

# Comprehensive School Safety Plan

**2020/2021  
School Year**

**School:** Hidden Valley Elementary  
**CDS Code:** 49 70912 6095459  
**District:** Santa Rosa City Schools  
**Address:** 3435 Bonita Vista Dr  
Santa Rosa, CA 95404-1573  
**Date of Adoption:** 2019/2020  
**Date of Update:** Fall, 2020  
**Date of Review:**  
- with Staff Week of Nov. 2nd, 2020  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Brad Coscarelli	Principal		
Chelsea Stickney	SSC President		

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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 Hidden Valley Main Office.

## **Safety Plan Vision**

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

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

### **Hidden Valley Elementary Safety Committee**

Brad Coscarelli  
Principal  
Parents & Staff  
School Site Council  
Karri Haven  
Lead Teacher  
Kristin Colgrove  
Office Manager

### **Assessment of School Safety**

School Safety Plan for Hidden Valley:

The plan includes procedures for emergencies, exit routes, and inventories of emergency supplies. We make the plan available and keep copies in the office for parents. We share the plan with all staff during a school-wide staff meeting. We practice fire, earthquake and lockdown drills monthly and hold trainings for staff on emergency preparedness throughout the year. The Parent Faculty Organization (PFO) provides funding to update our school-wide emergency equipment and materials. Each classroom contains a class emergency bin on wheels and a backpack that is updated annually with emergency supplies. We survey parents, students, and staff annually about safety concerns and any physical, social, and emotional issues that affect students. We also provide on-site mental health counseling services funded by our district. Staff and administrators monitor the school grounds for 15 minutes before and after school as well as at all recesses and at lunchtime. Teachers regularly review the rules for safe, responsible, respectful and kind behavior in school and on the playground referred to as BEST rules. We have implemented both the BestPlus School-wide expectations Program and the Toolbox Program at Hidden Valley over the last three years. These successful programs have supported our students and teachers in social/emotional and behavioral needs.

Based off of stakeholder surveys, these issues have been brought forth in the Hidden Valley SPSA: We have ongoing support from the district office and Board of Education in providing support personnel to Hidden Valley including our full time School Counselor, part time Family Engagement Facilitator, and part time Restorative Resource Specialist. Our Teacher on Special Assignment (TOSA) position along with our Assistant Principal positions were not filled this year. Hidden Valley does not have a Student Engagement Activities person.

The current administration and supervision staff at Hidden Valley continues with a clearly defined discipline plan for addressing behavioral issues on campus. Due to the Corona virus pandemic and subsequent Sonoma County Shelter in Place order in March 2020, Santa Rosa Schools shifted to distance learning and the overall number of disciplinary incidents decreased significantly. When students return to school, the school administration will continue to seek restorative, logical consequences as an alternative to exclusionary discipline, in order to keep students on campus and engaged in learning. The administration and all school staff continue to work diligently at building relationships within our entire school community, with a specific focus on building positive student to-student and student-to-staff relationships. We believe that through this work, we will see fewer behavior incidents overall, particularly in the area of classroom disruptions. Through restorative conferencing and mediation, we strive to help students gain an understanding of the impact of their behavior, and provide opportunities to repair the harm done to others or to the campus.

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

Multi-Tiered Systems of Support  
BESTPlus Program  
Toolbox Program  
Safety Procedures  
Restorative Practices: Restorative Resource Specialist and Classroom Circles  
Noon Duty Supervision

Leadership

Hawk Feathers and Monthly Rewards

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

Employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrators and employees of a licensed daycare facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

**Reporting Procedures**

Complete Child Abuse reporting form. Call Children and Family Services immediately to verbally report. Failure to make a telephone report within 24 hours is a misdemeanor.

Calls made to either Child Protective Services (CPS) or the police must be documented.

Forward completed Child Abuse Report form within 36 hours.

Do not pass on the responsibility to report. However, you can/should consult with your supervisor.

If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty). If in doubt, file.

The burden of proof is not with you. Children and Family Services will do the investigation. The law is designed to provide confidentiality to the reporter.

Child Abuse Reporting Forms, and phone numbers for the police and Child Protective Services, are available in the staff room and in the office.

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

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

Emergency Communication Signals:

Evacuate: Fire Siren

Lockdown: "lockdown" announced over new telephone/intercom system

Duck, Cover, and Hold: Announced over new telephone/intercom system

All-Clear: Announced over new system.

BACK-UP (if bells don't work)

Inside

Evacuate/Lockdown/All-Clear: verbal signal via:

Telephone system or Walkie-Talkies

Outside

Evacuate/Lockdown/All-Clear: verbal signal via:

Bullhorns

walkie-talkies

cell phones (not reliable in an emergency)

outside speaker

police car speaker

Police Only to signal all-clear; if present

**Lockdown Procedures**

## Types of Crisis: Dangerous Intruder, Drive-by, Riot, Hostage Situation, Death, Bus Accident, Kidnapping or Confrontation of Groups of People

