPR as needed.

Monitor & Support – Stay with the individual, monitoring for responsiveness and signs of improvement.

Inform Parents/Guardians – Contact the student's emergency contacts as per school policy.

Incident Reporting – Document the response in accordance with district and CDE policies.

3. Naloxone (Narcan) Availability & Training

Schools will stock naloxone kits in designated areas (e.g., nurse’s office, front office, security stations). Staff training (including school nurses, administrators, and volunteers) on naloxone administration will be conducted annually. Good Samaritan protections apply to staff administering naloxone in good faith.

4. Post-Incident Follow-Up & Student Support

Provide counseling and substance use intervention for affected students.
Refer students to community treatment programs as needed.
Conduct a debriefing with staff and responders to assess response effectiveness and identify areas for improvement.
Offer re-entry planning and support for students returning to school after substance use treatment.

5. Staff Roles & Responsibilities

School Nurses & Health Personnel: Primary responders, oversee naloxone administration and training.
Administrators: Ensure compliance with state laws and facilitate staff training.
Teachers & Staff: Recognize signs of opioid use/overdose and follow emergency protocols.

6. Communication & Reporting

Maintain confidentiality while ensuring appropriate notifications.
Submit incident reports per school district and state requirements.
Notify local health agencies for additional support and monitoring trends in opioid use.

7. Review & Continuous Improvement

Conduct annual policy reviews to ensure alignment with updated laws and best practices.
Perform annual training for opioid overdose response.
Gather feedback from staff, students, and community partners to refine strategies.

Response Procedures for Dangerous, Violent, or Unlawful Activities

SB 906 (California Senate Bill 906, 2022) requires school officials to immediately report any homicidal threats or perceived credible threats of mass violence on school grounds to law enforcement.

Key Obligations for School Sites:

1. Mandatory Reporting – School staff must report threats of mass violence (such as shootings or attacks) to law enforcement or school safety teams.
2. Threat Assessment Protocols – Schools must conduct assessments to evaluate the credibility and severity of threats.
3. Parental Notification – If a student is involved, parents or guardians must be notified as appropriate, following school and legal guidelines.
4. Coordination with Law Enforcement – Schools must collaborate with law enforcement agencies to determine appropriate safety measures and responses.
5. Firearm Access Review – If a credible threat is identified, law enforcement may investigate whether the individual has access to firearms.

The law aims to enhance early intervention and prevention of school violence while ensuring that threats are handled responsibly to protect students and staff.

Continuity of Operations

Purpose & Scope

This plan establishes procedures to ensure the continuity of instruction, student support services, and essential school operations in the event of an emergency, natural disaster, public health crisis, or other significant disruptions. It is developed in accordance with California Education Code (CEC) §§ 32280-32289, which mandate school safety and crisis response planning, and CDE emergency preparedness guidelines.

Emergency Operations & Decision-Making

a. Incident Command Structure (ICS)

The school shall implement the Incident Command for coordinated emergency response. Roles include:

Incident Commander – Principal or designated administrator.
Operations Chief – Oversees immediate response actions.
Logistics Chief – Manages supplies, facilities, and technology.
Planning Chief – Evaluates response effectiveness and continuity strategies.
Finance/Admin Chief – Tracks costs, payroll, and emergency funding.

b. Decision-Making Authority

The Superintendent or designee has final authority on school closures and emergency declarations.
Decisions align with CDE, local health departments, and emergency management agencies.

Instructional Continuity

a. Short-Term Disruptions (1-5 Days)

Teachers will use asynchronous learning via district-approved learning management systems (e.g., Google Classroom, Canvas).
Assignments will be provided through take-home packets if technology access is limited.

b. Long-Term Disruptions (More than 5 Days)

Schools will transition to distance learning per CEC § 43500-43511 (Independent Study regulations).
Special education services will be provided per Individualized Education Programs (IEPs) via telehealth or alternative methods.
The district will ensure equitable technology access, including device distribution and internet access support.

Student & Staff Support Services

Mental Health & Counseling: Schools will maintain access to mental health services through counselors, social workers, and telehealth services.

Food & Nutrition Services: Meal distribution plans will align with CEC § 49550, ensuring students receive meals during closures.

Childcare & Supervision: Schools will coordinate with local agencies to provide emergency childcare for essential workers.

Communication Plan

Schools will maintain multiple communication channels (phone, email, website, SMS alerts, social media).

Emergency notifications will comply with CEC § 32282, ensuring timely parent and community updates.

Language access will be provided in accordance with CEC § 48985, ensuring communication in families' primary languages.

Recovery & Reopening

Schools will assess facility safety, staff readiness, and student needs before reopening.

A phased return plan will be implemented in coordination with public health and emergency management officials.

The district will apply for emergency funding assistance (FEMA, CDE grants) as needed.

Plan Review & Training

The Continuity Plan will be reviewed annually in compliance with CEC § 32286.

Staff will receive annual training on emergency roles, distance learning, and student support procedures.

Schools will conduct emergency drills per CEC § 35297 for preparedness.

Safety Plan Review, Evaluation and Amendment Procedures

The attached Comprehensive School Safety Plan is compliant with the provisions required for Senate Bill 187, Chapter 73 and the No Child Left Behind Act of 2001. This plan has met the following requirements:

The attached Comprehensive School Safety Plan contains the required components of the Education Code 32280-32289.

The School Site Council includes the following representatives: Principal, SRTA Certificated employees, CSEA classified employee, and parents.

The School Site Council consulted with law enforcement and fire agencies and the acting District Emergency Preparedness Coordinator when writing this plan.

Notification of meeting on Comprehensive School Safety Plan sent to appropriate individuals (EC 32288(b) (2) (A-F)*)

The School Site Council conducted a public hearing to gain public input into the plan. Appropriate revisions were made.

The School Site Council adopted the recommended School Safety Plan.

A copy of the School's plan has been provided to the Acting District Safety Coordinator.

The Board of Education adopts the plan by September for the present school year.

Information in the plan will be disseminated to all teachers, parents, and students.

Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

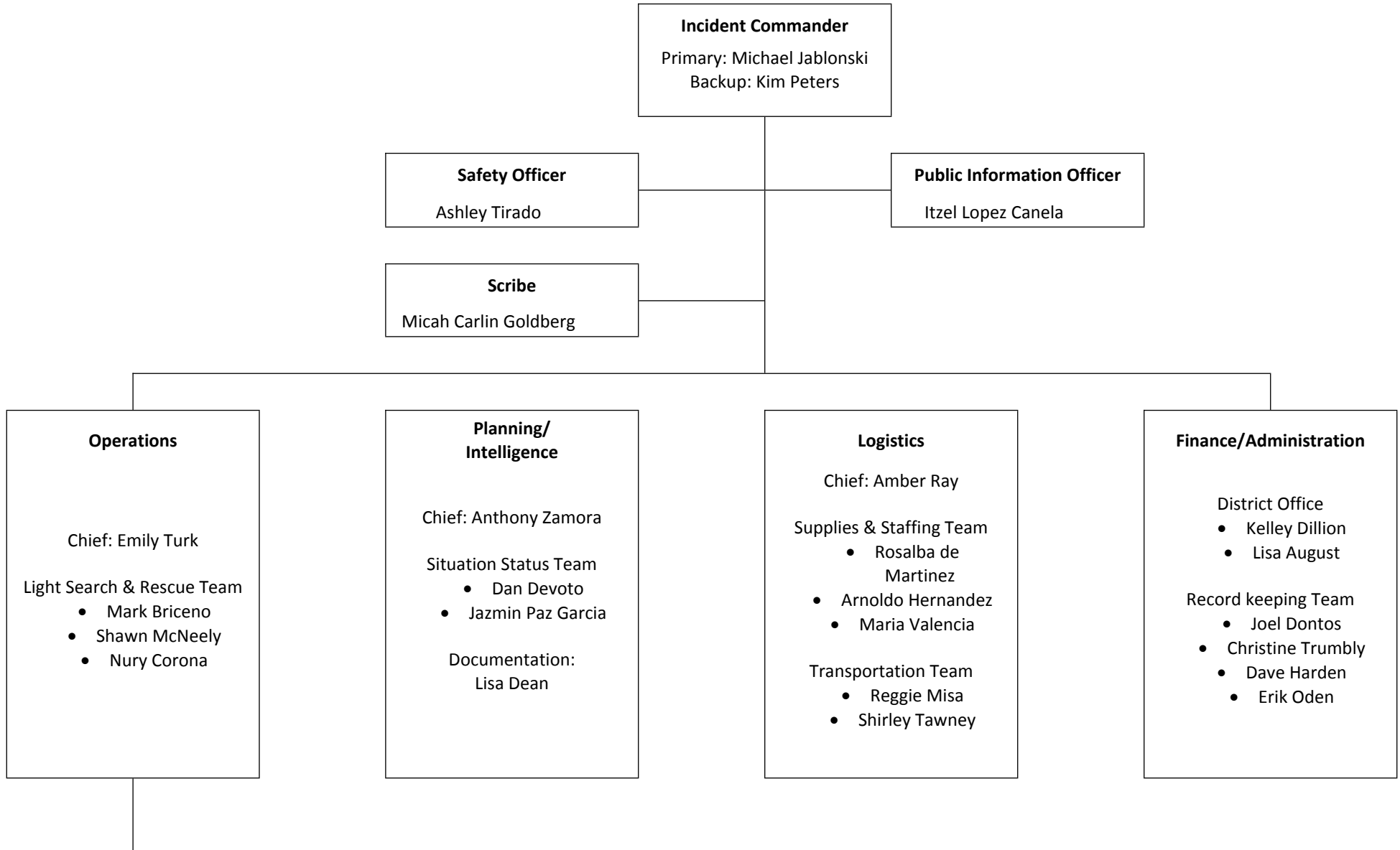
Type	Vendor	Number	Comments
Emergency Services	Fire & EMS Dispatch	911 or 707-568-5933	Emergency REDCOM Dispatch
Law Enforcement/Fire/Paramedic	SR Fire Department	707-543-3500	Business Office
Law Enforcement/Fire/Paramedic	SR Police Department	911 or 707-543-3600	Emergency or Business Office
Law Enforcement/Fire/Paramedic	SR Police Department (Non-Dispatch)	707-528-5222	Non-Emergency Dispatch
Local Hospitals	Memorial / Kaiser / Sutter Hospitals	525-5300/393-4000/576-4000	Local Hospitals
School District	Office of the Superintendent	707-890-3800 x 80101	Dr. Anna Trunnell
School District	SRCS District Communications Team Branch Director	707-890-3800 x 80301	Dr. Roderick Castro
Public Utilities	Pacific Gas & Electric Company	800-743-5002	Outages
Public Utilities	SR Utilities Dept. (Water)	707-543-4200	Water
Other	Animal Regulation, (Sonoma County)	707-565-7100	Animal Control

