

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING of the GOVERNING BOARD

Tuesday, February 9, 2021

AGENDA

TIME: 4:00pm **PLACE:** Teleconferencing via Zoom and Room 805

<https://us04web.zoom.us/j/75221386333?pwd=L1lGdTJSR3RMQ1Z2Q1FXUBB2ZGNDUT09>

Meeting ID: 752 2138 6333

CALL TO ORDER AND ROLL CALL

BOARD MEMBERS:

Mr. Doug Mederos, President

Mr. John Mendonca, Clerk

Mr. Joey Benevedes, Trustee

Mr. Mark Nunes, Trustee

Mr. Joseph Meneses, Trustee

PLEDGE OF ALLEGIANCE

(1.0) APPROVAL OF MINUTES

1. The minutes of the regular meeting held on January 26, 2021 are presented for Board approval.

Motion by _____ Second _____ ACTION ()

(2.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.

(Action cannot be taken on anything that is not already on the agenda).

(3.0) CORRESPONDENCE: NONE

(4.0) ADMINISTRATORS' REPORTS

1. *Superintendent's Report*
 - A. *COVID19 update*
 - B. *Facilities Discussion: Garden, Outdoor Classrooms, ventilation, Modernization*
 - C. *Summer School Discussion*
 - D. *LCAP development update*
2. *Principal's Report*
 - A. *Enrollment update*

(5.0) BUSINESS SERVICES

- 1.) Approval authorization to pay vouchers as presented.

Motion by _____ Second _____ ACTION ()

(6.0) DISTRICT ADMINISTRATION

- 1.) Review and Approval of Intervention Specialist Job Description.

Motion by _____ Second _____ ACTION ()

- 2.) Approval of Internet Equipment Agreement with TCOE.

Costs: \$12,000 annually (\$1,000 monthly) (80% paid through ERATE)

Funding Source: General Fund

Motion by _____ Second _____ ACTION ()

- 3.) Approval of Internet Services Agreement with TCOE.

Costs: \$12,000 annually (80% paid through ERATE)

Funding Source: General Fund

Motion by _____ Second _____ ACTION ()

- 4.) Approval of 2020-2021 Comprehensive Safety Plan

Motion by _____ Second _____ ACTION ()

- 5.) Resolution 2021-1 In The Matter of Intent to Provide Leave for Staff for Reasons Relating to Coronavirus (COVID-19).

Motion by _____ Second _____ ACTION ()

Mederos ____ Benevedes ____ Nunes ____ Meneses ____ Mendonca ____

(7.0) CLOSED SESSION

- 1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

- 2.) Conference with board on Labor Negotiations (Gov. Code, § 54957.6)

(8.0) RECONVENE IN REGULAR SESSION

(9.0) ORGANIZATIONAL BUSINESS

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

(10.0) ADJOURNMENT

Motion by _____ Second _____ ACTION ()

ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

February 23, 2021 @ 4:00 pm Virtually via Zoom

This agenda may be made available in an appropriate alternative format for a person with a disability, upon request. If a disability-related modification or accommodation, including auxiliary aids or services, is needed, please contact **Heather Pilgrim, Ed.S., Superintendent**, at least one week in advance of the meeting, at **688-2909**. Requests made closer to the meeting may not be able to be accommodated.

1.1

OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING of the GOVERNING BOARD

Tuesday, January 26, 2021

MINUTES

TIME: 4:00pm PLACE: Teleconferencing via Zoom

<https://us04web.zoom.us/j/73331753523?pwd=SFFvcUxGc1ViVWVpxejRleWF4cDUzUT09>

Meeting ID: 733 3175 3523

CALL TO ORDER AND ROLL CALL @ 4:04

BOARD MEMBERS:

Mr. Doug Mederos, President	Present via Zoom
Mr. John Mendonca, Clerk	Present
Mr. Joey Benevedes, Trustee	Present
Mr. Mark Nunes, Trustee	Present
Mr. Joseph Meneses, Trustee	Present

PLEDGE OF ALLEGIANCE

(1.0) APPROVAL OF MINUTES

1. The minutes of the regular meeting held on December 15, 2020 are presented for Board approval.

Motion by M. Nunes Second J. Benevedes ACTION (5-0)

(2.0) QUESTIONS FROM THE FLOOR AND INTRODUCTIONS OF GUESTS

At this time, any person wishing to speak to any item not on the agenda for this meeting may be granted **(5) minutes** to speak to the Board with a maximum time of 15 minutes per item, unless otherwise extended by the board.

(Action cannot be taken on anything that is not already on the agenda).

(3.0) CORRESPONDENCE:

1. Letter from TCOE RE: Review of First Period Interim Report, 2020-21.
Supt. Pilgrim presented a letter from the county that stated our First Interim report is in good standing with only two recommendations that Orlanda will remedy.
2. Thank you note from Tulare Target Archers & Santa Fe Trail Archers
A thank you card was shared along with recognition of a \$1,000 donation to be used towards the upkeep of the fields.

(4.0) ADMINISTRATATORS' REPORTS

1. *Superintendent's Report*
A. Annual Audit Report-M. Green

Supt. Pilgrim shared a copy of the annual audit with zero findings.

B. Williams Valenzuela 4th Qtr. Report

Supt. Pilgrim shared that there were no complaints in the 4th qtr.

C. Update on COVID19 cases at OV

Supt Pilgrim shared that on the district website there is a table that has updated COVID19 exposures/quarantines and positive cases. This provides the community with a transparent look into our case rate.

D. Update on state re-opening plans

Supt Pilgrim shared that the Governor has come out with a Safe School Reopening plan that does not necessarily affect us since we are currently open under the waiver system. Although, the CDPH guidelines have changed a little and we will adapt to those changes.

2. Principal's Report

A. Enrollment update

Principal Baxter gave an update on the 7/8th grade cohorts that started on January 11 and expressed how happy the teachers and students are to be back on campus. There was feedback about parents being notified of the cohort option because one child decided not to attend when in fact the parent would have preferred him to attend. Baxter stated that he will follow up with the teachers on having a more formal approach to enrollment.

B. Trimester 1 Benchmark Data

Principal Baxter presented the results of Trimester One Benchmarks with descriptions of what he is seeing in academic performance in our students.

(5.0) BUSINESS SERVICES

- 1.) Approval authorization to pay vouchers as presented.

Motion by M.Nunes Second J. Benevedes ACTION (5-0)

- 2.) Approval of budget revisions as presented.

Motion by J. Meneses Second J. Benevedes ACTION (5-0)

(6.0) DISTRICT ADMINISTRATION

- 1.) Approval of OVUESD 2020-2021 School Accountability Report Card (SARC).

Supt. Pilgrim presented the 2019-2020 information in the SARC for approval.

Motion by D. Mederos Second M. Nunes ACTION (5-0)

- 2.) Approval of OVUESD Injury & Illness Prevention Program (IIPP).

Supt. Pilgrim informed the board that the IIPP is a document that is required to be in place at the district for the safety and welfare of our staff.

Motion by J. Benevedes Second J. Meneses ACTION (5-0)

3.) Approval of OVUESD COVID-19 Prevention Program (CPP)

The CPP is a requirement by the state and is required to be posted on our website due to the pandemic.

Motion by J. Meneses

Second M.Nunes

ACTION (5-0)

(7.0) CLOSED SESSION

- 1.) Employment, Resignations, Transfers, etc. of Certificated and Classified Personnel (Gov. Code, § 54957)

(8.0) RECONVENE IN REGULAR SESSION

During closed session, positions for 21-22SY were discussed.

(9.0) ORGANIZATIONAL BUSINESS

(Consideration of any item any member of the Board wishes to place on the Agenda for the next meeting.)

(10.0) ADJOURNMENT @ 5:57

Motion by J. Benevedes

Second M. Nunes

ACTION (5-0)

ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

February 9, 2021 @ 4:00 pm Virtually via Zoom

This agenda may be made available in an appropriate alternative format for a person with a disability, upon request. If a disability-related modification or accommodation, including auxiliary aids or services, is needed, please contact **Heather Pilgrim, Ed.S., Superintendent**, at least one week in advance of the meeting, at **688-2909**. Requests made closer to the meeting may not be able to be accommodated.

