

COAST UNIFIED SCHOOL DISTRICT  
COMPREHENSIVE SCHOOL SAFETY PLAN  
2018-19 School Year

Board Meeting Date: February 21, 2019

The attached plans are for review and approval:

1. CAMBRIA GRAMMAR SCHOOL
2. SANTA LUCIA MIDDLE SCHOOL
3. COAST UNION HIGH SCHOOL
4. LEFFINGWELL CONTINUATION HIGH SCHOOL

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Cambria Grammar School  
**CDS Code:** 40-75465-6042972  
**District:** Coast Unified School District  
**Address:** 3223 Main Street  
Cambria CA, 93428  
**Date of Adoption:** 11/13/18

**Approved by:**

Name	Title	Signature	Date
Jill Southern	Principal	<i>Jill Southern</i>	1/14/19
Don Adams	Director of M.O.T.	<i>Don Adams</i>	1/14/19

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

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the Cambria Grammar School main office..

## Compliance Checklist for a Comprehensive School Safety Plan

### California Education Code Sections 32280-32289

#### Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(b) (1)</b> Plan is written and developed by a school site council (SSC). <b>(2)</b> The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.	Include date and plan  11/13/18, SSC review, amend, and develop plan	Include planning committee roster  CGS SSC 2018-19
<b>(b) (3)</b> SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.	Include date and plan  1/11/19; Reviewed with Deputy Scott Newell	Comments

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> The comprehensive school safety plan includes, but is not limited to all of the following:	Include date and plan  11/13/18, SSC review, amend, and develop plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/SARB data</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan  11/13/18, SSC review and assess current status of school crime	Describe the data reviewed and key analysis points and table of findings
<b>(2)</b> Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:	Include date and plan  11/13/18, SSC review and discuss current and future safety strategies	Additional items to consider:  Threat Assessment; Student Support Teams

<p><b>(A) Child Abuse Reporting procedures</b></p>	<p>Include date and plan</p> <p>All staff are trained annually on mandated reporter procedures and responsibilities</p>	<p>Include board policy and site-specific steps</p> <p>All staff are trained annually on mandated reporter procedures and responsibilities</p>
<p><b>(B) Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:</b></p>	<p>Include date and plan</p> <p>11/13/18, SSC review and discuss current and future safety procedures. Drill schedule discussed</p>	<p>Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations</p>
<p>(i) Earthquake emergency procedures that include:</p> <p>(I) a school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners; there may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Include date and plan</p> <p>11/13/18, SSC review and discuss current and future safety procedures. Drill schedule discussed</p>	<p>Detail response procedures:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills:</p> <p>Drills are held more than monthly. The drills include a mix of fire, earthquake, shelter in place, and lockdown.</p>
<p>(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during an emergency.</p>	<p>Include date and plan</p>	<p>Comments</p>

<b>(C)</b> Suspension / Expulsion policies and procedures	Include date and plan  11/13/18, SSC discussed policies - included in this plan	Refer to board Policy, include site-specific steps, if needed
<b>(D)</b> Procedures to notify teachers of dangerous pupils	Include date and plan  11/13/18, SSC discussed procedures	Refer to board Policy, include site-specific steps, if needed
<b>(E)</b> Discrimination and Harassment Policy. Include hate crim reporting procedures and policies here.  <b>Note:</b> The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an antibullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.	Include date and plan  11/13/18, SSC discussed policies	Include complaint and investigation procedure
<b>(F)</b> Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel	Include date and plan  11/13/18, SSC discussed policies - included in this plan	Comments
<b>(G)</b> Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	11/13/18, SSC discussed policies	Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc
<b>(H)</b> A safe and orderly environment conducive to learning at the school.	11/13/18, SSC discussed	Comments
<b>(I)</b> Rules and procedures on school discipline	Include date and plan  11/13/18, SSC discussed - included in this plan	Comments
<b>(c)</b> Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.	Include date and plan	Comments
<b>(d)</b> Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep and updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.	Review, update and approve by March 1  11/13/18, Review and amend plan	Demonstrate annually approved plan with board or district superintendent signature page

<b>(e)</b> The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above.	Include date and plan  11/13/18, SSC discussed policies	Comments
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Section 32281.1	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> Schools are <i>encouraged</i> to include clear guidelines of the roles and responsibilities of the positions listed below (if used by the district): <ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul>	Include date and plan  11/13/18, SSC discussed	Include planning committee roster

Section 32284	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Include date and plan	Comments

-----	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Emergency Action Plans for Before and After School Events	Include date and plan  11/13/18, SSC discussed	Comments

Section 32288	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> Submit the plan to school district office of county office of education for approval.	Include date and plan	Comments
<b>(b)(1)</b> SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan  11/13/18	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3)

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

All incidents or suspected incidents are reported to San Luis Obispo County Child Welfare Services. All Coast Unified School District staff are trained in these procedures annually.



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

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

#### **Emergency Procedures**

Fire/Evacuation – (Fire - if a shelter in place, will be clearly announced)

- Account for students
- Calmly evacuate the buildings (orange helmets, emergency bags, fire extinguishers, radios if you have them)
- Students quietly line up along campus side of North fence:

o (1) main (lower) playfield

o (2) upper playfield

- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinators (Bonnie Duston - upper; Lori Nunez - lower)
- Wait for further instruction

Earthquake –

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

Lockdown –

- Upon hearing directions:

o Check that doors are locked

o Close blinds

o Quietly reassure students

- -----

Triage – Handle health and injury emergencies – Communicate (Radio)

Student Area – Manage and reassure waiting students

Security – Manage the front gate and students being picked up (Radio)

Communications – Manage communication between centers (Radio)

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

Cambria Grammar School is designated as an emergency shelter. Basic supplies (water, blankets, sleeping cots, first aid materials) are stored on site.

### **Earthquake**

Earthquake –

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – see below
- Wait for further instruction

Evacuation – (If deemed necessary)

- Account for students
- Calmly evacuate the buildings (orange helmets, emergency bags, fire extinguishers, radios if you have them)
- Students quietly line up along campus side of North fence:

o (1) main (lower) playfield

o (2) upper playfield

- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinators (Bonnie Duston - upper; Lori Nunez - lower)
- Wait for further instruction

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

**CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900**

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

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

All site staff will be notified by the site administrator (or designee) about the presence of potentially dangerous students. Other agencies will be notified and brought in for support as necessary.

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

**SEXUAL HARASSMENT**

Definition: (Per Education Code 212.5; 5 CCR 4916) prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school

Other types of conduct which are prohibited in the school district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school district's sexual harassment policy, or who participates in the investigation of a sexual harassment complaint

Consequences for Sexual Harassment:

- Sexual harassment is a suspendable offense per Education Code 48900.

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

**DRESS CODE**

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or his/her designee or teacher will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the State Education Code and School Board Policies. In addition, it is recognized that the school shares with parents a responsibility for teaching its youth appropriateness of dress. It is a mark of maturity when a student can freely choose appropriate apparel, which still demonstrates individuality. In the interest of health, safety, cleanliness, decency, and decorum among students, the following regulations have been adopted by the Board of Education:

In general, wearing apparel will be determined at the discretion of the parent. However, at any time when there is evidence that choice of clothing or a student's appearance potentially endangers the student's health or safety, or otherwise interferes with the educational process and the mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action.

- In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
- Students are expected to follow all school rules governing safety and specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and the like, or which bear any symbol or insignia that is inflammatory or indicate/advocates hatred based on group membership.
- The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption, or has any history of violence or disruption of the school's instructional program objectives is unacceptable.
- Attire or items which may be used as a weapon may not be worn (i.e. steel-toed boots, items with spikes, chains, etc.)
- Dark glasses shall not be worn in classrooms or offices unless a health problem exists.
- Hats, caps, beanies and other head coverings shall not be worn in classrooms/buildings. Students may wear head coverings at outdoor activities.
- Clothes must fit properly and must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, tube tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited. Shirts must be worn on campus. Clothing which is unduly revealing, or attire that detracts in any way from the educational mission of the school's instructional program, is unacceptable.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Footwear must be worn at all times at school.
- Skirts or shorts shorter than mid-thigh are prohibited.
- The principal reserves the right to determine whether student appearance is disruptive, unsafe, or inappropriate to the educational process. While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the principal.

#### Consequences:

- Prior to sending students to the office / administration for dress code violations, teachers will talk to students about their dress and seek voluntary compliance with the policy.
- Progressive discipline strategies will be followed including, but not limited to:

1. Student and parent conference with administration, and attire altered
2. 1-3 day suspension, attire altered, and parent conference
3. 3-5 day suspension, attire altered, and parent conference

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

Cambria Grammar School (CGS) works to ensure that students, parents and staff all have safe ingress and egress to and from the school site. CGS is located at 3223 Main Street in Cambria, California. The campus lies at the dead end of a single, long driveway on Main Street. The campus has parking lots and access to the school at both the upper and lower portions of the campus. The upper lot is the location for bus drop off/pick up. Beginning at 7:45 am, staff supervise the arrival and departure of students from the campus until roughly 3:15 pm. Through an MOU with the YMCA, an after-school program is offered until 6:00 pm. A supervision ratio of 20 to one is set for the YMCA program.

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

**Component:**

Safe Place to Learn Act (E.C.sections 220, 221.5 and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of violation of these policies, please contact the district superintendent's office at (805) 927-6121.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contract the district's Superintendent at (805) 927-6121. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

**Element:**

Training and Practice

**Opportunity for Improvement:**

School staff and students will review emergency procedures regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
Update procedures	Review current procedures, update them as needed, and train staff as needed.	*Emergency procedure paperwork (procedural steps, phone trees, incident command flow charts, etc) *Emergency equipment *Drill schedules	Jill Southern, Cambria Grammar School Principal	The effectiveness of the drills will be reviewed, discussed, and records kept.
Improve emergency communication	Update and train on the communication currently in place.	*One call phone system *RAVE phone app	Jill Southern, CGS Principal	The effectiveness of drills will be reviewed and a record will be kept

**Component:**

Student Health

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

Physical safety of the school campus

**Element:**

Facilities

**Opportunity for Improvement:**

Review the physical safety of campus facilities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Campus safety	Safety will be examined on the school campus	Safety inspections	Don Adams, MOT Director	Regular safety inspections will be carried out
Maintenance	Maintenance and Operations staff will work with school staff to monitor campus safety and will report issues that need to be addressed	*MOT staff *School staff *School Dude reporting system	Jill Southern, CGS Principal	Work requests will be monitored in the School Dude system

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

**Cambria Grammar School Student Conduct Code**

**Conduct Code Procedures**

**PROGRESSIVE DISCIPLINE PLAN**

**Step 1 Minor Behavioral Problems**

Examples: Minor class disruptions

Inappropriate language

Student arguments

The teacher will implement appropriate action, which should include one or more of the following strategies:

- a. Green Slip or White Slip
- b. Conference with student

- c. Parent contact
- d. Peace Leader amends
- e. Conference with counselor and/or principal
- f. Review student records
- g. Alternative activity during less structured times like recess

Step 2 Attempts at Step 1 have been tried and have failed, or the behavior is severe enough to warrant the student's immediate removal from class.

Examples: Fighting/Assault

Weapons

Drugs/Alcohol

Fire/Explosives

Gross disrespect/Extreme vulgar language

- a. The teacher will write a referral with specific details of the problem. This must include exact words, gestures, and circumstances that will help the counselors and administrators more accurately deal with the problem.
- b. Sending the referral to the office with a student other than the offending student is advisable.
- c. When the offending student arrives at the office, he/she will sit in the office for the remainder of the period or until the referral is reviewed and the student is counseled and/or a disciplinary consequence is assigned.

CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

- 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
- 2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
- 3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- 5. Committed robbery or extortion
- 6. Caused or attempted to cause damage to school property or private property
- 7. Stole or attempted to steal school property or private property
- 8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
- 9. Committed an obscene act or engaged in habitual profanity or vulgarity



10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties

12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely affects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities

19. Entering closed areas around the campus

20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(J) Hate Crime Reporting Procedures**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior) Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Incidents are to be immediately reported to a teacher or the principal. Parents should call the principal directly if a student reports an incident to them. Upon report principal will:

1. At all times work to ensure the safety of students.
2. Work to keep the reporter confidential.
3. Take a written account
4. Conduct an investigation
5. Make a decision on the incident and consequences for the offending student. The school's progressive discipline policy will be used, but consequences may include suspension even for first offenses depending on the severity of the offense. Repeated offenses may lead to the recommendation of expulsion.
6. Report results of the investigation and the consequences to the parties involved.

#### **Emergency Action Plans for Before and After School Events**

Supervision is a priority for before and after school events. The emergency procedures in place during the school day at Cambria Grammar School apply before, during and after all school events.