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Annual Updates (B) Disaster Procedures - Section: Disaster Plan Incident Command Staff Assignments & Responsibilities General Staff: Section Chief Assignments General Staff: Section Team Leader/Alternates/Team Members General Staff: Buddy Assignments Pre-designated Emergency Station Locations (E) Sexual Harassment Policies - Title IX Officer (as needed) (H) A Safe and Orderly School Environment Conducive to Learning (EC355294.2) - Component 1-3 Incident Command Team Responsibilities (SEMS) Staff Training Exercise Design Worksheet for Staff Training (Attachment N) Safety Plan Appendices Update responsible persons & their titles in Incident Command System Chart	Updated annually starting in March	SEMS/ICS chart/Emergency Action Plan
Maps/Schedules/list/form updates: Maps (as needed) Staff Release Order List Emergency Drill Schedule/Line-Up Areas Staff Emergency Contact - Medical Information	Updated annually starting in March	Emergency Action Plan

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
<p>Emergency Supplies (H) A Safe and Orderly School Environment Conducive to Learning (EC355294.2) - Component 3 Update Emergency Supplies inventory/Go Kits Replenish any missing supplies, dead batteries or expired items. Research new supplies</p> <p>Evacuation & Post-emergency Procedures Post emergency procedures by doors (LockDown, Emergency Numbers, Evacuation Map)</p> <p>Emergency Contacts Update individuals and contact information found on emergency contact charts. (B) Disaster Procedures - Section: Disaster Plan</p> <p>Student Information Update list of students with medical needs (binder) Update list of students' emergency information Update list of students with disabilities - ensure students have special evacuation procedures established if special assistance is required during an evacuation such as noise-canceling headphones in the emergency bag and classroom assistant available to support students.</p> <p>Documentation & Recordkeeping (Attachment G) Ensure the necessary records are properly maintained Update Student Release forms as needed (Attachment G)</p>	Update annually & Securely maintained	Emergency Action Plan
Safety Plan reviewed and approved by SSC	Annually in April-May	SSC Minutes
Safety plan approved by law enforcement and fire department	Annually in July	Signature page attached
Safety Plan amended to include an updated ICS staff chart with current school staff	Annually in August	Attached in the Incident Command System section
Safety Plan reviewed by Staff	Annually in August	Staff Meeting Minutes
Youth Truth climate survey report reviewed by SSC	Annually in the Spring when report is received	SSC Minutes
CA Dashboard report reviewed by SSC with attendance & discipline	Annually when the report is made available	SSC Minutes

Steele Lane Elementary School Incident Command System



**First Aid & Search
Teacher A**

First Aid

- Heather Ginnever
- Jean Salazar

Search & Rescue Team

- Mark Briceno
- Shawn McNeely
- Nury Corona

Assembly & Shelter Team

- Hannah
Ammerman
- Manuel Hernandez

Crisis Intervention Team

- Kara Andersen
- Elpedia Udave

**Student Release &
Accountability
TeacherB**

Maria Luna
Abby Miller

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Our Comprehensive Site Safety Plans are written in the format of the Incident Command System. We must operationalize ICS with any person being able to do any job at any time. The Santa Rosa City Schools ICS is available within our "Safety--Comprehensive Framework" on the shared drive.

LOCATION -

- * Inside: Office
- * Outside: Incident Command System Chart - ICS (Field)

In response to notification of an emergency or disaster, sudden death, suicide, etc., the principal or designee should immediately notify the superintendent and assemble the Crisis Intervention Team to help plan the response and prepare for the following day.

Plans should include:

1. Preparation of a written statement to staff members as to how to handle phone calls and requests for information about the emergency or disaster communications.
2. Establish a crisis center on campus where crisis team members will be available to meet with the students.
3. Request assistance, if needed, from Santa Rosa City School or Sonoma County Office of Education Psychological Services, and/or the Sonoma County Mental Health Services.
4. Promptly share factual information with staff, students, parents and community according to District requirements.
5. Plan staff meetings or other as soon as possible to share information.

INCIDENT COMMAND TEAM RESPONSIBILITIES

School sites responding to an incident shall utilize the functions, principles, and components of the Incident Command System (ICS), per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405.

Incident Command System (ICS) Functions. The five functions of the ICS are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Individuals working under the Command function will be referred to as the Command Staff, while personnel assigned responsibilities under Operations, Planning/Intelligence, Logistics, or Finance/Administration will be referred to as the General Staff. Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. An individual can execute more than one function.

1. The Command Function is responsible for the directing, ordering, and controlling of resources by explicit legal, agency, or delegated authority. The function is composed of the Incident Commander (IC), Safety Officer, Public Information Officer (PIO), Agency Liaison Officer, and a Deputy Incident Commander. The IC position must always be filled. The IC remains responsible for all five functions of the ICS structure, which have not been formally activated. In addition to the primary ICS functions, the IC is also responsible for the Safety Officer, Public Information Officer, and Agency Liaison Officer positions, unless otherwise delegated. Depending on the severity of the incident, the IC may also activate a Deputy IC for support.
2. The Operations Function is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Emergency Action Plan. This is the most complex and primary established function.
3. The Planning/Intelligence Function is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.
4. The Logistics Function is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
5. The Finance/Administration Function is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

INCIDENT COMMAND SYSTEM PRINCIPLES

1. The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single

jurisdictional responsibility with multiple-agency involvement, and multiple jurisdictional responsibilities with multiple-agency involvement.

2. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.

3. The system shall be applicable and acceptable to all user agencies.

4. The system is readily adaptable to new technology

5. The system expands rapidly and logically from an initial response into a major incident and contracts just as rapidly as the organizational needs of the situation decrease.

6. The system has basic common elements in organization, terminology, and procedures.

INCIDENT COMMAND SYSTEM COMPONENTS

1. Common terminology is established in regards to common titles for organizational functions, resources, and facilities within ICS.

2. Modular organization is established by which the ICS organizational structure assignments are activated based upon the kind and size of the incident (top-down command).

3. Unified Command.

4. Action plans identify objectives, determine strategies, identify tactical and support activities required, and establish an operational period time frame for completion.

5. The manageable span-of-control for any assigned Chief, Director, or Supervisor is established to be between 3-7 personnel

6. Pre-designated incident facilities are identified (Incident Command Post, Student evacuation site, offsite evacuation site, First Aid Station, Emergency Supplies location, Communication Center, etc.). The

determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.

7. Comprehensive Resource management is established to identify, group, assign and track resources.

8. Integrated Communication is managed through the use of a common communication plan and an incident-based communication center established for the use of tactical and support resources assigned to the incident.

UNIFIED COMMAND

If applicable a UNIFIED COMMAND will be established when agencies are working together. Unified Command is a structure used during incidents consisting of Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. It allows all agencies with geographical, legal or functional responsibility to manage an incident by establishing a common set of objectives,

strategies, and a consolidated Incident Action Plan. Under a Unified Command system, a single Operations Chief is assigned. The Operations Chief position is filled by the most qualified and experienced person available.

The use of a Unified Command is a valuable tool to help ensure a coordinated multi-agency response. A Unified Command assures agencies do not lose their individual responsibility, authority, or accountability. When appropriate, a Unified Incident Command System will be established in conjunction with the school's Incident Commander and responding agencies' Incident Commander(s) to form a unified team in which Incident Commanders within the Unified Command make joint decisions, speak as one voice, integrate general staff, and develop a single Emergency Action Plan.

