

New Jerusalem ESD
Combined Site
Safety Plan

2025-2026



31400 S. Koster Rd.

Tracy, CA 95304

SB 187 Comprehensive School Safety Plan

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Assurance Page

School Year: 2024-2025

New Jerusalem ESD

This page certifies that the New Jerusalem School Safety Planning Committee has developed/revised this Combined Site Comprehensive School Safety Plan.

Member	Signature
Superintendent: Kellyann Reis	
Director of School Safety: Michelle Breitmaier	
Delta Charter High School Principal: Cristy Rickets	
Delta Charter Elementary Principal: Nalleli Esquiviz	
Delta Charter Online and Delta Keys Principal: Damon Auchard	
Delta Charter Home Principal: Amanda Santini	
New Jerusalem Elementary School Principal: Amy Soriano	
Director of Educational Services: Don Patzer	
Director of Online Schools: Caiti Gale	
Director of Maintenance and Operations: Brian Holloway	
Security: Fred West	
Certificated Teacher: Mike Fischer	
Parent/Classified Staff: Nicole Hamilton	
Classified Staff: Tammy Zacher	
Director of IT: Matt Irick	

Maintenance of a Safe and Orderly Environment

Activity	Responsible Person	Date Completed
AED Check	Lori Smith	
Fire Extinguisher Check	Brian Holloway	
Fire Alarm Systems	Brian Holloway	
Cameras	Matt Irick	
Facilities/Grounds Hazard Assessment	Brian Holloway	
Evacuation Routes Hazard Assessment	Brian Holloway	
Update School Evacuation Maps	Michelle Breitmaier	
Survey of Neighborhood Resources	Caiti Gale	
Update Safety Plan	Michelle Breitmaier	
Staff Safety Training	Michelle Breitmaier	
Update Bus Routes to Identify Hazards	Signe McIntire	

Emergency Drill Schedule

*Will be updated when 25-26 school calendar is released

Type of Drill	Date
Fire	August
Fire	September
Fire	October
Fire	November
Fire	December
Fire	January
Fire	February
Fire	March
Fire	April
Fire	May
Hold, Secure, Lockdown	August
Hold, Secure, Lockdown	January
Evacuation	October
Earthquake	October (California Great Shake-Out Day)
Earthquake	August
Earthquake	February
Earthquake	April

Survey of Neighborhood Resources

Tracy Fire Station 93

1551 W. Durham Ferry Road
Tracy, CA 95304

Jimmy's One Stop

30836 Airport Way
Tracy, CA 95304

San Joaquin River Club

30000 Kasson Road
Tracy, CA 95304

Parent Notification

Dear Parents,

In order to provide a safe, secure, and healthy environment for your child, New Jerusalem Schools and Delta Charter Schools update their Comprehensive School Safety Plan each year. In addition to updating our written plan (which includes procedures for fire drills, earthquake drills, lockdown drills, etc.), New Jerusalem School District is trained on the Emergency Response Actions and the Standard Response Protocol as outlined in this plan.

In the event of an emergency that requires an evacuation, New Jerusalem School District Crisis Response team would operate the evacuation site to ensure a safe and orderly pick-up/release of students. **When picking up a student, parents/guardians must be sure to bring a photo I.D. such as a driver's license.** Without verification, staff will not release any student. In addition, no child will be released to anyone other than the persons designated on the emergency release instruction form returned by families at the beginning of the school year.

New Jerusalem Elementary/Delta Charter High School/Delta Charter Online/ Delta Keys/Delta Home onsite Evacuation/Reunification area:

Delta Charter Elementary Field
31199 S. Koster Rd
Tracy, CA 95304

Delta Charter Elementary onsite Evacuation/Reunification area:

Teranish Event Center (TEC)
31400 S. Koster Rd
Tracy, CA 95304

The New Jerusalem School District and Delta Charter School's offsite evacuation site is:

San Joaquin River Club
30,000 Kasson Road
Tracy, CA 95304

In the case of an emergency in which the New Jerusalem/Delta Charter School campus was deemed unusable, students would be moved to the offsite evacuation site in as safe and timely a manner as possible.

If the school is involved in a Lockdown, the Reunification site will be announced to parents/guardians. Parents/guardians should wait for information before arriving to the evacuation site. School and District personnel will be on site at the evacuation center to provide

parents with information about the status and safety of their students. Parents **MUST NOT** go directly to the school in the event of a Lockdown or Evacuation. Information will be sent to parents via phone and email using the information provided by families.

If you have further questions about New Jerusalem School's safety plan, please call the office at 209-830-6363.

