

# **COMPREHENSIVE SCHOOL SAFETY PLAN**

## **2023 - 2024**



**Lighthouse Charter School**

899 Bryte Avenue

West Sacramento, CA 95605

## Comprehensive School Safety Plan

**2023 - 2024**

**School Year**












**School: Lighthouse Charter School**

**CDS Code: 57726940131706**

**District: River Charter School**

**Address: 899 Bryte Avenue West Sacramento, CA 95605**

**Date of Adoption:**

Name	Title	Signature	Date
Kara Schene	Principal		2/5/24
Roxanna Villasenor	Superintendent		2/5/24
Patty Reichow	LCS Office Manager		2/5/24
Shirley Gibbons	Behavior Support		2/5/24
Ane Griffin	Teacher		2-26-24
Michelle Britton	Teacher		2-26-24
Mary Krebs	Teacher		2/5/24
Michelle King	Classified		2/5/24
Denny George	LCS Safety Team		2/26/24
Judy George	Parent		2/5/2024
Lex Egbert	Parent + First Responder		2/26/24

**2023 - 2024**

**River Charter School Board**

<b>Co-President</b>	<b>Gloria White</b>
<b>Co-President</b>	<b>Omar Carrillo</b>
<b>Chief Financial Officer</b>	<b>Jim Lockhart</b>
<b>Secretary</b>	<b>Michelle Lynch</b>
<b>Board Member</b>	<b>Don Clark</b>
<b>Board Member</b>	<b>Dorothy Morrow</b>
<b>Board Member</b>	<b>Matthew Wilkins</b>

**River Charter School's Leadership Team**

<b>Superintendent</b>	<b>Roxanna Villaseñor</b>
<b>Chief Business Officer</b>	<b>Peter Stone</b>
<b>Director of Human Resources</b>	<b>Ellie Prentice</b>
<b>Director of Student Support Services and Special Education</b>	<b>Sara McHugh</b>
<b>Director of Curriculum, Instruction, and Assessment</b>	<b>Amanda Zimmerman</b>
<b>Delta Charter School Principal</b>	<b>Andrea Flores</b>
<b>Lighthouse Charter School Principal</b>	<b>Kara Schene</b>

## Table of Contents

Important Emergency Numbers	6
Senate Bill 187: Comprehensive School Safety Plan Purpose	8
Safety Plan Vision	9
Components of the Comprehensive School Safety Plan (EC 32281)	9
(A) Child Abuse Reporting Procedures (EC 35294.2 [a][2]; PC 11166	12
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)	12
(c) School Suspension, Expulsion and Mandatory Expulsion Guidelines	13
(D) Procedures to Notify Teachers of Student Safety Concerns (EC 49079)	14
(E) Sexual Harassment Policies (EC 212.6 [b])	15
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)	16
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)	17
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)	18
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	23
(J) Hate Crime Reporting Procedures and Policies	23
Safety Plan Review, Evaluation and Amendment Procedures	25
Safety Plan Appendices	26
• Safety Plan Review, Evaluation and Amendment Procedures	26
• Lighthouse Charter School Incident Command System	27
• Incident Command Team Responsibilities	26
• Emergency Response Guidelines	29
• Types of Emergencies & Specific Procedure	29-52
• Evacuate To A Location	29
• Shelter "For Hazard Using A Safety Strategy"	30
• Classroom Lockdown Procedures	31
• Accidents/Medical Emergencies	32
• Weapons On School Property	33
• Intruder/Trespassing	34
• Unidentified Person on School Site	35

● Death On School Site (Natural Causes, Accidental Or Suicide)	36
● Active Shooter On School Site.	37
● Unauthorized Removal/Missing/Abducted Person(s)	38
● Armed Subject, Armed Robbery Or Hostage	39
● Earthquake	40
● Severe Weather/Flooding	41
● Fire	42
● Bomb Threat Procedures (Device Located)	43
● BOMB THREAT CHECKLIST (IF RECEIVED VIA PHONE)	44
● Evacuation Procedures - Utility Emergency	46
● Utility Emergency	47
● Gas Leaks	48
● Recognizing the Levels of Violence and Response	49
● Protocol For Opioid Overdose	52

**Important Emergency Numbers**  
**FOR ANY EMERGENCY 9-911**

<b>RIVER CHARTER SCHOOL LEADERS</b>			
<b>Superintendent</b> Roxanna Villaseñor	(916) 798-2543	<b>Transportation</b> Tom Bennett	(916) 591-5414
<b>Chief Business Officer</b> Peter Stone	(916) 744-1000	<b>Director of Student Services &amp; SpEd</b> Sara McHugh	(916) 496-5374
<b>Director Human Resources</b> Ellie Prentice	(916) 212-7299	<b>Lighthouse Charter School Principal</b> Kara Schene	(775) 745-2008
<b>Delta Charter School Principal</b> Andrea Flores	(916) 996-1192	<b>Lighthouse Charter School Office Manager: Patty Reichow</b>	(916) 744-1212 x2100 (916) 546-6702
<b>Delta Charter School Office Staff</b>	(916) 744-1200		
<b>COMMUNITY NUMBERS</b>			
<b>Yolo County Sherfff Dispatch</b>	(530) 666-8282	<b>Poison Control</b>	(800) 222-1222
<b>West Sacramento Police</b>	(916) 372-3375	<b>Animal Control</b>	(530) 668-5287
<b>West Sacramento Fire</b>	(916) 617-4600	<b>Child Protective Services-Yolo County</b>	(530) 669-2345
<b>Animal Control</b>	(530) 746-0876	<b>Child Protective Services-Sacramento</b>	(916) 875-5437
<b>Clarksburg Fire Department</b>	(916) 744-1700		
<b>RIVER DELTA SCHOOL SITES</b>			
<b>River Delta Unified District Office</b>	(707) 374-1700	<b>Church</b>	(916) 744-1422
<b>Delta High School Office</b>	(916) 744-1714	<b>Delta Middle School Office</b>	(916) 744-1717
<b>WEST SACRAMENTO SCHOOL SITES</b>			
<b>Washington Unified School District Office:</b>	(916) 375-7600	<b>Stonegate Elementary</b>	(916) 375-0960
<b>Bridgeway Island Elementary</b>	(916) 375-7778	<b>Westfield Village Elementary</b>	(916) 375-7720
<b>Bryte School (College &amp; Career)</b>	(916) 375-7901	<b>Westmore Oaks Elementary</b>	(916) 375-7730
<b>Elkhorn Village Elementary</b>	(916) 375-7670	<b>Yolo Continuation High School</b>	(916) 375-7740
<b>River City High School</b>	(916) 375-7800	<b>Washington Adult School</b>	(916) 375-7740
<b>Riverbank Elementary</b>	(916) 375-7700	<b>Washington Middle College High</b>	(916) 375-7680
<b>Southport Elementary</b>	(916) 375-7890	<b>West Sac School for Independent Study</b>	(916) 375-7650

	<b>Languages Spoken Other Than English</b>	<b>Staff Contact Information</b>
<b>LCS</b>	<b>Russian</b>	<ul style="list-style-type: none"> <li>• Val Tuaev (916) 764-2161</li> <li>• Nicole Kafarova (916) 764-2161</li> </ul>
<b>LCS</b>	<b>Spanish</b>	<ul style="list-style-type: none"> <li>• Cynthia Lopez (916) 370-1853</li> <li>• Cathleen Garcia (559)223-5960</li> <li>• Josafina Pontes (916) 262-4501</li> <li>• Araceli Flores (831) 676-7311</li> <li>• Nayeli Herrera (925) 305-9987</li> <li>• Gretchen Smurr (530) 848-7129</li> <li>• Patty Reichow (916) 546-6702</li> </ul>
<b>DECS</b>	<b>Spanish</b>	<ul style="list-style-type: none"> <li>• Cynthia Cruz (916) 582-1651</li> <li>• Sarah Fanelli (760) 845-3879</li> <li>• Olivia Bright (279) 799-8286</li> <li>• Sara Ruiz (916) 203-7668</li> <li>• Katie Bauer (916) 230-0290</li> <li>• Imelda Oseguera (916) 756-7079</li> <li>• Juanita Perez (916) 775-1708</li> <li>• Cheli Cruz (916) 879-9138</li> <li>• Maria Rodarte (916) 270-9549</li> <li>• Roxanna Villasenor (916) 798-2543</li> </ul>
<b>DECS</b>	<b>French, Punjabi</b>	<ul style="list-style-type: none"> <li>• Kanaljit Kaur Webster (559) 474-1719</li> </ul>