Unified Command is an important component of the required ICS, per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405 (a)(3)(C-D).

Advantages of using Unified Command

1. One set of objectives and strategies are developed for the entire incident.

2. All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.

3. Duplicative efforts are reduced or eliminated, thereby reducing cost, frustration, and potential conflict.

COMMAND STAFF RESPONSIBILITIES

1. Incident Commander:

- Direct the overall emergency response and make final decisions
- Activate School Emergency Action Plan and Incident Command System (ICS)
- Establish and set up an Incident Command Post

- Establish, set up, and manage a Communication Center
- Initiate Common Communication Plan & maintain communication with District Level Emergency Organization Center (EOC) to provide District with a site-specific status report
- Develop an Emergency Action Plan which identifies objectives, determines strategies, identifies tactical and support activities required and established an operational time for completion.
- Set plan priorities and control actions were undertaken by staff
- Ensure all available master keys are brought to the Incident Command Post
- Ensure student emergency cards are taken to Incident Command Post during an evacuation
- Determine which special assignments require substitute or additional personnel and assign from those available in the field.
- Initiate student release procedures (when it is safe to do so)
- Release teachers as appropriate during demobilization using the Staff Release Order Plan (found in the Demobilization section of this plan).
- Declare end of emergency—initiate recovery if appropriate
- Remain in charge of your campus until redirected/released by the superintendent of schools or relieved by fire or law enforcement incident commander
- Ensure staff and students are properly instructed and trained in assignments and emergency procedures

2. Alternate Incident Commander:

- Assist the Incident Commander by initiating response strategies, response team coordination, and communication Safety Officer:
- Assess emergency or threat and impact on students, staff, school property, and surrounding community
- Monitor safety conditions of the incident
- Assures the health and safety of students and staff

3. Public Information Officer:

- Collect information
- Coordinate communication with the district for the public, stakeholders, and news media
- Supervise telephones and monitor radio emergency broadcasts
- Maintain direct contact with the Emergency Operations Center (EOC) Director

4. Liaison:

- Coordinate incoming agency representatives
- Serve as point of contact for representatives of other involved local agencies, organizations, or private sector parties to provide input on policies, resource availability, and other incident related matters

GENERAL STAFF RESPONSIBILITIES - Function Chiefs

1, Operations Chief:

- Manage on-scene tactical operations to accomplish corrective action and the objectives established by the IC's action plan
- Supervise and direct activities of all personnel assigned under the Operations Function
- Report to the Incident Commander
- Coordinate Search and Rescue
- Coordinate Medical First Aid
- Coordinate Evacuation Area
- Coordinate Campus Security
- In conjunction with the Evacuation Area Lead and the Search & Rescue Lead, account for staff and student attendance and identify all missing individuals using the compiled attendance reports & search and rescue team findings.
- Relay reported missing students to Staff Accounting Teams
- Make sure teams have the necessary supplies to perform tasks
- Reassign staff as needed
- Schedule breaks and back-ups for staff

2. Planning/Intelligence Chief:

- Coordinate all planning functions
- Collect all information pertinent to documenting the incident
- Analyze information for potential impacts or changes
- Document and update status reports
- Manage and update status boards regularly
- Collect and Disseminate incident-related information from teams to the Incident Commander
- Prepare necessary written reports

3. Logistics Chief:

- Meet service and support needs of the incident by managing and distributing general emergency supplies, equipment, food, water, blankets, first aid supplies, volunteers, etc.
- Open Emergency Supplies container (located in the cargo containers)
- Delegate help for setting up the Incident Command Post (if needed)
- Delegate help for setting up any necessary emergency stations
- Sign in volunteers and assign to various sections needing assistance
- Determine whether additional equipment, supplies or personnel need to be requested from the District EOC
- Make arrangements for the transport of supplies and lodging of personnel
- Report needs to the Incident Commander (IC)

4. Finance/Administration Chief:

- Analyze all financial and cost analysis related to the incident
- Document all expenses related to emergency
- Document all personnel time as pertinent to emergency (number of hours with descriptions of activities performed)
- Report to the Incident Commander (IC)

GENERAL STAFF RESPONSIBILITIES - SEARCH & RESCUE

1. Search & Rescue Lead:

- Report to Operations Chief
- Supervise, organize, and direct Search and Rescue Teams
- Maintain communication with Search and Rescue Teams
- Consult with Operations Chief regarding any known missing persons obtained from the attendance reports submitted by

2. Teachers

- Act as a check-in point for reporting missing Staff or Students
- Keep records on Search & Rescue Team incident reports

3. Search & Rescue Team(s):

- Report to Search & Rescue Lead:
- Search assigned areas following search & rescue procedures
- Complete a systematic sweep of designated campus areas for missing, trapped, or injured staff and students if the situation safely permits.
- Complete maps and mark doors
- Identify the location of trapped/injured persons
- Assist injured persons to the Medical First Aid station

4. General Staff Responsibilities: Medical First Aid

A. Medical First Aid Lead:

- Report to Operations Chief
- Supervise, organize, and direct Medical First Aid & Morgue Teams
- Initiate Triage/Medical First Aid area set up
- Triage injured persons

- Maintain an updated list of students with allergies, in need of daily medication, or special medical needs

B. Medical First Aid Team(s):

- Reports to Medical First Aid Lead
- Set up Triage/Medical First Aid area
- Retrieve Medical First Aid supplies from Logistics Emergency Supplies Team
- Provide first aid to injured persons

C. Morgue Team:

- Reports to Medical First Aid Lead
- Set up Morgue Area location
- Move deceased to morgue area
- If possible, identify and cover deceased

5. General Staff Responsibilities: Evacuation Area Supervision & Release

A. Assembly/Evacuation Area Lead:

- Reports to Operations Chief
- Supervise, organize, and direct the Parent Check-in Gate Team, Student Check-out Team, Student Release Team & Staff Buddy Assignments
- Manage and coordinate Evacuation Area supervision
- Collect attendance reports from all Teachers at the Evacuation Area
- Immediately communicate with the Operations Chief and Search & Rescue Chief any reported missing students or staff
- Evacuate with an extra set of student class lists (properly grouped alphabetically)
- Bring emergency release forms (maybe stamps, stickers, or documents depending on the site)

B. Parent Check-in Team(s): (PFO and SSC Officers)

- Organize and control the parent check-in area
- Receive parents at the check-in station where they will indicate which student(s) they are to pick up.
- Ensure students are only being released to adults listed on emergency cards
- Organize and control student release by calling student names over the portable speaker system (located in the storage room across the office) or sending runners to retrieve the student.

C. Student Check-out Team(s): (if applicable)

- Go to your assigned alphabetical grouping area and help check-out students
- Check the emergency release authorization card to be sure that the student is authorized to leave with whoever is there to pick him/her up.
- Students who are 18 may sign themselves out.
- Any adult named on their emergency cards must sign out students who do not fit into the above categories.

D. Student Release Gate Team(s):

- Verify students have properly checked out before allowing them to exit.
- Students without proper proof of Check-out must be redirected back to the Student check-out station.

E. Staff Buddy Assignments (Teachers):

- Reports to Operation Chief
- Engage in Staff Buddy Assignments (check-in with Buddy)
- If the buddy is incapacitated, inherit the responsibility of their students
- Evacuate and escort students to assemble in the designated Evacuation Area (if required by the incident)
- Complete an attendance report for both classrooms (take attendance of students and note missing students, staff buddies, or other staff)
- Submit the attendance report to the Operations Chief at the Incident Command Post.
- Submit any observed room damage to the Operations Chief
- Supervise classroom students at Evacuation Area, help manage the evacuation area, or report to IC Post for additional tasks, if needed.
- Provide reassurance and support to students

6. General Staff Responsibilities: Campus Security

A. Campus Security Lead:

- Reports collected data to Operations Chief
- Supervise, organize, and direct the Security Team and UtilitiesTeam
- Conduct or Initiate a property damage assessment

B. Security Team(s):

- Reports to Campus Security Lead
- Maintain a safe and secure campus environment
- Secure and manage gates
- After search & rescue missions are complete, lock or control access into buildings
- Place yellow caution tape around areas deemed unsafe

C. Utility Team:

- Reports to Operations Chief
- Carry out the process of evaluating and shutting off utilities (water, gas, electric) if needed
- Determine the presence of fire or other hazards – resolve with help of volunteers if able to do so
- Assess damage to buildings and communicate findings to the

7. General Staff Responsibilities: Emergency Supplies inventory/replenish.

A. Emergency Supplies Team (Logistics):

- Reports to Logistics Chief
- Open Emergency Supplies container and gather necessary supplies/equipment for distribution
- Set up a microphone on a stand at Parent Check-In.

8. General Staff Responsibilities: Unassigned Staff

- Staff lacking an established Assignment must report to the Incident Command Post for further instruction

EMERGENCY PREPAREDNESS

A. Methods for Reporting Emergencies - To report emergencies, in case of a fire, emergency, or disaster, the following reporting methods may be used:

1. School Alarm System
2. Public Announcement System
3. Staff Two-way Radios
4. Telephones (emergency telephone numbers are posted adjacent to phones)
5. The school Red phone located in the main office only used to call out in an emergency.