15

30 Oak Valley Union Elementary School |

Tulare County Office of Education

1/28/2021
4:52:24PMPage 1 of 2
APY500

Accounts Payable Final Prelist - 1/28/2021 4:52:24PM

*** FINAL ***

Batch No 345

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
014063	AT&T MOBILITY	PV-210341	1/4/2021		X01122021		010-74200-0-11100-10000-58000-0-0000 STUDENT HOTSPOTS FOR DISTANCE LEARNING	\$4,138.39	L	
Total Check Amount:								\$4,138.39		
013911	CALIFORNIA WATER SERVICES	PV-210342	12/31/2020		0044779		010-81500-0-00000-81100-58000-0-0000 WATER TREATMENT FACILITY MONTHLY SERVICE	\$3,605.00		
Total Check Amount:								\$3,605.00		
013336	CENTRAL CALIFORNIA ELECTRONICS	PV-210343	12/22/2020		25139		010-00000-0-00000-82000-56000-0-0000 CONDUCT ANNUAL FIRE ALARM INSPECTION	\$730.00		
Total Check Amount:								\$730.00		
013390	ENVIRO CLEAN	PV-210344	1/13/2021		0130642		010-32100-0-00000-82000-43000-0-0000 COVID EXTRA SANITIZING PRODUCTS/ HK SUPPLIES	\$1,926.57		
	ENVIRO CLEAN		1/13/2021		0130642		010-00000-0-00000-82000-43000-0-0000	\$1,444.50		
Total Check Amount:								\$3,371.07		
014035	FIRST QUALITY PRODUCE	PV-210345	1/25/2021		363144 /2833		130-53100-0-00000-37000-47000-0-0000 FRESH FRUIT AND VEGETABLES	\$553.30		
	FIRST QUALITY PRODUCE		1/25/2021		363144 /2833		130-53100-0-00000-37000-47000-0-0000	\$301.60		
Total Check Amount:								\$854.90		
012703	M.GREEN & CO	PV-210354	12/31/2020		147764		010-00000-0-00000-71910-58000-0-0000 2019-2020 AUDIT MINUS 10% RESERVE	\$15,950.00	A	
	M.GREEN & CO		12/31/2020		147764		010-00000-0-00000-71910-58000-0-0000	(\$1,595.00)	A	
Total Check Amount:								\$14,355.00		
014039	P&R PAPER SUPPLY COMPANY, INC	PV-210346	1/15/2021		10915778		130-53100-0-00000-37000-43000-0-0000 PAPER PRODUCTS	\$275.26		
Total Check Amount:								\$275.26		
013240	S.S.D.A.	PV-210348	1/23/2021		17-03410		010-00000-0-00000-27000-53000-0-0000 2020-2021 DISTRICT DUES FEB01 THRU JAN31-2022	\$1,050.00		
Total Check Amount:								\$1,050.00		

Accounts Payable Final Prelist - 1/28/2021 4:52:24PM

*** FINAL ***

Batch No 345

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate		Total Accounts Payable:	Audit		
						Check	Account Code		Amount	Flag	EFT

Batch No 345

Total Accounts Payable:

\$42,970.85

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 42,970.85 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary

Fund Summary	Total
010	\$41,840.69
130	\$1,130.16
Total	\$42,970.85

Accounts Payable Final Prelist - 2/4/2021 8:09:09PM

*** FINAL ***

Batch No 346

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013517	AERIES, SOFTWARE, INC.	PV-210355	2/4/2021		AOE-00398		010-00000-0-00000-72000-58000-0-0000 ONLINE ENROLLMENT 2/1-6/3021	\$1,833.33		
							Total Check Amount:	\$1,833.33		
013671	AT & T	PV-210356	1/15/2021		902289		010-00000-0-00000-72000-59000-0-0000 PHONE LINE SERVICE	\$6.87		
							Total Check Amount:	\$6.87		
013760	EWING IRRIGATION PRODUCTS, INC	PV-210357	1/29/2021		13409840		010-00000-0-00000-82000-43000-0-0000 WATERPROOF WIRE CONNECTORS PK 25	\$44.81		
							Total Check Amount:	\$44.81		
013678	MID VALLEY DISPOSAL	PV-210359	1/3/2021		2014482		010-00000-0-00000-82000-55000-0-0000 6YD TRASH 1X WEEK	\$371.56		
							Total Check Amount:	\$371.56		
013703	SAN JOAQUIN VALLEY AIR	PV-210361	1/29/2021		S156296		010-00000-0-00000-82000-58000-0-0000 21/22 ANNUAL PERMITS TO OPERATE	\$98.00		
							Total Check Amount:	\$98.00		
013829	SISC III	PV-210362	2/1/2021		FEBRUARY		010-00000-0-00000-00000-95024-0-0000 EMPLOYEE, RETIREES, BOARD HEALTH INSURANCE	\$65,611.53	G	
	SISC III		2/1/2021		FEBRUARY		010-00000-0-00000-00000-95028-0-0000	\$1,594.80	G	
							Total Check Amount:	\$67,206.33		
013676	SPARKLETT'S	PV-210363	1/24/2021		012421		010-00000-0-00000-82000-58000-0-0000 DRINKING WATER SUPPLIER	\$392.23		
							Total Check Amount:	\$392.23		
013710	USBANCORP EQUIPT. FINANCE, INC	PV-210364	1/22/2021		434314621		010-00000-0-11100-10000-56000-0-0000 COPIER LEASE AGREEMENT JAN/FEB	\$212.27		
	USBANCORP EQUIPT. FINANCE, INC		1/22/2021		434314621		010-00000-0-11100-10000-56000-0-0000	\$212.27		
							Total Check Amount:	\$424.54		

Accounts Payable Final Prelist - 2/4/2021 8:09:09PM

*** FINAL ***

Batch No 346

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013862	VAST NETWORKS	PV-210360	2/1/2021		26157		010-00000-0-00000-72000-59000-0-0000 5 GPS PTP CONTRACT 8550245	\$147.50		
Total Check Amount:								\$147.50		
013634	VISALIA UNIFIED SCHOOL DIST.	PV-210358	2/1/2021		783		010-07230-0-00000-36000-58000-0-0000 2020-21 FEB TRANSPORTATION CONTRACT	\$4,505.60	L	
Total Check Amount:								\$4,505.60		

Accounts Payable Final Prelist - 2/4/2021 8:09:09PM

*** FINAL ***

Batch No 346

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total District Payment Amount: \$75,030.77

Accounts Payable Final Prelist - 2/4/2021 8:09:09PM

*** FINAL ***

Batch No 346

Vendor No	Vendor Name	Reference	Invoice	PO #	Invoice No	Separate		Amount	Flag	EFT	
		Number	Date			Check	Account Code				
Batch No 346											
Total Accounts Payable:									\$75,030.77		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 75,030.77 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary		Total
010		\$75,030.77
Total		\$75,030.77



Oak Valley Union Elementary School District
INTERVENTION SPECIALIST (Elementary TK-8th)
Certificated Management Position

POSITION DESCRIPTION

Under the supervision of the site Principal, the Intervention Specialist will work directly with students and teachers to implement differentiated instructional strategies that are intended to increase student learning.

ESSENTIAL RESPONSIBILITIES

- Provide support to instructional staff on interventions strategies and best practice
- Provide direct instruction within the site's Pyramid of Interventions for students struggling to meet standards
- Provide instruction utilizing best practices
- Participate in site meetings and collaborate with teachers to ensure a consistent and coordinated academic program
- Participate in professional development including institutes, conferences, workshops, and meetings as necessary
- Analyze and interpret student data for the purpose of determining individual/group instructional needs
- Analyze student work relative to content standards as a vehicle to improve instruction and achievement.
- Develop lessons and activities appropriate to student needs
- Implement instructional support services for identified students including academic preventions/interventions
- Utilize appropriate standards-based core and supplemental materials Monitor student progress
- Assist with home-school links to support students

PHYSICAL REQUIREMENT

The physical demands described below are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include:

- Mental acuity to manage identified programs, interpret and implement rules and policies and other printed policy decisions, evaluate results and make determinations relative to effective performance of the tasks.
- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Manual dexterity to dial a telephone and enter data into a computer using both hands.
- Physical ability to lift up to 25 pounds to shoulder height, up to 50 pounds to waist height and to bend, stoop, walk and reach overhead.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

ELIGIBILITY

- Possession of a current multiple subject credential or Education Specialist position
- 7yrs teaching experience with positive evaluations and past tenure status

- Bilingual Spanish candidates desirable

SALARY/HOURS

- Starting salary \$85,000-\$105,000 depending on experience
- 185 Days
- Insurance Benefits

APPLICATION PROCEDURE

Apply online at www.edjoin.org and attach support materials (3 professional references, resume and a copy of appropriate credentials).

January 2021

AGREEMENT FOR INTERNET EQUIPMENT

THIS AGREEMENT is made and entered into between the **Tulare County Superintendent of Schools**, referred to as "SUPERINTENDENT" and **Oak Valley School District**, hereinafter referred to as "DISTRICT" with reference to the following:

1. The DISTRICT understands that the SUPERINTENDENT will provide access to the Internet under a separate contract (Contract No. 2021-22.30) for the term of July 1, 2021 through June 30, 2024.
2. The SUPERINTENDENT is willing to provide a point of access to the Internet for the DISTRICT.

ACCORDINGLY, IT IS AGREED:**A. RESPONSIBILITIES:**

1. The SUPERINTENDENT is providing access to the Internet under a separate contract (Contract No. 2021-22.30)
2. DISTRICT will be responsible for maintaining the district equipment and paying for the data transport service to the access point.

