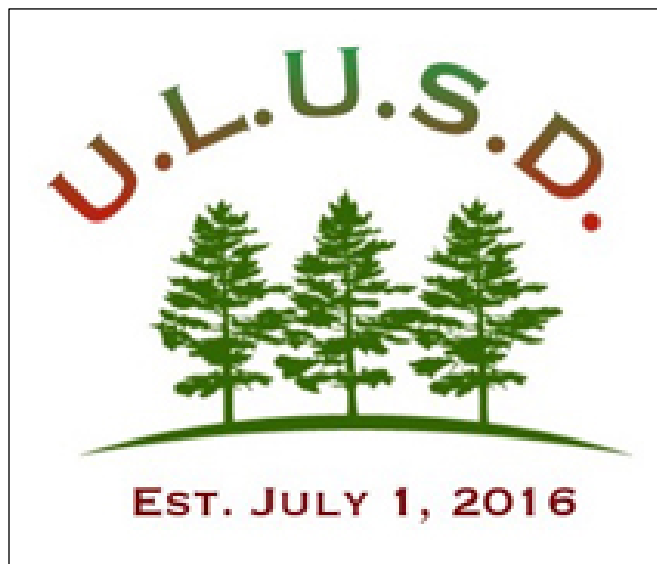


UPPER LAKE UNIFIED SCHOOL DISTRICT

SAFETY PLANS



UPPER LAKE ELEMENTARY SCHOOL
UPPER LAKE MIDDLE SCHOOL
UPPER LAKE HIGH SCHOOL
CLOVER VALLEY CONTINUATION SCHOOL

675 Clover Valley Road
Upper Lake, California 95453
(707) 275-2655
www.ulusd.org

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Upper Lake Elementary School

Home of the Bobcats



COMPREHENSIVE SCHOOL SAFETY PLAN

679 Second Street

Upper Lake, CA 95485

PHONE: (707) 275-2357/ **FAX:** (707) 275-2205

Site Council:

November 4, 2020

Board Approval Date:

November 10, 2020

School Crime Assessment

ULES crime statistics reflect 0 serious, violent crimes reported during the 2019/2020 school year. Keeping students safe requires vigilance. Various strategies are utilized to achieve our safety goals including; effective school wide supervision, programs and activities, visitor sign in, staff safety vests, visitor stickers, and training for all staff. Our School Resource Officer along with our site administrator make home visits and work within the community to address safety concerns off and on campus. There are opportunities for parental involvement including reporting of possible dangerous conditions or practices.

Employee Training

Yearly the entire staff receives training and/or reviews the following safety procedures: Sexual Harassment, child abuse reporting, blood borne pathogens, disaster and crisis drills. Staff development has been offered in additional areas of discipline, bullying prevention, and non-verbal, positive classroom management strategies as well through site wide use of PBIS. Staff practice safety drills monthly to ensure training is current and complete. First aid and C.P.R. training is offered bi-annually to all district employees. Students are trained on PBIS and safety biannually.

During the 2020-2021 staff has also received training and follow up training on COVID-19, mask wearing and safety. Staff has been trained on effective use of PPE (personal protective equipment) and disinfecting.

Child Abuse Reporting Procedures

All school staff actively monitor the safety and welfare of all students. Staff members understand their responsibility as childcare custodians and report all cases of known and suspected child abuse as per District policy and state law.

Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9b).

Any mandated reporter 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 or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. (PC Section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or

criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

Emergency Procedures/Standard Response Protocol

LOCKDOWN: Locks, Lights, Out of Sight

Students: Move away from sight, Maintain silence, Do Not Open the Door

Teacher: Lock interior doors, Turn out the Lights, Move away from sight, Do not open the door, Maintain silence, Take Attendance

KEEP OUT: Secure the Perimeter

Students: Return inside, Business as usual

Teacher: Bring everyone indoors, Lock perimeter doors, Increase situational awareness, Business as usual, Take Attendance

EVACUATE: To Announced Location

Teacher: Bring your phone, and emergency bag. Leave your stuff behind, Follow Instructions

Lead evacuation to location, Take attendance, Notify if missing, extra or injured students

SHELTER: Hazard and Safety Strategy

Hazard: Tornado: Evacuate to shelter area

Hazmat: Seal the room

Earthquake: Drop, Cover and Hold

Tsunami: Get to high ground

Teacher: Lead safety strategy, Take attendance responsible for students

NOT DRILL- Shooter on campus- during outside

Staff: direct all students off campus through preschool or closest off campus method. Report to the pre-determined secure location in a quick manner. Take attendance, teachers responsible for students

Students: Follow directions off campus

****Students with special needs are included in all drills and will be accommodated as needed. Annually during drills, teachers identify students needing accommodations during drills and potentially during emergencies. These students are provided a “buddy” and roles are practiced monthly. Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.).**

Suspendable and/or Expellable Acts

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, 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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- (k) (1) 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.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) 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.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have

committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Education Code 48915

(a) (1) 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 determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts 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) The 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 firearm 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. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(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.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) 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 fitted primarily for stabbing, a weapon with a blade longer than 31/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

Procedures to Notify Teachers of Dangerous Pupils

As students enroll in the school, the school secretary contacts the previous schools to request cumulative records. When the cumulative record arrives at the school the principal reviews the file, and informs the receiving teacher/s in writing of any potentially dangerous student behaviors. For students who are already enrolled in the school that are suspended for a dangerous offense, the teacher of the student receives a copy of the suspension notice, and a copy is put in the cumulative file as well. At the beginning of each school year the school secretary notifies teachers, in writing, of any students in their grade level who have been previously suspended (within 3 years).

Discrimination and Harassment Policy

Every student and staff member is entitled to a safe school environment free from discrimination, harassment, intimidation and bullying. The District prohibits bullying as defined in Education Code 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, *which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.*

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal. A complaint may be made anonymously. If there is sufficient corroborating information, an investigation will be initiated. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the District’s policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion. Students and/or their parents and employees can use the District’s Uniform Complaint Procedure to file a formal complaint of discrimination, sexual harassment, bullying/cyberbullying or hate crime.

School-Wide Dress Code

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the governing board when dress is reasonable, appropriate, and consistent with the behavioral expectations and safety procedures at the school. Restrictions on student dress will be imposed when a student's clothing presents a health or safety hazard or a distraction that would interfere with the educational process.

The following guidelines govern student attire in the district: Clothing, especially T-shirts and jewelry, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, gang-affiliated, or sexually suggestive. Clothing which advocates racial, ethnic, or religious prejudice or the use of drugs and alcohol is also prohibited. Reasonable dress and grooming regulations may also be established by the site principal for extracurricular or other special school activities. The dress standards are shared with students and parents in each school site's Parent Handbook and Student Handbook.

Safe Ingress and Egress of Pupils

Upper Lake Elementary School recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning, the school has developed and implemented strategies to establish and promote safe routes to and from school.

At the beginning of each school year, mid-year and as needed, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of students. A Para-Professional acts as a crossing guard both before and after school to ensure that students can safely cross the parking lot and/or streets. The principal maintains contact with them to identify and solve any traffic safety issues. Yard supervision is provided by Principal and /or Para-Professionals before and during school. Adult supervision is also provided at the end of the day when students are waiting to be picked up.

Staff members are vigilant about visitors on campus, and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. For the 2020-2021 as per the CDE Blueprint for Safely Reopening Schools, visitors are not allowed on campus. ULUSD is working to adopt a new scanning software to identify and track campus visitors in future years. If a person's presence on campus is questioned, the Lake County Sheriff's department is contacted.

Safe and Orderly Environment Conducive to Learning at School and Rules and Procedures on School Discipline

Classroom teachers maintain classrooms which are conducive to learning. A variety of other classroom management strategies are employed. Student and Parent Handbooks address all aspects of student behavior at school. Students are made aware of their rights and their responsibilities as students, and the expectations for their behavior both in the classroom and on the yard. The Student and Parent Handbook is sent home with each child, and parents review this document with their children. Students and their parents sign that they have read and understand the school rules and the consequences for breaking them.

Positive Behavior and Instructional Support (PBIS). The goal of PBIS is to help all students acquire the social-behavioral skills and emotional intelligence and academic skills to have a fulfilling life. In order to achieve this, we are committed to create environments that are physically and emotionally safe, where teachers can teach and all students can learn.

Discipline Policies

There are well-developed and articulated discipline plans for student behavior. The Student and Parent Handbook spell out the expectations for student behavior, school rules, and the procedures for student discipline.

Student discipline is handled fairly and effectively. The first day of school students receive their Student and Parent Handbooks, which explains their rights and responsibilities as students, the behavioral expectations, school rules, and the discipline system. Parents and students then sign and return a page of the handbook/packets, acknowledging their commitment to uphold the behavioral expectations.

We celebrate the positive choices and efforts students make in the classroom and out on the playground. Students have opportunities to earn *bobcat bucks* for drawings as well as many incentives to move their 'clip up' on the school wide, classroom behavior charts to clip to the principal. These celebrations are honored verbally and with photos on our school social media.

If students make poor behavioral choices there are clear and consistent consequences. When students do not follow school rules teachers and para-professionals note it with an electronic Behavior Tracking Form "tracker" which comes to the attention of the Principal. For more serious offenses, students are sent directly to the principal, who discusses the behavior in a conference with the student and makes possible contact home. For most offenses, detention and/or community service is the consequence. Students are automatically suspended from school for serious violations such as the possession of weapons, drugs, or physical assault.

