

**Colusa County  
Office of  
Education  
School Safety  
Plan**



# Contents

<b>COMPREHENSIVE SCHOOL SAFETY PLAN</b>	<b>1</b>
I. Purpose.....	1
II. Scope.....	1
Colusa County Office of Education Mission Statement.....	1
Colusa County Office of Education Safe Schools Statement.....	1
III. Elements and Requirements of the Comprehensive School Safety Plan .....	1
Plan Approval.....	2
Public Hearings .....	2
IV. Steps in the Safe School Planning Process .....	2
V. School Safety Planning Committee.....	3
VI. Current Status of School Crime Committed on School Campuses and.....	3
at School-Related Functions	
VII. Safe School Model.....	3
<b>COMPONENTS</b>	<b>5</b>
Component 1 .....	5
Component 2 .....	6
Component 3 .....	7
Component 4 .....	8
<b>CRISIS RESPONSE PLAN COLUSA COUNTY OFFICE OF EDUCATION</b>	<b>9</b>
Goals.....	9
Office of Emergency Services.....	9
Media Liaison .....	10
<b>MATRICES</b>	<b>12</b>
Children’s Services, ROP.....	12 - 15
C.A.R.E Center .....	12 - 15
Community School.....	12 - 15
Business Office.....	16 - 19
Adult Transition.....	16 - 19
Special Education Annex .....	16 - 19
Nielson High School .....	20 - 23
Adult Education .....	20 - 23
School Sites .....	20 - 23
<b>PROCEDURES</b>	<b>25</b>
Child Abuse Reporting Procedures.....	25
Child Abuse: Notification of Reporting Requirement .....	26
Child Abuse Prevention.....	27
Procedures to Notify Teachers of Dangerous Pupils .....	28
Emergency and Disaster Preparedness .....	29
Sexual Harassment .....	30

**PROCEDURES (CONTINUED)** \_\_\_\_\_ **25**

Rights and Responsibilities of Students..... 32

School Wide Dress Code Relating to Gang Related Apparel ..... 38

Dress and Grooming of Students..... 39

Gang Activity..... 40

Safe Ingress and Egress Procedures..... 41

Policy to Provide a Safe and Orderly Environment Conducive to Learning ..... 42

    Student Conduct ..... 43

Rules and Procedures on School Discipline..... 46

    Drug and Alcohol-Free Environment..... 47

        Purpose: Conditions to Ensure Drug and Alcohol Free Environment..... 50

    Tobacco ..... 54

        Purpose: Consequences to Ensure Tobacco Free Schools ..... 55

    Rights and Responsibilities of Students ..... 56

    Behavior Management Plans ..... 62

    Student Discipline ..... 63

**APPENDICES** \_\_\_\_\_ **65**

Appendix A: Colusa County Office of Education School Safety Plan ..... 65

    Student Attendance Form

Appendix B: Colusa County Office of Education School Safety Plan ..... 66

    Transportation Sequence

Appendix C: Colusa County Office of Education School Safety Plan ..... 67

    Site Form

Appendix D: Colusa County Office of Education School Safety Plan ..... 67

    Student Care: Teacher Responsibilities

Appendix E: Emergency Canister and Emergency Backpack Inventory ..... 70

Appendix F: Emergency Canister and Emergency Backpack Photographs ..... 71

## **COMPREHENSIVE SCHOOL SAFETY PLAN COLUSA COUNTY OFFICE OF EDUCATION**

### **I. Purpose**

This plan has been developed to comply with Senate Bill 187 (Hughes), Comprehensive School Safety Plan Act, Ed Code 35294.1-35294.9

### **II. Scope**

The plan covers all Colusa County Office of Education sites and all district sites at which CCOE programs operate.

### **COLUSA COUNTY OFFICE OF EDUCATION MISSION STATEMENT**

*The mission of the Colusa County Office of Education is to provide educational programs and services that promote the development of children and adults.*

*We believe in developing strong academic skills, positive work ethics, high self-esteem, and good mental and physical health. Our vision is that all children and adults will be positive, responsible, and contributing members of families, communities and society.*

### **COLUSA COUNTY OFFICE OF EDUCATION SAFE SCHOOLS VISION STATEMENT**

*Colusa County Office of Education believes maintaining a safe and secure learning environment is a prerequisite for an educational setting to be successful in providing a comprehensive and rewarding learning experience for all students and staff.*

### **III. Elements and Requirements of the Comprehensive School Safety Plan**

The Comprehensive School Safety Plan Act requires that the Plan includes, but not necessarily be limited to:

- Assessing the current status of school crime committed on the school campuses and at school functions
- Identifying appropriate strategies and programs that will maintain a high level of school safety
- Addressing the site/program procedures for complying with existing laws related to school safety.

Each Local Education Agency is responsible for the development of a Comprehensive School Safety Plan for its schools operating any kindergarten and any grades 1 through 12, and should be adopted by September 1, 1998. The Colusa County Office of Education also addresses pre-kindergarten and post secondary programs.

### Plan Approval

The Plan must be approved by the Superintendent and submitted to the Board of Education for adoption and subsequent amendments. The Plan is to be reviewed and amended annually. The Colusa County Office of Education will review, evaluate, and amend the Comprehensive School Safety Plan in August of each school year.

### Public Hearings

A public hearing must be held to allow the members of the public to express an opinion about the school safety plan. All safety related materials must be kept up to date, on file and available by the Colusa County Office of Education for inspection by the public.

For small school districts with less than 2501 Average Daily Attendance, a district-wide school safety plan may be adopted that applies to each school in the district. The CCOE is considered to be included in this "small school district" group.

The regulations specify that schools will use materials and services from the School Safety Partnership, pursuant to Ed Code, Section 32260 and the handbook developed by School/Law Enforcement Partnership Program, *Safe Schools: A Planning Guide for Action*. Schools are able to use grants available through School Safety Partnership as authorized by Ed Code, Section 32262.

## **IV. Steps in the Safe School Planning Process**

A seven-step planning process is prescribed to guide the school in developing the components of the safe school model. The steps are as follows:

- Identify your safe school planning committee members
- Create a mission statement or vision for your school
- Gather and analyze information about your school and its community
- Identify your schools' and communities' areas of desired change
- Set major goal(s) to be located in the action plan
- Select and implement strategies for each safe school component in the plan
- Evaluate and assess progress

## **V. School Safety Planning Committee**

The school safety planning committee is responsible for developing the Comprehensive School Safety Plan. The committee has consulted with law enforcement in the development of this Plan. This committee is comprised of the following:

- Superintendent and Superintendent's Administrative Leadership Team
- Members of the Ad Hoc Committee on School Safety, including certificated and classified representatives
- Parents from child/student in CCOE programs
- Board Member
- District representatives
- Fire Department representatives
- Law Enforcement representatives
- Community representatives

## **VI. Current Status of School Crime Committed on School Campuses and at School-Related Functions**

The CCOE has used several methods of gathering information on school crime on program sites and at related functions. The resources listed were used, but not limited to the following:

- District Reports
- Staff, Student and Community Surveys
- School Crime Report Statistics
- Truancy Data
- Accident Reports from the School Nurses
- Work Orders for Vandalism Repairs
- Community Juvenile Crime Statistics

These resources were used to assist the Committee in gathering information about the school and its community. This information has been used to identify the desired areas of change. This information also assisted in developing goals and strategies. These goals have been listed in the Action Plan and Safe School Model.

## **VII. Safe School Model**

The Safe School Model consists of four components. These four components interact and affect the safety of the school and program sites. In the Safe School Model, each component lists a safe school element and a planning consideration (strategy) and goal.

- Component 1 – Personal Characteristics of Students and Staff
- Component 2 – The Sites' Physical Environment
- Component 3 – The Sites' Social Environment
- Component 4 – The Sites' Cultural Environment

The following action plan (Safe School Model) has been developed for each of these four components.

## COMPONENT 1

### Personal Characteristics of Students and Staff (The experiences of students, teachers, administrators, and other personnel in the programs)

#### Safe School Subcomponent

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#### Planning Goal

Ethnic/cultural diversity  
of students

The backgrounds of all students will be acknowledged, respected, and incorporated into all phases of the school curriculum and programs activities whenever possible.

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Life experience of  
students and staff

Community support services will be utilized to provide essential needs, such as food, clothing, shelter, protective services, parenting classes, support groups.

Positive community role models, people who have been successful in overcoming life's adversities, cultural role models, students and staff will be asked to share their gifts and talents with our programs.

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Staff expertise/  
diversity

Staff members with diversified expertise who represent, in proportion, the gender and racial or ethnic backgrounds of the students will be recruited to work effectively with students.

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Physical/health  
other concerns

Educational programs will include nutrition, alcohol and other drug use prevention issues. We will coordinate with community health services for prevention and intervention programs for students and their families.