**(K) Heat and AQI Guidelines**

All staff are trained in dealing with heat related illness. The following guidelines are adhered to:

<b>Heat and AQI Guidelines</b>					
<b>BAND</b>	<b>AQI Values</b>	<b>Level of Health Concern</b>	<b>Cautionary Statements</b>	<b>Outdoor Activities, Practice, Games and Camps</b>	<b>Temperature Degrees (F)</b>
1	0-100	Good/Moderate	Unusually sensitive people should Consider reducing prolonged or heavy exertion outdoors	1) Frequent hydration whenever needed 2) Frequent shade breaks	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks	below 100
3	151-200	Unhealthy	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed	100 to 104
4	201-500	Very Unhealthy/ Hazardous (AQI 301+)	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed	105 and over

1. AQI is determined by the EPA for Cambria, California.

2. Temperature is determined by the National Weather Service forecast for Cambria, California.

3. AQI/Heat alerts for bands 2-4 are sent to the following:

**Administration, Site Clerical, Health Aide, MOT and Nutrition Services**

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

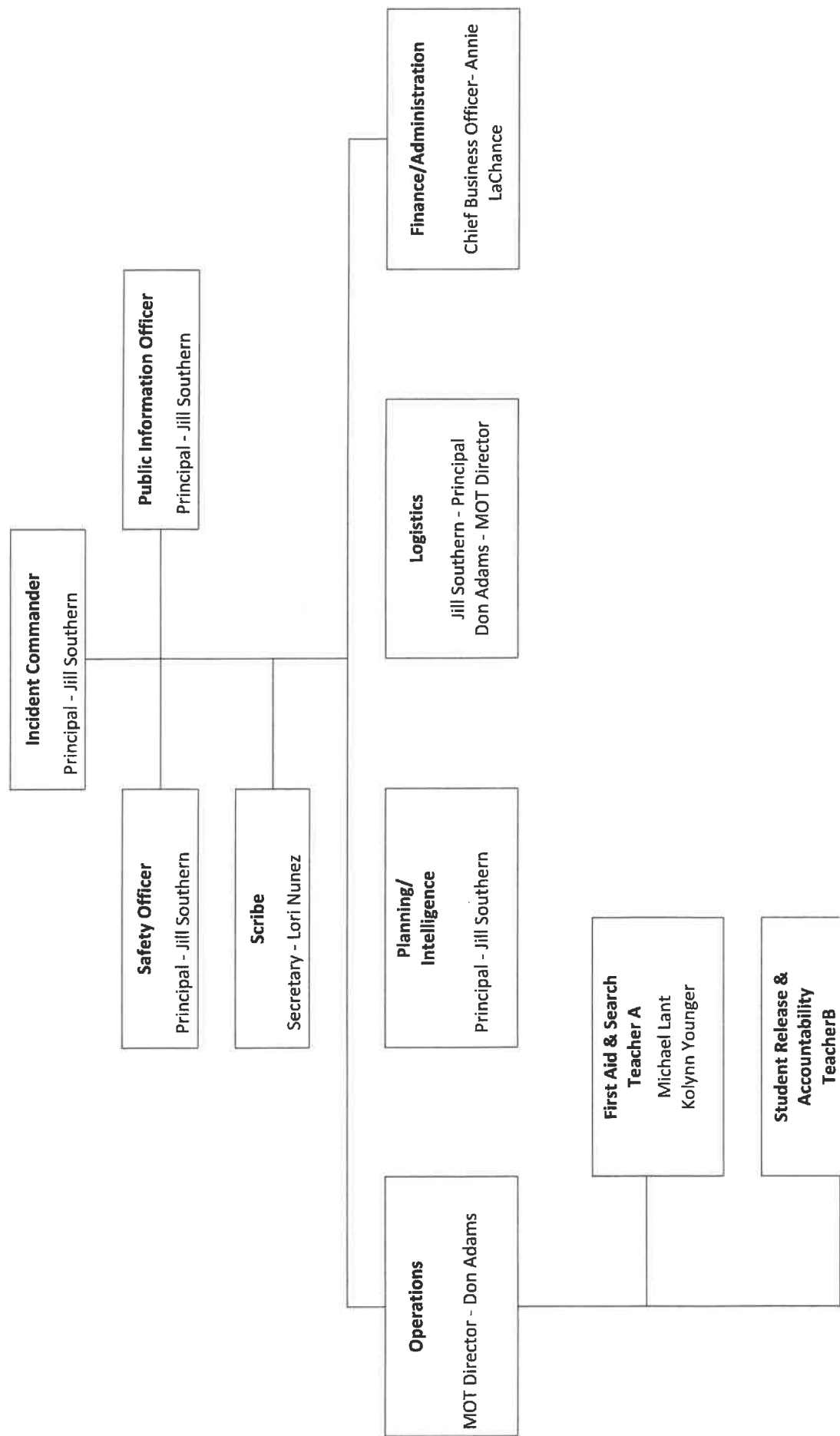
The safety plan is reviewed annually (at a minimum) with school staff, partners in law enforcement, County Mental Health, and parent stakeholder groups. Data is analyzed and improvements/amendments are suggested and added as part of the plan. Safety Plans are approved by the Coast Unified School District Board of trustees.

**Safety Plan Appendices**

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plans are submitted by January 1st to the Director of M.O.T. who keeps the documentation. Additional copies are available for review at the school office, on the school and district websites.	January of the current year.	Documentation located with director of M.O.T.
A law enforcement agency was consulted with in the writing and development of the original Comprehensive School Safety Plan.	January of the current year.	Local law enforcement agency
Plan is written and developed by a school site council (SSC) or a safety planning committee.	January of the current year.	School Site Council Committee
The CSSP is communicated to the public during parent meetings at Back To School Night.	Beginning of the school year	School Administration
School Safety Committee/Planning Committee identifies areas of need/focus for the year.	January of the current year.	
School Safety Committee/Planning Committee reviews and addresses, as needed, the school's procedures for complying with existing laws related to school safety.	January of the current year.	
Drop Procedure Drills/Earthquake Drills (to be held once each quarter in elementary and once each semester in secondary schools).	9/27/18 Fire Drill 10/12/18 Bus Evacuation 10/18/18 @ 10:18 Earthquake Drill 10/30/18 Fire Drill 11/15/18 Lockdown Drill 11/28/18 Fire Drill 12/13/18 Fire Drill 1/22/19 Fire Drill 2/15/19 Fire Drill 2/22/19 @ 9:15 Earthquake Drill 3/7/19 Fire Drill 4/3/19 Fire Drill 5/6/19 Fire Drill 5/24/19 Shelter In Place 6/3/19 Fire Drill	

Cambria Grammar School Incident Command System



Sarah Moore  
Marissa Purcell  
Julie Bales



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

Incident Commander (IC) at the school site and the Emergency Operations Center (EOC) Director at the district level. The IC, usually the school principal, divides up tasks and delegates responsibilities to the site staff members. Staff has received initial training that is followed up by regular emergency drills, along with additional training, as needed. The IC will follow up on the decisions made and closely monitor the progress of the incident to its conclusions and beyond. During the incident, the District provides the necessary resources and support to help bring the situation to an expedient resolution.

California Government Code Section 3100 declares that in the event of a local or state emergency or federal disaster declaration, public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by superiors or law. Staff members are assigned specific responsibilities that help to facilitate a well-structured resolution to the emergency situation.

### **Management**

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

### **Planning & Intelligence**

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

### **Operations**

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

### **Logistics**

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

### **Finance & Administration**

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

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

- \* Fire (Evacuation or not)
- \* Earthquake (Evacuation or not)
- \* Lockdown
- \* Shelter in Place

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

The severity of the emergency is determined by administration

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

The appropriate procedural steps are determined

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

The response is communicated through:

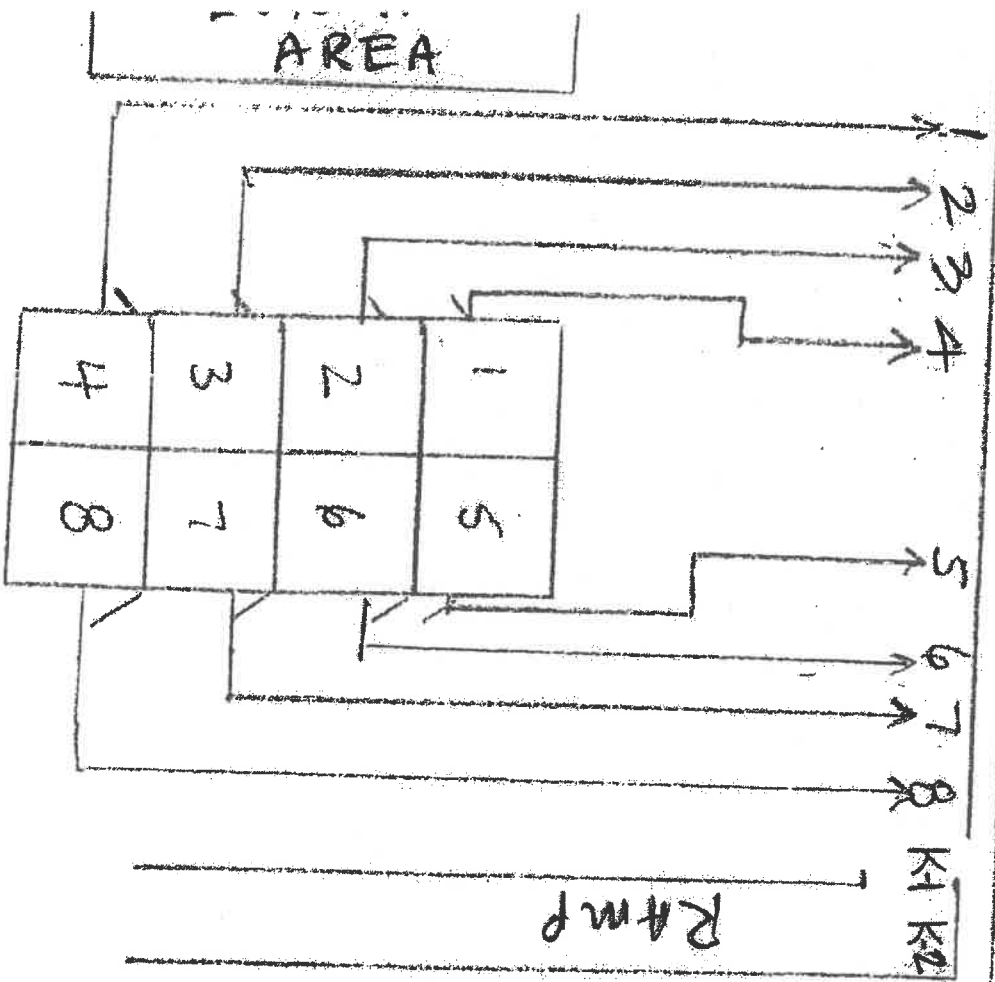
- \*Schoolwide intercom system (for immediate communication)
- \*RAVE panic app (site or districtwide communication)
- \*One-call phone system (site or districtwide communication as well as community/stakeholder communication)