ULES Implementation plan

Required Elements	How ULES addresses these elements	Funding
Assessments of School Safety Appropriate sources of data have been reviewed to identify school safety issues	Classrooms have been updated with new carpet (within 5 years) and HVAC systems. Classrooms are cleaned daily to ensure germ elimination and maintenance of facilities. Door knobs and handrails and play structures are disinfected a minimum of 2 times each day. Classrooms are “fogged” daily to disinfect all surfaces. Gates have been locked so all visitors enter the campus through the same path. District is moving forward to purchase a visitor identification system for future years with visitors on campus. Items still pending repairs- • Playground ground cover added to and “fluffed” at minimum monthly to address compaction ○ Trip hazards on blacktop (0 incidents besides skinned knees) ○ Blacktop has been unsuccessfully patched. Landscaping as described in the Bond J passed Fall 2018 will resurface entire blacktop. • Staff/student wellness checks ○ Daily staff completes a wellness check ○ Families self certify (as per the Site Specific Safety Plan) their COVID exposure and report to the school any potential exposures. Students all have a temperature checked prior to being allowed on campus to begin their school day. • Personal Protective Equipment ○ All classrooms are equipped with sanitizing materials ○ Disposable masks are available for all adults and student sized masks are available for all students in need ○ Students/staff sanitize their hands upon entering every room ○ Gloves are available for staff ○ Face Shields are available for staff who choose to	Deferred Maintenance Prop 39 funds General Fund

	wear one in addition to their mask	
Discipline Policies and Practices Existing school site discipline rules and procedures are regularly reviewed to ensure that they are being appropriately enforced and address student behavior problems and school safety issues. Student handbooks are given to all students and parents that explain codes of conduct, unacceptable behavior, and disciplinary consequences.	All 3 school rules are posted in all facilities. Students are reminded daily by all staff to be: • Safe • Respectful • Responsible All families received the rules and discipline policies and practices in their back to school packets. Teachers review student behavior and best practices during staff meetings. All Para-Educators meet monthly and review strategies and best practices to ensure all of the students are reminded by all staff of their behavioral expectations and school rules. The school resource officer is on campus weekly and is brought in when needed to build relationships with struggling students and remind students of the rules and laws for severe occurrences. All students with unacceptable behavior conference with the principal, conference with the principal and guardian and issue a direct apology when applicable regardless of whether or not it is a suspendable offence. Students practice rules and expectations at minimum 3 times per year with expectation stations	General fund- Teachers Title 1, S &C- Para Educators
Funding Available sources are being targeted to address school safety issues. Investigate additional state or federal funding to improve school climate, respond to crisis, improve classroom management, and provide comprehensive student mental health services.	One of the district LCAP goals is to address school safety and community connections. ULES has reached out to the community to be involved through PTO, Northshore Fire donations and shared resources. No community events will be held in person due to barriers with large gatherings. Families are invited to participate in activities via zoom.	Supplemental and Concentration funds Deferred maintenance funds PTO Support
Professional Development Activities All school personnel receive appropriate professional development that includes training	Monthly (as per board policy), all staff and students participate in an emergency preparedness drill. These drills vary from a fire drill to a lock down drill. All drills are reviewed during prior and post drill with the site team and SRO. Teachers are encouraged to report any challenges or needs based on each drill to ensure that we are equipped and prepared in the event of a true	Educator Effectiveness funds Title I Title II Curriculum (I love these Guys)= free

on the implementation of a school safety plan, safe school strategies, crisis response training, consistent enforcement of school discipline policies, child abuse reporting, and identification and recognition of student mental health issues designed to determine an appropriate first response.	emergency. Law enforcement (SRO) attends our drills (when available) and provides feedback for improvement. Office staff is trained and review their process and procedures in the event of an emergency so all staff benefit from the learning opportunity. Staff has completed training on effective use of PPE to prevent the spread of COVID-19 and to safely sanitize surfaces (in addition to maintenance staff) in their classroom. Annually staff completes child abuse reporting. Mandated reports are kept in the office. Both the principal and secretary review the procedure and offer to support staff in completing the report. Reports are kept confidential either in the classroom or in the office. The School Psychologist works as a member of the crisis response team along with the SRO and reports to the Elementary school as needed.	
Counseling and Wellness Services Effective counseling and wellness services are available to all students	School Psychologist meets with a few students to provide behavior instruction and supports. Currently we have students completing a Check in Check out process to ensure that they have an adult on campus to review the successes in their day and help them plan for a positive experience. ULUSD has contracted with an online counseling service to provide increased support for students in need of social/emotional counseling. Our youngest classrooms have additional adults in the room during the day (Para Educators) who are not trained counselors but do provide academic and behavior support. Students are encouraged to focus on their wellness and the wellness of their community by recognizing the positive actions in others (giving bobcat awards) as well as partaking in 2 healthy meals daily and participating in physical education. All students have access to breakfast and lunch provided by the schoolAll students are welcome to have a healthy school lunch as well.	

	Classes participate in a 1 hour weekly enrichment activity with Para Educators focusing outdoors on their social emotional wellness and activity.	
Collaborative Relationships Students, parents, community organizations, and law enforcement agencies are actively involved in activities that contribute to preventing violence and improving school safety: • Establish and implement a Memorandum of Understanding or Interagency Agreement between local agencies to provide better student support. • Include partnerships with families, mental health professionals, community-based organizations (CBOs), county departments, health plan providers and practitioners, and agencies focusing on student mental health. • Ensure that districts and schools create partnerships with local mental health agencies/organizations and utilize programs that incorporate individuals with “lived experience” to help develop effective mental health and wellness	We are very fortunate to have a partnership with the Lake County Probation department to staff a probation officer in our district as a full time School Resource Officer. This officer visits all campuses throughout the day and week depending on the events taking his time. He can be found playing tetherball, sitting in classrooms or walking around campus with students who need to talk about making good choices. The focus for this position is to build positive relationships with the students and for the community to see that safety for staff and students is paramount. District Wellness committee meets and seeks community input on addressing full child wellness including and beyond nutrition.	

programs. • Ensure that the school has access to culturally and ethnically diverse CBOs. • Involve parent-teacher associations and organizations in reaching out to schools to engage all parents, guardians, and caregivers in discussion relating to student mental health and wellness. This could include educational meetings for students, families, and staff about mental health in an overall wellness framework.		
Safe Schools Programs and Strategies Effective prevention/intervention programs and strategies are being used consistently to create a safe and drug-free learning environment and to address school safety and violence prevention issues that frequently impact campuses.	Our PBIS (Positive Behavior Improvement System) provides a school wide focus on behaviors and school climate which addresses safety. The consistent focus of this program is to support the positive things that occur on campus and make it more desirable for students to make positive choices. This is continually taught throughout the year through our expectation stations where we model expected outcomes in various places on campus with various staff members. The staff wide positive impact provides effective prevention and intervention strategies as all staff and students alike have a common experience to reflect on and address.	
Campus Security Access to the school campus has been appropriately restricted; procedures are in place to address visitors to campus. The use of campus supervisors, security personnel, security equipment (e.g., communication systems,	All access points besides the central entrance are locked to ensure everyone enters campus through the front entrance of the school. All of our supervision staff have been provided and directed to wear a fluorescent vest identifying them as staff to help students and staff know who should be on campus at all times. Our supervision staff is on campus from 30 minutes before school starts until 15 minutes after school is released. Supervision is provided entering and exiting campus, during recesses and meal time.	

surveillance cameras and other detection devices, etc.) are appropriately utilized. Mental health professionals as well as law enforcement professionals have been consulted in the review and update of campus security.	As part of our drill preparedness and reflection, the SRO has met and reviewed our campus safety with our emergency response team as well as participated in our emergency drill.	
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ULUSD Covid-19 Re-Opening Protocols

Re-Opening Protocols for ULUSD (subject to change based on state/CDC guidelines). Procedures for implementation are site specific and available at each school site. The District will continue to develop protocols as more information becomes available.

If any of these apply (Students or Staff) - do not report to any school campus

- Fever of 100.4* or greater for you or anyone in your household
- If any COVID-19 symptoms appear- contact a medical provider

When on campus- please include these protocols in all areas-

- Sneeze or cough into a tissue and dispose of it in the closest trash can
- Not shake hands or engage in any unnecessary physical contact
- Report to site administrator if you find out that you have been exposed to COVID-19

Signs/Trainings

- Signs posted throughout all campuses reminding staff and students of safety protocols
- Communication will be ongoing with staff and families regarding protocols
- All staff (including coaches) participate in sanitization training (provided by Keenan Safe Schools)

Temperature taking

- No touch thermal thermometers are on each campus

Social Distancing

- When possible, student seating will be 4'-6' apart in classrooms, including PE and common areas
- Dismissal of students will be staggered to allow less congregation
- Breaks/recess/lunch will be on a rotating schedule to allow fewer students to intermix

Hand washing/Sanitizing

October 13, 2020 3:11 pm

- Frequent handwashing by staff will be encouraged
- Students will be sent to wash their hands throughout the day
- Hand sanitizing will take place upon entering and exiting each classroom
- Frequently touched surfaces will be sanitized daily (ie: door handles, outdoor tables, playgrounds...)

Masks/face covering

- Students will wear masks when social distancing is not feasible
- Staff will be provided with and will wear masks
- Face shields are available and optional for staff in addition to masks
- Masks will be provided for those who cannot provide their own

Student groupings

- The same group of students will be together throughout the day when feasible
- Assemblies, rallies and large group events will not be held until guidelines allow
- Field trips will be canceled
- When/where possible breaks and lunches will rotate to keep groups of students as small as feasible

Cafeteria/meal service

- All salad bars and share piles are eliminated
- Students will be dismissed in a rotating schedule to avoid waiting in line
- When possible, students will only be seated on one side of each table and utilize outdoor seating
- When possible student groups will be fewer than 100 in one location (ie: inside the cafeteria)
- Students will sanitize hands prior to every entry

Busing/vans

- Social distancing is not feasible on the school bus
- Students/staff will wear a face covering
- Parents will be required to sign a new bus stop assignment form, indicating their acknowledgement that social distancing is not happening on school transportation

ASES/Extracurricular

- No touch thermometer will be used to take temperature readings daily
- Cohorts are limited to 1 adult and 20 students and kept in separate locations
- Safety protocols follow campus expectations
- All participants will need to sign (and have guardians sign) a COVID-19 waiver
- Sign in/out procedures are completed by the ASES Lead and students are sent out, parents are not allowed

Upper Lake Middle School

Home of the Wildcats



COMPREHENSIVE SCHOOL SAFETY PLAN

725 Old Lucerne Road

Upper Lake, CA 95485

PHONE: (707) 275-0223 / **FAX:** (707) 275-2911

Site Council:

October 7, 2020

Board Approval Date:

November 10, 2020

School Crime Assessment

Upper Lake Middle School (ULMS) historically has not had serious amounts of incidents with violence, weapons, drugs, alcohol or tobacco.

ULMS crime statistics reflect 0 serious, violent crimes reported during the 2019/2020 school year. Keeping students safe requires vigilance. Various strategies are utilized to achieve our safety goals including; effective school wide supervision, programs and activities, and training for all staff. There are opportunities for parental involvement including reporting of possible dangerous conditions or practices.

Employee Training

Yearly the entire staff receives training and/or reviews the following safety procedures: Sexual Harassment, child abuse reporting, blood borne pathogens, disaster and crisis drills. Staff development has been offered in additional areas of discipline, bullying prevention, and non-verbal, positive classroom management strategies as well. First aid and C.P.R. training is offered once or twice annually to all district employees. Staff members will always wear and display their ID cards to be easily identified during any emergency situation. **Covid-19 awareness and safety protocol training was required to all staff through Keenan online.**

Child Abuse Reporting Procedures

All school staff actively monitor the safety and welfare of all students. Staff members understand their responsibility as childcare custodians and report all cases of known and suspected child abuse as per District policy and state law.

Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9)

Any mandated reporter 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 or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. (PC Section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other

person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

Emergency Procedures/Standard Response Protocol

LOCKDOWN: Locks, Lights, Out of Sight

Students: Move away from sight, Maintain silence, Do Not Open the Door

Teacher: Lock interior doors, Turn out the Lights, Move away from sight, Do not open the door, Maintain silence, Take Attendance

LOCKOUT: Secure the Perimeter

Students: Return inside, Business as usual

Teacher: Bring everyone indoors, Lock perimeter doors, Increase situational awareness, Business as usual, Take Attendance

EVACUATE: To Announced Location

Students: Bring your phone, Leave your stuff behind, Follow Instructions

Teacher: Lead evacuation to location, Take attendance, Notify if missing, extra or injured students

SHELTER: Hazard and Safety Strategy

Hazard: Tornado: Evacuate to shelter area

Hazmat: Seal the room

Earthquake: Drop, Cover and Hold

Tsunami: Get to high ground

Teacher: Lead safety strategy, Take attendance

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Mike Smith	Meets and Coordinates with outside agencies; interfaces with the District Office
ERT Leader	Officer Pat Craugh	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Adam Lawson	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Nick Williamson	Search & rescue for trapped; missing, or injured individuals.
Accountability	Tracy Beaty	Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control
Medical Aid/Triage Room # 9	Crystal Lee and Chris Kerrigan	Maintain a portable First Aid kit. Set up a first aid area; triage/treat as necessary; keep a list of injured and those transported to medical facility.
Check out Post Front of Office	Tracy Beaty	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room #	Maia Duncan & Shelly Green	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room – Teachers’ Lunch Room	Desiree Canela	Maintain Staff Safe Room – observe staff
Parent Liaison-Library	Elizabeth Yepiz	Meet and direct parents; provide information; crowd control
Public Information Officers	Val Duncan	Coordinate with I.C. to release incident information to media in a timely manner
SPED Student Support & Accountability	Reggie Gee & Kristy Guaydacan	Provide support to ensure that all of our SPED students have been provided with any and all needs during any emergency.

Procedures to Notify Teachers of Dangerous Pupils

As students enrolled in the school, the school secretary contacts the previous schools to request cumulative records. When the cumulative record arrives at the school the principal reviews the file, and informs the receiving teacher/s in writing of any potentially dangerous student behaviors. For students who are already enrolled in the school that are suspended for a dangerous offense, the teacher of the student receives a copy of the suspension notice, and a copy is put in the cumulative file as well.

Discrimination and Harassment Policy

Students and/or their parents and employees can use the District's Uniform Complaint Procedure to file a formal complaint of discrimination, sexual harassment, Bullying/Cyberbullying or hate crime.

School-Wide Dress Code

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the governing board when dress is reasonable, appropriate, and consistent with the behavioral expectations and safety procedures at the school. Restrictions on student dress will be imposed when a student's clothing presents a health or safety hazard of a distraction that would interfere with the educational process.

The following guidelines govern student attire in the district: Clothing, especially T-shirts and jewelry, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, gang-affiliated, or sexually suggestive. Clothing which advocates racial, ethnic, or religious prejudice or the use of drugs and alcohol is also prohibited. Reasonable dress and grooming regulations may also be established by the site principal for extracurricular or other special school activities. The dress standards are shared with students and parents in each school site's Parent Handbook and Student Handbook.

Safe Ingress and Egress of Pupils

Upper Lake Middle School recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning, the school has developed and implemented strategies to establish and promote safe routes to and from school.

At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of students. The Principal and/or Para-Professionals act as crossing guards both before and after school to ensure that students can safely cross the parking lot and/or streets. The principal maintains contact with them to identify and solve any traffic safety issues. Yard supervision is provided by Principal and /or Para-Professionals 60 minutes prior to the start of school. Adult supervision is also provided at the end of the day when students are waiting to be picked up.

Staff members are vigilant about visitors on campus, and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, the police department is contacted.

Safe and Orderly Environment Conducive to Learning at School and Rules and Procedures on School Discipline

Classroom teachers maintain classrooms which are conducive to learning. A variety of other classroom management strategies are employed. Student and Parent Handbooks address all aspects of student behavior at school. Students are made aware of their rights and their responsibilities as students, and the expectations for their behavior both in the classroom and on the yard. The Student and Parent Handbook is sent home with each child, and parents review this document with their children. Students and their parents sign that they have read and understand the school rules and the consequences for breaking them.

Positive Behavior and Instructional Support (PBIS). The goal of PBIS is to help all students acquire the social-behavioral skills and emotional intelligence and academic skills to have a fulfilling life. In order to achieve this, we are committed to creating environments that are physically and emotionally safe, where teachers can teach and all students can learn.

Discipline Policies

There are well-developed and articulated discipline plans for student behavior. The Student and Parent Handbook spell out the expectations for student behavior, school rules, and the procedures for student discipline.

Student discipline is handled fairly and effectively. The first day of school students receive their Student and Parent Handbooks, which explains their rights and responsibilities as students, the behavioral expectations at ULMS, school rules, and the discipline system. Teachers go over the Student Handbook with their class and then students take it home to go over with their parents. Parents and students then sign and return the last page of the handbook, acknowledging their commitment to uphold the behavioral expectations at ULMS.

There is a system in place (PBIS) to recognize and reward students for the positive choices they make with merit slips (roar tickets) that are given out by all the adults at ULMS.

If students make poor behavioral choices there are clear and consistent consequences. When students do not follow school rules teachers and paraprofessionals note it with a digital Aeries Behavior Tracking Form which comes to the attention of the Principal and PBIS Coach. For more serious offenses, students are sent directly to the principal, who discusses the behavior in a conference with the student and documents the incident within our Aeries system and includes parent contact. For most offenses, detention, restorative justice opportunities and/or community service is the consequence. Students may be suspended from school for serious violations such as the possession of weapons, drugs, or physical assault.

Suspendable and/or Expellable Acts

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, 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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) 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.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under

the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Education Code 48915

- (a) (1) 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 determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts 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) The 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 firearm 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. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(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.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) 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 fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

ULUSD Covid-19 Re-Opening Protocols

Re-Opening Protocols for ULUSD (subject to change based on state/CDC guidelines). Procedures for implementation are site specific and available at each school site. The District will continue to develop protocols as more information becomes available.

If any of these apply (Students or Staff)- do not report to any school campus

- Fever of 100.4* or greater for you or anyone in your household
- If any COVID-19 symptoms appear- contact a medical provider

When on campus- please include these protocol in all areas-

- Sneeze or cough into a tissue and dispose of it in the closest trash can
- Not shake hands or engage in any unnecessary physical contact
- Report to site administrator if you find out that you have been exposed to COVID-19

Signs/Trainings

- Signs posted throughout all campuses reminding staff and students of safety protocols
- Communication will be ongoing with staff and families regarding protocols
- All staff (including coaches) participate in sanitization training (provided by Keenan Safe Schools)

Temperature taking

- No touch thermal thermometers are on each campus

Social Distancing

- When possible, student seating will be 6' apart in classrooms, including PE and common areas
- Dismissal of students will be staggered to allow less congregation
- Breaks/recess/lunch will be on a rotating schedule to allow fewer students to intermix

Hand washing/Sanitizing

- Frequent handwashing by staff will be encouraged

- Students will be sent to wash their hands throughout the day
- Hand sanitizing will take place upon entering and exiting each classroom
- Frequently touched surfaces will be sanitized daily (ie: door handles, outdoor tables, playgrounds...)

Masks/face covering

- Students will be encouraged to wear masks when social distancing is not feasible
- Staff will be provided masks and face shields and encouraged to wear them when social distancing is not feasible
- Masks will be provided for those who cannot provide their own

Student groupings

- The same group of students will be together throughout the day when feasible
- Assemblies, Rallies and large group events will not be held until guidelines allow
- Field trips will be canceled
- When/where possible breaks and lunches will rotate to keep groups of students as small as feasible

Cafeteria/meal service

- All salad bars and share piles are eliminated
- Students will be dismissed in a rotating schedule to avoid waiting in line
- When possible, students will only be seated on one side of each table and utilize outdoor seating
- When possible student groups will be fewer than 100 in one location (ie: inside the cafeteria)
- Students will sanitize hands prior to every entry

Busing/vans

- Social distancing is not feasible on the school bus
- Students/staff will be encouraged to wear a face covering
- Parents will be required to sign a new bus stop assignment form, indicating their acknowledgement that social distancing is not happening on school transportation

Athletics/Extracurricular

- COVID Athlete/Coach Screening will take place prior to practice.
- No touch thermometer will be used to take temperature readings daily
- Athletic activities are held to 12 participants (including coaches)
- Conditioning activities may take place but no peer contact
- All participants will need to sign (and have guardians sign) a COVID-19 waiver

COVID-19 Screening/Monitoring Form

Complete this form for all teachers and for each group of 10 students every period. Turn the form into the dropbox.

“Good morning, do you have any symptoms?”, use a touchless thermometer, answer YES/NO?

Name of person filling out this form: Teacher

Class: English 7A Group/Cohort Name 7A Teacher Name Student Names	Date/Time	Circle YES/NO below													
	_____ — _____ — _____	Fever Temp (if higher than 100.3F), chills, headache	Congest ion and/or runny nose, Sore Throat	Fatigu e, muscle and/or body aches	Cough and/or Shortne ss of Breath	New loss of taste or smell	Close contact, or cared for someone with COVID- 19	Nause a, vomitin g and/or Diarrhe a							
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

COVID-19 Teacher Screening Monitoring Form

Teacher Name															
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Upper Lake High School

Home of the Cougars



COMPREHENSIVE SCHOOL SAFETY PLAN

675 Clover Valley Rd.

Upper Lake, CA 95485

PHONE: (707) 275-2655 / **FAX:** (707) 275-9750

Site Council/Safety Committee Meeting Date: September 29, 2020

Board Approval Date: November 10, 2020

Intro Page

The Upper Lake Unified School District (ULUSD) Board of Education recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Upper Lake Unified School District desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

The Upper Lake Unified School District encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. ULUSD shall provide instruction designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

The school/program sites shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills. Staff shall receive training that implements and supports conflict resolution techniques, and training in conflict resolution techniques shall be available to parents/guardians and volunteers.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school/program site. The Upper Lake Unified School District or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns and other similar programs. Staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

School Profile

Upper Lake High School is a comprehensive high school established in 1916. ULHS serves students from the communities of Nice, Lucerne, Blue Lakes, Glenhaven, and Upper Lake, located in the northern part of Lake County and have an estimated combined population of 8,800 people.

Upper Lake high serves 318 students in grades 9-12.

This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly school environment conducive to learning

No. of Students: 318 Fax: _____
 No. of Teachers: 17 Email: apetrie@ulusd.org
 No. of Staff: 3 Web Site: www.ulusd.org
 No. of Classrooms: 20

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Annie Pivniska Petrie	Meets and Coordinates with outside agencies; interfaces with the District Office
ERT Leader	Officer Pat Craugh	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Adam Lawson	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Kyle Moore	Search & rescue for trapped; missing, or injured individuals.
Accountability	Dani Paige	Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control
Medical Aid/Triage Room #	Erica Boomer and Chris Decker	Maintain portable First Aid kit. Set up first aid area; triage/treat as necessary; keep list of injured and those transported to medical facility.
Check out Post Front of Office	Jennie Boyle	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room #	Angel Hayenga	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room – Teachers’ Lunch Room	All Staff	Maintain Staff Safe Room – observe staff
Parent Liaison-Library		Meet and direct parents; provide information; crowd control
Public Information Officers	Becky Toback	Coordinate with I.C. to release incident information to media in a timely manner

2. School Site Data

All data in this section was taken from the California Department of Education Data Reporting Office or Aeries Student DataBase.

