

WILSON ELEMENTARY SCHOOL



Comprehensive School Safety Plan

Last updated January 17, 2024

2023/2024

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Appropriate Programs and Strategies that Provide School Safety

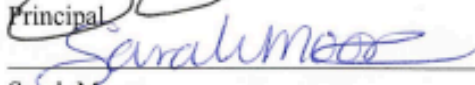
Wilson Elementary School takes great pride in our positive student culture. Wilson Elementary School Administration and staff consistently promote a progressive discipline policy that centers on providing students with social skills, learning opportunities, and self-responsibility.

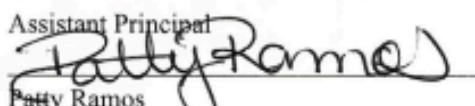
When necessary, the Administration will call local law enforcement assistance depending on the Penal Code violation. We also incorporate their expertise during custody issues or other public issues.

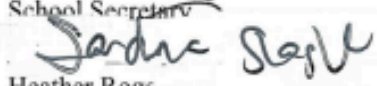
Our student support system includes individual counseling with the target focus being social skill building, anger management, and academic skill acquisition. Our School Counselor and Psychologist provide these services, and various others target parent involvement.

School Site Council

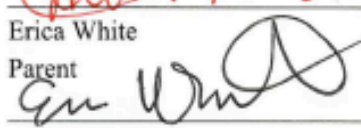

Dr. Joan Schumann
Principal

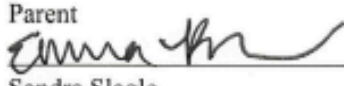

Sarah Moore
Assistant Principal

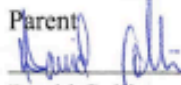

Patty Ramos
School Secretary


Heather Roge
Parent

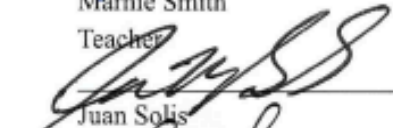

Erica White
Parent


Emma Bravo
Parent



Sandra Slagle
Parent

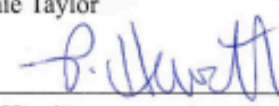

David Collins
Parent



Marnie Smith
Teacher

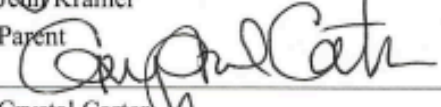

Juan Solis
Parent



Lisa Shaw
Parent


Stephanie Taylor
Parent


Pamela Hewitt
Classified Staff


Jean Kramer
Parent


Crystal Carter
Parent


Justine Speegle
Parent

Legal Issues/Laws

The moral responsibility during an incident at school often lies with the individual confronted with it. In addition to your moral obligations, you also have legal duties that you will be responsible to know and carry out. These are responsibilities you took on when you became a public employee. The codes listed below are only a sampling of laws and are abbreviated. Refer to the Education Code for more laws and the complete reading of each specific law.

California Government Code 3100

Public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. Public employees include all persons employed by a public school district. The law applies to public employees in the following cases:

- 1) When a local or state emergency has been proclaimed
- 2) When a federal disaster declaration has been declared

California Government Code 8607

School districts must respond to disasters using the Standardized Emergency Management System (SEMS), of which the Incident Command System (ICS) is a part. Using SEMS also includes planning, training, and practicing drills.

California Government Code 820, 815.2

Schools have a duty to use reasonable care to protect students from known or foreseeable dangers. A school district and its employees can be held liable for failure to provide such care.

Katz Act (Education Code 35295-35297)

Requires that schools establish an earthquake emergency system. Requires that a disaster plan be developed to maintain the safety and care of students and staff.

Education Code 35294.1 (b) (2); 52852

Safety planning committee members include the principal, a teacher representative, a parent, a classified employee, and a member of law enforcement.

Education Code 35294.8 (b)

Requires that a public meeting be held to allow members of the public express opinions about the safety plan before the plan is adopted.

Education Code 35294.2 (e)

Requires that the Safety Plan be evaluated or amended once a year. Also makes all safety plans readily available for inspection by the public.

Education Code 35294.2 (a) (2)

The school safety plan shall include appropriate strategies and programs that will provide or maintain a high level of school safety including disaster procedures.

Gridley Unified School District

Statement of Acknowledgement and Responsibility

Explanation:

Acknowledgement of Government Code 3100

Statement of Purpose and Public Responsibility

In the event of a disaster during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and well-being, per Government Code 3100.

Should a disaster strike during school hours, no employee will leave his/her assignment under any circumstance unless officially released by the Superintendent, the Principal/Site Administrator, or his/her designee.

Specific duties will be assigned to all employees, depending on the type of emergency or drill.

Statement of Acknowledgement & Responsibility

I have read the Safe School Plan and understand my responsibilities in relation to the Gridley Unified School District Crisis Response Plan, as well as the responsibility to inform and educate the students under my charge, to efficiently respond during disaster emergencies and drills contained in the GUSD Crisis Response Plan. Additionally, I have read Government Code 3100 and understand my responsibility as a Disaster Service Worker.

Employee Signature

Date

General Responsibilities of Site Personnel

Principal's Secretary / Office Personnel:

- Designates primary secretary/office personnel to assist the Principal.
- Provides safety for all essential school records and documents.
- Answers phones, and delivers messages as needed.
- Monitors radio broadcasts.
- Assists with first aid.
- Disengages bell system.
- Have on hand a complete list of students and staff with phone numbers.

Food Service Director:

- Directs the use/preparation of cafeteria food, supplies, and water in the event the school is used as a shelter.

