

# **WILSON ELEMENTARY School**



## **Comprehensive School Safety Plan**

*Updated March 27, 2019*

# **2018/2019**

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# **Appropriate Programs and Strategies that Provide School Safety**

Wilson Elementary School takes great pride in our positive student culture. Wilson Administration and staff consistently promote a progressive discipline policy that centers on providing students social skill learning opportunities and self-responsibility.

When necessary, Administration will call local law enforcement assistance depending on the Penal Code violation. We also incorporate their expertise during custody issues or other public issues.

Our student support system includes individual counseling with the target focus being social skill building, anger management, and academic skill acquisition. Our School Counselor and Psychologist provide these services, and various others targeting parent involvement.

## *Safe School Action Plan Committee Members*

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Ms. Darcy Pollak  
Principal

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Mr. Josh Porcayo  
School Site Safety Team, Parent

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Mr. Mike Huyck, Assistant Principal  
School Site Safety Team Lead, Assistant Principal

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Mrs. Christine Kermen  
School Site Safety Team, Teacher

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Ms. Patti Ramos  
School Site Safety Team, School Secretary

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Mrs. Sandra Tena  
School Safety Team Member, Custodian

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Mrs. Anita Oberle  
District Nurse



# Child Abuse Reporting Procedures

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

Mandated Reporter: a “child care custodian”; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher’s aides, and teacher assistants. District employed childcare workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical “injuries which appear to have been inflicted by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Unit of the local Welfare or Human Services Department: (530) 538-7617

Or

- b. The Jurisdictional Law Enforcement Agency  
Butte County Sheriff’s Department (24 hr. non-emergency)  
(530) 538-7321  
Gridley Police Department (non emergency).....  
(530) 846-5670  
Gridley Police Department (emergency).....911

A follow up written report must be submitted within 36 hours. Forms are available on site through the principal’s office or online at [ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf).

School Interview Law: Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse that takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support”.

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?  
The staff member should leave the room.
2. The child asks for either the mother or father to be present?  
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?  
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.

- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member

California Penal Code 11174.3  
“School Interview Law”

11174.3. (a) Whenever a representative of a government agency

Investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on School premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview. The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip
	REPORTER'S TELEPHONE (DAYTIME) (      )		SIGNATURE		DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
<b>C. VICTIM</b> <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX
	ADDRESS				Street	City
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO				DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	OTHER DISABILITY (SPECIFY)				PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO				IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:	
	<input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND				TYPE OF ABUSE (CHECK ONE OR MORE)	
	<input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT	
	RELATIONSHIP TO SUSPECT				DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
	PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>D. INVOLVED PARTIES</b>	<b>VICTIM'S SIBLINGS</b>					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____		3. _____			
	2. _____		4. _____			
	<b>VICTIM'S PARENTS/GUARDIANS</b>					
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX
	ADDRESS				Street	City
	HOME PHONE (      )				BUSINESS PHONE (      )	
	<b>SUSPECT</b>					
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX
ADDRESS				Street	City	
HOME PHONE (      )				BUSINESS PHONE (      )		
SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	
ADDRESS				Street	City	
HOME PHONE (      )				BUSINESS PHONE (      )		
OTHER RELEVANT INFORMATION						
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

## DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party



## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

# **Policy for Notifying Teachers of Dangerous Pupils**

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The GUSD has incorporated this notification into the existing “End of Day Clearance Report”. On the daily attendance report, when a student is suspended, it will show a “S” next to the student’s name. The information provided on the report is for teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) Education Code 48267, the Court notifies the Superintendent of the Gridley School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the principal’s office. The Principal is responsible for prompt notification of the student’s teachers. Per Education Code 49079, this information must be kept confidential.

# Confidential Memorandum

**To:** Wilson Teaching Staff  
**From:** Ms. Darcy Pollak, Principal  
**Date:** TDB  
**Re:** Students having committed specified crime

The student named below has been arrested of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

**NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.**

**PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.**

\_\_\_\_\_ was found to have committed the following criminal activity:

If you have any questions, please see me.

Darcy Pollak, Principal

# Wilson Elementary School

To: ALL CERTIFICATED STAFF  
From: Darcy Pollak  
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended. You will notice on your daily attendance report that when a student is suspended the clearance will show an "S". All certificated staff will receive a confidential memo with student suspension information which will include only serious criminal conduct Education Code violations. The information provided on the attendance report is for you only. ALL information regarding suspension and expulsion is **CONFIDENTIAL**, and may not be shared with any student(s) or parent(s). **PLEASE SECURE THIS LIST SO STUDENTS AND OTHERS MAY NOT VIEW IT.***

The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- (C-1) possessed/sold/furnished firearm
- (C-2) brandished a knife at another person
- (C-3) sold a controlled substance
- (C-4) committed/attempted to commit sexual assault or sexual battery
- (C-5) possession of an explosive
- (A-1) caused serious physical injury to another person (needed medical attention)
- (A-2) possessed any knife or other dangerous object
- (A-3) possessed a controlled substance
- (A-4) committed robbery or extortion
- (A-5) committed assault or battery upon a school employee
- A altercations, fights
- B sold/furnished a knife or dangerous object
- C use/under influence or possession of a small amount of drugs or alcohol
- D Look alike substance (offered/tried to sell)
- E attempted to commit robbery or extortion
- F caused/attempted to cause damage to school or private property
- G stole/attempted to steal school or private property
- H possessed or used tobacco or nicotine products
- I committed an obscene act or engaged in habitual profanity or vulgarity
- J possessed drug paraphernalia
- K disruption of school activities or defiance
- L knowingly received stolen property
- M possession of an imitation firearm
- O harassed/threatened/intimidated a complaining witness
- P offered or sold/attempted to sell prescription drug Soma
- Q engaged/attempted to engage in hazing
- S aiding or abetting in the infliction of physical injury
- .2 engaged in sexual harassment
- .3 hate violence
- .4 harassment, threats, intimidation against a pupil or group
- .7 made terroristic threats against school officials or school property

If you have any questions or want more information, please see Administration

# **Discrimination and Harassment Policy**

## **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

It is the intent of Wilson Elementary School to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

### **SEXUAL HARASSMENT:**

Wilson Elementary School will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion.

For the purpose of this Policy, sexual harassment is defined as conduct which is unwelcome and consists of (a) sexual advances; (b) requests for sexual favors; or (c) other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, academic status, or progress; (2) submission to or rejection of such conduct by an individual is used for the basis of employment or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with that individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may occur between persons of the same gender or of different genders.

Without limitation, conduct prohibited under this policy may manifest itself in undisguised direct solicitation of sexual favors or solicitation accompanied by overt threats; from behavior which has the effect of creating an intimidating, hostile or offensive working or educational environment such as pervasive and continuous unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, conversation of a sexual nature or similar jokes and stories and the display of sexually explicit materials in the workplace or their use in the classroom without defensible educational purpose.

Sexual harassment can result from verbal harassment. For example, epithets, unwelcome comments, names or labels, derogatory comments or slurs. Physical harassment can result from assault, impeding or blocking movement, gestures or any physical interference with normal work or movement. Visual forms of sexual harassment can result from derogatory posters, letters, poems, graffiti, cartoons or drawings.