Administrative discretion is used in communication

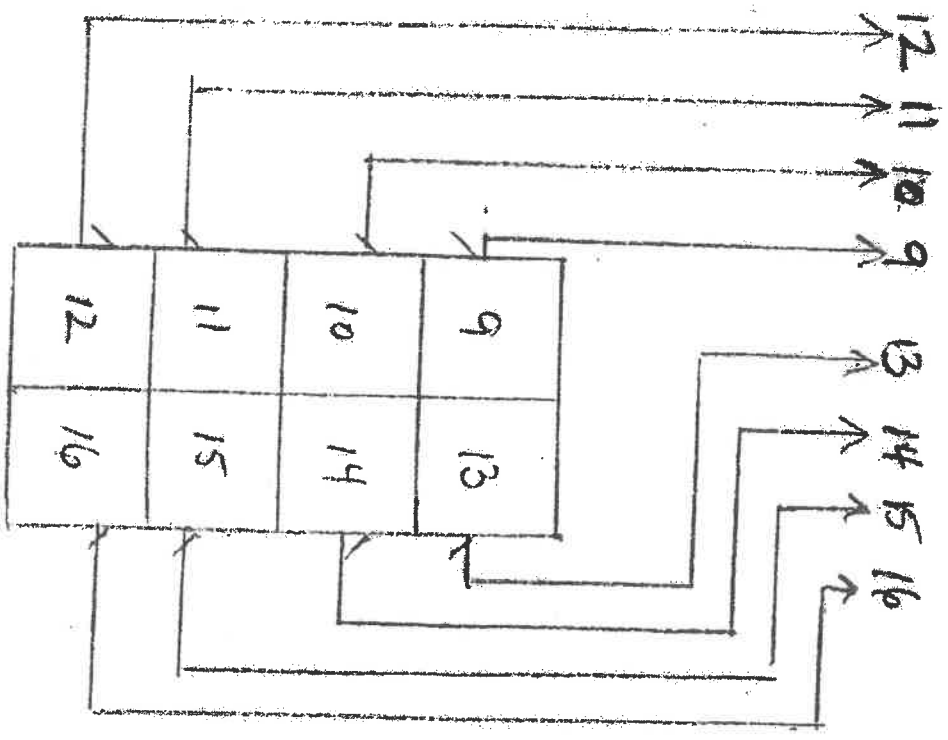
**Emergency Evacuation Map**

# EVACUATION FIRE DRILL LINE UP

LOWER PLAYGROUND



UPPER PLAYGROUND



STAIRS

K-1 1 K-2

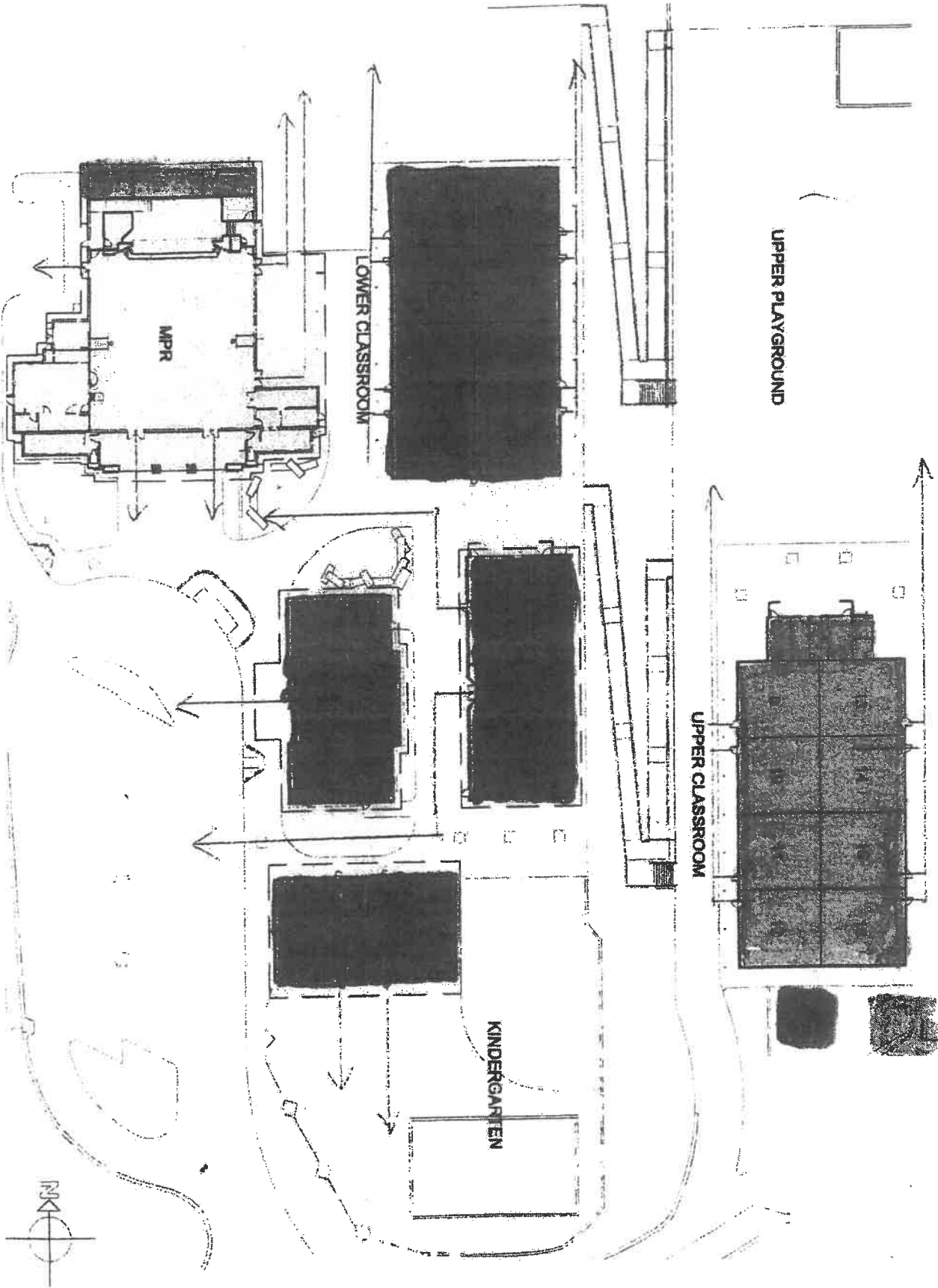
# EVACUATION AREA

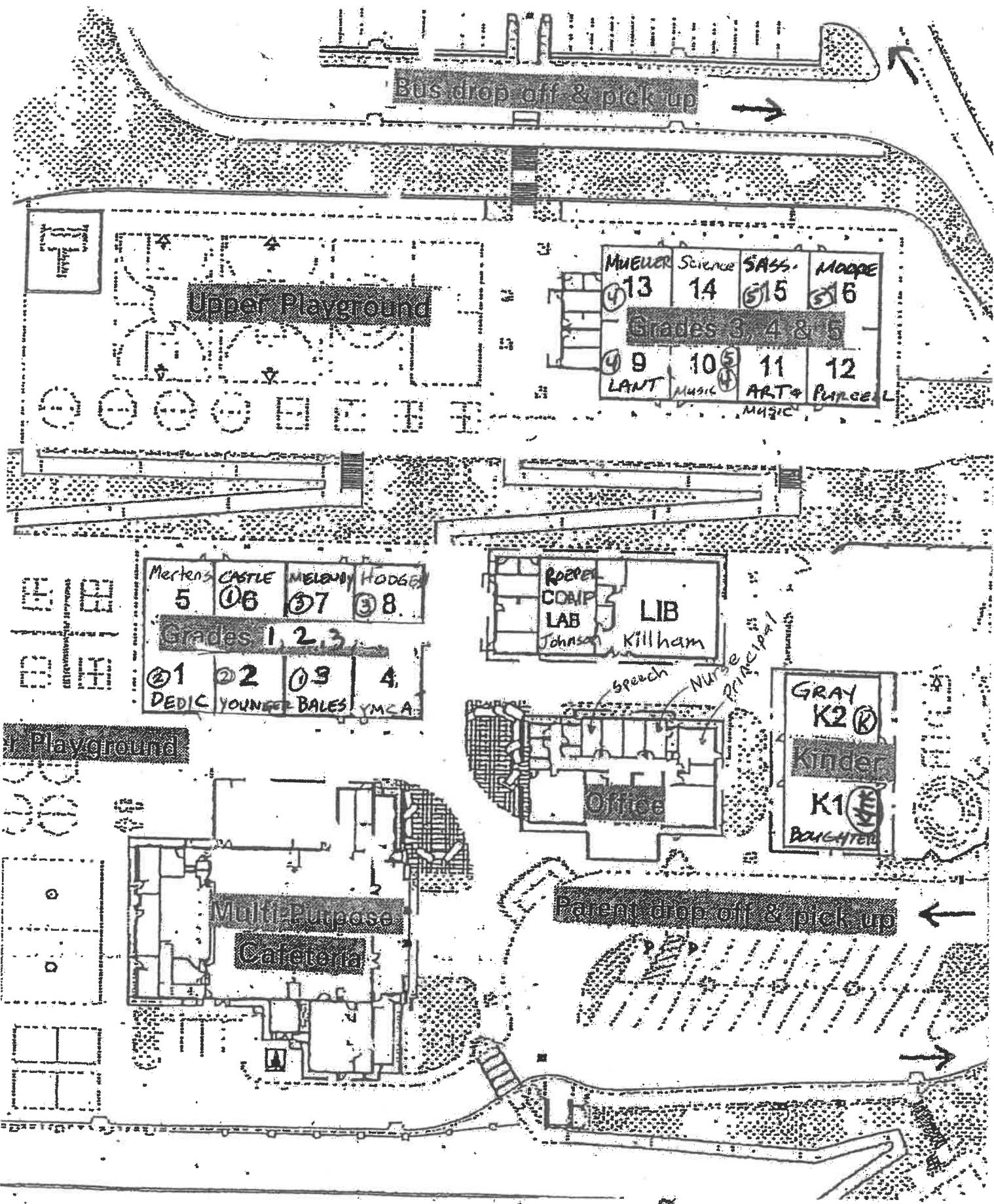
scene.dwg Building Care, Sep 12, 2005 1:35pm

12003\1303513 Cambria Elementary School

## EMERGENCY EXIT PLAN MASTER

CAMBRIA GRAMMAR SCHOOL






Ⓢ = Grade

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Santa Lucia Middle School  
**CDS Code:** 40-75465-6042980  
**District:** Coast Unified School District  
**Address:** 2850 Schoolhouse Lane  
Cambria CA, 93428  
**Date of Adoption:** September 28, 2017

**Approved by:**

Name	Title	Signature	Date
Kyle Martin	Principal		12/20/18
Don Adams	Director of M.O.T.		12/04/2018





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

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at [santaluciajuniorhigh.wixsite.com/slms](http://santaluciajuniorhigh.wixsite.com/slms), or at [coastusd.org](http://coastusd.org) and in the school office.

## Compliance Checklist for a Comprehensive School Safety Plan

### California Education Code Sections 32280-32289

#### Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(b) (1)</b> Plan is written and developed by a school site council (SSC). <b>(2)</b> The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.	Include date and plan	Include planning committee roster
<b>(b) (3)</b> SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.	Include date and plan	Comments

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> The comprehensive school safety plan includes, but is not limited to all of the following:	Include date and plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/SARB data</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan	Describe the data reviewed and key analysis points and table of findings
<b>(2)</b> Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:	Include date and plan	Additional items to consider:  Threat Assessment; Student Support Teams
<b>(A)</b> Child Abuse Reporting procedures	Include date and plan	Include board policy and site-specific steps

<b>(B)</b> Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:	Include date and plan	Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations
<p>(i) Earthquake emergency procedures that include: (I) a school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners; there may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	Include date and plan	<p>Detail response procedures:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills:</p>
(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during an emergency.	Include date and plan	Comments
<b>(C)</b> Suspension / Expulsion policies and procedures	Include date and plan	Refer to board Policy, include site-specific steps, if needed
<b>(D)</b> Procedures to notify teachers of dangerous pupils	Include date and plan	Refer to board Policy, include site-specific steps, if needed

<p><b>(E) Discrimination and Harassment Policy.</b> Include hate crim reporting procedures and policies here.</p> <p><b>Note:</b> The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an antibullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>	Include date and plan	Include complaint and investigation procedure
<b>(F) Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel</b>	Include date and plan	Comments
<b>(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site</b>		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc
<b>(H) A safe and orderly environment conducive to learning at the school.</b>		Comments
<b>(I) Rules and procedures on school discipline</b>	Include date and plan	Comments
<b>(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.</b>	Include date and plan	Comments
<b>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep and updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.</b>	Review, update and approve by March 1	Demonstrate annually approved plan with board or district superintendent signature page
<b>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above.</b>	Include date and plan	Comments

Section 32281.1	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a) Schools are encouraged to include clear guidelines of the roles and responsibilities of the positions listed below (if used by the district):</b>	Include date and plan	Include planning committee roster

<ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul>		
---	--	--

Section 32284	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Include date and plan	Comments

	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Emergency Action Plans for Before and After School Events	Include date and plan	Comments

Section 32288	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office of county office of education for approval.	Include date and plan	Comments
(b)(1) SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3)

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

All incidents or suspected incidents are reported to San Luis Obispo County Child Welfare Services. All Coast Unified School District staff are trained in these procedures annually.

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

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

##### **Emergency Procedures**

##### **Fire/Evacuation –**

- Account for students
- Calmly evacuate the buildings (orange helmets, emergency bags, fire extinguishers, radios if you have them)
- Students quietly line up in:

- o (1) athletic field
- o (2) front field near rooms 5, 6 & 7 at the bottom of the parking lot

o (3) blacktop basketball courts

- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinator (Toby Cinque)
- Wait for further instruction

Earthquake –

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

Lockdown –

- Upon hearing directions:

o Check that doors are locked

o Close blinds

o Quietly reassure students

- -----

Triage – Handle health and injury emergencies – Communicate (Radio)

Student Area – Manage and reassure waiting students

Security – Manage the front gate and students being picked up (Radio)

Communications – Manage communication between centers (Radio)

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

Santa Lucia Middle School is designated as an emergency shelter. Basic supplies (water, blankets, sleeping cots, first aid materials) are stored on site.

**Earthquake**

Earthquake –

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

If evacuation of classrooms is deemed necessary:

- Account for students
- Calmly evacuate the buildings (orange helmets, emergency bags, fire extinguishers, radios if you have them)
- Students quietly line up in:

o (1) athletic field

o (2) front field near rooms 5, 6 & 7 at the bottom of the parking lot

o (3) blacktop basketball courts

- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”

- Give information sheets to coordinator (Toby Cinque)
- Wait for further instruction

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

#### **CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900**

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities



6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

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

All site staff will be notified by the site administrator (or designee) about the presence of potentially dangerous students. Other agencies will be notified and brought in for support as necessary.

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

### **SEXUAL HARASSMENT**

Definition: (Per Education Code 212.5; 5 CCR 4916) prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school

Other types of conduct which are prohibited in the school district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school district's sexual harassment policy, or who participates in the investigation of a sexual harassment complaint

Consequences for Sexual Harassment:

- Sexual harassment is a suspendable offense per Education Code 48900.

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

### **DRESS CODE**

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or his/her designee or teacher will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the State Education Code and School Board Policies. In addition, it is recognized that the school shares with parents a responsibility for teaching its youth appropriateness of dress. It is a mark of maturity when a student can freely choose appropriate apparel, which still demonstrates individuality. In the interest of health, safety, cleanliness, decency, and decorum among students, the following regulations have been adopted by the Board of Education:

In general, wearing apparel will be determined at the discretion of the parent. However, at any time when there is evidence that choice of clothing or a student's appearance potentially endangers the student's health or safety, or otherwise interferes with the educational process and the mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action.

- In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
- Students are expected to follow all school rules governing safety and specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and the like, or which bear any symbol or insignia that is inflammatory or indicate/advocates hatred based on group membership.
- The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption, or has any history of violence or disruption of the school's instructional program objectives is unacceptable.
- Attire or items which may be used as a weapon may not be worn (i.e. steel-toed boots, items with spikes, chains, etc.)
- Dark glasses shall not be worn in classrooms or offices unless a health problem exists.
- Hats, caps, beanies and other head coverings shall not be worn in classrooms/buildings. Students may wear head coverings at outdoor activities.
- Clothes must fit properly and must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, tube tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited. Shirts must be worn on campus. Clothing which is unduly revealing, or attire that detracts in any way from the educational mission of the school's instructional program, is unacceptable.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Footwear must be worn at all times at school.
- Skirts or shorts shorter than mid-thigh are prohibited.
- The principal reserves the right to determine whether student appearance is disruptive, unsafe, or inappropriate to the educational process. While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the principal.

#### Consequences:

- Prior to sending students to the office / administration for dress code violations, teachers will talk to students about their dress and seek voluntary compliance with the policy.
- Progressive discipline strategies will be followed including, but not limited to:

1. Student and parent conference with administration, and attire altered
2. 1-3 day suspension, attire altered, and parent conference
3. 3-5 day suspension, attire altered, and parent conference

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

Santa Lucia Middle school works to ensure that students, parents and staff all have safe ingress and egress to and from the school site. Santa Lucia Middle School is located at 2850 Schoolhouse Lane in Cambria California. The campus lies at the dead end of this residential street, lined on one side by a small apartment complex and sidewalk, the other side being an open field. The campus has one point of entry/exit at the front of the campus. This is also the location for bus drop off/pick up. Beginning at 7:30 am, staff supervise the arrival and departure of students from the campus until roughly 4:00 pm. Through an MOU with the YMCA, an after school program is offered until 6:00 pm. A supervision ratio of 20 to one is set for the YMCA program.