Faculty, Staff, and Student Preparedness:

- At the beginning of each school year, all faculty, parents/guardians, and students receive a copy of the Gridley High School District's Annual Notifications, which describe expectations, rules, regulations, district policies, services, and emergency procedures.
- Administration also receives copies of the Safety Manual used to ensure student safety and maintain structure and stability in the event of a crisis.
- School site drills (fire, earthquake, lockdown) are scheduled throughout the year, in which students and staff practice and participate in various scenarios to better prepare themselves in the event of a crisis.
- The District provides ongoing training to all staff members and collaborates with first responders to provide up-to-date safety training in a variety of areas.

Current Wilson Elementary Crime Summary

Wilson Elementary does not experience high incidents of crime on campus or during school-related functions. The environment immediately surrounding the campus includes the county fairgrounds, single-family homes, gas stations, and local business buildings. The crime rate in local neighborhoods is relatively low.

Name	Cumulative Enrollment	Total Suspensions	Unduplicated Count of Students Suspended	Suspension Rate	Percent of Students Suspended with One Suspension	Percent of Students Suspended with Multiple Suspensions
Wilson	572	8	7	1.2%	85.7%	14.3%
Gridley Unified	2,148	150	110	5.1%	76.4%	23.6%
Butte County	30,343	2,376	1,461	4.8%	68.2%	31.8%
Statewide	6,064,658	292,423	192,365	3.2%	71.5%	28.5%

Name	Cumulative Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Wilson Elementary	572	0	0	0.0%
Gridley Unified	2,148	4	4	0.2%
Butte County	30,343	58	58	0.2%
Statewide	6,064,658	4,191	4,161	0.1%

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, and 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: (800) 400-0902 or (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 oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf.

School Interview Law: Penal Code 11174.3 imposes both a time sequence and a 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 detained.

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 allegations 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 the 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: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																										
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																								
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE																										
B. REPORT NOTIFICATION	<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																									
OFFICIAL CONTACTED - TITLE					TELEPHONE ()																										
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	TELEPHONE ()																									
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE																								
	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 <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLIGENCE <input type="checkbox"/> OTHER (SPECIFY)																									
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																									
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">NAME</td> <td style="width: 25%; text-align: center;">BIRTHDATE</td> <td style="width: 25%; text-align: center;">SEX</td> <td style="width: 25%; text-align: center;">ETHNICITY</td> <td style="width: 25%; text-align: center;">NAME</td> <td style="width: 25%; text-align: center;">BIRTHDATE</td> <td style="width: 25%; text-align: center;">SEX</td> <td style="width: 25%; text-align: center;">ETHNICITY</td> </tr> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>3. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>4. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>								NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY	1. _____	_____	_____	_____	3. _____	_____	_____	_____	2. _____	_____	_____	_____	4. _____	_____	_____
NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY																								
1. _____	_____	_____	_____	3. _____	_____	_____	_____																								
2. _____	_____	_____	_____	4. _____	_____	_____	_____																								
D. INVOLVED PARTIES	VICTIM'S SIBLINGS																														
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																								
	VICTIM'S PARENTS/GUARDIANS																														
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																								
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	TELEPHONE ()																									
	OTHER RELEVANT INFORMATION																														
E. INCIDENT INFORMATION	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.

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

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.

Policy for Notifying Teachers of Dangerous Pupils

Policy for Notifying Teachers of Dangerous Pupils

Education Code 49079 and Welfare and Institutions Code 827 state when/how teachers must be notified of the reason(s) a student has been suspended.

- On the daily attendance report, when a student is suspended, will show an “S”.
- Wilson Elementary School Administration will notify certificated staff via a confidential memo with student suspension information which will include specific Education Code violations.
- All information regarding suspension and expulsion is CONFIDENTIAL, and is not to be shared with any student(s) or parent(s).

Pursuant to Education Code 48267, the Butte County Probation Department notifies the Administration of Wilson Elementary School regarding students who have engaged in certain criminal conduct. This information is forwarded to the principal’s office for prompt notification of the student’s teachers.

Confidential Memorandum

To Wilson Elementary School Teaching Staff
From Joan Schumann, Principal
Date: TDB
Re: Students having committed specified crime

The student named below has been arrested for 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.

Joan Schumann, Principal

Wilson Elementary School

To ALL CERTIFICATED STAFF
From Joan Schumann
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 requires 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 has been 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 fight
 - B. Sold/furnished a knife or dangerous object
 - C. Use/under the influence or possession of a small number 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

- N. Harassed/threatened/intimidated a complaining witness
- O. Offered or sold/attempted to sell prescription drug Soma
- P. Engaged/attempted to engage in hazing
- Q. Aiding or abetting in the infliction of physical injury
 - a. Engaged in sexual harassment
 - b. Hate violence
 - c. Harassment, threats, intimidation against a pupil or group
 - d. 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 are 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 employees 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 that 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 or 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 the undisguised direct solicitation of sexual favors or solicitation accompanied by overt threats; from behavior that has the effect of creating an intimidating, hostile, or offensive working or educational environments such as pervasive and continuous unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, a 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 Elementary 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 the 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 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.

School-wide Student Dress Code

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:

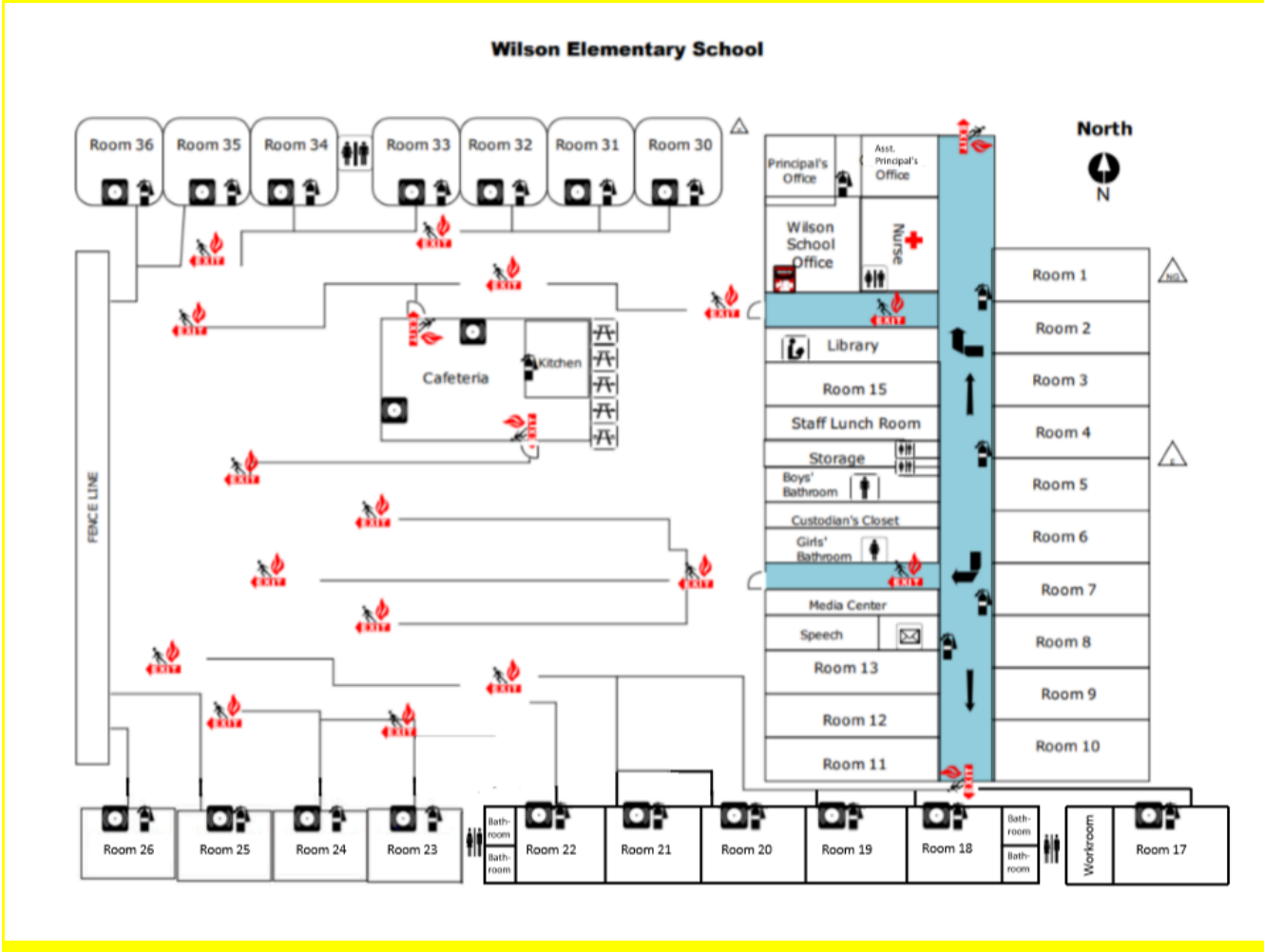
- **Bandannas and hairnets are prohibited** at school in all grades. Exceptions may be granted for medical reasons.
- Hats may be worn at recess, before school, and after school. They must be removed upon entering classrooms, the cafeteria, offices, and any other school buildings. Hats that promote drugs, alcohol, tobacco, gangs, graffiti, sex, violence, or display 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 of inappropriate words or pictures are not permitted.
- Shoes must be worn at all times. Slippers/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

Wilson Elementary School has the following procedures in place for safe ingress and egress from school:

- The School Resource Officer, teachers, campus safety, and administration personnel are visible on campus before and after school.
- Morning supervision is provided at 7:30 a.m. and students are **not** to arrive on campus until this time. Students must use pedestrian crosswalks to cross the street, and they must follow the directions of the crossing guard. **The crossing guard is a representative of the Gridley Police Department while on duty.**
- Before and after school, students are able to enter and exit the school campus through several locations: Haskell street, Washington street, and Magnolia street. We encourage parents to communicate with their child regarding their pickup and drop off location.
- Wilson School Bus pick-up and drop-off will take place in front of the school on Magnolia Street between 7:50-8:30 AM each morning; 2:30-3:30 PM on regular schedule; and, 1:30-2:30 PM on minimum day schedule. Outside of these timeframes, the Magnolia Street pick-up and drop-off are still available to parents.
- Gridley Unified School District bus drivers, via their radios, contact the school or police department if they witness any suspicious activities on their route.
- There is no after-school student supervision, except for students who are transported by school bus or are involved in a school-sanctioned after-school program. **Children who are not Wilson students are not permitted on campus at any time unless they have been registered as official guests in the school office.**
- Parents are only allowed to enter or exit the campus by entering the Main Office only. Every visitor is required to check in at the office and receive a visitor's pass before being allowed to enter campus. Visitors will be issued a badge that is clearly visible and denotes them as being a guest at Wilson Elementary. Visitors are also required to check out and return their passes at the conclusion of their visit.
- Video cameras are located on buses and throughout the campus. Access to video recordings from the surveillance cameras shall be limited to school administrators. Law enforcement officials shall be granted access to video recordings after giving prior notice to the Superintendent and/or designee.
- Employees of Wilson Elementary are able to enter and exit the school campus through the front of the school as well as the staff parking lot located off on Haskell Street. This space is reserved for staff parking only and is off-limits to all students during the school day.

School Evacuation Map



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 Elementary School.

The discipline policy of Wilson Elementary School supports our SCHOOL RULES:

Responsible

Achieving

Mindful

Safe

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 a 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 at class on time. Be prepared to work with the necessary equipment, complete homework assignments, and work productively during 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 Elementary School 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 Elementary 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 a 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. The final action is taken by the Board of Trustees in an 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.

EXPECTED STUDENT BEHAVIOR

The Wilson Elementary School 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.

