

# Comprehensive School Safety Plan SB 187 Compliance Document 2020-2021 School Year

**School:** Gravenstein Union School District  
**CDS Code:** 49707146051742  
**District:** Gravenstein Union Elementary School District  
**Address:** 3840 Twig Ave  
Sebastopol, CA  
95472  
**Date of Adoption:** February 11, 2021

**Approved by:**

Name	Title	Signature	Date
David Rose	Superintendent		2/12/21
Gregory Appling	GUSD Board President		2/16/21
Bonny Russell Larrain	District Site Council Chair		2/19/21

## Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose	4
Safety Plan Vision	4
Components of the Comprehensive School Safety Plan (EC 32281)	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	11
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)	11
(E) Sexual Harassment Policies (EC 212.6 [b])	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)	15
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	19
(J) Hate Crime Reporting Procedures and Policies	21
Safety Plan Review, Evaluation and Amendment Procedures	24
Safety Plan Appendices	25
Emergency Contact Numbers	26
Safety Plan Review, Evaluation and Amendment Procedures	27
Gravenstein Union School District Incident Command System	28
Incident Command Team Responsibilities	30
Emergency Response Guidelines	31
Step One: Identify the Type of Emergency	31
Step Two: Identify the Level of Emergency	31
Step Three: Determine the Immediate Response Action	31
Step Four: Communicate the Appropriate Response Action	31
Types of Emergencies & Specific Procedures	32
Aircraft Crash	32
Animal Disturbance	32
Armed Assault on Campus	32
Biological or Chemical Release	32
Bomb Threat/ Threat of violence	33
Bus Disaster	34
Disorderly Conduct	34

Earthquake	36
Explosion or Risk of Explosion	37
Fire in Surrounding Area	38
Fire on School Grounds	38
Flooding	39
Loss or Failure of Utilities	39
Motor Vehicle Crash	39
Psychological Trauma	39
Suspected Contamination of Food or Water	40
Unlawful Demonstration or Walkout	40
Emergency Evacuation Map	41

## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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 3840 Twig Ave.; Sebastopol, CA 95472.

### **Safety Plan Vision**

The GUSD School Vision and Mission Statements were updated in the 2019-2020 school year and approved at the January 2020 Board meeting.

### **Vision Statement:**

By providing a rigorous and engaging education, GUSD will prepare all students academically and socially-emotionally for excellence in secondary education and beyond.

### **Mission Statements:**

- 1) GUSD will provide a rigorous and innovative educational experience that gives every student all the tools necessary for annual academic and social emotional growth.
- 2) The educational experience for all GUSD students will be based on a solid foundation of expert core instruction and will be enhanced by a variety of enrichment experiences.
- 3) The GUSD Board and leadership will work together with the community to provide outstanding staff; attractive, safe schools; and to maintain a position of fiscal strength.

Special education services on each site include a Learning Lab serving all special education and Title 1 students, speech and language services, and full inclusion availability for all grades. Our district also offers a before/after school childcare and homework club, "Beyond the Bell." School bus transportation is provided to students for a fee.

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

### Gravenstein Union School District Safety Committee

Dave Rose, Superintendent, GUSD

Brian Sposato, Head of Maintenance, Classified Staff

Keri Pugno, Principal, Gravenstein Elementary

Will Deeths, Principal, Hillcrest Middle School

Beth Haas, Gravenstein Elementary Teacher Dan

Dexter, Hillcrest Middle School Teacher

Stephanie Tomksy, Gravenstein Elementary Teacher

Jessica Ramussen, Gravenstein Parent

Christina Connelly, Gravenstein Parent

Bonny Russell Larrain, Hillcrest Parent

Amy Gloeckner Hillcrest Parent

### 2020 – 2021 GUSD Actions – COVID 19

As a result of the COVID-19 pandemic and the suspension of in-person instruction, GUSD added several staff training modules and implemented multiple virus-spread prevention activities. The details of the training modules and activities can be found on the GUSD website through the following links:

[Injury and Illness Prevention Plan \(IIPP\) COVID-19 Addendum](#)

[GUSD COVID Prevention Plan](#)

[GUSD School Guidance Checklist](#)

[GUSD Small Cohort Plan](#)

[GUSD MOU with GUTA](#)

[GUSD MOU with GUCE](#)

### Assessment of School Safety

Safe and effective schools are places that are free from disruptive behavior and discipline problems that interrupt learning. Safe schools have a responsibility to provide safe, disciplined, and drug-free environments where students feel safe from intimidation, bullying, rejection, and physical harm. They allow students to concentrate on learning; teachers to focus on teaching; and parents to be confident their children are in a secure, peaceful environment.

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

GUSD has designed and is implementing a Multi-Tiered System of Supports to address campus safety and student supports. We have a variety of Tier I Universal Supports in place including site and community resources such as the Second Step program, Police Education Programs, Student Health Education Programs, student handbook, class meetings, assemblies, orientation and kick-off events, childhood trauma awareness training for staff, and daily classroom-based SEL activities. We select pro-social themes for each school year and each month a different positive life skill is also celebrated (e.g. courage, imagination, empathy). GUSD has also put together a Racial Justice Committee which will assess, evaluate, and recommend improvements for the district related to equity practices and policy.

Our Tier II Targeted Interventions include the hiring of a Licensed Marriage and Family Therapist, the development of a district Mental Health Team, referral process for counseling support, and ongoing efforts to build and maintain relationships with our service-providing community partners such as CPS, law enforcement, Gravenstein Health Action Committee, SELPA, SCOE, and the Sonoma County Department of Health Services.

We have developed the following action plan for our school community (some portions of this work have been interrupted due to the suspension of in-person instruction for the 20/21 school year):

### Action Plan

1. Staff will utilize gang/bullying awareness and SEL programs sponsored by the district (Second Step).
2. Playground supervisors will be continually educated to include programs for suspected bullying/gang activities.
3. All staff will annually review and be updated on Child Abuse policies.
4. All staff will receive training in school wide disaster response.

5. Monthly assemblies and teacher-led activities celebrating pro-social life skills via activities, and student recognition for demonstrating the positive behaviors.

Next steps:

- Continue to improve, formalize, document, and implement with fidelity the MTSS system that has been developed.
- Classroom teachers will continue to develop and implement daily classroom-based SEL activities with the guidance and support of the Mental Health Team.
- The GUSD Mental Health Team will lead a series of grade level assemblies focusing on the anti-bully and school wide Second Step curriculum.
- Hillcrest campus continues to work towards using the new Second Step materials with more fidelity in every 6-8th grade ELA classroom.