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

##### **Component:**

Safe Place to Learn Act (E.C.sections 220, 221.5 and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of violation of these policies, please contact the district superintendent's office at (805) 927-6121.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contract the district's Superintendent at (805) 927-6121. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

**Element:**

Training and Practice

**Opportunity for Improvement:**

School staff, and students, will review emergency procedures regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
Update procedures	Review current procedures, update them as needed and train staff as needed.	*Emergency procedure paperwork (procedural steps, phone trees, incident command flow charts, etc) *Emergency equipment *Drill schedules	Kyle Martin, SLMS principal	The effectiveness of the drills will be reviewed, discussed and records kept.
Improve emergency communication	Update and train on the communication currently in place.	*One call phone system *RAVE phone app	Kyle Martin, SLMS principal	The effectiveness of drills will be reviewed and a record will be kept

**Component:**

Student Health

**Element:**

Social emotional well being

**Opportunity for Improvement:**

Continue to gather data in this area and work with partners in implementing effective strategies/programs for student benefit

Objectives	Action Steps	Resources	Lead Person	Evaluation
Gather data on student social emotional well being	*Update and review SLMS Early Warning System in Illuminate * Update and review SLMS student at-risk screener *Implement "Second Step" curriculum	*Staff knowledge *Illuminate *County Mental Health *Transitions Mental Health *Second Step Curriculum	Kyle Martin, SLMS principal	Review data collected in this area
Counseling services	*Continue with the Prevention and Early Intervention grant to provide mental health counseling, Friday Night Live and Family Advocate services	*San Luis Obispo County Mental Health *The Link (Family Advocate services)	Kyle Martin, SLMS principal	Progress monitoring is done monthly between school staff and PEI staff

**Component:**

Physical safety of the school campus

**Element:**

Facilities

**Opportunity for Improvement:**

Review the physical safety of campus facilities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Campus safety	Safety will be examined on the school campus	Safety inspections	Don Adams, MOT Director	Regular safety inspections will be carried out
Maintenance	Maintenance and Operations staff will work with school staff to monitor campus safety and will report issues that need to be addressed	*MOT staff *School staff *School Dude reporting system	Kyle Martin, SLMS principal	Work requests will be monitored in the School Dude system

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

**Santa Lucia Middle School Student Conduct Code**

**Conduct Code Procedures**

**PROGRESSIVE DISCIPLINE PLAN**

**Step 1 Minor Behavioral Problems**

Examples: Minor class disruptions

Inappropriate language

Student arguments

The teacher will implement appropriate action, which should include one or more of the following strategies:

- a. Conference with student
- b. Parent contact
- c. Move student's seating assignment
- d. Academic Progress Report sent to parent
- e. Conference with counselor and/or principal
- f. Review student records
- g. Class level change

Step 2 Attempts at Step 1 have been tried and have failed, or the behavior is severe enough to warrant the student's immediate removal from class.

Examples: Fighting/Assault

Weapons

Drugs/Alcohol

Fire/Explosives

Gross disrespect/Extreme vulgar language

- a. The teacher will write a referral with specific details of the problem. This must include exact words, gestures, and circumstances that will help the counselors and administrators more accurately deal with the problem.
- b. Sending the referral to the office with a student other than the offending student is advisable.
- c. When the offending student arrives at the office, he/she will sit in the office for the remainder of the period or until the referral is reviewed and the student is counseled and/or a disciplinary consequence is assigned.

#### CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

- 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
- 2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
- 3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant

5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely affects a student's standing as a responsible member of the school community
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14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)

15. Failure to be diligent in study

16. Intimidation

17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal

18. Gambling on the school premises or at school related activities

19. Entering closed areas around the campus

20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

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- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(J) Hate Crime Reporting Procedures**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior) Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Incidents are to be immediately reported to a teacher or the principal. Parents should call the principal directly if a student reports an incident to them. Upon report principal will:

1. At all times work to ensure the safety of students.
2. Work to keep the reporter confidential.
3. Take a written account
4. Conduct an investigation
5. Make a decision on the incident and consequences for the offending student. The school's progressive discipline policy will be used, but consequences may include suspension even for first offenses depending on the severity of the offense. Repeated offenses may lead to the recommendation of expulsion.
6. Report results of the investigation and the consequences to the parties involved.



### **Emergency Action Plans for Before and After School Events**

Supervision is a priority for before and after school events. The emergency procedures in place during the school day at Santa Lucia apply before, during and after all school events.

**(K) Heat and AQI Guidelines**

All staff are trained in dealing with heat related illness. The following guidelines are adhered to:

Heat and AQI Guidelines					
BAND	AQI Values	Level of Health Concern	Cautionary Statements	Outdoor Activities, Practice, Games and Camps	Temperature Degrees (F)
1	0-100	Good/Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors	1) Frequent hydration whenever needed 2) Frequent shade breaks	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks	below 100
3	151-200	Unhealthy	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed	100 to 104
4	201-500	Very Unhealthy/ Hazardous (AQI 301+)	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed	105 and over

1. AQI is determined by the EPA for Cambria, California.

2. Temperature is determined by the National Weather Service forecast for Cambria, California.

3. AQI/Heat alerts for bands 2-4 are sent to the following:

**Administration, Site Clerical, Health Aide, MOT and Nutrition Services**

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

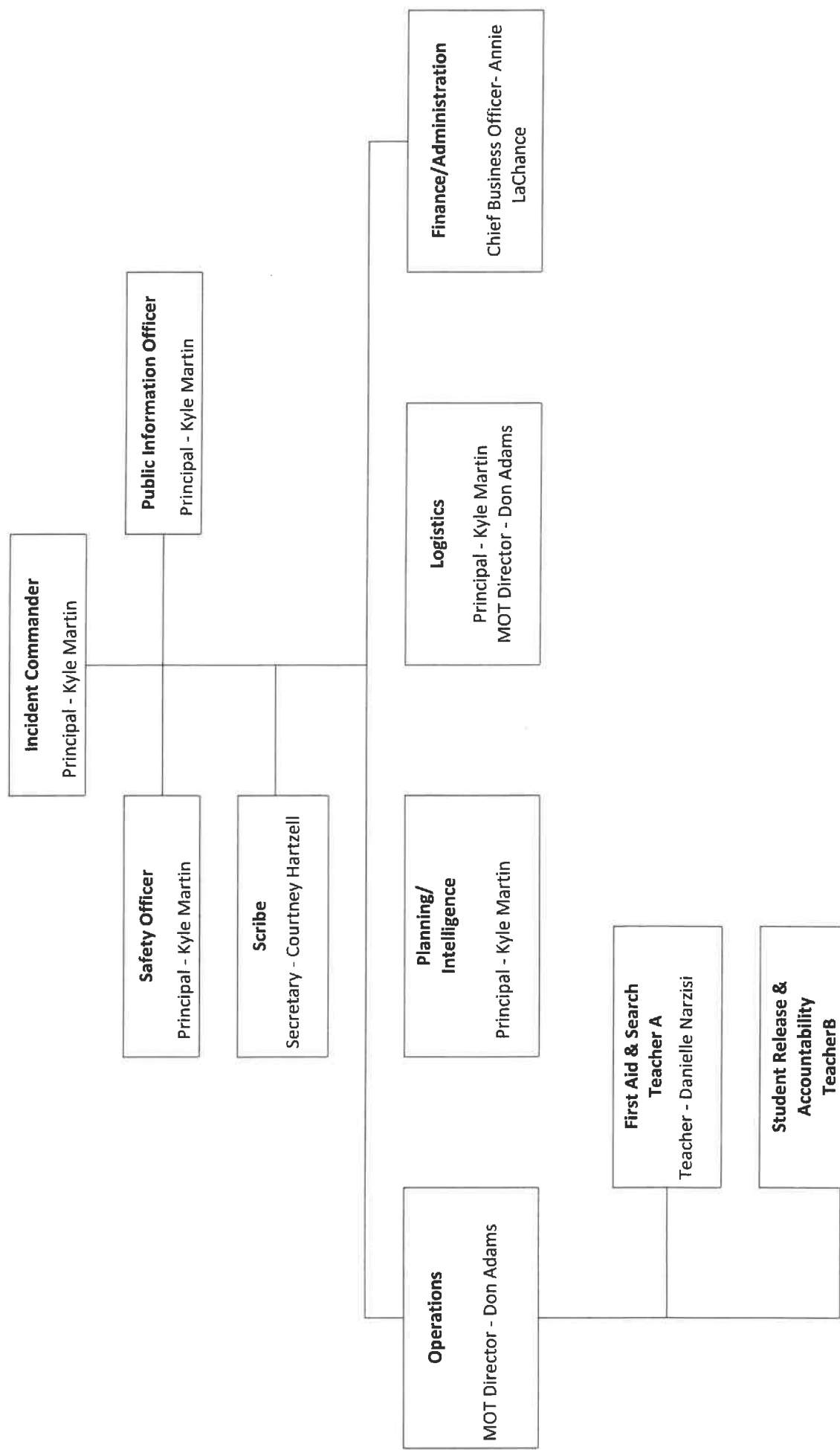
The safety plan is reviewed annually (at a minimum) with school staff, partners in law enforcement, County Mental Health and parent stakeholder groups. Data is analyzed and improvements/amendments are suggested and added as part of the plan. Safety Plans are approved by the Coast Unified School District Board of trustees.

## Safety Plan Appendices

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plans are submitted by January 1st to the Director of M.O.T. who keeps the documentation. Additional copies are available for review at the school office, on the school and district websites.	January of the current year.	Documentation located with director of M.O.T.
A law enforcement agency was consulted with in the writing and development of the original Comprehensive School Safety Plan.	January of the current year.	Local law enforcement agency
Plan is written and developed by a school site council (SSC) or a safety planning committee.	January of the current year.	School Site Council Committee
The CSSP is communicated to the public during parent meetings at Back To School Night.	Beginning of the school year	School Administration
School Safety Committee/Planning Committee identifies areas of need/focus for the year.	January of the current year.	
School Safety Committee/Planning Committee reviews and addresses, as needed, the school's procedures for complying with existing laws related to school safety.	January of the current year.	
Drop Procedure Drills/Earthquake Drills (to be held once each quarter in elementary and once each semester in secondary schools).	10/18/18 @ 10:18 A.M.	

Santa Lucia Middle School Incident Command System



Teacher - Colleen Poynter  
Librarian - Suzanne Kennedy  
Principal - Kyle Martin  
Secretary - Courtney Hartzell

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

Incident Commander (IC) at the school site and the Emergency Operations Center (EOC) Director at the district level. The IC, usually the school principal, divides up tasks and delegates responsibilities to the site staff members. Staff has received initial training that is followed up by regular emergency drills, along with additional training, as needed. The IC will follow up on the decisions made and closely monitor the progress of the incident to its conclusions and beyond. During the incident, the District provides the necessary resources and support to help bring the situation to an expedient resolution.

California Government Code Section 3100 declares that in the event of a local or state emergency or federal disaster declaration, public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by superiors or law. Staff members are assigned specific responsibilities that help to facilitate a well-structured resolution to the emergency situation.

### **Management**

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

### **Planning & Intelligence**

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

### **Operations**

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

### **Logistics**

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

### **Finance & Administration**

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



## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

- \*Fire/Evacuation
- \*Earthquake (possible evacuation)
- \*Lockdown
- \*Shelter In Place

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

The severity of the emergency is determined by administration

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

The appropriate procedural steps are determined

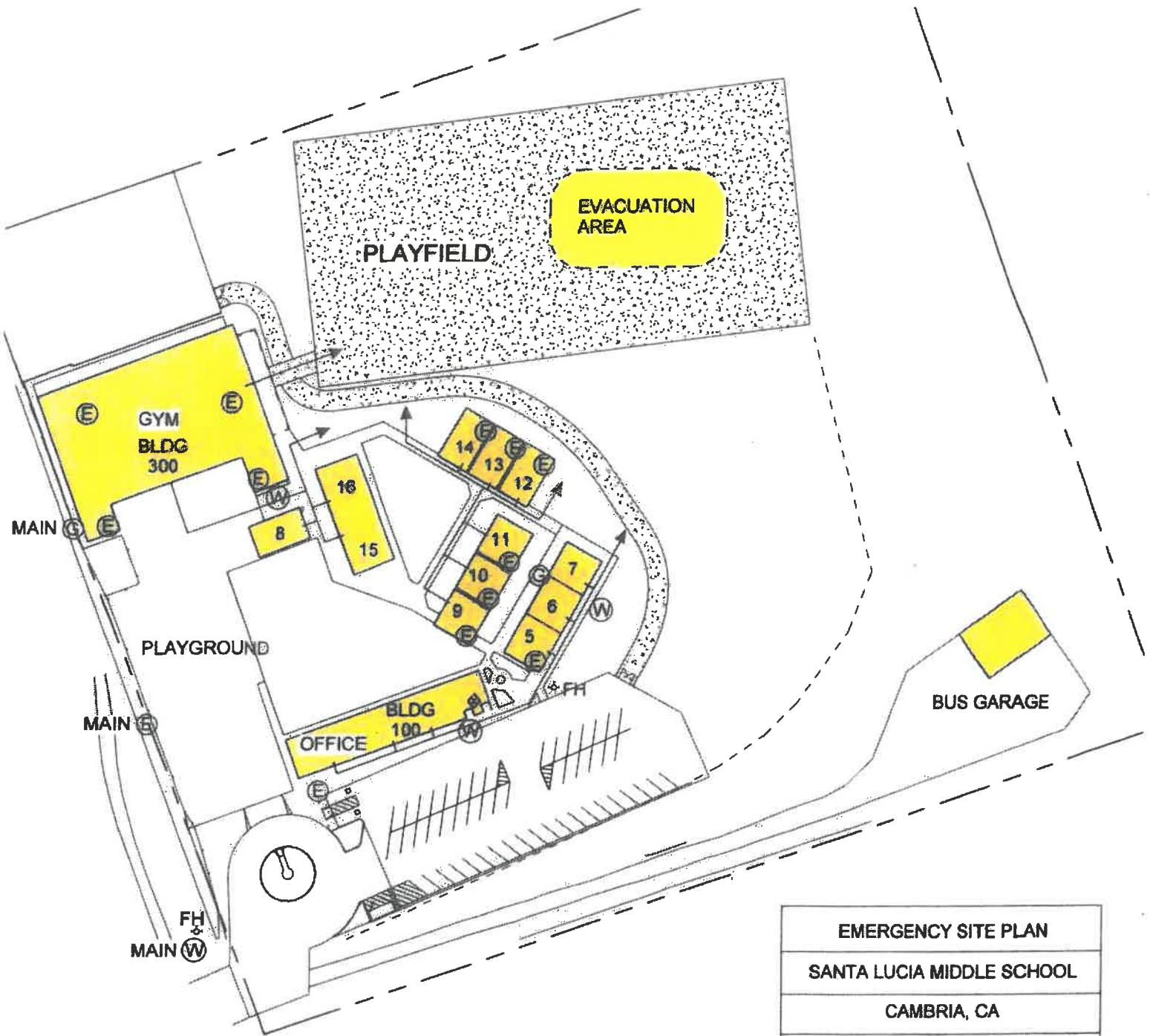
### **Step Four: Communicate the Appropriate Response Action**