The 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; the 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 the 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 student's 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, accessories, 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 cosmetics.

Second Violation - Home contact and alternative to suspension or suspension if a 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 objects 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 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 the lives 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 acts 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 the 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 to 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 the 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 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

SCHOOL EMERGENCY RESPONSE PROCEDURES

Contact CATAPULT EMS, either by cell phone app or internet and proceed as warranted by the situation: GREEN New Incident, YELLOW Alert Status or CODE RED (Send help immediately).

<https://www.catapultems.com/gridusd/gridehs/Incidents>

Catapult does list the protocols for each of the following situations:

- Local Emergency and Agency Phone Numbers
- Overview of Emergency Procedures
- First Aid Guidelines
- Initial Response To Emergencies
- Duck and Cover
- Shelter In Place
- CODE RED Lock-Down
- Building Evacuation
- 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

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

In accordance with the federal **Individuals with Disabilities Education Act (IDEA)** and **Section 504** the safety plan ensures that the plan includes appropriate adaptations for pupils with disabilities.

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, Justin Kern	530-846-7121 *28
CBO, Heather Naylor	530-846-4721 *27
Maintenance Director, Ed White	530-846-2309
Wilson Elementary School Principal, Dr. Joan Schumann	530-846-3675

Wilson Drill Schedule 2023-2024

Date	Drill
9/8/23	*Fire
10/13/23	*Earthquake
12/8/23	*Shelter in Place (Code Yellow)
1/12/24	*Fire
2/9/24	*Active Shooter (Code Red)
3/8/24	**Earthquake
4/12/24	**Active Shooter (Code Red)
5/10/24	**Shelter in Place (Code Yellow)

* Time of day will be announced

**Unannounced time of day

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, Joan Schumann

<u>Operations</u>	<u>Planning/Coordination</u>	<u>Logistics</u>	<u>Medical</u>	<u>Safety Officer</u>
Joe Garvin Head Custodian	Patty Ramos	Sarah Moore Assistant Principal	Anita Oberle Acting School Nurse Health Aide	Ashley Carson Gridley PD
Site Security	Situation Status	Staffing	Medical	Campus Safety
Search and Rescue	Documentation	Supplies	Student Care Team	Campus Direction
Student Release		Transportation	Counselor(s)	
Survey of Damage		Communication		

School Site Safety Team Members:

Joan Schumann, Principal

Sarah Moore, Assistant Principal

Patty Ramos, Secretary

Nicole Fanning, Teacher

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 the student, etc. In CATAPULT, the reporting personnel would use the GREEN BUTTON - Report an incident.
 - Level 2 A *Moderate* emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc. In CATAPULT, the reporting personnel would use the YELLOW BUTTON - Send help now.
 - Level 3 A *Major* emergency event that requires assistance from outside agencies: a major earthquake, civil disturbance, large-scale act of terrorism, etc. . In CATAPULT, the reporting personnel would use the YELLOW BUTTON - Send help now.
3. Determine immediate action(s) that may be required:
 - Duck and Cover
 - Shelter In Place
 - CODE RED Lock-down or CODE RED Shooter on Campus
 - CODE YELLOW
 - Evacuate Building(s)
 - 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. Teachers should use the Catapult EMS system to account for students under their direct supervision.

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, tornadoes, and windstorms. Shelter-In-Place is implemented when there is a need to isolate students and staff from the outside environment and includes the shutdown 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 HAVE FURTHER
INFORMATION, WE WILL SHARE IT WITH YOU.”**

1. If inside, teachers keep students in the classroom until further instructions are given. Teachers should use the Catapult EMS system to account for students under their direct supervision.
2. If outside teachers and staff are to direct students into nearby classrooms or other school buildings. Teachers are to consider the location and proximity of identified hazards and if necessary, proceed to an alternative indoor location. Teachers should use the Catapult EMS system to account for students under their direct supervision.
3. Teachers secure individual classrooms while the Site Security Team assists in completing procedures as needed: shut down classroom/building(s), air system, turn off local fans in the area, and 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 members will evacuate the school grounds.
3. Ensure a secondary reinforcement device is engaged (chain link).
4. Close the shades or cover all windows. Turn off the lights. If an armed intruder is on campus, create interior barricades AWAY from the entry for the purpose of protection.
5. Keep quiet and avoid making unnecessary noises and teachers should use the Catapult EMS system to account for students under their direct supervision. This includes **NO STUDENT CELL PHONE USE!**
6. Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.

CODE RED during BREAK

1. Get everyone inside immediately.
2. Close and lock ALL entrances into the classroom or building.
3. Teachers should use the Catapult EMS system to account for students under their direct supervision.
4. Everyone stays inside until an ALL CLEAR is made by the Administration.

CODE YELLOW Lockdown/Shelter in Place

1. Get everyone inside immediately.
2. Close and lock ALL entrances into the classroom or building.
3. Teachers should use the Catapult EMS system to account for students under their direct supervision.
4. Continue teaching.
5. Everyone stays inside until an ALL CLEAR is made by the Administration.

EVACUATE BUILDING

Action is taken after the 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. The principal or designee initiates the fire alarm.
2. Teachers instruct students to evacuate buildings, 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.
4. Teachers should use the Catapult EMS system to account for students under their direct supervision.

OFF-SITE EVACUATION

*Action taken after the decision is made that it is unsafe to remain on campus.
Evacuation to an off-site assembly area is required.*

Announcement:

**“YOUR ATTENTION PLEASE...OFF-SITE
EVACUATION-OFF-SITE EVACUATION TO _____.”**

1. Principal or designee determines the safest method for evacuating campus. This may include the use of school buses or simply walking to designated off-site locations.
3. Teachers secure the student roster when leaving the building and take attendance once class is assembled in a pre-designated safe location. Teachers should use the Catapult EMS system to account for students under their direct supervision.
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 is 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 an Aircraft Crash on or in proximity to school property.