1. Signal "Lockdown" - Announce "This is a lockdown. This is a lockdown. Teachers please lock all classroom doors and close your blinds. Please assemble your students in a safe area in your classroom. Turn on your walkie talkie. Please report any missing students via walkie talkie"; then, rapid, succession of bells with pauses to announce lockdown over telephone/intercom.
2. Call 911 (use landline phone, as cell phone contacts Sheriff).
3. Principal notifies (or assigns designee to notify) campus supervisors, support staff, on-campus childcare, superintendent and assistant superintendent. If grounds crew on campus, use the following as a "universal signal" for those on crew who are far away or have earplugs: put wrists together and fist clenched.
4. Set up the command center at the designated location.
5. Sign on office door posting either: "We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela".....or....."We are practicing a lockdown drill, come back in 15 minutes / Estamos realizando una práctica de Encierro, regrese en 15 minutos"
6. Principal activates SEMS Plan (Standardized Emergency Management System), as needed
7. If students are in classrooms (Office Staff should lockdown in a safe area of office with computer):
  - a. Lock all doors and windows. Quickly scan outside for students walking by. Once doors are closed they remain closed.
  - b. Assemble students in one area on floor without backpacks or personal belongings
  - c. Close curtains or block visibility into classroom with paper, cardboard, plastic sheeting, etc.
  - d. Lights should only be left on if it would help the police search
  - e. Place either a red (problem) or green (no problem) paper in window or under door notifying officially of room/student condition.
  - f. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie or e-mail).
  - g. Log on to email for updates and listen to telephone, intercom and/or walkie-talkie.
  - h. If evacuated, bring roll sheets. Office staff takes emergency cards on evacuation.
- If students are not in classrooms:
  - a. Go to the safest and closest area or room. DO NOT try to go to your classroom
  - b. Continue with steps "a-h" above.
8. Follow the directions of law enforcement and/or other competent authority upon their arrival.
9. All Clear will be signaled by Principal. Only law enforcement can authorize an all clear. It may be hours later.
10. Principal debriefs staff, parents/community and students.
11. "Student Release Procedures" (only send students home before end of day if directed by Superintendent):
  - a. Use signs to designate "Request Student Pick-Up Area"
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" forms to document each student release and use "Emergency Cards print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## Evacuation Procedures

### Types of Crisis: Fire, Dam Rupture, Flood or Utility Failure

1. Signal "Evacuation" fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. Call 911. (Use landline phone, as cell phone contact sheriff)
3. Principal notifies (or assigns designee to notify) supervisors, support staff, on-campus childcare, superintendent
4. Principal activates SEMS Plan (Standardized Emergency Management System) as needed.
5. If students are in classrooms:
  - a. Evacuate
  - b. Close, but do not lock doors.
  - c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.

d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie-talkie, telephone, or e-mail).

If students are not in classrooms:

- a. Reunite with students in evacuation area.
- b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).

6. Follow the directions of law enforcement and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

7. All Clear will be signaled by Principal.

8. Principal debriefs staff, parents/community and students.

9. "Student Release Procedures" (only send students home before end of day if directed by Superintendent);

- a. Use signs to designate "Request Student Pick-Up Area"
- b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
- c. Release younger students first.

d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" - print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)

e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

Duck, Cover and Hold Procedures

Types of Crisis: Earthquake, Windstorm, Tornado, or Explosion

1. Teacher signals "Duck, Cover and Hold". Help students with disabilities.

2. Call 911 (use landline phone, as cell phone contacts).

3. Signal "Evacuation" fire bell, if necessary. Office staff takes emergency cards to evacuation site.

4. Principal notifies (or assigns designee to notify) campus supervisors, support staff, on-campus childcare, superintendent, and initiate district phone tree.

5. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.

6. If students are in classrooms:

- a. Duck under a desk, cover head w/arms & hold leg of furniture. Turn face away from windows.
- b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

If students are not in classrooms:

- a. Move away from buildings, equip., utility poles, signs, trees, etc.
- b. Reunite with students in evacuation area.
- c. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

7. Follow the directions of law enforcement and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

8. All Clear will be signaled by Principal.

9. Principal debriefs staff, parents/community and students.

10. "Student Release Procedures" (only send students home before end of day if directed by Superintendent);

- a. Use signs to designate "Request Student Pick-Up Area"
- b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
- c. Release younger students first.



- d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
- e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

#### Alert Procedures

Types of Crisis: Chemical Accident, Hazardous Material Spill, Nuclear Attack, Aircraft Accident, Pesticide Exposure or Air Quality Advisory

1. Signal "Alert" over the telephone system, intercom, and/or cell phone. Tell what type of alert. Help students with disabilities.
2. Call 911 (use landline phone, as cell phone contacts / Sheriff).
3. Signal "Evacuation" fire bell or "Lockdown", if necessary. If evacuation, teacher takes roll sheets and office staff takes emergency cards. Nuclear Attack - keep students in classrooms with their backs to the interior walls. Air Quality Alert: Discontinue strenuous activities. If directed, stay inside.
  - a. Strenuous physical activities for all students and staff shall be discontinued and activities of a less strenuous physical nature should be substituted.
  - b. All students shall be required to remain inside in addition to avoiding all strenuous physical activities. Employees who are not involved in emergency responses to the episode should remain inside.
  - c. Should conditions worsen, take additional protective measures deemed necessary. The superintendent will issue further instructions as warranted.
4. Principal notifies (or assigns designee to notify) campus supervisors, support staff, on-campus childcare, superintendent
5. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.
6. If students are in classrooms:
  - a. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, email).If students are not in classrooms:
  - a. Bring students into the classrooms, if safe.
  - b. Take roll & alert command center of any student not accounted for (telephone, intercom, walkie-talkie, email).
7. Heating and ventilation systems may be shut down by Maintenance and Operations Department.
8. Tape and/or towels may be used to seal doors, windows, and vents
9. Follow the directions of law enforcement and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
10. All Clear will be signaled by Principal.
11. Principal debriefs staff, parents/community and students.
12. "Student Release Procedures"(only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area"
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)

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

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

##### Student Due Process

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

##### Alternative to Suspensions/Options

All schools within the Santa Rosa City Schools District may establish a progressive discipline policy which may include, parent conference, detention, student study team, referral to support services staff, Restorative Practices, SARB/SART (School Attendance and Review Board/Team), etc.