2.1 Office Referrals

Total Violations for SY 2019/2020 according to Aeries.

Code #	Name	Total
*1	Caused, Attempted, or	17
*2	Willfully used force or	5
*B	Possess/sold/furn.firea	

*C	Possess/used/sold/furn/	16
*F	Caused/attempted dam	2
*G	Stolen/attempted	0
*I	Committed obscene	0
*K	Disrupted school	0
*R	Bullying inc. cyber toward pupil or staff	0
*V	Suspension when other means fail	0
*X	Committed Sexual Harassment	4
05	Bullying other students	0
06	Bus citation	17
07	Dangerous Behavior	0
11	Instigating conflict	4
14	Lying to Staff	0
15	No-Show for Detention	0
18	Play-fighting (no injuries)	0
19	Profanity	21
26	Disruptive/Defiant Behavior (non-suspend)	4
27	Cell Phone – Inappropriate use of	0
76	Other	8
77	Stealing	0
D	Truancy 1	156
E	Truancy 2	49
F	Truancy 3	1
H	Cutting Class/Left Campus	0
Total		

2.2 Attendance

The table below is a breakdown of the 2019/2020 SY attendance.

Grade	Students	Days Enrolled	Days Present	Excused Absence	Unexcused Absence	Excused Tardy	Unexcused Tardy
9	102	17814	16895	347	572	0	1
10	67	11723	10836	222	665	0	3
11	73	12523	11531	379	613	0	0
12	47	9162	8442	312	408	0	0
Schol Total	289	51222	47704	1260	2258	0	4

2.3 Suspendable Violations Code ; School Year 2020/2021 according to (SIS)

Violation Code	Violation Description	Number suspended
*1	Caused, Attempted, or Threatened Physical Injury	4
*2	Willfully used force or violence upon another	0
*B	Possess/Sold/Furn. Firearm/Knife/Explosive/Dang. Obj.	4
*F	Caused or attempted damage to school property	2

*G	Stolen/attempted school/private property	0
*I	Committed obscene act/habitual profanity/vulgarity	1
*K	Disrupted school activities/Defiance	0
*R	Bullying inc. cyber toward pupil or school personnel	0
*V	Suspension when all other means fail	0
*X	Committed sexual harassment	1

2.4 Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period as obtained on the CDE data reporting office.

	School			District		
	2017/2018	2018/2019	2019/2020	2017/2018	2018/2019	2019/2020
Suspension	10%	10%	10%	12%	10%	8%
Expulsions	0%	.03%	0%	0%	.01%	0%

2.5 CA Healthy Kids Survey Data

Discuss Your Site specific data finding here and related directly to 2.1.5 School Improvement Plan.

VAPING RESULTS

	Year	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20
District							
	Grade	9th	9th		11th	11th	
Upper Lake							
Ever Used electronic cigarette		20%	*		44%	*	
Current use of e-cigarettes		7%	*		28%	*	
Use of e-cigs at school		2%	*		12%	*	

Ongoing and frequent reminders and education. Resources for parents and visibility in classrooms and on campus.

Sense of security

Feeling safe at school: 20% of 11th graders strongly agree to feeling safe at school while 4% strongly disagree.

Binge Drinking: 44% of our 11th graders stated that they have never had alcohol. 42% of our 11th graders stated they have had it 4 or more times. 27% of 11th graders reported to have had 5 or more drinks in a row.

Tobacco usage: 44% of 11th graders stated they have never used marijuana before but 40% said they have had it 4 or more times. 62% of 11th graders reported to have never used a vape device before, while the other 34% said they used one 4 or more times. Heavy drug use is at 30% for 11th graders.

Levels of depression: 43% of 11th Graders reported chronic sad or hopeless feelings. 24% reported seriously considered attempting suicide 76% reported not having thoughts or feelings connected to suicide.

School connectedness: from the 11th graders 28% of males strongly agree and 8% of females from the 11th grade strongly agree.

2.6 School Improvement Plan

CHKS data indicates 44% of 9th graders and 43% of 11th graders reported experiencing chronic sadness/hopelessness within the last year. Staff realizes that academic achievement greatly suffers among students that experience mental health issues. Staff continues to realize the role that positive interactions between adults and students on campus can have on students' success.

Work on implementing Positive Behavior Intervention Supports (PBIS) model school wide for positive interventions that are staff driven. PBIS address positive behavior intervention supports to provide positive learning experiences and expectations to students rather than suspension.

The implementation of PBIS and Restorative Practices at SCHOOL will be a focus and strategic process. We plan to continue solidifying our PBIS tiers and Restorative Practices with additional training for all staff.

2.7 Local Law Enforcement Juvenile Crime Data

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

2.8 Property Damage Data

Security cameras have reduced the number of property damage incidents.

2.9 Other: Threat Assessment

ULUSD is committed to ensuring the safety of all staff, students and community members. To help meet this end we use a team of responders which could include administrators, psychologists, counselors, school resource officers, social workers, nurses, teachers and other support personnel.

- In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
- Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and the Code of California.
- Upon a preliminary determination that a **student** poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian.

- Nothing in this policy shall preclude school committee/team personnel from acting immediately to address an imminent threat.
 - Nothing in this policy shall preclude the threat assessment team from notifying the superintendent (or designee) of any individual (other than a student) who poses a threat of violence or physical harm to self or others.
- Upon a preliminary determination (by the threat assessment team) that an individual poses: 1) a threat of violence to self or others or, 2) exhibits significantly disruptive behavior or, 3) need for assistance, members of the threat assessment team may request & obtain criminal history record information and health records.
 - No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
 - The threat assessment team may **not** maintain the criminal history record printed from the system access terminal, nor may they make copies of it.
 - Criminal history information may **not** be placed in a student's educational file.

Reference Appendix for Threat Assessment Form on page ?

Related Links

- [California Healthy Kids Survey Reports](#), California Department of Education.
- [Health Framework for California Public Schools](#) (2019) (PDF; 2MB; 264pp.), California Department of Education.
- [Safe Schools](#), California Department of Education.

3. Strategies and Programs

1. Law enforcement presence – School Resource Office on campus
2. School administration who provide school safety support – Principal
3. Attendance policies - Accurate daily attendance recording and monitoring. Automated calls and emails go home each night. Truancy process in place.
4. Campus supervisors – One campus supervisor/support
5. Communication tools – Radios, cell phones, intercom, email, Remind 101 (staff)
6. Visitor policy - Visitors must check in at the front office

3.1 Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners,

childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors.

A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

You may contact the local police or sheriff's department, or child protective services. The phone numbers are:

- Child Protective Services (707) 262-0235
- Sheriff's Department (707) 263-2331
- Lakeport Police Department (707) 263-5491
- Clearlake Police Department (707) 994-8251

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

Further details are outlined in the Upper Lake Unified School District Board Policy 5141.4

3.2 Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In order to save lives and protect property, all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events, which threaten to result in a disaster. Appropriate drills and trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan

includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school/district office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA requires that planning for the educational success of these students is done on an individual, case-by case basis through the development of an Individual Education Program (IEP). The IEP is written statement developed for each child with a disability that outlines measurable annual goals for each child's academic achievement and functional performance and specifies accommodations and modifications to be provided for the student.

Students with special needs who are self-sufficient under normal circumstances may have to rely on others in an emergency. They may require additional assistance during and after an incident in functional areas, including, but not limited to: communication, transportation, supervision, medical care, and reestablishing independence. While not explicitly stated, a component of the IEP for related services must consider the particular needs of the child to ensure his or her safety during an emergency that includes evacuation from a classroom and building.

3.2.1 Fire Drill/Evacuations

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attached Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

- Call 9-1-1 and SRO.
- Notify Incident Management Team and place them on stand-by.
- Team members should forward information immediately regarding unusable/unsafe exits.
- Select rally point and request police presence there.
- Announce the need to evacuate, if necessary, and list areas to avoid.
- Establish Exterior Command Post.
- Ensure Liaison Officer is available to assist emergency response personnel as necessary.
 - Provide keys to the facility
 - Provide floor plans
 - Provide utility shutoff information
 - Student roster
- Notify Public Information Office.
- Arrange for transportation to shelter areas if necessary.
- Prevent people and students from gathering near parked cars and emergency vehicles.
- Make arrangements for family reunification.
- Announce "all clear" when directed by emergency response personnel.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle;

A – Aim at the base of the fire;
S – Squeeze the trigger handle;
S – Sweep from side to side.

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

- Principal will be accountable for teachers and school district staff. Teachers will be accountable for students.
- Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

3.2.2 Lock Down/Active Shooter/Intruder/Attack

When deemed necessary by school administrators or law enforcement officials, the school will be placed in a "lockdown" status. An announcement will be made via our phone intercom system, "Attention students and staff, please go to immediate lockdown status." While in lockdown, classroom doors are to remain closed and locked and window coverings are to be closed. Take cover inside room by laying flat on the floor, hiding behind desks or any furniture, and staying away from all windows. Students in the room are to remain inside. All staff are to assist students outside enter a secure, indoors area. Teachers must take roll when a lockdown is called and any student not assigned to that class must be added to the roll list. All bells and "Fire Alarms" will be ignored including the end of the day bell. **Do not open the door for any reason or for any person.** Students that are outside when a shooting starts, should **RUN** as fast and as far from the shooter as possible. Everyone is to remain in lockdown status until the site administrator or law enforcement official announces an all clear. Once the immediate danger has passed, and at the direction of law enforcement, the site will be evacuated or regular school activities will resume.

3.2.3 Earthquake

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff 38
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

3. Drop procedures shall be practiced at least once each school/program site quarter in elementary school/program sites and at least once each semester in secondary school/program sites.
4. Protective measures to be taken before, during, and following an earthquake
5. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

The Upper Lake Unified School Superintendent or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow the directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school/program site when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school/program site buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the principal/program administrator or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal/program administrator or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school/program site grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school/program site bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the County Superintendent or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the principal/program administrator or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal/program administrator or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The principal/program administrator or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school/program site.
7. The principal/program administrator or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

The Lake County Superintendent of Schools or designee shall periodically evaluate the adequacy and design of existing County Office facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

3.2.4 Emergency Facility Use

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 they deem necessary to meet the community's needs. (Education Code 32282)

3.2.5 Active Shooter

The Upper Lake Unified School District will cooperate with law enforcement in any crisis. The following guidance is provided by the Lake County Sheriff's Office in the event of an active shooter on school grounds:

RUN: When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

HIDE: If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

(YOUR HIDING PLACE SHOULD):

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Do not trap or restrict your options for movement

FIGHT: As a last resort, and only if your life is in danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvised weapons
- Commit to your actions

911: When Law Enforcement Arrives:

Remain calm and follow instructions;

- Don't make any sudden movements/avoid pointing or yelling;
- Keep your hands visible at all times with your hands in the hand up signal position;
- Know that help for the injured is on its way;
- Leave backpacks, purses, and other items behind.

