

Emergency Services

Fire Department/Rescue	911
Sheriff's Department	911
Ambulance Service	911
Water/Sewer Service	865-9053
PG&E	865-4461
County Office of Emergency Services	934-6442
American Red Cross	865-1122

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Plaza Elementary School District Safe School Vision

- 1. *Plaza Elementary* will provide a safe, orderly, and secure environment conducive to learning.**
- 2. *Plaza Elementary* will create a school in which pupils will attend regularly and be safe from both physical and social/psychological harm.**
- 3. *Plaza Elementary* will work collaboratively with administrators and the school board to identify, establish and use strategies and programs to comply with school safety laws.**
- 4. *Plaza Elementary* will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrator's counselors and community agencies, including law enforcement to provide a safe and orderly school and neighborhood.**
- 5. *Plaza Elementary* will develop an academic program that focuses on high expectations of pupil performance and behavior in all aspects of the school experience.**
- 6. *Plaza Elementary* will work collaboratively with other schools to assist in a smooth transition from one school level to another.**
- 7. *Plaza Elementary* will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.**

School Profile

Plaza Elementary is a single school district located approximately 100 miles north of Sacramento in Glenn County, eight miles southeast of Orland, California. The district is located in an agricultural area and serves about 140 students in grades kindergarten through eighth.

The district takes pride in its reputation for having a positive, safe environment for students as well as its record of high academic achievement. Grades K-4 are single grade classes and combination classes are found at grades five through eight. The Glenn County office of Education and SELPA maintains a facility on the campus for severely handicapped students at the elementary age levels for individuals throughout Glenn County. A part-time teacher and Instructional Aide provide services for mild/moderate learning difficulties as well.

Loyalty Oath or Affirmation of Allegiance for Disaster Service Workers (all public employees are disaster service workers subject to assignment to them by their superiors or by law)

Government Code Chapter 8 of Division 4 of Title 1

3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of this state from the effects of natural, man-made, 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 superiors or by law. (STATS. 1950 3D EX. SESS., Ch. 7, as amended by STATS. 1971, Ch. 38)

3101. For the purposes of this chapter the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. (STATS. 1950 3D EX. SESS., Ch. 7, as amended by STATS. 1971, Ch. 38)

Safety Plan

Fire Hazards: The floor plan shows the locations of fire hazards-kitchen, boiler rooms, shops, labs and utility shut-offs.

STATE MANDATED COMPONENTS

SECTION 1-Child Abuse & Neglect Reporting Procedures & Requirements

All employees of Plaza Elementary School are committed to the health, safety and welfare of all students under our care. All employees are mandated to report all abuse and neglect cases to Child Protective Services. There is no choice. It is the law. This duty to report is also written on the back of the teacher and administrator credentials.

Mandated Reporters: Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child. People who must make a Suspected Child Abuse Report include any care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer, humane society officer, commercial film and photographic print processor, or clergy member, “who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse.”

Mandated reporters at Plaza Elementary School District include:

1. Teacher
2. Instructional Aide
3. Teacher’s aide or assistant
4. Classified employee
5. Administrator
6. Supervisor of child welfare and attendance
7. Any employee whose duties require direct contact and supervision of children

Reporting Responsibilities: Any mandated reporter who within the scope of his or her employment observes a child who he or she suspects has been the victim of child abuse or neglect shall report the suspected incident to Glenn County Child Protective Services by telephone immediately. A “Suspected Child Abuse Form” SS 8572, shall be prepared and forwarded to Child Protective Services within 36 hours. A copy of this report is available in the school office. A Mandated Reporter must complete and submit this form even if some of the requested information is not known. (PC Section 11167 (a).

Mandated Reporters must:

- Notify a school administrator if there is reasonable suspicion of abuse or neglect resulting in a CPS report.
- Call CPS and make a report with the agency immediately or as soon as possible.
- Fax the CPS report and receive confirmation of transmission within 36 hours.

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- Mail reporting form to the specified address if there is no confirmation of fax being received.

Child Abuse: is the willful infliction of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition, or: physical abuse inflicted by other than accidental means, or: sexual abuse or sexual exploitation of a child.

Sexual Abuse: including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation.

Physical Abuse: inflicted by other than accidental means on a child (PC 11165.6)

Sexual Exploitation: including preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution (PC 1116.1).

Child Neglect-Is the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health and welfare. The term includes both acts and omissions on the part of the responsible person.