Sincerely,

Kellyann Reis, Superintendent



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

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

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Notificación de Padres

Estimados padres,

Para brindar un ambiente seguro y saludable para su hijo, las escuelas Nueva Jerusalén Delta Charter actualiza su Plan de seguridad escolar cada año. Además de actualizar nuestro plan escrito (que incluye procedimientos para simulacros de incendio, terremoto, encierro, etc.), el personal del Distrito Escolar Nueva Jerusalén se asegura de que cada salón de clases esté equipado con un botiquín de primeros auxilios, agua y un refrigerio nutritivo para cada uno de sus alumnos.

El equipo de Respuesta a Crisis del Distrito Escolar de Nueva Jerusalén opera el sitio de evacuación para garantizar una recogida y salida segura y ordenada de los estudiantes. **Si recogen a un estudiante, los padres/tutores deben asegurarse de traer una identificación con fotografía. como por ejemplo una licencia de conducir.** Sin verificación, el personal no liberará a ningún estudiante. Además, ningún niño/a será entregado a nadie más que a las personas designadas en el formulario de instrucción de salida de emergencia devuelto por las familias al comienzo del año escolar.

Area de evacuación/reunificación en el sitio de New Jerusalem Elementary/Delta Charter High School/Delta Charter Online/ Delta Keys/Delta Home es:

Delta Charter Elementary Field
31199 S. Koster Rd
Tracy, CA 95304

Area de evacuacion/reunificacion en el sitio de Delta Charter Elementary es:

Teranishi Event Center (TEC)
31400 S. Koster Rd
Tracy, CA 95304

El sitio de evacuación externo del Distrito Escolar Nueva Jerusalén y de las Escuelas Delta Charter es:

San Joaquin River Club
30,000 Kasson Road
Tracy, CA 95304

En el caso de una emergencia en la que las escuelas de Nueva Jerusalem/ Delta Charter se considerara inutilizable, los estudiantes serían trasladados al sitio de evacuación de la manera más segura y oportuna posible.

Si la escuela se ve involucrada en una situación de cierre, el sitio de evacuación es el área de reunión designada donde los padres/tutores deben esperar información y la eventual liberación de su estudiante bajo su cuidado. El personal de la escuela y el distrito estará en el centro de evacuación para brindarles a los padres información sobre el estado y la seguridad de sus estudiantes. Los padres NO DEBEN ir directamente a la escuela en caso de cierre o evacuación. La información se enviará a los padres por teléfono y correo electrónico utilizando la información proporcionada por las familias.

Si tiene más preguntas sobre el plan de seguridad de las escuelas Nueva Jerusalen, llame a la oficina al 209-830-6363.

Atentamente,

Kellyann Reis,
Superintendente



INFORMACIÓN PARA PADRES/ MADRES DE FAMILIA Y TUTORES/AS LEGALES

Nuestra escuela ha adoptado el Protocolo de Respuesta Estándar (SRP por su sigla en inglés) desarrollado por "I Love U Guys" Foundation. Los/las estudiantes y el personal serán capacitados, practicarán y harán simulacros sobre el protocolo.

LENGUAJE COMÚN

El Protocolo de Respuesta Estándar (SRP por su sigla en inglés) se basa en un método para todo tipo de riesgos en vez de para situaciones particulares. Al igual que el Sistema de Comando de Incidentes (ICS por su sigla en inglés), el protocolo SRP utiliza un lenguaje común claro al mismo tiempo que posibilita la flexibilidad en el protocolo.

La premisa es simple: durante un suceso se pueden activar cinco acciones específicas. Cuando se comunique, la acción usará un "término específico" que irá seguido de una "orden". Los participantes activos, incluidos estudiantes, empleados, docentes y personal de respuesta inmediata llevan a cabo la acción. El protocolo SRP se basa en las siguientes acciones: Hold (esperen), Secure (protejan), Lockdown (acceso bloqueado), Evacuate (evacuen) y Shelter (busquen resguardo).



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

Se capacita a los/las estudiantes en lo siguiente:

- Permanecer en el área hasta que se indique que la situación se ha resuelto
- Continúen con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Cerrar la puerta y echen la llave
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



SECURE! (Lockout) (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.