Every member of the Wilson School Management Team is expected to support and execute this policy. Any supervisor observing a situation involving possible sexual harassment shall take immediate action to stop it. Supervisory personnel who receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to implement this policy in accordance with the provisions contained herein.

Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.

Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Gridley Unified School District under Education Code section 44932, subdivision (g).

**COMPLAINT PROCESS:** Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the Superintendent located at the District Office, his/her teacher, counselor or school administrator.

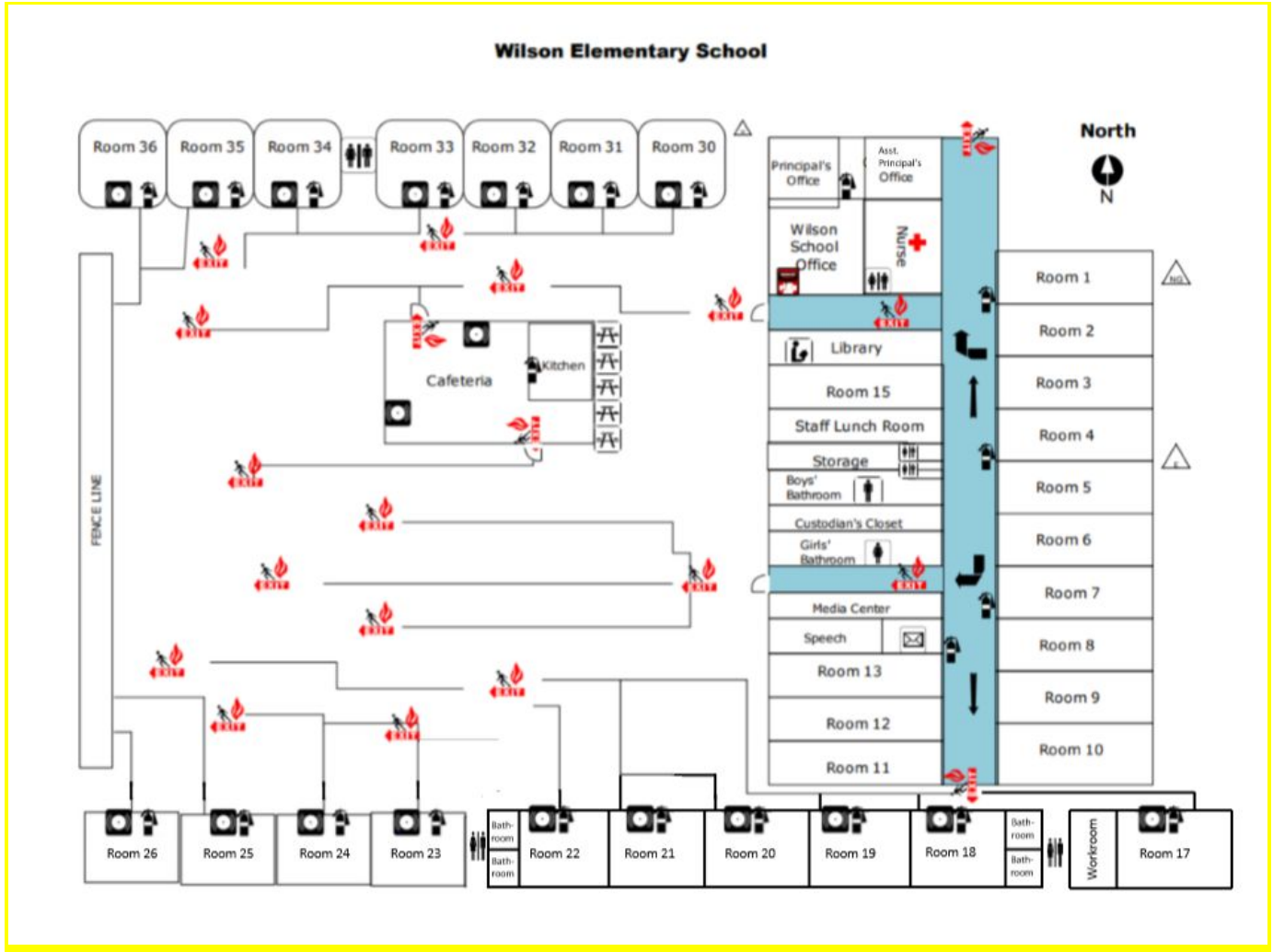
# **Wilson Elementary School**

## **STUDENT DRESS CODE**

DRESS CODE Wilson School believes that a student's appearance has an impact on his/her attitude and behavior at school. The Dress Code and Possession Policies are designed to help students develop a sense of modesty and decorum. The following standards for students are to be observed:

- Bandanas and hair nets are prohibited at school in all grades. Exceptions may be granted for medical reasons.
- Hats may be worn at recess, before school, and afterschool. They must be removed upon entering classrooms, cafeteria, office, and any other school buildings. Hats that promote drugs, alcohol, tobacco, gangs, graffiti, sex, violence, or displays inappropriate words or pictures are not permitted.
- Clothing is to be neat, clean, safe, and not disruptive. Clothing and jewelry that promote drugs, alcohol, tobacco, gangs, graffiti, sex, violence, or displays inappropriate words or pictures are not permitted.
- Shoes must be worn at all times. Slipper/sandals without back/ankle straps or heel supports are not permitted for safety reasons.
- Students may not wear sheer shirts/blouses, low-cut clothing, strapless halter-tops, spaghetti straps, bare midriff tops, or skin tight (spandex) bicycle pants or shorts. Shorts and skirts, which are shorter than mid-thigh, may not be worn.
- Large or dangling earrings are not permitted for safety reasons.
- All students are to give proper attention to personal cleanliness and modesty in dress and grooming. Disruptive, outlandish haircuts and/or makeup (boys and girls) are not allowed.
- Because of disruptions and safety concerns, identified gang attire is prohibited on campus. Some of the identified gang attire is: excessively wide and long pants/shorts, pants/shorts without properly sewn hems, metal belt buckles with initials, or socks pulled up to meet long shorts. All gang related writings, materials, and graffiti are not permitted.

# Safe Ingress and Egress Procedures



# **Ensuring a Safe and Orderly Environment**

## **BEHAVIORAL EXPECTATIONS AND CONSEQUENCES**

At Wilson Elementary School, our major goal is to provide a successful instructional program with a positive school climate. Learning is enhanced in an atmosphere of respect and self-motivation, which we establish at Wilson School.

The discipline policy of Wilson School supports our SCHOOL RULES:

Be Safe.

Be Respectful.

Be Responsible.

Be Productive.

This is accomplished by identifying inappropriate conduct and teaching students the correct replacement behavior. School personnel recognize their responsibility in helping children learn and grow not only academically, but socially and emotionally as well. Every attempt is made to resolve behavioral difficulties students may have by providing guidance for their growth and acceptance of responsibility for their behavior.

In the event of misbehavior, time is taken to discuss with the student his/her actions, why they are inappropriate, and their effect on the students around them. Conflicts between students are handled through Conflict Resolution strategies. Students work with a staff member to mediate problems, with the focus on a lasting resolution of the problem. Disciplinary consequences are handled by an adult if deemed necessary.