Severe Neglect is defined as negligent failure to protect a child from severe malnutrition or medically diagnosed failure to thrive or intentional failure to provide adequate food, clothing, shelter, or medical care.

General Neglect is negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury has occurred (PC 11165.2).

Willful Cruelty or Unjustifiable Punishment: Any person willfully causes or permits any child to suffer or inflicts unjustifiable pain or mental suffering, or any person having care or custody of child willfully causing or permitting the health of a child to be placed in a position where the health of a child is endangered. (PC 11165.3) Unlawful corporal punishment or injury is willfully inflicted or cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition (PC 11165.4)

Penal Code Section 11164-11174.3: This law shall be known as the Child Abuse and Neglect Reporting Act. The intent and purpose of this law is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons involved in the investigation shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child. A “child” means any person under the age of eighteen years of age.

Where and How to Report: Glenn County Child Welfare Services-(530) 934-1429 (24 hour number). FAX: (530) 934-6688. MAIL: PO Box 611 Willows, California 95988.

If there is immediate risk, contact the Glenn County Sheriff’s Department (530) 865-1616 or 911.

Visit this website <http://www.safestate.org/> for more information.

SECTION 2: Disaster Response Procedures

In the case that any event occurs that necessitates the implementation of any of the following emergency procedures, the following persons, in the order shown, shall initiate and maintain contact with emergency personnel.

- Superintendent/Principal
- District Business Manager/Secretary
- Office Clerk
- Lead Teacher

Fire Safety & Emergency Evacuation Plan

Upon discovery of fire or smoke:

1. Sound the building’s fire alarm by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the office.
2. Evacuate students and staff according to posted routes.
3. Close all classroom and office doors.
4. Teachers shall take roll books with them to the staging areas and account for all students. Immediately report any missing student to the administrator or lead teacher.
5. Office staff will call the fire department by dialing 911.
6. Building reentry can occur when authorized by fire official in charge or it has been determined that no emergency exists.
7. Do not panic. Advise students that the fire plan is in operation and remain calm. Your confidence and judgment is extremely important and will prevent panic.

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Fire Drills

1. Always take school fire drills seriously and evacuate the school when the alarm sounds.
2. Hold fire drills on a regular basis. Have the initial fire drill for the school year early in September
3. Ensure that school employees know how to evacuate their work areas and perform their fire drill duties in an emergency.
4. Always sound the alarm at the first sign of smoke or fire.
5. Be familiar with the location of the nearest fire alarm and extinguisher.
6. Learn how to operate fire extinguishers, fire blankets and fire hoses. Your fire department is available to provide instructions and demonstrations.

Laboratory/Storage

1. Store flammable liquids properly and dispense them from an approved safety container.
2. Avoid storing incompatible chemicals next to each other as interaction may occur and cause a fire or explosion.
3. Survey chemicals annually and discard any that are obsolete or show signs of decomposition.
4. Order and store the minimum supply necessary.
5. Clean up spills immediately.
6. Repair all electrical hazards and avoid overloading outlets.
7. Dispose of rubbish regularly and in a proper manner.
8. Keep material safety data sheets up-to-date and readily available.

Classrooms

1. Keep combustible materials away from heaters.
2. Avoid portable heaters.
3. Clearly mark the evacuation route on the school floor plan and place it adjacent to the classroom door.
4. Check electrical appliances and cords regularly and disconnect appliances where practical.
5. Keep all doorways clear.
6. Dispose of rubbish daily.
7. Discard excess paper, cardboard, old textbooks and magazines periodically.
8. Keep fire extinguishers clear from any and all obstructions.

Kitchen/Cafeteria

1. Keep all cooking equipment, hoods, filters and ducts free of grease accumulation
2. Clean up spills immediately.
3. Do not allow garbage to accumulate.
4. Regularly clean lint traps on dryers and filters on vents, fans, and air conditioners.

Maintenance and Storage

1. Electrical outlets and frayed cords can cause burns and shock. Avoid overloading outlets and use approved extension cords only on a temporary basis.
2. Secure compressed gas cylinders in an upright position. Avoid dropping, rolling or knocking them together.
3. Never weld in areas where combustible material is stored.
4. Keep work area clean and check daily for fire hazards.
5. Provide suitable waste cans for disposal of oil soaked and paint rags.
6. Use safety cans for storing and dispensing small amounts of flammable liquids.
7. Ensure good ventilation for painting operations and a regular routine for cleaning up overspray residues.
8. Supply suitable and easily accessible fire extinguishers.
9. Do not store combustibles in boiler rooms or furnace rooms.
10. Service heating equipment annually and check units regularly to make sure they are in proper working condition.
11. Do not store combustible materials in electrical rooms.