Procedure

1. **Call 911.** The school Administrator initiates appropriate immediate Response Action.
2. If the school Administrator issues **Evacuate Building** action, staff and students should use **Evacuate Building** procedures.
3. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
4. The School Administrator calls the District.
5. If on school property, Site Security secures the crash area to prevent unauthorized access. For fuel or chemical spills on school property or utility, interruption see the appropriate section of the Emergency Response Guide.
6. The School Administrator directs the Site Security Team to organize fire suppression activities until the Fire Department arrives.
7. The Medical Team checks injuries and provides appropriate first aid.
8. Any affected areas are closed until appropriate public safety and hazardous materials agencies provide clearance and the School Administrator issues authorization to do so.
9. If it is unsafe to remain on campus, the School Administrator initiates **Off-Site Evacuation** procedures.

ANIMAL DISTURBANCE

Procedure is implemented when the presence of a vicious animal or any wild animal threatens the 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 animals from students and staff if it is safe to do so. If an animal is outside, students are kept inside. If the animal is inside, students remain outside away from the animal. Isolate the animal if possible.
3. For outside assistance, the 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 a staff member or student is injured, the School/District Nurse, District Office, and parent are notified.
5. School Administrator initiates **evacuation of the 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 the first indication of armed assault, school personnel immediately call 911. The school site Police Officer is notified via radio or cell phone.**
2. The School Administrator is notified. The school Administrator assures or designates a person to remain online with the Police/Sheriff if safe to do so.
3. If a suspect is seen, **do not engage**. This could generate a hostage situation. Give 911 operators a detailed description of the 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 the activity and proceed to the Community Rally Point. The administration will continue to inform through constant real-time.
7. If students are in class at the time of **CODE RED Lockdown**, staff will:
 - Ensure doors are locked.
 - Make the room as dark as possible and cover all windows if possible.
 - Ensure the secondary reinforcement device is engaged (chain link).
 - Create an interior barricade away from the proximity of entry.
 - Close blinds and stay away from windows.
 - Use the Catapult EMS system to account for students under their direct supervision.
 - 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 the shooter.
 - Throw items at the face of the shooter. Ex- (books, fire extinguishers, etc.) Look for items that cause bodily harm.
 - Disable the intruder, if possible.
 - While distractions are conducted several staff members should grab one limb from 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 the building.**
10. **Continue to stay away from windows and doors.**
11. **All Clear** signals will be made by **LAW ENFORCEMENT ONLY**.

BIOLOGICAL OR CHEMICAL RELEASE

A biological or Chemical Release involves the 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 the discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at an 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 the assigned assembly/shelter site, located **upwind** of the affected room or building.
2. School administrators **call 911**, providing the exact location and nature of the emergency.
3. The School Administrator notifies the District of the situation.
4. Access to potentially contaminated areas is restricted.
5. Site Security Teams turn off local fans in the area of release, close windows and doors, and shut down the building's air system if this can be done without exposure to released substances.
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 release by Butte County HazMat Interagency Team or Butte County Health Department. A member of the Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. The Student Care Team provides a list of all the people in the affected room or contaminated area, specifying those who may have had actual contact with the substance.
8. Any affected areas will not be reopened until the Butte County HazMat Interagency Team or appropriate agency provides clearance and the School Administrator gives authorization to do so.

Scenario 2- Substance Released Outdoors and Localized

Procedure

1. The school Administrator determines appropriate immediate Response Action, which may include **Shelter-In-Place** or **Evacuates Building** while directing staff to remove students from affected areas to an area **upwind** from the release.
2. The Site Security Team establishes a safe perimeter around the affected area and ensures personnel do not re-enter the area.
3. The School Administrator **calls 911**, providing the exact location and nature of the emergency.

4. The School Administrator notifies the District of the 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 turn off local fans in the area of release, close windows and doors, and shut down the building's air system if this can be done without exposure to released substances.
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 release by Butte County HazMat Interagency Team or Butte County Health Department. A member of the Medical Team assesses the need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. The Student Care Team provides a list of all the people in areas of contamination, especially those who may have had actual contact with substances.
8. Any affected areas will not be reopened until the Butte County Interagency HazMat Team or appropriate agency provides clearance and the School Administrator gives the authorization to do so.

Scenario 3: Substance Released In Surrounding Community

Procedure

1. School administrators or local authorities determine a potentially toxic substance has been released into the atmosphere. School Administrator initiates **Shelter-In-Place**.
2. Upon receiving **Shelter-In-Place**, notification, the Site Security Team turns off local fans in the 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 the School Administrator, using the PA system or other means without leaving the building.
4. The School Administrator "**calls 911**", providing the exact location and nature of the emergency.
5. School Administration notifies the District Office of the situation.
6. School remains in **Shelter-In-Place** until the County of Butte County HazMat Team or appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

BOMB THREAT and SUSPICIOUS PACKAGES

Responses to Bomb Threat are 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:

A bomb threat is often a hoax or prank. However, in this day and age, we have to take every precaution to keep our students, staff, and school safe. In order to do so, we **MUST** treat **ALL THREATS** as if they are **REAL** and a **DANGER** exists. By handling each threat quickly and effectively, we can reduce the threat of harm and enhance the stability and learning environment at our schools. The following will be accomplished when a threat is received:

Threat By Phone:

1. The person receiving the threat should keep the caller on the line, using the “Bomb Threat Checklist” to obtain as much information as possible.
2. This individual should also notify/signal to a secondary person to call 911 and to notify the principal or designee.

Threat By Note:

1. If a threat is found or received by note, pay attention to the description of the person delivering the note, if possible.
2. Call the police immediately.
3. If the threat arrives by email, save the e-mail and proceed appropriately.