Employees in the Gridley Unified School District strive to create an atmosphere free from student physical conflict; however, occasionally, physically violent behavior is exhibited. Staff members will attempt to bring the behavior to an end with the use of a whistle or a loud firm voice. When these methods are not successful, school staff may find it necessary to physically intervene in the event that a student becomes a danger to himself or herself or others. (Education codes 49001 (a) and 44807)

### **STUDENT RESPONSIBILITIES ARE:**

1. Arrive to class on time. Be prepared to work with the necessary equipment, complete homework assignments, and work productively the entire class period.
2. Refrain from disrupting the class.
3. Respect other people, their property and school property.



# **Discipline Procedures**

## **Discipline Policy Procedures and Expectations**

### **GENERAL AIMS**

The Wilson Student Handbook was given to parents and students. We want to make certain that students, parents and staff understand that school regulations governing discipline are based on written rules. Each staff member of Wilson School who works with students and parents has been given the opportunity to read and understand these rules and regulations.

This Discipline Code clearly spells out unacceptable actions by students against persons or property. It is also designed to protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students. The staff of the school system will work with the students to help them understand their rights and responsibilities and to grow to maturity with additional respect for fairness, justice and truth.

When students are suspended or expelled from school or school activities, we take this action to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

A student can be suspended by school Administrators when, by due process, the student has been found to have violated the Discipline Code. Parents or guardians must be notified by mail stating the specific acts for which the suspension was ordered. The parents will be invited to the school to discuss the matter.

California law permits suspension from school and school activities for a period of five days, except while waiting for action by juvenile court or the Board of Trustees, when time may be extended.

In expulsion cases, a full hearing is given to each student. This is held before a panel of administrators and teachers appointed by the Board of Trustees. The facts of each case are carefully reviewed in this hearing and findings from the administrative panel are presented to the Board of Trustees in executive session with a recommendation. Final action is taken by the Board of Trustees in open session.

The complete Discipline Code with its supporting data is a very long document. Copies are kept at each school and may be examined there by patrons and students. It is our hope that these rules and regulations will help our schools to carry on in the best tradition and without interrupting their main function - that of giving each student the best education possible. The complete California Education Code may be secured on the web at [www.cde.ca.gov](http://www.cde.ca.gov).

### **EXPECTED STUDENT BEHAVIOR**

The Wilson Elementary Staff is committed to supporting a positive school culture by adhering to the California Education Code.

### **RULES AND REGULATIONS**

The following conduct is not permitted. Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct, provided that a pupil may be suspended for any of the reasons enumerated in E.C. Sections 48900 (a-s), 48900.2, 48900.3, 48900.4, 48900.7, 48901.5 and sections of 48915 upon a first offense.

a) The principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 and in sections of E.C. 48915.

b) Upon recommendations by the principal or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil violated E.C. Sections 48900 (a-s), 48900.2, 48900.3, or 48900.4, 48900.7; and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible. The governing board shall order expulsion for violation of E.C. 48915 (c-1) to (c-5).

## **CAUSES FOR DISCIPLINARY ACTION**

### **VIOLATIONS RELATING TO PERSONS**

**ABUSE / HARASSMENT, THREATS OR INTIMIDATION** (physical or verbal attack on district employee or student) (E.C. 44810, 48900 (a)(1), (a)(2), 48900 i and o, 48900.4, 48900.7; P.C. 71)

**ASSAULT AND BATTERY** (assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 240-243, 245)

**BUS CONDUCT** (continued disorderly conduct or persistent refusal to submit to authority of the driver) (C.A.C. 14103)

**DEFIANCE, DISRESPECT, ETC.** (insubordination or defiance toward school employees, either in language or action) (E.C. 48900 k; 48908)

**ELECTRONIC LISTENING OR RECORDING DEVICE** (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5)

**EXTORTION / ROBBERY** (taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), e and g, 48915 (a-4); P.C. 240, 241, 524)

**FIGHTING** (involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900 (a)(1), (a)(2), 48915 (a-1)

**FORGING** (forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470)

**GAMBLING** (any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)

**HAZING / HATE VIOLENCE** (committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233)

**KEYS** (illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C.469)

**RECEIVING STOLEN PROPERTY** (knowingly received stolen school property or private property) (E.C.48900 l)

**SECRET CLUBS** (membership on school campus prohibited) (E.C. 48900 k)

**SEXUAL HARASSMENT / ASSAULT** (unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting)(E.C. 48900.2, 212.5, 48915 (c-4)

**STEALING** (stealing school property or from persons while on school property or at school sponsored events) (E.C. 19911, 35291, 44807, 48900 g; P.C. 484-485)

**TARDINESS / TRUANCY** (late to class; missing class(es) illegally) (E.C. 48260-48262)

**VEHICLES** (failure to observe posted traffic and parking regulations) (V.C. 21113, 42001)

**OTHER OFFENSES** (serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900 (a)(1) to 48900 o, 48915)

## **VICTIMS OF VIOLENT CRIMES**

Victims of violent crimes, while in or on school grounds, will have the option of an intra-district transfer. Incidents will be reviewed on a case by case basis to determine whether a student is the victim of a violent offense as provided for in the California *Penal Code*.

## **GUIDELINES**

**DISRUPTIVE CLOTHING / ADORNMENTS** (Any clothing or adornment which causes reactions by other students causing the teacher to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.)

**SLOGANS, ILLUSTRATIONS** (Slogans or illustrations which promote the use and/or glorification of drugs, alcohol or tobacco are not acceptable. Profane, vulgar, racial, ethnic or sexist slogans or illustrations on articles of clothing also are not acceptable.)

**REVEALING APPAREL** (Any see-through apparel or attire which does not cover undergarments is not acceptable.)

**DANGEROUS ATTIRE** (Attire which may be used as a weapon may not be worn -- e.g.: steel-toed boots, chains, items with spikes or studs.)

**"COLORS"** (The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes or advocates membership in a group or gang which advocates drug use, racial or ethnic disharmony, or which advocates violence or other disruptive behavior, is prohibited.)

**UNSAFE APPAREL** (Any attire or adornment which creates a safety hazard for the wearer or others is prohibited. Included within this criteria is the expectation that all students will wear shoes.)

**SPECIFIC CLOTHING REQUIREMENTS** (Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.)

## **CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS**

*First Violation* - Home contact and the violator will be requested to change clothing, hairstyle or cosmetic.

*Second Violation* - Home contact and alternative to suspension or suspension if student refuses alternatives.

*Third Violation* - Home contact and suspension.