TK/Kindergarten – 2nd: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Friendship Skills

3rd – 5th: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Bully Prevention

4-5th: Puberty/Sexual Harassment Prevention/Sexual Health/Gender/Relationships

6th – 8th: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Bully Prevention, Suicide Prevention/LBGT/Gender

Parent Education Nights: "Vaping" in 2018-2019 and 2019-2020, "Screenagers" and "Positive Discipline" in 2019-2020. "Parenting Through COVID" in 2020-2021.

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

RECEIPT AND ACKNOWLEDGMENT OF CHILD ABUSE REPORTING REQUIREMENTS

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

"Child abuse" means a physical injury which is inflicted by other than accidental means on a child by another person. "Child abuse" also means the sexual abuse of a child or any act or omission proscribed by Penal Code section 273a (willful cruelty or unjustifiable punishment of a child) or 273d (corporal punishment or injury). "Child abuse" also means the neglect of a child or abuse in out-of-home care. Child abuse does not mean a mutual affray between minors.

"Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training or experience, to suspect child abuse. For the purpose of the child abuse laws, the pregnancy of a minor does not, in and of itself, constitute the basis of reasonable suspicion of sexual abuse.

"Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the state Department of Education; a classified employee who has been trained in the duties imposed by this article, if the school district has so warranted to the state Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensees; administrators and employees of licensed community care or child day care facilities; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers, or any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.

"Health practitioner," includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists or any other person who is currently licensed under Division 2

(commencing with section 500) of the Business and Professions Code, marriage, family and child counselor, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to section 2913 of the Business and Professions Code, marriage, family and child counselor trainees, as defined in subdivision (c) of section 4980.03 of the Business and Professions Code, unlicensed marriage, family and child counselor interns registered under section 4980.44 of the Business and Professions code, state or county public health employees who treat a minor for venereal disease or any other condition, coroners, paramedics and religious practitioners who diagnose, examine, or treat children. (Penal Code Section 11165.2)

Failure to comply with the requirements of section 11166 is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000) or by both.

Attached hereto is a copy of Penal Code sections 11166 and 11167, which explain the procedure for reporting child abuse and outline what must be in the report.

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

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

#### **Emergencies and Disaster Preparedness Plan Overview**

Whenever there is any type of disaster, the safety of the students is the first concern. All district employees are disaster service workers subject to such disaster activities as may be assigned by their supervisors or by law.

In this guide, you will find reference to specific needed items. This guide is to be used by staff members in case of an emergency. Each employee should keep this booklet in an accessible place for ready reference and be familiar with its contents. All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events that threaten to result in disaster. Remember, knowing what to do in an emergency may save your life or the life of a fellow employee or student.

This plan details the provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

#### **District and site plans shall address at least the following situations:**

- a. Fire
- b. Shooter/Terrorism, Civil Unrest
- c. Bomb Threat
- d. Natural Disasters, i.e. floods, earthquakes, severe weather
- e. Man-Made Disasters, i.e. airplane crashes, chemical accidents.

#### **Handicapped Students**

Each handicapped student, unable to follow emergency procedures on his or her own, will be assigned a staff member whose responsibility it will be to assist the student in appropriately responding to the emergency.

#### **CONTACT INFORMATION FOR MAJOR SYSTEMS FAILURE, SUCH AS POWER FAILURE, TELECOMMUNICATION, HEATING SYSTEM, WATER OUTAGE, NATURAL GAS LEAK**

1. Contact District Office at 823-7008 or campus intercom 211, 213, 210, 249
2. Contact Gravenstein School Office 823-5361 or campus intercom 211
3. Contact Hillcrest School Office 823-7653 or campus intercom 310, 312

#### **Gravenstein Union School District Vendor Contacts for Emergencies:**

**Power Failure of Gas Leaks:** PG&E 800-743-5000 Follow menu prompts.

**Fire Department:** Gold Ridge Fire 823-1084

**Law Enforcement:** Sonoma County Sheriff 565-2121

**Fire Alarm Monitoring Gravenstein** (Fire Alarm drills or actual Alarms):  
Advanced Security 800-580-0881 (central dispatch # station for false alarms asap.)

**Fire Alarm Monitoring for Hillcrest** (Fire Alarm drills or actual Alarms):  
Slembrouck-Many Corporation 800-458-4519

**Fire Dispatch:**  
Redcom (for Fire) 528-5151  
568-5933 is business line to be used to inform of planned drills

**Intrusion Alarms** (both sites):  
All-Guard Alarm Systems 800-255-4273  
State address and school site and room #s, because there are multiple accounts for each school site.

**Phone Service Problems Outages or Static issues:**  
AT&T 800-246-8464 (follow prompts)

**Buses:**  
West Sonoma County  
Transportation 206-9988  
Emergency nights/weekends 953-3019

**Water System** (No water or other serious problem with system):  
Weeks Drilling and Pump 879-4049 (24hr number)

**Animal Control:**  
Sonoma County Animal Control for possible animals that may pose a threat 565-7100. If not available, call Sonoma County Sheriff 565-2511.

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## **Gravenstein Union School District - Vendors Contacts List**

Below is a list for Vendors we use to report issues for repair or other issues.

**Intrusion/Security Alarm Systems:**  
All-Guard Alarm Systems 800-255-4273  
State address and school site and room #s, because there are multiple accounts for each school site.

**Fire Alarm troubles or actual alarms GRAVENSTEIN** (alarm panel located in Admin/Office building):  
Gravenstein site: Advanced Security Systems 800-580-0881 Central Dispatch # Station for false alarms asap. Account #9913  
Service or trouble: Advanced Security 544-9200 Mention Account #9913  
\*Note often the trouble with fire alarm systems is a phone line issue with AT&T. If they say UDACT trouble, then usually there is a problem with an outside line with AT&T. Call AT&T (see them down below) to schedule service. Fire alarm line dial #s:  
1) 824-1971  
2) 823-3492

**Fire Alarm troubles or actual alarms HILLCREST:**  
Hillcrest Site Slembrouck-Many Corporation 800-458-4519 central station to false alarms asap. Account #65-1050  
Service or trouble: Slembrouck-Many Corporation 778-0170 Account #65-1050  
\*Note often the trouble with fire alarm systems is a phone line issue with AT&T. If they say UDACT trouble then usually there is a problem with an outside line with AT&T. Call AT&T (see them down below) to schedule service. Fire alarm line #s are  
1) 823-7031  
2) 823-7033