	<b>Specialized Training</b>	<b>Staff Contact Information</b>
<b>LCS</b>	<b>Crisis Prevention &amp; Intervention (CPI)</b>	<ul style="list-style-type: none"> <li>• Shirley Gibbons (209)947-9440</li> <li>• Sara McHugh (916) 496-5374</li> <li>• Kara Schene (775) 745-2008</li> <li>• Ashley Sanford (916) 216-6217</li> </ul>
<b>DECS</b>	<b>Crisis Prevention &amp; Intervention (CPI)</b>	<ul style="list-style-type: none"> <li>• Andrea Flores (916) 996-1192</li> <li>• Elizabet Benson (916) 533-3475</li> <li>• Stephaie Moyeda (714) 350-9012</li> <li>• Tom Bennett (916) 744-1200</li> <li>• Hannah Lueras (916) 835-8477</li> <li>• Megan Bennett (916) 768-0328</li> </ul>
<b>LCS</b>	<b>Cardiopulmonary Resuscitation (CPR) &amp; Automated External Defibrillator (AED)</b>	<ul style="list-style-type: none"> <li>• Jose Gomez (916) 490-9140</li> <li>• Russ Fluty (916) 882-0944</li> <li>• Shirley Gibbons (209) 947-9440</li> <li>• Gretchen Smurr (530) 848-7129</li> <li>• Michelle Britton(402)429-0244</li> <li>• Lisa Holdermann (707)363-7524</li> <li>• Amy Cordova (530) 228-3390</li> <li>• Patty Reichow (916)546-6702</li> <li>• Kara Schene (775) 745-2008</li> </ul>

## **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 Lighthouse Charter School Office.



## **Safety Plan Vision**

Maintaining a safe environment is critical to success and is everyone's responsibility. This means school, district and community members work towards ensuring that grounds and buildings are safe. We believe that our students have a right to learn in a safe environment.

The primary purpose of the safety plan is to help school officials protect the lives and well-being of students and staff through emergency preparedness planning to ensure prompt and appropriate response of trained school personnel when a school crisis occurs. Rational and effective thinking on the part of each staff person is key to that goal. The safety plan is intended to help each site maximize safety by reducing panic and facilitating effective action during the CRITICAL FIRST TEN MINUTES of a crisis.

School leaders must recognize that emergencies are fluid events and the emergency procedures outlined may not fit every situation. Administrators and staff must remain flexible and be prepared to promptly adapt their actions as necessary.

The most critical element in any crisis is to STAY CALM since students will mirror the attitude/actions of the adults around them. The ability to manage fear and remain calm in the midst of chaos is the most effective tool for minimizing the impact of any crisis.

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

### **Lighthouse Charter School Safety Committee**

Roxanna Villaseñor, Superintendent RCS

Kara Schene, LCS Principal

Patty Reichow, Office Administrator

Shirley Gibbons, Lead Behavior Support

Michelle Britton, LCS Teacher (Primary)

Mary Krebs, LCS Teacher (Intermediate)

Ane Griffin, LCS Teacher (Intermediate)

Allison Allen, Classified

Denny George, Parent

Judy George, Parent

Lex Egbert, Parent and Local First Responder

### **Assessment of School Safety**

Regular review and assessment of the current safety needs will be conducted regularly. A parent, staff and student survey was conducted this year to gather feedback. This information was also incorporated to seek input from our stakeholders on the safety of our school. We had over 243 students, 23 staff and 64 parent responses to the Safety Survey. This year our Student Council sat to discuss the feedback from the student survey, as this information was shared with staff and parents. We have updated our Drill schedule to meet the federal guidelines for Fire Drill, Lock Down Drill and Earthquake drills. In August 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. As a staff at the beginning of the year completed a self reflection on safety protocols on campus and how we as a staff can maintain the effectiveness of our safety policies. At Back to School Night, our safety protocols were shared with our families. Our Student Council will work to develop action steps in reflection of our student safety reports from the survey.

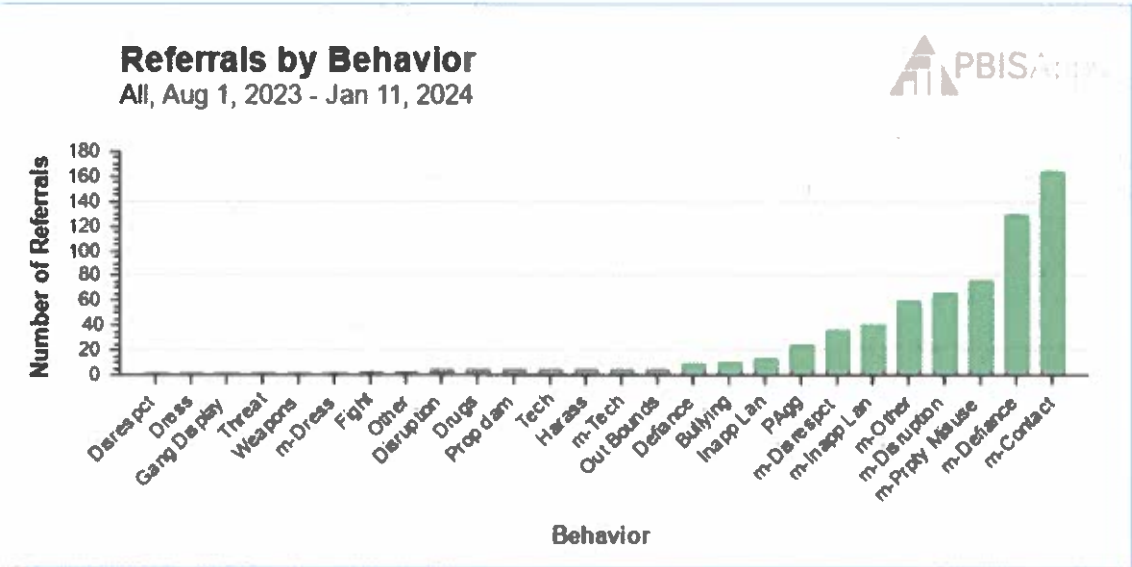
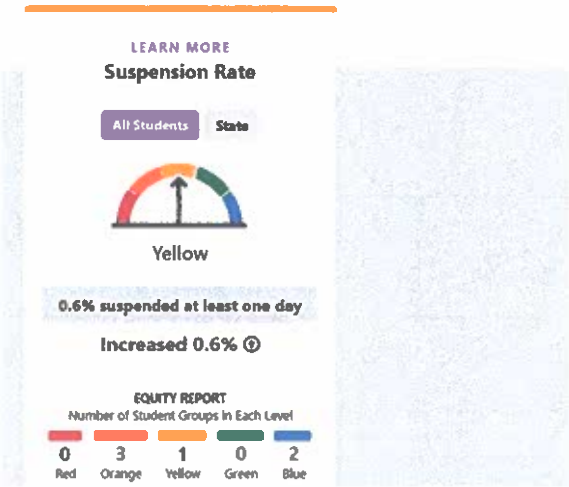
From here we plan to:

- Identify wins that will have an immediate impact: over 86% of our parents feel their children are safe at school, 82% of our students and 99% of our staff responded they feel safe at school.
- Develop an action plan on the key issues that we need to improve on from the survey results and walkthrough audits with local first responders
- Follow through and communicate functional and team results to the RCS Board, parents and staff

School Data:

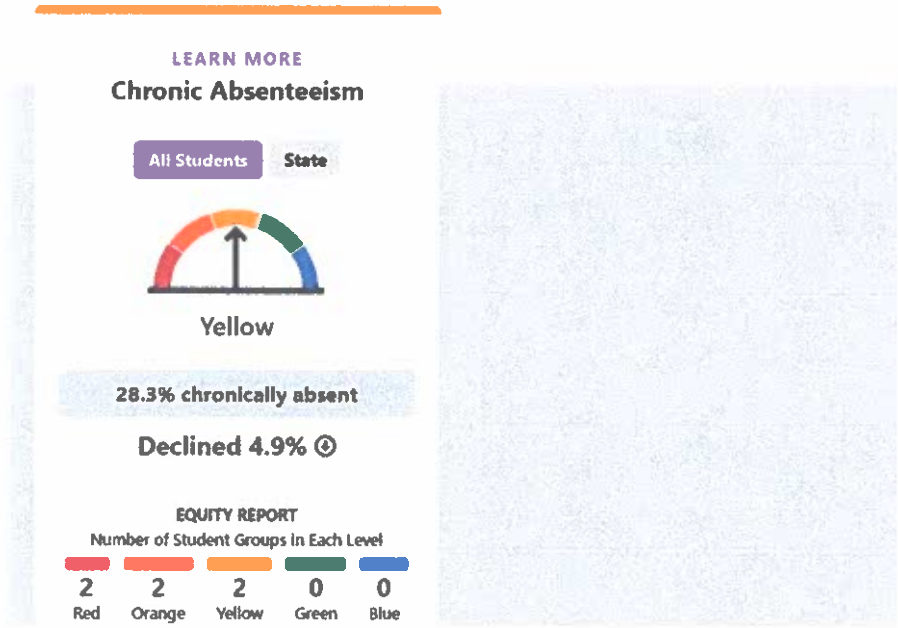
River Charter Schools Lighthouse Charter

and welcoming environment.



# Academic Engagement

See information that shows how well schools are engaging students in their learning.



● Local crime summary (1 mile radius from Lighthouse Charter):



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

River Charter Schools are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies (Yolo & Sacramento County Police Department, Yolo & Sacramento Fire Department)
- Consultation with risk management specialists (Cal OSHA)
- Continuing education and training of school staff (ALICE, CPR, Bullying Prevention & Intervention, Restorative Practices)
- Inspections and evaluations of school facilities (Cal-OSHA Evaluation Process/Protocol)
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan (Yearly review of plan(activities) done by school site safety/SSC teams)

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

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

School district employees are mandated reporters and shall make a report whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to Sacramento and Yolo County Child Welfare Services or Sacramento, West Sacramento, and Yolo Police Department. Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to Yolo County Child Welfare Services a written follow-up report, which includes a completed Suspected Child Abuse Report form (SS 8572). (Penal Code 11166, 11168)

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

#### **Disaster Plan - Classroom Emergency Protocols**

The following BP and ARs give information on our disaster procedures. In addition, each site's crisis team has an Emergency Response binder which contains the comprehensive safety plan as well as our emergency policies and procedures. Each working space that has students or staff has an Emergency Classroom Flip Chart which contains lockdown, shelter in place, and evacuation procedures, emergency contact numbers, basic first aid information, class roster, and site evacuation maps. Drills are done with staff and students at least twice a year to practice the emergency procedures.

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

The school site is available to governmental agencies such as law enforcement and fire as directed and needed.

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

A student may be suspended or expelled for any of the causes listed in state Education Code 48900 through 48915 and Board Policies.

A student may be suspended or expelled for acts related to school activity or attendance that occur at any time, including, but not limited to (1) while the student is on school grounds; (2) while the student is going to or coming from school; (3) during the lunch period, whether on campus or off campus; or (4) during or while a student is going to or coming from a school-sponsored activity.

Suspension must be preceded by an informal conference with the student, unless the principal or designee believes an emergency exists and orders the student to immediately leave the school because the student's presence is a danger to persons or property, or is a threat to the academic program. In such cases the conference will be held as soon as practical, but within two (2) school days.

At the informal conference, the decision to suspend will be explained by the principal or the principal's designee. The conference will include the following steps: (1) The student will be informed of the reason for the disciplinary action and the evidence against them; (2) The student will be provided an opportunity to present their written and/or verbal statement and evidence in their defense. If the student needs assistance with a written statement, they will be assisted. Those statements will be attached to the school file copy of this form.

If not delivered at the time of the suspension, the Notice of Suspension shall be delivered or mailed to the parent/legal guardian within one (1) school day of the beginning of the suspension. State law (Education Code 48911) makes it the student's and parent/legal guardian's duty to respond to a school official's request to attend a conference concerning his/her child's behavior. The conference may be held at the time of suspension or at re-entry.

The parent/legal guardians were given the River Charter Schools Standards of Behavior at the start of the school year. Upon request, a school site can supply the parent/guardian/student with another copy of the document as well as any applicable policies or regulations.

**Appeal of Suspension:** The student/parent(s) may appeal a suspension. Parents shall put their request for appeal in writing, clearly stating the reason for the appeal, which shall be one or both of the following contentions: 1) Procedural due process was not followed or 2) The reason to suspend was not in compliance with District policies and procedures and/or law. Unless there is clear evidence that a procedural or legal violation and/or District procedures were violated, the school administration's decision to suspend will be upheld.

If someone other than the principal has suspended the student, the principal receives the appeal. Upon receipt of the written request, the principal shall delay the implementation of the suspension for one (1) day following the day of the request, if the appeal cannot be considered the day of the request. However, if the principal concludes that the student poses a danger to self or others or is a serious threat of disruption of the educational process, the principal shall not delay for one (1) day the implementation of the suspension. The principal will conduct fact finding in regards to the appeal and render a timely decision. Fact finding will include input from school administration and the person appealing the suspension. The decision of the Principal is final and, thus, ends the appeal process.

If the principal is not available within 24 hours of the request for appeal or if the principal initiated the suspension, the parent should appeal directly to the Executive Director of Student Support or designee. The Executive Director of Student Support or designee will conduct the fact finding in regards to the appeal and render a decision in a timely manner. The decision of the Director or designee is final and, thus, ends the appeal process.

**(D) Procedures to Notify Teachers of Student Safety Concerns (EC 49079)**

The Principal or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the Police Department may provide written notification to the Superintendent or designee. (Welfare and Institutions Code 828.1)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

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

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the Director of Human Resources.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3- complaints of sexual harassment can be filed and where to obtain a copy of the procedures.

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

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

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

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

##### **River Charter Schools Dress Code Policy**

Our goals are to promote school safety and enhance the learning environment, while at the same time discourage distractions that inhibit learning. If a student's dress is not in accordance with this policy, any staff member may ask the student to make an appropriate correction.

1. Student dress shall be safe and appropriate, and not disturb the educational environment. (For example: collars or bracelets with spikes and clothing with revealing holes and cutouts are inappropriate for school wear.)
2. Clothing may not glorify, advertise, or reference drugs, alcohol, tobacco, tobacco products, violence, vulgarity, sexual behavior, or obscenities in any way, shape or form.
3. Footwear must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
4. Clothing, backpacks, tattoos, and other adornment may not demonstrate or suggest gang-related symbols, or colors. No bandanas are allowed at school.
5. Undergarments/underwear must be covered at all times.



6. Shirts and blouses must cover the stomach and chest. Shirts and pants/skirts must be touching in both front and back, and shirts must not be see-through or strapless.
7. Clothing must cover buttocks completely whether standing, sitting, walking, or bending.

Generally, students who do not follow the dress code will be referred to the office to correct the issue. Corrective action may include changing into clothes provided by the school or in certain circumstances being sent home to change. All corrective actions will be reported to parents/guardians.

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

School Staff will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

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

### Component:

Safe Physical Environment

### Element:

Creating a physical environment that ensures school-wide safety.

### Opportunity for Improvement:

Update the procedures and address physical environmental needs to ensure a safe school environment.