FOR EVERY BOMB THREAT INCIDENT:

1. The Site Administrator will designate a contact person member to direct/advise police/fire personnel, upon arrival.
2. All cell phones should be turned off and “non-cordless” (regular) telephones should be used. The use of radio transmissions, whether cellular, digital, or from a cordless phone, could detonate a bomb.
3. Do not turn on/off electrical equipment.
4. Do not use radio devices to alert personnel or students
5. If evacuation becomes necessary, or instructions need to be given campus wide, it can be accomplished using hard-wired or mechanical communication systems or human “runners”.
6. Searching is to be conducted by school personnel familiar with school grounds. **NOTE: DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.**
7. Teachers, when possible, should perform searches of their own classrooms.

8. Custodial personnel will be responsible for searching the exterior portions of the campus and all remaining structures not already addressed.
9. It will be the decision of the Site Administrator whether to evacuate prior to finding a suspicious object/suspected bomb. This decision should be based on the initial bomb threat information and any other pertinent information relating to the incident.
10. No report of a bomb should be ignored! The minimum response should be no less than a search followed by a report to the police and district officials.

WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED:

1. The school grounds need to be evacuated immediately!
2. Get away from the device!
3. Emergency Personnel are to be notified of the found device immediately!
4. NO ONE is to touch or move suspicious objects for any reason!
5. BE AWARE: Just because one object is found does not mean there are no others!
6. Evacuation is to be accomplished via fire/evacuation drill procedures.
7. Emergency personnel (i.e. police and fire) will advise when it is safe to return to the campus.
8. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.

Bomb Threat Telephone Checklist	
Questions to Ask	Exact Wording of the Threat
When is the bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your address?	
What is your name?	
Sex of Caller _____ Race _____ Age _____ Time _____ Date _____	
Number at which call was received _____	
Caller's Voice	
Calm	Nasal

Angry			Stutter		
Excited			Lisp		
Slow			Raspy		
Rapid			Deep		
Soft			Ragged		
Loud			Clearing Throat		
Laughter			Deep Breathing		
Crying			Cracking Voice		
Normal			Disguised		
Distinct			Accent		
Slurred			Familiar		
Whispered			Childish		

Background Sounds				Threat Language					
Street		Static		Factory		Educated		Taped	
Voices		Office		Animal		Foul		Being Read	
PA System		Clear		Long Distance		Incoherent		Irrational	
Motor		Loud Music		Booth					

DISORDERLY CONDUCT (INDIVIDUAL)

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

Procedure

1. Upon witnessing Disorderly Conduct, staff take steps to calm and control the situation and attempt to isolate the 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 the school office.
3. The School Administrator and/or Security Staff assess the situation and call the Superintendent/Police Department. Continued assessment is necessary for the deployment of additional officers to respond and assist other agencies. District personnel and/or officers on the scene **“call 911.”**
4. If the immediate threat is not clearly evident, School Administrator and/or Security Staff may attempt to diffuse the situation. Approach the perpetrator in a 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 the safety of others.

5. If the 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. The School Administrator notifies the District Office of the situation.

DISORDERLY CONDUCT/RIOT (GROUPS)

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

Procedure

1. Upon witnessing Disorderly Conduct of this nature, staff take steps to calm and control the situation and attempt to isolate those involved from each other.
2. Other staff attempt to calm and control other students not involved and get them on their way to class or off campus if the 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 the situation and calls the Superintendent/Police Department. Continued assessment is necessary for the deployment of additional officers to respond and assist 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 YELLOW, Evacuate Building, or 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 the date and time, telephone number, and reason for the 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 the situation, then act.
Remember, most injuries or deaths are the direct cause of falling or flying debris.**

1. Upon the 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 the shaking stops, the School Administrator initiates **Evacuate Building**. Staff and students evacuate buildings using prescribed routes or other safe routes to the assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
5. If injury or damage is suspected, the School Administrator **“calls 911.”**
6. School Administrator contacts District Office
7. The Site Security Team attempts to suppress fires with extinguishers.

8. The Site Security Team notifies school personnel of fallen electrical wires.
9. The Site Security Team turns checks for gas main leaks and water leaks and notifies the plant supervisor of the situation.
10. The Site Security Team is directed to stand posts in areas of the building to keep people from entering.
11. Site Security Team Leader notifies plant supervisors to contact the appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. The Medical Team checks for injuries and provides appropriate first aid.
13. If the area appears safe, the Search and Rescue Team makes an initial inspection of school buildings to identify any injured or trapped students or staff.
14. The School Administrator stays in contact with District Personnel.
15. School Administrator confers with the Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, the Site Security Team conducts an inspection of school buildings. The Site Security Team maintains a log of their findings, by building and providing periodic reports to the Incident Commander.
16. Any affected areas are not reopened until the Director of Maintenance provides clearance and the School Administrator gives the authorization to do so.
17. School Administrator initiates **Off-Site Evacuation** if warranted.

EXPLOSION/ RISK OF EXPLOSION

Scenario 1: Explosion on School Property

Procedure

1. In the event of an explosion, all persons initiate **Duck and Cover**
2. The School Administrator and/or Police Officer consider the possibility of another imminent explosion and take appropriate action.
3. After an explosion, the School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or Off-Site Evacuation**. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In the event of evacuation, staff, and students use prescribed routes or other safe routes and proceed to the assembly/shelter site.
5. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
6. The School Administrator **calls 911** and/or Superintendent at (530) 846-4721. Security Staff can also contact the District Office.
7. The Site Security Team and/or Plant Supervisor turns off the school's main gas supply.