**No Power at site or Gas Leaks:**  
PG&E follow menu prompts 800-743-5000

**Electrical:**

Blakeslee Electric: Electrical issues  
14 W 3rd St, Santa Rosa, CA 95401  
(707) 545-6393

**Mechanical HVAC Systems (For broken heaters or gas line issues):**

Roberts Mechanical and Electrical  
4649 Dowdell Ave, Santa Rosa, CA 95407  
(707) 584-5880

**Roofing:**

1) Henris Roofing (Major Leaks)  
741 Petaluma Blvd S, Petaluma, CA 94952  
(707) 763-1535  
2) Cornerstone Roofing 546-3547

**Plumbing Issues Major backups or broken pipes:**

1) Mr. Rooter Plumbing of Sonoma County (707) 327-2001  
2) Roto Rooter 578-5885  
3) Simeone Plumbing 414-3995

**Phones (Outside Lines General static or non-working):**

AT&T 800-247-2020 follow voice prompts, to create trouble report.  
-When technician is on site they want to know where the MPOE (Main Point of Entry) is located. At  
-Gravenstein it is on the outside of classroom 5 in the Gray Box.  
-At Hillcrest it is inside the A building custodial closet.

**Phone system Inside wiring or bells not working:**

AT&T 800-247-2020  
Windsor Telcom 578-4748

**Locks/Keying issues:**

Redwood Lock 829-3303  
Bill's Lock and Safe Santa Rosa 544-7355  
Hardware Tech Inc. 545-1543

**NO WATER OR PROBLEMS WITH WATER SYSTEM:**

Weeks Drilling and Pump 879-4049 (24hr number)

**Sonoma County Animal Control (For possible animals that may pose a threat):**

565-7100 if not available, call Sonoma County Sheriff 565-2511

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

N/A

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

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

\*\*\*Note: The following optional paragraph excludes suspended or expelled students' participation in extracurricular activities.\*\*\*

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. (cf. 6145 - Extracurricular and Co-curricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others. The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

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

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

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

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

\*\*\*Note: Education Code 231.5 and 34 CFR 106.9 mandate the district to have written policies on sexual harassment. The following policy addresses harassment by and/or of students; for policy addressing the sexual harassment by and/or of employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment. \*\*\*

\*\*\*Note: A district can be held liable for student-on-student or employee-on-student sexual harassment pursuant to Title IX (20 USC 1681-1688) and/or Education Code 220, if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. In Davis v. Monroe County Board of Education, the Supreme Court held that a district would be deliberately indifferent if (1) the harasser and the context in which the sexual harassment occurred were within the district's control; (2) the harassment was so severe, pervasive, and objectively offensive that it deprived the victim of access to educational opportunities or benefits provided by the district; (3) the district had actual knowledge of the harassment; and (4) the district's conduct was unreasonable considering

the surrounding circumstances. This standard was applied by an appellate court in *Donovan v. Poway Unified School District* based on Education Code 220. \*\*\*

\*\*\*Note: In addition to filing a private civil lawsuit, a victim of sexual harassment may file a complaint with the California Department of Education and/or the U.S. Department of Education's Office for Civil Rights (OCR). In April 2011, OCR issued its Dear Colleague Letter: Sexual Violence to supplement its January 2001 Revised Sexual Harassment Guidance on federal Title IX requirements as they pertain to sexual harassment. In the letter, OCR clarifies that sexual violence, including rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment that must be addressed by districts in the same way as other forms of sexual harassment, such as unwelcome sexual advances. \*\*\*

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information:

\*\*\*Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR restates the requirement that a district's procedure for investigating sexual harassment complaints must be widely disseminated and be written in language appropriate to the age of the school's students so that students understand how it works. Examples include having copies of the procedure available throughout the school, publishing the procedure in the student handbook, and identifying individuals who can explain how the procedure works. The following optional section is based on OCR recommendations and may be revised to better accommodate student needs and district practice. \*\*\*

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

\*\*\*Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR acknowledges that possible rule violations by victims or other students may affect their willingness to report sexual harassment or violence. For example, a victim who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. Thus, OCR suggests that, in communicating items #2 and #3 below, districts should emphasize that student safety is the primary concern and that any other rule violation will be addressed separately from the sexual harassment or violence issue. \*\*\*

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable Complaint Process

\*\*\*Note: Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain a specific procedure for reporting charges of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a grievance procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment. Because courts have held that a district may be liable for student-on-student harassment if an employee with authority to take corrective action has actual knowledge of the harassment, it is recommended that the district's instruction to its students include examples of employees who may have such authority (e.g., principals, teachers, and coaches). In addition, even if the matter has been referred to law enforcement for investigation, a district still has a responsibility to investigate the complaint as a matter of sex discrimination. \*\*\*

\*\*\*Note: The accompanying administrative regulation details a site-level complaint procedure, including timelines, conduct of the investigation, and remedies. However, districts may instead consider using the uniform complaint procedures, pursuant to 5 CCR 4600-4687, to resolve such complaints; see BP/AR 1312.3 - Uniform Complaint Procedures. \*\*\*

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

#### Disciplinary Actions

\*\*\*Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. However, districts should note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process. \*\*\*

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

#### Confidentiality and Record-Keeping

\*\*\*Note: Pursuant to 5 CCR 4964, districts are required to keep complaints and allegations of sexual harassment confidential, except when disclosure is necessary to further the investigation, other needed remedial action, or ongoing monitoring. In its April 2011 Dear Colleague Letter: Sexual Violence, OCR counsels districts to respond to sexual harassment that comes to their attention even when a victim requests anonymity. \*\*\*

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships 1714.1

Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs UNITED

STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

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

DECISIONS

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

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

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

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

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

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

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

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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

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

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

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

Dress Code: The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students and to protect the safety, health and welfare of the individual student. Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is: unsafe, disruptive, unhealthful,

obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous, exposing undergarments, provocative or revealing, advocating unlawful behavior or illegal substances, or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts. Current examples of inappropriate dress include but are not limited to the following:

Unsafe:

Inappropriate shoes (for Physical Education or playground) or no shoes

Oversized pants/shorts (must fit at waist without a belt)

Unhealthy, Unsafe and Advocating Unlawful Behavior or Gang Affiliation or Illegal Substances:

Clothing or personal articles displaying references such as tobacco, alcoholic beverages, marijuana, etc.