The response is communicated through:

- \*Schoolwide intercom system (for immediate communication)
- \*RAVE panic app (site or districtwide communication)
- \*One-call phone system (site or districtwide communication as well as community/stakeholder communication)

Administrative discretion is used in communication

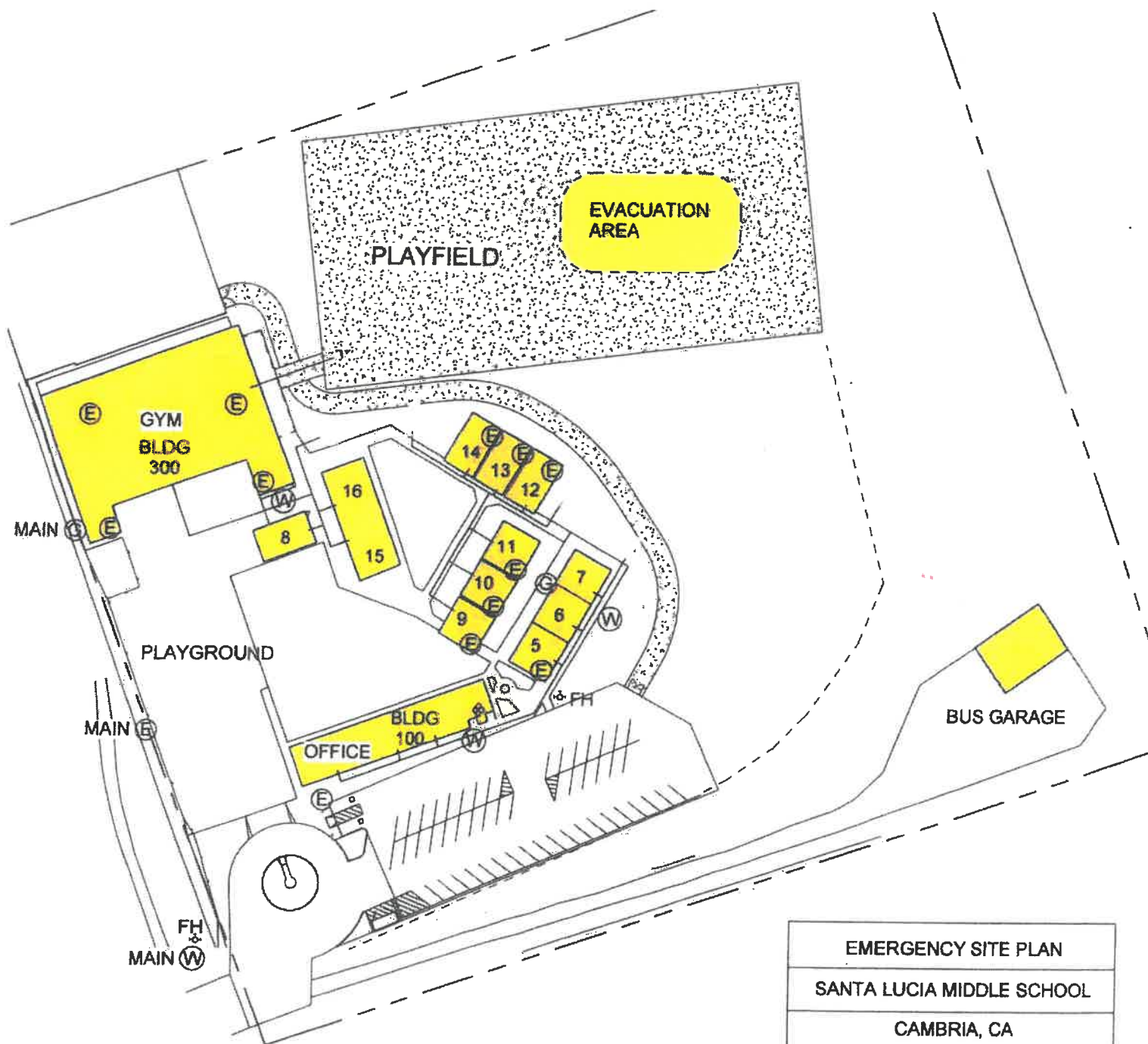
**Emergency Evacuation Map**



EMERGENCY SITE PLAN	
SANTA LUCIA MIDDLE SCHOOL	
CAMBRIA, CA	
FALL 2016	
	WATER VALVE
	ELECTRICAL PANEL
	GAS VALVE
	CHEMICAL STORAGE
	FIRE HYDRANT (FH)



**SANTA LUCIA MIDDLE SCHOOL**








### Lockdown Map

In a lockdown situation, students are to enter the nearest Room/building with adult supervision



# SANTA LUCIA MIDDLE SCHOOL

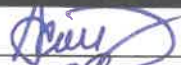
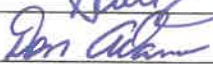
EMERGENCY SITE PLAN	
SANTA LUCIA MIDDLE SCHOOL	
CAMBRIA, CA	
FALL 2016	
	WATER VALVE
	ELECTRICAL PANEL
	GAS VALVE
	CHEMICAL STORAGE
	FIRE HYDRANT (FH)

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Coast Union High School  
**CDS Code:** 40-75465-4032009  
**District:** Coast Unified School District  
**Address:** 2950 Santa Rosa Creek Road  
Cambria CA, 93428  
**Date of Adoption:** 10-26-17

**Approved by:**

Name	Title	Signature	Date
Scott Ferguson	Principal		1/9/19
Don Adams	Director of M.O.T.		1/08/19

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at .

## Compliance Checklist for a Comprehensive School Safety Plan

### California Education Code Sections 32280-32289

#### Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(b) (1)</b> Plan is written and developed by a school site council (SSC). <b>(2)</b> The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.	Include date and plan	Include planning committee roster
<b>(b) (3)</b> SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.	Include date and plan	Comments

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> The comprehensive school safety plan includes, but is not limited to all of the following:	Include date and plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/SARB data</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan	Describe the data reviewed and key analysis points and table of findings
<b>(2)</b> Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:	Include date and plan	Additional items to consider:  Threat Assessment; Student Support Teams
<b>(A)</b> Child Abuse Reporting procedures	Include date and plan	Include board policy and site-specific steps



<b>(B)</b> Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:	Include date and plan	Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations
<p>(i) Earthquake emergency procedures that include: (I) a school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners; there may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	Include date and plan	<p>Detail response procedures:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills:</p>
(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during an emergency.	Include date and plan	Comments
<b>(C)</b> Suspension / Expulsion policies and procedures	Include date and plan	Refer to board Policy, include site-specific steps, if needed
<b>(D)</b> Procedures to notify teachers of dangerous pupils	Include date and plan	Refer to board Policy, include site-specific steps, if needed

<p><b>(E) Discrimination and Harassment Policy.</b> Include hate crim reporting procedures and policies here.</p> <p><b>Note:</b> The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an antibullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>	Include date and plan	Include complaint and investigation procedure
<b>(F) Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel</b>	Include date and plan	Comments
<b>(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site</b>		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc
<b>(H) A safe and orderly environment conducive to learning at the school.</b>		Comments
<b>(I) Rules and procedures on school discipline</b>	Include date and plan	Comments
<b>(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.</b>	Include date and plan	Comments
<b>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep and updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.</b>	Review, update and approve by March 1	Demonstrate annually approved plan with board or district superintendent signature page
<b>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above.</b>	Include date and plan	Comments

Section 32281.1	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a) Schools are <i>encouraged</i> to include clear guidelines of the roles and responsibilities of the positions listed below (if used by the district):</b>	Include date and plan	Include planning committee roster

<ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul>		
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Section 32284	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Include date and plan	Comments

	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Emergency Action Plans for Before and After School Events	Include date and plan	Comments

Section 32288	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office of county office of education for approval.	Include date and plan	Comments
(b)(1) SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3)

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

All incidents or suspected incidents are reported to San Luis Obispo County Child Welfare Services. All Coast Unified School District staff are trained in these procedures annually.

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

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

##### Emergency Procedures

##### Fire/Evacuation –

- Account for students
- Calmly evacuate the buildings (orange helmets, emergency bags, fire extinguishers, radios if you have them)
- Students quietly line up in:
  - o (1) athletic field
  - o (2) front field near rooms 5, 6 & 7 at the bottom of the parking lot

o (3) blacktop basketball courts

- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinator (Toby Cinque)
- Wait for further instruction

Earthquake –

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

Lockdown –

- Upon hearing directions:

o Check that doors are locked

o Close blinds

o Quietly reassure students

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Triage – Handle health and injury emergencies – Communicate (Radio)

Student Area – Manage and reassure waiting students

Security – Manage the front gate and students being picked up (Radio)

Communications – Manage communication between centers (Radio)

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

Coast Union High School is designated as an emergency shelter. Basic supplies (water, blankets, sleeping cots, first aid materials) are stored on site.

**Earthquake**

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

CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant

5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school
4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely affects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting

14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

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

All site staff will be notified by the site administrator (or designee) about the presence of potentially dangerous students. Other agencies will be notified and brought in for support as necessary.

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

##### SEXUAL HARASSMENT

Definition: (Per Education Code 212.5; 5 CCR 4916) prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school

Other types of conduct which are prohibited in the school district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school district's sexual harassment policy, or who participates in the investigation of a sexual harassment complaint

#### Consequences for Sexual Harassment:

- Sexual harassment is a suspendable offense per Education Code 48900.

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

##### DRESS CODE

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or his/her designee or teacher will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the State Education Code and School Board Policies. In addition, it is recognized that the school shares with parents a responsibility for teaching its youth appropriateness of dress. It is a mark of maturity when a student can freely choose appropriate apparel, which still demonstrates individuality. In the interest of health, safety, cleanliness, decency, and decorum among students, the following regulations have been adopted by the Board of Education:

In general, wearing apparel will be determined at the discretion of the parent. However, at any time when there is evidence that choice of clothing or a student's appearance potentially endangers the student's health or safety, or otherwise interferes with the educational process and the mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action.

- In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
- Students are expected to follow all school rules governing safety and specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and the like, or which bear any symbol or insignia that is inflammatory or indicate/advocates hatred based on group membership.
- The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption, or has any history of violence or disruption of the school's instructional program objectives is unacceptable.
- Attire or items which may be used as a weapon may not be worn (i.e. steel-toed boots, items with spikes, chains, etc.)
- Dark glasses shall not be worn in classrooms or offices unless a health problem exists.
- Hats, caps, beanies and other head coverings shall not be worn in classrooms/buildings. Students may wear head coverings at outdoor activities.
- Clothes must fit properly and must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, tube tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited. Shirts must be worn on campus. Clothing which is unduly revealing, or attire that detracts in any way from the educational mission of the school's instructional program, is unacceptable.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

- Footwear must be worn at all times at school.
- Skirts or shorts shorter than mid-thigh are prohibited.
- The principal reserves the right to determine whether student appearance is disruptive, unsafe, or inappropriate to the educational process. While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the principal.

**Consequences:**

- Prior to sending students to the office / administration for dress code violations, teachers will talk to students about their dress and seek voluntary compliance with the policy.
- Progressive discipline strategies will be followed including, but not limited to:

1. Student and parent conference with administration, and attire altered
2. 1-3 day suspension, attire altered, and parent conference
3. 3-5 day suspension, attire altered, and parent conference

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

Coast Union High School works to ensure that students, parents and staff all have safe ingress and egress to and from the school site. The school is located at 2950 Santa Rosa Creek Road in Cambria California. The campus lies southeast of the intersection of Main Street and Santa Rosa Creek Road, lined on the west and south sides by Santa Rosa Creek, on the north/north-west side by Leffingwell High School, and on the east side by Santa Rosa Creek Rd. The entire front of the campus has a 5-foot high wrought iron fence with six gates that may be used for exit. The two gates near the bus loading zone are open for entry in the morning as students exit the school buses, and are usually attended by staff members or the principal. In the event of a major emergency, students/staff may exit the south side of the school through the M.O.T. facility driveway that leads directly to Santa Rosa Creek Rd, or they may exit the campus to the west of the school along Santa Rosa Creek. Beginning at 7:30 am, staff supervise the arrival and departure of students from the campus until roughly 3:30 pm.