B. COST: DISTRICT shall pay to the SUPERINTENDENT as follows: \$1,000.00 per month, billed annually, for equipment lease (07/01/2021 – 06/30/2024).

C. INDEMNIFICATION: SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

D. TERMINATION: The right to terminate this Agreement under this provision may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

1. Without Cause:

- i. DISTRICT will have the right to terminate this Agreement without cause by giving sixty (60) days prior written notice of intention to terminate pursuant to this provision, specifying the date of termination.

- ii. SUPERINTENDENT may, in its sole discretion, by giving five (5) days prior notice, terminate this Agreement in the event that it is unable to provide service due to any law, rule, regulation, Force Majeure event, or judgement of any court or government agency. If SUPERINTENDENT terminates the agreement under this section (ii), DISTRICT will have no obligation to pay any remaining charges as a result of Termination by SUPERINTENDENT, with the exception of any past due amounts.

2. With Cause:

- i. This Agreement may be terminated by either party should the other party:
 - 1. be adjudged as bankrupt, or
 - 2. become insolvent or have a receiver appointed, or
 - 3. makes a general assignment of the benefit of creditors, or
 - 4. suffer any judgment which remains unsatisfied for 30 days, and which would substantively impair the ability of the judgment debtor to perform under this Agreement, or
 - 5. materially breach this Agreement.
 - ii. For any of the occurrences except item (e), termination may be effected upon written notice by the terminating party specifying the date of the termination.
 - iii. Upon a material breach, the Agreement may be terminated following the failure of the defaulting party to remedy the breach to the satisfaction of the non-defaulting party within five days of the written notice specifying the breach. If the breach is not remedied within that five day period, the non-defaulting party may terminate the agreement on further written notice specifying the date of termination.
 - iv. If the nature of the breach is such that it cannot be cured within a five day period, the defaulting party may, submit a written proposal within that period which sets forth a specific means to resolve the default. If the non-defaulting party consents to that proposal in writing, which consent will not be unreasonably withheld, the defaulting party shall immediately embark on its plan to cure. If the default is not cured within the time agreed, the non-defaulting party may terminate upon written notice specifying the date of termination.
 - v. DISTRICT will not pay lost anticipated profits or other economic loss, nor will the DISTRICT pay compensation or make reimbursement to cure a breach arising out of or resulting from such termination. If the expense of finishing SUPERINTENDENT's scope of work exceeds the unpaid balance of the Agreement, SUPERINTENDENT shall pay the difference to DISTRICT.
3. Effects of Termination: Expiration or termination of this Agreement will not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities. Where SUPERINTENDENT's services have been terminated by DISTRICT, termination will not affect any rights of DISTRICT to recover damages against SUPERINTENDENT.
4. Suspension of Performance: Independent of any right to terminate this Agreement, the authorized representative of either party may immediately suspend the performance of

this Agreement, in whole or in part, in response to health, safety or financial emergency, or a failure or refusal by either party to comply with the provisions of this Agreement, until such time as the cause for suspension is resolved, or a notice of termination becomes effective.

E. FUNDING:

1. If during the term of this Agreement DISTRICT fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of the Agreement succeeding the first fiscal period, DISTRICT may elect to:
 - i. continue to receive services under this Agreement, in which DISTRICT shall remain bound by the terms and conditions set forth hereunder and remain responsible for all charges, for the remaining term of the Agreement, irrespective of E-Rate Funding status, or,
 - ii. terminate this Agreement by providing SUPERINTENDENT with 30 days written notice of termination prior to the beginning of the fiscal year for which funds are not appropriated or otherwise made available.
2. The effect of termination of the Agreement pursuant to this paragraph F. FUNDING will be to discharge both SUPERINTENDENT and DISTRICT from future performance of the Agreement. However, DISTRICT shall reimburse SUPERINTENDENT for any and all unpaid charges, any unpaid past due balance(s), and any additional costs already incurred by SUPERINTENDENT in conjunction with this Agreement.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signature below.

Oak Valley Union School District

Tulare County Superintendent of Schools

By: _____

By:  _____

Date: _____

Date: 2/1/21 _____

The TCOE spin number is 143005947.

Please return **original** after board approval to:

Cori Bernal, General Services
Tulare County Office of Education
PO Box 5091
Visalia CA 93278-5091

Please note that the date you sign this agreement is the date the agreement is entered into and must fall within the requisite filing timelines for E-Rate purposes in order for your district to receive funding.

INTERNET SERVICES AGREEMENT

THIS AGREEMENT is entered into between the **Tulare County Superintendent of Schools**, referred to as SUPERINTENDENT and **Oak Valley Union School District**, referred to as DISTRICT.

ACCORDINGLY, IT IS AGREED:

1. **TERM:** This agreement shall become effective as of July 1, 2021 and shall expire on June 30, 2024, unless terminated earlier as provided in this Agreement.
2. **SERVICES:** SUPERINTENDENT shall provide access to the Internet for the DISTRICT via an approved point to point transport provider (e.g. CVIN/VAST, tw telecom, AT&T, or Comcast).
3. **COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT an annual service fee of \$12,000.00 for Internet service and connectivity to TCOE up to and including 1 Gb or \$24,000.00 for Internet service and connectivity higher than 1 Gb, and not exceeding 10GB. DISTRICT will be responsible for maintaining the district equipment and paying for the data transport to TCOE on point to point transports (e.g. CVIN/VAST, tw telecom, AT&T, or Comcast)
4. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
5. **TERMINATION:**
 - a. The right to terminate this Agreement under this provision may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.
 - b. DISTRICT will pay SUPERINTENDENT the compensation earned for work performed and not previously paid for to the date of termination.
 - i. Without Cause: DISTRICT and SUPERINTENDENT will have the right to terminate this Agreement without cause by giving 30 days prior written notice of intention to terminate pursuant to this provision, specifying the date of termination.

ii. With Cause:

1. This Agreement may be terminated by either party should the other party:
 - a. be adjudged as bankrupt, or
 - b. become insolvent or have a receiver appointed, or
 - c. makes a general assignment of the benefit of creditors, or
 - d. suffer any judgment which remains unsatisfied for 30 days, and which would substantively impair the ability of the judgment debtor to perform under this Agreement, or
 - e. materially breach this Agreement.
 2. For any of the occurrences except item (e), termination may be effected upon written notice by the terminating party specifying the date of the termination.
 3. Upon a material breach, the Agreement may be terminated following the failure of the defaulting party to remedy the breach to the satisfaction of the non-defaulting party within five days of the written notice specifying the breach. If the breach is not remedied within that five day period, the non-defaulting party may terminate the agreement on further written notice specifying the date of termination.
 4. If the nature of the breach is such that it cannot be cured within a five day period, the defaulting party may, submit a written proposal within that period which sets forth a specific means to resolve the default. If the non-defaulting party consents to that proposal in writing, which consent will not be unreasonably withheld, the defaulting party shall immediately embark on its plan to cure. If the default is not cured within the time agreed, the non-defaulting party may terminate upon written notice specifying the date of termination.
 5. DISTRICT will not pay lost anticipated profits or other economic loss, nor will the DISTRICT pay compensation or make reimbursement to cure a breach arising out of or resulting from such termination. If the expense of finishing SUPERINTENDENT's scope of work exceeds the unpaid balance of the Agreement, SUPERINTENDENT shall pay the difference to DISTRICT.
- c. Effects of Termination: Expiration or termination of this Agreement will not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities. Where SUPERINTENDENT's services have been terminated by DISTRICT, termination will not affect any rights of DISTRICT to recover damages against SUPERINTENDENT.
- d. Suspension of Performance: Independent of any right to terminate this Agreement, the authorized representative of either party may immediately suspend the performance of this Agreement, in whole or in part, in response to health, safety or financial emergency,

or a failure or refusal by either party to comply with the provisions of this Agreement, until such time as the cause for suspension is resolved, or a notice of termination becomes effective.

6. FUNDING:

- a. If during the term of this Agreement DISTRICT fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of the Agreement succeeding the first fiscal period, DISTRICT may elect to:
 - i. continue to receive services under this Agreement, in which DISTRICT shall remain bound by the terms and conditions set forth hereunder and remain responsible for all charges, for the remaining term of the Agreement, irrespective of E-Rate Funding status, or,
 - ii. terminate this Agreement by providing SUPERINTENDENT with 30 days written notice of termination prior to the beginning of the fiscal year for which funds are not appropriated or otherwise made available.
- b. The effect of termination of the Agreement pursuant to this paragraph 6. FUNDING will be to discharge both SUPERINTENDENT and DISTRICT from future performance of the Agreement. However, DISTRICT shall reimburse SUPERINTENDENT for any and all unpaid charges, any unpaid past due balance(s), and any additional costs already incurred by SUPERINTENDENT in conjunction with this Agreement.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signature below.

Oak Valley Union School District

Tulare County Superintendent of Schools

By: _____

By:  _____

Date: _____

Date: 2/1/21 _____

The TCOE spin number is 143005947.