B. Alarm System

1. Emergency messages will run continuously until the ALL CLEAR message is sent.
2. In case of a DRILL - BEFORE engaging the PA system use it to inform staff that this is a drill, call xx800. Office staff to call fire and alarm companies to notify them that a drill is taking place.
3. To engage the emergency messages you will dial one the extensions outlined below:

The school fire alarm and public announcement system provide a warning for necessary emergency action. A pre-tone signal and audible.

EMERGENCY MESSAGES OVER PUBLIC ANNOUNCEMENT (PA SYSTEM)

- FIRE ALARM - no code - is distinctive and recognizable as a signal to evacuate and a separate system from the PA.
- EVACUATION - xx909 - signal is audible and consists of a pre-tone, voice message ENG/SPN (EVACUATE), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! Evacuate !!!), flashing lights go on.
 - EARTHQUAKE - xx919 - signal is audible and consists of a pre-tone, voice message ENG/SPN (DROP, COVER, HOLD ON), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! DROP, COVER, HOLD ON!!!), flashing lights go on.
 - LOCKDOWN - xx999 - signal is audible and consists of a pre-tone, voice message ENG/SPN (GET IN, STAY IN, LOCK DOORS), post-tone sequence repeated 2 times, scrolling text until stopped in \ENG/SPN (!!! GET IN, STAY IN, LOCK DOORS!!!), flashing lights go on.
 - ALL CLEAR - xx900 - will hear the tone sequence 3 times, will see scrolling text ENG/SPN (ALL CLEAR) sequence repeated 3 times.
 - Manual bell - xx500 - To ring the bell manually use the code xx500 (it does NOT need the ALL CLEAR to stop)

ALARM SYSTEM MAINTENANCE & TESTING REQUIREMENTS

1. Alarm systems are maintained in operating condition.
2. Alarm systems are tested at least annually for reliability by properly trained persons in the designed operation.
3. Alarm system power supplies are maintained or replaced as often as is necessary.
4. The fire alarm signal will be sounded not less than once every school calendar month (Education Code, Section 32001).

STAFF TRAINING REQUIREMENTS

To ensure the school and its staff are prepared to implement the School Emergency Action Plan and take action during an incident the training requirements in this section are met. Staff receives the appropriate level of SEMS training; the Level of training will depend on the staff member's potential assignment(s) during an emergency response. All assigned Officers, Chiefs, Leads, Alternative Leads, and staff members are trained before implementing the program.

A. SEMS Training Requirements:

- The SEMS training provided to maintain personnel's minimum training competencies.
- Staff SEMS training and performance is maintained and demonstrated by the:
- Completion of level-appropriate SEMS training
- Execution of drills that incorporate performance objectives into exercises.

B. Emergency Action Plan Training Requirements

- The school shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees, students, and visitors.
- The school shall advise employees of his/her responsibility under the plan when the plan is developed and whenever responsibilities or actions under the plan have changed.
- Principal/staff shall review those parts of the plan which will be of aid in the event of an emergency. This includes, but is not limited to:

- 1) Individual assignments and responsibilities
- 2) Emergency procedures
- 3) Location of emergency equipment & supplies
- 4) Location and operation of manually activated alarm systems
- 5) Location and operation of communication equipment

PRACTICE EMERGENCY DRILLS

To ensure staff and students are knowledgeable and prepared to implement the School Emergency Action Plan the following required practice emergency drills are conducted as indicated throughout each school year. The Emergency Drill Schedule is updated and distributed annually to the staff at the start of the new school year. (See Attachment K - Emergency Drills Schedule)

A. Earthquake Practice Drills:

1. The practice of drop and cover procedures are held four times each school year.
2. During the drill each pupil and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms, and their back to the windows.
3. Drills are conducted following the established Earthquake Procedures of this plan.

B. Fire & Evacuation Practice Drills:

1. Fire drills are established and conducted at least once every calendar month.
2. During the drill each pupil and staff member implements and practices the established Evacuation Procedures of this plan.

C. Lock down Practice Drills:

1. Lock down drills are conducted four times each school year.
2. Drills may include responses to suspicious items or persons, hazardous material incidents, bomb threats, and shooting incidents on or near school grounds.
3. Drills are conducted following the established Procedures of this plan.

METHODS FOR REPORTING EMERGENCIES

To report emergencies, in case of a fire, emergency, or disaster, the following reporting methods may be used:

1. School Fire Alarm System
2. Public Announcement System
3. Staff Two-way Radios
4. Telephones (emergency telephone numbers are posted adjacent to phones)
5. Red Phone in the main office

SUPPLY INVENTORY

1. Red emergency bags (located in the classroom) inventoried and supplies updated annually
2. Emergency Supply Containers (located in storage containers) inventoried and supplies updated annually

STAFF RELEASE ORDER DETERMINATION

After an incident, staff members will be released from their emergency response duties according to this established release order.

Staff Release Order Plan:

1. Hold a staff meeting and determine the release order
2. Determine this during the first staff meeting using the "Staff Release Determination Form."
3. The principal will keep the release order list in the emergency plan.
4. The list will be updated annually

After School Program Safety Plan will be included and in place during the after school program to ensure the safety of students.

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Refer to the Essential 5 Emergency Response Guidelines

Step Two: Identify the Level of Emergency

Initiate the Incident Command System relevant to the Emergency Response

Step Three: Determine the Immediate Response Action

Engage the Incident Command team appropriate to the situation.

Step Four: Communicate the Appropriate Response Action

Inform all relevant stakeholders based on the Emergency Tree

Collaborate with district PIO to create messaging for staff, students and parents.

Types of Emergencies & Specific Procedures

Aircraft Crash

Immediately engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

1. If aircraft crashes on or near school buildings, or if an explosion erupts inside the school, teachers give the DUCK, COVER, AND HOLD command to protect children against blast and falling objects.
2. Teachers take immediate action to remove children from assembly areas and follow the evacuation procedures.
3. Staff performs necessary rescue measures to help injured or trapped students.
4. Call police and fire departments.
5. The principal ensures that students and staff are kept at a safe distance from aircraft in danger of possible explosion.
6. Do not enter any building or classroom, until authorized by the Principal, or designee and the fire department.
7. The principal advises parents of the release of students to an alternate location.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

Animal Disturbance

Evaluate and consider engaging the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Animal/Animal Disturbance

The first consideration is the safety of the pupils and personnel.

1. Isolate the pupils from the animal.
 - If an animal is outside, keep pupils inside.
 - If an animal is inside; keep pupils outside or in some other sheltered area.
2. Call the office to report.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

Armed Assault on Campus

Immediately engage the "Lockdown" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter situation

Victims are predominately selected at random

The event is unpredictable and evolves quickly

Unless confronted, law enforcement is required to resolve the violent situation

Coping with an Active Shooter situation

Be aware of your environment and any possible dangers

Take notes of the two nearest exits in any facility/location you enter

If you are in an office and can't escape, stay there and secure/barricade the door

Attempt to take the Active Shooter down as a last resort

In a dynamic drill where students are outside of their classroom during recess, break, passing period or lunch, each student will report to designated site area according to their drill plan.

Active Shooter Procedures

Inside:

RUN...

- Know where the threat is and run away from it
- Know your escape routes
- Leave your belongings behind
- Take your cell phone
- Keep hands visible for responding Law Enforcement

HIDE...

- Call 911 for assistance if possible
- Lock and barricade door(s)
- Cover windows, close blinds, and curtains
- Tell students to be quiet and silence cell phones
- Stay low to the ground and hide away from windows
- Spread out (if possible)
- Be prepared to FIGHT

Call 911 and notify the District Superintendent/District Emergency Preparedness Coordinator when it is safe to do so.

Information to provide to Law Enforcement or 911 Operator

- The specific location of the active shooter
- Number of Shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

FIGHT...

- As a last resort and only when your life is in imminent danger
- If an intruder comes in the classroom, be prepared to fight
- Use a weapon (fire extinguisher, chair, books, etc.)
- Use your surroundings to create distractions: yelling, trip hazards, throwing items, turning off lights, putting furniture in front of the door

Outside:

- If shots fired - immediately "Drop and cover"
- If it is safe, move away from the shooting

How to respond when Law Enforcement Arrives

- Remain calm and follow instructions
- Remove any items in your hands (i.e., cell phones, bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

The principal advises parents of the release of students to an alternate location when it is safe to do so.

Biological or Chemical Release

Immediately engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Biological or Chemical Release

1. Stay indoors, do not attempt to evacuate the building until instructed to evacuate.
2. Shut all doors and windows, use duct tape (from Red Emergency bags) to seal off all seams on the doors and windows.
3. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.
4. The principal arranges for the evacuation of students and staff to a safe location if warranted.
5. The principal advises parents of the removal of students to an alternate location.
6. Students released to parents from alternate/safe locations.
7. All teachers have a RED emergency bag in their classroom that includes an updated annual emergency release information (teachers update from the Student Information System (SIS) assuring that children are released to parent/guardian approved individuals.)