3.2.6 Drill Schedule

Per Board Policy 6114.1 *The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).*

2020- 2021 Fire Drill Schedule

Month	Date	Time
August	27	9 am - 12:45 pm
January	20	9 am - 12:45 pm
April	21	9 am - 12:45 pm

2020 - 2021 Lockdown Drill Schedule

Month	Date	Time
August	27	9 am - 12:45 pm
January	20	9 am - 12:45 pm
April	21	9 am - 12:45 pm

2020 – 2021 Earthquake Drill Schedule

Per AR 3516.3 Drop, Cover and Hold procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)

Date	Time
November 4, 2020	9 am - 10 am
March 8, 2020	11 am - 12 pm

4. Suspensions and Expulsion

4.1 Suspension

Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days per offense. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may be suspended or expelled for acts which are enumerated in this policy and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period; 4) During, or while going to or coming from, a school sponsored activity (E.C. 48900p). At the discretion of the school administration, a student may receive "in-house" suspension, serving a term of suspension on campus under the supervision of school staff (E.C. 48911.1). Make-up work may be allowed. It is up to each individual teacher to accept make-up work done during suspension.

A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2 Expulsion

Expulsion means the removal of a student from enrollment in school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes a continuing danger to other students. As defined in E.C. 48915 (c), 1) possessing, selling, or otherwise furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit a sexual assault or committing sexual battery; 5) or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Suspension/Expulsion Offenses

Education Code 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence on another person, except in self-defense.
3. Possessed, sold, or furnished a firearm, knife, explosive or other dangerous object without written permission to possess the item from a certificated employee, concurred in by the principal or his/her designee.
4. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance listed in Ch.2 of Div.10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch2. Of Div. 10 of the Health and Safety Code, an alcoholic beverage, or 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. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. 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.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. 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.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both,
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

17. Engaged in an act of bullying, including but not limited to, bullying my means of an electronic act directed toward a student or school personnel.

Education Code 48900.2, .3, .4 and .7

- .2 Engaged in sexual harassment as defined in Section 212.5
- .3 Attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision (e) of Section 233
- .4 Engaged in harassment, threats or intimidation against school district personnel or pupils.
- .7 Made terrorist threats against school officials or school property, or both.

Education Code 48915

1. Caused serious physical injury to another person except in self-defense.
2. Possession of a knife or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance listed in Ch 2, Div 10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. or 48900(e) Committed or attempted to commit robbery or extortion
5. Assault or battery upon any school employee
6. Possessing, selling or furnishing a firearm.
7. Brandishing a knife at another person
8. Unlawfully selling a controlled substance listed in Ch 2, Div 10 of the Health and Safety Code.
9. or 48900(n) Committing or attempting to commit sexual assault or sexual battery.
10. Possession of explosive

Any of the above may be referred to a law enforcement agency.

5. Procedures to Notify Teachers of Dangerous Pupils

Each September and as needed throughout the year upon review of new student's records, teachers will be provided a list of enrolled students who have one or more suspensions of a serious or violent nature. The list will include data from the previous two school years. The following procedure will be used in notifying teachers of the suspension history:

1. Suspension lists are provided to each teacher using a routing sheet. All teachers initial the routing slip indicating their review of the data.
2. Teachers are advised about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned and filed in the school office.

To notify teachers of suspension as they occur during the school year, the following process is used:

1. Teachers and counselors will be provided a written notice of suspension of one of their students.

2. When students are administratively transferred from one school to another for disciplinary reasons, teachers to who the student is assigned at the new school are notified by the school administration and provided with written information about the reasons for the student's transfer.

6. Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

Harassment Policy:

The district is committed to providing an educational environment free of unlawful harassment. The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other bases protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature or seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Bullying and Cyber-Bullying Policy:

"Harassment, Intimidation, Bullying or Hate behaviors" means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damaging the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school."

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment.

This policy also includes Cyber-Bullying.

California Ed Code 48900r states "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel." Violation of Ed Code 48900r is a Suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Upper Lake High School recommends that parents be active in their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code.

THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

Informal Process:

Complaints must be investigated by school personnel. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome or disruptive either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator while reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent or guardian.

Formal Complaint Process:

Anyone may initiate a formal complaint process of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint.

1. All formal complaints will be documented.
2. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
3. When the investigation is completed a full written report of the complaint and the result of the investigation shall be compiled.
4. At that point a response shall be made to the complainant stating:
 1. That the school intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. The school has not found adequate evidence to conclude that bullying, harassment or intimidation occurred.
5. If the student(s) remain aggrieved by the school's response, the student(s) may pursue the complaint through the superintendent's office.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and non-profit legal agencies. Lake County Dispute Resolution Services can be reached via telephone at 707-263-6800.

You may wish to contact the State Department of Education for assistance:

Instruction, Learning, and Standards Support Division...

Tom Adams, Deputy Superintendent.

916-319-0900

7. Dress Code

In order to maintain a positive educational environment, the following student guidelines are established:

DRESS CODE:

1. The Five Bs: No breasts, buttocks, bras, bellies, or boxers showing. Students will be asked to report to the front office for loaner clothing and/or to call home for a change of clothing.
2. Shoes, sandals, or flip flops must be worn at all times.
3. Clothing/backpacks that advertise or promote tobacco products, alcohol, drugs, gangs, sex, racism, or violence is unacceptable for school. Attire and/or paraphernalia deemed gang related by the staff may not be worn. Distracting or dangerous accessories are not permitted.

Whenever a school administrator, teacher or staff member considers a student's appearance to be inappropriate, immodest, unsafe or distracting to the education decorum, the student will be sent to the Principal's office, and he/she will be required to change attire. Students will not be allowed to go back to class until the problem has been resolved.

The safety of a student will not be jeopardized by his or her attire or grooming. The Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy.

8. Procedures for Safe Ingress and Egress

VISITOR POLICY: Visitors **MUST check in at the front office to be screened. There will be limited visitors on campus.** Parents are encouraged to visit our school. If you would like to visit/observe a classroom, ULUSD AR 5020 School Board Policy ([Education Code 49091.10](#)) requires a written request 24 hours in advance. Please contact the principal regarding arrangements. Visits by children who are friends or relatives of students are not permitted. All visitors to schools must report to the office prior to entering classrooms or school grounds and must sign out when leaving the campus. Visitors must sign in and receive a Visitor or Volunteer Name Tag. These tags should be worn at all times while on school grounds. These tags help us monitor the helpers we have on campus and ensure the safety of our students from unwanted trespassers.

9. Safe and Orderly School

In order to create and maintain a safe and orderly environment, Upper Lake High School annually publishes and distributes to students and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment expectations each year with their students via the Student Handbook.

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues of prevention and intervention.

Administrators, teachers and campus monitors are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

10. Discipline

10.1 School Wide Discipline Policy

Upper Lake High School implemented PBIS (Positive Behavior Intervention Systems) and Restorative Practices this year and will continue with the program this year. Stop in to our Office for more information.

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By us providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Upper Lake High School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal and parents will handle it.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from loss of recess time to after school detention to suspension or even in extreme cases, a recommendation for expulsion.

Our basic school rules (Core Values) are as follows:

1. Safe.
2. Respectful.
3. Responsible.

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school. Upper Lake High School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals.

Students who do not receive a formal discipline action, referral, or bus citation within 30 days of their last one, may move back up a step. We like to reward positive changes and choices in behavior by recognizing that discipline steps can be climbed upward or downward depending on the student's choice. More on this is discussed in the section on: Positive Reinforcement Activities.

10.2 School Discipline

Below details specific discipline infractions and consequences related to them. Discipline is progressive in nature. For example, consequences for fighting the first time are different than consequences for fighting the

second time, and so on. *The school administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.*

STUDENT CONSEQUENCES: As situations arise that might signal suspension from school, an array of interventions is considered when action is called for in response to student misconduct. School administrators utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues. Students are first supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Disciplinary and restorative interventions may include:

- **Informal Conference** – A school official (teacher, administrator or counselor) may meet with the student for instruction and guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.
- **Loss of Privileges** – If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the expected behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege.
- **Confiscation** - Items inappropriate for school or disruptive to the educational environment will be taken away. These items may be returned after a parent conference. Illegal items will not be returned and may be turned over to a law enforcement officer and appropriate disciplinary action taken.
- **Formal Conference** – A formal conference is held between the student, parent, and one or more school official. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, or letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.
- **Community Service** – A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.
- **Student Study Team** – This is a formal process involving a team of school site personnel, parent/guardian, and students (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.
- **Behavior Contracts** – An effective contract is one which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

- **Behavior Support Plan** – A student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the Student Study Team. Special Education students 39 whose behavior impedes learning may also require a BSP as defined in the Education Code (EC 56520) through the IEP team.
- **Detention** – Assignment of a student to a supervised detention schedule. Such detention may be imposed for up to one hour after the close of the maximum school day. School personnel shall give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/guardian approval.
- **Alternatives to Suspension** – Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service (among others).
- **Parent Shadow** - The opportunity for a parent to shadow their child in class may be offered. This opportunity is at the discretion of the school, and requires the parent to shadow their student.
- **Suspension from Extracurricular or Co-curricular Activities** – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics, dances) or a co-curricular activity (e.g. field trips) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.
- **Suspension** – A student may be removed from ongoing instruction for adjustment purposes by administrative action. A principal or designee may suspend for up to five days. There are two kinds of suspension: on-campus suspension and home-suspension. Student placed on home-suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during their suspension. On-campus suspension involves the student serving the period of suspension on campus in a separate, supervised setting.
- **Expulsion** – A student may be expelled for violating the California Education Code, as ordered by the Board of Education, and removed from all schools in Upper Lake Unified School District. The expulsion is for a defined period of time and requires an application for readmission. *Summary Steps:* An informal hearing between the principal or designee, the student and any other appropriate persons will be conducted. If, after the hearing, the principal decides that suspension is necessary, it will become effective immediately. The principal will attempt to notify parent(s) or legal guardian(s) by telephone before this action is taken. The principal will provide one copy of the suspension notice to the parent(s) or legal guardian(s) within one business day. State law provides for full due process and rights to appeal suspension or any order of expulsion.

- **School Attendance Review Board (SART)** – SART reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. The SART serves as a site intervention before the student and family are required to attend a hearing with the School Attendance Review Board (SARB).
- **School Attendance Review Board (SARB)** – SARB reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. SARB may direct a student to take part in community service and may also involve the district attorney, county probation department, sheriff's department, and county health and human services in a student's case. This board may transfer the student to another school or to an alternate educational placement.

11 Safety Plan Compliance

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Upper Lake High School and is readily available for inspection by the public.

11.1 Safety Plan Approval

In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval.

11.2 Safety Plan Dissemination

(1) Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.

(2) The school site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local school employee organization.

(B) A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.

(B) A representative of each teacher organization at the school site.

(C) A representative of the student body government.

(D) All persons who have indicated they want to be notified.

(3) The school site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local churches.

(B) Local civic leaders.

(C) Local business organizations.

In order to ensure compliance with this article, each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 32281.