#### Weapons and Drug and Alcohol Policies

## Notification to Law Enforcement

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

School officials shall notify law enforcement within 1 school day after suspension of the following student violations (Penal Codes 626.9 and 626.10):

Education Code 48900(c) Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

Education Code 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage or intoxicant.

## Parent Notification of Regulations

Students and parents/guardians will receive an "Annual Notice" of all rules and regulations related to discipline, suspension and expulsion. (Education Codes 35291.5, 48900.1 and 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## 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:

48900(a)(1) caused, attempted to cause or threatened physical injury to another person

48900(a)(2) willfully used force or violence upon the person of another, except in self-defense

48900(b) possessed, sold, or otherwise furnished any firearm, knife, explosive or other "dangerous" object.

48900(c) unlawfully possessed, used, sold or otherwise furnished or been under the influence of an alcoholic beverage or any other controlled substance.

48900(d) unlawfully offered, arranged, or negotiated to sell such controlled substance or alcoholic beverage or an sell, intoxicant or any kind and did in fact deliver, or otherwise furnish to any person a different substance, or material and represented to them that the liquid, substance or material was a controlled substance, alcoholic beverage or intoxicant.

48900(e) committed or attempted to commit robbery or extortion

48900(f) caused, or attempted to cause damage to school property or private property

48900(g) stole, or attempted to steal school property or private property

48900(h) possessed or used tobacco or nicotine products, including but not limited to cigarettes

48900(i) committed an obscene act or engaged in habitual profanity or vulgarity

48900(j) unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia

48900(k) disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties

48900(l) knowingly received stolen school or private property

48900(m) possessed an imitation firearm

48900(n) committed or attempted to commit a sexual assault or battery as defined in enumerated sections of the penal code

48900(o) harassed, threatened, or intimidated a pupil who is a complaining witness either to prevent that pupil from being a witness or retaliating against that pupil for being a witness, or both.

48900(p) unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma

48900(q) engaged in or attempted to engage in hazing

48900(r) engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act...directed specifically toward a pupil or school personnel

48900(t) a pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension...not expulsion

48915(a)(1) causing serious physical injury to another person, except in self defense

48915(a)(2) possession of any knife or other dangerous object

48915(a)(3) unlawful possession of any controlled substance, except for the first offense for the possession of not more than one ounce of marijuana

48915(a)(4) robbery or extortion

48915(a)(5) assault or battery upon any school employee

48915(c)(1) possessing, selling or otherwise furnishing a firearm

48915(c)(2) brandishing a knife on another person

48915(c)(3) unlawfully selling a controlled substance

48915(c)(4) committing or attempting to commit a sexual assault or committing sexual battery

48915(c)(5) possession of an explosive

Additional Grounds for Suspension    Grades 4-12 only

Creating a hostile school environment

Terrorist threats

Sexual Harassment

Hate Violence

Who May Suspend and for How Long?

Teachers may suspend a student from his/her class for up to 2 days. Unless a suspension letter is written up the principal, this is not considered a formal suspension to be placed in the cumulative record.

Principals, Principal's Designee and/or the Superintendent may suspend a student up to 5 days at a time, for maximum of 20 days per year. This applies to general education students only.

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

SRCS BP 0450 – Philosophy, Goals, Objectives and Comprehensive Plans

Information regarding a dangerous student in violation of Penal Code Section 243 shall be given to school staff in a manner ensuring maximum confidentiality. This shall be communicated individually or at a staff meeting. As required by law, a record of students who have been suspended is kept on file in the office for teacher perusal. Education Code | EC 49079

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

**NON-DISCRIMINATION IN DISTRICT**

District programs, activities and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The District takes steps to assure that the lack of English will not be a barrier to admission and participation in district programs. (Title VI Civil Right Act of 1964 and Title IX Educ. Amendment Act of 1972)

**BULLYING**

Hidden Valley is committed to protecting its students, employees from 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:

- o Unwanted teasing
- o Threatening
- o Intimidating
- o Stalking
- o Cyber stalking
- o Cyber bullying
- o Physical Violence
- o Theft
- o Sexual, religious, or racial harassment
- o Public humiliation

**STUDENT SEXUAL HARASSMENT**

Definition: Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Examples: Making unsolicited written, verbal, physical and/or visual contact with sexual overtones such as:

1. Suggestive or obscene letters, notes, invitations, pictures, or objects.
2. Leering and other suggestive or lewd looks, expressions, or gestures.
3. Derogatory comments, slurs, jokes, or epithets.
4. Assault, touching, impeding or blocking movement.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Making, threatening or implying reprisals following a negative response.