Bomb Threat/ Threat Of violence

Immediately engage the "Secure the Campus" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Bomb Threat

If a threat by telephone comes directly to a school

1. The person receiving a call should attempt to keep the caller on the telephone as long as possible and alert someone else by a prearranged signal so they can get on an extension and notify the telephone company to trace the call.
* Dial "911" -- tell operator, "This is (name of the caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is (). Please trace the call."
* Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)
2. The principal/designee notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.
3. Try to determine if the caller is a student or an adult. If it is a student, it may be easier to discover identity.
4. The principal shall determine whether to evacuate the building(s) threatened.
* Upon a decision to evacuate (principal and law enforcement), if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted by office staff.
* Avoid the use of the general alarm, if possible.
* Use the personal notification by designated persons or the PA system to evacuate the threatened rooms.
* If it is necessary to evacuate the entire school, use the fire alarm.
5. Students and staff will return to the buildings only when they have been cleared by Law Enforcement and the Principal or designee has authorized the reoccupation and return to classrooms upon hearing the ALL CLEAR through the PA system.
6. The principal may also decide to call the fire department or police, if, in his/her opinion is warranted.
 - The principal notifies parents of the situation.
 - If students have been removed to an alternate/safe location for pick up.
 - Resume school after the building(s) have been inspected and determined safe by proper authorities.
 - Do not publicize the threat any more than necessary.

- *A written threat should be turned over to the police department.
- **Individual receiving the call should complete the Bomb Threat Report

Unsafe School Conditions

- * If the school becomes unsafe, move students to a closest suitable alternate shelter.

Location:

Primary and secondary reunification/evacuation sites are shared with Santa Rosa Fire & Police

Procedure for movement to shelter:

Walking or bus transportation depending on the emergency

Bus Disaster

Immediately engage the appropriate emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

BUS DRIVERS/SCHOOL STAFF

- Supervise the care of children if an emergency occurs while children are on the bus.
- Issue DUCK, COVER AND HOLD command if an earthquake or surprise attack occurs while children are on a bus.
- Transfer students to new locations, when directed by the principal.

THE PRINCIPAL

- Notifies parents.
- Notifies the Superintendent/ District Emergency Preparedness Director.

Disorderly Conduct

Immediately engage the "Secure the Campus" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to disrupt school activities; cause injury to staff and students; and/or damage property. Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Inside School

STAFF ACTIONS:

Report disruptive circumstances to principal/sit administrator.

Avoid arguing with the participant(s).

Have all students and staff leave the immediate area of disturbance.

Lock doors. Account for all students and remain in the classroom unless instructed otherwise by the principal or Law Enforcement.

Stay away from windows and exterior doors.

PRINCIPAL/DESIGNEE ACTIONS:

If the students are engaging in civil disobedience, keep the students confined to one room in the school building.

Set up a communication exchange with the students, staff, and principal. Try to restore order.

If unable to calm students and violent or uncontrolled behavior is probable, notify police of the situation and request assistance.

Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

Outside of School

PRINCIPAL/DESIGNEE ACTIONS:

Call 911.

Move any students who are outside the school building inside. If unable to do so, have students lie down and cover their heads. Once students are in the school building, lock and secure all exterior doors, including restrooms. Have custodians remove trash containers and other burnable items from public access.

Cancel all outside activities.

Maintain an accurate record of events, conversations, and actions.

Assign staff members to assist as necessary.

STAFF ACTIONS:

Close and lock classroom doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.

Instruct students to DUCK, COVER AND HOLD, lie on the floor and keep students calm.

Care for the injured, if any.

Remain with students within locked classrooms until ALL CLEAR is announced over the PA system, regardless of bells and the school schedule.

Earthquake

Immediately engage the "Drop, Cover and Hold On" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

T

The Disaster Drill signal EARTHQUAKE - xx919 - signal is audible and consists of a pre-tone, voice message ENG/SPN (DROP, COVER, HOLD ON), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! DROP, COVER, HOLD ON!!!), flashing lights go on or an oral command to "DUCK, COVER AND HOLD" given by the teacher or other staff members who realize that an earthquake is occurring.

When Inside School Buildings

1. Personally execute Action DUCK, COVER AND HOLD upon the first indication of an earthquake. Responsibility of Classroom Teachers or Principal
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
3. When the earthquake is over, initiate Action LEAVE BUILDING. Special consideration should be given to exit routes as many older schools have heavy architectural ornaments over main entrances. Responsibility of Lead Teacher or Principal.
4. Post guards a safe distance away from building entrances to see that no one re-enters the buildings. Responsibility of Lead Teacher or Principal Identify guards: Custodian and possible parent volunteers
Where posted? A safe distance away from building in danger
5. Warn all personnel to avoid touching electrical wires which may have fallen to the ground. Responsibility of Principal or Lead Teachers
6. Notify the appropriate District official. Responsibility of School Office Manager or Principal
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes. Responsibility of School Office Manager or Principal
8. Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school. Responsibility of Search and Rescue Team or Principal
9. Initiate any other Action deemed necessary, or return to normal routine. Responsibility of Lead Teachers or Principal

When Outside on School Grounds

1. Execute those Actions required under 4 through 9 above.

At Times Other Than School Hours

1. Inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school. Responsibility of Principal or Lead Teachers

2. If school must be closed, notify staff members and students. Responsibility of Principal or Lead Teachers
3. Notify the District Office who will inform public information media as appropriate. Responsibility of Communications Team or Principal.

Explosion or Risk Of Explosion

Immediately engage the “Drop, Cover and Hold On” emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Explosion/Threat of Explosion

1. Personally execute Action DUCK, COVER AND HOLD upon the first indication of the explosion.
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action LEAVE BUILDING.

Threat of Explosion

1. Initiate Action LEAVE BUILDING.

Responsibility of Principal, Lead Teacher or School Office Manager

Unsafe School Conditions

* If Steele Lane School becomes unsafe, move students to a closest suitable alternate shelter.

Location: Lewis Education Center

The principal notifies the Superintendent/ District Emergency Preparedness Director.

The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Fire in Surrounding Area

Immediately evaluate the situation and potentially engage the “Secure the Campus” emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the “Evacuate” emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are posted by the exits in each classroom. For the protection of all occupants on campus in case of a fire, the following evacuation procedures have been established should there be a need to EVACUATE off-site.

1. The set alarm is distinctive and recognizable as a signal to evacuate. The evacuation alarm signal is continuous. The PA system can also be used to EVACUATE. EVACUATION - xx909 - signal is audible and consists of a pre-tone, voice message ENG/SPN (EVACUATE), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! Evacuate !!!), flashing lights go on.
2. Order a verbal evacuation if the fire alarm does not sound.
3. Notify emergency responders, Call 911.
4. Notify the Superintendent/ District Emergency Preparedness Director of the evacuation and location.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should clear the building immediately. WALK - Do not run.
7. Teachers will supervise egress from the classrooms into the designated Evacuation Areas according to the Emergency Evacuation Routes marked on the maps posted in every classroom and office. The teacher leaves the classroom last closing doors (not locked) and if safe windows.
8. If heavy smoke is present, crawl or stay near the floor for breathable air.
9. In the case of FIRE ONLY, close the doors upon evacuating.

If there is no need to evacuate, the following procedures have been established.

Air Quality

1. Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.

2. The Principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The Principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Fire on School Grounds

Immediately engage the "Evacuate" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are posted by the exits in each classroom. For the protection of all occupants on campus in case of a fire, the following evacuation procedures have been established should there be a need to EVACUATE off-site.

1. The set alarm is distinctive and recognizable as a signal to evacuate. The evacuation alarm signal is continuous. The PA system can also be used to EVACUATE. EVACUATION - xx909 - signal is audible and consists of a pre-tone, voice message ENG/SPN (EVACUATE), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! Evacuate !!!), flashing lights go on.
2. Order a verbal evacuation if the fire alarm does not sound.
3. Notify emergency responders, Call 911.
4. Notify the Superintendent/ District Emergency Preparedness Director of the evacuation and location.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should clear the building immediately. WALK - Do not run.
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8. If heavy smoke is present, crawl or stay near the floor for breathable air.
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1. Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.
2. The Principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The Principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Flooding

Immediately evaluate the situation and potentially engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the "Evacuate" emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as drains. If weather-related, an alert message will be broadcast over the weather radio station. In the event of a flood, the following guidelines should be followed as much as possible:

Incident Commander

1. Determine if evacuation is required.
2. Notify the Superintendent/ District Emergency Preparedness Director of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.

3. The decision to evacuate students off-site will be made by the Principal/Superintendent/and/or District Emergency Preparedness Director.
4. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
5. Post a notice on the office door stating where the school has relocated and inform the relocation site to the Superintendent/District Emergency Preparedness Director.
6. Monitor local radio and television stations for flood information.
7. Delegate a search team if students or staff have been determined to be missing.
9. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

General Staff:

1. If warranted, evacuate students using an evacuation plan.
2. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
3. Teachers will supervise egress from the classrooms into the designated Evacuation Area according to the established Emergency Evacuation Routes marked on the maps posted in every classroom and office.
4. Teachers will take their roll books to the evacuation site, take roll, and complete an attendance report.
5. Teachers will submit a report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Lead.
6. If students or staff have been determined to be missing, a search & rescue team will conduct their duties.
7. Follow the Student Request and Release Procedures, if school dismissal is warranted by the Superintendent/ District Emergency Preparedness Director.