Any clothing or articles considered gang-related (with guidance from law enforcement) such as bandanas, hairnets, chain accessories, slippers, etc.

Disruptive, Provocative or Revealing:

Clothing considered undergarments

Clothing exposing undergarments

Clothing exposing midriff, upper torso, etc., halter tops (exposing front or back) and swimwear Shorts or skirts that are too short (administrative determination)

In accordance with this policy, administration will make the determination of the appropriateness of the clothing/article at school. The administration may ask that an item be removed, request that more appropriate clothing be brought from home, schedule a student–parent conference or take any necessary disciplinary action.

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

District Rules and Policies

1. All visitors entering the school campus are to sign in at the school office. Parents or visitors are NEVER to go directly to a classroom during normal business hours.
2. All students are to exit and enter vehicles at the designated areas.
  - An adult who is holding the student's hand or guiding the student in close proximity MUST accompany each student walking through the parking lot.
3. All students are to play in designated playground areas under adult supervision
  - Students are not to leave playground areas unless they have permission
4. Students are not to leave the school campus during the instructional school day unless they are being picked up by a parent/guardian or a person whose name appears on the student's emergency card on file in the school office. Acceptance of a facsimile with the parent's signature, email, or phone call authorizing a pick up may be approved by the school administration only in emergency situations.
5. Parents or guardian must sign in students coming to school late, and all students leaving before dismissal must be signed out through the office by a parent/guardian or someone on the emergency card (refer to #4).
6. Students who normally ride the bus must follow the same procedures as in #4 in order to have permission to be picked up by someone other than a parent/guardian.
7. Students arriving/leaving by bicycle or walking must have a signed permission slip from the parent/guardian on file with the school office.
8. Students arriving/leaving by bicycle must wear a helmet, as required by law.
9. Any students who attend after school care must have their parent or guardian notify the school secretary and teacher when there is a change in the scheduled attendance. (See Beyond the Bell contract)

10. Teachers and staff will help monitor traffic flow and pickup areas after school to ensure that students are leaving school in a safe manner and to ensure all students are picked up. Students who have not been picked up, (missed the bus, missed communication with parent, vehicle breakdown etc.) will go to the school office so either the student or the school secretary can contact the parent/guardian.
11. All field trips require permission slips giving the students permission to leave the campus. Parents who volunteer to drive on field trips must submit a verification of insurance form and have it signed by the superintendent or principal to be approved. Parents/guardians also have the option to sign a waiver to drive their own student only on fieldtrips. Parents or guardians who sign this waiver may not transport any student but their own.

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

"Go Bags" for student safety - disaster/accident preparedness for classroom, field trips, & safety drills- The initial goal was accomplished in December 2017. All classrooms now have an emergency backpack that contains necessary student information and emergency supplies.

**Element:**

Disaster procedures, routine and emergency

**Opportunity for Improvement:**

Teachers need an emergency "go bag" stocked with first aid supplies, water, class lists, students' emergency contacts, etc. to keep in the classroom for small injuries; take on field trips; and take out on emergency drills, or in case of an actual emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Emergency "Go Bags" in each classroom	Research, seek Site Council and GUSD Board approval, purchase, and distribute emergency backpacks	Safety funds from RESIG inspection completed on time and general funds	Administrative Staff	Backpacks have been distributed as of Dec 2017
Maintain "Go Bags"	Create a checklist of materials to be included  Ensure each backpack has updated class lists each year, student emergency contacts & medical releases, and copies of student accident and student dismissal/release logs		Each teacher is responsible for updating the bag's contents each year.	Principals responsible for putting the tsk on a staff mtg agenda each Sept.

**Component:**

Window coverings for a safe and healthy learning environment. This goal was accomplished in the 2018-2019 school year.

**Element:**

Safe school environment

**Opportunity for Improvement:**

Currently, many classrooms and offices are without window coverings. If window coverings were installed, they would provide more safety to students and staff during a lockdown in place order. Also, some Hillcrest classrooms are getting too much sun, and therefore can get too warm, and window coverings can help classroom temperature control.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Install window coverings that can be closed quickly and provide insulation to classroom and office windows on both school campuses.	Research available products, gather staff input, obtain bids, present to GUSD Board, purchase, schedule installation	Fund 40, Fund 14	Brian Sposato and Administrative Staff	All installed within 2018-2019 school year
Continue to monitor use of coverings and impact on temperature control	Gather room temperature data during the fall (hottest dates)		Brian Sposato and Administrative Staff	

**Component:**

Establish and practice shooter on campus evacuation and lock down in place disaster protocols

**Element:**

Disaster procedures, routine and emergency

**Opportunity for Improvement:**

We want to ensure that all students and staff are practiced and confident in what to do if a shooter is on campus, or in a lock down in place drill.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Establish and practice shooter on campus evacuation and lock down in place disaster protocols	Administrative staff works with Site Council to establish a plan for lock down in place and shooter on campus	District Site Council	Administrative staff	
	Share established protocols with staff and fine tune, as needed based on staff feedback	Teaching staff	Administrative staff	Teacher feedback
	Communicate with parents our plans prior to working with students	Parents	Administrative staff	Parent feedback
	Share protocols with students prior to practicing a drill	Students	Administrative staff	
	Practice lock down in place & shooter on campus drills	Staff and students	Administrative staff	Successfully complete drills

## **(H) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Gravenstein Union School District Student Conduct Code**

At the beginning of each school year, the principal of each School shall ensure that all students and parents are notified in writing of all Standards of Behavior and related disciplinary procedures. The School/Family Compact shall be sent home to families at the beginning of each school year and upon any student's initial enrollment. Beginning with the 2014-15 school year, the School/Family Compact shall include the link to the District's website where all policies and regulations concerning student discipline are posted. Upon request, a copy of AR 5144.1, AR 5144.1 – Charters, and any other student discipline policy or regulations shall be provided to any parent.

### **Conduct Code Procedures**

Rules and Discipline Procedures:

1. Be Safe...and on time and prepared for each class.
2. Be Respectful... of others, their property, and the property of the school.
3. Be Responsible...by obeying all rules and laws.

Most discipline consequences involve restrictions or loss of privileges or free time. Other discipline may include, but is not limited to, warnings, counseling with teachers, principal, or the superintendent, phone calls to parents, after school detention, administrative (lunch) detention, in school suspension, at home temporary removal, or recommendation for removal or expulsion.