## COMPONENT 2

### The School's Physical Environment (The physical settings and conditions of the sites and programs)

Safe School Subcomponent	Planning Goal
School/site location	Schools will be located in areas away from high traffic areas or hazardous areas. Schools will be alert to exposure to safety hazards, such as agricultural burning and spraying or heavy traffic, at specific times of the year.
School/site grounds	Physical conditions that could lead to accidental harm (e.g., damaged fences or lights, broken glass) will be corrected promptly. Grounds will be kept graffiti free and be well maintained. Vehicles will not have access to school grounds except where normal parking is allowed.
School/site buildings	Buildings will be well-maintained and attractive, have easy access for all students and staff, be free of physical hazards, and designed to prevent criminal activities.
Internal security procedures	<p>Alarm systems and the local police department vigilance will be a deterrent to vandalism and crime. Vandalism procedures are in place at each school site, and the school and community will continue to collaborate on crime prevention efforts.</p> <p>A crisis response plan will identify procedures to follow during such emergencies as bomb threats, death of a student or staff member, weapons on campus, riots, natural emergencies, etc.</p>

### COMPONENT 3

The School's Social Environment  
(The leadership and organizational processes  
of the sites and programs)

Safe School  
Subcomponent

Planning Goal

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Leadership	The CCOE Assistant Superintendent and site staff, in conjunction with the principal and site management team members, will provide strong leadership, establish a positive tone, emphasize the importance of positive staff attitudes, model and demonstrate responsiveness, consideration, sensitivity, and respect.
School/site management	Students, parents, certificated and classified staff, and representatives from the community, law enforcement agencies, and businesses will participate in goal-setting decision making at the school level whenever appropriate.
Classroom organization and structure	Classroom conditions will provide an orderly learning environment, enhance the experience of learning, and promote positive interactions among students and staff. Curricula will include responsible citizenship, appreciation of cultural diversity, self-esteem, self-identity, emotional development, anger management, student responsibility, refusal skills, social expectation, decision making, goal setting, and effective communication and relationships.
Discipline and consequences	Consequences for violating behavioral and academic expectations will be fair and understood by students, parents and staff. Discipline will be a development process aimed at changes in behavior and attitude. Staff members will respond fairly and consistently to violations.
Participation and involvement	Partnerships will be purposely facilitated between students, teachers, community members, police and fire departments, health and welfare agencies, probation agencies, for input in curriculum planning, training workshops, and other safe school planning and activities, whenever appropriate.

## COMPONENT 4

### The School's Culture (The general atmosphere or spirit of the site or program)

Safe School Subcomponent	Planning Goal
Affiliation and bonding	<p>We will build a sense of community within the site so that all can feel pride in their site and program, and feel that they are important members of a team. We will cultivate ethnic cultural activities so that the dignity and heritage of each person is affirmed and respected.</p> <p>Students and staff will work together to build a school site culture that psychologically and physically secure from physical and verbal attacks.</p> <p>Students and staff, as a team, will be concerned about what happens to each other, and accept ownership of conditions and events that happen at school.</p>
Behavioral expectations	<p>The community expects the best effort and performance from everyone.</p> <p>General standards and site specific standards will be clearly stated and known to everyone. Staff will model respectful, positive behaviors.</p>
Academic expectations	<p>Clear and positive academic standards and expectations will be communicated to students and parents. Participation in special activities will be encouraged.</p>
Support and recognition	<p>Constructive, positive behavior will be given recognized, rewarded and acknowledged frequently and publicly.</p>

## **CRISIS RESPONSE PLAN COLUSA COUNTY OFFICE OF EDUCATION**

The Colusa County Office of Education operates programs at all district school sites, and at Fouts Springs Youth Facility. CCOE also has satellite sites in addition to the location of the main office of the County Superintendent of Schools.

Because of this integrated status, the crisis response plan for the CCOE builds upon the district/youth facility site safety plans and crisis response procedures.

If a crisis occurs at a district site or at Fouts Springs, the district or the Youth Facility will assume the lead in response to the crisis. CCOE staff will follow site procedures, will notify the appropriate Assistant Superintendent for their program, and will carry out the additional crisis response procedures that have been established for CCOE programs, not in contradiction with the district/youth facility response **procedures**. The Assistant Superintendent will notify the County Superintendent of Schools for coordination with the district superintendent, the Office of Emergency Services, and the media.

If a crisis occurs at a CCOE site not located on a district school site, the Assistant Superintendent will notify the County Superintendent of Schools, and the CCOE plan will be implemented in response to the specific crisis. The plan may be implemented because of a disaster, threat of violence, personal tragedy or national crisis.

The crisis response matrix presents, in concise format, the response strategies for each type of crisis. Specific forms and procedures to be used supplement the matrix.

### **Goals:**

- **Reduce Fear:** Fear resides in the unknown. Provide detailed, complete, accurate information concerning the crisis.
- **Facilitate Grieving:** Grief is a necessary, normal response to loss and is part of a healing process. Allow and encourage expressions of grief.
- **Promote Education:** Help students and staff learn ways of dealing with disasters and crisis, and coping skills that work. Teachers are encouraged to model this and teach students how to help others in times of crisis.

**Office of Emergency Services:** In any natural disaster or threat of violence, the Office of Emergency Services directs the activities surrounding the crisis. The County Superintendent of Schools is the education contact for the OES. The CCOE follows the Emergency Management procedures established by the OES.

**Media Liaison**: Sole spokesperson (Superintendent or, in the absence of the Superintendent, the Superintendent's designee) will talk with all news media. When a crisis occurs, the media liaison will contact all local media so that they understand that all media contact is to be directed to the media liaison. Media people will not be permitted at the school or program site. Teachers and students should be directed to refer all media questions to the Superintendent. During a crisis, the media liaison will meet with all media contacts.



## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	EARTHQUAKE	FIRE
Children's Services/ ROP	Pre-event survey of facility and safety equipment 1. Duck, cover and hold on 2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor 3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown 4. Follow checklist set up for each classroom or site 5. Safety designee turns off gas, electricity, closes windows, etc.	If fire alert is heard and location is unknown: 1. Assess situation for smoke, heat 2. Follow signal from operations chief 3. Follow checklist for classroom or site If fire begins in classroom or site: 1. Crisis leader begins evacuation process 2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator 3. Follow checklist for classroom or site
C.A.R.E. Center	Pre-event survey of facility and safety equipment 1. Duck, cover and hold on 2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor 3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown 4. Follow checklist set up for each classroom or site 5. Safety designee turns off gas, electricity, closes windows, etc.	If fire alert is heard and location is unknown: 1. Assess situation for smoke, heat 2. Follow signal from operations chief 3. Follow checklist for classroom or site If fire begins in classroom or site: 1. Crisis leader begins evacuation process 2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator 3. Follow checklist for classroom or site
Community School	Pre-event survey of facility and safety equipment 1. Duck, cover and hold on 2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor 3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown 4. Follow checklist set up for each classroom or site 5. Safety designee turns off gas, electricity, closes windows, etc.	If fire alert is heard and location is unknown: 1. Assess situation for smoke, heat 2. Follow signal from operations chief 3. Follow checklist for classroom or site If fire begins in classroom or site: 1. Crisis leader begins evacuation process 2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator 3. Follow checklist for classroom or site