8. The 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 the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
11. Site Security Team Leader posts guards a safe distance away from the building entrance preventing persons from entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, the School Administrator advises the Search and Rescue Team to initiate search and rescue efforts.
13. School Administrator confers with the GUSD Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, the Site Security Team conducts an inspection of school buildings. The Site Security Team maintains a log of their findings, by building and providing periodic reports to the Incident Commander.
14. Any areas affected by the explosion are not reopened until the appropriate agency provides clearance and the School Administrator gives authorization.
15. School Administrator initiates **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 Off-Site Evacuation.**
2. If the School Administrator issues **Evacuate Building Action**, staff and students evacuate buildings using prescribed routes or other safe routes to the assembly/shelter site.
3. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
4. The School Administrator calls 911 and/or the GUSD Office at (530) 846-4721. Security Staff can also contact the District Office.
5. Site Security Team and/or Plant Supervisor turns off the school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.
7. School Administrator advises the Search and Rescue Team to initiate search and rescue efforts if warranted.

8. Site Security Team Leader notifies the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
9. Any areas affected by the explosion are not reopened until the appropriate agency provides clearance and the School Administrator gives authorization.
10. School Administrator initiates **Off-Site Evacuation if warranted.**

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. School Administrator initiates **Shelter-In-Place.**
2. The School Administrator calls 911 and/or GUSD Office at (530) 846-4721. Security Staff can also contact the District Office.
3. The School Administrator takes further actions as needed.
4. School Remains In **Shelter-In-Place** condition until the appropriate agency gives clearance that the situation is under control. Upon receiving clearance, the School Administrator gives an **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 the source of the blast or explosion and avoid sheltering near exterior windows.
3. The School Administrator **calls 911** and Superintendent (530) 846-4721. Security Staff can also contact the District Office.
4. After the 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 the school’s main gas supply, and local fans in the 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 the County of Butte County HazMat Team or appropriate agency provides clearance and the School Administrator issues further instructions.

FIRE ALARM SOUNDS

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

Procedure

1. The Incident Coordinator will announce “**HOLD UNTIL FURTHER DIRECTIONS**”.
2. School personnel will search for the cause of the alarm pull and initiate the appropriate procedure. (**All Clear, Evacuate Buildings or CODE RED Lock-down**)

FIRE ON SCHOOL GROUNDS

Procedure addresses situations where a 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 the fire alarm, and teachers and staff direct all students out of the 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 the assembly/shelter site.
3. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision. Teachers can also notify the Student Care Team of missing students by showing a **Green Card= All students present and Red Card= Missing students**.
4. The School Administrator **calls 911** and/or GUSD Office at (530) 846-4721. Security Staff can also contact the District Office.
5. The Site Security Team suppresses fires and initiates rescue procedures until the local fire department arrives.

6. The Site Security Team secures the area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
7. Site Security Team Leader directs the fire department to fire and briefs department officials on the situation.
8. Site Security Team/Plant Supervisor notifies the Maintenance and Operations Director or Designee of the situation and also informs them to contact any affected utility companies to respond.
9. If needed, the Director of Transportation or Designee is notified for buses to evacuate students and staff if warranted.
10. Any affected areas are not reopened until the 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 the fire department to indicate “fire is out” and to request the fire department to respond for investigation and confirm.

➤ **During a Fire drill, Administration will give the “All Clear”.**

FIRE IN SURROUNDING AREA

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

Procedure

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lock-down, CODE YELLOW, Evacuate Building or Off-Site Evacuation.**
2. The School Administrator **calls 911** and/or GUSD Office (530) 846-4721. Security Staff can also contact the 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 the fire department to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If the School Administrator issues **Evacuate Building**, staff, and students evacuate the affected building(s) using prescribed routes or other safe routes to the assembly/shelter site.
6. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
7. If needed, the Director of Maintenance is notified of requests for buses for student and staff evacuation.
8. School Administrator initiates **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 the 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 Off-Site Evacuation**.
2. The School Administrator **calls 911** and the GUSD Office Department at (530) 846-4721. Security Staff can also contact the District Office via two-way radio to advise of the situation.
3. If the School Administrator issues **Evacuate Building or Off-Site Evacuation**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to the assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter sites to account for students. Teachers should use the Catapult EMS system to account for students under their direct supervision.
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 the office and request assistance either by classroom phone or immediate response.
2. Another student notifies a teacher or staff member in the adjoining classroom.
3. Students remain calm and in their seats,

UNCONSCIOUS STUDENT

*Procedure addresses situations involving students who become injured, unconscious, faint, or unable to respond to other staff. **CPR is to be used when a child or adult is unresponsive or when breathing or heartbeat stops.***

Procedure

1. Tap or gently shake the shoulder. Shout “Are you OK?” If that person is unresponsive, shout for help and send someone to call EMS 9-1-1.
2. Turn the person onto his/her back as a unit by supporting the head and neck. If head or neck injury is suspected, DO NOT BEND OR TURN NECK.
3. Lift the chin up and out with one hand while pushing down on the forehead with the other to open the AIRWAY. If a head or neck injury is suspected, hold the head still and move the jaw forward to open the airway.
4. Check for normal breathing by observation of the chest, if there is no breathing or the patient is making gasping breaths then begin chest compressions at a rate of 100 per minute. Compress 30 times before beginning rescue breaths.
5. If the child is not breathing, seal your lips tightly around his/her mouth; pinch your nose shut. While keeping the airway open, give 2 slow breaths (1 to 1½ seconds per breath) until the chest rises.

IF AIR GOES IN: (Chest rises with rescue breath)

6. Place the heel of one hand on the lower half of the breastbone. Do NOT place your hand over the very bottom of the breastbone.

7. Compress the chest 30 times with the heel of one hand (at least 2 inches). Lift fingers to avoid pressure on ribs.

8. Give 2 slow breaths until the chest rises.

9. REPEAT CYCLES OF 30 COMPRESSIONS TO 2 BREATHS AT A RATE OF 100 COMPRESSIONS PER MINUTE UNTIL THE PERSON SHOWS SIGNS OF BREATHING EFFECTIVELY ON THEIR OWN, SHOWS OTHER SIGNS OF CIRCULATION, OR HELP ARRIVES.