Please return **original** after board approval to:

Cori Bernal, General Services
Tulare County Office of Education
PO Box 5091
Visalia CA 93278-5091

Please note that the date you sign this agreement is the date the agreement is entered into and must fall within the requisite filing timelines for E-Rate purposes in order for your district to receive funding.

Oak Valley Union Elementary School District Comprehensive School Safety Plan



**Oak Valley Union Elementary School
24500 Road 68 Tulare, CA
(559) 688-2908**

Board Approved February 2021

NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet.

A. Statement of Purpose

This Emergency preparedness plan for Oak Valley Elementary School has been written in compliance with California Education Code, Title 5 Education, Section 560, which requires all public schools to have a written disaster preparedness plan, which is to be reviewed annually. This plan was developed in cooperation with Federal and State guidelines with teacher assistance.

The plan includes specific courses of action to be taken in case an emergency situation develops. Each employee of Oak Valley Elementary School is expected to become familiar with this plan in order to carry out his/her responsibilities in an emergency. California law declares that all public employees are civil defense workers subject to such civilian defense activities as may be assigned to them by their supervisors or by law.

The major objective of emergency preparedness is to save lives and protect property in the event of a disaster. This plan has developed with this in mind.

SUSPECTED CHILD ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

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

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

C. Disaster Response Procedures

EARTHQUAKE EMERGENCY PROCEDURES AND PROCEDURES TO ALLOW THE USE OF SCHOOL FACILITIES FOR MASS CARE AND WELFARE SHELTERS DURING DISASTERS OR OTHER EMERGENCIES.

Plans shall address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

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OATH OR AFFIRMATION

Oak Valley Union Elementary School District – Administrative Regulation 4112.3

All public employees are disaster service workers. As such, before beginning employment with the District, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors.

Government Code – 3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

(Amended by Stats. 1971, Ch. 38.)

USE OF SCHOOL FACILITIES

Oak Valley Union Elementary School District - Board Policy 3516

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

SITUATIONAL COMMUNICATION PLANS

In the event of any emergency situation during school hours, what communication procedures are in place on your site? Develop a clear plan for the following aspects of emergency response.

911 Calls	<ul style="list-style-type: none">• When placing a 911 call: give your name, school name, and school address• Give specific location of shooter, intruder, fire, hazardous material or other emergency• Indicate location of incident command post
Mass Notification to Parents	<u>During an emergency:</u> Send a Teleparent message updating parents on what is taking place and what they need to do.
	<u>After an emergency:</u> Send a Teleparent message updating parents on what occurred, their next steps for their child, and who to contact for any questions.

EMERGENCY SUPPLIES

TYPE	LOCATION
Emergency Supply Kit	<p>Emergency Supply Kits are located in a red backpack and will be found in each classroom, the Office, Library/Computer Lab, Cafeteria, Bus Barn, Special Services and both Boys and Girls Locker Rooms. They are also accessible in the classrooms used by the Heart program after school.</p> <p>There is a mobile Emergency First Aid Kit in the Health Office in the Office Building.</p>

MEDICAL TEAM

PREPARATION:

- 1.Keep all first aid kits updated and complete.
- 2.Develop triage procedures and forms.
- 3.Notify and update all team members of location of first aid supplies.

EMERGENCY:

- 1.Check in with evacuation area leader.
- 2.Report to the first aid center.
- 3.Take student "health logs" to the first aid/triage area.
- 4.Take a walkie-talkie for communication with Incident Command Post.
- 5.Activate triage and administer first aid as necessary.
- 6.Maintain communication with the Incident Command Post and notify of any staff and student injuries.
- 7.Assist emergency services with injured.
- 8.Maintain complete records of staff and/or students injured; nature of first aid administered; time, reason, destination, and names of all persons removed from site for emergency treatment.
- 9.Team members shall provide information regarding any first aid administered to accompany and person evacuated for further treatment.
- 10.Medical Team should always defer to directions given by emergency personnel.

Emergency Phone Tree

Baxter Calls	Baxter Calls	Baxter Calls
Kirk 101	Tobias 102	Dominguez 103
Morgan 201	Simoes 202	Garcia 203
Hornung 301	Stovall 302	Duran 303
DeCampos 401	Sotelo 402	Mendes 403
Shawn 501	Espinoza 122	Parreira 807/ext.727
Mendez 504	Intervention 502	Lancaster 503
Rocha 601	Nunes 602	Koontz 603 & Almeida 604
Barthelemy 710	Orosco709	Fonseca 708
Mattos 707	Wiley 706 & Mustin 703	DoCanto 705
<u>Horton 127</u>	<u>STEM Lab 704</u>	<u>Godoy 702</u>
<u>Bus Barn 128</u>		<u>Library 120</u>
<u>Cafeteria 126</u>		<u>Parent Liaison 121</u>
Call Gabbie 110 or Orlanda 112	Call Gabbie 110 or Orlanda 112	Call Gabbie 110 or Orlanda 112
To Confirm Tree Has Been Completed	To Confirm Tree Has Been Completed	To Confirm Tree Has Been Completed

** The names underlined may not be present at all times. The CLASSROOM TEACHER in next to last box should call the office person to confirm the tree went through. Underlined staff do not need to forward the call.

EMERGENCY EVACUATION SUPPORT PERSONNEL ABSENCE LIST

- This list should include all district/staff members not regularly assigned to a classroom. Include custodians, nutrition staff, aides, AM/PM personnel, resource teachers, nurses/health aides, psychologist, itinerant teachers, etc. It should be updated as necessary.
- Mark the name of any support person who is absent.
- Mark the name of any support person who did not report to the evacuation site. Include the possible location of the employee, if known.

Name(s)	Present at Evacuation Site	Absent	No show/ Location
HEDUINA ALVES			
RUTH ARAGON			
GLORIA AZEVEDO			
CELINA BUSTOS			
SHELLEY DELREAL			
MICHELLE ESPINOZA			
LILIAN FISCHER			
JESACA FLORES			
JENNIFER FREITAS			
LEONEL GARCIA			
RONDA GARZA			
TERESA GOMEZ			
DESIREE GOREE			
DIANA GUTIERREZ			
GABRIELLA GUTIERREZ			
YOLANDA GUTIERREZ			
DAVID HERNANDEZ			
MARIANA HERNANDEZ			
ESTHER HUIZAR			
DEYANARA LAGUNA			
NORA MACIAS			

STUDENT RELEASE SIGN OUT SHEET

This form is to be used in the event that the Student Release team is unable to check out students at the student release area. Should this occur, the classroom teachers will be responsible for checking out student by filling in the information below. (copies are located in your emergency folder.)

[illegible]

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: (identify two staff in this area)		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner (complete below)		

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: (identify two staff in this area)		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner (complete below)		

ESS	<p>TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados.</p> <ul style="list-style-type: none"> • Move students and staff into the school's permanent buildings, on the ground floor. • Group students/staff together at the furthest point away from windows on the floor. <ul style="list-style-type: none"> ✓ Face the wall with backs to the windows ✓ Crouch down on knees and elbows ✓ Hands covering the back of their head/neck <ul style="list-style-type: none"> • If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal. <p>An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.</p> <p>DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.</p>
EVA CUA TION N	<p>EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.</p>
	<p>OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.</p> <p>EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.</p>
REU NIFI CAT ION	<p>STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires:</p> <ul style="list-style-type: none"> • Maintaining accurate information on the location of each child. • Preventing unauthorized individuals from having access to or removing children. • Verifying the identity of individuals coming to take custody of children. • Verifying each individual has the legal right to take custody the child for which they have asked. • Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

EMERGENCY ACTION

LOCKDOWN

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis inside the building and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is no one in, no one out. All exterior doors are locked, and students and staff must remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Rabid animal at large
- Extreme violence outside the classroom

LOCKDOWN differs from **SHELTER-IN-PLACE** because it does not involve shutting down the HVAC systems and does not allow for the free movement within the building.

ANNOUNCEMENT:

1. Make an announcement in person directly or over the public address system:

Example: "Attention please. We have an emergency situation and must implement LOCKDOWN procedures. Students go immediately to the nearest classroom. Teachers lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement."

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ❑ Make the announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided.
- ❑ Call 911. Provide location, status of campus, all available details of situation.
- ❑ When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that it is safe to unlock the doors and return to the normal class routine.
- ❑ Send home with students a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom.
- ❑ Immediately lock doors and instruct students to lie down on the floor.
- ❑ Close any shades and/or blinds if it appears safe to do so.
- ❑ Remain quiet and calm in the classroom or secured area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- ❑ Move quickly and quietly to the closest safe classroom.