## **VIOLATIONS RELATING TO STUDENT EXPRESSION**

**LEWD OR LASCIVIOUS ACTS** (engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 314)

**PROFANITY / VULGARITY** (continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 I)

## **VIOLATIONS RELATING TO CAMPUS DISTURBANCE**

**FALSE FIRE ALARMS** (willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)

**LOITERING** (persons on school premises unlawfully) (P.C. 653 g)

**PICKETING** (persons posted to affect the school) (P.C. 407, 409)

**SIT-INS, WALK-ONS, ETC.** (violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (P.C. 407, 409, 416, 420 j, p, 626.2, 626.4, 626.6, 626.8)

**TRESPASSING / FORCED ENTRY** (trespassing or forced entry with respect to school buildings or school events) (E.C. 32210, 44810; P.C. 902 p, 626.8)

**UNAUTHORIZED VISITORS** (persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.8, 647 b, 653 g)

## **VIOLATIONS RELATING TO PROHIBITED ITEMS**

**ALCOHOL / INHALANTS** (use or possession on school campus or at school sponsored events) (B. & P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915 (a-3); P.C. 647 e)

**CHEMICAL SPRAYS** (possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 12403.7 (4))

**DRUGS / NARCOTICS** (use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H. & S. C. 11350, 11353, 11354, 11357, 11359, 11361, 11377, 11378, 11380; P.C. 647 e)

Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H. & S. C. 11382)

**DRUG PARAPHERNALIA** (possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j)

**ELECTRONIC SIGNALING DEVICES** (use of any electronic signaling device is prohibited during the official school day, except for health reasons when prescribed by a licensed physician and approved by school administration) (E.C. 48901.5)

**TOBACCO** (use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48900 h; 48901)

**WEAPONS OR THREAT THEREOF** (possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 245. 626.9, 626.10, 653 k, 12020, 12021.2, 12301)

Possession of an imitation firearm (gun). (E.C. 48900 m)

**SEARCH AND SEIZURE** (personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials) (E.C. 493331; H.& S.C. 11364.7, 11471)

**LASER POINTERS OR LASER DEVICES** (possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B)

## **VIOLATIONS RELATING TO PROPERTY**

**BOMB THREATS** (false report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1)

**DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM)** (acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 594, 594.5, 602 j)

**FIRES, EXPLOSIVES OR THREAT THEREOF** (fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915 (a-2); H & S.C. 12304-12306; P.C. 451, 452)

## **DEFINITION OF TERMS**

**PROBATION:** Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

**TRANSFER TO ANOTHER CLASS / SCHOOL:** A student may be transferred to another class in the same school. A student may be transferred to another school; this decision follows a hearing at the school, or district office.

**DETENTION:** Keeping a student in custody for a defined period of time in special rooms under staff supervision.

**PARTICIPATION DENIAL:** Preventing the student from participating in school activities.

**SUSPENSION:** Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere. Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior.

**EXPULSION:** Action by the Board of Trustees to deny the right of school attendance with a time limit. (E.C. 48915-48918)

**EXEMPTION:** Action to eliminate the requirement of compulsory school attendance; not related to misconduct. (E.C. 48220, 48221, 48410)

**EXCLUSION:** Action by the Board of Trustees to discontinue attendance for either a definite or indefinite period of time. (E.C. 46010.5, 48211, 48212)

## **EXTRA-CURRICULAR ACTIVITIES and BUS TRANSPORTATION:**

Participation and/or attendance at extracurricular activities and Bus transportation is considered a part of the educational program for students. Participants carry extra responsibilities as representatives of their schools. Student conduct rules also apply to extra-curricular activities. Penalties in most first cases will require some loss of participation privileges. If the actions continue, disciplinary action procedures outlined in the adopted code will be followed.

## **STUDENT EXPRESSION**

Students have the right to exercise free expression; however, student expression, assemblage and/or publication distribution shall not materially disrupt class work, involve substantial disorder, or invade the rights of others.

## **ENFORCEMENT**

The certificated staff of Wilson Elementary School will follow all regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board adopted regulations to maintain proper conditions for the safety, health and physical well-being of all persons on campus and elsewhere while engaged in school-sponsored activities.

Suspension of students will be ordered by the principal after the appropriate notice and hearing have been given students. Expulsions may be ordered by the Board of Trustees when charges are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees of Gridley Unified School District, the action may be appealed by the student or parent to the County Board of Education.

The Gridley Police Department and Butte County Sheriff's Office constitute the larger police agencies in Butte County.

## **RIGHTS AND RESPONSIBILITIES**

In our form of government, the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds to also maintaining order at other events, such as athletic contests. In recent years, however, the courts have recognized the student's legitimate right to a public education which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause.

The U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their youngsters by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of the youngsters.

### **REFERENCE ABBREVIATIONS**

B. & P.C.	-	Business and Professions Code	G.C.	-	Government Code
C.A.C.	-	Calif. Administrative Code, Title 5	H. & S.C.	-	Health and Safety Code
C.C.	-	Civil Code	L.C.	-	Labor Code
E.C.	-	Education Code	P.C.	-	Penal Code
			V.C.	-	Vehicle Code



# **Disaster Procedures**

## **WILSON ELEMENTARY SCHOOL EMERGENCY RESPONSE PROCEDURES**

- Local Emergency and Agency Phone Numbers
- Overview of Emergency Procedures
- Initial Response To Emergencies
- Duck and Cover
- Shelter In Place
- CODE RED Lockdown
- CODE YELLOW Lockdown
- Building Evacuation
- CODE (9) Off- Site Evacuation
- All-Clear
- Aircraft Crash
- Animal Disturbance
- Armed Intruder on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion
- Fire
- Fire on School Grounds
- Flooding
- Incapacitated Staff Member
- Loss of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food and/ or Water
- Unlawful Walkout/Demonstration
- Windstorm
- First Aid Guidelines

Each procedure is described in detail and utilizes the school emergency management team for emergency procedures. Not every position may need to be activated on every incident. Each incident needs to be evaluated individually with appropriate response initiated depending on the complexity.

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

## **LOCAL EMERGENCY AND AGENCY PHONE NUMBERS**

Gridley Police Department (emergency)	911
Gridley Police Department (non-emergency)	530-846-5670
Gang Tip Line (anonymous)	530-538-7321
Butte County Sheriff's Department	911/530-538-7321
California Highway Patrol	911/530-538-2700
Butte County Probation Department	530-538-7661
Gridley Fire Department	911/530-846-5711
Butte County Fire Department	911/530-538-7111
Ambulance	911
Butte County Health Department	530-538-7581
Poison Control Center	800-222-1222
Red Cross- Northern Eastern Chapter	530-673-4160

## **DISTRICT and SCHOOL CONTACT INFORMATION**

Superintendent, Jordan Reeves	530-846-7121 *28
CBO, Heather Naylor	530-846-4721 *27
Maintenance Director, Chris McIntire	530-846-5686
Wilson Elementary Principal, Darcy Pollak	530-846-3675



## **OVERVIEW OF EMERGENCY PROCEDURES**

### **How To Use This Resource**

- 1. INCIDENT HAPPENS**
- 2. LOCATE PARTICULAR INCIDENT DESCRIPTOR**
- 3. FOLLOW PROCEDURES FOR THAT INCIDENT**
- 4. ACTIVATE INCIDENT COMMAND SYSTEM (ICS) (See below)**

### **MANAGEMENT / COMMAND**

#### **Incident Commander**

*Principal, Darcy Pollak*

<b><u>Operations</u></b>	<b><u>Planning/Coordination</u></b>	<b><u>Logistics</u></b>	<b><u>Medical</u></b>	<b><u>Safety Officer</u></b>
<b>Sandra Tena Head Custodian</b>	<b>Patti Ramos Angelina Hopate'Pinkerton Debra Wood</b>	<b>Mike Huyck Assistant Principal</b>	<b>Anita Acting School Nurse Health Aide</b>	<b>Gridley PD</b>
Site Security	Situation Status	Staffing	Medical	Campus Safety
Search and Rescue	Documentation	Supplies	Student Care	Campus Direction
Student Release		Transportation		
Survey of Damage		Communication		

### **School Site Safety Team Members:**

Principal	Assistant Principal
Secretary	Nurse/Health Aide
Counselor	Lead Custodian
Office Clerk	Instructional Aide

## **INITIAL RESPONSE TO EMERGENCIES**

*When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three- step process.*

1. Identify the type of emergency

2. Identify the level of emergency

- Level 1 A *Minor* emergency handled by School Personnel without assistance from outside agencies: temporary power outage, minor earthquake, injury to student, etc.
- Level 2 A *Moderate* emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc.
- Level 3 A *Major* emergency event that requires assistance from outside agencies: major earthquake, civil disturbance, large scale act of terrorism, etc.