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	FLOOD	INTRUDER/SHOOTER
Children's Services/ ROP	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Notify parents to pick up their children, if necessary</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
C.A.R.E. Center	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Notify parents to pick up their children, if necessary</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
Community School	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Notify parents to pick up their children, if necessary</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	BOMB THREAT	HAZARDOUS MATERIALS
Children's Services/ ROP	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place. If incident happens at site, follow Intruder/Shooter procedures.</p>
C.A.R.E. Center	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place. If incident happens at site, follow Intruder/Shooter procedures.</p>
Community School	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place. If incident happens at site, follow Intruder/Shooter procedures.</p>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	POWER/PHONE OUTAGE	OTHER
Children's Services/ ROP	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
C.A.R.E. Center	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
Community School	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	EARTHQUAKE	FIRE
Business Office	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor</li> <li>3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown</li> <li>4. Follow checklist set up for <del>each</del> the site</li> <li>5. Safety designee turns off gas, electricity, closes windows, etc.</li> </ol> <p style="text-align: center;"><b>DESIGNATED EVACUATION SITE: Bank of America Parking Lot</b></p>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow signal from operations chief</li> <li>3. Follow checklist for <del>classroom</del> or site</li> </ol> <p>If fire begins <del>in classroom or site</del>:</p> <ol style="list-style-type: none"> <li>1. <del>Crisis leader</del> Begins evacuation process</li> <li>2. <b>Secondary</b> Staff calls 911 to report the fire, <b>pull fire alarm to alert library staff</b>, and notifies site supervisor or administrator</li> </ol> <p style="text-align: center;"><b>DESIGNATED EVACUATION SITE: Bank of America Parking Lot</b></p>
Adult Transition Program	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor</li> <li>3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown</li> <li>4. Follow checklist set up for each classroom or site</li> <li>5. Safety designee turns off gas, electricity, closes windows, etc.</li> </ol>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow signal from operations chief</li> <li>3. Follow checklist for classroom or site</li> </ol> <p>If fire begins in classroom or site:</p> <ol style="list-style-type: none"> <li>1. Crisis leader begins evacuation process</li> <li>2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator</li> <li>3. Follow checklist for classroom or site</li> </ol>
Special Ed Annex	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor</li> <li>3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown</li> <li>4. Follow checklist set up for each classroom or site</li> <li>5. Safety designee turns off gas, electricity, closes windows, etc.</li> </ol>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow signal from operations chief</li> <li>3. Follow checklist for classroom or site</li> </ol> <p>If fire begins in classroom or site:</p> <ol style="list-style-type: none"> <li>1. Crisis leader begins evacuation process</li> <li>2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator</li> <li>3. Follow checklist for classroom or site</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	FLOOD	INTRUDER/SHOOTER
Business Office	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Determine if office should be closed</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify <b>site supervisor or administrator</b> of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 458-0200</li> <li>4. Call 458-0200</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify <b>site supervisor or administrator</b> of significant threat</li> <li>2. Administrator will call 458-0200</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
Adult Transition Program	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Notify parents to pick up their children, if necessary</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
Special Ed Annex	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Notify parents to pick up their children, if necessary</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	BOMB THREAT	HAZARDOUS MATERIALS
Business Office	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Evacuate staff to designated location                             <ol style="list-style-type: none"> <li>a. Take attendance board</li> <li>b. Pull fire alarm to alert library staff</li> </ol> </li> <li>2. Call 458-0200 (Colusa County Sherriff)</li> <li>3. Notify operations chief or supervisor of potential threat <b>if not on site</b></li> <li>4. Checklist for appropriate procedures</li> <li>5. <b>Because of ignition danger, do not use emergency radio or cell phone on site</b></li> </ol> <p style="text-align: center;"><b>DESIGNATED EVACUATION SITE: Bank of America Parking Lot</b></p>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place.</p> <p>If hazardous materials are in the building, evacuate (use bomb scenario)</p> <p>If hazardous materials are outside the building,</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 458-0200</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
Adult Transition Program	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place. If incident happens at site, follow Intruder/Shooter procedures.</p>
Special Ed Annex	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, ie. chemical spills, toxic waste, etc. OES will designate relocation or shelter in place. If incident happens at site, follow Intruder/Shooter procedures.</p>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	POWER/PHONE OUTAGE	OTHER
Business Office	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
Adult Transition Program	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
Special Ed Annex	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	EARTHQUAKE	FIRE
Nielson High School	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor</li> <li>3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown</li> <li>4. Follow checklist set up for each classroom or site</li> <li>5. Safety designee turns off gas, electricity, closes windows, etc.</li> </ol>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow signal from operations chief</li> <li>3. Follow checklist for classroom or site</li> </ol> <p>If fire begins in classroom or site:</p> <ol style="list-style-type: none"> <li>1. Crisis leader begins evacuation process</li> <li>2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator</li> <li>3. Follow checklist for classroom or site</li> </ol> <p>If a comprehensive fire is identified in the area, i.e., forest fire, the camp administrator has complete authority on shelter in place or evacuation/relocation</p>
Adult Ed	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety of site and condition of students</li> <li>3. Follow appropriate procedures for conditions, shelter in place or evacuation</li> <li>4. Contact site maintenance staff for condition of building, gas, electricity, windows, etc.</li> </ol>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow checklist for classroom or site</li> </ol> <p>If fire begins in classroom or site:</p> <ol style="list-style-type: none"> <li>1. Begin evacuation process</li> <li>2. Call 9-1-1 to report the fire</li> <li>3. Notify site maintenance staff</li> <li>4. Follow checklist for classroom or site</li> </ol>
SCHOOL SITES	<p>Pre-event survey of facility and safety equipment</p> <ol style="list-style-type: none"> <li>1. Duck, cover and hold on</li> <li>2. After tremors stop, determine safety choice - inside or outside will be made by operations chief or site supervisor</li> <li>3. Follow appropriate procedures for evacuation, relocation, shelter in place, or lockdown</li> <li>4. Follow checklist set up for each classroom or site</li> <li>5. Safety designee turns off gas, electricity, closes windows, etc.</li> </ol>	<p>If fire alert is heard and location is unknown:</p> <ol style="list-style-type: none"> <li>1. Assess situation for smoke, heat</li> <li>2. Follow signal from operations chief</li> <li>3. Follow checklist for classroom or site</li> </ol> <p>If fire begins in classroom or site:</p> <ol style="list-style-type: none"> <li>1. Crisis leader begins evacuation process</li> <li>2. Secondary staff calls 911 to report the fire and notifies site supervisor or administrator</li> <li>3. Follow checklist for classroom or site</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	FLOOD	INTRUDER/SHOOTER
Nielson High School	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Camp Administrator will determine the urgency of threat</li> <li>2. Camp Administrator will determine the relocation site, if necessary</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
Adult Ed	<p>In the event of major storm activity or levee break:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat</li> <li>2. Evacuate to higher ground as designated</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>
SCHOOL SITES	<p>In the event of major storm activity:</p> <ol style="list-style-type: none"> <li>1. Office of Emergency Services will determine the urgency of threat.</li> </ol> <p>In the event of levee break:</p> <ol style="list-style-type: none"> <li>1. Evacuate to higher ground as designated</li> <li>2. If time allows, relocate as designated</li> <li>3. Notify parents to pick up their children, if necessary</li> </ol>	<p>If a suspicious person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Delay action until support is present</li> <li>3. Confirm need for 9-1-1 call</li> <li>4. Call 9-1-1</li> <li>5. If suspect is inside, shelter in place; if outside, lockdown</li> </ol> <p>If armed or threatening person is on site:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of significant threat</li> <li>2. Administrator will call 9-1-1</li> <li>3. Incident commander will determine action (lockdown, evacuation, other appropriate action)</li> <li>4. Checklist for appropriate procedures</li> </ol>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	BOMB THREAT	HAZARDOUS MATERIALS
Nielson High School	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Camp Administrator will determine the relocation site</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services will notify Camp Administrator of type of hazard, i.e. chemical spills, toxic waste, etc.                      OES and Camp Administrator will determine appropriate action                      Staff and students follow directions to shelter in place or relocate                      If incident happens at site, Camp Administrator will determine appropriate action</p>
Adult Ed	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify supervisor and maintenance staff of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to a temporary site until threat can be confirmed or resolved</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, i.e. chemical spills, toxic waste, etc.                      OES will designate relocation or shelter in place                      If incident happens at site, follow Intruder/Shooter procedures</p>
SCHOOL SITES	<p>If a bomb threat is received:</p> <ol style="list-style-type: none"> <li>1. Notify operations chief or supervisor of potential threat</li> <li>2. Call 9-1-1</li> <li>3. Relocate to designated location</li> <li>4. Checklist for appropriate procedures</li> </ol>	<p>Office of Emergency Services notifies of type of hazard, i.e. chemical spills, toxic waste, etc.                      OES will designate relocation or shelter in place                      If incident happens at site, follow Intruder/Shooter procedures</p>

## CCOE EMERGENCY RESPONSE MATRIX

DEPARTMENT	POWER/PHONE OUTAGE	OTHER
Nielson High School	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Assistant Superintendent</li> <li>2. Assistant Superintendent contacts telephone tree for department</li> <li>4. Telephone tree contacts site staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Assistant Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, Camp Administrator will determine whether to evacuate/relocate students and staff</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Camp Administrator will determine whether to relocate students and staff</li> <li>5. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
Adult Ed	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Supervisor</li> <li>2. Contact students, if possible, to cancel class (as phones, cell phones are operable)</li> <li>3. If students cannot be contacted, remain at site to inform them of cancellation of class; after 15 minutes, post sign on door to inform late arrivals</li> </ol> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Supervisor</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If unable to resume instruction, cancel class</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Contact supervisor to determine viability of class attendance</li> <li>2. Contact students, if class needs to be cancelled</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>
SCHOOL SITES	<p>If incident happens before occupation of building or site:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Superintendent will contact Assistant Superintendent of each department</li> <li>3. Assistant Superintendents contact telephone tree for department</li> <li>4. Telephone trees contact department staff (as phones, cell phones are operable)</li> </ol> <p>If staff cannot be contacted, they will be informed when they arrive at site on status of work</p> <p>If incident happens during occupation:</p> <ol style="list-style-type: none"> <li>1. Notify Superintendent</li> <li>2. Information will be confirmed with PG&amp;E, phone company</li> <li>3. If health hazard is likely, evacuate/relocate</li> </ol>	<p>In the event of other severe trauma events, ie. personal tragedy, national crisis, etc.:</p> <ol style="list-style-type: none"> <li>1. Staff will meet to determine needs of students</li> <li>2. Counselors, psychologists, chaplains will be contacted to assist with emotional needs</li> <li>3. Staff, students shelter in place, unless safety is imminent issue</li> <li>4. Superintendent will meet with media, parents, community, depending on crisis situation</li> </ol>





# **CHILD ABUSE REPORTING PROCEDURES**

The Superintendent's Policies that are appropriate for this section are attached.

## **Child Abuse: Notification of Reporting Requirement**

The County Superintendent requires that all employees be knowledgeable about the issue of child and dependent adult abuse and adhere to the legal requirements regarding the reporting of known or suspected instances of abuse. The County Superintendent directs that the Assistant Superintendent, Administrative Services, ensure that all new and substitute employees are informed of the legal reporting requirement, sign the appropriate verification statement and receive a copy of the information covered in Section 11166 of the Penal Code.

cf: 5142 Child Abuse Prevention  
PC 11165(h) Child Care Custodian  
PC 11172(e) Failure to Report  
PC 11172(a) Immunity from Liability  
CCOE Recognizing and Reporting Child Abuse Document

### Legal References:

Education Code, 44690-44691  
Penal Code, 273a, 11164-11174.3

**Adopted:** March 1, 1993  
**Revised:** April 12, 1999  
**Revised:** March 19, 2002  
**Revised:** August 31, 2004  
**Revised:** November 15, 2006

## **Child Abuse Prevention**

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. The County Superintendent recognizes that such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or drug addiction. County Office employees are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children. The County Superintendent assigns responsibility to Assistant Superintendents for establishing procedures and implementing the provisions of this policy under legal mandates.

Age-appropriate and culturally-appropriate child abuse prevention curriculum may be a component of health and safety instruction in County Office programs. This curriculum shall explain a student's right to live free of abuse, inform students of available support resources, teach students how to obtain help and disclose incidents of abuse and provide training in self-protection techniques.

cf: 0440 Safety and Health  
4129 Child Abuse: Notification of Reporting Requirement

### Legal References:

Assembly Bill 1981  
Education Code, 44690  
Penal Code, 273a, 11165, 11166-11172  
Welfare & Institutions Code, 15620, 15630, 15634, 15640, 18975-18979

**Adopted:** March 1, 1993

**Revised:** July 18, 2005

## **PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS PUPILS**

Teachers will receive notice from the Principal or Vice Principal or Assistant Superintendent when students are identified as dangerous or potentially violent. Records are kept of these students in an accessible location known to staff and are readily available for review at any time. Placement forms will include identification of students who are dangerous or potentially violent.

## **Emergency and Disaster Preparedness**

All County Office staff and students shall be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The County Superintendent assigns responsibility to the Assistant Superintendent of Business Services to ensure that a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters be developed and maintained. Assistant Superintendents shall ensure that working plans and procedures are specific to each school site. All employees and students, as appropriate, shall receive instruction regarding these plans. Each program located on a district school site shall follow the disaster emergency plan developed for that specific school site.