If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, Library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Assume Incident Command role
- ☐ Make public address announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided

Example:

“Your attention please. Due to reported police activity in the surrounding community, please implement **SECURE CAMPUS procedures immediately.”**

-REPEAT-

- ☐ Instruct Office Manager/Secretary to call law enforcement non emergency number, inform them of Secure Campus status, and gather more specific information regarding the potential threat. If information is difficult to obtain, put site administrator on the call and ask to speak with Dispatch/Communications Supervisor
- ☐ Designate assigned individual to lock all doors leading into administration building
- ☐ Designate assigned individual to close (**NOT LOCK**) all entrance and exit points on the campus perimeter
- ☐ Contact school resource officer or other security personnel and provide available information
- ☐ When able, alert Superintendent's office
- ☐ Maintain heightened state of readiness in case potential community threat intensifies and school elevates response to **LOCKDOWN**
- ☐ If students are out at break , recess, or lunch and situation is deemed imminent, announce **SECURE CAMPUS** status and ask that all students return to assigned classrooms immediately
- ☐ If students are out at break, recess, or lunch and situation is **NOT** deemed imminent, initiate **SECURE CAMPUS** immediately upon conclusion of break
- ☐ If possible, provide periodic updates to staff via public address, e-mail, or other agreed upon means. Continue updates even if there is no change in the situation

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Depending on the timing of the situation, consider deactivating the passing period bells. Students and staff must remain inside as long as the threat persists
- ☐ After the emergency has been neutralized, initiate **ALL CLEAR**
- ☐ Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath

EMERGENCY ACTION

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while **SHELTER IN PLACE** is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

ANNOUNCEMENT:

1. Make an announcement in person directly or over the public address system:

Example: "Attention please. We have a hazard in the community and are instituting SHELTER IN PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ❑ Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- ❑ When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that the normal school routine can resume.
- ❑ Make arrangements for central HVAC shutdown, as necessary.

TEACHER and STAFF ACTIONS:

- ❑ Immediately clear students from the halls. Stay away from all doors and windows.
- ❑ Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- ❑ Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; and f) turn off sources of ignition, such as pilot lights.
- ❑ Take attendance and call report in to school secretary. Wait for further instructions.

STUDENT ACTIONS:

- ❑ Proceed to the classroom, if it is safe to do so. If not, follow teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

EMERGENCY ACTION

DUCK, COVER AND HOLD ON

DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. It is appropriate action for:

- Earthquake
- Explosion

ANNOUNCEMENT:

The following announcement will be made over the public address system and by teachers in classrooms:

Example: "Attention please. We are experiencing seismic activity. For your protection, follow **DUCK, COVER AND HOLD ON** procedures. Get under a table or desk, away from windows and anything that could fall and hurt you. Hold that position until the shaking stops or until you receive further instructions."

STAFF AND STUDENT ACTIONS:

Inside

- ❑ Arrange desks so that they do not face windows.
- ❑ Instruct students to move away from windows.
- ❑ Immediately drop to the floor under desks, chairs or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
- ❑ Remain in place until shaking stops or for at least 20 seconds. When quake is over, leave building. Do not run. Avoid routes with architectural overhangs. Do not re-enter building until declared safe by competent authority.

Outside

- ❑ Instruct students to move away from buildings, trees, overhanging wires and **DUCK, COVER and HOLD ON**.
- ❑ Upon the command **DUCK, COVER AND HOLD ON**, immediately move away from objects which might topple over, drop to the ground or get under a table close by, place head between knees, and cover back of neck with arms and hands.
- ❑ Remain in place until shaking stops or for at least 20 seconds.

- ❑ Wait for another ACTION or the **ALL CLEAR** instruction to return to school buildings and normal class routine.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

To alert visually-impaired individuals

- ❑ Announce the type of emergency.
- ❑ Offer your arm for guidance.
- ❑ Tell person where you are going, obstacles you encounter.
- ❑ When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- ❑ Turn lights on/off to gain person's attention -OR-
- ❑ Indicate directions with gestures -OR-
- ❑ Write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers

- ❑ Evacuate these individuals as injured persons.
- ❑ Assist and accompany to evacuation site, if possible -OR-
- ❑ Use a sturdy chair (or one with wheels) to move person -OR-
- ❑ Help carry individual to safety.

To evacuate individuals using wheelchairs

- ❑ Give priority assistance to wheelchair users with electrical respirators
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- ❑ Reunite person with the wheelchair as soon as it is safe to do so.

- ❑ Teachers are asked to monitor students to make sure cell phones are NOT in use. All information will go through the ICS team as communication needs to be clearly given in order to maintain a safe and effective evacuation.
- ❑ Teachers should keep their own cell phones on and are welcome to let their immediate family know that they are ok but are not authorized to give out any information regarding the incident until permission is given by the ICS team.
- ❑ If it is not safe to return to campus, students will be taken home from the alternate site. The ICS team will provide and collect student release forms at the intake gate. The forms will be given to parent/guardians. After the form is completed, it will be sent by runner to the teacher who will complete their portion and return student with runner to the outtake gate. If the outtake gate is locked, the ICS team will determine an alternate release site. Students will be released to parents by student release group with proper identification provided by person picking up student.
- ❑ If a student is missing, teacher should mark this on the release form. The ICS team will escort the parent to a waiting area staged with counselor while student is located.
- ❑ Once all parents/guardians are picked up, the student release team will begin making contact with families of students not picked up. The ICS team will make arrangements for students whose parents or guardians are not able to pick them up.
- ❑ **If the campus is clear to return, students will be escorted back to campus and teachers should return all students to the classroom. The same release protocol will take place as the off site evacuation, except that students may be called from class by the office instead of having a runner retrieve them. In this case, students will be brought to the gate by the office (next to the kindergarten playground). The student release team will release students from there.**
- ❑ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ Take attendance before leaving campus. Bring Go Kit with you. Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area. Bring along the emergency classroom backpack.
- ❑ If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- ❑ Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee.

Remain in place until further instructions are given.

Whether an accident is unintentional and results in minor injury or is the result of aggressive behavior on campus, it is important to complete a written report of the incident. Accident Report and Behavioral Incident Report forms are available at the school office.

STAFF ACTIONS:

- ❑ Report accident to principal and school office.
- ❑ Provide for immediate medical attention, including performing necessary life-sustaining measures (CPR, etc.), until trained Emergency Medical Services technicians arrive.
- ❑ For relatively minor events, take students to school office or school nurse for assistance.
- ❑ Complete an Accident Report or Behavioral Incident Report to document what occurred.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ❑ Provide appropriate medical attention. Call 911, if needed.
- ❑ Contact parents, guardians as appropriate to seek appropriate follow-up services, if needed.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- ❑ Post general procedures in the clinic explaining when parents are to be notified of minor mishaps.
- ❑ Provide staff with a one-page list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., First Aid Manual, Bloodborne Pathogen Program).
- ❑ Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies.

- b. **Hide:** If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.
- Lock the doors
 - Close and lock windows and close blinds or cover windows;
 - Turn off lights;
 - Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
 - Silence all electronic devices;
 - Remain silent;
 - Position occupants spread out and out of line of site from room entrance.
 - Prepare to take action if the assailant attempts to get in the room;
 - Use text or email to communicate your location, the number of students or staff with you, if you have any wounded and the extent of the injuries;
 - Call 911 as soon as it is safe to do so.
 - Remain in place until evacuated by identifiable law enforcement officers.
- c. **FIGHT: Never seek out confrontation with an active shooter / armed assailant.** If you are confronted by an active shooter / armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. **If you choose the FIGHT option, commit to your actions.**
- If you are in LOCKDOWN (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
 - Construct a strong barricade.
 - If you have another way out (a window or back door) use it while the assailant is attempting to get in.
 - If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
 - a. Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
 - Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant.
3. **Call 911 and initiate a school-wide LOCKDOWN** announcement as soon as you can do so safely. Work with the people you are with to do both calls simultaneously if possible.
- a. Provide as much information as possible (slow down – be calm):
 - State the emergency: “I hear gunfire.” “I saw...”
 - Give information on people who are wounded.
 - Location of the assailant (if known):
 - Description of the assailant (if known):
 - Your precise location: “room ____”
 - The number of children with you:
 - b. Keep the line open, even if you can’t talk, unless instructed by the dispatcher to end the call.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Follow the All Staff guidance described above.
- Call 911 and initiate a **LOCKDOWN** announcement as soon as you can do so safely. Work with nearby staff to do them simultaneously if at all possible.
 - Include as much actionable information on the announcement as possible.
 - *Example "LOCKDOWN, LOCKDOWN, LOCKDOWN. Man with a gun on campus. LOCKDOWN now."*
 - If you have surveillance capabilities, and can safely provide real time announcements, broadcast continuous and accurate information on the location of the assailant. This will disrupt and distract the assailant. It will also provide people on campus with information they can use to better evaluate their options.
 - *Example: "The gunman is now in the D wing headed south. He is armed with a shotgun and is wearing a hooded jacket and blue jeans."*
- Notify the district office after you call 911.
- If possible assist emergency personnel.
 - Assist police in entering the school;
 - Provide officers with keys, maps and any other information requested.