Confidentiality: Reasonable efforts will be made to keep a complaint and the results of the investigation confidential. Witnesses shall be informed that it is a violation of the district policy to disclose the complaint, the nature and outcome of the investigation or the parties involved.

Disciplinary action: Students in grades 4 -12 are subject to disciplinary action. Interventions may include conferencing, warning, counseling, detention, school service. More serious infractions or chronic violations of the district's sexual harassment policy may result in suspension or expulsion.

Retaliation prohibited: A student shall not be subject to retaliation or reprisal for filing a complaint. Every effort will be made by school personnel to insure non-retaliation and, if this policy is violated, appropriate disciplinary action will be taken.

Complaint procedures:

- Informal resolution: Students are encouraged to inform the student who is subjecting them to sexual harassment but are not required to do so.
- Formal complaint: If a student has tried but is unable to communicate directly with the person, or does not feel comfortable in doing so, a school staff member should be informed about the problem and this information passed on to the principal to investigate.

Review and procedures:

1. The principal shall review the complaint, whether it is by the student, parent, or referred by a staff member.
2. The principal will contact the parent of the aggrieved to ensure that they are aware of the complaint and the process that will ensue. A follow-up letter with a copy of the district's sexual harassment policy and complaint form will be mailed home.
3. The principal shall conduct an investigation and inform the student who is being accused of sexual harassment and that student's parents.
4. Upon completion of the investigation, the principal shall determine whether the harassment has occurred and, if so, the appropriate corrective action. Corrective action may include counseling, warning, or disciplinary action.
5. A closing letter will be sent to the parents of the aggrieved to apprise them of the findings of the investigation, and that action has been taken if there was sufficient evidence to verify the complaint.
6. The principal shall keep a written record of all interviews and contacts made in conducting the Investigation.
7. A copy of all written communications, including closing letters, shall be sent to the District Title IX officer.

Responsibilities of staff members:

1. All staff members who are responsible for students shall ensure that students are in an environment that is physically and emotionally safe.
2. Staff shall seriously address any student actions which involve harassment, intimidation, threats, or aggressive conduct, whether it be verbal, non-verbal or physical. If the conduct appears to be sexual harassment as outlined previously, the situation should be brought to the attention of the principal.
3. Teachers will instruct students on conduct which reflects respect for others and shall reflect the school's written behavior standards. In grades 4-6, teachers will more specifically address sexual harassment as part of the health curriculum, a class meeting, special presentation or other instructional means which are appropriate to the maturity level of the students. They will be informed of the procedure for making a complaint, how it will be followed up, and the possible consequences for those who engage in sexual harassment.

K-3 Suggested Activities:

1. Student assembly at the beginning of the year emphasizing the need for respect for one another and that every student has a right to come to school and feel safe.
2. Students should be made aware of what is considered appropriate physical contact and what is not deemed appropriate in a school setting.
3. Encourage students that they should let their parents or staff member know if someone does not respect this right.

4-6 Suggested Activities:

1. Student assembly at the start of the year to address the need for respect and safety.
2. During the first quarter of the year, teachers will discuss with students the issues of harassment, in general, and weave in the specifics of sexual harassment. This may be done as part of a class meeting or a more formal curricular approach.
3. A peer theater group could be invited to present harassment and sexual harassment to a class or group and a follow-up discussion question and answer period. The use of appropriate videos on the topic may be used to initiate the discussion. Current events and other newsworthy items related to school safety or harassment in the workplace may be appropriate for older elementary students.

The district Title IX Officer is Dr. Anna-Maria Guzman at the District Office.

Refer to district Policy and Administrative Regulation 5145.7

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

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. Board Policy 5132. Student clothing and property must not present a health or safety hazard or a distraction which would interfere with the educational process. In order for Hidden Valley School to provide a high level of safety and to keep a focus on learning we have adopted the guidelines below. Students who violate these guidelines will be subject to disciplinary action.

General Student Dress

1. All underwear shall be concealed.
2. No belly buttons showing (no bare midriffs, no mesh shirts).
3. Shoes should cover the feet, have backs, and be safe and appropriate for PE and play.
4. No shirts or outerwear with drug, alcohol, or tobacco product logos or messages.
5. No short skirts or short shorts, no low-cut tops, or spaghetti straps.
6. No hats or hoods in the classroom.

7. No logos, pictures, or symbols associated with sex, violence or profanity.

#### Property

1. No lighters.
2. No permanent markers
3. No knives of any kind.
4. No weapons including imitation ones.
5. No laser pens or lights.
6. Skateboards must be checked in at the main office.
7. No toys are to be brought to school without prior permission from the teacher.

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

Goal: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

Routines and schedules are in place to provide a safe teaching and learning environment. School and classroom expectations are established and practiced. Student expectations are clear. Hidden Valley implements the BEST (Building Effective Schools Together) program adopted by the district. School rules/ procedures are clearly communicated to parents via school meetings and the "Student/Parent Handbook."

Many of the streets near the school are busy, especially at the beginning and end of the school day. Crossing guards, provided by both the district and Hidden Valley staff, assist students, pedestrians and bicyclists at the cross walks in front of the school. Parents are given guidelines (via newsletters, meetings, handouts and phone calls) about safety procedures while dropping off and picking up their children at Hidden Valley. Safety rules are reviewed with the children at the beginning of school and again during the school year.