UPPER LAKE HIGH SCHOOL

COVID - 19

School Site Specific Protection Plan

Specific Control Measures and Screenings

- All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
- Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment.
- Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
- A single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health.
- Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.
- Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#)).
- Staff and students who are sick are expected to stay home.
- Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19. Protocols, actions and template communications are in place for the following COVID-19 related scenarios ([Back to School Protocols](#))
 - o A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above.
 - o A family member or someone in close contact with a student or staff member test positive for COVID-19.

- o A student or staff member tests positive for COVID-19.
- o A student or staff member tests negative for COVID-19 after any of the above scenarios.
- Where practicable, physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
- For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.
- Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
- School staff are permitted to visit and instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.
- Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
- Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
- Congregate movement through hallways will be minimized as much as practicable.
- Large gatherings (i.e., school assemblies) are currently prohibited.
- The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.
- Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.
- Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.
- Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated, boxed, or bagged meals as much as practicable.
- Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
- All staff as well as all students TK-12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.
- Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
- Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials

will be limited and each student will have separate individually labeled boxes or cubbies.

- Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable.
- Use of privacy boards or clear screens will be considered as much as practicable.
- Busses will be disinfected multiple times each day, as feasible. Seating will be limited to two students per seat, with masks and windows open. If a student is not able to wear a mask other means of social distancing will be implemented.
- Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
- A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Types of protective equipment provided to employees at this school/office location include:

Face coverings, face shields, hand sanitizer, disinfectant spray, disinfectant wipes, gloves

Additional control measures you are implementing at this school/office include:

Standard operating procedures for office and classroom protocols to systematize our practice. See attached [“ULHS Covid-19 Standard Operating Procedures”](#)

[Academic Program and Bell Schedule](#) support cohorts and staggered breaks.

Cleaning and Disinfecting Protocols

o Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	o Sanitizing supplies are provided to promote employees’ personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
o All shared equipment and touchable surfaces are cleaned and sanitized between each use.	o Cleaning products are used that meet the Environmental Protection Agency (EPA)’s- approved for use against COVID-19 list.
o All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	o School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
o Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.	o Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
o Hand sanitizer will be provided where indoor plumbing is not readily available.	o Staff is provided adequate time to implement cleaning practices before and after shifts.

Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any that are missing to “Other”

Classrooms:	Offices:
At the end of each class period	Daily
Restrooms:	Telephones:
At the end of break, at the end of lunch, after school	Daily
Handrails / door handles / shelving:	Handwashing facilities:
Daily	Daily
Copy Machines / Scanners / Faxes:	Common Areas:
Daily	Daily
Playground Structures:	Outdoor Common Areas:
N/A	N/A
Indoor Common Areas:	Other:
Daily	
Other:	Other:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting.

Students will be properly trained on proper classroom cleaning procedures and will be expected to participate in a 10 minute clean up and sanitization at the end of every class period with their instructor. Restrooms will be closed for 30 minutes at the end of 1st period, at the end of lunch, and after school for maintenance staff to clean and disinfect. Custodial staff will disinfect all teaching surfaces in classroom's after students leave as their nightly cleaning routine.

Additional measures that have been taken at this school or office site:

See attached [“ULHS Covid-19 Standard Operating Procedures”](#)

Physical Distancing Guidelines

o Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	o Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance.
o Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible and distancing may be permissible down to four feet within a classroom or instructional area where requirements herein are in practice.	o All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.
o Meals will be served in individually plated or bagged meals as much as practicable.	o The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

Notification of COVID-19 Positive Case at School or Office Site:

o County of Lake Public Health is notified of all positive COVID-19 cases.	o Employers and employees are aware that they can call Lake Public Health if a suspected exposure has occurred at (707) 263-1090.
o If a student or staff member is diagnosed with COVID-19, Lake County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.	o Protocols, actions and template communications are in place for COVID-19 related scenarios (Back to School Protocols)

Training

Staff have been trained on the following topics:

o Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	o Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
o Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	o The importance of physical distancing, both at work and off work time (see Physical Distancing section above).

o The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	o Proper use of face coverings
o The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).	o The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
Face coverings to be washed after each shift.	o Avoid touching eyes, nose, and mouth.

Other school or office site training measures being taken:

Staff will be provided a training on how to properly implement the [ULHS Covid-19 Standard Operating Procedures](#)

Compliance and Documentation

Other school or office site training measures being taken:

Staff will be provided a training on how to properly implement the [ULHS Covid-19 Standard Operating Procedures](#)

This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.

All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities.

Resource Documents:

- [Lake County Public Health and Human Services: Coronavirus Hub](#)
- [Lake County Office of Education: Reopening Schools](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

Clover Valley High School

Home of the Tigers



COMPREHENSIVE ALTERNATIVE EDUCATION SCHOOL SAFETY PLAN

675 Clover Valley Rd.

Upper Lake, CA 95485

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Board Approval Date:

November 10, 2020

Intro Page

The Upper Lake Unified School District (ULUSD) Board of Education recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Upper Lake Unified School District desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

The Upper Lake Unified School District encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. ULUSD shall provide instruction designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

The school/program sites shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills. Staff shall receive training that implements and supports conflict resolution techniques, and training in conflict resolution techniques shall be available to parents/guardians and volunteers.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school/program site. The Upper Lake Unified School District or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns and other similar programs. Staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

School Profile Clover Valley High School is an alternative high school established in 1916. CVHS serves students from the communities of Nice, Lucerne, Blue Lakes, Glenhaven, and Upper Lake, located in the northern part of Lake County and have an estimated combined population of 8,800 people.

CVHS serves 21 students in grades 10-12.

This section of the Comprehensive School Safety Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly school environment conducive to learning

No. of Students: 21 Fax: _____
 No. of Teachers: 1 Email: jsturr@ulusd.org
 No. of Staff: 2 Web Site: www.ulusd.org
 No. of Classrooms: 2

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Jeff Sturr	Meets and Coordinates with outside agencies; interfaces with the District Office
ERT Leader	Officer Pat Craugh	Direct Emergency Response Team, assist I.C. rumor control; communications
Facilities & Safety	Adam Lawson	Gas, electrical, water shut-off; building safety and inspection; inform and direct emergency vehicles
Search & Rescue	Rob Sanchez	Search & rescue for trapped; missing, or injured individuals.
Accountability	Gretchen Ferguson	Maintains Student Emergency Cards and check out box; maintains list of missing and extra students/adults; oversee orderly checkout post; crowd control
Medical Aid/Triage Room #	Jennie Boyle	Maintain portable First Aid kit. Set up first aid area; triage/treat as necessary; keep list of injured and those transported to medical facility.
Check out Post Front of Office	Gretchen Ferguson	Maintain Student Emergency Cards; daily sign out sheets; verify student release and maintain Emergency Sign Out Log.
Student Safe Room #	Annie Pivniska Petrie	Set up and maintain Student Safe Room; provide risk screening; facilitate student activities
Staff Safe Room – Teachers’ Lunch Room	All Staff	Maintain Staff Safe Room – observe staff
Parent Liaison-Library	Mike Smith	Meet and direct parents; provide information; crowd control
Public Information Officers	Jeff Sturr	Coordinate with I.C. to release incident information to media in a timely manner

2. School Site Data

All data in this section was taken from the California Department of Education Data Reporting Office or Aeries Student DataBase.

2.1 Office Referrals

Total Violations for SY 2019/2020 according to Aeries.

Code #	Name	Total
*1	Caused, Attempted, or	1
*2	Willfully used force or	1
*B	Possess/sold/furn.firea	

*C	Possess/used/sold/furn/	2
*F	Caused/attempted dam	0
*G	Stolen/attempted	0
*I	Committed obscene	3
*K	Disrupted school	0
*R	Bullying inc. cyber toward pupil or staff	3
*V	Suspension when other means fail	0
*X	Committed Sexual Harassment	0
05	Bullying other students	0
06	Bus citation	2
07	Dangerous Behavior	0
11	Instigating conflict	0
14	Lying to Staff	0
15	No-Show for Detention	0
18	Play-fighting (no injuries)	0
19	Profanity	0
26	Disruptive/Defiant Behavior (non-suspend)	1
27	Cell Phone – Inappropriate use of	0
76	Other	0
77	Stealing	0
D	Truancy 1	7
E	Truancy 2	2
F	Truancy 3	1
H	Cutting Class/Left Campus	0
Total		

2.2 Attendance

2.3 Suspendable Violations Code ; School Year 2020/2021 according to (SIS)

Violation Code	Violation Description	Number suspended
*1	Caused, Attempted, or Threatened Physical Injury	1
*2	Willfully used force or violence upon another	1
*B	Possess/Sold/Furn. Firearm/Knife/Explosive/Dang. Obj.	0
*F	Caused or attempted damage to school property	0
*G	Stolen/attempted school/private property	0
*I	Committed obscene act/habitual profanity/vulgarity	3
*K	Disrupted school activities/Defiance	1
*R	Bullying inc. cyber toward pupil or school personnel	3
*V	Suspension when all other means fail	0
*X	Committed sexual harassment	0

2.4 Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period as obtained on the CDE data reporting office.

	School			District		
	2017/2018	2018/2019	2019/2020	2017/2018	2018/2019	2019/2020
Suspension	17%	31%	40%	12%	10%	8%
Expulsions	0%	.0%	0%	0%	.01%	0%

2.6 School Improvement Plan

. Staff realizes that academic achievement greatly suffers among students that experience mental health issues. Staff continues to realize the role that positive interactions between adults and students on campus can have on students' success.

Work on implementing Positive Behavior Intervention Supports (PBIS) model school wide for positive interventions that are staff driven. PBIS address positive behavior intervention supports to provide positive learning experiences and expectations to students rather than suspension.

The implementation of PBIS and Restorative Practices at SCHOOL will be a focus and strategic process. We plan to continue solidifying our PBIS tiers and Restorative Practices with additional training for all staff.

2.7 Local Law Enforcement Juvenile Crime Data

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

2.8 Property Damage Data

Security cameras have reduced the number of property damage incidents.

2.9 Other: Threat Assessment

ULUSD is committed to ensuring the safety of all staff, students and community members. To help meet this end we use a team of responders which could include administrators, psychologists, counselors, school resource officers, social workers, nurses, teachers and other support personnel.

- In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
- Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and the Code of California.

- Upon a preliminary determination that a **student** poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the superintendent or designee. The superintendent or designee shall immediately attempt to notify the student's parent or legal guardian.
 - Nothing in this policy shall preclude school committee/team personnel from acting immediately to address an imminent threat.
 - Nothing in this policy shall preclude the threat assessment team from notifying the superintendent (or designee) of any individual (other than a student) who poses a threat of violence or physical harm to self or others.
- Upon a preliminary determination (by the threat assessment team) that an individual poses: 1) a threat of violence to self or others or, 2) exhibits significantly disruptive behavior or, 3) need for assistance, members of the threat assessment team may request & obtain criminal history record information and health records.
 - No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
 - The threat assessment team may **not** maintain the criminal history record printed from the system access terminal, nor may they make copies of it.
 - Criminal history information may **not** be placed in a student's educational file.

Reference Appendix for Threat Assessment Form on page ?