Students and staff will be notified if and when it is safe to return to the school site and/or building under the direction of emergency responders and in consultation with the Principal/Designee/Superintendent/District Emergency Preparedness Director. Do not return to the school building until it has been inspected and determined safe by property authorities.

Heat (Excessive) and Air Quality

Immediately evaluate the situation and potentially engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. Refer to the Sonoma County Office of Education Air Quality Guidelines for additional precautions. When safe to do so, initiate the Emergency Communication Tree.

There are days where the city of Santa Rosa will experience record high temperatures during a week and the National Weather Service will place the city in an Excessive Heat Warning. As a result, leaders at our school sites will follow the Excessive Heat Warning/Heat Advisory and Air Quality guidelines regarding recess, physical education, and outdoor sports. The health and safety of our students and staff are our top priority. The heat and air quality will be closely monitored and decisions on the level of activities will be guided by our local and state guidelines.

Using the location's "HeatRisk" level. Cancel all outdoor and unconditioned indoor activities when the HeatRisk level is Red or Magenta during the heat of the day. Find your HeatRisk level here: [NWS HeatRisk forecast](#) (for details, see grid on next page). If in doubt, cancel. Charts are attached.

Other heat advisory related resources that may be helpful:

Santa Rosa City Schools Heat & Air Quality Advisory:

<https://drive.google.com/file/d/1zHoNMWJHkyOAqIYUJeHAswsG7fKUSI13/view?usp=sharing>

NWS HeatRisk forecast web page: <https://www.wrh.noaa.gov/wrh/heatrisk/>

California Department of Education (CDE) Excessive Heat web page: <https://www.cde.ca.gov/ls/ep/extremeheat.asp>

Centers for Disease Control and Prevention Tips for Preventing Heat Related Illness web page:

<https://www.cdc.gov/disasters/extremeheat/heattips.html>

California Interscholastic Federation Heat Illness web page: https://cifstate.org/sports-medicine/heat_illness/index

Loss or Failure Of Utilities

Notify the District Superintendent

Unexpected equipment failure causing loss of power, failure of utilities or deliberate power outages, due to excessive rain, heat or cold weather conditions, has the potential to affect our schools.

During the School Day

If a power outage occurs during school hours, students will remain at school until the end of the school day. All after school activities and programs for that day will be canceled.

Schools will assess food preparation facilities, estimate the number of persons requiring shelter and for what period of time, assess the adequacy of available water, food, blankets, and other supplies, and control conservation of water. In addition, they will establish a list of all persons on campus and determine any special needs, report additional equipment and supply needs to the District Emergency Operations Center (EOC) and set up portable latrines as needed.

Before the Start of the School Day

If the loss of power is before the start of school hours, the Superintendent will make the decision to close schools before 5:30 am and send a communication through Parent Square. The principal can also send a message via the message system to the school community (parents and staff) in English and Spanish.

The SRCS District Office may also choose to send a message to the school community if multiple sites will be closed due to the loss or failure of utilities.

School closure and event cancellation is ultimately a school district-by school decision based on local conditions.

Motor Vehicle Crash

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL/DESIGNEE ACTIONS:

Notify the police and fire department (CALL 911).

Determine immediate response procedures, which may include EVACUATION or OFF-SITE EVACUATION which may include the use of busses or alternate transportation.

Arrange for first aid treatment and removal of injured occupants from the building.

Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.

Ensure that students and staff remain at a safe distance from the crash.

Account for all building occupants and determine the extent of injuries.

Notify the Superintendent/ District Emergency Preparedness Director.

The decision to relocate students will be made by Law Enforcement/Principal/Superintendent/District Emergency Preparedness Director.

Follow the Student Request and Release Procedures if school dismissal is warranted by the Office of the Superintendent/ District Emergency Preparedness Director.

The principal advises parents of the removal of students to an alternate location.

Students released to parents from alternate/safe location.

STAFF ACTIONS:

Notify Principal

Move students away from the immediate vicinity of the crash.

EVACUATE student to the evacuation assembly/safe area away from the crash. Take the class list and red emergency backpack.

Check the school site to assure that all student have evacuated.

Take attendance at the evacuation assembly area

Report missing students (pink form) to the principal/designee and emergency response personnel.

Maintain control of the students a safe distance from the crash site.

Care for the injured, if any.

Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

(All teachers have a RED emergency bag in their classroom that includes an updated annual emergency release information (teachers update from the Student Information System (SIS) assuring that children are released to parent/guardian approved individuals.)

School closure and event cancellation is ultimately a school district-by school district decision based on local conditions.

Pandemic

For the most current information please use the Santa Rosa City Schools' website under: COVID-19 Information (<https://www.srcschools.org/Page/4485>)

Psychological Trauma

When a staff or student experiences Psychological Trauma, certain mental health symptoms may appear. Possible symptoms include the following: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting the head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

PRINCIPAL/DESIGNEE ACTIONS:

Keep the individual under continuous adult supervision.

Keep the individual on campus until the parent/guardian has been notified.

Arrange appropriate support services for the necessary care of the individual.

If the individual actively displays dangerous behavior or there is a reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).

School progression (psychologist, counselor, social worker, nurse) should recommend the next steps to the principal. The next steps may include:

Provide parents/guardian with the names and phone numbers of mental health resources

Recommend that the parents/guardian make an immediate contract with a therapist.

Request that the parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.

Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.

Provide follow-up collaborative support for the student and parents (as indicated) within the school.

Develop a safety plan prior to the student's return to school.

Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

STAFF ACTIONS:

Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.

Notify principal/designee

Notify school nurse, school psychologist, counselor or social worker.

Protect the individual from injury.

Suspected Contamination of Food or Water

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in the proximity of food or water supplies or suspicion of possible food/water contamination. Indicators of the contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illness.

PRINCIPAL/DESIGNEE ACTIONS:

CALL 911

Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.

Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.

Provide a list of potentially affected students and staff to responding authorities.

Provide staff with information on possible poisonous materials in the building.

Notify District Superintendent/District Emergency Preparedness Director of situation and number of students and staff affected.

STAFF ACTIONS:

Notify principal/designee

CALL the POISON CENTER HOTLINE 1-800-222-1222.

Administer first aid as directed by the poison information center.

Seek additional medical attention as needed.

PREVENTATIVE MEASURES:

Keep poisonous materials in a locked and secure location.

Post the Poison Control Center emergency number in the front office, school health room (located in the main office) and on all phones that can call outside.

Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

Tactical Responses to Criminal Incidents

Immediately engage the "Lockdown" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

.(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 to be sent no later than the end of business on the second regular workday after the verification. If, at the time of verification, local law enforcement officials determine that notification of the violent crime would hinder an ongoing investigation, the notification authorized by this subdivision shall be made within a reasonable period of time, to be determined by the local law enforcement agency and the school district. For purposes of this section, an act that is considered a "violent crime" shall meet the definition of Section 67381 and be an act for which a pupil could or would be expelled pursuant to Section 48915.

(2) Nothing in this subdivision shall create any liability in a school district or its employees for complying with paragraph (1).

(f) (1) Notwithstanding subdivision (b), a school district or county office of education may, in consultation with law enforcement officials, elect to not have its school site council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. The portions of a school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.

(2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

(3) Nothing in this subdivision precludes the governing board of a school district or county office of education from conferring in a closed session with law enforcement officials pursuant to Section 54957 of the Government Code to approve a tactical response plan developed in consultation with those officials pursuant to this subdivision. Any vote to approve the tactical response plan shall be announced in open session following the closed session.

(4) Nothing in this subdivision shall be construed to reduce or eliminate the requirements of Section 32282.

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

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

Note: “Lockdown,” like “Drop, Cover, and Hold On” can be initiated by a teacher or employee in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teacher or employee, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

Unlawful Demonstration or Walkout

In California, student protests are protected under the First Amendment and California Education Code, ensuring students' rights to free speech and expression, but these rights are not absolute and can be limited if protests disrupt school operations or incite unlawful acts.

Per EdCode EDC § 48205, a student has the right to engage in a political protest:

(12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Administration will respond to student protest per Board Policy 5131.4.