3. Determine immediate action(s) that may be required:

- Duck and Cover
- Shelter In Place
- CODE RED Lockdown or CODE RED Shooter on Campus
- CODE YELLOW
- Evacuate Building(s)
- CODE (9)Off-Site Evacuation
- All Clear

## **DUCK AND COVER**

This action is taken to protect students and staff from flying or falling debris.

### **Description of action**

1. The Principal or designee will make the following announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers to deliver instructions. The Principal or designee should be calm, convey reassuring comments that the situation is under control and give clear directions.

#### **Announcement:**

**“YOUR ATTENTION PLEASE. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION AND INSTRUCTIONS TO FOLLOW.”**

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

## **SHELTER-IN-PLACE**

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, tornado, and windstorm. Shelter-In-Place is implemented when there is a need to isolate students and staff from the outside environment and includes the shut down of classroom and/or building air systems. During Shelter-In-Place, no one should be exposed to the outside air.

### **Announcement:**

**“YOUR ATTENTION PLEASE.  
SHELTER IN PLACE...SHELTER IN PLACE.  
STUDENTS AND STAFF ARE TO REMAIN INSIDE THE  
BUILDING AWAY FROM OUTSIDE AIR WITH  
WINDOWS CLOSED AND DOORS SECURELY CLOSED  
AND AIR CONDITIONING UNITS TURNED OFF.  
ALL STUDENTS AND STAFF WHO ARE OUTSIDE, ARE TO  
IMMEDIATELY MOVE TO THE PROTECTION OF AN  
INSIDE ROOM. AS SOON AS WE FURTHER  
INFORMATION, WE WILL SHARE IT WITH YOU.”**

1. If inside, teachers keep students in classroom until further instructions are given.
2. If outside teachers and staff are to direct students into nearby classrooms or other school buildings. Teachers are to consider location and proximity of identified hazard and if necessary, proceed to an alternative indoor location.
3. Teachers secure individual classrooms while Site Security Team assists completing procedures as needed: shutdown classroom/building(s), air system, turn off local fans in area, close and lock doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape. Seal vents with aluminum foil or plastic wrap if available and turn off sources of ignition, such as pilot lights.

## **CODE RED LOCKDOWN**

*These actions can be performed simultaneously by multiple people:*

1. *Contact 911*
2. *Contact Principal*
3. *Initiate Lockdown through Catapult*

**Announcement: Information will be given to and from the office in plain language.**

**"YOUR ATTENTION PLEASE.  
LOCK DOWN... LOCK DOWN.  
IMPLEMENT LOCK DOWN PROCEDURES.**

1. Close and lock all doors.
2. If outside, students and staff member will evacuate schools grounds.
3. Ensure secondary reinforcement device is engaged (chain link).
4. Close the shades or cover all windows. Turn off lights. If arm intruder on campus, create interior barricade AWAY from the entry for the purpose of protection.
5. Keep quiet and avoid making unnecessary noises. This includes NO CELL PHONE USE!

Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.

## **CODE YELLOW/Shelter in Place**

1. Get everyone inside immediately.
2. Close and lock ALL entrances into the classroom or building.
3. Everyone stays inside until an ALL CLEAR is made by Administration.

## **EVACUATE BUILDING**

*Action taken after decision is made that it is unsafe to remain in the building.*

### **Announcement:**

**“YOUR ATTENTION PLEASE...PLEASE EVACUATE ALL BUILDINGS. EVACUATE ALL BUILDINGS.**

**TEACHERS AND STUDENTS ARE TO EVACUATE TO THEIR DESIGNATED ASSEMBLY AREA. LOCK DOORS AS YOU ARE EXITING.**

**EVACUATE ALL BUILDINGS.”**

1. Principal or designee initiates fire alarm.
2. Teachers instruct students to evacuate building, using designated routes and assemble in their assigned assembly/shelter area.
3. Once assembled, teachers and students stay in place until further instructions are given.

## **CODE (9) OFF-SITE EVACUATION**

*Action taken after decision is made that it is unsafe to remain on campus.*

*Evacuation to an off-site assembly area is required.*

### **Announcement:**

### **“YOUR ATTENTION PLEASE...CODE 9 OFF- SITE EVACUATION-OFF-SITE EVACUATION.**

1. Principal or designee determines safest method for evacuating campus. This may include use of school buses or simply walking to designated off-site location.
3. Teachers secure student roster when leaving building and take attendance once class is assembled in pre-designated safe location.
4. Once assembled off-site, teachers and students stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, Principals may authorize students and staff to return to classrooms.

## **ALL CLEAR**

*Action taken to notify teachers that normal school operations can resume*

### **Announcement:**

### **“YOUR ATTENTION PLEASE...IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS.**

1. This action signifies the emergency is over.
2. If appropriate, teachers immediately begin discussions and activities to address student's fears, anxieties, and other concerns.

## **AIRCRAFT CRASH**

*Address situations involving and Aircraft Crash on or in proximity to school property.*

### **Procedure**

1. **Call 911.** School Administrator initiates appropriate immediate Response Action.
2. If school Administrator issues **Evacuate Building** action, staff and students evacuate buildings by prescribed routes or other safe routes to assembly/shelter area.
3. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Student Care Team notified of any missing students.
4. School Administrator calls District.
5. If on school property, Site Security secures crash area to prevent unauthorized access. For fuel or chemical spill on school property or utility interruption see appropriate section of Emergency Response Guide.
6. School Administrator directs Site Security Team to organize fire suppression activities until Fire Department arrives.
7. Medical Team checks injuries and provides appropriate first aid.
8. Any affected areas closed until appropriate public safety and hazardous materials agency provide clearance and School Administrator issues authorization to do so.
9. If it is unsafe to remain on campus, School Administrator initiates **CODE 9 Off-Site Evacuation.**



## **ANIMAL DISTURBANCE**

*Procedure implemented when presence of a vicious animal or any wild animal threatens safety of students and staff.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter in Place Lockdown or Evacuate Building.**
2. Staff members attempt to isolate animal from students and staff, if it is safe to do so. If animal is outside, students are kept inside. If animal is inside, students remain outside away from animal. Isolate animal if possible.
3. For outside assistance, School Administrator is to **call 911**. If the situation is not life threatening, you can call the following appropriate number:  
  
City Animal Control Services(530) 846-4825
4. If staff member or student is injured, School/District Nurse, District Office and parent is notified.
5. School Administrator initiates **evacuate building if warranted.**