Se capacita a los/las estudiantes en lo siguiente:

- Regresar adentro

- Continuar con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Llevar a todas las personas adentro
- Echar llave a las puertas exteriores
- Mantener la alerta sobre lo que ocurre en su entorno
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



LOCKDOWN! (¡CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

Se capacita a los/las estudiantes en lo siguiente:

- Desplazarse a un lugar donde no se les vea
- Guardar silencio
- No abrir la puerta

Se capacita a las personas adultas en lo siguiente:

- Llevar a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
- Echar llave a las puertas interiores
- Apagar las luces
- Desplácese a un lugar donde no se les vea
- No abrir la puerta
- Guardar silencio
- Contar a los estudiantes y a los adultos
- Prepararse para evadirse o defenderse



EVACUATE! (¡EVACUEN!)

(Es posible que se especifique un lugar determinado)

Se capacita a los/las estudiantes en lo siguiente:

- Evacuar a un lugar determinado
- Llevarse sus teléfonos
- Cuando se proporcionarán instrucciones sobre si deben llevarse o dejar sus pertenencias

Se capacita a las personas adultas en lo siguiente:

- Dirigir la evacuación a un lugar determinado
- Contar a los estudiantes y a los adultos
- Reporte lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde



SHELTER! (¡BUSQUEN RESGUARDO!)

Riesgo y estrategia de seguridad.

Los riesgos pueden incluir:

- Tornado

- Materiales peligrosos
- Terremoto
- Tsunami

Las estrategias de seguridad pueden incluir:

- Evacuar a un área resguardada
- Sellar el salón
- Agacharse, cubrirse, agarrarse
- Dirigirse a terreno elevado

Se capacita a los/las estudiantes en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo

Se capacita a las personas adultas en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo
- Contar a los estudiantes y a los adultos
- Reporte de lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

Introduction

This Comprehensive School Safety Plan was created in compliance with Senate Bill 187 and California Education Code 32282. All NJESD staff has been trained on the contents of this entire plan through an in-service training, staff meeting, and staff handbook. The plan has been distributed to all departments and is available to all staff, students, parents, and community members to review by emailing the Director of Safety at mbreitmaier@njes.org.

This plan was created in collaboration with the San Joaquin County Sheriff's department.

District Emergency Contacts

District Superintendent

Kellyann Reis
209-830-6363

Delta Charter High School

Cristy Rickets
209-830-6363

Delta Charter Elementary

Nalleli Esquiviz
209-830-9324

Director of Safety

Michelle Breitmaier
209-830-6363

Delta Charter Online/Delta

Keys
Damon Auchard
209-830-9370

Delta Home

Amanda Santini
209-830-7167

New Jerusalem Elementary

Amy Soriano
209-835-2597

What the Law Requires

School and District Administrators have the responsibility to ensure the safety of their students and staff in the event of an emergency.

The California Education Code (Sections 32280-32289) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

California Education Code, Section 32288

Before adopting the Plan, the School Safety Planning Committee (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 plan. The Committee *shall* invite: 1) the local mayor, 2) a representative of the school employee organization, 3) a representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs, 4) a representative of each teacher organization, 5) a representative of the student body government, 6) and all persons who have indicated they want to be notified. 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: 1) A representative of the local churches, 2) local civic leaders, and 3) 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.

California Education Code, Sections 35295-35297

Schools must have plans for earthquakes and other emergencies. Periodic drills in “drop and cover” procedures, evacuation procedures, and other emergency responses must be included in the Plan.

SB 187 – Safe Schools Plan

Individual schools in districts with over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. School districts with a combined total of fewer than 2,500 students may complete a combined site comprehensive school safety plan that encompasses all school sites within the district. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter
(Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

- A. An assessment of the school climate in relation to the current status of crimes committed on campus and at school related functions will be completed. The assessment will be performed by the School Safety Planning Committee of the School Site Council and the School Site Council or equivalent. Safety goals for the upcoming school year will be formulated based on the findings of this assessment.

- B. The annual review and evaluation of the School Comprehensive Safety Plan is certified by the members of the School Safety Planning Committee, the School Site Council President, and the School Principal. It will then be presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:
 1. Child Abuse reporting procedures
 2. Policies pursuant to Education Code 48915 and other school designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
 3. Procedures to notify teachers and counselors of dangerous students
 4. Sexual Harassment Policy
 5. Safe ingress and egress to and from school
 6. Rules and procedures on school
 7. Dress Code
 8. Routine and emergency disaster procedures
 - i. including natural disasters, human created disasters or power outages

General Staff Responsibilities

Government Code Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by their superiors or by law.