Wildland/Urban Interface Fire

Immediately evaluate the situation and potentially engage the “Secure the Campus” emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the “Evacuate” emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

Wildfires or Wildland/Urban Interface Fires have occurred almost on a yearly basis around Sonoma County and or nearby local counties and schools may have a lot of warning about a wildfire that may affect their location, or they may have very little time to respond. In the response phase, the principal or school district will:

1. Follow the directions of emergency responders and the local public health department. If the entity is not in immediate danger from a wildfire, officials may recommend the campus shelter-in-place or take other actions (e.g., curtail outdoor activities). Schools, however, should be prepared to take other actions, such as evacuate. As always, educational staff members do not have to wait for instructions from local officials to respond—they should do whatever is needed to protect their students, staff members, and faculty.
2. Regularly monitor the following:
 - o The situation via community partners (e.g., local emergency management and public health department). Air quality may be provided on a state or local government’s website or airnow.gov, including its link to current fire conditions. Current fire locations and their perimeters are provided on this U.S. Geological Survey tool. Some areas of the country are also able to sign up for air quality alerts.
 - o The health of students, staff members, and faculty, especially those who have respiratory problems. Consider using portable air cleaners in designated rooms. Air quality will probably be better in rooms that have fewer doors and windows.
3. Implement ICS, if necessary.
4. Provide Psychological First Aid (PFA). PFA is an early, brief, and focused intervention that can help reduce the social and emotional distress of children and adults after traumatic events. More information on Psychological First Aid for Schools (PFA-S), which is an evidence-informed intervention specifically designed to assist students, staff, and families, can be found in a REMS TA Center Web page Psychological First Aid for Schools (PFA-S), Helpful Hints publication Psychological First Aid (PFA) for Students and Teachers: Listen, Protect, Connect—Model & Teach, and Webinar Implementing Psychological First Aid (PFA) in School and Postsecondary Settings.

5. Plan for managing donations and volunteers. If the school or IHE is directly affected by a wildfire, and especially if the incident garners a lot of media attention, the entity will need to manage volunteers who want to help the school/IHE and/or provide donations. Systems and processes should be identified and created before an incident. More information is provided in this REMS TA Center Webinar and fact sheet.
6. Keep families informed about the situation (including resources and psychological support available to them) and campus openings, closings, and delayed opening times.

It is important for the district to constantly monitor the status of these fires as well as the air quality. Students should remain indoors away from the smoke and ash debris.

Air Quality

1. The Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.
2. The principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Emergency Evacuation Map



Provided by: RESIG

Quick Response Guide

Drop, Cover, Hold On



- Drop to the floor and move away from the windows
- Move under the closest piece of sturdy furniture
- Hold on to the furniture, place your free hand over the back of your neck
- Stay under furniture until shaking has stopped
- Outside: move away from buildings, trees and wires, and drop to the ground, cover the back of your neck with your arms and hands.
- Wait for direction from administration

Evacuation



- Grab emergency supplies
- Escort students to evacuation site
- Take roll, record names of missing students
- Green card: display if all are present and un-injured
- Red card: display to indicate missing or injured students/staff
- Wait for direction from administration/responders

Run Hide Fight



- | | | |
|--|---|---|
| <p>RUN</p> <ul style="list-style-type: none"> • Locate threat and run away from it • Know escape routes • Leave belongings • Keep hands visible for law enforcement | <p>HIDE</p> <ul style="list-style-type: none"> • Lock and barricade doors • Cover windows, close blinds and curtains • Stay low to the ground, spread out, if possible • Be quiet, silence cell phones | <p>FIGHT</p> <ul style="list-style-type: none"> • Be prepared to fight • Improvise a weapon • Create distractions: yell, make trip hazards, throw items, turn off lights, blast fire extinguisher |
|--|---|---|

Lockdown



- Shut and lock doors and all windows
- Pull draperies or close blinds and blacken any doorway windows
- DO NOT open the door for anyone or peek out the windows
- Move students and staff out of the line of sight, often away from windows, staying low and quiet. Take roll, record names of missing students
- Turn off lights. Silence cell phones
- Wait for a communication of "all clear" or you are escorted out by Fire/Law

Shelter-in-place



- Shut and lock all doors and windows
- Pull draperies or close blinds
- Seal doors and windows if directed
- Take roll or record names of those in the room
- If outdoors, move to the nearest building
- Wait for a communication of "all clear"

Emergency Numbers

District Office: _____

Fire Department: _____

Law Enforcement: _____

Ambulance: _____

Poison Control: 1-800-222-1222

Trigger Incident

Civil Unrest	Earthquake/Landslide
Active Shooter/Terrorism	Fire
Gas Leak	Hazardous Materials
Bomb Threat/Explosion	Flood/Dam Failure/Severe Storm

- Response Teams**
- Know the location of your team's safety equipment
 - The classroom emergency kit is located _____
 - Wait to be deployed by your team leader or Section Chief
 - Remember to sign-in and out at the beginning and end of your shift

This information is from RESIG's Model Emergency Operations Plan; contact RESIG (www.resig.org) for additional response action information.

Sonoma County Schools Air Quality Guidance

About the Guidelines

- These guidelines were modified from Environmental Protection Agency's (EPA) and Centers for Disease Control's [Air Quality and Outdoor Activity Guidance for Schools](#) and [Wildfire Smoke: A Guide for Public Health Officials](#), as well as the California Department of Public Health's (CDPH) [Wildfire Smoke: Considerations for California's Public Health Officials](#), and are in accordance with [the Bay Area Air Quality Management District's guidelines for schools](#).
- They were developed through a collaboration of the Sonoma County Department of Health Services, Bay Area Air Quality Management District, the Northern Sonoma County Air Pollution Control District (NSCAPCD), and the Sonoma County Office of Education (SCOE).
- They are meant to assist school districts in making decisions when air quality is poor because of wildfire smoke or other airborne pollution. *School closure is ultimately a district-by-district decision based on local conditions.*
- Families always have the right to keep their children home from school if they are concerned for their child's health and are encouraged to talk with their child's pediatrician and school administrator or teacher if they wish to do so.

About Children's Vulnerability to Wildfire Smoke

- Children are considered more vulnerable to smoke because their developing lungs make them more sensitive to the impacts of smoke, they inhale more air per pound of body weight, and spend more time outside and engage in more vigorous activities than adults.
- Wildfire smoke can exacerbate issues such as asthma, COPD, bronchitis, or pneumonia, or result in more severe symptoms for individuals with COVID-19 or other respiratory diseases.

Choosing to Use the Guidelines

- School districts will monitor the air quality index (AQI) using EPA's AQI monitoring tools at [Fire.AirNow.gov](#), which aggregates data from Purpleair.com and Airnow.gov.
- School activities and closures decisions will be made based on fire.airnow.gov measurements and local conditions, such as the availability and quality of air filtration and direct observation of indoor/outdoor air quality.
- School districts will report any school closures to SCOE for media notification.
- School districts will announce any closures to families using normal school closure procedures (ParentSquare, email, social media, etc.).
- Children with respiratory or heart conditions are vulnerable to poor air quality and may require extra precautions. School districts should advise parents to consult with their child's health care provider to develop a plan of action before smoke creates a hazardous air situation.

About Masks

- When air is unhealthy, the best protection is to reduce physical activity and stay indoors with windows and doors closed, in a location with well-filtered air. If indoor temperature is high, get to a location with cleaner, filtered air such as a public library, shopping mall or other building with HVAC system filtration.


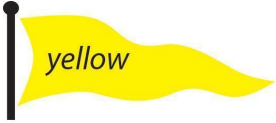


- Masks have limitations. Surgical gauze masks provide limited protection from smoke. N95 respirators are designed for professional use by trained adults and are not intended for children, although KN95 or KF94 masks can provide similar protection against the fine particulate matter that is the main component of wildfire smoke. No N95 respirators are currently certified for use by children. There is insufficient data to support the benefit to children of prolonged use of N95 respirators in wildfire smoke events.
- While face coverings are still recommended for protection against COVID-19, cloth or medical procedure (surgical) masks will still provide the best protection against the virus for children and may afford SOME protection against smoke.
- Masks must be kept clean and replaced frequently to be effective.

Recommendations for Ensuring Cleaner Air at School

- Install and maintain HVAC air conditioning system with high-quality HEPA air filters that have medium or high efficiency. [EPA recommendations for air filtration are given here.](#)
- [Consider installing indoor air quality monitors to assess indoor air quality throughout the day.](#)
- Install portable, non-ozone-forming HEPA air purifiers in classrooms where possible. [See approved filters here.](#)
- Check manufacturer instructions to ensure that portable filters are sized correctly for the room.
- Because high-efficiency filters and portable air cleaners may be difficult to find during periods of intense wildfire smoke, it is highly recommended that such products be obtained in advance.
- Ensure doors and windows are sealed tightly. Minimize air movement in and out of the room.
- Some brief outdoor exposure during smoke events may be necessary to transport children to and from school or in-between classes in outdoor passageways. Keep these exposures as brief as possible and consider encouraging the use of masks during these times, if appropriate.

Considerations for Altering the School Day or Communicating with School Families

- When messaging school families about air quality or related alterations to the school day, ensure that messaging is multilingual and accessible to people of different abilities or circumstances, people who are vision impaired or have low literacy levels, or may lack internet access, either because of socioeconomic issues or outages caused by natural disaster.
- The Bay Area Regional Quality Messaging Steering Committee has developed [an air quality messaging toolkit](#) that includes guidance for communicating with vulnerable populations.
- If you are considering closing school because of poor air quality, please remember that closing schools may leave some students without a safe place to go, and that closing schools may cause low-income students to lose access to lunch, depriving them of an important source of nutrition. Additionally, it may create a hardship for working parents who may not be able to arrange supervision for children who are not in school.