Administration-assigned lunch detentions count against your eligibility to participate in dances and certain grade level field trips or activities. Written notice will be sent home if he/she has received lunch detention. A parent must sign the note so the school office has verification that the parent has received the notification of the lunch detention. When a student receives his or her third lunch detention, he/she is no longer eligible for the next dance (at Hillcrest) or other school reward activity.

Teacher Temporary Removal: A student may be temporarily removed from a class by his/her teacher for the rest of a period and from that class the next day for inappropriate behavior. The teacher will be contacting the parent if this occurs and a conference will be scheduled. The student may be assigned administrative detention time (lunch detention) in addition to the period he/she sat out.

Grounds for Temporary Removal or Removal (or Suspension or Expulsion) from School:

The following is part of Board Policy/Administrative Regulation (BP/AR) 5144.1c. Please go to the district website [www.grav.k12.ca.us](http://www.grav.k12.ca.us) under Publications/Policies for the full BP/AR 5144.1c and BP/AR 5144.1.

### **STANDARDS OF BEHAVIOR - GROUNDS FOR TEMPORARY REMOVAL AND REMOVAL**

Any student, including a student with disabilities, shall be subject to temporary removal and removal for violation of the Standards of Behavior below; however, paragraphs 20, 21, and 22 shall apply only to a student in any of grades 4 to 12.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.

5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purposes of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.
18. Made terrorist threats against school officials and/or school property  
A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.
19. Engaged in "bullying" which means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in paragraphs 20, 21, or 22, below, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. "Electronic act" means the creation and transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (a) A message, text, sound, or image.
    - (b) A post on a social network Internet Web site including, but not limited to:

- (i) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above
- (ii) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (iii) Creating a false profile for the purpose of having one or more of the effects listed above.

"False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- (c) An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- 20. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.
- 21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.
- 22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating Substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.
- 23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.
- 24. Excessive tardiness or absenteeism which is not the result of student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent- teacher-administrator conference.
- 25. Any chronic violation or a serious violation of the Standards of Behavior or rules specified in the GUSD School/Family Compact or GUSD Student Handbook.

#### SCHOOL OR SCHOOL ACTIVITIES

A student may be temporarily removed or removed for any violation of the Standards of Behavior if the violation is related to school activity or school attendance occurring within any school in the District or within any other school district, at any time, including, but not limited to, the following:

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

Sexual Harassment:

Sexual Harassment policies are on the district website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us) . The student Sexual Harassment policy is BP/AR 5145.7.

This policy applies to students in grades 4-12.

**(J) Hate Crime Reporting Procedures and Policies**

See #20 & 21 below for hate crime policy:

Notice of Regulations

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self- defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b)) (cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053- 11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c)) (cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, 2 substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))

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

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

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

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h)) 9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

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

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k)) \*\*See note below. 12. Knowingly received stolen school property or private property. (Education Code 48900(l))

13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

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

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

(Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription 3 drug Soma. (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code 48900(q))

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

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

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

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) (cf. 5145.7 - Sexual Harassment) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3) (cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

\*\* This paragraph was added to the GUSD Safety Plan to help staff and parents understand the updated laws and operation dates for the restrictions on suspensions or expulsions for 48900 K.

( k ) (1) 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.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program.

(Education Code 48900(r))

(cf. 5138 - Conflict Resolution/Peer Mediation)

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

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

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

The District Safety Plan is reviewed annually by the members of the District Site Council team.

The safety plan is discussed and recommendations for improvement are provided by team members in consultation with the stakeholder groups they represent.

The District Site Council makes recommended changes to the Safety Plan as needed.

Superintendent works with local law enforcement to review the proposed plan and receive additional feedback. (In 2017-18, Sebastopol Police Chief Weaver (ret.) and Battalion Fire Chief Schroth-Cray were consulted on this plan.)

An updated safety plan is presented to the GUSD Board for approval in February, and have an updated final draft posted by March.

**Safety Plan Appendices:  
Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

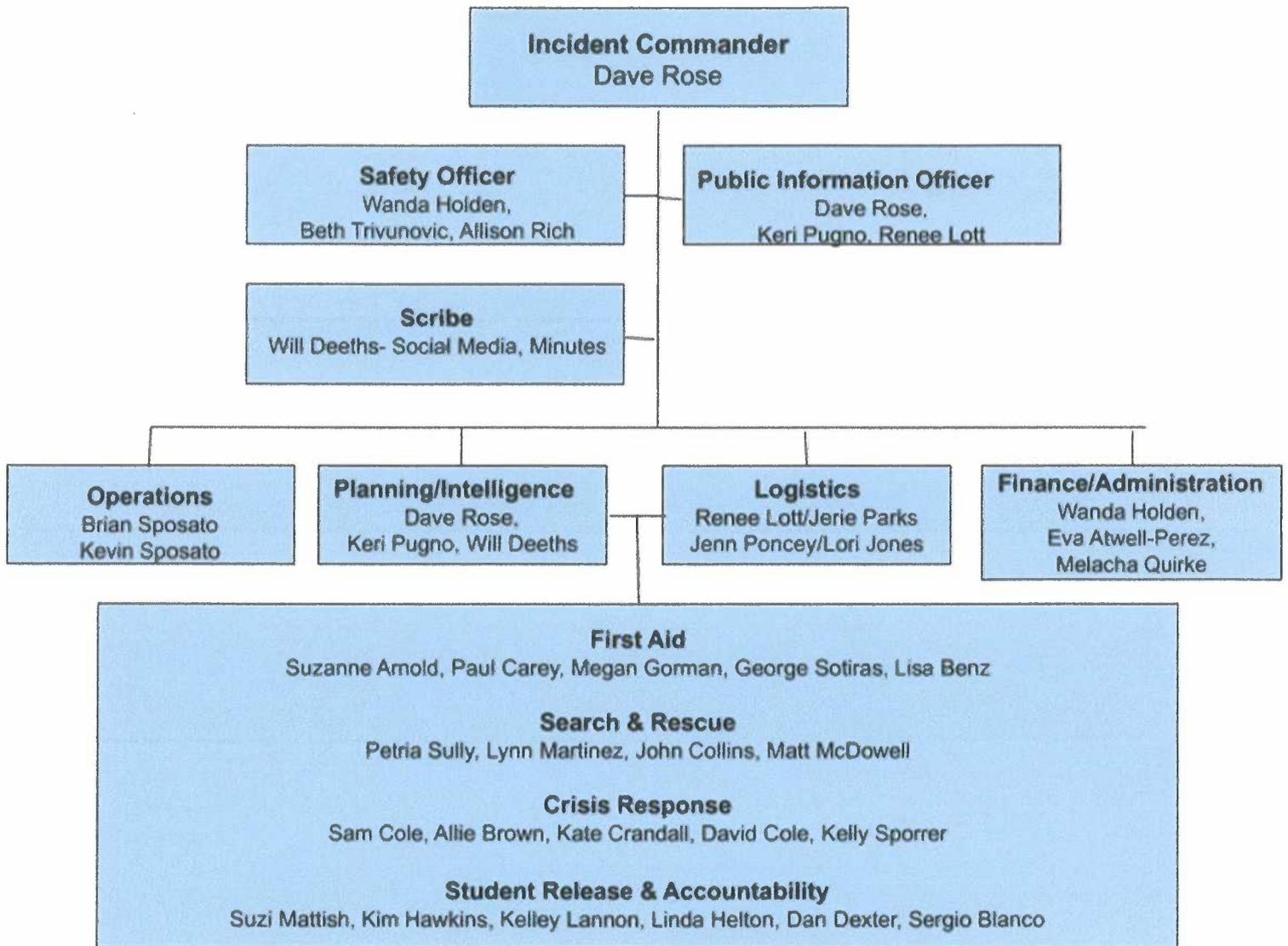
Type	Vendor	Phone Number	Comments
School District	District Office	707-823-7008	
School District	Gravenstein Elementary	707-823-5361	
School District	Hillcrest Middle School	707-823-7653	
Emergency Services	Poison Control Center	(800) 523-2222	
Law Enforcement/Fire/Paramedic	Gold Ridge	707-823-1084	
Law Enforcement/Fire/Paramedic	Sonoma County Fire	707-576-1371	
Law Enforcement/Fire/Paramedic	Sonoma County Sheriff	707-565-2121	
Law Enforcement/Fire/Paramedic	REDCOM - So. Co. Emergency Dispatch	707-528-5151	
Other	All Guard Alarm	800-255-4273	
Emergency Services	Child Protective and Child Welfare Services	707-565-4304	