DISTRICT STAFF ACTIONS

- **Emergency Operations Center (EOC)**
 - Activate the district's Emergency Operations Center
 - Dispatch a back-up ICS team to take over responsibility for ICS functions from site staff who will be impacted by this emergency.
- **Offsite Reunification**
 - The Operations Section should prepare an off-site evacuation site for reunification.
 - This should be at a location large enough to accommodate the evacuation, with parking available for parents coming to get their kids. Movie theater complexes work well for this type of emergency.
 - Once the assailant is neutralized emergency responders will begin to treat and evacuate the wounded.
 - School staff and students will remain in lockdown until evacuated on a room by room basis.
 - Buses should be placed on standby for evacuation.
 - Teams and materials should be mobilized to conduct an orderly reunification in which all students and staff are accounted for.
- **Crisis Intervention**
 - A Mental Health strike team should also be assembled to assist with stabilizing acutely impacted students, staff and parents during reunification.
 - This team will also provide ongoing support throughout the recovery phase of the emergency response.
 - Psychoeducational materials should also be developed / selected by the Planning Section for distribution to parents and other caregivers to assist them in supporting crisis recovery.
 - Mental Health staff should also be involved in plans related to reopening the school following an active shooter / armed assailant event.

Aircraft crashes near school

STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of the crash.
- Remain inside with students unless subsequent explosions or fire endanger the building.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911).
- Initiate **SHELTER IN PLACE**, if warranted.
- Initiate **Take Cover** for students and staff outside or direct them to designated area until further instructions are received.
- Ensure that students and staff remain at a safe distance from the crash.
- Notify District Superintendent, who will contact the Office of Emergency Services.
- Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do.

EMERGENCY RESPONSE

ALLERGIC REACTION

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough and hoarseness. School nurses have a specialized health care plan for certain conditions and should be contacted for any sign of allergic reaction.

STAFF ACTIONS:

- If imminent risk, call 911.
- Send for immediate help (First Aid, CPR, medical) and medication kit (for known allergies).
- Notify principal.
- Assist in getting "Epi" (Epinephrine) pen for individuals who carry them (usually in backpack) and prescription medications (kept by school nurse).
- If an insect sting, remove stinger immediately.
- Assess situation and help student/staff member to be comfortable.
- Move student or adult only for safety reasons.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- If imminent risk, call 911 (always call 911 if using "Epi" pen).
- Notify parent or guardian.
- Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated.
- Observe for respiratory difficulty.
- Attach a label to the person's clothing indicating: time & site of insect sting or food ingested name of medicine, dosage and time administered.

• OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- Keep an "Epi" pen in the school office and notify staff as to location.
- Emergency health card should be completed by parents for each child and should be easily accessible by school personnel.
- Provide bus drivers with information sheets for all known acute allergic reactors.

EMERGENCY RESPONSE

BIOLOGICAL AGENT RELEASE

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

Outside the building

STAFF ACTIONS:

- Notify principal.
- Move students away from immediate vicinity of danger (if outside, implement **Take Cover**).
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
- Follow standard student assembly, accounting and reporting procedures.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Initiate **SHELTER IN PLACE**.
- Shut off HVAC units.
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911. Provide location and nature of the emergency and school actions taken.
- Notify District Superintendent of the situation.
- Turn on a battery-powered commercial radio and listen for instructions.
- Complete the Biological and Chemical Release Response Checklist
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

Telephone Bomb Threats

- Remain calm/courteous.
- Read phone's visual display.
- Listen, don't interrupt.
- Keep caller talking. Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? How?
- Don't touch any suspicious objects.

Call 911**PERSON RECEIVING THREAT BY MAIL:**

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Caution students against picking up or touching any strange objects or packages.
- Notify principal or site administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911.
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.

EMERGENCY RESPONSE

BOMB THREAT CHECKLIST

The following checklist can be obtained in PDF form from FEMA at: http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

Copies should be available at all stations where incoming calls are received. The checklist should be completed by the person taking the call.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:



Homeland
Security

- If instructed to continue route,
- Enroute to school, continue to pick up students.
- Leaving school, continue dropping off students, provided there is a responsible adult at the bus stop.
- If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route. Upon arriving at the shelter, notify the school administrator.
- Remain with students until further instructions are received from site administrator.
- Account for all students and staff throughout the emergency

Flood during bus trip

BUS DRIVER ACTIONS:

- Do not drive through flooded streets and/or roads.
- Take an alternate route or wait for public safety personnel to determine safe route.
- If the bus is disabled, stay in place until help arrives
- Contact the school administrator and bus dispatch to report location and condition of students and the bus.
- Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
- Account for all students and staff throughout the emergency.

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Any such accidents could endanger the students and staff. Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.

PERSON DISCOVERING SPILL:

- Alert others in immediate area to leave the area.
- Close windows and doors and restrict access to affected area.
- Notify principal/site administrator.
- DO NOT eat or drink anything or apply cosmetics.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify Fire Department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or materials released; name of substance, if known
 - Characteristics of spill (color, smell, visible gases)
 - Injuries, if any
 - Your name and telephone number
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- If necessary, proceed with school **EVACUATION** using primary or alternate routes, avoiding exposure to the chemical fumes.
- Post a notice on the school office door stating location of alternate school site.
- Notify District Superintendent of school status and location of alternate site.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area. Take class roster and emergency backpack and student kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- Upon arrival at evacuation site, take attendance. Notify principal/site administrator of any missing students.
- Upon arrival at evacuation site, take roll and report attendance to Principal immediately. Notify emergency response personnel of any missing students.

EMERGENCY RESPONSE

CIVIL DISTURBANCE

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to:

- disrupt school activities;
- cause injury to staff and students; and/or
- damage property.

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms.

Inside School

STAFF ACTIONS:

- Report disruptive circumstances to principal/site administrator.
- Avoid arguing with participant(s).
- Have all students and employees leave the immediate area of disturbance.
- Lock doors. Account for all students and remain in classroom unless instructed otherwise by the principal or law enforcement.
- Stay away from windows and exterior doors.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- Set up a communication exchange with the students, staff and principal. Try to restore order.
- If unable to calm students and violent or uncontrolled behavior is probably, notify police of situation and request assistance.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

EMERGENCY RESPONSE

DEATH of a STUDENT

A student's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student's family and the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911 and the District Office. Verify the death and obtain as much information about it as possible.
- Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
- Protect the privacy of the family; the school neither gives nor confirm information to the media or others without consent.
- If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
- Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
- Go to each of the student's classes and notify his/her classmates in person.
- Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
- Make arrangements with the family to remove the student's personal belongings from the school.
- Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.

EMERGENCY RESPONSE DEATH of a STAFF MEMBER

A reported death or serious illness among the school community may have a profound affect on students and staff alike.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Verify the death and obtain as much information about it as possible. Contact the Coroner's Office.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- Contact the decedent's family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
- Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Develop a plan for notifying students and sharing information about availability of support services. Do not use the public address system.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for staff who want or need support and assistance.
- Facilitate classroom and small group discussions for students.
- Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Determine who from the decedent's family will secure the personal belongs. Make arrangements to remove the personal belongings from the school after school hours. Do not clean out personal belongings in the presence of students or staff.
- Meet with your staff/crisis team to debrief at the end of the day and determine what additional resources might be needed.
- Thank all those who assisted.
- Continue to monitor staff and students for additional supportive needs.

Inside, close to the incident

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- DO NOT MIX POPULATIONS. For those inside at the time of the explosion, initiate **SHELTER IN PLACE** procedures. Turn off HVAC system.
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911. Provide location and nature of the emergency and school actions taken.
- Turn on a battery-powered commercial radio and listen for instructions.
- Notify District Superintendent of the situation..
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

STAFF ACTIONS:

- Keep students calm. Instruct students to **DUCK and COVER**.
- Turn off fans and air conditioning systems. Seal windows and air vents with duct tape. Close all curtains and blinds.
- Do not consume water or unpackaged food that was out in the open. Wash the outside of any container before opening it.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines
- Do NOT re-enter building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- Confer with District Superintendent if damage is apparent to determine the advisability of closing the school.
- Notify fire department and utility company of suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify District Office, who will inform public information media as appropriate.

A fire in an adjoining area, such as a wildland fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine if **EVACUATION** of school site is necessary.
- Contact local fire department (call 911) to determine the correct action for your school site.
- If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for **OFF-SITE EVACUATION**.
- Direct inspection of premises to assure that all students and personnel have left the building.
- Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.
- Monitor radio station for information.
- Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
- Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
- Remain with students until the building has been inspected and it has been determined safe to return to.

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Issue **STAND BY** instruction. Determine if evacuation is required.
- Notify local police department of intent to **EVACUATE**, the location of the safe evacuation site and the route to be taken to that site.
- Delegate a search team to assure that all students have been evacuated.
- Issue **Off Site Evacuation** instruction if students will be evacuated to a safer location by means of buses and cars.
- Post a notice on the office door stating where the school has relocated and inform the District Office.
- Monitor AM radio weather station _____ for flood information.
- Notify District Superintendent of school status and action taken.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- If warranted, **EVACUATE** students using evacuation plan. Take the class roster, emergency backpack and student comfort kits. Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance. Report any missing students to principal/site administrator and emergency response personnel.
- Do not return to school building until it has been inspected and determined safe by property authorities.