## **ARMED INTRUDER ON CAMPUS**

*Armed Intruder on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Guns, knives or other harmful devices may be involved.*

### **Procedure**

1. **Upon first indication or armed assault, school personnel immediately calls 911. School site Police Officer is notified via radio or cell phone.**
2. School Administrator is notified. School Administrator assures or designates a person to remain online with Police/Sheriff if safe to do so.
3. If suspect is seen, **do not engage**. This could generate a hostage situation. Give 911 operators a detailed description of suspect(s)-Who, What, Where, When and How.
4. **School Administrator initiates CODE RED Lockdown Procedures.**
5. Persons outside will evacuate school grounds if possible.
6. Persons inside the building, but outside the locked rooms, should go to the nearest exit in the opposite direction of activity and proceed to the Community Rally Point. Administration will continue to inform through constant real time.
7. If students are in class at time of **CODE RED Lockdown**, staff will:
  - Ensure doors are locked.
  - Make room as dark as possible and cover all windows if possible.
  - Ensure secondary reinforcement device is engaged (chain link).
  - Create an interior barricade away from the proximity of entry.
  - Close blinds stay away from windows.
  - Control all cell phone activity. This means no use!
  - Staff should take items that can be used as distraction devices, in order to proactively defend the occupants should the area be breached. Students can assist if appropriate.
  - Move to an area out of the field of the fire should shooting through the door occur.
8. **If CODE RED Lockdown is breached:** If the Armed Intruder is among staff and students, then the following COUNTERMEASURES could be attempted by STAFF:
  - Cause distractions. Create as much noise and movement as possible.
  - Keep as much distance as possible between you and shooter.
  - Throw items at the face of the shooter. Ex- (books, fire extinguisher, etc.)  
Look for items that cause bodily harm.
  - Disable the intruder if possible.
  - While distractions are conducted several staff members should grab one limb each of the shooter. Secure the weapon from the intruder and isolate it in a safe place if possible.
  - Each person uses their body weight on each limb to hold the shooter motionless until Law Enforcement arrives. Keep applying pressure.

9. **Continue with CODE RED LOCK DOWN of building..**
10. **Continue to stay away from windows and doors.**
11. **All Clear/SUM of 9 signal will be made by LAW ENFORCEMENT ONLY.**

### **BIOLOGICAL OR CHEMICAL RELEASE**

*A biological or Chemical Release involves discharge of a biological or chemical substance in a solid, liquid or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant or railroad yard/railroad tracks.*

*Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.*

#### **Scenario 1- Substance Released Inside a Room or Building**

##### **Procedure**

1. School Administrator initiates **Evacuate Building**. Staff uses designated routes or other alternative safe routes to assigned assembly/shelter site, located **upwind** of affected room or building.
2. School Administrator **call 911**, providing exact location and nature of emergency.
3. School Administrator notifies District of situation.
4. Access to potentially contaminated areas is restricted.
5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).  
Affected individuals remain isolated until cleared for by release by Butte County HazMat Interagency Team or Butte County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Butte County HazMat Interagency Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

## **Scenario 2- Substance Released Outdoors and Localized**

### **Procedure**

1. School Administrator determines appropriate immediate Response Action, which may include **Shelter-In-Place** or **Evacuate Building** while directing staff to remove students from affected areas to area **upwind** from the release.
2. Site Security Team establishes safe perimeter around affected area and ensures personnel do not re-enter area.
3. School Administrator **calls “911,”** providing exact location and nature of emergency.
4. School Administrator notifies District of situation.  
A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise of the situation.
5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building’s air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated “tropically” by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).  
Affected individuals remain isolated until cleared for by release by Butte County HazMat Interagency Team or Butte County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides list of all people in areas of contamination, especially those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Butte County Interagency HazMat Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

### **Scenario 3: Substance Released In Surrounding Community**

#### **Procedure**

1. School Administrator or local authorities determine potentially toxic substance has been released into the atmosphere. School Administrator initiates **Shelter-In-Place**.
2. Upon receiving **Shelter-In-Place**, notification, Site Security Team turns off local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seals gaps under doors and windows with wet towels and/or duct tape; seals vents with aluminum foil or plastic wrap, and turns off sources of ignition, such as pilot lights.
3. Staff and students located outdoors are directed to proceed immediately to nearby classrooms or buildings. Teachers communicate their locations to School Administrator, using the PA system or other means without leaving the building.
4. School Administrator "**calls 911**", providing exact location and nature of emergency.
5. School Administration notifies District Office of situation.
6. School remains in **Shelter-In-Place** until County of Butte County HazMat Team or appropriate agency provides clearance, or staff is otherwise notified by School Administrator.

## **BOMB THREAT**

*Responses to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that present risk of an explosion.*

### **Procedure**

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact **School Administrator and/or Police Department at 911.**
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as payphone, school yard, busy traffic, railroad cars, PA systems etc.
3. **Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies School Administrator and/or Police Officer:**
  - **When is the bomb going to explode?**
  - **Where is it?**
  - **What will cause it to explode?**
  - **What kind of bomb is it?**
  - **What's your name?**
  - **Why are you doing this?**
  - **What can we do for you to avoid this?**
  - **Can I call you back? Give me your number.**
4. Advise District Office or Gridley Police of situation, if not done so already.
  - District Office (530) 846-4721
  - Gridley Police Department (530) 846-5670
5. Depending on the seriousness of the threat, make a decision whether or not to evacuate.
6. With Administration, Police Officers and Security Teams and other appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is **NOT** to be touched, handled or moved by searching personnel. Notify jurisdictional law enforcement agency of situation by **"calling 911."**
7. Have appropriate staff contain area, keeping everyone at least 2000 feet away. Have other search teams continue to search until all areas of the campus and buildings have been completely searched (possibility of secondary device or object could have been planted). All Cell Phones should be turned off and not used.

8. After search, School Administrator determines appropriate Immediate Response Action(s), which may include **DUCK AND COVER, CODE BLUE LOCK DOWN, EVACUATE BUILDING OR CODE (9) OFF-SITE EVACUATION.**
9. When suspicious object or bomb is found, School Administrator issues **CODE 9 Evacuate Building Action.** Staff and students evacuate building using prescribed routes or alternate safe routes away from object to assembly/shelter site.
10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Student Care Team of missing students.
11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. School Administrator will make **All Clear Announcement.**

## **DISORDERLY CONDUCT (INDIVIDUAL)**

*Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If perpetrator is armed, refer to Armed Assault on Campus Procedures.*

### **Procedure**

1. Upon witnessing Disorderly Conduct, staff takes steps to calm and control situation and attempt to isolate perpetrator from other students and staff, if it is safe to do so.
2. Staff immediately notifies a School Administrator and/or initiates CATAPULT, or phone call to school office.
3. School Administrator and/Security Staff assesses situation and calls Superintendent/Police Department. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene **“calls 911.”**
4. If immediate threat is not clearly evident, School Administrator and/or Security Staff may attempt to diffuse situation. Approach perpetrator in calm, non-confrontational manner and request he/she cooperate and try to talk. For safety, the perpetrator may be detained and handcuffed for their safety and safety of others.
5. If perpetrator is a student, an attempt is made to notify the family. (Family members may have information and provide information on handling the student.)
6. School Administrator notifies District Office of situation.