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

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)

District Site Council/Safety Committee met to discuss opportunity to improve safety on the District's campuses.	Sept. 27, 2017	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met and reviewed the most recent written Safety Plan. Each team member received a hard copy of the plan to edit and propose changes.	Oct 25, 2017	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met and reviewed the updated Safety Plan. Each team member received a hard copy of the plan to edit and propose further changes.	Jan 31, 2018	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
The final draft went to the GUSD Board for approval in February or March 2018.	March 2018	GUSD Board meeting in Room 13 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met to discuss updates and review the Safety Plan.	September 2019	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
A draft went to the GUSD Board for approval in February 2020.	February 13, 2020	GUSD Board meeting in Gravenstein MPR 3840 Twig Ave., Sebastopol, CA 95472

## Gravenstein Union School District Incident Command System



### Incident Command Team Responsibilities

#### Standardized Emergency Response Management System Overview

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

#### Management

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

#### Planning & Intelligence

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

**Operations**

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

**Logistics**

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

**Finance & Administration**

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

**Emergency Response Guidelines****Step One: Identify the Type of Emergency****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**

Depending on location - evacuation or reverse evacuation

### **Animal Disturbance**

Students shelter in place while staff secures the animal(s), and call the animal's owner or animal control for pick up.

### **Armed Assault on Campus**

Shooter/Intruder on campus:

Inside:

- 1) Immediately lock doors and windows if safe to do so.
- 2) Close blinds or curtains
- 3) Keep students and staff low and away from windows. Do not get up and walk around room.
- 4) Maintain silence
- 5) Do not allow anyone into or out of the room until "All clear" is signaled.
- 6) Call 911 for assistance if possible.

Outside:

- 1) If shots are fired immediately "Drop and Cover" 2) If it is safe to do so, move to the closest building.
- 3) If necessary, students have permission to evacuate campus or hide to achieve safety. Then meet at designated location off-campus when safe to do so.  
(Off site evacuation location near Hillcrest - Hardcore Coffee at Bloomfield Rd and Hwy 116)  
(Off site evacuation location near Gravenstein - Yarn Shop/Repair Shop at Lone Pine and Hwy 116)

### **Police Action near the School**

- 1) Wait for instructions from the district office before taking action
- 2) Law enforcement will be in contact with the school
- 3) If "lock-down" is ordered—follow procedures above

### **Biological or Chemical Release**

HAZARDOUS MATERIAL or CHEMICAL SPILL

Action: Evacuation or Reverse Evacuation or Shelter in Place

The action will depend upon the circumstances of the incident. If the incident is on school grounds or directly adjacent to the school, follow either the EVACUATION or REVERSE EVACUATION (returning to the classroom) procedure.

If the incident is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to use Shelter in Place.

Remember to wait for instructions from the main office. However, if you believe that students are in danger, use your judgment and act immediately --- do not wait for permission.

### **Chemical Accident outside Area**

- 1) Call Gravenstein school office 823-5361, Hillcrest school office 823-7653 district office 823-7008, Gold Ridge Fire department 823-1084, or 911.
- 2) Determine whether the students should leave the site.
- 3) Turn off heating and air-conditioning, if any.

- 4) If it is necessary to leave the site, move crosswind, NEVER directly with or against the wind which may carry fumes.
- 5) Give first aid.
- 6) Take a roll book or current roster. Lock the classroom door to prevent re-entry.

#### Chemical Spill Inside Area

This Includes spills from Science Labs, Custodial Areas, Maintenance Areas, Office Areas etc.

- 1) Notify the office immediately. Call district office 823-7008 or ext. 213 If not available contact school office 823-5361 ext 211 2) If possible, block or rope off area—DO NOT TOUCH ANYTHING.
- 3) Evacuate room if necessary. Turn off air conditioning or heating system if applicable.
- 4) Use rubber gloves, retain the spilled container (don't throw away).

#### Bomb Threat/ Threat Of violence

##### I. Person receiving bomb threat telephone call

1. Listen – do not interrupt the caller. Calmly ask the following questions (in priority order) \*
  - a. When is it set to explode?
  - b. Where is it located?
  - c. What does it look like?
  - d. What was the bomb planted?
  - e. Who placed it?
  - f. What is your address?
  - g. What is your name?