Assistant Superintendents shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each County Office program site.

The County Office shall grant the use of County Office owned buildings, grounds and equipment to public agencies, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The County Office shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

Disaster simulation exercises shall be held in coordination with district programs or annually at isolated school sites and shall demonstrate how safety procedures may be applied to various types of emergencies.

The County Superintendent encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. The County Office will offer CPR inservice training annually for staff.

cf: 0440 Safety and Health

### **Legal References:**

Code of Regulations Title 5, 550, 560

Education Code, 32000-32004, 32040, 32200, 35295-35297, 39834, 40041.5,  
46390-46392

Government Code, 3100

**Adopted:** March 1, 1993

**Revised:** July 19, 2005

## **Sexual Harassment**

It is the policy of the County Superintendent to provide an education, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or educational actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the County Office, to engage in sexual harassment as defined below.

In the educational as well as the work environment, sexual harassment is prohibited between students, between employees and students, between employees, between non-employees and employees, and between non-employees and students.

### **Definition of Sexual Harassment**

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature:

- is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
- is used as a basis for educational or employment decisions affecting an individual;
- has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or working environment.

For the purpose of further clarification, conduct which may constitute sexual harassment includes, but is not limited to:

- making unsolicited written, verbal, physical and/or visual contact with sexual overtones; (Written examples include, but are not limited to: suggestive or obscene letters, notes, invitations. Verbal examples include, but are not limited to: derogatory comments, innuendoes, slurs, jokes, epithets. Physical examples include, but are not limited to: assault, touching, impeding or blocking movement. Visual examples include, but are not limited to: leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.)

- continuing to express sexual interest after being informed that the interest is unwelcome; (Reciprocal attraction is not considered sexual harassment.)
- making reprisals, threats of reprisal or implied threats of reprisal following a negative response;
- within the work environment, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed;
- within the educational environment, either implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied;
- within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the career, salary and/or work environment of another employee;
- within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the educational opportunities, grades and/or learning environment of a student;
- offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc. in exchange for sexual favors.

All individuals filing complaints under this policy shall be advised of their right under state and federal law to seek redress directly through these laws.

cf: 0410 Non-discrimination in Programs and Services

**Legal References:**

Education Code, 212.5

**Adopted:** March 1, 1993  
**Revised:** March 19, 2002  
**Reviewed:** July 19, 2004

## **Rights and Responsibilities of Students**

### **Privacy Rights of Students**

The County Superintendent recognizes that personal beliefs are a private matter. Students may be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion, unless parents specify that their child/children are to be excluded from participation.

### **Questioning**

Law enforcement officers have a limited right to interview students on school premises as suspects or witnesses. When such an interview is requested, staff shall carefully ascertain the officer's identity, official capacity and the authority under which s/he acts. If the officer expresses the need to interview the student immediately, the staff should seek to accommodate the questioning in a way that will avoid disrupting the school process and also serve the best interests of the student.

Except in cases of child abuse or neglect, the staff shall attempt to contact the student's parent/guardian and solicit her/his consent when a law enforcement officer requests an interview on school premises.

If in the course of the interview the law officer finds it necessary to remove the student from school, the staff shall first ascertain the reason for such action. Upon releasing the student, staff shall immediately inform the student's parent/guardian and Assistant Superintendent.

Staff shall keep a log of any interviews of students by law officers on school premises.

### **Apprehension**

The County Superintendent authorizes staff to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the arrest or to remove a student from school premises if the officer or staff has reason to believe that the student has violated the law. The staff shall immediately notify the parent/guardian or responsible relative and the County Superintendent of the student's release and the place to which the student is reportedly being taken, except in cases of suspected child abuse.

### **Subpoenas**

Although police officers have the legal right to serve a subpoena at school, the County Office believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. Every possible step should be taken to ensure a minimum of embarrassment or loss of class time for the student.

### **Search and Seizure**

The County Superintendent recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers.

The County Superintendent authorizes the Assistant Superintendent or designee to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the County Office or program unit. The County Superintendent urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Searches shall be made in the presence of a least one other County Office employee. Employees shall not conduct strip searches or body cavity searches.

In determining whether reasonable cause for a search exists, the Assistant Superintendent or designee shall consider:

- the age and previous behavior patterns of the student;
- the prevalence and seriousness of the problem to which the search was directed;
- the urgency requiring the search without delay;
- the substantive value and reliability of the information used as a justification for the search;
- the location of the student at the time of the incident which gave rise to reasonable suspicion.

Staff shall notify the parent/guardian of the student being searched as soon after the search as is reasonably possible.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis, with students standing by their lockers or desks. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

### **Student Photographs**

The County Superintendent intends to protect students from exploitation and to respect a student's right to privacy. Therefore, taking photographs of students is limited to educational use. Photographs of any students under eighteen (18) years of age, or any special education student regardless of their age, may not be taken without prior written consent of the parent/guardian. The County Superintendent assigns responsibility for protecting students from being photographed without authorization to the Assistant Superintendents. The County Superintendent also prohibits County Office employees from photographing students for commercial use.

### **Freedom of Speech/Expression**

The County Superintendent recognizes the right of the individual student to exercise freedom of expression, however, the establishment of a public educational program requires the formation of rules and regulations to maintain an orderly process of learning with standards of student conduct and language appropriate to an academic environment.

The County Superintendent directs that students shall have the right to exercise freedom of speech and of the press. The County Superintendent authorizes students to use bulletin boards, to distribute printed materials or petitions, to wear buttons, badges or other insignia and to freely express opinions in official publications. Students shall be prohibited expression which is violent, sexually suggestive, obscene, libelous or slanderous, and which interferes with the educational program. Students who attend a County Office program at a district site shall observe all district rules at that site.

Also prohibited shall be material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.

Access to County Office technology does not include the right to websites that are not related to the instructional program. Additionally students do not have the right to use County Office website to further their freedom of speech/expression rights. The County Superintendent requires compliance with the Technology Use Agreement for all students (reference ).

### **Custom and Beliefs**

The County Superintendent recognizes that instructional programs may include references to religion and may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world.

Instruction about religious holidays shall be carefully tied to these educational objectives.

Factual and objective teaching about religion must be distinguished from religious indoctrination, which is clearly forbidden in public schools. County Office employees may teach about religion from a historical, cultural, sociological or other educational perspective, but must not favor the beliefs and customs of any particular religion or sect over any others in such teaching.

Staff shall be highly sensitive to its obligation not to interfere with the philosophical/religious development of students, in whatever tradition the student embraces. School-sponsored programs shall not be, nor have the effect of being, religiously-oriented or a religious celebration. Instruction which is contrary to a student's religious beliefs and teachings may be optional for that student in accordance with the Education Code.

The following options shall be available to students whose religious beliefs are in conflict with the subject matter being taught:

- the student may be excused from attending the class while that topic is under study with no penalty of any kind;
- the students may attend the class but no examination about the topic will be required of the student. No penalty for not taking the examination will be assessed;
- the student may attend the class and may be tested about the topic as expected of every other student.

### **Equal Educational Opportunity**

It is the policy of the County Superintendent that all students served by the County Office shall receive an equal educational opportunity. The County Superintendent believes that the right of a student to participate fully in classroom instruction, related services, or extracurricular or co-curricular activities should not be abridged or impaired because of race, religion, gender, age, color, creed, national origin, medical condition, ancestry, political affiliations, marital status, sexual orientation or for any other reason not related to individual capabilities or disabling conditions.

### **Non-discrimination**

The County Superintendent directs that there shall be no discrimination with respect to color, race, creed, religion, national origin, gender, disability or age against students who are applying for admission to or who attend County Office programs.

### **Notifications to Parents and Students Required by Law**

The County Superintendent recognizes the importance of the communication between the home and the school. The County Superintendent directs that students and parents/guardians shall be sent all notifications required by law, including notifications about their legal rights.

The County Superintendent directs that County Office programs shall distribute annually to the parent/guardian of all minor students a written notice regarding the rights and responsibilities of the parent/guardian. This written notice is typically referred to as the Parental Annual Notice (PAN).

The County Superintendent assigns responsibility for distribution of required notifications to the Assistant Superintendents. The County Superintendent directs that Assistant Superintendents ensure that the PAN is sent to parents/guardians of students in all County Office programs, with the exception of district students. The notice shall include a request that the parent/guardian sign a receipt of notification and return it to the school.

The County Superintendent desires that, insofar as practicable, notifications shall be written in the student's home language. Whenever a teacher learns that a student's parent/guardian is for any reason unable to understand printed notifications, the teacher shall provide the parent/guardian assistance in establishing other appropriate means of communication.

### **Sexual Harassment**

The County Superintendent prohibits sexual harassment of or by any student by anyone in or from the County Office. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure students that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the County Office may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The County Superintendent expects students and staff to immediately report incidents of sexual harassment to the Assistant Superintendent or designee or to another administrator. Any student who feels that s/he is being harassed should immediately contact the Assistant Superintendent or designee or another administrator in order to obtain a copy of the complaint procedures. Complaints of harassment can be filed in accordance with these procedures.