Related Links

- [California Healthy Kids Survey Reports](#), California Department of Education.
- [Health Framework for California Public Schools](#) (2019) (PDF; 2MB; 264pp.), California Department of Education.
- [Safe Schools](#), California Department of Education.

3. Strategies and Programs

1. Law enforcement presence – School Resource Office on campus
2. School administration who provide school safety support – Principal
3. Attendance policies - Accurate daily attendance recording and monitoring. Automated calls and emails go home each night. Truancy process in place.
4. Campus supervisors – One campus supervisor/support
5. Communication tools – Radios, cell phones, intercom, email, Remind 101 (staff)
6. Visitor policy - Visitors must check in at the front office

3.1 Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors.

A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

You may contact the local police or sheriff's department, or child protective services. The phone numbers are:

- Child Protective Services (707) 262-0235
- Sheriff's Department (707) 263-2331
- Lakeport Police Department (707) 263-5491
- Clearlake Police Department (707) 994-8251

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

Further details are outlined in the Upper Lake Unified School District Board Policy 5141.4

3.2 Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In order to save lives and protect property, all District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events, which threaten to result in a disaster. Appropriate drills and trainings will occur throughout the school year.

The Superintendent/Principal or designee has developed and maintained a multi-hazard emergency preparedness plan, which details provisions for handling all foreseeable emergencies and disasters. The plan includes working plans and procedures specific to the school and its students, and is reviewed/updated annually. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). The manual is located in the school/district office. A contingency plan for emergencies is contained on a clipboard available to each staff member.

Pupils with disabilities: IDEA requires that planning for the educational success of these students is done on an individual, case-by case basis through the development of an Individual Education Program (IEP). The IEP is written statement developed for each child with a disability that outlines measurable annual goals for each child's academic achievement and functional performance and specifies accommodations and modifications to be provided for the student.

Students with special needs who are self-sufficient under normal circumstances may have to rely on others in an emergency. They may require additional assistance during and after an incident in functional areas, including, but not limited to: communication, transportation, supervision, medical care, and reestablishing independence. While not explicitly stated, a component of the IEP for related services must consider the particular needs of the child to ensure his or her safety during an emergency that includes evacuation from a classroom and building.

3.2.1 Fire Drill/Evacuations

No fire alarm will be ignored. Fire alarms have been used to force an evacuation with the intent of harming the evacuees. While no fire alarm will ever be ignored, when no evidence of a fire is present, implement Secondary Attached Countermeasures. If you know the alarm to be false, you may cancel the evacuation order, however, 9-1-1 MUST be notified.

Fire/Fire Alarm:

- Call 9-1-1 and SRO.
- Notify Incident Management Team and place them on stand-by.
- Team members should forward information immediately regarding unusable/unsafe exits.
- Select rally point and request police presence there.
- Announce the need to evacuate, if necessary, and list areas to avoid.
- Establish Exterior Command Post.
- Ensure Liaison Officer is available to assist emergency response personnel as necessary.
 - Provide keys to the facility
 - Provide floor plans
 - Provide utility shutoff information
 - Student roster
- Notify Public Information Office.
- Arrange for transportation to shelter areas if necessary.
- Prevent people and students from gathering near parked cars and emergency vehicles.
- Make arrangements for family reunification.
- Announce "all clear" when directed by emergency response personnel.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle;
A – Aim at the base of the fire;
S – Squeeze the trigger handle;
S – Sweep from side to side.

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

- Principal will be accountable for teachers and school district staff. Teachers will be accountable for students.
- Notify Superintendent/Assistant Superintendent of incident.

The principal/program administrator shall hold fire drills at least once a month at the elementary level, four times every school/program site year at the intermediate level, and not less than twice every school/program site year at the secondary level. (Education Code 32001)

3.2.2 Lock Down/Active Shooter/Intruder/Attack

When deemed necessary by school administrators or law enforcement officials, the school will be placed in a “lockdown” status. An announcement will be made via our phone intercom system, “Attention students and staff, please go to immediate lockdown status.” While in lockdown, classroom doors are to remain closed and locked and window coverings are to be closed. Take cover inside room by laying flat on the floor, hiding behind desks or any furniture, and staying away from all windows. Students in the room are to remain inside. All staff are to assist students outside enter a secure, indoors area. Teachers must take roll when a lockdown is called and any student not assigned to that class must be added to the roll list. All bells and “Fire Alarms” will be ignored including the end of the day bell. **Do not open the door for any reason or for any person.** Students that are outside when a shooting starts, should **RUN** as fast and as far from the shooter as possible. Everyone is to remain in lockdown status until the site administrator or law enforcement official announces an all clear. Once the immediate danger has passed, and at the direction of law enforcement, the site will be evacuated or regular school activities will resume.

3.2.3 Earthquake

Earthquake emergency procedures shall be established in every school/program site building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school/program site safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school/program site building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff 38
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows
3. Drop procedures shall be practiced at least once each school/program site quarter in elementary school/program sites and at least once each semester in secondary school/program sites.
4. Protective measures to be taken before, during, and following an earthquake
5. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

The Upper Lake Unified School Superintendent or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow the directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school/program site when an earthquake occurs.

Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school/program site buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.

4. After the earthquake, the principal/program administrator or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal/program administrator or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school/program site grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school/program site bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the County Superintendent or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the principal/program administrator or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal/program administrator or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The principal/program administrator or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school/program site.
7. The principal/program administrator or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

The Lake County Superintendent of Schools or designee shall periodically evaluate the adequacy and design of existing County Office facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

3.2.4 Emergency Facility Use

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 they deem necessary to meet the community's needs. (Education Code 32282)

3.2.5 Active Shooter

The Upper Lake Unified School District will cooperate with law enforcement in any crisis. The following guidance is provided by the Lake County Sheriff's Office in the event of an active shooter on school grounds:

RUN: When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

HIDE: If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

(YOUR HIDING PLACE SHOULD):

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Do not trap or restrict your options for movement

FIGHT: As a last resort, and only if your life is in danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvised weapons
- Commit to your actions

911: When Law Enforcement Arrives:

Remain calm and follow instructions;

- Don't make any sudden movements/avoid pointing or yelling;
- Keep your hands visible at all times with your hands in the hand up signal position;
- Know that help for the injured is on its way;
- Leave backpacks, purses, and other items behind.

3.2.6 Drill Schedule

Per Board Policy 6114.1 *The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).*

2020- 2021 Fire Drill Schedule

Month	Date	Time
August	27	9 am - 12:45 pm
January	20	9 am - 12:45 pm
April	21	9 am - 12:45 pm

2020 - 2021 Lockdown Drill Schedule

Month	Date	Time
August	27	9 am - 12:45 pm
January	20	9 am - 12:45 pm
April	21	9 am - 12:45 pm

2020 – 2021 Earthquake Drill Schedule

Per AR 3516.3 Drop, Cover and Hold procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)

Date	Time
November 4, 2020	9 am - 10 am
March 8, 2020	11 am - 12 pm

4. Suspensions and Expulsion

4.1 Suspension

Suspension is a disciplinary action which means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days per offense. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may be suspended or expelled for acts which are enumerated in this policy and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period; 4) During, or while going to or coming from, a school sponsored activity (E.C. 48900p). At the discretion of the school administration, a student may receive "in-house" suspension, serving a term of suspension on campus under the supervision of school staff (E.C.

48911.1). Make-up work may be allowed. It is up to each individual teacher to accept make-up work done during suspension.

A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2 Expulsion

Expulsion means the removal of a student from enrollment in school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes a continuing danger to other students. As defined in E.C. 48915 (c), 1) possessing, selling, or otherwise furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit a sexual assault or committing sexual battery; 5) or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Suspension/Expulsion Offenses

Education Code 48900

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence on another person, except in self-defense.
3. Possessed, sold, or furnished a firearm, knife, explosive or other dangerous object without written permission to possess the item from a certificated employee, concurred in by the principal or his/her designee.
4. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance listed in Ch.2 of Div.10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch2. Of Div. 10 of the Health and Safety Code, an alcoholic beverage, or 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. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. 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.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. 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.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.

14. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both,
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
17. Engaged in an act of bullying, including but not limited to, bullying my means of an electronic act directed toward a student or school personnel.

Education Code 48900.2, .3, .4 and .7

- .2 Engaged in sexual harassment as defined in Section 212.5
- .3 Attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision (e) of Section 233
- .4 Engaged in harassment, threats or intimidation against school district personnel or pupils.
- .7 Made terrorist threats against school officials or school property, or both.

Education Code 48915

1. Caused serious physical injury to another person except in self-defense.
2. Possession of a knife or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance listed in Ch 2, Div 10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. or 48900(e) Committed or attempted to commit robbery or extortion
5. Assault or battery upon any school employee
6. Possessing, selling or furnishing a firearm.
7. Brandishing a knife at another person
8. Unlawfully selling a controlled substance listed in Ch 2, Div 10 of the Health and Safety Code.
9. or 48900(n) Committing or attempting to commit sexual assault or sexual battery.
10. Possession of explosive

Any of the above may be referred to a law enforcement agency.

5. Procedures to Notify Teachers of Dangerous Pupils

Each September and as needed throughout the year upon review of new student's records, teachers will be provided a list of enrolled students who have one or more suspensions of a serious or violent nature. The list will include data from the previous two school years. The following procedure will be used in notifying teachers of the suspension history:

1. Suspension lists are provided to each teacher using a routing sheet. All teachers initial the routing slip indicating their review of the data.
2. Teachers are advised about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned and filed in the school office.

To notify teachers of suspension as they occur during the school year, the following process is used:

1. Teachers and counselors will be provided a written notice of suspension of one of their students.
2. When students are administratively transferred from one school to another for disciplinary reasons, teachers to who the student is assigned at the new school are notified by the school administration and provided with written information about the reasons for the student's transfer.

6. Annual Notice of Uniform Complaint Procedures (Non-Discrimination)

Harassment Policy:

The district is committed to providing an educational environment free of unlawful harassment. The district maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other bases protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature or seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Bullying and Cyber-Bullying Policy:

"Harassment, Intimidation, Bullying or Hate behaviors" means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Physically harms a student or damaging the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school."

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment.

This policy also includes Cyber-Bullying.

California Ed Code 48900r states "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel." Violation of Ed Code 48900r is a Suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Clover Valley High School recommends that

parents be active in their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code. THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

Informal Process:

Complaints must be investigated by school personnel. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome or disruptive either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator while reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent or guardian.

Formal Complaint Process:

Anyone may initiate a formal complaint process of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint.

1. All formal complaints will be documented.
2. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
3. When the investigation is completed a full written report of the complaint and the result of the investigation shall be compiled.
4. At that point a response shall be made to the complainant stating:
 1. That the school intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. The school has not found adequate evidence to conclude that bullying, harassment or intimidation occurred.
5. If the student(s) remain aggrieved by the school's response, the student(s) may pursue the complaint through the superintendent's office.

You may wish to consider using local community resources, including community agencies, public advocacy groups, local mediation centers, and non-profit legal agencies. Lake County Dispute Resolution Services can be reached via telephone at 707-263-6800.