Office and Supplies Storage

1. Avoid overloading electrical outlets and keep wiring away from doorways, windows, or under carpeting.
2. Carefully store and handle cleaning compounds and polishes, for they often give off flammable vapors.
3. Maintain general order and cleanliness in storage rooms.

Halls and Doorways

1. Identify exits with lighted exit signs and keep them unobstructed.
2. Avoid wedging open hallway doors.
3. Check emergency lighting every month to ensure it is in proper working order.
4. Test fire doors regularly to make certain that the doors do not jam and that the hardware is not detached.
5. Restrict paper to bulletin boards and fasten at all corners. Do not exceed 5% of wall area.

Evacuation

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. The office staff should stay in the building to perform the functions listed as long as it is safe to do so.

Evacuation of Disabled

1. Upon activation of the fire alarm system, disabled persons are to be moved outside. If possible they will remain with the class they were with when the alarm sounded. If not they will be moved to designated locations and placed under the supervision of administrative support team members.
2. The cafeteria, room 4 and room 5 are designated as staging areas for any disabled students needing assistance.

Relocation of Students

1. Should the fire or any other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by calling the Hamilton Unified School District, transportation center 826-3261.
2. The primary relocation center is the Glenn County Fairgrounds
3. The secondary relocation center is Memorial Hall in Orland, CA.
4. The primary person responsible for media notification and contact is the school administrator. Alternates include the School's Lead Teacher, Business Manager and the head of the Plaza Board of Trustees.

Personnel Responsibilities

1. Teachers
 - Go over the evacuation plan at the beginning of the school year with students.
 - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
 - Bring the class roster with you for student accountability.
 - Close and lock the doors to classrooms or offices upon evacuation.
 - Ensure that all students are evacuated (you may need to check restrooms and other contiguous rooms).
 - Assemble at designated point outside the buildings.
 - Account for all students.
 - Report any missing students to administration.
2. Administrative Support Team
 - Report to the administrator in charge for assignment.
 - Perform other duties as specifically outlined in this plan or as directed by administration.
3. Administrator/Lead Teacher
 - Ensure activation of alarm
 - Ensure evacuation of students and staff.
 - Ensure the staff is following the fire safety and evacuation plans properly.
4. Office Personnel
 - Ensure notification of the Fire Department.
 - Advise the administrator/lead teacher of the situation
 - Remain in the office (if possible) to coordinate communications with essential personnel.
5. Custodian
 - Determine location of incident
 - Meet fire department at Road S to direct them to the fire
 - Act as liaison with the fire department
 - Sweep campus to ensure all students are evacuated safely
 - Provide access to all areas for firefighters.

Earthquake Drill-Procedures

When prompted-Inform students that after a serious, large earthquake an evacuation “fire drill” tone may be sounded to evacuate the school according to normal fire drill routes. Read through and discuss the sections that follow.

Duck and Cover:

- Take cover under or next to a sturdy object
- Teacher-help special needs students take cover
- Talk calmly to students
- Stay covered at least 30 seconds, or until shaking stops

When No Cover is Available

- Move to an inside wall
- Kneel next to wall facing away from windows
- Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass

When Outside

- Stay outside
- Take cover in an open area away from falling hazards
- Talk calmly and give instructions

If On School Bus or Car

- Driver should stop as quickly as possible
- Park away from buildings, highway overpasses, power poles, trees
- Passengers should stay in the vehicle and duck and cover as well as possible

Safety Considerations- Explain to the class that if there is a strong earthquake, each student’s first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some “what if” questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture or heavy object and knocked out?
- What if a student is very upset by the earthquake?

Emotional Considerations

Lead a discussion with the students about the reactions they may have to an earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to fear by crying and some by laughing. Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.

It may take a long time for parents or caregivers to get to the school, so everyone should be prepared to wait patiently. Students may be very worried about their parents or

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siblings; in fact they may be “worried sick”. Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.