The County Office prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall

be promptly investigated in a way that respects the privacy of all parties concerned.

cf: 0410 Non-discrimination in Programs and Services  
0412 Sexual Harassment  
0440 Safety and Health  
1312 Complaints by the Public  
5112 Attendance of Students  
5114 Release of Students  
5125 Student Records  
5144 Student Discipline  
6144 Controversial Issues

**Legal References:**

Baines v. Brady 122 Cal. App. 2d Supp. 957, 960  
Code of Regulations Title 5, 303  
Education Code, 200-240, 33575, 44049, 44807, 45345, 48264, 48265,  
48902, 48906, 48907, 48909, 48980, 49050-49051, 49073 et seq., 49450-  
49451, 51240, 51522, 51938, 60650, 76120, 76240  
Franklin vs. Gwinnet County Schools (1992)  
In re Donaldson 269 Cal. App. 2d 509  
In the matter of Paul P., 85 Daily Journal D.A.R. 2594  
Penal Code, 626.9, 626.10, 830-832.8, 833-851.85  
People v. Burton (1971) 6 Cal. 3d 375  
United States Code Title 42  
32 Ops Cal Atty Gen 46  
34 Ops Cal Atty Gen 93  
54 Ops Cal Atty Gen 9

**Adopted:** March 1, 1993

**Revised:** July 18, 2005

# **SCHOOL-WIDE DRESS CODE RELATING TO GANG RELATED APPAREL**

Students in Colusa County Office of Education programs follow the specific Board Policies or Youth Authority procedures of each site.

## **Dress and Grooming of Students**

The County Superintendent holds high expectations for students and believes they will present themselves in an orderly manner conducive to the advancement of education. Their appearance is expected to be neat and acceptable to the general society and in keeping with the activity at the particular program in which they are enrolled.

The expression of a student's uniqueness and individuality by means of the student's dress is recognized; however, restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- unsafe, either for the student or those around the student;
- disruptive of school operations and the education process in general;
- contrary to law.

No restrictions on freedom of dress and adornment will be imposed which:

- reflect discrimination as to civil rights;
- enforce particular codes of morality or religious tenets;
- attempt to dictate or adjudicate style or taste.

The County Superintendent considers this to be a judgment area of the site administrator. Details and specific rules which apply shall be an Assistant Superintendent's decision, with the concurrence of the County Superintendent.

- **Regional Occupational Program (ROP) and other County Office vocational programs** – In some cases, uniforms or shop coats may be required for students in vocational training programs such as the ROP. Work experience dress code is set by the employer while the student is on the job. Students not working on the job should strongly consider the dress codes of prospective employers since appearance is a contributing factor in a person's ability to obtain employment.

cf: 5136 Gang Activity

Legal References:

Code of Regulations Title 5, 302

**Adopted:** March 1, 1993

**Revised:** February 7, 2005

## **Gang Activity**

The County Superintendent desires to keep County Office programs and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The site administrator or designee shall maintain continual, visible supervision of school premises so as to deter gang intimidation of students and confrontations between members of different gangs. The County Superintendent desires that open lines of communication with local law enforcement authorities be established in order to share information and provide mutual support in this effort.

The County Superintendent directs that inservice training be provided to assist staff in identifying gang symbols, recognizing early manifestations of disruptive activities and responding appropriately to gang behavior. Many students become involved in gangs without understanding the consequences of gang membership. Early intervention and gang violence prevention education is a key component of efforts to break the cycle of gang membership. The County Superintendent assigns responsibility for ensuring training to the Assistant Superintendents. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources which may deter gang activity.

### **Gang Symbols**

The County Superintendent prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang. This policy shall be applied at the Assistant Superintendents' discretion as the need for it arises at individual sites.

cf: 4190 Rights, Responsibilities and Duties of Employees  
5131 Student Conduct  
5132 Dress and Grooming  
5145 Rights and Responsibilities of Students

### **Legal References:**

Education Code, 51264, 51265  
Penal Code, 186.22, 13826-13826.7

**Adopted:** March 1, 1993

**Revised:** February 7, 2005

# **SAFE INGRESS AND EGRESS PROCEDURES**

Students will follow district and Youth Facility procedures.

Each CCOE site will have the ingress and egress procedures and maps attached to the plan. The maps will be placed in a prominent location at each site.

Specific information to confirm completed evacuation is included in the supplemental procedures documents.

## **POLICY TO PROVIDE A SAFE AND ORDERLY ENVIRONMENT CONDUCTIVE TO LEARNING**

This section will include the policies for possession of Drug and Alcohol or Weapons, and Search and Seizure. The students will follow the policies of the district in which they are enrolled.

The Superintendent's Policies that are appropriate for this section are attached.

## **Student Conduct**

The County Superintendent believes that all students in County Office programs have the right to a public education in a positive environment free from disruptions which may interfere with educational activities. In order to create and maintain an atmosphere conducive to teaching and learning, the County Superintendent believes it is incumbent upon parents, students, teachers and the administration to be cognizant of their responsibilities related to student conduct.

### **Academic Honesty**

The County Superintendent believes that personal integrity is basic to all academic achievement. Students will reach their full potential only by being honest with themselves and with others.

County Office employees shall provide an environment that encourages honesty. Teachers shall instruct students, as appropriate, in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed based on their own efforts. The County Superintendent expects all students to demonstrate respect, to the best of their ability, for the educational purpose underlying all school activities.

### **Vandalism**

The County Superintendent directs that Assistant Superintendents shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

Any adult student or the parent/guardian of any minor student who willfully cuts, defaces, destroys or otherwise injures any property, real or personal, belonging to the County Office, its employees, or other public or private entity, shall be liable for all such damages occurring during a school sponsored activity, to the maximum allowable by law. Any adult student or the parent/guardian of any minor student shall also be liable for all property belonging to the County Office loaned to the student and not returned upon demand of the County Office. The student may also be subject to disciplinary action.

The County Superintendent assigns responsibility for reporting all damage or loss of County Office property to each employee. Reports shall be made immediately after damage or loss is discovered.

**Student Substance Abuse (see SP 5131.01 and SP 5131.02)**

The County Superintendent recognizes that the illegal use of drugs, including alcoholic beverages, narcotics, hallucinogenic agents, and other substances, is detrimental to physical and mental health and may be symptomatic of underlying personal or academic problems. Students involved in the possession, sale and/or use of behavior-affecting substances as stated above shall be subject to disciplinary procedures which may result in suspension or expulsion.

It is the policy of the County Superintendent that instructional programs of the County Office shall take positive action through education, counseling, parental involvement, medical referral and law enforcement in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting and/or controlled substances and items facilitating illegal drug actions, and drug paraphernalia as defined in the Education Code.

The County Superintendent prohibits smoking or use of tobacco or nicotine products by students while on County Office sites or while attending sponsored activities under the supervision and control of County Office employees.

All medication which is carried onto school property including over the counter medication, and medication prescribed by a physician must be in the original container and kept in the nurse or site administrator's office, whichever provides greater security.

The County Superintendent assigns responsibility for implementing the procedures that support this policy to the Assistant Superintendents.

**Weapons and Dangerous Instruments on Sites**

It is the policy of the County Superintendent that necessary steps shall be taken to keep dangerous weapons out of County Office operated programs.

The County Superintendent believes that the County Office is responsible for maintaining a safe and secure environment for students enrolled in the schools and programs of the County Office. Therefore, no individuals, except law enforcement officers, may bring or possess any firearm upon the grounds of any school or other educational facility operated by the County Office. In addition, no person shall bring or possess any dirk, dagger, knife or other dangerous or injurious objects upon the school or facility premises. Infringements shall be dealt with according to the laws of the State of California.

cf: 0441 Smoke-Free Environment  
0442 Drug- and Alcohol-Free Environment  
3515 Protection of Assets and Security of Staff and Students  
4190 Rights, Responsibilities and Duties of Employees  
5144 Student Discipline  
5145 Rights and Responsibilities of Students  
6142 Curriculum Development and Evaluation  
6159 Behavior Management Plans

**Legal References:**

Civil Code, 1714.1  
Code of Regulations Title 5, 305  
Education Code, 11998 et seq., 44810, 48900, 48904, 48904.3, 48909, 48915,  
48915.5  
Government Code, 53069.5  
Penal Code, 594, 626.9, 626.10, 640, 640.5, 640.6

**Adopted:** March 1, 1993  
**Revised:** January 13, 1994  
**Revised:** January 19, 2005  
**Revised:** July 26, 2007

# **RULES AND PROCEDURES ON SCHOOL DISCIPLINE**

Students at district sites will follow the rules and procedures of the district or the Youth Facility. Special Education students will follow these same procedures, unless exempted by their IEP's.

The Superintendent's Policies for CCOE programs will be attached.

Procedures specific to individual programs will be followed.

## **Drug and Alcohol-Free Environment**

Because the illegal use of alcohol, drugs, and other substances adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the County Superintendent intends to keep schools free of alcohol, drugs, and other substances.

The County Superintendent desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors. The County Superintendent or designee shall and develop and implement a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The County Superintendent or designee shall clearly communicate to students, staff and parents/guardians all County Superintendent policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

cf: 5131.62 Tobacco

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the schools, workplace and community, the County Superintendent supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol, drug and other substance abuse.

To obtain the widest possible input and support for County Superintendent policies and programs, the County Superintendent shall maintain membership in the Colusa County Local Coordinating Committee for Drug, Alcohol and Tobacco Education to make recommendations related to the prevention of alcohol, drug and other substance abuse.

The County Superintendent also encourages the use of site-level advisory groups in this area. (Health and Safety Code 11998.1)

### **Instruction**

The County Superintendent shall provide preventative instruction which helps students to avoid the use of alcohol, drug or other substances and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol, drugs, and other substances. Instruction shall be designed to answer students' questions related to alcohol, drugs and other substances.

The instructional programs shall help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol, drugs, and other substances.

The curriculum shall be K-12, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels.

The County Superintendent encourages staff to display attitudes which make them positive role models for students with regard to alcohol, drugs, and other substances. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

All instruction and related materials shall stress the concept of “no unlawful use” of alcohol, drugs, and other substances and shall not include the concept of “responsible use” when such use is illegal.

cf: 6143 Courses of Study

### **Intervention**

The County Superintendent recognizes that there are students on campuses who use alcohol and other drugs and can benefit from intervention. The County Superintendent supports intervention programs that include the involvement of students, parents/guardian and community agencies/organizations.