BUS DRIVER ACTIONS:

- If evacuation is by bus, DO NOT drive through flooded streets and/or roads. DO NOT attempt to cross bridges, overpasses or tunnels that may be damaged by flooding.

The nature of the material and the proximity of the incident to the school site will determine which emergency ACTION should be implemented. Police, Fire or Public Health Department may order **EVACUATION** of the school. See also **BIOLOGICAL AGENT RELEASE** and **CHEMICAL ACCIDENT**.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911, if necessary.
- If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
- Initiate **EVACUATION**. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If evacuating by foot, move crosswind to avoid fumes, never upwind or downwind.
- Isolate anyone suspected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
- If time is available, initiate **Off Site Evacuation**, which may include the use of busses. Move students and staff away from the path of the hazardous materials.
- Notify District Superintendent.
- Wait for instructions from emergency responders-- Health or Fire Department.
- Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
- Upon return to school, ensure that all classrooms are adequately aired.

TEACHER ACTIONS:

- Follow standard student assembly, accounting and reporting procedures.
- Report names of missing students to office.
- Do not take unsafe actions such as returning to the building before it has been declared safe.

EMERGENCY RESPONSE

INTRUDER

All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office. Failure to do so may constitute a misdemeanor.

— California Penal Code Title 15, Chapter 1.1 § 627.2

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and cameras and staff to monitor entryways.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Initiate **LOCKDOWN**.
- Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her an opportunity to vent. Attempt to be helpful. When talking to the intruder, use phrases such as:
 - *"What can we do to make this better?"*
 - *"I understand the problem, and I am concerned."*
 - *"We need to work together on this problem."*
- As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Take measures to keep subject away from students and building.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- When scheduling a meeting with an individual known to be aggressive, arrange for another staff member or student resource officer to be present.
- Be available to deal with the media and bystanders and keep site clear of visitors.

STAFF ACTIONS:

- Notify the principal/site administrator. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
- Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
- Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass. Remain inside rooms until the **ALL CLEAR** instruction is announced.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Verify information with the source of the abduction report.
- Contact law enforcement (call 911) for assistance.
- Provide a picture and complete information on the student: name, age, description, home address, emergency contact information, and custody information if known (Emergency Protective Order, Domestic Violence Order).
- Provide suspect information to the police, if known.
- Contact the parents/guardian of the student involved and establish a communication plan with them.
- Obtain the best possible witness information.
- Conduct a thorough search of the school/campus/bus.
- Relay current information to police, parents and essential school staff.
- Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
- Advise the law enforcement dispatcher of the staff member key contact's name and number.
- Provide the key contact with access to school records.
- Ask key contact to be available at school by phone beyond the close of the school day, if needed, until dismissed by the principal or law enforcement.
- When the child is found, contact all appropriate parties as soon as possible.

STAFF ACTIONS:

- Notify principal, providing essential details:
- Name and description of the student
- Description of the suspect
- Vehicle information
- Move students away from the area of abduction.

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911 and explain the situation.
- Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
- Conduct an immediate search of the school campus/bus, as appropriate.
- Gather information about student to provide to law enforcement authorities:
 - photo
 - home address
 - parent contact numbers
 - class schedule
 - special activities
 - bus route /walking information
- Notify parents/guardians if the student is not found promptly.
- If case involves abduction, begin gathering witness information for the police. Interview friends, last person to see student.
- Double-check circumstances:
 - Did someone pick up the student?
 - Could the student have walked home?
 - Is he or she at a medical appointment or another activity?
- Assist police with investigation. Provide a photo and complete information on the missing child: name. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.
- Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
- Advise law enforcement dispatcher of the staff member key contact's name and number.
- If missing during bus transportation, provide law enforcement with child's bus stop location and nearest other bus stops.
- Have driver keep in communication with the transportation dispatcher. Have transportation dispatcher coordinate efforts and information with the law enforcement dispatcher
- Exchange phone numbers (household, cell phone, school key contact) with parents/guardian.
- When the child is found, contact all appropriate parties as soon as possible.
- Arrange for counseling of students, as needed.

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911).
- Determine immediate response procedures, which may include **EVACUATION**, or **OFF-SITE EVACUATION** which may include the use of busses or alternate transportation.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
- Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Notify District Superintendent.

STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of the crash.
- **EVACUATE** students to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.
- Check school site to assure that all students have evacuated.
- Take attendance at the assembly area.
- Report missing students to the principal /designee and emergency response personnel.
- Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911.
- Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
- Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.
- Provide list of potentially affected students and staff to responding authorities.
- Provide staff with information on possible poisonous materials in the building.
- Notify District Superintendent of situation and number of students and staff affected.
- Confer with Department of Health and Human Services before the resumption of normal school activities.
- Prepare communication for families advising them of situation and actions taken.

STAFF ACTIONS:

- Notify principal/site administrator.
- Call the Poison Center Hotline 1-800-222-1222.
- Administer first aid as directed by poison information center.
- Seek additional medical attention as needed.

PREVENTATIVE MEASURES:

- Keep poisonous materials in a locked and secure location.
- Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.
- Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

Sexual assault and abuse is any type of sexual activity that a person does not agree to, including:

- inappropriate touching
- vaginal, anal, or oral penetration
- sexual intercourse that is not wanted
- rape
- attempted rape
- child molestation

Sexual assault can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can occur by a stranger in an isolated place, on a date, or in the home by someone who is a friend or acquaintance. Depending on the situation, the victim should not eat or drink, change clothes or shower while awaiting police.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911 if the assault is physical.
- Close off the area to everyone.
- Assign a counselor/staff member to remain with the victim.
- Review possible need for a **Lockdown** or **Secure Campus** until circumstances surrounding the incident are known.
- Notify victim's family.
- If child abuse is suspected, notify law enforcement. Notify student services staff members, as appropriate.
- The police will coordinate collection of evidence and questioning of the victim and suspects. Cooperate with any law enforcement agency conducting investigations.
- Discuss with counselors how to handle emotional effects of the incident on student and staff population. Plan appropriate school events for next day.
- Coordinate statements to media, families and community. Be aware of rumors that may start from this type of incident and address those rumors directly using facts.

STAFF ACTIONS:

- Determine if immediate medical attention is needed. If so, call 911.
- Isolate the victim from activity related to the incident.
- Avoid asking any questions except to obtain a description of the perpetrator.

A student riot is an assemblage of students whose purpose and conduct threatens the safety and security of the school community and school property. Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with instructions. Providing a timely opportunity for students to vent, in a safe and constructive atmosphere, should prevent the escalation of violence.

STUDENT ACTIONS:

- In a violent situation, immediately notify the first available adult.
- Do not retaliate or take unnecessary chances.
- Move away from the area of agitation.
- Hold on to belongings to the extent that it is safe to do so; do not pick up anything and do not go back for anything until receiving clearance to do so.
- Stay calm and reassure fellow students.
- Assist teachers and staff in accounting for students.
- Share all relevant information with law enforcement, teachers, and school staff.
- Follow directions from school administrator or law enforcement directions about where to go.
- Do not speculate to others or perpetuate rumors.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Initiate **LOCKDOWN**, if warranted. Alert other administrators about the incident.
- Control student ingress and egress from campus.
- Identify why the disruption is occurring. If necessary, notify police to request assistance.
- If disruption is non-violent, notify school resource officer or school education officer.
- Clearly communicate to all students (via announcement or bullhorn), in the presence of staff or adult witnesses, that students should either attend classes or move to a designated safe area. Inform students that they will be suspended or possibly arrested if they do not comply with instructions.
- Assign staff member to be responsible for media relations and for setting up a staging area for the media.
- If student disruption persists, after a second warning, take appropriate disciplinary action as outlined by the Student Responsibilities and Rights Handbook.
- Notify parents about the incident, as appropriate.
- After insuring physical safety of those involved, provide crisis intervention or counseling to meet psychological needs of students and staff.

EMERGENCY RESPONSE

SUSPICIOUS PACKAGE

The following list shows some types of parcels that should draw immediate concern:

- Foreign mail, air mail and special delivery
- Restrictive markings, e.g., "Personal"
- Handwritten or poorly-typed addresses
- Titles but no names
- Misspelling of common names
- Excessive weight, unevenly distributed
- No return address
- Excessive postage
- Excessive masking tape, string
- Oily stains or discoloration
- Protruding wires or tin foil
- Rigid envelope

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911.
- Make a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.
- Prevent others from coming into the area.
- Ask everyone who has been in contact with the package to remain until instructed to leave by Public Safety or Public Health responders.
- If powder spills out, shut the ventilation system, heating system, or air
- Public health and safety staff will determine the need for decontamination and initiation of prophylaxis treatment.
- Advise staff when the emergency is over. Go home, take a shower and wash clothes. Do not use bleach on your skin.