In the event that a disaster strikes during normal working hours, all employees are to:

1. Carry out designated responsibilities to ensure student safety and welfare
2. Check the safety of their immediate families and advise their family that they are expected to remain at their work place until the emergency conditions are lifted

If disaster occurs during off-duty hours, employees are to:

1. Check on the safety of their immediate family
2. Report to their assigned site
3. Report to the nearest accessible district site in the event that their regularly assigned site is inaccessible

Safe Schools Planning Committee

The School Site Council is responsible for developing the School Site Safety Plan or for delegating the responsibility to a School Safety Planning Committee. Ed. Code 35294.1

The School Site Safety Committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired.

(Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1), and other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Members should have an interest in school safety and demonstrate the need to always improve school safety and training. The team that will perform the following:

1. Implement a Safe Schools Plan if designated School Site Council
2. Walk the campus on a regular basis and look at changes or breaches in security
3. Review your Safe Schools Plan annually, at a minimum
4. Provide training / educate staff on emergency procedures
(minimum – annually)
5. Provide exercises with staff and administration
6. Consider different types of lockdown and shelter in place drills. Perform drills just before school, immediately after the release bell rings, during passing periods, and during lunch
7. Review school signage, check-in procedures, and test employees on counter surveillance
8. Share information and experiences
9. Identify new “risks” of the School District and individual sites
10. Develop customized responses appropriate to sites
11. Develop a consistent response to emergencies that is coordinated with the District Disaster Plan
12. Meet with law enforcement to review Safe Schools Plan
13. Invite law enforcement to drills and trainings
14. Create and update an emergency responder kit, which will include at a minimum: master keys, blue prints, emergency contact numbers, utility shutoff tools

Assessment of the Current Status of School Crime

District Profile

NJESD operates programs at several school sites. As a small school LEA (average daily attendance of 2,500 or below), this Comprehensive School Safety Plan encompasses all sites. Site-specific procedures to implement the components of this plan will be distributed to staff by site administrators. Incidents of crime committed on the campuses are dealt with efficiently. The San Joaquin County Sheriff's Department is contacted and consulted with as necessary.

Delta Charter Elementary and Delta Charter High School

The suspension rate, according to the California School Dashboard, at Delta Charter Elementary and Delta Charter High School was 5.8% for the 2023-2024 school year. This was a 0.4% decline from the 2022-2023 school year. There are zero incidents of reported crime on the campus so far during the 2024-2025 school year.

Delta Charter Online/Delta Keys

The suspension rate, according to the California School Dashboard, at Delta Charter Online and Delta Keys was 0% for the 2023-2024 school year. There are zero incidents of reported crime on the campus so far during the 2024-2025 school year.

Delta Home

The suspension rate, according to the California School Dashboard, at Delta Charter Home was 0% for the 2023-2024 school year. There are zero incidents of reported crime on the campus so far during the 2024-2025 school year.

New Jerusalem Elementary

The suspension rate, according to the California School Dashboard, at New Jerusalem Elementary was 5% for the 2023-2024 school year. This was a 6.5% decline from the 2022-2023 school year. There were zero incidents of reported crime on the campus so far during the 2024-2025 school year.

Child Abuse Reporting

A. Definition of Child Abuse

Suspected child abuse must be reported when a mandated reporter “has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse or neglect” California Penal Code 11166(a).

The law states that “reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse”.

Child abuse is more than bruises or broken bones. While physical abuse often leaves visible scars, not all child abuse is as obvious, but can do just as much harm. It is important that individuals working with and around children be able to know what constitutes child abuse or child neglect and how to identify potential signs.

Child abuse and/or child neglect can be any of the following:

- A physical injury inflicted on a child by another person other than by accidental means
- The sexual abuse, assault, or exploitation of a child
- The negligent treatment or maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare
- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition

B. Mandated Child Abuse Reporting

1. A list of persons whose profession qualifies them as “mandated reporters” of child abuse or neglect can be found in the California Penal Code Section 11165.7. The list includes all school/district employees, administrators and athletic coaches. All persons hired into positions included on the list of mandated reporters are required, upon employment, to be provided with a statement, informing them that they are a mandated reporter and their obligations to report suspected cases of abuse and neglect pursuant to the California Penal Code Section 11166.5.
2. All mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

3. If you believe that a child is being abused or neglected by a caretaker call CPS at 209-468-1333. Once you have made the report, you may also notify you supervisor or call the Sheriff's Office if you feel it is warranted.

When in doubt, all suspected sexual abuse, physical abuse, or neglect should be reported to Child Protection Services or the appropriate police jurisdiction.

C. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

Suspension and Expulsion Policies

Per Education Code 48900 and Board Policy 5144.1, a pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (r), inclusive:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any 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 any controlled substance.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school or private property.
- h) 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. However, this section does not prohibit use or possession by a pupil of his or her prescription medications.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- 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 as to 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 sexual assault.
- o) 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.
- 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, which 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. "Electronic act" means the transmission, 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:
 - a. A message, text, sound, or image
 - b. A post on a social network Internet Web site including, but not limited to:
 1. 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).
 2. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph
 3. 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.
 - c. 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.
 1. 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.

2. "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.

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

- a) While on school grounds.
- b) While going to or coming from school.
- c) During the lunch period, whether on or off the campus.
- d) During, or in route to and from, a school sponsored activity.

Expulsion Policies under Education Code 48915:

The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

- a) Causing serious physical injury to another person, except in self-defense.
- b) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- c) Unlawful possession of any controlled substance, as defined under Ed. Code.
- d) Robbery or extortion.
- e) Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code.

Mandatory Recommendation for Expulsion

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:

- a) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has 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 an employee of a school district verifies the possession.

- b) Brandishing a knife at another person
- c) Unlawfully selling a controlled substance as defined by Education Code
- d) Committing or attempting to commit a sexual assault as defined in the Education Code

Education Code 48900.2

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

Education Code 48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Education Code 48900.4

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Education Code 48900.7

- a. In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.
- b. For the purposes of this section, “terrorist threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person

reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

School Discipline

NJESD is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. NJESD believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate interventions and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

School administrators may develop disciplinary rules to meet the school's particular needs consistent with law, Board Policy, and Administrative Regulations. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law. A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers.

A. Statement of Rules and Procedures on School Discipline Education Code 44807:

“Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.”

B. Notification to Students and Parents Education Code 35291:

1. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter.
2. The discipline policy shall be reviewed annually with input from the discipline team, site administrators, campus security, staff, students, and parents.

Staff Notification of Dangerous Students

EC 49079 requires teacher notification of students committing or reasonably suspected of committing a “dangerous act” within the last 3 years (EC 48900 except tobacco and nicotine). A student who has, or is reasonably suspected of having violated Section 48900 [except (h)], 48900.2, 48900.3, and 48900.4 falls into this category. The information has to be shared in a confidential manner with teachers as appropriate.

1. Suspensions are entered in Aeries (Student Information System). Teachers have access to student discipline in Aeries.
2. Each subsequent suspension will be recorded in Aeries.
3. Site administrators will contact a suspended student’s teachers as soon as practical after the offense.
4. Staff will be notified on a yearly basis of students who had extreme behavior incidents the previous year through an email from the administration, prior to the start of the school year.

Discrimination and Harassment Policy

In compliance with State and Federal law and Board Policy 5145.3, NJESD prohibits any form of discrimination and harassment.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus and outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

NJESD strives to provide a welcoming, safe, and supportive environment that allows all students and staff equal access to opportunities in the district's academic, extracurricular, and other educational programs, services, and activities. All discriminatory harassment, intimidation, and bullying of any student or staff member by anyone based on the person's actual or perceived race, color, ancestry, nationality, national origin, immigration status ethnic group identification, ethnicity, age, religion, pregnancy, childbirth, termination of pregnancy, lactation status, family status, physical or mental disability, medical condition, sex, sex stereotype, sex characteristics, sexual orientation, gender, gender identity, gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics is prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also can occur when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, creates an intimidating, threatening, hostile, or offensive educational environment.

If you feel that you have been discriminated against or have been harassed during an educational program, contact the Compliance Officer, Michelle Breitmaier at mbreitmaier@njes.org.

Sexual Harassment Policy

New Jerusalem adheres to all federal, state, and local civil rights laws prohibiting sex discrimination and sex-based harassment in employment and education. New Jerusalem does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As an organization that receives federal financial assistance for education activities, New Jerusalem is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by New Jerusalem Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

New Jerusalem also prohibits retaliation against any person opposing sex discrimination or sex-based harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any New Jerusalem employee or student who acts to deny, deprive, or limit the educational, employment, or social access, opportunities, and/or benefits of any member of the New Jerusalem community on the basis of sex is in violation of the Policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Coordinator.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit NJESD.net or contact the Title IX Coordinator.

Title IX Coordinator:

Michelle Breitmaier
Director of Compliance
31400 S. Koster Rd
Tracy, CA 95304
209-830-6363 ext. 2283
mbreitmaier@njes.org

Title IX Deputy Coordinator:

Amanda Santini
Principal
31400 S. Koster Rd
209-830-6363 ext. 2280
asantini@njes.org

Anti-Bullying Policy

NJESD recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall through physical, written, verbal, visual, or other means harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participation in the complaint resolution process.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's Uniform Complaint Procedures, which can be found on the District's website.