Objectives	Actions Steps	Resources	Lead Person	Evaluation
Maintain a current Comprehensive School Safety Plan to ensure school-wide safety.	Develop and update Safety Plans	Timeline with clear expectations of Principals. Safety Advisory and Student Input.	Principal of School Site Safety Team	Governing Board Review & Approve Safety Plans during the 2023-2024 school year (by March 1).
Provide ALICE Training to all school sites, district departments and central office staff.	ALICE Training Annually	Time during pre-service days Local First Responders	River Charter Schools Leadership	Individual School Site Sign-In Sheets
Ensure student safety by practicing emergency drills with students and staff on a regular basis.	Conduct emergency drills: Fire- Monthly Lock Down- Quarterly Earthquake Drills- Quarterly	Scheduled Days throughout the school year.	Principal of School Site	2023-2024 Emergency Drill Documentation
Provide Staff Development for Roles/Responsibilities during site emergencies.	Develop Roles and Responsibilities, Tasks Provide Calendar of Training Dates	Time during Staff Meetings	Principal of School Site Site Safety Team	CSSP Plan Incident Command Structure District/Site Emergency Procedures (PA system)
Update and maintain surveillance, bell, PA and Fire Alarm Systems.	Fire Alarm Systems. Test and maintain systems at regular intervals	Scheduled Visits for this evaluation	River Charter Schools Leadership	2023-2024 Quarterly Review
Communicate to families (ie: family safety nights)	Schedule Family Safety information events	Booklets (upon request) Post on website Slides	Principal of School Site Site Safety Team	Sign-In Sheets Surveys

**Component:**

Safe School Culture - Students

**Element:**

Creating a school culture that promotes positive school-wide behaviors and safety.

**Opportunity for Improvement:**

Continue to refine the use of tiered interventions in support of all students

Objectives	Actions Steps	Resources	Lead Person	Evaluation
Improve student behavior by implementing our school wide PBIS program which is implemented school wide and monitored by PBIS committee and site Admin.	All staff will implement use of Loot, tokens or sticker incentive to assist with monitoring positive behaviors on campus, Loot raffle (Trimester), Principal lunch	Loot, class stickers, student Loot store, class store, student survey of items they would like to earn, student incentives and rewards, SWIS data	PBIS Leadership Site Administration	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS), student survey (PBIS and Loot effectiveness)
Continue with student leadership: Student Council.	Select and train students to become Leaders on campus through Buddy Classes and training on campus while creating and fostering a positive climate (Self Managers, recycling, student council, mentoring etc.)	Weekly check ins, power points, copies and shared PBIS lessons, Character Trait focus	Student Council Chairperson, PBIS Leadership, Teachers, Art teacher, Music Teacher(s)	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS), Buddy Class Reflection/Exit/PBL
Monthly, public celebrations and recognition of Character Trait, attendance and academic achievement at student assemblies	Trimester Awards Assemblies TK-8 Grade with parent participation Parent Square & Social Media messages/newsletters	Certificates Student recognition and incentives Principal lunches	Classroom teachers Trimester Award Committee Administration	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS)
Promote positive attendance and student engagement at school.	All staff will work to encourage and support student attendance. Teachers are encouraged to make weekly positive parent phone calls home. Administrator makes calls to celebrate students with their families, provide HERO lunches, Home visits to	Monitor monthly attendance, reach out and make daily phone calls, certificates and attendance incentives, Schedules, Partnership with Hop Skip Drive	Administrator, office staff, MTSS Coordinator, RCS Cabinet support (SARB), SWEAT Coaches, Dir SSS + Sp Ed	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS), ADA, Students receiving HERO lunches, CA Dashboard improvements

	encourage school attendance and Champion parents/students, WE ARE ALL HERE campaign, Buddy Classes help with attendance campaign with all stakeholders, Clear process for attendance policy and SARB			
Create a positive work culture and climate among staff. Bucket Filling	Create ways to celebrate and recognize staff monthly, to be inclusive of classified and certificated staff. MTSS newsletter shoutouts	Monthly Staff shout outs for staff to nominate a staff member to recognize, fostering a positive working environment.	Administration, Kara Schene (LCS) and staff.	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS)
Create a positive work culture and climate among staff and students	Create ways to celebrate school pride weekly, with classified and certificated staff, wearing school t-shirts promoting dual immersion culture, create a system for positive affirmations. Book Study: E. Paschall, "Multiply Excellence in Your School"	Shout outs to staff in staff meetings and in weekly bulletin. Staff can recognize a fellow colleague, books/study guide and discussion guide. Books/Study Guide	All staff Administration	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI (MTSS & PBIS), Surveys/Culture audits Groups/discussion

**Component:**

Safe School through MTSS and Staff Training

**Element:**

Creating and maintaining academic and social emotional support systems.

**Opportunity for Improvement:**

Increase opportunities for stakeholder engagement

Objectives	Actions Steps	Resources	Lead Person	Evaluation
To improve home and school communication	We Are Here Campaign, attendance letters & calls, ParentSquare communications	Supplies for celebrations, newsletters and translations. Inc	MTSS Coordinator	2023-24 Year End and/or Monthly Evaluation Review TFI
Shared Vision	Monthly coffee with the Principal, ELAC, PTC, School Site Council, Youth Advisory, student council meetings, leadership committees and all subcommittees	Weekly Communications on Parent Square which get posted on site, email to families, all calls, text paging, emails and update Marquis quarterly.	All staff	2023-24 Year End and/or Monthly Evaluation Review TFI
Increase staff morale, shared vision and mission	Create ways to celebrate and recognize staff monthly, to be inclusive of classified and certificated staff. MTSS newsletter shoutouts	Monthly Staff shout outs for staff to nominate a staff member to recognize, fostering a positive working environment.	Administration, Kara Schene (LCS) and staff.	2023-24 Year End and/or Monthly Evaluation Review TFI
To improve student relations and decrease disciplinary concerns campus wide.	Work on providing Restorative Practices to work on establishing relationships with students. Provide support and training as needed to staff on Restorative Practices and proactive strategies	Resources (via email, copies or books), SWIS data,	PBIS Leadership, Administrator Kara Schene	2023-24 Year End and/or Monthly Evaluation Review TFI
To improve relationships school wide, working on social emotional learning (students and staff)	Provide support and professional development on social emotional learning and strategies to implement in classrooms.	School counselor	All staff	2023-24 Year End and/or Monthly Evaluation Review TFI
To increase and support PBIS and student character traits	Provide support and professional development on de	SELPA training materials, PRIM manuals	Administrator Kara Schene, Director of Student	2023-24 Year End and/or Monthly Evaluation Review TFI

	escalation strategies, positive intent, proactive strategies, and active supervision		Services/Special Education Sara McHugh	
To increase student engagement and attendance.	We Are Here Campaign, attendance letters & calls, ParentSquare communications	Monitor monthly attendance, reach out and make daily phone calls, certificates and attendance incentives	All staff	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI
To increase student youth voice and leadership on campus	Meet with teacher advisors and student council. Students will host annual elections and campaigns to demonstrate their leadership skills.	Weekly check ins, power points, copies	Student council chairperson, Administrator Kara Schene	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI
To increase student youth and voice on campus and facilitate student interest based clubs on campus	Meet with students monthly, seek areas of interest via meetings and surveys.	Weekly check ins, power points, copies	Student council chairperson, Administrator Kara Schene	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI
To increase student input on school culture and climate.	Surveys used during the school year to elicit input from our students.	Weekly check ins, power points, copies	Student council chairperson, Administrator Kara Schene	2023-24 Monthly Evaluation, Reflection/ Review and End of Year Evaluation TFI

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

### **River Charter Schools Student Conduct Code**

River Charter School strives to provide a safe and positive school environment which is conducive to learning by setting clear expectations that will be consistently enforced.

#### **Our goals are to:**

- **Goal 1-** Promote belonging for all members of our collaborative school communities
- **Goal 2-** Transform teaching, learning, and operations in our continuing pursuit of excellence
- **Goal 3-** Are filled with teams of talented, well trained, adequately supported and caring staff
- **Goal 4-** Are connected with communities of volunteers, parents and business people to empower students and teachers through partnerships and positive relationshipsAuthentic Connections to the Community
- **Goal 5 -** Rely upon responsible fiscal planning.