The County Superintendent finds it essential that school personnel be trained to identify symptoms which may indicate use of alcohol, drugs, and other substances. The responsibilities of staff in working with, intervening, and reporting students suspected of alcohol, drug, and other substance use shall be clearly defined in administrative regulations.

The possession or use of electronic devices by students is prohibited, except as cited in Education Code 48901.5 (6).

The County Superintendent or designee shall confiscate electronic devices from students.

cf: 5144 Discipline

Legal References:

Education Code, 44049, 48900, 48900.5, 48901, 48901.5, 48902, 44049,  
48900, 48900.5, 58901, 48901.5, 48902, 48909, 49423, 49480, 49602,  
51202, 51203, 51210, 51220, 51260, 51262, 51264, 51265, 51266, 51268.  
Health and Safety Code, 11032, 11353.6, 11357, 11361.5, 11372.7, 11802,  
11965-22969.5, 11998-11998.3, 11999-11999.3,  
Penal Code, 13864  
Vehicle Code, 13202.5  
Welfare and Institutions Code, 828, 828.1  
Drug-Free Schools and Community Act Amendments of 1989, H.R.3614

**Adopted:** January 13, 1994

**Revised:** February 7, 2005

**Revised:** July 26, 2007

**Purpose: Conditions to ensure drug and alcohol free environment.**

Students shall receive instruction by appropriately trained instructors about the nature and effects of alcohol, drugs, and other substances, including dangerous drugs defined by Health and Safety Code 11032. (Education Code 51260)

Site administrators shall determine that drug education instructors are appropriately trained, having demonstrated that they possess:

- 1: The ability to interact with students in a positive way.
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, drugs and other behavior altering substances, and shared drug apparatus.
3. Effective teaching skills and competency in helping students to express opinions responsibility and to become aware of their values as they affect drug-use decisions. (Education Code 51260)

At all grade levels, instruction shall include a study of the effects of alcohol, drugs, and other substances upon the human system, as determined by science. (Education Code 51203, 51260)

In grades 1 through 6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7 through 12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

Students and parents/guardians shall be informed about the signs of alcohol, drug, and other substance use and about appropriate agencies offering counseling.

**Non-Punitive Self-Referral**

The County Superintendent strongly encourages any student who is using alcohol, drugs, and/or other substances to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, s/he is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students who disclose past use of alcohol, drugs, and other substances when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use.

### **Recovering Student Support**

The County Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol, drugs, and other substances and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol, drugs, and other substances or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

cf: 5144.1 Suspension and Expulsion/Due Process

School authorities may search students and school properties for the possession of alcohol, drugs, and other substances as long as such searches are conducted in accordance with law, County Superintendent policy and administrative regulations.

cf: 5145.12 Search and Seizure

Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51260)

Secondary school instruction shall include a study of the effects of alcohol, drugs, and other substances upon prenatal development as determined by science. (Education Code 51203)

The district drug education program shall augment any program provided by county drug education services. (Education Code 51260)

Staff shall take every opportunity to cooperate with county staff in planning and implementing collaborative alcohol, drug, and other substance prevention programs.

cf: 5131.63 Anabolic Steroids

The staff shall intervene whenever students use alcohol, drugs, and other substances while on school property of under school/County Superintendent's jurisdiction.

cf: 5141.21 Administering Medication

Staff members who believe that a student may be under the influence of alcohol, drugs, and other substances shall immediately notify the principal or designee.

If the principal or designee knows, observes or suspects that the student may be under the influence of alcohol, drugs, and other substances, s/he may notify the parent/guardian. (Education Code 44049)

The principal or designee shall not report a known or suspected instance of alcohol, drug, and other substance abuse by a student to the parent/guardian if this report would require the disclosure of confidential information in violation of law. (Education Code 44049)

cf: 5145.1 Privacy

The principal or designee may refer families of these students to services that effectively deal with their drug problems.

In severe cases, if the parents/guardians or the school medical personnel are not immediately available, the principal is authorized to call an ambulance to remove the student to a hospital. Parents/guardians will be notified of this action and shall be responsible for the incurred expenses.

1. Possession or Use of Alcohol or Illegal Drugs

a. When any student uses or possesses alcohol, drugs, or other substances at school or while under school jurisdiction, the following shall result:

- (1) Parent/Guardian contact.
- (2) One-to five-day suspension.
- (3) Contact law enforcement authority within one school day of the suspension.
- (4) Restriction from school activities.

b. In addition, the following action may be taken:

- (1) Recommendation of expulsion.
- (2) Referral to an appropriate community counseling program with the expectation that at least one counseling session will be held during the time of suspension.
- (3) Transfer/Alternative Placement.

2. Continued Use or Possession of Alcohol, Drugs, and Other Substances

When intervention efforts fail and the student continues to use or possess alcohol, drugs, and other substances at school or any school activity, s/he shall be expelled. The County Superintendent may suspend the expulsion and may assign the student to a school, class or program appropriate for the student's rehabilitation.

cf: 5144 Discipline  
5144.1 Suspension and Expulsion/Due process

3. Selling or Providing

- a. When a student sells or provides alcohol, drugs, and other substances at school or while under school jurisdiction, the following shall result.
  - (1) Parent/guardian contact.
  - (2) Suspension with recommendation of expulsion.
  - (3) Law enforcement contact within one school day of the suspension.
- b. Staff shall notify the principal or designee immediately upon suspecting a student is selling or providing alcohol, drugs, and other substances. The principal or designee may notify law enforcement prior to confronting or searching the student.
- c. A search for drugs may be made in accordance with the provisions of law, County Superintendent policy and administrative regulation.
- d. When there is good evidence that a student has actually sold or provided alcohol, drugs, and other substances or drug paraphernalia on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities will decide whether they or the school will notify the parent/guardian.

cf: 4158 Employee Security  
5145.11 Questioning and Apprehension  
5145.12 Search and Seizure

**Adopted:** January 13, 1994

**Revised:** February 7, 2005

**Revised:** July 26, 2007

## **Tobacco**

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school sponsored events, or under the supervision of County Superintendent employees. (Education Code 48901). Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school. (Education Code 48900)

cf: 5144.1 Suspension and Expulsion/Due Process

The County Superintendent shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code (48901,51202)

cf: 3514 Safety

**Legal Reference:**

Education Code, 44049, 48900, 45900.5, 48901, 48909, 51202, 51203, 51260

**Adopted:** January 13, 1994

**Reviewed:** February 7, 2005

**Purpose: Consequences to ensure tobacco free schools  
and work place.**

Student possession or use of tobacco on school premises or at school-sponsored events is a violation of law and County Superintendent policy and is not permitted. Students violating this policy shall be subject to the following disciplinary procedures:

1. First Offense:
  - a. Student conference.
  - b. Parent/guardian contact.
  - c. One-day suspension or detention alternative to suspension.
  
2. Second Offense:
  - a. Parent/guardian contact.
  - b. One to two-day suspension or detention alternative to suspension.
  
3. Third and Subsequent Offenses
  - a. One to five-day suspension.
  - b. Alternative placement
  - c. Disciplinary probation with behavioral contract.

Disciplinary probation is a condition whereby a student must fulfill specific commitments or be denied certain privileges until his/her behavior improves. a behavioral contract is a written agreement among a student, his/her parent/guardian and an administrator. The contract sets forth conditions that the student must meet for the probation period. Failure to comply with the agreement's terms may result in further disciplinary action.

**Adopted:** January 13, 1994  
**Revised:** February 7, 2005

## **Rights and Responsibilities of Students**

### **Privacy Rights of Students**

The County Superintendent recognizes that personal beliefs are a private matter. Students may be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion, unless parents specify that their child/children are to be excluded from participation.

### **Questioning**

Law enforcement officers have a limited right to interview students on school premises as suspects or witnesses. When such an interview is requested, staff shall carefully ascertain the officer's identity, official capacity and the authority under which s/he acts. If the officer expresses the need to interview the student immediately, the staff should seek to accommodate the questioning in a way that will avoid disrupting the school process and also serve the best interests of the student.

Except in cases of child abuse or neglect, the staff shall attempt to contact the student's parent/guardian and solicit her/his consent when a law enforcement officer requests an interview on school premises.

If in the course of the interview the law officer finds it necessary to remove the student from school, the staff shall first ascertain the reason for such action. Upon releasing the student, staff shall immediately inform the student's parent/guardian and Assistant Superintendent.

Staff shall keep a log of any interviews of students by law officers on school premises.

### **Apprehension**

The County Superintendent authorizes staff to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the arrest or to remove a student from school premises if the officer or staff has reason to believe that the student has violated the law. The staff shall immediately notify the parent/guardian or responsible relative and the County Superintendent of the student's release and the place to which the student is reportedly being taken, except in cases of suspected child abuse.

### **Subpoenas**

Although police officers have the legal right to serve a subpoena at school, the County Office believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. Every possible step should be taken to ensure a minimum of embarrassment or loss of class time for the student.

### **Search and Seizure**

The County Superintendent recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers.

The County Superintendent authorizes the Assistant Superintendent or designee to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the County Office or program unit. The County Superintendent urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Searches shall be made in the presence of a least one other County Office employee. Employees shall not conduct strip searches or body cavity searches.

In determining whether reasonable cause for a search exists, the Assistant Superintendent or designee shall consider:

- the age and previous behavior patterns of the student;
- the prevalence and seriousness of the problem to which the search was directed;
- the urgency requiring the search without delay;
- the substantive value and reliability of the information used as a justification for the search;
- the location of the student at the time of the incident which gave rise to reasonable suspicion.