Possible Hazards of Evacuation to Discuss

- Power failure (is there emergency lighting?)
- Halls or stairways cluttered with debris-ceiling tiles or plaster from walls
- Halls blocked by fallen lockers or trophy cabinets
- Smoke in the hallway
- Exit doors and windows that jam and will not open
- Aftershocks could hit while they’re evacuating (in which case, students drop and cover where they are).
- Bricks, glass and debris piled up, outside electrical wires on the ground

Discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.

Fire Drill Evacuation Plan

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Teachers will evacuate their students by these routes if possible. In case of a fire obstructing their designated route, teachers would simply reverse their routes. For example, if a fire were to break out in room 9, teachers in rooms 7 and 8 would evacuate their students through interclass hallways through room 6, then south to the front of the building, turn east to the parking lot then escort them via the east field to their designated staging area.

The staging areas are contingent upon there being no factors that would dictate a change. For example, if during an actual fire if a south wind was blowing and pushed smoke into the north field staging area, teachers there would relocate their students to the east field by the fences out of the area of smoke and account for their students. Any missing student would be reported immediately to administration.

Code Blue Intruder-Lockdown Drill

Please review the procedures below with your students prior to the drill. The office will announce “this is a code blue lockdown drill, initiate all lockdown procedures” over the intercom.

In the event that there is an actual intruder on campus the person who observes this will immediately notify the main office to initiate lockdown procedures.

Procedure

1. Students and teachers in hallways move into the closest occupied classroom.
2. Teachers lock the door from the inside.
3. Teachers close blinds and drapes (if applicable).
4. Students and teachers move away from doors and windows, into interior rooms if available.
5. Remain quiet, turn off ventilation systems to reduce noise.
6. If gunfire, etc. is heard, all students lay on the floor, away from doors and windows.
7. Students and adults remain in the classroom until otherwise notified.
8. Teachers generate list of missing students from the class roster and be ready to give that information to administration when asked.
9. All adult visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building.
10. Teachers on prep period will follow above procedures and/or assist teachers who do have a class.
11. Office and clerical staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.
12. Be prepared for evacuation if necessary.
13. Wait for the “all clear” message over the intercom.
14. Students are not permitted to use the classroom phone or cell phones during a lockdown. These are reserved for emergency communication.

After the all clear message please unlock doors and discuss the drill and ways it could be improved.

Bomb Threat Procedures

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911”. Tell the operator your name and the school name and “we are receiving a bomb threat on another line. The number of that line is ____.
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the school administrator.
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?
 - Who are you?
 - Why are you doing this?
 - What can we do for you to avoid the bomb from exploding?
 - How can you be contacted?
3. The school administrator will direct the Search and Rescue Team to search for suspicious packages, boxes, or foreign objects. While conducting the search all cell phones, beepers and hand held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue team will report the discovery to the school administrator while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.
6. After the search the school administrator will determine the appropriate immediate response actions to announce which may include “duck and cover, lock down, evacuate building or off-site evacuation” as described in section 4.
7. When a suspicious object or bomb is found, the school administrator shall issue the “evacuate building” action. Staff and students will evacuate the building using prescribed routes or other safe routes to the assembly area.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the assembly area to account for students. Teachers will notify the assembly area of missing students.
9. The school administrator will notify “911”, if not previously notified, and will provide the exact location of the potential bomb, if known.
10. The person receiving the call will notify the administrator of the situation.

11. The Psychological first aid team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The school administrator will give the “all clear” signal as described in section 4.
13. The school administrator will initiate an “off-site evacuation”, as described in section 4 if warranted by changes in conditions.
14. After the incident is over will complete the Bomb Threat Report (Form C, Appendix A).

SECTION 3-Suspension and Expulsion Policies (Education Code 48900)

Discipline of Students-The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district will foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult directed to becoming self directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance or failure to progress academically, the student may be transferred involuntarily to an alternate education program such as an opportunity class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of reasonable and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

Suspension and Expulsion-Education Code #48900 lists the following acts for which a student may be subject to suspension and/or expulsion.

1. Cause, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.

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7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica or a firearm that is so substantially similar in physical properties to an existing firearm.
15. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in section 243.4 of the Penal Code.
16. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
20. Committed sexual harassment as defined in Section 212.5
21. Caused, attempted to cause, threatened to cause, or participated in the act of hate violence as defined in subdivision (e) of Section 233.
22. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. Has made terrorist threats against school officials or school property, or both.
A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances (Ed. Code 48900)
 1. While on school grounds
 2. While going to or coming from school
 3. During lunch period, whether on or off school campus
 4. During, going to, or coming from a school activity

Harassment, Discrimination, Bullying

Our school is determined to provide all students an environment free from harassment, discrimination, bullying and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that he/she is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must immediately tell a teachers, administrator or any school personnel.