#### Visitors

All campus visitors, including parents are to report to the office. All visitors are required to wear a "Visitor's Pass." There is a volunteer electronic sign in to fill out when arriving and departing from campus. Signs are posted at entrances indicating that all visitors are to report to the office.

#### 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. This note 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.

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.

#### Bicycle Safety

Children in grade 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. Always ride one on a bike.
10. Always walk your bicycle on the sidewalk when crowded or on the school grounds.
11. Always wear a helmet - it is the law.

#### 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. 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 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.

#### Volunteer Screening

Volunteers are screened on the Megan's Law website. Any volunteers left alone with children are fingerprinted first.

#### 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.

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

#### **Component:**

Component 1: People and Programs – Create a Caring and Connected School Climate

#### **Element:**

#### **Opportunity for Improvement:**



Objectives	Action Steps	Resources	Lead Person	Evaluation
Objectives 1.1	<p>Related Activities: Provide leadership and character trait training for students through assemblies, student council, regular classroom lessons. BestPlus and Toolbox. Continue to promote “Hawk Feather” tickets, (all staff including noon duty supervisors, office staff, cafeteria staff, and custodians) Continue monthly awards assemblies to reward positive behaviors and school pride – families and community members are invited (principal and all staff)</p> <p>Budget: BestPlus/SPSA Staff training</p> <p>Evaluation: Ongoing</p>	Administration: Principal/AP	Principal/ Teachers All staff including: Noon duty supervisors Office Staff, Counselor, Cafeteria Staff Custodians	
Objective 1.2	<p>Related Activities: Promote Restorative Practices at staff/parent/community meetings Staff professional development to learn to work with/deal with student behaviors resulting from environmental factors (principal to promote with all staff) Implement Counseling Services Work with PFO to purchase additional counseling services</p> <p>Evaluation: N/A</p>	Administration: Principal/Assistant Principal	Principal Staff	

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

**Hidden Valley Elementary Student Conduct Code**

(Pursuant to Education Code 35291.5, 48900, et. al)

Purpose:

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

Hidden Valley School supports a safe and positive learning environment. Students and staff participate in the BEST program – “Building Effective Schools Together.” When students follow school rules and procedures they are rewarded in a variety of ways including “Hawk Feather” awards, “Soaring Hawk/Student of the Month” awards, and public praise.

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

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 ALL SETTINGS**

Be Safe ~ Responsible ~ Respectful

1. Attend school regularly.
2. Promptly obey school authorities without argument.
3. Keep hands, feet, body and objects to self.
4. Engage in activities without "body contact."
5. Take proper care of the property belonging to others, the school and yourself
6. Use appropriate and kind language
7. Use class time wisely.
8. Be on time and be prepared for class.
9. Work quietly without disturbing others.
10. Help others if they are in trouble
11. Treat others with respect, care, and consideration.
12. Obey all school, playground, etc. rules.
13. Walk at all times except in designated playground areas.
14. Follow school dress standards.
15. Follow other rules which may be adopted in individual classrooms.

Report these things to an adult

(supervisor, teacher, principal or other school staff person)

1. When someone is doing something dangerous that may harm themselves or others
2. When someone gets hurt
3. When someone is being mean to you or another student (bullying, threats, or teasing)
4. When someone steals or vandalizes something
5. When there is a fight
6. When you see a stranger on or around the playground or school
7. When you see or find something dangerous like a fire or broken school equipment
8. When you see or find something that doesn't belong at school or on school property (a broken bottle, a knife or other weapon, beer cans, sharp objects, a cigarette lighter or matches, etc.

#### SEARCH AND SEIZURE

The District is making every effort to keep students safe on campus, as well as maintaining a drug free zone within the District.

As authorized by law and when necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Board of Education requires that discretion, good judgment and common sense be exercised in all cases of search and seizure. Board Policy (BP) 5145.12 (Search and Seizure)

As of February 2011, the Board of Education modified Board Policy (BP) 5145.12 (Search and Seizure) and adopted the accompanying Administrative Regulation (AR) for Grades K-12. This BP/AR outlines:

- Individual Student Searches
- School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.
- Searches of Student Lockers/Desks
- The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis. Any items contained in a locker or desk shall be presumed to be the property of the student to whom the locker or desk was assigned.
- Use of Drug-Detection Dogs
- The District will partner with local law enforcement to have drug detection dogs at school sites, when deemed necessary by the school principal.
- School Principal must notify the Superintendent/Designee prior to the arrival of the contraband detection dog on a school campus.
- Contraband detection dogs may not sniff any individual student.

The District is making every effort to keep students safe on campus, as well as maintaining a drug free zone within the District.

Administrative Regulation (AR) 5145.12 (Search and Seizure)

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

1. The possibility of searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks
2. The district's contraband dog detection program
3. The possible use of metal detector scans

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

Board Policy (BP) 5145.12 (Search and Seizure)

As authorized by law and when necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Board of Education requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student. (Ed Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. (cf. 5145.11 - Questioning and Apprehension)

#### Student Lockers/Desks

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis. Any items contained in a locker or desk shall be presumed to be the property of the student to whom the locker or desk was assigned.