Dress Code Policy

New Jerusalem Elementary School District believes that appropriate dress and grooming contribute to a positive school environment. The dress code has been established following the basic principle that certain body parts must be covered at all times for a safe and effective learning environment.

Students MUST wear:

1. A shirt (with fabric in the front, back, and on the sides under the arms)
2. Bottom coverings (pants, sweatpants, shorts, skirts, dresses, leggings)
3. Shoes (activity-specific shoe requirements are permitted, such as wearing athletic shoes during P.E.)

Students MAY wear:

1. Hats, including religious headwear (non-religious headwear must be removed in the classroom)
2. Sweatshirts or hoodies (hoods must be removed in the classroom)
3. Fitted pants, including yoga pants and skinny jeans
4. Ripped jeans (as long as the student's undergarments or bottom is not exposed)
5. Tank tops with two fingers width straps
6. Athletic attire

Students MAY NOT wear:

1. Clothing, headwear, jewelry, or other accessories that show violent language or images, including weapons or unauthorized group affiliation
 2. Accessories than can be considered dangerous or could be used as a weapon
 3. Images or language that creates a hostile or intimidating environment, this includes drugs and alcohol
 4. No bare abdomens or clothing that reveals undergarments
 5. No pajama bottoms
 6. Any item that obscures the face or ears (except as a religious observance or medical reasons)
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Suicide Prevention Policy

NJESD recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and assistance. In an effort to reduce suicidal behavior and its impact on students and families, NJESD has developed measures and strategies for suicide prevention, intervention, and postvention. Such measures and strategies include:

1. Staff development on suicide awareness and prevention for employees
 2. Instruction to students in problem solving skills to promote students' mental, emotional health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
 3. Methods for promoting a positive school climate that enhances students; feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
 4. The provision of information to parents regarding risk factors and warning signs of suicide, the verity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for suicidal youth, and/or school and community resources that can help youth in crisis
 5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
 6. Crisis intervention procedures for addressing suicide threats or attempts
 7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
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Procedures for Safe Ingress and Egress

NJESD school sites facilitate for the safe ingress and egress for students, staff, and visitors during daily operations and also during emergency situations or extreme weather. Each site has current procedures and protocols for the safe ingress and egress for their specific sites. Safety while entering and leaving a New Jerusalem Elementary School District campus is a high priority.

Delta Charter High School

Students who drive to school and park in the student parking section are crossed by a school employee in a crosswalk. The main parking lot has a one-way flow of traffic to prevent congestion and confusion. The campus is gated in and visitors must enter through the office and receive a visitor pass.

Delta Charter Online/Keys

Parking in front of the campus is limited to families dropping off or picking up students. All other parking is done across the street and crossers use a crosswalk at a four-way stop sign. The campus is gated in and all visitors must check in at the office and receive a visitor pass.

Delta Charter Elementary

Parking is located in a large gated parking lot. The parking lot has a one-way flow of traffic to prevent congestion and confusion. There are prominent arrows painted on the ground to guide traffic, as well as signs that direct the traffic flow. Students entering the campus from the parking lot use a crosswalk with a crossing guard. No parking is permitted in the Student Drop-off Zone. Bus loading area is barricaded to prevent students from stepping or falling into the road. Paraprofessionals and/or teachers escort students to and from the bus loading zone daily. Speedbumps have been recently installed in the Student Drop-off Zone to prevent cars from speeding through.

Delta Home

Parking in front of the campus is limited to families dropping off or picking up students. All other parking is done across the street and crossers use a crosswalk at a four-way stop sign. The campus is gated in and all visitors must check in at the office and receive a visitor pass.

New Jerusalem Elementary

Parking in front of the campus is limited to families dropping off or picking up students. The parking area and Student Drop-off Zone has a one-way flow of traffic to prevent congestion and confusion. All other parking is done across the street and crossers use a crosswalk at a four-way stop sign. The campus is gated in and all visitors must check in at the office and receive a visitor pass.

Emergency Response

Actions

Disaster Procedures

NJESD recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. Below are steps that district staff should take in the event of an emergency, disaster, or threat of disaster. The steps should not be considered conclusive and administrator's knowledge/experience should dictate how the emergency is handled.

Active Shooter

If there is a threat of violence to campus or gunfire is heard in the area, implement Lockdown procedures at all campuses. An active shooter on campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with a firearm.