You may wish to contact the State Department of Education for assistance:

Instruction, Learning, and Standards Support Division...

Tom Adams, Deputy Superintendent.

916-319-0900

7. Dress Code

In order to maintain a positive educational environment, the following student guidelines are established:

DRESS CODE:

1. The Five Bs: No breasts, buttocks, bras, bellies, or boxers showing. Students will be asked to report to the front office for loaner clothing and/or to call home for a change of clothing.
2. Shoes, sandals, or flip flops must be worn at all times.
3. Clothing/backpacks that advertise or promote tobacco products, alcohol, drugs, gangs, sex, racism, or violence is unacceptable for school. Attire and/or paraphernalia deemed gang related by the staff may not be worn. Distracting or dangerous accessories are not permitted.

Whenever a school administrator, teacher or staff member considers a student's appearance to be inappropriate, immodest, unsafe or distracting to the education decorum, the student will be sent to the Principal's office, and he/she will be required to change attire. Students will not be allowed to go back to class until the problem has been resolved.

The safety of a student will not be jeopardized by his or her attire or grooming. The Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy.

8. Procedures for Safe Ingress and Egress

VISITOR POLICY: Visitors **MUST check in at the front office to be screened. There will be limited visitors on campus.** Parents are encouraged to visit our school. If you would like to visit/observe a classroom, ULUSD AR 5020 School Board Policy (Education Code 49091.10) requires a written request 24 hours in advance. Please contact the principal regarding arrangements. Visits by children who are friends or relatives of students are not permitted. All visitors to schools must report to the office prior to entering classrooms or school grounds and must sign out when leaving the campus. Visitors must sign in and receive a Visitor or Volunteer Name Tag. These tags should be worn at all times while on school grounds. These tags help us monitor the helpers we have on campus and ensure the safety of our students from unwanted trespassers.

9. Safe and Orderly School

In order to create and maintain a safe and orderly environment, Clover Valley High School annually publishes and distributes to students and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment expectations each year with their students via the Student Handbook.

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues of prevention and intervention.

Administrators, teachers and campus monitors are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

10. Discipline

10.1 School Wide Discipline Policy

Clover Valley High School implemented PBIS (Positive Behavior Intervention Systems) and Restorative Practices and will continue with the program this year. Stop in to our Office for more information.

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By us providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Clover Valley High School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal and parents will handle it.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from loss of recess time to after school detention to suspension or even in extreme cases, a recommendation for expulsion.

Our basic school rules (Core Values) are as follows:

1. Safe.
2. Respectful.
3. Responsible.

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school. Clover Valley High School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals.

Students who do not receive a formal discipline action, referral, or bus citation within 30 days of their last one, may move back up a step. We like to reward positive changes and choices in behavior by recognizing that discipline steps can be climbed upward or downward depending on the student's choice. More on this is discussed in the section on: Positive Reinforcement Activities.

10.2 School Discipline

Below details specific discipline infractions and consequences related to them. Discipline is progressive in nature. For example, consequences for fighting the first time are different than consequences for fighting the

second time, and so on. *The school administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.*

STUDENT CONSEQUENCES: As situations arise that might signal suspension from school, an array of interventions is considered when action is called for in response to student misconduct. School administrators utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues. Students are first supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Disciplinary and restorative interventions may include:

- **Informal Conference** – A school official (teacher, administrator or counselor) may meet with the student for instruction and guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.
- **Loss of Privileges** – If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the expected behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege.
- **Confiscation** - Items inappropriate for school or disruptive to the educational environment will be taken away. These items may be returned after a parent conference. Illegal items will not be returned and may be turned over to a law enforcement officer and appropriate disciplinary action taken.
- **Formal Conference** – A formal conference is held between the student, parent, and one or more school official. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, or letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.
- **Community Service** – A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.
- **Student Study Team** – This is a formal process involving a team of school site personnel, parent/guardian, and students (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.
- **Behavior Contracts** – An effective contract is one which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

- **Behavior Support Plan** – A student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the Student Study Team. Special Education students 39 whose behavior impedes learning may also require a BSP as defined in the Education Code (EC 56520) through the IEP team.
- **Detention** – Assignment of a student to a supervised detention schedule. Such detention may be imposed for up to one hour after the close of the maximum school day. School personnel shall give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/guardian approval.
- **Alternatives to Suspension** – Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service (among others).
- **Parent Shadow** - The opportunity for a parent to shadow their child in class may be offered. This opportunity is at the discretion of the school, and requires the parent to shadow their student.
- **Suspension from Extracurricular or Co-curricular Activities** – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics, dances) or a co-curricular activity (e.g. field trips) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.
- **Suspension** – A student may be removed from ongoing instruction for adjustment purposes by administrative action. A principal or designee may suspend for up to five days. There are two kinds of suspension: on-campus suspension and home-suspension. Student placed on home-suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during their suspension. On-campus suspension involves the student serving the period of suspension on campus in a separate, supervised setting.
- **Expulsion** – A student may be expelled for violating the California Education Code, as ordered by the Board of Education, and removed from all schools in Upper Lake Unified School District. The expulsion is for a defined period of time and requires an application for readmission. *Summary Steps:* An informal hearing between the principal or designee, the student and any other appropriate persons will be conducted. If, after the hearing, the principal decides that suspension is necessary, it will become effective immediately. The principal will attempt to notify parent(s) or legal guardian(s) by telephone before this action is taken. The principal will provide one copy of the suspension notice to the parent(s) or legal guardian(s) within one business day. State law provides for full due process and rights to appeal suspension or any order of expulsion.

- **School Attendance Review Board (SART)** – SART reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. The SART serves as a site intervention before the student and family are required to attend a hearing with the School Attendance Review Board (SARB).
- **School Attendance Review Board (SARB)** – SARB reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. SARB may direct a student to take part in community service and may also involve the district attorney, county probation department, sheriff's department, and county health and human services in a student's case. This board may transfer the student to another school or to an alternate educational placement.

11 Safety Plan Compliance

California law requires the Comprehensive School Safety Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Clover Valley High School and is readily available for inspection by the public.

11.1 Safety Plan Approval

In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval.

11.2 Safety Plan Dissemination

(1) Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.

(2) The school site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local school employee organization.

(B) A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.

(B) A representative of each teacher organization at the school site.

(C) A representative of the student body government.

(D) All persons who have indicated they want to be notified.

(3) The school site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:

(A) A representative of the local churches.

(B) Local civic leaders.

(C) Local business organizations.

In order to ensure compliance with this article, each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 32281.

Clover Valley High School

COVID - 19

School Site Specific Protection Plan

Specific Control Measures and Screenings

- All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
- Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment.
- Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
- A single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health.
- Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.
- Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#)).
- Staff and students who are sick are expected to stay home.
- Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19. Protocols, actions and template communications are in place for the following COVID-19 related scenarios ([Back to School Protocols](#))
 - o A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above.
 - o A family member or someone in close contact with a student or staff member test positive for COVID-19.

- o A student or staff member tests positive for COVID-19.
- o A student or staff member tests negative for COVID-19 after any of the above scenarios.
- Where practicable, physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
- For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.
- Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
- School staff are permitted to visit and instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.
- Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
- Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
- Congregate movement through hallways will be minimized as much as practicable.
- Large gatherings (i.e., school assemblies) are currently prohibited.
- The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.
- Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.
- Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.
- Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated, boxed, or bagged meals as much as practicable.
- Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
- All staff as well as all students TK-12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.
- Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
- Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials

will be limited and each student will have separate individually labeled boxes or cubbies.

- Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable.
- Use of privacy boards or clear screens will be considered as much as practicable.
- Busses will be disinfected multiple times each day, as feasible. Seating will be limited to two students per seat, with masks and windows open. If a student is not able to wear a mask other means of social distancing will be implemented.
- Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
- A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Types of protective equipment provided to employees at this school/office location include:

Face coverings, face shields, hand sanitizer, disinfectant spray, disinfectant wipes, gloves

Additional control measures you are implementing at this school/office include:

Standard operating procedures for office and classroom protocols to systematize our practice. See attached [“CVHS Covid-19 Standard Operating Procedures”](#)

[Academic Program and Bell Schedule](#) support cohorts and staggered breaks.

Cleaning and Disinfecting Protocols

o Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	o Sanitizing supplies are provided to promote employees’ personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
o All shared equipment and touchable surfaces are cleaned and sanitized between each use.	o Cleaning products are used that meet the Environmental Protection Agency (EPA)’s- approved for use against COVID-19 list.
o All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	o School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
o Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.	o Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
o Hand sanitizer will be provided where indoor plumbing is not readily available.	o Staff is provided adequate time to implement cleaning practices before and after shifts.

Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any that are missing to “Other”

Classrooms:	Offices:
At the end of each class period	Daily
Restrooms:	Telephones:
At the end of break, at the end of lunch, after school	Daily
Handrails / door handles / shelving:	Handwashing facilities:
Daily	Daily
Copy Machines / Scanners / Faxes:	Common Areas:
Daily	Daily
Playground Structures:	Outdoor Common Areas:
N/A	N/A
Indoor Common Areas:	Other:
Daily	
Other:	Other:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting.

Students will be properly trained on proper classroom cleaning procedures and will be expected to participate in a 10 minute clean up and sanitization at the end of every class period with their instructor. Restrooms will be closed for 30 minutes at the end of 1st period, at the end of lunch, and after school for maintenance staff to clean and disinfect. Custodial staff will disinfect all teaching surfaces in classroom's after students leave as their nightly cleaning routine.

Additional measures that have been taken at this school or office site:

See attached [“CVHS Covid-19 Standard Operating Procedures”](#)

Physical Distancing Guidelines

o Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	o Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance.
o Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible and distancing may be permissible down to four feet within a classroom or instructional area where requirements herein are in practice.	o All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.
o Meals will be served in individually plated or bagged meals as much as practicable.	o The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

Notification of COVID-19 Positive Case at School or Office Site:

o County of Lake Public Health is notified of all positive COVID-19 cases.	o Employers and employees are aware that they can call Lake Public Health if a suspected exposure has occurred at (707) 263-1090.
o If a student or staff member is diagnosed with COVID-19, Lake County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.	o Protocols, actions and template communications are in place for COVID-19 related scenarios (Back to School Protocols)

Training

Staff have been trained on the following topics:

o Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	o Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
o Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	o The importance of physical distancing, both at work and off work time (see Physical Distancing section above).

o The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	o Proper use of face coverings
o The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).	o The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
Face coverings to be washed after each shift.	o Avoid touching eyes, nose, and mouth.

Other school or office site training measures being taken:

Staff will be provided a training on how to properly implement the CVHS [Covid-19 Standard Operating Procedures](#)

Compliance and Documentation

Other school or office site training measures being taken:

Staff will be provided a training on how to properly implement the CVHS [Covid-19 Standard Operating Procedures](#)

This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.

All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities.

Resource Documents:

- [Lake County Public Health and Human Services: Coronavirus Hub](#)
- [Lake County Office of Education: Reopening Schools](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)