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

**Component:**

Safe Place to Learn Act (E.C.sections 220, 221.5 and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of violation of these policies, please contact the district superintendent's office at (805) 927-6121.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contract the district's Superintendent at (805) 927-6121. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

**Element:**

Training and Practice



**Opportunity for Improvement:**

School staff, and students, will review emergency procedures regularly

Objectives	Action Steps	Resources	Lead Person	Evaluation
Update procedures	Review current procedures, update them as needed and train staff as needed.	*Emergency procedure paperwork (procedural steps, phone trees, incident command flow charts, etc) *Emergency equipment *Drill schedules	Scott Ferguson, LHS Principal	The effectiveness of the drills will be reviewed, discussed and records kept.
Improve emergency communication	Update and train on the communication currently in place.	*One call phone system *RAVE phone app	Scott Ferguson, CUHS Principal	The effectiveness of drills will be reviewed and a record will be kept

**Component:**

Student Health

**Element:****Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

Physical safety of the school campus

**Element:**

Facilities

**Opportunity for Improvement:**

Review the physical safety of campus facilities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Campus safety	Safety will be examined on the school campus	Safety inspections	Don Adams, MOT Director	Regular safety inspections will be carried out
Maintenance	Maintenance and Operations staff will work with school staff to monitor campus safety and will report issues that need to be addressed	*MOT staff *School staff *School Dude reporting system	Scott Ferguson, CUHS Principal	Work requests will be monitored in the School Dude system

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

### Coast Union High School Student Conduct Code

#### Conduct Code Procedures

##### PROGRESSIVE DISCIPLINE PLAN

##### Step 1 Minor Behavioral Problems

Examples: Minor class disruptions

Inappropriate language

Student arguments

The teacher will implement appropriate action, which should include one or more of the following strategies:

- a. Conference with student
- b. Parent contact
- c. Move student's seating assignment
- d. Academic Progress Report sent to parent
- e. Conference with counselor and/or principal
- f. Review student records
- g. Class level change

Step 2 Attempts at Step 1 have been tried and have failed, or the behavior is severe enough to warrant the student's immediate removal from class.

Examples: Fighting/Assault

Weapons

Drugs/Alcohol

Fire/Explosives

#### Gross disrespect/Extreme vulgar language

- a. The teacher will write a referral with specific details of the problem. This must include exact words, gestures, and circumstances that will help the counselors and administrators more accurately deal with the problem.
- b. Sending the referral to the office with a student other than the offending student is advisable.
- c. When the offending student arrives at the office, he/she will sit in the office for the remainder of the period or until the referral is reviewed and the student is counseled and/or a disciplinary consequence is assigned.

#### CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
5. Committed robbery or extortion
6. Caused or attempted to cause damage to school property or private property
7. Stole or attempted to steal school property or private property
8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties
2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature
3. Dishonesty, such as cheating or knowingly furnishing fake information to the school

4. Unauthorized entry to, or use of, the school, documents, records, or identification
5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities
6. Habitual profanity or vulgarity
7. Open and persistent defiance of the authority of school personnel
8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body
9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)
10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property
11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards
12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(J) Hate Crime Reporting Procedures**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior) Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Incidents are to be immediately reported to a teacher or the principal. Parents should call the principal directly if a student reports an incident to them. Upon report principal will:

1. At all times work to ensure the safety of students.
2. Work to keep the reporter confidential.
3. Take a written account
4. Conduct an investigation
5. Make a decision on the incident and consequences for the offending student. The school's progressive discipline policy will be used, but consequences may include suspension even for first offenses depending on the severity of the offense. Repeated offenses may lead to the recommendation of expulsion.
6. Report results of the investigation and the consequences to the parties involved.

#### **Emergency Action Plans for Before and After School Events**

Supervision is a priority for before and after school events. The emergency procedures in place during the school day at Coast Union High School apply before, during and after all school events.

**(K) Heat and AQI Guidelines**

All staff are trained in dealing with heat related illness. The following guidelines are adhered to:

Heat and AQI Guidelines					
BAND	AQI Values	Level of Health Concern	Cautionary Statements	Outdoor Activities, Practice, Games and Camps	Temperature Degrees (F)
1	0-100	Good/Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors	1) Frequent hydration whenever needed 2) Frequent shade breaks	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks	below 100
3	151-200	Unhealthy	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed	100 to 104
4	201-500	Very Unhealthy/ Hazardous (AQI 301+)	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed	105 and over

1. AQI is determined by the EPA for Cambria, California.

2. Temperature is determined by the National Weather Service forecast for Cambria, California.

3. AQI/Heat alerts for bands 2-4 are sent to the following:

**Administration, Site Clerical, Health Aide, MOT and Nutrition Services**

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

The safety plan is reviewed annually (at a minimum) with school staff, partners in law enforcement, County Mental Health and parent stakeholder groups. Data is analyzed and improvements/amendments are suggested and added as part of the plan. Safety Plans are approved by the Coast Unified School District Board of trustees.

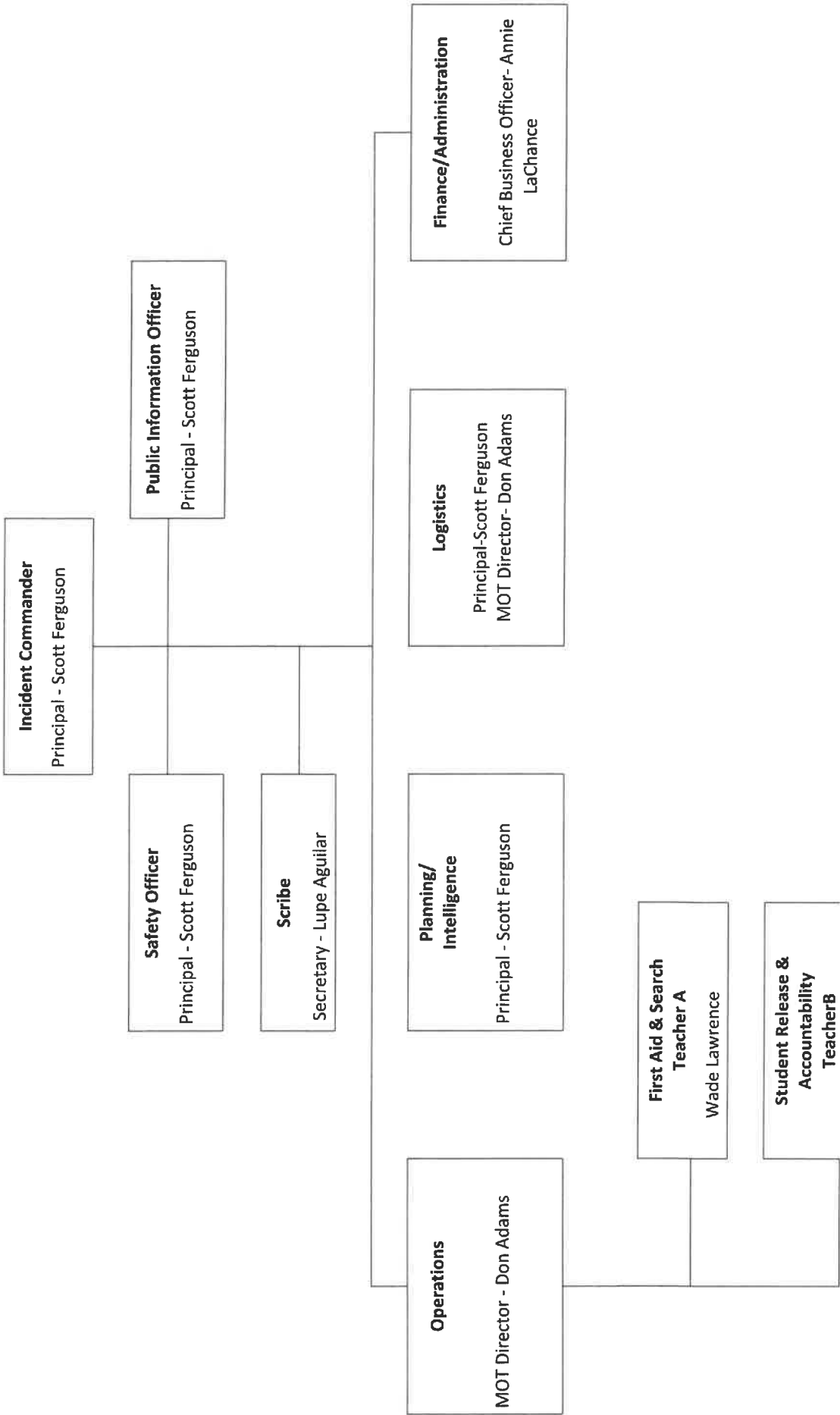
**Safety Plan Appendices**



## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plans are submitted by January 1st to the Director of M.O.T. who keeps the documentation. Additional copies are available for review at the school office, on the school and district websites.	January of the current year.	Documentation located with director of M.O.T.
A law enforcement agency was consulted with in the writing and development of the original Comprehensive School Safety Plan.	January of the current year.	Local law enforcement agency
Plan is written and developed by a school site council (SSC) or a safety planning committee.	January of the current year.	School Site Council Committee
The CSSP is communicated to the public during parent meetings at Back To School Night.	Beginning of the school year	School Administration
School Safety Committee/Planning Committee identifies areas of need/focus for the year.	January of the current year.	School Administration
School Safety Committee/Planning Committee reviews and addresses, as needed, the school's procedures for complying with existing laws related to school safety.	January of the current year.	School Administration
Drop Procedure Drills/Earthquake Drills (to be held once each quarter in elementary and once each semester in secondary schools).	10/12/18 @ 10:30 Bus Evacuation 10/18/18 @ 10:18 Earthquake 10/26/18 @ 9:00 Lockdown 1/11/19 @ TBD Fire 3/14/19 @ TBD Fire TBD Lockdown	School Administration & Director of M.O.T.

Coast Union High School Incident Command System





## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

Incident Commander (IC) at the school site and the Emergency Operations Center (EOC) Director at the district level. The IC, usually the school principal, divides up tasks and delegates responsibilities to the site staff members. Staff has received initial training that is followed up by regular emergency drills, along with additional training, as needed. The IC will follow up on the decisions made and closely monitor the progress of the incident to its conclusions and beyond. During the incident, the District provides the necessary resources and support to help bring the situation to an expedient resolution.

California Government Code Section 3100 declares that in the event of a local or state emergency or federal disaster declaration, public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by superiors or law. Staff members are assigned specific responsibilities that help to facilitate a well-structured resolution to the emergency situation.

### **Management**

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

### **Planning & Intelligence**

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

### **Operations**

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

### **Logistics**

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

### **Finance & Administration**

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

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

- \*Fire/Evacuation
- \*Earthquake (possible evacuation)
- \*Lockdown
- \*Shelter in Place

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

The severity of the emergency is determined by administration

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

The appropriate procedural steps are determined

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

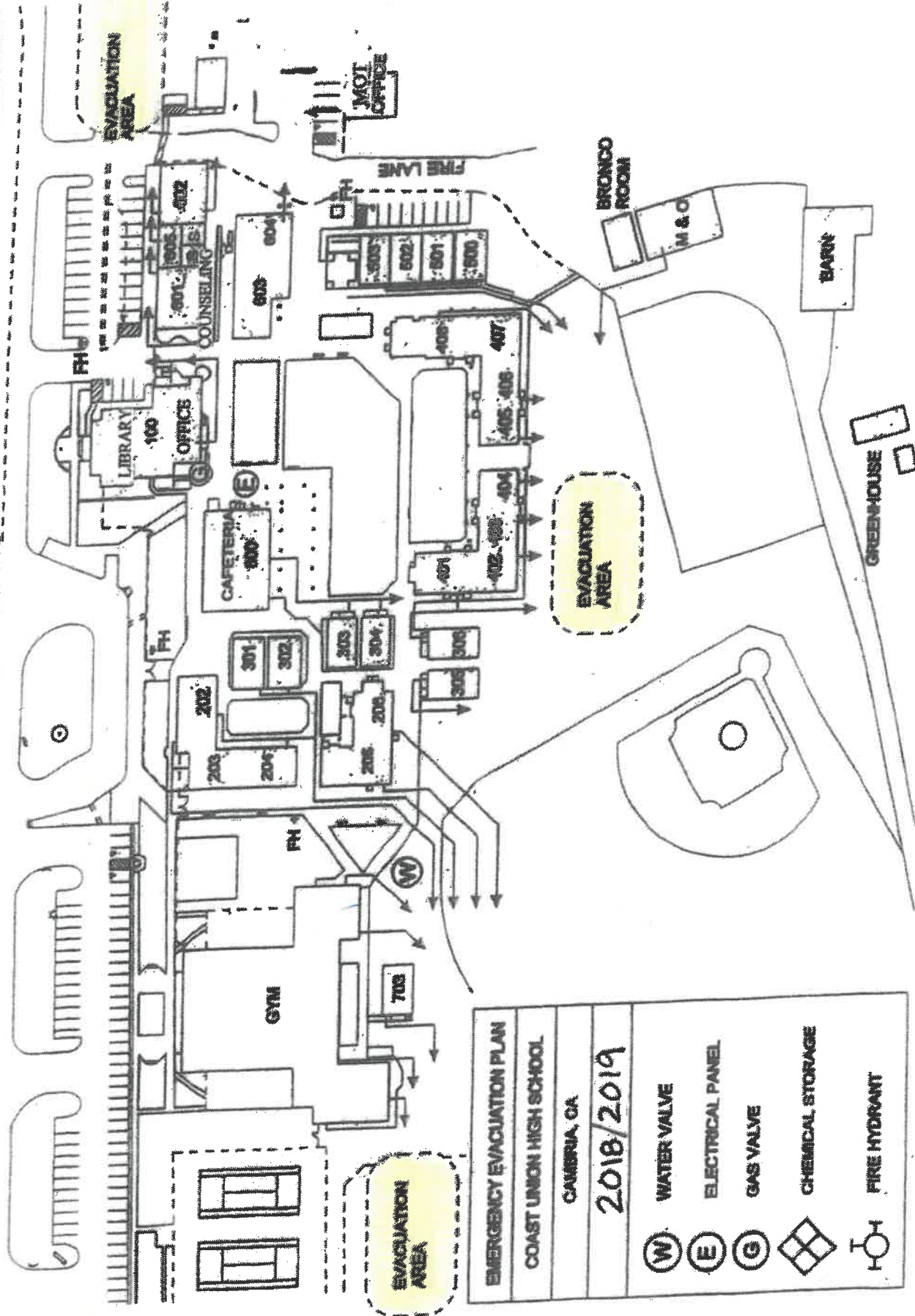
The response is communicated through:

- \*Schoolwide intercom system (for immediate communication)
- \*RAVE panic app (site or districtwide communication)
- \*One-call phone system (site or districtwide communication as well as community/stakeholder communication)

Administrative discretion is used in communication

**Emergency Evacuation Map**

SANTA ROSA CREEK ROAD



EMERGENCY EVACUATION PLAN	
COAST UNION HIGH SCHOOL	
CAMBRIDGE, CA	
2018/2019	
(W)	WATER VALVE
(E)	ELECTRICAL PANEL
(G)	GAS VALVE
◇	CHEMICAL STORAGE
⊕	FIRE HYDRANT

COAST UNION HIGH SCHOOL



Reverse Evacuation/Lockdown Map: Coast Union High School: Students are to go to the nearest classroom or building with adult supervision.





# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-2019  
School Year**

**School:** Leffingwell Continuation High School  
**CDS Code:** 40-75465-4030144  
**District:** Coast Unified School District  
**Address:** 2820 Santa Rosa Creek Rd.  
Cambria CA, 93428  
**Date of Adoption:** 11-7-2018

**Approved by:**

Name	Title	Signature	Date
Scott Ferguson	Principal		1/9/19
Don Adams	Director of M.O.T.		1/08/19

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

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at .

## Compliance Checklist for a Comprehensive School Safety Plan

### California Education Code Sections 32280-32289

#### Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(b) (1)</b> Plan is written and developed by a school site council (SSC). <b>(2)</b> The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.	Include date and plan	Include planning committee roster
<b>(b) (3)</b> SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.	Include date and plan	Comments

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a)</b> The comprehensive school safety plan includes, but is not limited to all of the following:	Include date and plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/SARB data</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan	Describe the data reviewed and key analysis points and table of findings
<b>(2)</b> Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:	Include date and plan	Additional items to consider:  Threat Assessment; Student Support Teams
<b>(A)</b> Child Abuse Reporting procedures	Include date and plan	Include board policy and site-specific steps

<b>(B)</b> Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:	Include date and plan	Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations
<p>(i) Earthquake emergency procedures that include:</p> <p>(I) a school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners; there may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	Include date and plan	<p>Detail response procedures:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills:</p>
(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during an emergency.	Include date and plan	Comments
<b>(C)</b> Suspension / Expulsion policies and procedures	Include date and plan	Refer to board Policy, include site-specific steps, if needed
<b>(D)</b> Procedures to notify teachers of dangerous pupils	Include date and plan	Refer to board Policy, include site-specific steps, if needed

<p><b>(E) Discrimination and Harassment Policy.</b> Include hate crim reporting procedures and policies here.</p> <p><b>Note:</b> The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an antibullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>	Include date and plan	Include complaint and investigation procedure
<b>(F) Schoolwide Dress Code</b> , if it exists, including prohibition of gang-related apparel	Include date and plan	Comments
<b>(G) Procedures for safe ingress and egress</b> of pupils, parents, and school employees to and from school site		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc
<b>(H) A safe and orderly environment</b> conducive to learning at the school.		Comments
<b>(I) Rules and procedures on school discipline</b>	Include date and plan	Comments
<b>(c) Where practical, consult, cooperate and coordinate</b> with other school site councils or school safety planning committees.	Include date and plan	Comments
<b>(d) Evaluate and amend the plan as needed</b> and at least once each year, to ensure the plan is properly implemented. Keep and updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.	Review, update and approve by March 1	Demonstrate annually approved plan with board or district superintendent signature page
<b>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying</b> be included in the comprehensive school safety plan. See (E) above.	Include date and plan	Comments

Section 32281.1	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<b>(a) Schools are encouraged</b> to include clear guidelines of the roles and responsibilities of the positions listed below (if used by the district):	Include date and plan	Include planning committee roster

<ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul>		
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Section 32284	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	Include date and plan	Comments

	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Emergency Action Plans for Before and After School Events	Include date and plan	Comments

Section 32288	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office of county office of education for approval.	Include date and plan	Comments
(b)(1) SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3)

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

All incidents or suspected incidents are reported to San Luis Obispo County Child Welfare Services. All Coast Unified School District staff are trained in these procedures annually.

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

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

**Fire/Evacuation –**

- Account for students
- Calmly evacuate the buildings
- Students quietly line up at designated evacuation spots
- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinator
- Wait for further instruction

**Earthquake-**

Students drop, cover and hold

- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

Lockdown –

- Upon hearing directions: Check that doors are locked, close blinds, quietly reassure students

Triage – Handle health and injury emergencies – Communicate (Radio) Student Area – Manage and reassure waiting students

Security – Manage the front gate and students being picked up (Radio) Communications – Manage communication between centers (Radio)

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

Leffingwell High School is designated as an emergency shelter. Basic supplies (water, blankets, sleeping cots, first aid materials) are stored on site.

### **Earthquake**

- Students drop, cover and hold
- Upon direction, calmly evacuate buildings – same as above
- Wait for further instruction

If evacuation of classrooms is deemed necessary:

- Account for students
- Calmly evacuate the buildings
- Students quietly line up at designated evacuation spots
- Display green card for “all accounted for/all safe”
- Display red card for “missing student/need assistance”
- Give information sheets to coordinator
- Wait for further instruction

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

CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an

alcoholic beverage, or an intoxicant of any kind

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any

kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic



beverage, or intoxicant

5. Committed robbery or extortion

6. Caused or attempted to cause damage to school property or private property

7. Stole or attempted to steal school property or private property

8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code

9. Committed an obscene act or engaged in habitual profanity or vulgarity

10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of

their duties

12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties

2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature

3. Dishonesty, such as cheating or knowingly furnishing fake information to the school

4. Unauthorized entry to, or use of, the school, documents, records, or identification

5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities

6. Habitual profanity or vulgarity

7. Open and persistent defiance of the authority of school personnel

8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body

9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)

10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property

11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards

12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a responsible member of the school community
13. Fighting or attempting to fight; gang fighting
14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)
15. Failure to be diligent in study
16. Intimidation
17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

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

All site staff will be notified by the site administrator (or designee) about the presence of potentially dangerous students. Other agencies will be notified and brought in for support as necessary.

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

##### SEXUAL HARASSMENT

Definition: (Per Education Code 212.5; 5 CCR 4916) prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or

work environment

- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities

available at or through the school

Other types of conduct which are prohibited in the school district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school district's sexual harassment policy, or who participates in the investigation of a sexual harassment

complaint

Consequences for Sexual Harassment:

- Sexual harassment is a suspendable offense per Education Code 48900.

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

##### **DRESS CODE**

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or his/her designee or teacher will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the State Education Code and School Board Policies. In addition, it is recognized that the school shares with parents a responsibility for teaching its youth appropriateness of dress. It is a mark of maturity when a student can freely choose appropriate apparel, which still demonstrates individuality. In the interest of health, safety, cleanliness, decency, and decorum among students, the following regulations have been adopted by the Board of Education:

In general, wearing apparel will be determined at the discretion of the parent. However, at any time when there is evidence that choice of clothing or a student's appearance potentially endangers the student's health or safety, or otherwise interferes with the educational process and the mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action.

- In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their

school, and their community.

- Students are expected to follow all school rules governing safety and specialized programs that may require the wearing of protective clothing, safety glasses, or other similar

requirements.

- Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually

suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and the like, or which bear any symbol or insignia that is inflammatory or indicate/advocates hatred

based on group membership.

- The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption, or has any history of violence or disruption of the school's

instructional program objectives is unacceptable.

- Attire or items which may be used as a weapon may not be worn (i.e. steel-toed boots, items with spikes, chains, etc.)
- Dark glasses shall not be worn in classrooms or offices unless a health problem exists.
- Hats, caps, beanies and other head coverings shall not be worn in classrooms/buildings. Students may wear head coverings at outdoor activities.
- Clothes must fit properly and must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, tube tops, off-the-shoulder or low-cut tops, and bare

midriffs are prohibited. Shirts must be worn on campus. Clothing which is unduly revealing, or attire that detracts in any way from the educational mission of the school's instructional

program, is unacceptable.

- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Footwear must be worn at all times at school.
- Skirts or shorts shorter than mid-thigh are prohibited.
- The principal reserves the right to determine whether student appearance is disruptive, unsafe, or inappropriate to the educational process. While it is inevitable that there will be

differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the principal.

Consequences:

- Prior to sending students to the office / administration for dress code violations, teachers will talk to students about their dress and seek voluntary compliance with the policy.
- Progressive discipline strategies will be followed including, but not limited to:

1. Student and parent conference with administration, and attire altered

2. 1-3 day suspension, attire altered, and parent conference

3. 3-5 day suspension, attire altered, and parent conference

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

Leffingwell Continuation High School works to ensure that students, parents and staff all have safe ingress and egress to and from the school site. The school is located at 2820 Santa Rosa Creek Road in Cambria California. The campus lies southeast of the intersection of Main Street and Santa Rosa Creek Road, lined on the west side by Santa Rosa Creek, on the south and east sides by Coast Union High School athletic fields, and on the north side by Santa Rosa Creek Road. The campus has one point of entry/exit at the front of the campus. This is also the location for bus drop off/pick up. Beginning at 7:30 am, staff supervise the arrival and departure of students from the campus until roughly 12:00 pm.

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

### **Component:**

Safe Place to Learn Act (E.C.sections 220, 221.5 and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of violation of these policies, please contact the district superintendent's office at (805) 927-6121.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and Board Policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contract the district's Superintendent at (805) 927-6121. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

### **Element:**

Training and Practice

### **Opportunity for Improvement:**

School staff, and students, will review emergency procedures regularly

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Update Procedures	Review current procedures, update them as needed and train staff as needed.	*Emergency procedure paperwork and binders *Emergency equipment *Drill Schedules *One Call phone system *RAVE phone app *FM transceiver/walkie talkie	Scott Ferguson, LHS Principal	The effectiveness of the drills will be reviewed, discussed and records kept.
Improve emergency communication	Update and train on the communication currently in place.	*One call phone system *RAVE phone app	Scott Ferguson, LCHS Principal	The effectiveness of drills will be reviewed and a record will be kept

### **Component:**

Student Health

### **Element:**

Social Emotional well being

### **Opportunity for Improvement:**

Working with staff and students to implement strategies and programs for student benefit

Objectives	Action Steps	Resources	Lead Person	Evaluation
Gather data and information on student social emotional well being	*Meet with student/parent *Student meet with counselor	*Staff knowledge *Illuminate information *County Mental Health/Transitions Mental Health	Scott Ferguson, LHS Principal	Review data and information
Counseling Services	*Continuous meetings *Mental health counseling *Friday Night Live *Family advocate services	*SLO County Mental Health *Friday Night Live	Scott Ferguson, LHS Principal Justin Gish, Teacher	Progress monitoring and staff discussion

**Component:**

Physical safety of the school campus

**Element:**

Facilities

**Opportunity for Improvement:**

Review the physical safety of campus facilities

Objectives	Action Steps	Resources	Lead Person	Evaluation
Campus safety	Safety will be examined on the school campus	Safety inspections	Don Adams, MOT Director	Regular safety inspections will be carried out
Maintenance	Maintenance and Operations staff will work with school staff to monitor campus safety and will report issues that need to be addressed	*MOT staff *School staff *School Dude reporting system	Scott Ferguson, LCHS Principal	Work requests will be monitored in the School Dude system

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

**Leffingwell Continuation High School Student Conduct Code**

**Conduct Code Procedures**

**PROGRESSIVE DISCIPLINE PLAN**

Step 1 Minor Behavioral Problems Examples: Minor class disruptions, inappropriate language, student arguments

The teacher will implement appropriate action, which should include one or more of the following strategies:

- a. Conference with student
- b. Parent contact

- c. Move student's seating assignment
- d. Academic Progress Report sent to parent
- e. Conference with counselor and/or principal
- f. Review student records
- g. Class level change

Step 2 Attempts at Step 1 have been tried and have failed, or the behavior is severe enough to warrant the student's immediate removal from class.

Examples: Fighting/Assault Weapons, Drugs/Alcohol Fire/Explosives/Gross disrespect/Extreme vulgar language

a. The teacher will write a referral with specific details of the problem. This must include exact words, gestures, and circumstances that will help the counselors and administrators more

accurately deal with the problem.

b. Sending the referral to the office with a student other than the offending student is advisable or email the description or referral.

c. When the offending student arrives at the office, he/she will sit in the office for the remainder of the period or until the referral is reviewed and the student is counseled and/or a disciplinary

consequence is assigned.

#### CAUSES FOR SUSPENSION AND/OR EXPULSION AS PER ED. CODE 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or willingly used force or violence upon the person of another, except in self-defense

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects

3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an

alcoholic beverage, or an intoxicant of any kind

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any

kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic

beverage, or intoxicant

5. Committed robbery or extortion

6. Caused or attempted to cause damage to school property or private property

7. Stole or attempted to steal school property or private property

8. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code

9. Committed an obscene act or engaged in habitual profanity or vulgarity

10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of

their duties

12. Knowingly received stolen school property or private property

Additional grounds for suspension or expulsion per Section 48900.2 of the Ed. Code:

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers, administrators, and other school personnel while upon school premises, or while under the authority of school personnel:

1. Willful disobedience of the directions of school officials acting in the performance of their duties

2. Violation of school rules and regulations, including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature

3. Dishonesty, such as cheating or knowingly furnishing fake information to the school

4. Unauthorized entry to, or use of, the school, documents, records, or identification

5. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities

6. Habitual profanity or vulgarity

7. Open and persistent defiance of the authority of school personnel

8. A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body

9. Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation)

10. Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property

11. Appearance and lack of cleanliness which is detrimental to the welfare of the student body, or which contradicts an established dress code or generally accepted health standards

12. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the school's primary educational responsibility, or adversely effects a student's standing as a

responsible member of the school community

13. Fighting or attempting to fight; gang fighting

14. Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire)

15. Failure to be diligent in study

16. Intimidation



17. Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal
18. Gambling on the school premises or at school related activities
19. Entering closed areas around the campus
20. Absent from, or late to, class/campus without permission

#### RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds
- Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy
- Robbery or extortion

Expulsion may also be recommended by the principal, district superintendent, or by a hearing officer or administrative panel when:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupils or others.