## **DISORDERLY CONDUCT/RIOT (GROUPS)**

*Disorderly Conduct or Riot is large gathering of students who become out of control and participate in violent or non-violent activities. Keeping majority of students not involved in this type of illegal activity isolated and away from activity is imperative in bringing these actions under control.*

### **Procedure**

1. Upon witnessing Disorderly Conduct of this nature, staff takes steps to calm and control situation and attempt to isolate those involved from each other.
2. Other staff attempts to calm and control other students not involved and get them on their way to class or off campus if incident is after school. While doing this, attempt to locate and identify witnesses who may provide information for School Administrators and/or Security Staff.
3. Staff immediately notifies School Administrator and/or Security Staff via two-way radio or phone call to the school office.
4. School Administrator and/or School Police Officer assesses situation and calls Superintendent/Police Department. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene **“calls 911.”**
5. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lockdown, CODE BLUE, Evacuate Building or CODE 9 Off-Site Evacuation.**
6. Secure all gates and entrances to the campus.
7. Only authorized personnel are to be allowed in or out of the site.
8. Sign-in and Sign-out all authorized visitors noting date and time, telephone number and reason for visit.
9. During passing periods, **All Staff** should be on campus supervising, while teachers stand at the doorways to their classrooms watching and supervising students.
10. Staff is to report any suspicious activity, break up groups of students loitering and listen for any rumors or reports of possible ongoing activity by students. Maximum supervision by staff is recommended during student lunch periods.

11. School Site Parent Groups may be contacted to assist with supervision and help monitor activity.
12. Notify appropriate District Personnel for assistance as needed.

## **EARTHQUAKE**

*Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.*

### **Procedure**

**Note: Keep calm and remain where you are. Assess situation, then act.**

**Remember, most injuries or deaths are direct cause of falling or flying debris.**

1. Upon first indication of an earthquake, teachers direct students to **Duck and Cover**.
2. Move away from windows and overhead hazards to avoid glass and falling objects
3. When shaking stops, School Administrator initiates **Evacuate Building**. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. If injury or damage is suspected, School Administrator **“calls 911.”**
6. School Administrator contacts District Office
7. Site Security Team attempts to suppress fires with extinguishers.
8. Site Security Team notifies school personnel of fallen electrical wires.
9. Site Security Team turns checks for gas main leaks and water leaks and notifies plant supervisor of situation.
10. Site Security Team is directed to stand post in areas of building to keep people from entering.
11. Site Security Team Leader notifies plant supervisor to contact appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. Medical Team checks for injuries and provides appropriate first aid.
13. If area appears safe, Search and Rescue Team makes initial inspection of school buildings to identify any injured or trapped students or staff.
14. School Administrator stays in contact with District Personnel.
15. School Administrator confers with Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
16. Any affected areas are not reopened until Director of Maintenance provides clearance and School Administrator gives authorization to do so.
17. School Administrator initiates **CODE 9 Off- Site Evacuation** if warranted.

## **EXPLOSION/ RISK OF EXPLOSION**

### **Scenario 1: Explosion on School Property**

#### **Procedure**

1. In event of explosion, all persons initiate **Duck and Cover**
2. School Administrator and/Police Officer consider possibility of another imminent explosion and takes appropriate action.
3. After explosion, School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation**. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In event of evacuation, staff and students use prescribed routes or other safe routes and proceed to assembly/shelter site.
5. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
6. School Administrator calls 911 and/or Superintendent at (530) 846-4721. Security Staff can also contact District Office .
7. Site Security Team and/or Plant Supervisor turns off school's main gas supply.
8. Medical Team, when safe, checks for injuries and provides appropriate first aid.
9. Staff attempts to suppress fires with fire extinguishers.
10. Site Security Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. Site Security Team Leader posts guards safe distance away from building entrance preventing persons entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, School Administrator advises Search and Rescue Team to initiate search and rescue efforts.
13. School Administrator confers with GUSD Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
14. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
15. School Administrator initiates **CODE (9) Off- Site Evacuation if warranted**.

## **Scenario 2: Risk of Explosion on School Property**

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation.**
2. If School Administrator issues **Evacuate Building Action**, staff and students evacuate building using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. School Administrator calls 911 and/or GUSD Office at (530) 846-4721. Security Staff can also contact District Office.
5. Site Security Team and/or Plant Supervisor turns off school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.
7. School Administrator advises Search and Rescue Team to initiate search and rescue efforts if warranted.
8. Site Security Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
10. School Administrator initiates **CODE (9) Off- Site Evacuation if warranted.**

## **Scenario 3: Explosion or Risk of Explosion in Surrounding Area**

1. School Administrator initiates **Shelter-In-Place.**
2. School Administrator calls 911 and/or GUSD Office at (530) 846-4721. Security Staff can also contact District Office.
3. School Administrator takes further actions as needed.

4. School Remains In **Shelter-In-Place** condition until appropriate agency gives clearance that situation is under control. Upon receiving clearance, School Administrator gives **All- Clear Announcement**.

#### **Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials**

##### **Procedure**

1. School Administrator initiates **Shelter-In-Place**.
2. When sheltering, personnel establish adequate barriers or shielding (concrete walls, metal doors etc.) between themselves and source of blast or explosion and avoids sheltering near exterior windows.
3. School Administrator calls 911 and Superintendent (530) 846-4721. Security Staff can also contact District Office.
4. After initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid and relocate students from upper floors if possible.
5. Site Security Team/Plant Supervisor turns off schools main gas supply, local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seal gaps under doors and windows with wet towels or duct tape.
6. School remains in **Shelter-In-Place** condition until County of Butte County HazMat Team or appropriate agency provides clearance and School Administrator issues further instructions.

## **FIRE ALARM SOUNDS**

*Procedure addresses situations where the fire alarm has sounded. A quick response situation it is very important identify the reason for the alarm pull.*

### **Procedure**

1. Incident Coordinator will announce “Hold until further direction”.
2. School personnel will search for the cause of the alarm pull and initiate the appropriate procedure. (All Clear, Evacuate Buildings or CODE RED Lockdown)

## **FIRE ON SCHOOL GROUNDS**

*Procedure addresses situations where fire is discovered on school grounds. A quick response situation is very important to prevent injuries and property damage.*

### **Procedure**

1. Upon discovery of fire, signal fire alarm and teachers and staff direct all students out of building and area in a calm and orderly manner.
2. School Administrator immediately initiates **Evacuate Building**. Staff and students evacuate using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. School Administrator calls 911 and/or GUSD Office at (530) 846-4721. Security Staff can also contact District Office.
5. Site Security Team suppresses fires and initiates rescue procedures until local fire department arrives.
6. Site Security Team secures area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
7. Site Security Team Leader directs fire department to fire and briefs department official on situation.
8. Site Security Team/Plant Supervisor notifies Maintenance and Operations Director or Designee of situation and also informs to contact any affected utility companies to respond.
9. If needed, Director of Transportation or Designee is notified for buses to evacuate students and staff if warranted.

10. Any affected areas are not reopened until local fire department or appropriate agency provides clearance and School Administration.
11. All fires, regardless of size, which are extinguished by school personnel, require a contact to fire department to indicate “fire is out” and to request fire department to respond for investigation and confirm.