1. Upon first indication of an active shooter, personnel should immediately notify the principal, who becomes the incident commander.
2. The incident commander will initiate a Lockdown and call 911. The incident commander will provide emergency dispatch with the exact location and nature of the incident. If the incident commander is unable to remain on the phone with dispatch, they shall designate another person to remain on the phone.
3. The incident commander activates the Incident Command Team ([See Incident Command System](#)).

Intruder

An intruder on school grounds is defined as an unknown, unauthorized, and/or unwanted subject on school grounds that may or may not pose a threat to the school.

If the person does not appear to be a threat and you feel comfortable approaching the person, you should consider the following:

1. Take another staff member with you prior to contacting the intruder
 2. Advise someone in the office that you are going to contact the intruder
 3. Have a form of communication such as a 2-way radio available
 4. Have intruder kept under constant surveillance
 5. Approach and greet the intruder in a polite and non-threatening manner
 6. Identify yourself as a school official
 7. Ask the intruder for identification
 8. Ask the intruder the purpose of their presence on campus
 9. Direct them to the office for assistance
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Bomb Threat

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about locating the location and timing of the bomb and the person responsible. To the extent possible, the staff member should also take note of the caller's gender, age, and distinctive features of voice or speech, and any background noises such as music, traffic, machinery, voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives the threat should handle the letter note or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

The following procedures shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to their principal and/or the Superintendent. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found
2. Any student or employee who sees a suspicious package shall promptly notify their principal
3. The principal should immediately initiate site evacuation procedures as specified in the emergency plans
4. No person shall reenter the buildings until after the buildings have been deemed safe by law enforcement

Earthquake

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 after earthquake is over or until further instructions are given
2. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall
3. After the earthquake, the principal shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff
4. When directed by the principal to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervisions and shall evacuate the building in an orderly manner.

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

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1. Staff shall extinguish small fires if safe
 2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal
 3. Staff and students shall refrain from lighting any stoves, burners, or operating any electrical switches until they area is declared safe
 4. All buildings shall be inspected for water and gas leaks, electrical breakage and large cracks or earth slippage affecting buildings
 5. The principal shall post staff at safe distance from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe
 6. The principal shall request assistance as needed from the county, fire, and police departments
 7. The principal shall contact the Superintendent and request further instructions after assessing the earthquake damage
 8. The superintendent (or designee) shall provide updates to parents regarding the incident, any safety issues, and follow-up directions

Fire on School Grounds

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal (or designee) shall sound fire signals
2. The principal shall call 911
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
4. Staff shall give students clear directions and supervision and help maintain a calm and orderly response
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
6. In outside assembly areas, the principal shall account for their staff, report missing staff, and provide assistance to any injured staff
7. If the fire is extensive, students shall be taken to an alternate location and shall follow the site evacuation procedures

Fire in Surrounding Area

In the event of a fire in the surrounding area, the following procedures should be implemented:

1. The principal shall initiate the appropriate immediate response which may include: Hold, Secure, Lockdown, Evacuate, Shelter
 2. The principal shall call 911
-

3. The principal shall work with the fire department to determine if the school grounds are threatened by the fire, smoke, hazardous atmosphere, or other condition
4. If evacuation is necessary, students and staff shall be taken to an alternate location and shall follow the site evacuation procedures

Sudden Cardiac Arrest

Signs of Sudden Cardiac Arrest or a heart attack, can include one or more of the following:

1. Not moving, unresponsive, or unconscious
2. Not breathing normally (i.e., may have irregular breathing, grasping or gurgling, or not breathing at all)
3. Seizure or convulsion like activity

Automated External Defibrillators (AEDs)- placement

1. AED locations
 - a. Delta Charter Elementary- Administrator's office
 - b. New Jerusalem Elementary- Front office
 - c. Delta Charter High School- Front office
 - d. Eckenburg Cafeteria- Main door
 - e. Teranishi -Main lobby
2. All AEDs are stored in an unlocked area that is easily and quickly accessible at all times.

AED Maintenance

- a. All AEDs are maintained by the District Nurse in accordance with the AED's operation manual
- b. A log of maintenance is available by request

Cardiopulmonary Resuscitation (CPR) and AED training

1. All teachers, district administrators, school nurses, and coaches are CPR and AED trained. Training is provided by a District employee that is nationally certified by the American Red Cross and/or the American Heart Association.
2. Training may occur in a traditional classroom, on-line, or blended instruction.