River Charter Schools takes a positive and restorative approach to discipline. Teachers have the primary responsibility for promoting and monitoring appropriate student behavior in the classroom. However, all staff members are responsible for monitoring behavior of students on our campus. By taking a restorative and reflective approach, staff is provided with think sheets, social emotional support and will have a follow up restorative practice training this year.

Before referring a student to the Principal, we believe in conferring with students and contacting parents so that concerted action can be taken to mutually correct the inappropriate behavior pattern of the student.

A referral to the Principal is made when the corrective actions employed by the teachers and support staff fail to effect change in student behavior.

### **Conduct Code Procedures**

Located in School Site Parent/Student Handbook

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

No individual student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and/or appropriate online behavior.

Staff shall receive related professional development, including information about early warning signs of bullying, harassing, and intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, prevention and crisis counselor, social worker, child welfare attendance personnel, school nurse, or other support services personnel for case management, counseling, and/or participation in a restorative practice program as appropriate. (Education Code 48900.9)

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3- Uniform Complaint Procedures.

Corrective actions for a student who commits an act of bullying of any type on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption to the campus, may include counseling, restorative practice, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion, in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.



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

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The Superintendent/Principal or designee oversees the development of a comprehensive district-wide safety plan that identifies major safety concerns as well as the district's goals and priorities for safe schools. The plan includes violence prevention strategies and actions to be taken in the event of a crisis.

School safety plan is reviewed, updated, and approved by the governing board by March 1st of each year.

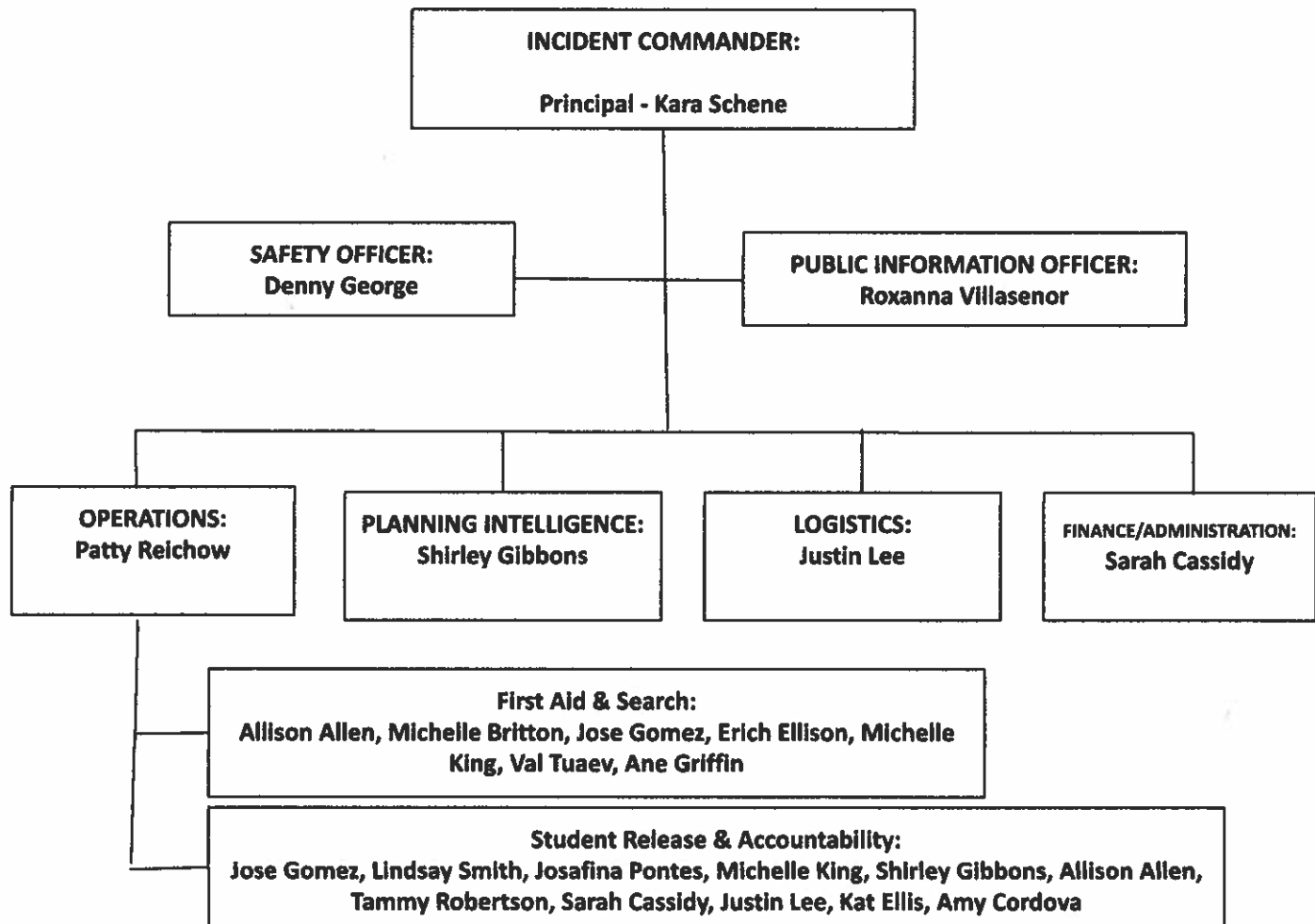
The Board reviews the comprehensive District and School safety plans in order to ensure compliance with state law, Board policy, and Administrative Regulation and approves the plan at a regularly scheduled meeting of the Board.

## Safety Plan Appendices

### Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Safety Committee to review plan with staff (classified and certificated) and Safety Team	Quarterly Meetings	Agendas, notes, and Minutes are available for review in the principal's office.
Staff Safety Drills Procedures/Protocols Training	Ongoing-Monthly	Agendas, notes, and Minutes are available for review in the principal's office.
Conduct Safety Drills, Lockdowns, Fire Drills and Earthquake Drills	Ongoing-Monthly	Agendas, notes, and Minutes are available for review in the principal's office.
Debrief Safety Drills with staff	Ongoing	Agendas, notes, and Minutes are available for review in the principal's office.
School Parent Advisory Committee, ELAC and School Safety Teams Committee /Approves Safety Plans	Quarterly	Agendas, notes, and Minutes are available for review in the principal's office.

## Lighthouse Charter School Incident Command System



### 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. There are five functions of the SEMS: Management, Planning/Intelligence, Operations, Logistics, and Finance/Administration. The roles used to carry out these functions are listed below.

### 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.

### **Incident Commander**

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.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders, as well as arranging for transportation needs.

### **Operations**

The Operations Chief manages and directs emergency response activities on campus. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. The Operations Chief allows for the Incident Commander to carry out their responsibilities.

### **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.

### **Public Information Officer**

The role of the Public Information Officer is to serve as the primary contact for anyone who wants information about the incident, including the media, public and parents. The Public Information Officer develops, reviews and coordinates all incident related information and public and agency briefings and releases, as well as communications to staff and students.

### **Safety Officer**

The role of the Safety Officer is to monitor safety conditions and develop measures for assuring the safety of students and staff. The Safety Officer also reports unsafe acts or conditions to the Incident Commander before taking action unless immediate action is necessary to preserve life or property.

## **Emergency Response Guidelines**

### **Standard Response Guidelines:**

Each protocol has specific staff and student actions that are unique to the action. In the event a student or staff identifies the initial threat, calling 911 and administration is essential.

### **Lockdown - Stay Inside- "GET INSIDE. LOCK OUTSIDE DOORS"**

#### **Administrator's Responsibilities**

- Call 911, if necessary.
- Escort any students in the hallways to a safe location.
- Await the arrival of emergency responders.
- Coordinate with police/EMS personnel.
- Principal communicates with the Superintendent.

#### **Staff's Responsibilities:**

- Recover students and staff from outside the building
- Increased situational awareness
- Take roll, account for students
- Do business as usual

#### **Student's Responsibilities:**

- Return to the inside of the building
- Do business as usual After Hours' Responsibilities
- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008
- Principal communicates with the Superintendent.