### **FIRE IN SURROUNDING AREA**

*Procedure addresses fire discovered in area adjoining school. The initiated response actions take into consideration location and size of fire, its proximity to school and likelihood that fire may affect school.*

#### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lockdown, CODE BLUE, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 911 and/or GUSD Office (530) 846-4721. Security Staff can also contact District Office.
3. School Administration instructs Site Security Team to prevent students from approaching fire and keep routes open for emergency vehicles.
4. Agency Liaison works with fire department to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If School Administrator issues **Evacuate Building**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
6. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
7. If needed, Director of Maintenance is notified for request of buses for student and staff evacuation.
9. School Administrator initiates **CODE (9) Off- Site Evacuation** if warranted.



## **FLOODING**

*Procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or failure of a man-made dam.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, Evacuate Building or CODE (9) Off-Site Evacuation**.
2. School Administrator calls 911 and GUSD Office Department at (530) 846-4721. Security Staff can also contact District Office via two-way radio to advise of situation.
3. If School Administrator issues **Evacuate Building or CODE (9) Off-Site Evacuation**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. Switch all passing bells to manual operation.
6. Contact appropriate GUSD Departments as needed:

## **INCAPACITATED STAFF MEMBER**

*Procedure addresses situations involving school staff members who become ill, injured, unconscious, or unable to respond to students or other staff.*

### **Procedure**

1. A staff or student directs another student to contact office and request assistance either by classroom phone or immediate response.
2. Another student notifies a teacher or staff member in adjoining classroom.
3. Students remain calm and in seats

## **LOSS OR FAILURE OF UTILITIES**

*Procedure addresses situations involving loss of water, power or other utility on school grounds. Should also be used in event of discovery of gas leak, exposed electrical line, or break in sewer lines.*

### **Procedure**

1. If water or electrical line is broken, efforts are made to turn off water or power to affected area and to notify School Administrator and Site Custodial Supervisor immediately.
2. Upon notice of loss of utilities, School Administrator assesses situation and determines if appropriate Immediate Response Actions, which may include **Shelter-In-Place or Evacuate Building**, are to be initiated.
3. School Administrator or Designee notifies GUSD Maintenance and Operations Administrators and informs them of situation which includes location and nature of situation/emergency. Additional appropriate personnel are notified at discretion of School Administrator.
4. Maintenance Personnel, working with School Administration, contact affected utility company to determine whether their assistance is required and determine potential length of time service will be interrupted.

### **Important Utility Service Phone Numbers:**

- PGE Gas (800) 743-5000
- Gridley Utilities (530) 846-5695

5. School Administrator along with appropriate personnel, make decision whether to postpone remaining school day and arrange for early student dismissal.
6. Administration arranges for media announcements regarding situation.

## **MOTOR VEHICLE CRASH**

*Procedure addresses situations involving Motor Vehicle Crash on or immediately adjacent to school property.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, Lockdown, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 911 and GUSD Office at (530) 846-4721. Security Staff can also contact District Office.
3. Site Administration or Security Team secures crash area to prevent unauthorized entry.
4. School Administrator directs Site Security Team to organize fire suppression activities, if it's safe to do so, until fire department arrives.
5. Site Security Team checks for injuries to provide appropriate first aid.
6. Any affected areas are not reopened until appropriate agency provides clearance and School Administrator issues authorization to do so.

## **PSYCHOLOGICAL TRAUMA/ AFTERMATH COUNSELING**

**Crisis Management Actions** are to be taken during and subsequent to any emergency that may have psychological impact on students and staff, such as act of violence; death of a student or staff member; earthquake or other natural disaster; serious environmental problem; or ethnic and racial tensions.

Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from community and news media.

As a result of such emergencies, students and staff may exhibit variety of psychological reactions. As soon as physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of students and staff.

### **Procedure**

1. School Administrator establishes Medical Team, which has primary responsibility for providing necessary assistance after all types of crisis, including psychological first aid.
2. Medical Team assesses range of crisis intervention services needed during and following the emergency.
3. Medical Team provides for or arranges for direct intervention services.
4. If there is need for additional counseling services, School Administrator notifies District Superintendent or Designee.
5. Medical Team advises and assists School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, Medical Team members provide ongoing assessment of needs and follow-up services as required.

## **SUSPECTED CONTAMINATION OF FOOD OR WATER**

*Procedure followed if site personnel report suspected contamination of food or water. Procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.*

### **Procedure**

1. School Administrator and, Cafeteria Supervisor or Plant Supervisor isolates suspected contaminated food/water to prevent consumption and restricts access.
2. School Administrator calls 911 and GUSD Office (530) 846-4721. Security Staff can also contact District Office.
3. State of California notification protocols are followed at this time.
4. School Administrator provides list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess need for medical attention and provide first aid as appropriate
6. School Administrator maintains a log of affected students and staff and symptoms; food/water suspected to be contaminated, quantity and character of products consumed and other pertinent information.
7. School Administrator confers with all appropriate agencies before resumption of normal operations.
8. School Administrator notifies parents of incident, as appropriate.

## **UNLAWFUL DEMONSTRATION/ WALKOUT**

*An Unlawful demonstration/ walkout is any unauthorized assemblage on or off campus by staff or students for purpose of protest or demonstration.*

### **Procedure**

1. Upon indication that unlawful demonstration or walkout is about to begin, personnel immediately notify School Administrator.
2. School Administrator assesses situation and initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place**.
3. School Administrator and/or Security Officer notifies GUSD Office (530) 846-4721 to request assistance and provide exact location and nature of situation.
4. Student Release Team immediately proceeds to control student ingress and egress. Each person entering or leaving campus is required to sign his/her name and record other pertinent information.
5. If students leave campus, Security Staff along with School Administrators and allied law enforcement agencies will accompany them. All attempts will be made to guide and control actions of students while off-site.
6. Students not participating in demonstration or walkout are kept within their classrooms until further notice by School Administrator. Teachers close and lock classroom doors. Students and staff are protected from flying glass in event windows are broken by closing drapes and blinds in rooms so equipped.
7. Documentation Unit staff attempt to keep accurate record of events, conversations and actions.
8. All media inquiries are referred to Administration.
9. School Administrator proceeds in good judgment on basis of police or other legal advice, in taking action to control and resolve situation.
10. School Administrator notifies parents of incident, as appropriate.

## **WINDSTORM**

Warning of an impending windstorm is usually received via radio, television, or civil defense officials. The United States Weather Service can usually forecast severe windstorms. If time and conditions permit, students and staff are sent home (with GUSD Superintendent's approval). If high winds develop during school hours without sufficient warning, the following emergency procedure is followed.

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place**.
2. Close all windows and blinds. Switch passing bells to manual operation.
3. Evacuate classrooms that bear full force of the wind.
4. When sheltering, personnel remain near an inside wall of a ground floor if the building has more than one level. Avoid sheltering near exterior windows.
5. Avoid auditoriums, gymnasiums and other enclosures that have long roof spans.
6. School Administrator and/or designee's monitor radio or television announcements and initiates further actions as appropriate.
7. School remains in **Shelter-In-Place** condition until U.S. Weather Service or appropriate agency or GUSD Administration provides clearance and School Administrator issues further instructions.