SECTION 4-Procedures for Notifying Teachers of Dangerous Pupils Pursuant to Education Code Section 49079

- The administration shall inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available-an officer from the Glenn County Sheriff's Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

Education Code 49079

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
- (b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
- (c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to

have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000) or both.

The school administrator shall notify the Plaza Elementary staff on a beginning of the school year in-service by presenting them with written notification, which contains the student's name, violation and a description of the violation. Updates will be given to staff throughout the year pursuant to the aforementioned statute.

SECTION 5-Sexual Harassment Policy Pursuant to Education Code Section 212.6 (b)

Anyone (students, staff or school visitors) should report sexual harassment to the Plaza School administrator immediately. The report will remain confidential. There should be no fear in reporting an incident. The school administrator will explain the Plaza Elementary School District Sexual Harassment Policy and go to work for you.

State of California Education Code Definition

212.5. "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment Complaints should be addressed in accordance with AR 4031(a). The complainant may file a written complaint to his/her supervisor or school administrator or may first attempt to resolve the situation informally with the school administrator.

SECTION 6-School Wide Dress Codes Prohibiting Gang-Related Apparel Pursuant to Education Code Section 35183

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract

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undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. Additionally the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

Dress Related to Gang Attire/Clothing Etc.- No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandana's of any color may not be worn or displayed at any time.

Gang Affiliation and Activity-The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety and well being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State Law. Throwing signs, using hand signals, gang style clothes, displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandanas, etc., or making gestures which symbolize gang membership or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offenders are subject to disciplinary action up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

SECTION 7

Procedures for Safe Ingress to, and Egress From School **Floor Plan of Building Evacuation Routes**

VISITORS-In accordance with California Penal Code 627.2 all visitors must check into the office upon arrival. All students must be signed out. Only persons registered through their enrollment packet or approved personally by a parent will be allowed to sign out parents.

Important Anyone found on campus who has not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections 626 and 627 of the California Penal Code.

SECTION 8-Procedures to ensure a safe and orderly environment conducive to learning

School Policies and Procedures

1. Homework: Students are expected to complete all homework assignments on time. Students are responsible to know and understand the content, process, and due date of assignments. Schoolwork missed while a student is absent is to be made up for credit for excused absences only. It is the student's responsibility to ask about missed work.
2. Independent Study: Plaza Elementary provides a short term independent study program for those students who, for whatever reason, miss 5 or more days of school. Prior arrangements must be made with the teacher and the office before the students leave or if the absence is due to illness as soon as the parent knows their child will miss more than five days.
3. Promotion/Retention: Board policy and Administrative Regulations 5123 describe the standards for promotion from grade to grade or for retention. Standards for participation in eighth grade promotional activities are given in AR 5123(d). The Individual Education Plan Team for special education students will make the final decision for promotion or retention of those students.
4. Grading system:
 - A. Kindergarten through second grade uses a number system to denote levels of achievement for each applicable state academic standard. 3 indicates the student has met the standard; 2 indicates the student is approaching the standard and; 1 indicates the student has failed to meet the standard.
 - B. Grades three through eight assigns letter grades on report cards sent home each trimester. A indicates superior or outstanding work; B indicates above average work; C indicates average work; D indicates work barely passing or merely sustained effort; F indicates little or no acceptable work. A notice of incompleteness indicates that the student must make up unfinished work required by the teacher before a grade is issued.
5. Progress Report: If a student is doing unacceptable work or failing in a subject, a progress report will be sent to the parents before a report card is issued. It is the joint responsibility of the student and parent to see that the teacher is contacted for specific suggestions to improve the situation. Following this procedure will usually avoid complete failure of the subject.
6. Grade Point Average: Beginning in the fifth grade a 4 point grade point average is determined by adding the points earned and then dividing by the number of subjects. An "A" is four points, "B" is three points, "C" is two points, "D" is one point, and an "F" earns zero points. A 2.0 GPA is required for participation in a sport or club. CJSF has additional grade point requirements.