Staff shall notify the parent/guardian of the student being searched as soon after the search as is reasonably possible.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis, with students standing by their lockers or desks. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

### **Student Photographs**

The County Superintendent intends to protect students from exploitation and to respect a student's right to privacy. Therefore, taking photographs of students is limited to educational use. Photographs of any students under eighteen (18) years of age, or any special education student regardless of their age, may not be taken without prior written consent of the parent/guardian. The County Superintendent assigns responsibility for protecting students from being photographed without authorization to the Assistant Superintendents. The County Superintendent also prohibits County Office employees from photographing students for commercial use.

### **Freedom of Speech/Expression**

The County Superintendent recognizes the right of the individual student to exercise freedom of expression, however, the establishment of a public educational program requires the formation of rules and regulations to maintain an orderly process of learning with standards of student conduct and language appropriate to an academic environment.

The County Superintendent directs that students shall have the right to exercise freedom of speech and of the press. The County Superintendent authorizes students to use bulletin boards, to distribute printed materials or petitions, to wear buttons, badges or other insignia and to freely express opinions in official publications. Students shall be prohibited expression which is violent, sexually suggestive, obscene, libelous or slanderous, and which interferes with the educational program. Students who attend a County Office program at a district site shall observe all district rules at that site.

Also prohibited shall be material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.

Access to County Office technology does not include the right to websites that are not related to the instructional program. Additionally students do not have the right to use County Office website to further their freedom of speech/expression rights. The County Superintendent requires compliance with the Technology Use Agreement for all students (reference ).

### **Custom and Beliefs**

The County Superintendent recognizes that instructional programs may include references to religion and may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their

tolerance for the multiple ways of life practiced by the peoples of the world. Instruction about religious holidays shall be carefully tied to these educational objectives.

Factual and objective teaching about religion must be distinguished from religious indoctrination, which is clearly forbidden in public schools. County Office employees may teach about religion from a historical, cultural, sociological or other educational perspective, but must not favor the beliefs and customs of any particular religion or sect over any others in such teaching.

Staff shall be highly sensitive to its obligation not to interfere with the philosophical/religious development of students, in whatever tradition the student embraces. School-sponsored programs shall not be, nor have the effect of being, religiously-oriented or a religious celebration. Instruction which is contrary to a student's religious beliefs and teachings may be optional for that student in accordance with the Education Code.

The following options shall be available to students whose religious beliefs are in conflict with the subject matter being taught:

- the student may be excused from attending the class while that topic is under study with no penalty of any kind;
- the students may attend the class but no examination about the topic will be required of the student. No penalty for not taking the examination will be assessed;
- the student may attend the class and may be tested about the topic as expected of every other student.

### **Equal Educational Opportunity**

It is the policy of the County Superintendent that all students served by the County Office shall receive an equal educational opportunity. The County Superintendent believes that the right of a student to participate fully in classroom instruction, related services, or extracurricular or co-curricular activities should not be abridged or impaired because of race, religion, gender, age, color, creed, national origin, medical condition, ancestry, political affiliations, marital status, sexual orientation or for any other reason not related to individual capabilities or disabling conditions.

### **Non-discrimination**

The County Superintendent directs that there shall be no discrimination with respect to color, race, creed, religion, national origin, gender, disability or age against students who are applying for admission to or who attend County Office programs.

### **Notifications to Parents and Students Required by Law**

The County Superintendent recognizes the importance of the communication between the home and the school. The County Superintendent directs that students and parents/guardians shall be sent all notifications required by law, including notifications about their legal rights.

The County Superintendent directs that County Office programs shall distribute annually to the parent/guardian of all minor students a written notice regarding the rights and responsibilities of the parent/guardian. This written notice is typically referred to as the Parental Annual Notice (PAN).

The County Superintendent assigns responsibility for distribution of required notifications to the Assistant Superintendents. The County Superintendent directs that Assistant Superintendents ensure that the PAN is sent to parents/guardians of students in all County Office programs, with the exception of district students. The notice shall include a request that the parent/guardian sign a receipt of notification and return it to the school.

The County Superintendent desires that, insofar as practicable, notifications shall be written in the student's home language. Whenever a teacher learns that a student's parent/guardian is for any reason unable to understand printed notifications, the teacher shall provide the parent/guardian assistance in establishing other appropriate means of communication.

### **Sexual Harassment**

The County Superintendent prohibits sexual harassment of or by any student by anyone in or from the County Office. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure students that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the County Office may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The County Superintendent expects students and staff to immediately report incidents of sexual harassment to the Assistant Superintendent or designee or to another administrator. Any student who feels that s/he is being harassed should immediately contact the Assistant Superintendent or designee or another administrator in order to obtain a copy of the complaint procedures. Complaints of harassment can be filed in accordance with these procedures.

The County Office prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

cf: 0410 Non-discrimination in Programs and Services  
0412 Sexual Harassment  
0440 Safety and Health  
1312 Complaints by the Public  
5112 Attendance of Students  
5114 Release of Students  
5125 Student Records  
5144 Student Discipline  
6144 Controversial Issues

**Legal References:**

Baines v. Brady 122 Cal. App. 2d Supp. 957, 960  
Code of Regulations Title 5, 303  
Education Code, 200-240, 33575, 44049, 44807, 45345, 48264, 48265,  
48902, 48906, 48907, 48909, 48980, 49050-49051, 49073 et seq., 49450-  
49451, 51240, 51522, 51938, 60650, 76120, 76240  
Franklin vs. Gwinnet County Schools (1992)  
In re Donaldson 269 Cal. App. 2d 509  
In the matter of Paul P., 85 Daily Journal D.A.R. 2594  
Penal Code, 626.9, 626.10, 830-832.8, 833-851.85  
People v. Burton (1971) 6 Cal. 3d 375  
United States Code Title 42  
32 Ops Cal Atty Gen 46  
34 Ops Cal Atty Gen 93  
54 Ops Cal Atty Gen 9

**Adopted:** March 1, 1993

**Revised:** July 18, 2005

## **Behavior Management Plans**

The County Superintendent recognizes that the maintenance of student discipline and a positive climate for learning are integral parts of education. The purpose of this policy is to establish that the use of individualized behavior management plans is appropriate in maintaining student discipline in County Office programs. It is recognized, further, that maintaining student discipline and managing student behavior involves the student, parent/guardian, designated staff, and when appropriate, agency representation. Successful implementation of any behavior plan is based on a positive relationship between the individual student and behavior management partners.

This policy provides guidelines for the establishment of individualized behavior management plans for the purpose of improving behavior of students whose behavior is significantly dangerous, disruptive and/or destructive. Individualized behavior management plans may be established for any district student in programs operated by the County Office. The intent is to provide for protection of the rights of all students, including the right to an environment conducive to learning, and to establish procedures for the use of a range of behavior management techniques.

### **Behavior Management Plan as Component of Individual Education Plan**

A student's individualized behavior management plan will be part of the Individualized Education Program (IEP). Procedures required by the Individuals with Disabilities Act and SB 1870 pertaining to the IEP will be followed in developing, implementing and reviewing the individualized behavior management plan, including due process and complaint procedures.

### **Written Consent**

Written, voluntary, informed consent will be obtained from the parent/guardian prior to implementing any individualized behavior management plan. Consent may be withdrawn.

### **Training and Evaluation**

The County Office will provide training to staff in the proper use of specific behavior management procedures. The County Office will monitor the scope and effectiveness of the use of behavior plans and provide recommendations for continued development and improvement.

cf: 1312 Complaints by the Public  
1313 Special Education Programs/Due Process  
5144 Student Discipline

**Adopted:** March 1, 1993

**Revised:** July 19, 2005

## **Student Discipline**

The County Superintendent wishes to provide students with an instructional environment free from disruptions which interfere with teaching and learning activities. The County Superintendent directs Assistant Superintendents to establish procedures which ensure that a productive learning environment is maintained.

Students shall be expected to observe administrative rules and regulations of the County Office or the facility in which the training is taking place just as if they worked for, or regularly attended, that institution or facility. Staff is responsible for the proper conduct and control of students under their charge within the behavioral guidelines of district sites and policies and procedures established by the County Superintendent. The County Superintendent directs that Assistant Superintendents provide all reasonable support to staff with respect to student conduct and discipline. Discipline plans and procedures shall take into account the special needs of district students found in programs operated by the County Office.

Students shall be expected to observe administrative rules and regulations of the County Office or the facility in which the training is taking place just as if they worked for, or regularly attended, that institution or facility.

### **Prohibition of Corporal Punishment**

The County Superintendent directs that no employee shall inflict or cause to be inflicted corporal punishment upon a student. An amount of force that is reasonable and necessary for an employee to quell a disturbance threatening physical injury to any person or damage to property, for purposes of self-defense or to obtain possession of weapons or other dangerous objects within the control of the student shall not be construed to be corporal punishment.

### **Suspension and Expulsion: Special Education Students**

The County Superintendent or designee may suspend a special education student for up to, but not more than, ten (10) days for a single incident of misconduct without the agreement of the parent/guardian or a court order. In the case of a truly dangerous child, a suspension may exceed ten (10) days, or the student's placement may be changed, or both, if the parent/guardian so agrees or if a court order so provides.