\*person receiving bomb threat completes "bomb threat checklist" in red folder

2. Notify supervisor or principal immediately after completing the call – meet with superintendent immediately to discuss plan of action while making calls below:

One of the above calls Sheriff's Office immediately 565-2121 and reports receipt of the bomb threat and whatever details are known.

##### II. Principal

###### Step 1

Determine if bomb threat merits an evacuation. If yes, evacuate school buildings via "all call" over the intercom.

- Teachers and Aides "glance" around room to look for "anything out of the ordinary as students are lining up to exit room. ● Students take backpacks in response to evacuation announcement over the intercom.

Note: Students who are outside (i.e., P.E., recess, class activity, etc.) remain outside and go directly to the fire drill area.

###### Step 2

Superintendent or Principal and custodial team search the school (indoor, outdoor, restrooms, etc.)

- Request Sheriff's deputy to assist in the search – district will provide appropriate employee support.
- Consult with the Sheriff's deputy before allowing students to reenter buildings.

### Step 3

- If a suspicious item is found, the deputy on scene will determine if the bomb squad should be called.
- Implement school evacuation plan(s) – the Sheriff and Fire Personnel will assist with an evacuation.

### Step 4

Follow-up (after incident is concluded)

1. File a report with the Sheriff's office.
2. Prepare a note to send home with students and/or via One Call system, explaining the incident and the school's response.

### Bus Disaster

Bus transportation is provided by West County Transportation Agency, and they have their own procedures for a disaster occurring on a school bus. When a serious incident on a school bus occurs, resulting in injury or delay in service, the WCTA has a communication system in place to notify parents of students impacted by the incident. West County Transportation Agency - 707-206-9988

### Disorderly Conduct

**Teacher Temporary Removal:** A student may be temporarily removed from a class by his/her teacher for the rest of a period and from that class the next day for inappropriate behavior. The teacher will be contacting the parent if this occurs and a conference will be scheduled. The student may be assigned administrative detention time (lunch detention) in addition to the period he/she sat out.

**Grounds for Temporary Removal or Removal (or Suspension or Expulsion) from School:**

The following is part of Board Policy/Administrative Regulation (BP/AR) 5144.1c. Please go to the district website [www.grav.k12.ca.us](http://www.grav.k12.ca.us) under Publications/Policies for the full BP/AR 5144.1c and BP/AR 5144.1.

#### STANDARDS OF BEHAVIOR - GROUNDS FOR TEMPORARY REMOVAL OR REMOVAL

Any student, including a student with disabilities, shall be subject to temporary removal and removal for violation of the Standards of Behavior below; however, paragraphs 20, 21, and 22 shall apply only to a student in any of grades 4 to 12.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.

13. Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purposes of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

18. Made terrorist threats against school officials and/or school property,

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

19. Engaged in "bullying" which means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in paragraphs 20, 21, or 22, below, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the creation and transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (A) A message, text, sound, or image.
- (B) A post on a social network Internet Web site including, but not limited to:
  - (1) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above.
  - (2) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (3) Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (C)

An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.

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

23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.

24. Excessive tardiness or absenteeism which is not the result of student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per

trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent- teacher-administrator conference.

25. Any chronic violation or a serious violation of the Standards of Behavior or rules specified in the GUSD School/Family Compact or GUSD Student Handbook.

#### SCHOOL OR SCHOOL ACTIVITIES

A student may be temporarily removed or removed for any violation of the Standards of Behavior if the violation is related to school activity or school attendance occurring within any school in the District or within any other school district, at any time, including, but not limited to, the following:

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

#### Sexual Harassment:

Sexual Harassment policies are on the district website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us) . The student Sexual Harassment policy is BP/AR 5145.7. This policy applies to students in grades 4-12.

#### Earthquake

When an earthquake occurs inside a classroom or building:

- 1) Teacher shall instruct students to implement the DUCK, COVER AND HOLD ON procedure.
  - a) Students and staff should duck under equipment (desk, table, etc.) where available. Otherwise students and staff should get next to an inside wall or under a doorway.
  - b) Students and staff should drop to knees with back to the windows and knees together.
  - c) Students and staff should bury face in arms, protecting the head. Close eyes tightly.
  - d) Students and staff should remain tucked until procedure or emergency is over or until further instructions are announced. Such instructions will depend upon circumstances and the extent of damage to buildings or surrounding areas to the school site.
- 2) As soon as possible, teachers shall move the students away from windows and from heavy suspended light fixtures.
- 3) Teachers shall implement action to leave the building when the earthquake is over. Leave the door open during an earthquake to avoid becoming trapped inside when the building shifts and prevents door from opening. Teachers also need to make sure students do not run during evacuation.

IF SAFETY OF THE STUDENTS OR STAFF IS THREATENED AT ANY TIME, DO NOT WAIT FOR PERMISSION—EVACUATE IMMEDIATELY!!!

#### Earthquake while on school grounds (Playgrounds or other areas outside buildings)

- 1) The teacher or other staff in authority shall direct students to walk away from buildings, trees, poles, or wires.
- 2) The teacher shall implement the DUCK, COVER AND HOLD ON procedure. Teachers and students should focus on closing their eyes and covering ears.
- 3) Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

#### Subsequent Emergency Procedures

- 1) Teachers shall see that students avoid touching wires that may have fallen.
- 2) Teachers or students shall not turn on/off any light switch until the area is declared safe.
- 3) Teachers shall render first aid if necessary. Teachers should note any injuries and provide information to the emergency response team.
- 4) Teachers shall take roll of their classes.

IF SAFETY OF THE STUDENTS OR STAFF IS THREATENED AT ANY TIME, DO NOT WAIT FOR PERMISSION—EVACUATE IMMEDIATELY!!!

#### Disaster Drill Procedure Earthquake Scenario

- 1) A single long bell will sound
  - 2) Students are to remain in class utilizing DUCK COVER AND HOLD ON procedure under desks, tables.
  - 3) The classroom door shall be open and lights are to be turned off.
  - 4) Students outside at the time of the drill need to stay away from structures such as trees, building and overhanging wires etc...
  - 5) Students outside are to get on knees and cover head and neck with arms
  - 6) An all clear bell will sound, or message over the PA will give direction
  - 7) Class will evacuate and arrive at outside meeting location to complete safety drill procedure
- OTHER STAFF RESPONSIBILITIES**
- 1) It is important that no one reenters buildings for any reason until the buildings are declared safe.
  - 2) Custodian or designee shall shut off gas utilities such as heaters, water heaters, and stoves.
  - 3) Principal or Superintendent shall report damage, assistance if needed through appropriate channels from the county or city Office of Emergency Services or fire or police departments.
  - 4) Custodian or principal shall notify PG&E of any break or suspected break in gas lines. Custodian shall shut off all utilities at main valve.
  - 5) The principal or custodian shall determine the advisability of closing school, with advice of fire department, building inspectors, or other qualified agency.
  - 6) Following the earthquake, the principal and/or custodian shall inspect all buildings for safety with the following guidelines. Custodian shall make a thorough inspection immediately following an earthquake and shut-off all utilities to the buildings.