General School Operations

1. Activities: Students are encouraged to participate in school-related activities. There are a variety of school activities including dances, play days, field trips, and sports. General student behavior will determine who is allowed to participate in most activities. GPA of at least 2.0 is also required for some. Students who misbehave at school may not be allowed to participate.
2. Code of Conduct: The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while coming from or going to school, while at school activities, and while on school transportation. The Plaza Parent/Student Handbook lists the Code of Conduct which must be obeyed.
3. After school hours: Students are asked not to loiter on campus after school has been dismissed. If not enrolled in an after school activity or SPARK students need to be picked up not later than 3:00.
4. Change of address: Please report to the office any change in your address or telephone number.
5. Closed campus: Plaza Elementary is a closed campus. Students are not allowed to leave during the school day unless they have a note or permission from a parent/guardian. Before leaving students must be signed out by the parent/guardian in the office. Upon return they must be signed back in. If a student leaves campus without checking out they will be regarded as truant.
6. Early school arrivals: Students who arrive at school before 7:45 am must report to the cafeteria. There is no supervision for early arrivals and students are not allowed onto the rest of the campus before 8:00 am.
7. Emergencies: Students that become ill or injured during the school day should report it to their teacher or another school employee as soon as possible. If no one is available go to the office or send someone. The school does not have a full time health nurse. The school office will contact the student's parents and/or take whatever emergency measures are needed. When a student is taken home the parents should contact the school office as to when they will return.
8. Emergency cards: Students will only be released to individuals whose names are properly placed on the emergency card.
9. Health services: If students are required to take medicines during school time, the proper procedures described in the Student/Parent Handbook. A doctor's note is required giving the school permission to administer medication. The medication will be kept in a secure location in the office and distributed by then when needed.
10. Lost and Found: Parents looking for missing clothing should check in at the office to find the lost and found pile. Items not claimed at the end of the year will be given to charity.
11. Parent conferences: Formal conferences with your child's teacher will be scheduled at the end of the first trimester. Parents are encouraged to stay in close contact with the teacher throughout the year. Please call the teacher's extension to schedule a conference when desired.

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12. Telephone use: Cell phones may not be used during school hours. In the case of emergencies the classroom phone or office phone may be used with permission of the teacher.
13. Transferring from school: Parents should go to the office and inform them if their children are not returning to Plaza. The check out form requires the signature of the parent/guardian.
14. Visitors: all visitors must check in at the office.

Attendance

Students are required by law to attend school regularly (Education Code 48200). Students who attend school on a regular basis tend to do better in school than those that don't. A student with more than three unexcused absences in a year is considered to be truant. Continued poor attendance may lead to loss of an Inter-District attendance agreement and the County SARB board may become involved.

Absences, tardies, and attendance procedures:

Students returning from an illness need to bring a signed note from their parent, guardian or physician. A telephone call will suffice in emergencies. The note needs to state the dates the student was out and the nature of the illness. If the absence was not for an illness or injury an explanation should clearly explain the reason for the absence.

If a student needs to be excused from physical education they should bring a note from the parent or physician explaining why. A doctor's note is required if it is for more than three days.

Students that are tardy must report to the office before going to class. Unexcused tardies will be treated in the same fashion as unexcused absences.

Miscellaneous Behavior Issues

1. Gum, candy drinks-students are not allowed to chew gum on campus. Students may not eat or drink in the classroom unless given permission by the teacher for special occasions.
2. Skateboards, skates, scooters-these are forbidden on campus at any time. The skateboard, skates, or scooters may be confiscated by the administrator and returned only to the student's parent/guardian.
3. Electronic games, music players, cell phones-The use of electronic games or music players is not allowed on campus during school hours. If found they will be confiscated and returned only to the student's parent/guardian. Cell phones must be kept in backpacks while at school. Students who need to use the phone during the day need to get permission from their teacher and then may use the phone in the classroom or office.
4. Baseballs (hard balls) may not be used on campus during school hours
5. Personal property-students are encouraged to take care of and provide for the safekeeping of their own valuables such as watches, money, etc. Students should

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- not carry large amounts of money. If they need to it is recommended that the money be kept in the office for safekeeping. The school is not responsible for the loss or theft of personal property.
6. Running or roughhousing-is not permitted in school classrooms, bathrooms, fields, or corridors. Students should be thoughtful and courteous of others

Appendix

- Injury and Missing Person's Report
- Bomb Threat Report
- Damage Assessment Report
- California Mandated Reporting Steps
- Plaza Employee Mandated Reporting Obligations

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