#### **(J) Hate Crime Reporting Procedures**

##### **(J) Hate Crime Reporting Procedures**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior) Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Incidents are to be immediately reported to a teacher or the principal. Parents should call the principal directly if a student reports an incident to them. Upon report principal will:

1. At all times work to ensure the safety of students.
2. Work to keep the reporter confidential.
3. Take a written account
4. Conduct an investigation
5. Make a decision on the incident and consequences for the offending student. The school's progressive discipline policy will be used, but consequences may include suspension even for first offenses depending on the severity of the offense. Repeated offenses may lead to the recommendation of expulsion.
6. Report results of the investigation and the consequences to the parties involved.

#### **Emergency Action Plans for Before and After School Events**

Supervision is a priority for before and after school events. The emergency procedures in place during the school day at Leffingwell High School apply before, during and after all school events.

**(K) Heat and AQI Guidelines**

All staff are trained in dealing with heat related illness. The following guidelines are adhered to:

Heat and AQI Guidelines					
BAND	AQI Values	Level of Health Concern	Cautionary Statements	Outdoor Activities, Practice, Games and Camps	Temperature Degrees (F)
1	0-100	Good/Moderate	Unusually sensitive people should Consider reducing prolonged or heavy exertion outdoors	1) Frequent hydration whenever needed 2) Frequent shade breaks	below 100
2	101-150	Unhealthy for sensitive groups	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors	1) Reduced/modified physical activity outdoors/practice after 2:00 PM. 2) Frequent Hydration 3) Frequent shade breaks	below 100
3	151-200	Unhealthy	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) No practice/outdoor activity after 2:00 PM. 2) PE classrooms operate indoors after 12:00 PM 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Frequent hydration whenever needed	100 to 104
4	201-500	Very Unhealthy/Hazardous (AQI 301+)	Active children and people with lung disease, such as asthma, should reduce prolonged or heavy exertion outdoors. Everyone else, especially children should reduce prolonged or heavy exertion outdoors	1) ASSP/School outdoor practice events cancelled 2) PE classrooms operate indoors 3) Sensitive students are excused from required outdoor/PE activity and are to remain indoors 4) Rainy day/inclement schedule activated. AM Recess permitted and outdoor activities until 11:00 AM 5) Frequent hydration whenever needed	105 and over

1. AQI is determined by the EPA for Cambria, California.

2. Temperature is determined by the National Weather Service forecast for Cambria, California.

3. AQI/Heat alerts for bands 2-4 are sent to the following:

**Administration, Site Clerical, Health Aide, MOT and Nutrition Services**

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

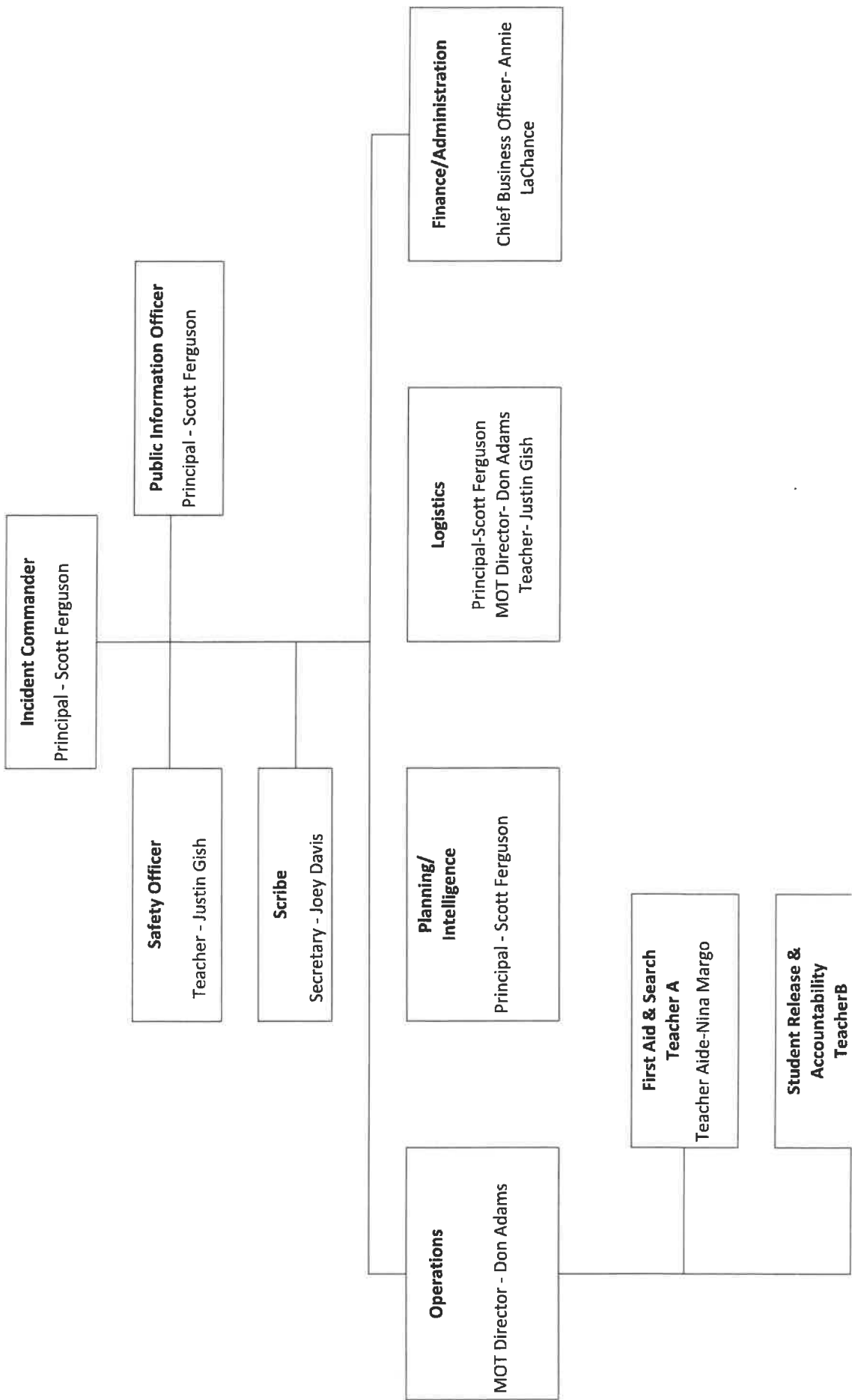
The safety plan is reviewed annually (at a minimum) with school staff, partners in law enforcement, County Mental Health and parent stakeholder groups. Data is analyzed and improvements/amendments are suggested and added as part of the plan. Safety Plans are approved by the Coast Unified School District Board of trustees.

**Safety Plan Appendices**

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plans are submitted by January 1st to the Director of M.O.T. who keeps the documentation. Additional copies are available for review at the school office, on the school and district websites.	January of the current year.	Documentation located with director of M.O.T.
A law enforcement agency was consulted with in the writing and development of the original Comprehensive School Safety Plan.	January of the current year.	Local law enforcement agency
Plan is written and developed by a school site council (SSC) or a safety planning committee.	January of the current year.	School Site Council Committee
The CSSP is communicated to the public during parent meetings at Back To School Night.	Beginning of the school year	School Administration
School Safety Committee/Planning Committee identifies areas of need/focus for the year.	January of the current year.	School Administration
School Safety Committee/Planning Committee reviews and addresses, as needed, the school's procedures for complying with existing laws related to school safety.	January of the current year.	School Administration
Drop Procedure Drills/Earthquake Drills (to be held once each quarter in elementary and once each semester in secondary schools), Fire Drills.	10/12/18 @ 10:30: Bus Evacuation Drill 10/18/18 @ 10:18: Earthquake Drill 11/06/18 @ 10:30: Fire Drill 12/11/18 @ 8:20: Lock-down Drill 12/20/18 @ 10:15: Fire Drill 02/19/19 @ 8:30: Fire Drill	School Administration

Leffingwell Continuation High School Incident Command System



Teacher- Justin Gish  
Secretary-Joey Davis  
Teacher Aide-Nina Margo

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

Incident Commander (IC) at the school site and the Emergency Operations Center (EOC) Director at the district level. The IC, usually the school principal, divides up tasks and delegates responsibilities to the site staff members. Staff has received initial training that is followed up by regular emergency drills, along with additional training, as needed. The IC will follow up on the decisions made and closely monitor the progress of the incident to its conclusions and beyond. During the incident, the District provides the necessary resources and support to help bring the situation to an expedient resolution.

California Government Code Section 3100 declares that in the event of a local or state emergency or federal disaster declaration, public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by superiors or law. Staff members are assigned specific responsibilities that help to facilitate a well-structured resolution to the emergency situation.

### **Management**

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

### **Planning & Intelligence**

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

### **Operations**

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

### **Logistics**

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

### **Finance & Administration**

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



## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

- \*Fire/Evacuation
- \*Earthquake (possible evacuation)
- \*Lockdown
- \*Shelter in Place

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

The severity of the emergency is determined by administration

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

The appropriate procedural steps are determined

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

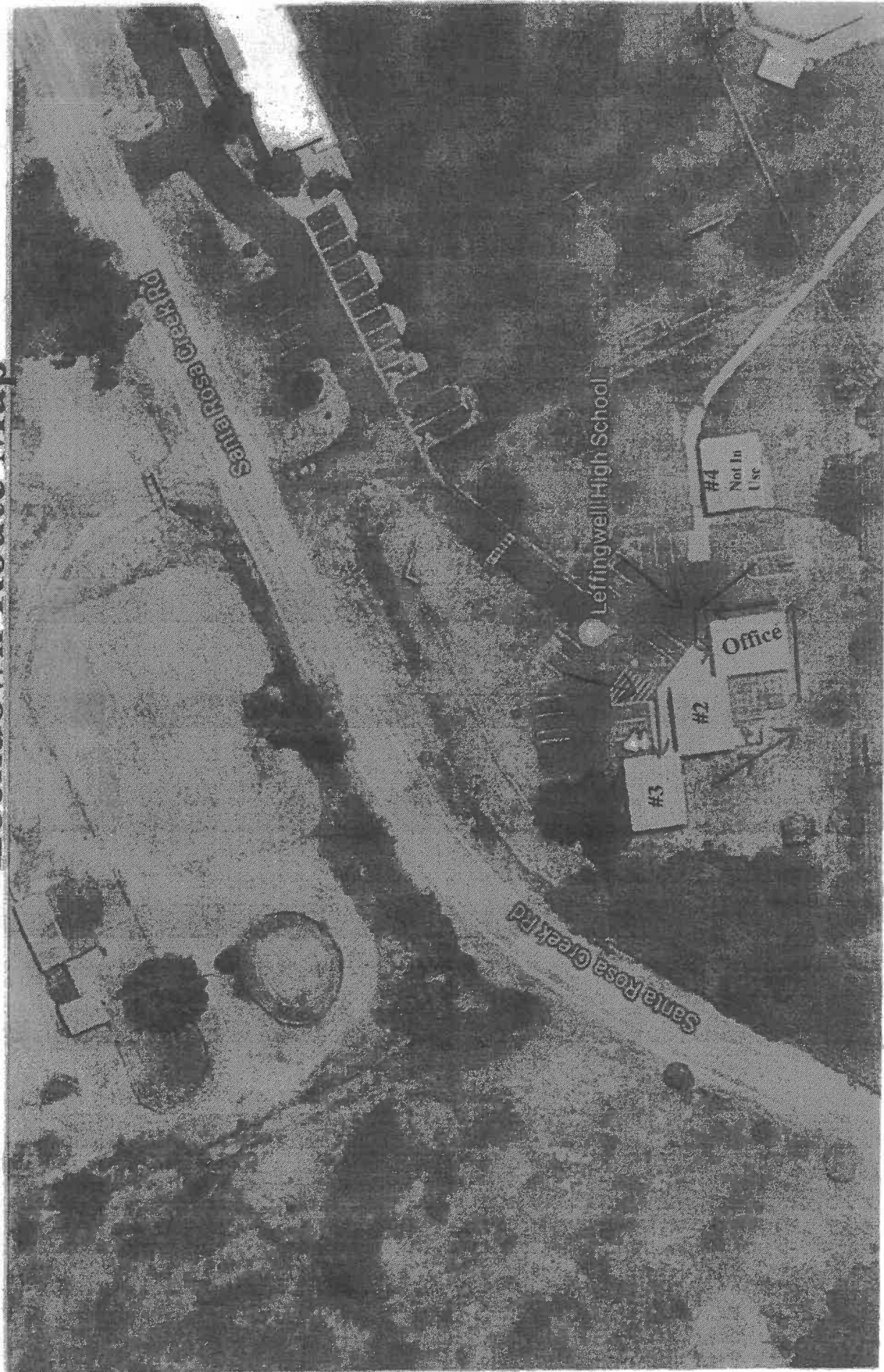
The response is communicated through:

- \*Schoolwide intercom system (for immediate communication)
- \*RAVE panic app (site or districtwide communication)
- \*One-call phone system (site or districtwide communication as well as community/stakeholder communication)

Administrative discretion is used in communication

## Emergency Evacuation Map

# Leffingwell High School Lockdown Route Map



# Leffingwell High School Evacuation Route Map