#### Checkpoints:

1. Large cracks affecting buildings
  2. Earth slippage affecting buildings
  3. Water leaks
  4. Gas Leaks
  5. Electrical breakages
- b. If custodian or the other personnel believe the school is damaged sufficiently to be a hazard, he/she shall notify the superintendent or request assistance to check for structural failure and equipment adequacy. Until this is done, building shall not be occupied.
- c. A building inspector shall be responsible for determining whether the structure is safe for occupancy. The superintendent in conjunction with the board shall expedite reconstruction and replacement of equipment.

#### **Explosion or Risk Of Explosion**

##### Action:

1. EVACUATION or
2. SHELTER IN PLACE

**Evacuation:** If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.

**Shelter in Place:** If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.

**Note:** Explosions can happen from ruptured gas mains; acts of terrorism; fallen aircraft; and other unknown causes. There may be toxic fumes and other hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the district or school office or first responders unless there is an immediate danger of fire or collapse.

## **Fire in Surrounding Area**

### Fire near the school

- Report fire to district office or school office.
- Wait for instructions from district or school office.
- First responders will determine if it is necessary to evacuate based on the risk to the school.
- Keep radio tuned to a local emergency channel for current information (1350AM KSRO).

### Fire Drill Procedure

- 1) Lights flash, alarm will sound
- 2) Students and teachers will evacuate to their assigned areas
- 3) Make sure classroom door is closed upon leaving and turn off lights
- 4) Teachers bring class roster and take roll.
- 5) Teachers indicate whether students are all present or not, by having the first student in line hold one of three signs: Green= All Present; Yellow= Someone Missing; Red= Emergency!/Help Needed
- 6) An all-clear message will sound.
- 7) All students and teachers will return to their rooms.

## **Fire on School Grounds**

### At the school site

- If you see a fire:
  - a. Attempt to extinguish only if it is small but do not endanger yourself.
  - b. Never use water on electrical or oil fires. Activate the nearest fire alarm if possible.
  - c. Report fire to district office or school office - OR 911 (dependent on circumstance/emergency)
    - If you hear the fire alarm- evacuate immediately and go to designated evacuation areas as indicated on the classroom wall. Even if you don't smell smoke or see a fire, always evacuate at the sounding of the alarm unless an "All Clear" signal indicates a false alarm.
    - Take a class roll book, and leave the classroom door closed but unlocked, to allow easy access to firefighters to battle the fire.

### Fire Drill Procedure

- 1) A beeping horn will sound
- 2) Students and teachers will evacuate to their assigned areas
- 3) Make sure classroom door is closed upon leaving and turn off lights
- 4) Teachers bring class roster and take roll.

- 5) Teachers indicate whether students are all present or not, by having the first student in line hold one of three signs: Green= All Present; Yellow= Someone Missing; Red= Emergency!/Help Needed
- 6) An all-clear bell will sound.
- 7) All students and teachers will return to their rooms.

### **Flooding**

FLOOD:

Action: Evacuation

Flooding can happen during severe storms when rivers, creeks, or constant rain overwhelms flood communities and roadways. During storms, river levels are monitored closely and emergency response agencies can normally provide adequate warning to schools. So they can notify parents and make arrangements to move students to safety. However, sometimes the rivers can rise unexpectedly and evacuation to higher ground needs to occur.

Flooding can happen suddenly, without warning such as in the case of dam failure. All students and staff should be aware of any potential dams or large bodies of water close to the school that might pose a risk of flooding.

### **Loss or Failure Of Utilities**

If loss of utilities occurs before 7AM, and enough time allows for use of the District's "One Call" system to notify parents, then school can be closed for the day.

The Superintendent makes the call to close school, and notifies the County Superintendent at SCOE to officially close school.

If loss of utilities (such as electricity) occurs after students have either begun transport to school or have already arrived at school, then school remains in session until normal dismissal time. Parents will be notified via One Call system, if power does not return. Even if we are without utilities during the school day, school remains in session because it is unsafe to release students early, as parents may not be available to retrieve them.

### **Motor Vehicle Crash**

- Prior to leaving on a field trip, the classroom teacher leaves a packet of emergency information with the school office including: names of parent drivers and which students are in each driver's car; parent cell phone numbers; the classroom teacher's cell phone number, and itinerary for the trip.
- Parent drivers are given the cell phone number for the classroom teacher; the number for the Sonoma County Sheriff Dept; and list of students and drivers in each car, and directions for the trip.
- Teachers additionally carry contact info and a medical release for each child in their class (the Parent Authorization for Medical Treatment form).

If a car accident occurs:

- Call 911, if first responders needed
- Parent of crashed car notifies classroom teacher
- Classroom teacher calls the school office
- An administrator calls all the parents of children in the car that had the accident, and gives them an update.

### **Psychological Trauma**

Our District works with a number of individuals to provide care for students and staff in the event of a psychological trauma.

1. Contact SCOE Crisis Team. They will send professional counselors, MFTs, social workers, and therapy animals to the school site immediately.
2. Our School Psychologist is able to provide counseling

3. Each school site has identified a crisis team to provide comfort to students experiencing emotional trauma. (See Incident Command chart)
4. The District contracts with community resources (like California Parenting Institute) to provide short term intensive support following a traumatic event.

**Suspected Contamination of Food or Water**

Our well water is tested monthly for risk of contamination. If we were to have a risk of contamination, then we would bring portable water coolers to campus and place them in central locations for student and staff use. The classrooms would also all be provided with gallon bottles and cups for drinking water.

We receive our school lunches from Santa Rosa City School's kitchens. If the food was found to be contaminated we would not serve it to students, and we would either request a new meal shipment, or go to the local market to get ingredients for a simple meal of sandwiches, fruit and milk.

**Unlawful Demonstration or Walkout**

In the event of a walk out, students would be grouped in such a way that they can be safely supervised with the staff that remains until normal dismissal time that day.