From time to time, school officials may open and inspect student lockers or desks for general health and safety inspections, or for purposes of disposing abandoned property. Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

#### Use of Contraband Detection Dogs

When a school principal determines there is a need for the use of contraband detection dogs, s/he shall notify the Superintendent or designee prior to the contraband detection dog's arrival on the school site.

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have individualized reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection. Regulation  
SANTA ROSA CITY SCHOOLS

approved: February 9, 2011 Santa Rosa, California

#### Conduct Code Procedures

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

The law affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the school to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society.

A hate crime is defined in part, "any criminal act(s) or attempted criminal act(s) to cause physical injury, emotional suffering, or property damage where there is a reasonable cause to believe that the crime was motivated, in whole or in part, by the victim's race, ethnicity, religion, sexual orientation, or physical or mental disability."

A student may be suspended for a hate crime:(Education Code 489003) (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.

## **(K) Procedures for Preventing Acts of Cyber-bullying**

Procedures for Preventing Acts of Cyber-bullying: Hidden Valley 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 Cyberstalking Cyberbullying 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 AR 1312.3 - 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 safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate the 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.

(cf. 5131 - Conduct) (cf. 5136 - Gangs) (cf. 5145.3 - Nondiscrimination/Harassment) Comprehensive School Safety Plan

(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

##### Comprehensive School Safety Plan

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 AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages 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.

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

The undersigned verify that the Comprehensive School Safety Plan for 2019-2020 was reviewed and revised, as needed, and approved by the School Site Council on or before March 1, 2020 as required by Education Code § 35294.



**Safety Plan Appendices**

## Emergency Contact Numbers

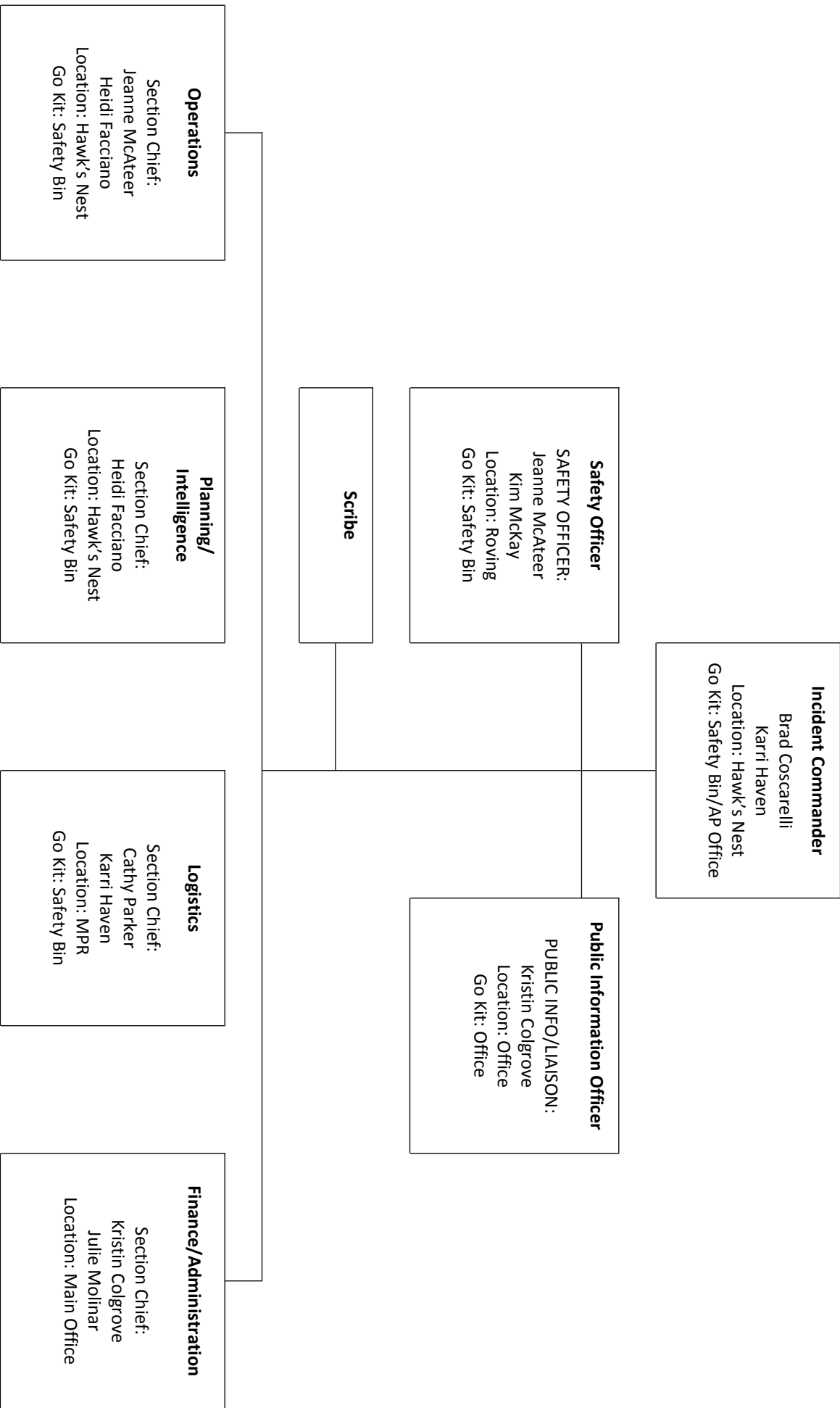
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Superintendent	707-890-3800 x80101	Diann Kitamura
Law Enforcement/Fire/Paramedic	Police, Fire, and Paramedic	911	
School District	Classroom to office emergency line	9- 544-4852	
Law Enforcement/Fire/Paramedic	SRO	707-543-4067	Dan Jones
Public Utilities	PG&E	800-743-5000	
School District	Principal Coscarelli's cell #	707-975-0229	Brad Coscarelli

### Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Main Office	Week of Nov. 2nd, 2020	Safety Plan available for review
School Site Council Meeting	Nov. 5th, 3pm	Safety plan discussion and approval

**Hidden Valley Elementary Incident Command System**





**First Aid & Search  
Teacher A**

Paul Drake  
Cheryl Ruhl  
Sue Martin  
Christine Snyder  
Rob Spillane  
Location: Hawk's Nest  
Go Kit: Safety Bin

**Crisis Intervention Team:**

Matt Park  
Todd Fiori  
Saitip Khanchalern  
Location: Library



**Student Release &  
Accountability  
TeacherB**

Kathy Nestler  
Heidi Facciano  
Liliber Quintero  
Location: Blacktop  
Go Kit: Safety Bin

**Transportation Team:  
Terry Ingols  
DHH Instructional Aides  
Location: Parking Lot**

## **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:

See Attachment

### **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**

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

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

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

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

### **Aircraft Crash**

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**

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.
  - -Call the office to report.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Armed Assault on Campus**

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

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**

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**

#### **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 Hidden Valley Elementary 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.

1. The principal may also decide to call the fire department or police, if, in his/her opinion is warranted.

2. The principal notifies parents of the situation.

3. If students have been removed to an alternate/safe location for pick up.

4. Resume school after the building(s) have been inspected and determined safe by proper authorities.

5. 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 Hidden Valley School becomes unsafe, move students to a closest suitable alternate shelter.

### **Bus Disaster**

#### **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.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

## **Disorderly Conduct**

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**

1. Teachers order students to drop to the floor, using desks and chairs to protect themselves from falling objects. The teacher should open the classroom door. Because building walls tend to fall outward, protection of inner walls, hallways, and doorways should be sought.

2. After the earthquake tremors subside, teacher use their discretion if an evacuation is necessary of the classroom.

3. If a building is evacuated, teachers take roll, report missing students, and determine those in need of first aid.

4. Classes are resumed when building is declared safe by the principal or designee.

## **Explosion or Risk Of Explosion**

### 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 Hidden Valley School becomes unsafe, move students to a closest suitable alternate shelter.

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**

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**

### FIRE

Sound fire signals: fire alarm (bell or horn signal)

Students and adults evacuate building to outside blacktop areas.

Teacher leaves room last, taking class records, emergency supply duffel bags and keys, closes doors (not locked) and windows.

In outside assembly areas, teachers take roll, report missing students, and administer first aid to any injured person.

If fire is serious, students are taken to an alternate location for protective supervision until parents can be notified for pickup.

## **Flooding**

Flooding could threaten the safety of students and staff whenever stormwater 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.

## **Loss or Failure Of Utilities**

Notify the District Superintendent/District Emergency Preparedness Director.

### **During the School Day**

If the loss of power is during school hours students will remain at school until the end of the school day. All after school activities and programs will be canceled.

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

Control conservation of water

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)

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.

The principal will 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 district 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.

Santa Rosa City Schools  
**COVID-19 Potential Response Scenarios in a School Setting**

## Scenario-Action-Communication Flowchart

**1. A student or staff member either exhibits COVID-19 symptoms (e.g., cough, fever, temp of 100.4°F or above, shortness of breath, etc.) or answers yes to Daily Health Self-Assessment.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● If on-campus, send to the school’s designated Isolation Room and then home to isolate.</li> <li>● Notify parents to pick up the student immediately. If able to drive themselves, send home immediately and notify parents.</li> <li>● Ask if the student has been in close contact with someone who had COVID-19 within the past 14 days.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● The family will notify school attendance to report the absence.</li> <li>● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)</li> </ul>	<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● If on-campus, send home immediately to isolate.</li> <li>● Ask if staff has been in close contact with someone who had COVID-19 within the past 14 days.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> <li>● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)</li> </ul>

**When to get tested:** If they develop symptoms, they should get tested immediately.

**Students and Staff who have NOT had close contact with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met:** 10 days since the symptoms first appeared, symptoms improve and they feel better, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.

**Students and Staff who have had close contact with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 14 day quarantine, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.**

- **Classroom/Cohort OPEN**
- Contact **Student or Staff who exhibit symptoms** and request for them to monitor symptoms and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Experiencing COVID-19 Symptoms Letter](#) to the symptomatic student or staff. Copy site admin or supervisor.

**2. A student or staff member lives with or has been in close contact with a confirmed positive COVID-19 case outside of school.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are known to be a</li> </ul>	<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are known to be a</li> </ul>

<p><b>close contact.</b></p> <ul style="list-style-type: none"> <li>● <b>If on-campus, send home to quarantine.</b></li> <li>● Quarantine for 14 days from last exposure.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● The family will notify school attendance to report absence.</li> <li>● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)</li> </ul>	<p><b>close contact.</b></p> <ul style="list-style-type: none"> <li>● <b>If on-campus, send home to quarantine.</b></li> <li>● Quarantine for 14 days from last exposure.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> <li>● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)</li> </ul>
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**When to get tested:** If they develop symptoms, they should get tested immediately. If no symptoms develop, get tested 10 days after exposure.