### **EVACUATE - "TO A LOCATION"**

#### **Students are trained to:**

- Leave stuff behind
- Bring their phone
- Form a single file line

#### **Teachers are trained to:**

- Grab roll sheet if possible
- Lead students to Evacuation location
- Take roll, account for students

## **SHELTER - "FOR HAZARD USING A SAFETY STRATEGY"**

### **Hazards might include:**

- Tornado
- Hazmat
- Earthquake
- Tsunami Safety

### **Strategies might include:**

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

### **Students are trained in:**

- Appropriate Hazards and Safety Strategies

### **Teachers are trained in:**

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report injuries or problems, at the Evacuation Assembly, to first responders using the Red Card/ Green Card method.

## Classroom Lockdown Procedures

### Reportable Incident

#### Administrator's Responsibilities:

- Immediately declare Lockdown - **Shelter In Place**
- Call 911, if necessary.
- Escort any students in the hallways to a safe location.
- Isolate the **lockdown area**.
- Await the arrival of emergency responders.
- Coordinate with police/EMS personnel.
- Follow Incident Command Structure
- Principal communicates with the Superintendent.

#### Staff's Responsibilities:

- Teachers/staff with or without a class during a **lockdown** should immediately do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.
- Lock your classroom door and close the window blinds. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take attendance, and provide assistance.
- Keep students quiet and out of the line of sight from windows. Turn off all classroom lights.
- Maintain calm in the classroom - keep all students inside the classroom; No hall passes. Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc.
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the school bells or fire alarm during a **lockdown** unless a known Administrator makes a supporting announcement.

#### Student's Responsibilities:

- Return to the inside of the building
- Follow the Direction of the Staff
- Remain away from doors and windows, out of sight.

#### After Hours Responsibilities:

- In the absence of an Administrator or supervisory staff member, an on-site staff member will declare a "lockdown" with a specific reason, i.e., **Lockdown - Shelter in Place**
- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## **Accidents/Medical Emergencies**

### **Reportable Incident**

#### **Administrator's Responsibilities:**

- Call **911**.
- Report to the scene.
- Secure and isolate the area.
- Call medical code lockdown if an incident occurs during a passing or lunch period.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the police/EMS emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.
- Principal communicates with the Superintendent.
- Initiate support services for students/staff immediately through the Student Support Team.

#### **Staff's Responsibilities:**

- Evaluate the accident scene.
- If appropriate, remove students from the area so school/emergency personnel can attend to students or staff members in need.
- Direct any unaffected persons to a safe and secure area.
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Assist the emergency medical responders.
- If the scene is not safe, e.g. electric shock, downed wires, etc., wait for EMS.

#### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.



## **Weapons On School Property**

### **Reportable Incident**

#### **Reportable Incident**

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

#### **Administrator's Responsibilities:**

- Declare a Lockdown - Stay Inside if the situation appears threatening to the safety of students and staff.
- If during school hours contact Dispatch at (916)372-3375 or 911
- If after hours contact Dispatch at (916)372-3375 or call 911
- Principal communicates with the Superintendent (916)798-2543
- Determine if a reasonable suspicion exists to search for a weapon.

#### **Staff's Responsibilities:**

- Notify the Administrator.
- Do not attempt to approach or confiscate.

**IF A WEAPON IS FOUND, ISOLATE THE AREA AND DO NOT TOUCH THE WEAPON.  
POLICE WILL SECURE IT FOR EVIDENCE.**

- **Steps to secure the weapon:**
  - Cover the weapon - i.e. with a trash can
  - Keep people away from the area
  - Await further instructions from the Administrator or law enforcement

#### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## **Intruder/Trespassing**

### **Reportable Incident**

**Definition:** Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds, or buses (including students suspended or expelled from school).

#### **Administrator's Responsibilities:**

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare "lockdown."
- Call 911.
- Meet the police and direct them to the location.
- Call the Superintendent's Office at (916)798-2543
- When the situation is stabilized, if in lockdown - Physically release each classroom

#### **Staff's Responsibilities:**

- Report the intruder to the office, with his/her description, location, and other facts.
- Keep classrooms/students secure. If necessary, move to a safer area.
- Wait for the classroom to be cleared by the admin or designee in-person

#### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

**ALL VISITORS MUST CHECK IN THE OFFICE AND DISPLAY A VISITOR'S PASS.**

## Unidentified Person on School Site

### Reportable Incident

#### Administrator's Responsibilities:

- Identify the problem and the location.
- Approach the subject and determine the nature of their business on campus.
- Ask for their identification.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, or custody orders.
- If there is no acceptable reason to be on campus, ask the intruder to leave the campus.
- If they refuse to leave:
  - Call 911
  - Call the Superintendent's Office at (916)798-2543
  - Await police response.
  - If appropriate, declare "lockdown".

#### Staff's Responsibilities:

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator ASAP.
- Trust your instincts

#### After Hours' Responsibilities:

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Call the police if you suspect a problem at 911 and provide the suspect's description.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## **Death On School Site (Natural Causes, Accidental Or Suicide)**

### **Reportable Incident**

Survey scene to determine safe approach.

#### **Administrator's Responsibilities:**

- Identify the problem and the location. Secure and isolate the area. Determine if there is to be a lockdown.
- Call **911**. Limit student movement.
- Call the Superintendent's Office at (916)798-2543
- Immediately initiate support services for students/staff through the Pupil Services Department.
- Secure emergency contact information on the deceased, if possible, and provide to police/EMS.

#### **Staff's Responsibilities:**

- Identify the problem and the location. Secure and isolate the area.
- Call **911**.
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

#### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

### **When a Trauma or Loss Occurs**

#### **Administrator's Responsibilities:**

- Contact emergency responders if necessary.
- Secure the area and limit student movement.
- Contact the Superintendent's Office at (916)798-2543, who will inform the School Board.
- Contact Director of Student Services, who will engage a Student Support Team.
- Appoint or act as the Incident Commander.
- Verify the facts in writing.
- Develop appropriate communication for students, staff and families with district support.

## **Active Shooter On School Site**

### **Reportable Incident**

#### **Lockdown - Active Shooter**

##### **Administrator's Responsibilities:**

- Declare a Lockdown - Active Shooter - this is not a drill- identify location if known
- Identify the problem and the location. Secure and isolate the area if possible.
- Call 911.
- Assist the police in locating and identifying possible suspects and victims.
- Provide the police/EMS with emergency information.
- Immediately initiate support services for students and staff through the Student Support Team.
- Call the Superintendent's Office at (916)798-2543

##### **Staff's Responsibilities:**

- Stay calm.
- **If a shooting occurs while inside school buildings, get to a safe place. DO NOT wait to initiate the lockdown procedure.**
  - Run, hide, fight
  - Close and lock your classroom door after ushering students in the hallway into your room.
  - Students should spread out across the room, take cover
  - Turn off the lights and remain quiet. Turn tables and desks on their sides to use concealment as needed.
  - DO NOT leave your safe location until you are told to do so by law enforcement.
  - Do not evacuate a safe location if you hear a fire alarm or other warning.
  - Barricade doors
- **If a shooting occurs while in open areas (i.e. outside, during lunch or passing periods), assist students in running for cover and getting to a safe place.**
  - Run in a zig-zag pattern away from the shooting.
  - Take cover behind buildings, trees, or other large objects.
  - If no cover is available, curl up in a ball o Follow directions given by law enforcement. o Keep others calm. Assess injuries of students/staff with you.
  - Keep phone lines open for emergency personnel.
  - Wait for the police/EMS responders to arrive.

##### **After Hours' Responsibilities:**

- Same as the Administrator's Responsibilities.
- Call 911.
- Assist the police in locating and identifying any possible suspects and victims.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## **Unauthorized Removal/Missing/Abducted Person(s)**

### **Reportable Incident**

#### **Overall Procedures**

- If an abduction is observed or suspected, call **911**.
  - Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
  - Provide a detailed description of clothing/time/location when the person was last seen, and photograph of the person.

#### **Administrator's Responsibilities:**

##### **Missing Person(s)**

- Determine level of threat (K-6 vs 7-12)
- Conduct an immediate search of the school/school grounds.
- Call **911**.
- Call the Superintendent at (916)798-2543
- Contact the custodial parent/guardian of the missing student.