IF AIR WON'T GO IN: (Chest does NOT rise with rescue breath)

6. Re-tilt head back (Steps 3-5). Try to give 2 breaths again.

7. Find the hand position near the center of the breastbone. Do NOT place your hand over the very bottom of the breastbone.

8. Compress the chest 30 times with the heel of 1 hand (at least 2 inches). Lift fingers to avoid pressure on ribs.

9. Lift your jaw and tongue and look in your mouth. If a foreign object is seen, sweep it out with your finger. If an object is not seen, Do Not Sweep With your Finger Blindly.

10. REPEAT STEPS 6-9 UNTIL BREATHS GO IN, THE CHILD STARTS TO BREATHE EFFECTIVELY ON THEIR OWN, SHOWS OTHER SIGNS OF CIRCULATION OR HELP ARRIVES.

[Video: Hands-only CPR from the American Red Cross](#)

LOSS OR FAILURE OF UTILITY

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

Procedure

1. If a water or electrical line is broken, efforts are made to turn off water or power to the affected area and to notify the School Administrator and Site Custodial Supervisor immediately.

2. Upon notice of loss of utilities, the School Administrator assesses the 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 situations which include the location and nature of the situation/emergency. Additional appropriate personnel are notified at the discretion of the School Administrator.
4. Maintenance Personnel, working with School Administration, contact affected utility companies to determine whether their assistance is required and determine the potential length of time service will be interrupted.

Important Utility Service Phone Numbers:

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

5. The school Administrator along with appropriate personnel makes decisions on whether to postpone the remaining school day and arrange for early student dismissal.
6. Administration arranges for media announcements regarding the 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, Lock-down, Evacuate Building, or Off-Site Evacuation**.
2. The School Administrator **calls 911** and the GUSD Office at (530) 846-4721. Security Staff can also contact the District Office.
3. Site Administration or Security Team secures the crash area to prevent unauthorized entry.

4. The School Administrator directs the Site Security Team to organize fire suppression activities if it's safe to do so until the fire department arrives.
5. The Site Security Team checks for injuries to provide appropriate first aid.
6. Any affected areas are not reopened until the appropriate agency provides clearance and the 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 a psychological impact on students and staff, such as an act of violence; death of a student or staff member; earthquake, or other natural disasters; 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 the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention on community and news media.

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

Procedure

1. The School Administrator establishes a Medical Team, which has primary responsibility for providing necessary assistance after all types of crises, including psychological first aid.
2. The Medical Team assesses the range of crisis intervention services needed during and following the emergency.
3. The Medical Team provides or arranges for direct intervention services.
4. If there is a need for additional counseling services, the School Administrator notifies the District Superintendent or Designee.
5. The Medical Team advises and assists School Administrators 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. The 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 the contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The school Administrator and Cafeteria Supervisor or Plant Supervisor isolate suspected contaminated food/water to prevent consumption and restrict access.
2. The School Administrator **calls 911** and GUSD Office (530) 846-4721. Security Staff can also contact the District Office.
3. State of California notification protocols are followed at this time.
4. The School Administrator provides a list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess the need for medical attention and provide first aid as appropriate
6. The 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 a resumption of normal operations.
8. The School Administrator notifies parents of the incident, as appropriate.

UNLAWFUL DEMONSTRATION/ WALKOUT

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

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel immediately notify the School Administrator.
2. School Administrator assesses the situation and initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place**.
3. School Administrator and/or Security Officer notifies the GUSD Office (530) 846-4721 to request assistance and provide the exact location and nature of the situation.
4. Operations 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 the actions of students while off-site.
6. Students not participating in demonstrations or walkouts are kept within their classrooms until further notice by the School Administrator. Teachers close and lock classroom doors. Students and staff are protected from flying glass in the event windows are broken by closing drapes and blinds in rooms so equipped.
7. The Planning/Coordination team attempts to keep an accurate record of events, conversations, and actions.
8. All media inquiries are referred to the Administration.
9. School administrators proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.
10. The School Administrator notifies parents of the 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 the full force of the wind.
4. When sheltering, personnel remain near an inside wall of the 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 monitor radio or television announcements and initiates further actions as appropriate.
7. School remains in **Shelter-In-Place** condition until the U.S. Weather Service or appropriate agency or GUSD Administration provides clearance and School Administrator issues further instructions.

Procedures to Allow a Public Agency, including the American Red Cross, to Use School Buildings, Grounds, and Equipment for Mass Care and Welfare Shelters during Disasters or Other Emergencies

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

If a disaster or other emergency occurs, the Superintendent will determine what action is necessary.

Action will depend on the emergency, nature of the disaster, and its exact location.

District Telephone List

District Office	846-4721
Justin Kern, Superintendent.....	951-282-6359 ext. 8107
Heather Naylor.....	951-282-6359 ext. 8106
	329-5853 (cell)
	868-5326 (home)
Julie Vang.....	321-2222 ext. 8110
Michael Pilakowski.....	864-2813 ext. 8111
Julie McDermid.....	951-282-6359 ext. 8103
Kay Mower.....	846-4721 ext. 8101
Kayla Cornell	846-4721 ext. 8105
Elda Villalpando.....	846-4721 ext. 8104
Maintenance	846-6529
Duane Naylor.....	329-5854
Student Nutrition	846-4172
Michelle Diaz.....	530-301-9269 (cell)
Transportation (MOT)	
Ed White	846-5238
Technology	
John Hunter.....	682-6619 ext. 6990
 Director of Special Education	
Maggie Daugherty.....	518-9642 ext.8450
Lily Terstegge, Psych.....	846-4721 ext. 8108
SELPA.....	532-5621(office)
 School Numbers	
Gridley High	846-4791
McKinley Primary	846-5686
Sycamore Middle	846-3636
Wilson Elementary	846-3675