STAFF ACTIONS if package is unopened and not leaking:

- Do not open package. Do not pass it around to show it to other people.
- Do not bend, squeeze, shake or drop package.
- Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.
- Leave the room promptly and prevent anyone from entering.
- Notify principal or Site Administrator.

STAFF ACTIONS if package is leaking:

- Do not sniff, touch, taste, or look closely at the spilled contents.
- Do *not* clean up the powder.
- Put the package on a stable surface.
- Leave the room promptly and prevent anyone from entering.
- Wash hands thoroughly with soap and water.
- Notify principal or Site Administrator.

These are actions to take when the Homeland Security Advisory System risk is set at "Threat Level Red", specific to the community.

During school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Listen to radio and TV for current information and instructions.
- Initiate **ACTION** appropriate for the situation. Action may likely involve **DUCK, COVER and HOLD, EVACUATION, SHELTER IN PLACE** or **TAKE COVER**.
- Continue to monitor media for specific situation.
- Be alert and immediately report suspicious activity to proper authorities.
- If circumstances and time allow, move students to closest suitable shelter.
 - Location: _____
 - Procedure for movement to shelter: _____
- If moving students is not advisable, remain in building as place of shelter.
- Close school if recommended to do so by appropriate authorities.

OFFICE STAFF ACTIONS:

- Require identification check for anyone entering school other than students, staff and faculty.
- Escort visitors to location in school building.

EMERGENCY RESPONSE

UTILITY FAILURE

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL/SITE ADMINISTRATOR:

- Notify utility company. Provide the following information:
- Affected areas of the school site
- Type of problem or outage
- Expected duration of the outage, if known
- Determine length of time service will be interrupted.
- Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
- Use messengers with oral or written word as an alternate means of faculty notification.
- Notify District Office of loss of service.
- Implement plan to provide services without utilities or with alternate utilities.

A. Plan for Loss of Water

Toilets: _____

Drinking Water: _____

Food Service: _____

Fire Suppression: _____

Other: _____

B. Plan for Loss of Electricity

Ventilation: _____

Emergency Light: _____

Computers: _____

Other: _____

C. Plan for Loss of Natural Gas

Heat: _____

Food Service: _____

Other: _____

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:

"At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard." (Goss v. Lopez)

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT:

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

EDUCATION CODE SECTION 48915:

(a) Mandatory Recommendations, Permissive Expulsions: Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e): Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) Mandatory Expulsions (one year from date of expulsion): Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.

****Staff are notified of students who have been suspended or expelled and a plan is put into place to assist the student to overcome the incident. Administration also communicates with the staff, of students enrolling into Oak Valley who have a record of prior suspensions or who have been expelled from their prior school. The goal at Oak Valley is to provide the students with a chance to overcome their obstacles and be given an opportunity to make a positive change.**

F. Discrimination & Harassment Policy

Oak Valley Board Policy 0410 States:

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on 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 expression, or genetic information; 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.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent/Principal or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand and, when required by law, in a language other than English.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations.

The Superintendent/Principal or designee shall ensure that the district provides that which is necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities shall notify the Superintendent/Principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

H. Safe Ingress and Egress

Students, Staff, visitors and volunteers Arriving to Campus

All buses drop off the students in one location. Students are not allowed on campus prior to 7:30 a.m. Students arriving before school starts, after 7:30 a.m. must be checked in to the Auditorium, which opens at 7:30 a.m. Playground supervision begins at 8:00 a.m. Teachers arrive by 8 a.m., or 8:15 a.m., with classified reporting at the time indicated on their schedule. All visitors or volunteers must report to the office to sign in and receive the appropriate badge. Staff are to instruct visitors or volunteers without a badge to report to the office.

Bus Rules

Riding the bus is a privilege, not a right. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at school and at neighborhood stops. Students are to remain seated and facing forward at all times. Students may not eat, drink, or chew gum on the bus. Arms, legs or head, should not be extended from the windows. All writing utensils must remain in the student's backpack. No animals are allowed on the bus. Students who don't follow the rules will be issued citations by the bus drivers or office personnel, and may lose their privilege to ride the bus.

Safety Precautions

Oak Valley School has procedures and drills in place for the following: Fire/Evacuation, Duck and Cover, Lock Down, Intruder on Campus, Bomb Threat, Missing Student, Shelter in Place, and Outbreak of disease or infection. The staff is trained on these drills/procedures annually as well as practiced school wide systematically. Each of these procedures/drills are outlined in the schools Emergency Preparedness Plan, which is only distributed to staff for safety reasons. The Plan includes roles and responsibilities for staff members and students. For any emergency drill or procedure, adaptations for pupils with disabilities will take place which will be tended to by classified staff or the Resource Teacher. The staff is aware of the classrooms and locations of those students. Also in the plan is a staff buddy system. In case a staff member is not available to tend to their students in an emergency situation, the buddy staff member would be responsible for tending to them. These plans are updated, approved by the School Site Council, school board and reviewed with staff annually.

The Administration evaluates suspension/expulsion data, behavior referrals, attendance rates and the Healthy Kids Survey data to assess the status of the school's crime committed. This information is reviewed monthly. To ensure a safe campus as well as a safe facility, the Maintenance Director completing the "Facility Inspection Tool", 30 days prior to the start of the school year. Students in grades 4-8th grade complete a "Healthy Kids Survey", every other year. This survey asks the students questions ranging from their own personal level of physical activity, their sense of being safe to and from school as well as while on campus, their personal connectedness and comfort with the staff and questions regarding bullying. Parents complete a school survey every other year indicating their concerns and questions.

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Children's Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

**BOARD OF TRUSTEES
OAK VALLEY UNION ELEMENTARY SCHOOL DISTRICT
TULARE COUNTY, CALIFORNIA**

**IN THE MATTER OF INTENT TO PROVIDE
LEAVE FOR STAFF FOR REASONS
RELATING TO CORONAVIRUS (COVID-19)**

RESOLUTION NO. 2021-1

WHEREAS, there exists a global pandemic arising from the Coronavirus (COVID-19);

WHEREAS, on April 1, 2020, the Families First Coronavirus Response Act (FFCRA) went into effect and provided for emergency paid sick leave and expanded and paid Family and Medical Leave for employees to use for absences related to COVID-19;

WHEREAS, the requirement to provide leaves under FFCRA expired on December 31, 2020;

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board takes the following action:

1. Between January 1, 2021 and March 31, 2021 of the 2020-2021 school year, the District shall provide a total of 10 days of paid COVID leave, pursuant to Education Code sections 44962, 44964, 45190 and 45199, to all 44.0 FTE employees to be utilized in the case of a documented COVID-19 health-related absence and/or required to quarantine and if the employee is unable to be reasonably accommodated through the interactive process and unable to perform their assigned duties. Part-time employees will receive an amount prorated to their average working hours in the preceding 30 day period. If an employee absence is not COVID-19 health related, the employee's accrued sick leave, vacation and/or comp time or other appropriate leaves will be deducted. These additional COVID-19 leave days will expire if not used, are not compensable, and will not rollover or accumulate in any way past March 31, 2021. If an employee, part-time or full time, has previously used paid COVID-19 leave prior to December 31, 2020, those days will be deducted from this current extension of days. Should federal or state law extend FFCRA or provide new, expanded, or additional paid COVID-19 leave prior to March 31, 2021, this section shall be null on the effective date of the new, expanded or additional paid leave law.
2. Between January 1, 2021 and June 30, 2021 of the 2020-2021 school year, District employees may use any available and accrued full pay sick leave in the case of a documented COVID-19 health-related absence and/or required quarantine if the employee is unable to be reasonably accommodated through the interactive process and unable to perform their assigned duties. These days will be available after the employee

has exhausted any and all federal or state COVID-19 leave that may be allocated as well as Workers' Compensation leave, if applicable. If an absence is not COVID-19 health-related, the employee's accrued leave will be deducted consistent with existing collective bargaining agreements, leave policies and applicable law.

BE IT FURTHER RESOLVED AND ORDERED that should any portion of this Resolution be held invalid, the invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provisions or application, and to this end the provisions of this Resolution are declared to be severable.

BE IT FURTHER RESOLVED AND ORDERED that this Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate welfare of the schools and pupils thereof. Therefore, this Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action.

PASSED AND ADOPTED by the Board of Trustees of the Oak Valley Union Elementary School District, Tulare, California at a public meeting thereof duly called and held on February 9, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

I, Doug Mederos, Board President of the Board of Trustees of the Oak Valley Union Elementary School District, do hereby certify that the foregoing is a full and correct copy of a Resolution adopted by the Board at a duly called and conducted meeting held on February 9, 2021.

Doug Mederos
President, Board of Trustees
Oak Valley Union Elementary School Dist.
Tulare California