**Students and Staff may return** to school once these three criteria are met: 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND No COVID-19 symptoms.

- **Classroom/Cohort OPEN**
- Contact **Student or Staff who identify as a close contact with a confirmed positive COVID-19 case outside of school** and request for them to quarantine and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Household Close Contact Letter](#) to the affected student or staff. Copy site admin or supervisor.

**3. A student or staff member is a confirmed positive COVID-19 case.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● <b>Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.</b></li> <li>● <b>Request close contacts to quarantine at home.</b></li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.</b></li> <li>● <b>Request close contacts to quarantine at home.</b></li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Positive Case: Students and Staff may return to school once these three criteria are met:** 10 days since the symptoms first appeared, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved.

**Close Contacts: Students and Staff may return to school once these three criteria are met:** 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort CLOSED**
- Notify **Sonoma County Public Health.**
- Contact **Student or Staff who are confirmed positive** and request isolation for 10 days. COVID-19 Coordinator sends email: [Confirmed Positive Case Letter](#) to the infected student or staff. Copy site admin or supervisor.
- Submit to **RESIG**, the SB1159 Reporting Form. CC: HR/worker’s comp.
- Begin contact tracing. Identify close contacts, quarantine and exclude potentially exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious.
- Contact **Students and Staff who have been exposed** and request for them to quarantine for 14 days. COVID-19 Coordinator sends email: [Close Contact Exposure Letter](#) to the identified close contacts. Copy site admin or supervisor.
- Close classroom and primary spaces where the case spent significant time. Contact **Maintenance & Operations** to coordinate disinfection and cleaning.
- Per **AB 685**, COVID-19 coordinator sends email: [General COVID-19 Alert \(School Contact\) Letter](#) to those who were **on the same campus as the infected individual** Copy Site Admin.
- **Follow up** one day prior to the end of isolation and/or quarantine to welcome back to school/work. COVID-19



Coordinator sends email: [End of Quarantine - Welcome Back to School](#) to all quarantined and isolated individuals in the specific cohort. Copy site admin or supervisor.

**4. A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case).**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they STAY HOME if they are experiencing symptoms of COVID-19.</li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● Request they STAY HOME if they are experiencing symptoms of COVID-19.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Students and Staff may return to school if:** Symptoms improve and they feel better, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications

- Classroom/Cohort OPEN
- No Communication needed.

**5. After being exposed to COVID-19, a student or staff member tests negative during quarantine**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Negative test does not shorten quarantine. (See #2.)</li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● Negative test does not shorten quarantine. (See #2.)</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Students and Staff may return to school once these three criteria are met:** 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- Classroom/Cohort OPEN
- No Communication needed

Additional Resources:

- [COVID-19 Symptoms \(CDC\)](#)
- [How to Protect Yourself & Others \(CDC\)](#)
- [Slow the Spread of COVID-19 \(CDC\)](#)
- [Local Testing Sites](#)
- [What to do while waiting for test results \(CDC\)](#)
- [COVID-19 Quarantine and Isolation](#)
- [SCDPH Home Quarantine Instructions](#)
- [SCDPH Home Isolation Instructions](#)
- [What you can expect to happen during contact tracing if you have been diagnosed with COVID-19 \(CDC\)](#)
- [Families First Coronavirus Response Act \(FFCRA or Act\)](#)
- [SRCS COVID-19 Information \(website\)](#)

(^) **Close Contact:** A close contact is defined as a person who is 6 feet from a case for 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(†) **Cohort:** A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

(\*\*) **Maintain confidentiality** as required under FERPA and state law related to privacy of educational records.

*Chart adapted from California Department of Public Health "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year" Published July 17, 2020.*

## When to Close Cohort/Classroom/School/District

When to Close a Cohort	When to Close a School	When to Close the District	When to Re-Open
Consider closing if one or more students or staff members are confirmed to have COVID-19.	Consider closing if multiple “cohorts” or classes have confirmed cases OR 5% of all students/staff have confirmed cases.	25% or more of schools in the district have closed due to COVID-19.	Schools may typically re-open after 14 days and the following have occurred: Cleaning and disinfection Public Health investigation Consultation with the local public health department

**Guidance on School Closure:** Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Public Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period, depending on the size and physical layout of the school. The Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

**Guidance on District Closure:** A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with Public Health.

**(CA Department of Public Health)**

### Psychological Trauma

A risk of the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. 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**

(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)

The principal notifies the Superintendent/District Emergency Preparedness Director.

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

Depending on the situation: LOCKDOWN-follow lockdown procedures, RUN-HIDE-FIGHT-follow Active Shooter Procedures, EVACUATE-if told to evacuate campus move to the designated location off-site or evacuation area on-site.

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

Call 911 and notify the District Superintendent/District Emergency Preparedness Director 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

### **Unlawful Demonstration or Walkout**

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight.

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system

The principal notifies the Superintendent/District Emergency Preparedness Director.

## Emergency Evacuation Map

## Quick Reference Guide