Air Quality Index (measured at airnow.gov)	Recommended School Activities	School Actions	District Actions
 <p>(0-50) GOOD</p>	<ul style="list-style-type: none"> Great day to be active outside No restrictions on outdoor activities 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
 <p>(51-100) MODERATE</p>	<ul style="list-style-type: none"> Good day to be active outside Students who are unusually sensitive to air pollution could have symptoms.¹ 	<ul style="list-style-type: none"> Monitor readings, keep staff aware of sensitive students 	<ul style="list-style-type: none"> Monitor the situation if index worsens
 <p>(101-150) UNHEALTHY FOR SENSITIVE GROUPS</p>	<ul style="list-style-type: none"> Avoid vigorous outdoor activities and consider holding recess indoors, For longer activities such as athletic practice, take more breaks and do less intense activities. Consider moving indoors or rescheduling. Watch for symptoms and take action as needed Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy 	<ul style="list-style-type: none"> Inform staff that restrictions are in place based on recommendations Ensure that staff are following the guidelines Encourage families to carpool to reduce emissions 	<ul style="list-style-type: none"> Remind site administrators of restrictions at this level Monitor the situation if index worsens
 <p>(151-200) UNHEALTHY</p>	<ul style="list-style-type: none"> Move all activities indoors or reschedule them. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medication on hand 	<ul style="list-style-type: none"> Inform staff that restrictions are in place based on recommendations Cancel all outdoor athletic activity Ensure that staff are following the guidelines Encourage families to carpool to reduce emissions 	<ul style="list-style-type: none"> Remind site administrators of restrictions at this level Monitor the situation if index worsens Determine if there are site by site concerns. Respond to school if there are site by site concerns to support and determine severity

¹ Asthma Symptoms: Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms. If symptoms occur, the student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, seek medical help.



(201 and higher) VERY UNHEALTHY OR HAZARDOUS (301 and higher)

<ul style="list-style-type: none">• Move all activities indoors or reschedule them to another day• When AQI is 301 or higher, sensitive groups should keep indoor activity levels low.	<ul style="list-style-type: none">• Inform staff that restrictions are in place• Cancel all outdoor athletic activity• Ensure that staff are following the guidelines• Stay in communication with district office for changes• Monitor school site for concerns such as poor air filtration or leaky windows• Encourage families to carpool to reduce emissions	<ul style="list-style-type: none">• Respond to school's concerns to support and determine severity• Remind site administrators of restrictions at this level• Consider closing schools based on site-by-site concerns• Allow excused absences for students with reported health concerns• Consult with local health experts as needed regarding the safety and viability of school operations
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Compliance Tool for a Comprehensive School Safety Plan
California *Education Code* sections 32280–32289.5
Required and Recommended Components for a Comprehensive
School Safety Plan
Includes Information on AB 452 and SB 906 California
***Education Code* 49390-49395**

Note: This tool is designed to assist schools in developing and updating Comprehensive School Safety Plans (CSSPs). While the use of this tool is optional, it does contain important required legislation that each school, school district, and county office of education (COE) is responsible for. LEAs must comply with required sections of California *Education Code* sections 32280–32289.5 and sections 49390-49395

Section 32280

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
It is the intent of the Legislature that all school staff be trained on the CSSP	Include date and plan	n/a

Section 32281

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc. Include planning committee roster)
(b)(1) Plan is written and developed by a school site council (SSC)	Include date and plan	Include planning committee roster
(2) The SSC may delegate this responsibility to a safety planning committee made up of the principal/designee, a teacher, a parent of child who attends the school, a classified employee, and others, if desired		

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc. Include planning committee roster)
<p>(b)(3) SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP</p> <p>The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities</p> <p>(b)(4) In the absence of a school site council, the members specified in paragraph (2) shall serve as the school safety planning committee.</p>	<p>Include date and agencies</p>	<p>n/a3</p>

Section 32282

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) CSSP includes, but is not limited to the following:	n/a	n/a
<p>(1) An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included:</p> <ul style="list-style-type: none"> • Office Referrals • Attendance rates/School Attendance Review Board • Suspension/Expulsion data • California Healthy Kids Survey • School Improvement Plan • Local law enforcement juvenile crime data • Property Damage data 	Include date and plan	<p>Describe the data reviewed and key analysis points, and table of findings</p> <p>Document how this information was shared with SSC/planning committee</p>
<p>(2) Appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:</p>	Include date and plan	<p>Additional items to consider:</p> <p>Multi-Disciplinary Threat Assessment Teams</p>
<p>(A) Child Abuse Reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.</p>	Include date and plan	Include board policy and site-specific steps
<p>(B)(i) Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:</p>	Include date and plan	<p>Use the Standardized Emergency Management System as detailed in the California Emergency Services Act (Gov. Code Section 8607) and the supporting <i>California Code of Regulations</i></p>

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(I) Earthquake emergency procedure system that includes:</p> <p style="padding-left: 40px;">(ia) A school building disaster plan</p> <p>Note: Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p style="padding-left: 40px;">(ib) a drop procedure (whereby students and staff take cover). Drop procedure practice must be held once each quarter in elementary and once each semester in secondary schools</p> <p style="padding-left: 40px;">(ic) protective measures to be taken before, during, and after an earthquake</p> <p style="padding-left: 40px;">(id) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Include date and plan</p>	<p>Detail response procedures may include:</p> <ul style="list-style-type: none"> • Lock Down • Secure School • Active intruder or other threat(s) <p>Describe information on training and exercise drills</p>
<p>(II) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>Include date and plan</p>	<p>n/a</p>
<p>(C) Suspension/Expulsion policies and procedures</p>	<p>Include date and plan</p>	<p>Refer to board policy, include site-specific steps, if needed</p>

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(D) Procedures to notify teachers of dangerous pupils pursuant to Education Code 49079.	Include date and plan	Refer to board policy, include site-specific steps, if needed
(E) Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	Include date and plan	Include complaint and investigation procedure
(F) If a Schoolwide Dress Code exists, include prohibition of gang-related apparel	Include date and plan	n/a
(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	n/a	Reference campus visitor policies. Other items may include but are not limited to: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety
(H) Maintain a safe and orderly environment conducive to learning at the school	Include date and plan	n/a
(I) Rules and procedures on school discipline are established	Include date and plan	n/a
(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community Note: Effective January 1, 2019, AB 1747 requires the inclusion of these procedures	n/a	Consult with local law enforcement partners on developing these procedures
(K) Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.	Include date and plan	n/a

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(L) For schools that serve pupils in any of grades 7 to 12, inclusive, a protocol in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.	Include date and plan	n/a
(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees	Include date and plan	n/a
(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public	School must review, update, and adopt by March 1	n/a
(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP	Include date and plan	<p>Comments: The Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSP</p> <p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at https://www.cde.ca.gov/ls/s/s/se/bullyres.asp</p>

Section 32282.1

Components	Recommendation Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> • Mental health professionals, school counselors • Community intervention professionals • School resource officers, police officers on campus <p>(b) The guidelines are encouraged to include strategies that create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<p>Include date and plan</p>	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, if used</p>

Section 32284

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school</p>	<p>Include date and plan</p>	<p>n/a</p>

Section 32286

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Each school review, update, and adopt its plan by March 1, every year</p>	<p>Include date and plan</p>	<p>See Education Code Section 32288 for guidance on school district or COE approval timeline</p>

Section 32288

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office or COE for approval	Include date and plan	CDE recommends that the plans be approved within a month of school adoption or as soon as possible
(b)(1) Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions	Include date, agenda, and supporting communications	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3)
(c) Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281	Written notification to State Superintendent	Mail to: CDE--SHSO 1430 N Street Sacramento, CA 95814 Email: SHSO@cde.ca.gov

Section 49390

Components (Added by Stats. 2022, Ch. 144, Sec. 1. (SB 906) Effective January 1, 2023.)	Mandate Met (date, plan)	Comments suggested details
	n/a	Review definitions to properly implement the required legislation

Section 49392

Components	Mandate Met (date, plan)	Comments suggested details
Local educational agencies serving pupils in kindergarten or any of grades 1 to 12, inclusive, shall, include in the annual notification pursuant to Section 48980, to the parents or guardians of pupils in kindergarten or any of grades 1 to 12, inclusive, information related to the safe storage of firearms.	n/a	n/a

Section 49393

Components (Added by Stats. 2022, Ch. 144, Sec. 1. (SB 906) Effective January 1, 2023.)		
(a) A school official who is alerted to or observes any threat or perceived threat, as described in subdivision (e) of Section 49390, shall immediately report the threat or perceived threat to law enforcement. The report shall include copies of any documentary or other evidence associated with the threat or perceived threat.	n/a	n/a

Section 49394

Components	Date consulted with Law Enforcement	Comments Suggestions
Provide support to law enforcement in its investigation and threat assessment.	n/a	n/a

Note:

This tool is designed to assist schools in developing and updating CSSPs. Use of this tool is optional. Each school, school district, and COE is responsible for compliance and familiarity with all sections and requirements of California *Education Code* sections 32280–32289.5 and sections 49390-49395.

California Department of Education

May 2024