##### **Abduction**

- Call **911**, provide suspect/vehicle information.
- Call the Superintendent's Office at (916)798-2543
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

#### **Staff's Responsibilities:**

##### **Missing Person(s)**

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

##### **Abduction**

- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

#### **After Hours' Responsibilities**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## **Armed Subject, Armed Robbery Or Hostage**

### **Reportable Incident**

**Follow these procedures within the building whenever a person:**

- Has a weapon.
- Says they have a weapon.
- Is holding another person against their will.

### **Building Moves to “Lockdown” Procedures Immediately**

#### **Overall Procedures**

- Call 911.
- Notify the Administrator. Relay accurate information.
- Where in the building is the event occurring?
- How many are involved (perpetrators and hostages)?
- What demands, if any, have been made?
- Is anyone injured?
- Render the appropriate assistance.

#### **Administrator’s Responsibilities:**

- Immediately declare “lockdown.”
- Call 911.
- Escort any students in hallways to a safe location.
- Isolate the **lockdown** area.
- Await the arrival of the emergency responders.
- Provide assistance as needed.
- Coordinate with the police/EMS personnel.
- Call the Superintendent’s Office at (916)798-2543
- Mobilize the Crisis Management Team.

#### **Staff’s Responsibility:**

- If a weapon has been seen, follow the above procedures.
- Close and lock your classroom door.
- Identify missing/additional students, notify administration as possible
- If directed to leave your classroom, take your class record book with you, if possible.
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions from the Administrator.

#### **After Hour’s Responsibilities:**

- Same as Administrator’s Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

**Earthquake**  
**Reportable Incident**

**Administrator's Responsibilities:**

- Evacuate with an Emergency bucket/bag to the evacuation meeting site.
- Initiate components of the Incident Command System as needed (maintenance/security, search and locate, first-aid, etc. as necessary for the severity of the situation).
- Account for all students and staff to the incident commander, detailing missing or injured students/staff.
- Call **911** for students/staff with injuries.
- Call the Superintendent's Office at (916)798-2543
- Work with local fire, police agencies to secure the scene, if needed.

**Staff's Responsibilities:**

- Instruct students to protect their face and head from flying debris with arms, coats, books, etc.
- Take cover under a desk or table.
- Stay in position until the building tremors and/or flying debris ceases.
- When the earthquake tremors stop, assess student/staff injuries.
  - If necessary, call 911 and administer first-aid until help arrives.
- Remain calm.
- If the fire alarm sounds or is advised by the school administrator, evacuate a safe distance from the building, following standard evacuation procedures.
- Students who are injured and cannot be moved should be left in the classroom.
  - Teachers should remain with the injured students, having a "buddy" teacher take their class to the evacuation point.
- Do not allow students to re-enter an area after being evacuated.
- All missing or injured students should be reported to the school administrator and the evacuation meeting sites.

**After Hours' Responsibilities:**

- Document and report incident.
- Have victims complete an Incident Report Form.
- If physical injury occurred, assist with first-aid, if needed and call police.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.



## **Severe Weather/Flooding**

### **Administrator's Responsibilities:**

- Administrators should monitor developing weather conditions.
- If conditions warrant, the following protective measures should be taken:
  - Determine whether any utilities need to be shut off for safety.
  - Identify safe areas of campus.
  - Order students and staff to proceed to the 'shelter in place' area.
- If there is a medical emergency call **911**.
- Call the Superintendent's Office at (916)798-2543
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

### **Staff's Responsibilities:**

- Follow directions to shelter in place, or proceed to other areas of the campus, directed by the school administrator.
- If the classroom becomes flooded, follow evacuation directions from the school administrator. • Account for all classroom occupants.
- Remain calm.
- Close windows and doors; do not lock.
- If there are high winds, direct students to stay away from windows.
- Wait for "All Clear" to end shelter in place protocols.
- If moving to a different location:
  - Take your record/attendance book and "Emergency Response Flipchart."
  - Report to your designated area and call roll.
  - If you have additional or missing students, notify the Administrator/emergency responders.
  - Await further instruction from the Administrator.
  - Return to your designated area when "All Clear" is announced.

### **After Hours' Responsibilities:**

- Monitor developing weather conditions.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the shelter in place location.
- If there is a medical emergency, call **911**.
- If damage has occurred to the building, evacuate the affected areas/campus

## **Fire**

### **Reportable Incident**

#### **Administrator's Responsibilities:**

- Evacuate the building by using the fire alarm.
- Call **911**; give the specific location, if known.
- Determine if students/staff need to evacuate campus, request transportation to the designated site.
- Call the Superintendent's Office at (916)798-2543
- Clear exterior access to the building for emergency personnel.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- Signal an **"All Clear"** when appropriate.

#### **Staff's Responsibilities:**

- Close windows and doors; Keep Door Locked.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion.
- Bring Emergency Response Flipchart and class roster.
- Report to your designated area and call roll; utilize missing students form.
- Report any missing students to the Administrator.
- Return to the building only after the building Administrator or fire department gives the **"All Clear"** signal.

#### **After Hours' Responsibilities:**

- Evacuate the building by using the fire alarm.
- Call 911; give a specific location, if known.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.
- Assist the fire department in locating the utilities (If appropriate)
- Ensure the building has been evacuated.
- Reoccupy the building when given an **"All Clear."**

#### **NOTE:**

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire department.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to the fire department for investigation.

## **Bomb Threat Procedures (Device Located)**

### **Reportable Incident**

#### **Overall Procedures:**

- Upon discovery of a suspicious device, immediately notify the Administrator.
- If a device is located in a classroom, immediately and calmly evacuate.

**UNDER NO CONDITION ATTEMPT TO TOUCH OR MOVE DEVICE.**

**TURN OFF CELL PHONES OR ELECTRONIC DEVICES  
THEY CAN ACTIVATE EXPLOSIVE DEVICES.**

#### **Administrator's Responsibilities:**

- Upon notification of a device located:
  - Don't forget, there may be more than one device.
  - Call 911; use only landlines.
  - Call the Superintendent's Office at (916)798-2543

#### **Staff's Responsibilities:**

- Call school office on school telephone, not a cell phone.
- Wait for a decision on whether to **lockdown** or **evacuate**.
- If **lockdown** is ordered, follow **lockdown procedures**.
- If **evacuation** is ordered, follow **evacuation procedures** as directed by the Administrator.
- Staff should look for and report all suspicious objects to the Administrator immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

#### **After Hour's Responsibilities:**

- Same as Administrator's Responsibilities except do not call the District Office.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

## BOMB THREAT CHECKLIST (IF RECEIVED VIA PHONE)

### Reportable Incident

#### Bomb Threat Checklist (Phone)

- **Stay Calm.** Take a deep breath and focus on what the caller says.
- **Keep the caller on the phone** as long as possible.
- **Ask the questions** in the bomb threat checklist, at right.
- **Complete the Bomb Threat Checklist** on this page.
- **Immediately contact the designated Administrator who will call 911.**
- **Cell phones and electronic devices must not be used.** They can trigger some types of bombs.
- **DO NOT TOUCH** anything suspicious.
- **Lockdown** the building according to instructions from your Administrator.

#### Bomb Threat Checklist (Phone)

- ☐ (Make copies of this page for reporting purposes and retain a copy for school files.)
- ☐ Date of call:
- ☐ Exact time of call:
- ☐ Exact words of caller:
- ☐ Person receiving call:
- ☐ Telephone number call received at:

#### QUESTIONS TO ASK CALLER:

- |   |   |
|---|---|
| <input type="checkbox"/> When is the bomb going to explode? _____ a.m./p.m. | <input type="checkbox"/> Did you place the bomb? Yes/No |
| <input type="checkbox"/> Where is the bomb?                                 | <input type="checkbox"/> Why?                           |
| <input type="checkbox"/> What does the bomb look like?                      | <input type="checkbox"/> Where are you calling from?    |
| <input type="checkbox"/> What kind of bomb is it?                           | <input type="checkbox"/> What is your address?          |
| <input type="checkbox"/> What will cause it to explode?                     | <input type="checkbox"/> What is your name?             |

#### BACKGROUND SOUNDS

Use back of form to describe sounds.