The County Superintendent may expel a special education student only if an individualized educational program team has determined that:

- the misconduct was not caused by, or a direct manifestation of, the student's identified handicap;
- the student was appropriately placed at the time the misconduct occurred.

cf: 5131 Student Conduct  
5136 Gang Activity  
4190 Rights, Responsibilities and Duties of Employees  
6159 Behavior Management Plans

**Legal References:**

Code of Regulations Title 5, 352, 353, 41301-41303  
Doe v. Maher (1986) 793 F.2nd, 1470, 1487  
Education Code, 35146, 35291.5, 44807.5, 48900-48925, 49000-49001,  
56320, 56321, 56340-56347, 56505, 76030 et seq.  
Government Code, 54950  
Honig v. Doe 88 Daily Journal D.A.R. 742  
Penal Code, 626.2  
United States Code Title 20, 1415

**Adopted:** March 1, 1993

**Revised:** July 18, 2005

**COLUSA COUNTY OFFICE OF EDUCATION  
SCHOOL SAFETY PLAN  
STUDENT ATTENDANCE FORM**

**TEACHER'S NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ **ALL STUDENTS ARE PRESENT AND ACCOUNTED FOR.**

\_\_\_\_\_ **THE FOLLOWING STUDENTS ARE UNACCOUNTED FOR.**

_____	_____
_____	_____
_____	_____

**COLUSA COUNTY OFFICE OF EDUCATION  
SCHOOL SAFETY PLAN  
STUDENT ATTENDANCE FORM**

**TEACHER'S NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ **ALL STUDENTS ARE PRESENT AND ACCOUNTED FOR.**

\_\_\_\_\_ **THE FOLLOWING STUDENTS ARE UNACCOUNTED FOR.**

_____	_____
_____	_____
_____	_____

**COLUSA COUNTY OFFICE OF EDUCATION  
SCHOOL SAFETY PLAN  
TRANSPORTATION SEQUENCE**

**EMERGENCY PROCEDURES FOR \_\_\_\_\_**

**TEACHER/SUPERVISOR \_\_\_\_\_**

**THE OPERATIONS CHIEF WILL COMMUNICATE THE DECISION TO RELOCATE.**

**THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**TEACHER/SUPERVISOR**

\_\_\_\_\_  
**SITE ADMINISTRATOR**

\_\_\_\_\_  
**CCOE SUPT./ASST. SUPT**

\_\_\_\_\_  
**DISTRICT SUPERINTENDENT**

COLUSA COUNTY OFFICE OF EDUCATION  
SCHOOL SAFETY PLAN  
SITE FORM

EMERGENCY PROCEDURES FOR \_\_\_\_\_  
TEACHER/SUPERVISOR \_\_\_\_\_  
BUDDY TEACHER/SUPERVISOR \_\_\_\_\_

THE APPROPRIATE EMERGENCY RESPONSE AGENCY (CITY POLICE, FIRE DEPARTMENT, SHERIFF'S OFFICE) WILL NAME AN INCIDENT COMMANDER FOR EACH SEPARTE EMERGENCY.

\_\_\_\_\_ IS THE OPERATIONS CHIEF FOR THE SCHOOL/OFFICE SITE. THE OPERATIONS CHIEF WILL CONTACT THE EMERGENCY RESPONSE AGENCY AND ARRANGE FOR PARENT NOTIFICATION.

METHOD OF NOTIFICATION TO PARENTS: \_\_\_\_\_  
\_\_\_\_\_

METHOD OF NOTIFICATION TO CLASSROOM: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ IS THE CRISIS LEADER FOR THE CLASSROOM/OFFICE SITE.

\_\_\_\_\_ IS RESPONSIBLE FOR THE EMERGENCY KIT.

\_\_\_\_\_ IS RESPONSIBLE FOR THE DISASTER KIT.

EVACUATION PRIMARY SITE: \_\_\_\_\_

EVACUATION SECONDARY SITE: \_\_\_\_\_

RELOCATION PRIMARY SITE: \_\_\_\_\_

RELOCATION SECONDARY SITE: \_\_\_\_\_

\_\_\_\_\_  
DISTRICT ADMINISTRATOR

\_\_\_\_\_  
SITE ADMINISTRATOR

\_\_\_\_\_  
COE ADMINISTRATOR

\_\_\_\_\_  
TEACHER/STAFF

**COLUSA COUNTY OFFICE OF EDUCATION  
SCHOOL SAFETY PLAN  
STUDENT CARE: TEACHER RESPONSIBILITIES**

**PERSONNEL:** ALL TEACHERS, INSTRUCTIONAL ASSISTANTS, SUBSTITUTE TEACHERS

**RESPONSIBILITIES: MAINTAIN A CALM DEMEANOR AT ALL TIMES.**

- \_\_\_\_\_ ASSESS SITUATION
- \_\_\_\_\_ ASSIST SERIOUSLY INJURED STUDENTS
- \_\_\_\_\_ SELECT APPROPRIATE PROCEDURE

**EVACUATION**

- \_\_\_\_\_ CALM, DIRECT AND GIVE AID TO STUDENTS
- \_\_\_\_\_ TAKE ATTENDANCE RECORDS/SCHEDULE
- \_\_\_\_\_ TAKE EMERGENCY KIT
- \_\_\_\_\_ CHECK WITH BUDDY TEACHER
  - ASSIST IF NECESSARY
- \_\_\_\_\_ EVACUATE TO DESIGNATED ASSEMBLY AREA
  - USE SAFEST ROUTE
  - STAND QUIETLY
  - PLACE RED OR GREEN CARD IN WINDOW (CLASS CONDITION)
  - CLOSE DOOR BUT LEAVE UNLOCKED FOR SEARCH & RESCUE

**ASSEMBLY AREA**

- \_\_\_\_\_ INSTRUCT STUDENTS TO SIT QUIETLY
- \_\_\_\_\_ IDENTIFY SERIOUSLY INJURED STUDENTS
- \_\_\_\_\_ TAKE ATTENDANCE
- \_\_\_\_\_ COMPLETE STUDENT ATTENDANCE FORM
- \_\_\_\_\_ HOLD UP RED OR GREEN CARD FOR SWEEPER
- \_\_\_\_\_ SEND FORM TO OPERATIONS CHIEF VIA SWEEPER

**RELOCATION**

- \_\_\_\_\_ TAKE EMERGENCY KIT AND DISASTER KIT
- \_\_\_\_\_ TAKE ATTENDANCE RECORDS/SCHEDULE
- \_\_\_\_\_ EVACUATE TO DESIGNATED RELOCATION SITE

**RELOCATION SITE**

- \_\_\_\_\_ INSTRUCT STUDENTS TO SIT QUIETLY
- \_\_\_\_\_ TAKE ATTENDANCE
- \_\_\_\_\_ COMPLETE ATTENDANCE FORM
- \_\_\_\_\_ INFORM OPERATIONS CHIEF OF MISSING STUDENTS/STAFF
- \_\_\_\_\_ ASSIST SERIOUSLY INJURED STUDENTS
- \_\_\_\_\_ INITIATE TRANSPORTATION SEQUENCE

**SHELTER IN PLACE**

- \_\_\_\_\_ IF GUNFIRE OR EXPLOSION IS HEARD, EVERYONE ON FLOOR AWAY FROM WINDOWS
- \_\_\_\_\_ AWAIT FURTHER DIRECTIONS FROM OPERATIONS CHIEF

**LOCK-DOWN**

- \_\_\_\_\_ IF GUNFIRE OR EXPLOSION IS HEARD, EVERYONE ON FLOOR AWAY FROM WINDOWS
- \_\_\_\_\_ LIGHTS OUT
- \_\_\_\_\_ DOORS LOCKED, OPENED ONLY ON PREARRANGED SIGNAL THAT LOCKDOWN HAS ENDED
- \_\_\_\_\_ SHADES DOWN
- \_\_\_\_\_ COMPLETELY QUIET
- \_\_\_\_\_ RED OR GREEN CARD IN WINDOW, VISIBLE FROM OUTSIDE
- \_\_\_\_\_ FURTHER DIRECTIONS FROM OPERATIONS CHIEF
- \_\_\_\_\_ CALLS IN ONLY

**STUDENT RELEASE:** DECISION TO RELEASE STUDENTS WILL BE MADE BY INCIDENT COMMANDER AND/OR ADMINISTRATOR. THIS AUTHORIZATION IS GIVEN TO THE OPERATIONS CHIEF, WHO WILL COMMUNICATE THE DECISION.

SUPERVISOR/ADMINISTRATOR CALLS EMERGENCY NOTIFICATION SYSTEM TO INITIATE CALLS TO INFORM PARENTS WHERE TO PICK UP CHILD.

- \_\_\_\_\_ RELEASE STUDENTS ONLY TO PERSONS NAMED ON EMERGENCY FORMS
- \_\_\_\_\_ AVOID CONFLICT; IF PARENT DEMANDS RELEASE, DOCUMENT ACTION ON EMERGENCY FORM AND RELEASE STUDENT TO PARENT/ADULT
- \_\_\_\_\_ DOCUMENT RELEASE OF ALL STUDENTS ON STUDENT ATTENDANCE FORM
- \_\_\_\_\_ IF STUDENT HAS BEEN INJURED, SEND EMERGENCY INFORMATION FORM FROM KIT WITH THE EMERGENCY MEDICAL RESPONSE PERSONNEL.

**EMERGENCY CANISTER**

QTY	UNIT	ITEM	✓
	cases	Five year shelf life drinking water (27 boxes per case), enough cases for one week supply for persons on site. <b>Check expiration date.</b>	
	cases	2400 calorie/5 year shelf life food bar packs (12 bars per case), enough cases for one week supply for persons on site. <b>Check expiration date.</b>	
	each	Emergency blankets, enough blankets for persons per site	
5	each	Green light sticks	
1	each	Red light stick	
2	each	Pairs double palm leather gloves	
1	each	Five gallon commode	
1	each	Package liner bags for commode	
	each	Toilet paper, enough for one week supply for persons on site	
1	each	30" crow bar	
1	each	Adjustable wrench	

**EMERGENCY BACKPACK**

QTY	UNIT	ITEM	✓
1	each	First aid kit	
1	each	Flashlight	
	each	Batteries, size and quantity required by flashlight	
1	each	Solar/crank AM/FM radio	

**ITEMS TO BE SUPPLIED BY THE SITE:**

Red/green cards  
Class/office roster

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## EMERGENCY CANISTER

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## EMERGENCY BACKPACK

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