- |  |   |
|--|---|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Phone Booth       | <input type="checkbox"/> House noises     |
| <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Long distance    |
| <input type="checkbox"/> Voices            | <input type="checkbox"/> Local call       |
| <input type="checkbox"/> Clear             | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> PA System         | <input type="checkbox"/> Motor            |
| <input type="checkbox"/>                   | <input type="checkbox"/> Other:           |

**CALLER'S VOICE:**

*If voice is familiar, whom did it sound like?*

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Age: _____             | <input type="checkbox"/> Taped         |
| <input type="checkbox"/> Female | <input type="checkbox"/> Accent                 | <input type="checkbox"/> Foul Language |
| <input type="checkbox"/> Age    | <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Irrational    |
|                                 | <input type="checkbox"/> Incoherent             |  |

**THREAT LANGUAGE:**

- |   |                                   |                                       |
|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Message scripted by threat maker | <input type="checkbox"/> Angry    | <input type="checkbox"/> Loud         |
| <input type="checkbox"/> Normal                           | <input type="checkbox"/> Stressed | <input type="checkbox"/> Slurred      |
| <input type="checkbox"/> Calm                             | <input type="checkbox"/> Sincere  | <input type="checkbox"/> Stutter      |
| <input type="checkbox"/> Slow                             | <input type="checkbox"/> Crying   | <input type="checkbox"/> Deep         |
| <input type="checkbox"/> Rapid                            | <input type="checkbox"/> Giggling | <input type="checkbox"/> Broken       |
|   |                                   | <input type="checkbox"/> Other: _____ |

## **Evacuation Procedures - Utility Emergency**

### **EVACUATION PROCEDURES**

#### **Administrator's Responsibilities:**

- Signal an evacuation from the building by using the fire alarm.
- Involve other staff as necessary.
- Call 911
- Call the Superintendent's Office at (916)798-2543
- If an off-site evacuation is needed, request transportation at (916) 591-5414 to the designated site.

**COORDINATE YOUR EFFORT WITH SUPERINTENDENT'S OFFICE AND EMERGENCY RESPONDERS.**

#### **Staff's Responsibilities:**

- Follow the evacuation routes posted in the room unless otherwise advised.
- Take your record/attendance books, your "Emergency Response Flipchart" and exit to the designated evacuation location.
- Close your classroom doors when leaving the room.
- Once outside, take attendance.
- Report missing student(s) ASAP to the Administrator/Emergency Responder.
- Remain with classes and await further instructions from the Administrator.

#### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities, except do not call the District Office.
- Call 911.

## **Utility Emergency**

### **A utility emergency constitutes any of the following:**

- Water Leak
- Gas Leak
- No Heat or Air Conditioning
- Power Outage
- Hazardous Materials
- Sewer Back-Up, and
- Telephone Down

### **Administrator's Responsibilities:**

- Identify the problem and location.
- Notify District Maintenance & Operations Lead at (916) 744-1956 so that they can call the utility company.
- Call the Superintendent's Office at (916)798-2543
- Meet with the District Maintenance & Operations Lead to determine the extent of the situation and subsequent actions.
- Notify faculty, staff, students and/or families as appropriate concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school due to power outage.
- If necessary, order the evacuation of an affected building to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks).
- Keep the district office informed and consult with the Superintendent or designee on whether to keep the school open or close the school, if appropriate.
- If one part of the building is affected by the emergency, find alternate locations.

### **Staff's Responsibilities:**

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.

### **After Hours' Responsibilities:**

- Same as Administrator's Responsibilities.
- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.

**Gas Leaks**  
**Reportable Incident**

**DO NOT OPERATE ELECTRICAL DEVICES OR CELL PHONES.**

**Administrator's Responsibilities:**

- Call **911**.
- Contact the Custodian.
- Contact the Maintenance Department to address the problem.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Call the Superintendent's Office at (916)798-2543
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal "**All Clear**" when appropriate.

**Staff's Responsibilities:**

- Notify the Administrator-in-Charge.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Await further instructions.
- When the "**All Clear**" is announced, re-occupy the building.

**After Hours' Responsibilities:**

- Call the Principal at (775) 745-2008 for further direction.
- Principal communicates with the Superintendent.
- Do not turn on or off electrical switches, devices or cell phones.
- Ventilate the area via opening windows/doors.
- Assist the gas company in the location of the leak.
- Keep the building Administrator advised of the situation.



## **Level Two (Escalation of the Situation)**

### **The person:**

- argues with students, staff, or community member;
- refuses to obey agency policies and procedures;
- sabotages equipment and steals property for revenge;
- verbalizes wishes to hurt others or self;
- sends threatening note(s) to others; and/or
- sees self as victimized by staff or students (me against them).

### **Response When the Situation Has Escalated to Level Two**

- If warranted, Call 911 and other appropriate emergency contacts, particularly if the situation requires immediate medical and/or law enforcement personnel.
- Immediately Contact the Principal and, if needed, the principal will contact other appropriate official(s) such as functional area experts to seek help in assessing/responding to the situation.
- If necessary, Secure your own safety and the safety of others, including contacting people who are in danger (make sure emergency numbers for employees are kept up-to-date and accessible).
- Document the observed behavior in question.
- Principal should meet with the individual to discuss concerns and, if appropriate, begin or continue progressive discipline. The supervisor should follow these procedures:
  - Call for assistance in assessing/responding, if needed.
  - Avoid an audience when dealing with the individual.
  - Remain calm, speaking slowly, softly, and clearly.
  - Ask the individual to sit down; see if s/he is able to follow directions.
  - Ask questions relevant to the individual's complaint such as:
    - What can you do to try to support you?
    - What do you hope to gain by committing violence?
    - Why do you believe you need to be violent to achieve that?
    - Try to direct the aggressive tendencies into another kind of behavior so that the individual sees s/he has choices about how to react.

### **Level Three (Further Escalation – Usually Resulting in an Emergency Response)**

The person displays intense anger resulting in:

- suicidal threats;
- physical fights;
- destruction of property;
- display of extreme rage; and/or
- utilization of weapons to harm others.

#### **Response When Situation is a Level Three Emergency**

Any individual observing violent or threatening behavior which poses an immediate danger to persons or property is expected to:

- Call 911 and other appropriate emergency contacts for that, particularly if the situation requires immediate medical and/or law enforcement personnel.
- Remain Calm and Contact Principal or designee.
- Secure your personal safety first.
- Leave the area if your safety is at risk.
- Cooperate with law enforcement personnel when they have responded to the situation.

Once law enforcement personnel are on the scene, they will assume control of the situation. Witnesses should be prepared to provide a description of the violent or threatening individual, details of what was observed, and the exact location of the incident.

1. Document the observed behavior in question.
2. Principal will contact functional area experts and will follow the procedures described in the Level Two section.

**Protocol for Opioid Overdose**  
**Reportable Incident**

**STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE**

Signs of OVERDOSE, which often results in death if not treated, include:

- Unconsciousness or inability to awaken.
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened.
- Fingernails or lips turning blue/purple.

If an opioid overdose is suspected, stimulate the person:

- Call the person's name.
- If this doesn't work, vigorously grind knuckles into the sternum (the breastbone in middle of chest) or rub knuckles on the person's upper lip.
- If the person responds, assess whether he or she can maintain responsiveness and breathing.
- Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.
- If the person does not respond, call 911, provide rescue breathing if the person is not breathing on their own, and administer one dose of naloxone.

**STEP 2: CALL 911 FOR HELP AN OPIOID OVERDOSE NEEDS IMMEDIATE MEDICAL ATTENTION.**

- An essential step is to get someone with medical expertise to see the person as soon as possible.
- If no emergency medical services (EMS) or other trained personnel are on the scene, activate the 911 emergency system immediately.
  - All you have to say is "Someone is unresponsive and not breathing."
- Be sure to give a specific address and/or description of your location.
- After calling 911, follow the dispatcher's instructions.
- If appropriate, the 911 operator will instruct you to begin CPR (technique based on rescuer's level of training).