Opioid & Fentanyl Overdose

Opioid and Fentanyl overdose procedures involve protection, mitigation, response, and recovery. NJESD provides students with education and counseling to mitigate the risk factors associated with an Opioid or Fentanyl overdose.

In response to a potential overdose, staff are aware that the District Nurse maintains Narcan/Naloxone supplies. Staff should notify the District Nurse and initiate a 911 call for emergency services.

Bioterrorism/hazardous Materials

A biological or Chemical Release involves the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Common releases within or adjacent to schools include the discharge of chemicals in a school laboratory, an overturned truck or train of hazardous materials in close proximity of the school, or an explosion nearby at a chemical plant. In the event of a hazardous release the following actions will be taken:

1. The principal shall activate the ICS Team and will initiate the site evacuation procedures
2. The principal shall call 911 and notify the superintendent
3. Principal shall begin evacuating the campus in accordance with evacuation procedures
4. No person shall reenter the buildings or campus until it has been cleared by police

Flood

In the event of a flood that is expected to affect the school site, the following procedures should be implemented:

1. The principal shall activate the ICS Team
2. The principal shall follow the site evacuation procedures

Power Failure

1. Upon notice of loss of utilities, the principal will initiate the appropriate immediate response actions, which may include: Hold, Secure, Lockdown, Evacuate, Shelter
2. The Facilities Department will work with the utility company to determine the potential length of time services will be interrupted
3. The principal shall notify the superintendent of the power loss and estimated length of interruption
4. If the principal deems necessary, they will begin evacuation in accordance with the site evacuation procedures
5. If the power outage is estimated to last longer than 1 (one) hour, principal shall begin reunification process

Explosions

1. Upon explosion and depending on the proximity of the explosion and the affected area, all persons should, Duck, Cover, Hold, and Evacuate the building
 2. The principal shall consider the possibility of another imminent explosion and take appropriate action
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3. After the explosion, the principal shall initiate another response action, which may include: Hold, Secure, Lockdown, Evacuate, or Shelter

Adaptations for Pupils with Disabilities

Evacuation routes have been designed to create fluidity and accessibility for all. Additionally, students with severe disabilities will be supported by their adult aides and teachers. All evacuation sites are accessible in accordance with ADA guidelines. NJESD will provide necessary accommodations to address individual needs of students with disabilities during evacuations including, but not limited to, quiet zones, availability of school counselors, transportation accommodations, and adult support.

Standard Response **Protocol**

Hold

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

During a Hold, there may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe. Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced.

Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room. Students and staff outside of the building should remain outside unless the administration directs otherwise.

It is suggested that, prior to closing the classroom door, teachers should sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.

Communication to families during a Hold is optional. If the situation is not related to an emergency that will affect student safety, communication is not necessary.

Public Address:

“Hold in your room or area. Clear the halls and outdoor areas.”

“Hold in your room or area. Clear the halls and outdoor areas.”

Public Release:

“Students and Staff, the hold has been released.”

“Students and Staff, the hold has been released.”

Email to Families (optional):

Dear Parent or Guardian,

[School Name] has been placed in a Hold due to [state the reason for the hold].

As a precaution, students and staff are asked to remain in their classrooms in order to keep the hallways empty. Classroom learning will continue throughout the Hold, but students will not be able to change classes.

The safety and well-being of your child is our top priority. We will continue to monitor the situation and update you further as soon as we have more information.

Text Message to Families (optional):

[School Name] has been placed in Hold as a precaution. Please check your email for more information.

Phone Call to Families (optional):

Parents, [School Name] has been placed in a Hold due to [state the reason for the Hold]. As a precaution, we have placed the school in a Hold to keep the halls and outside area empty. We will continue to monitor the situation and update you further as soon as we have more information.

Secure

The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

The Secure action demands bringing people into a secure building and locking all outside access points. Where possible, classroom activities will continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.

There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

Public Address:

“Secure! Get inside, Lock outside doors.”

“Secure! Get inside, Lock outside doors.”

Public Release:

“The Secure is released. All clear.”

“The Secure is released. All clear.”

Email to Families:

Dear Parent or Guardian,

[School Name] has been notified of [state the activity occurring outside of the campus]. As a precaution, we have placed the school in Secure. During Secure, all doors are locked and no one can leave or enter the campus. As the situation progresses, we may move into a controlled release. Classroom learning will continue throughout the Secure, but students will not be able to change classes.

The safety and well-being of your child is our top priority. We will continue to monitor the situation and update you further as soon as we have more information.

Text Message to Families:

[School Name] has been placed in Secure as a precaution. Please check your email for more information.

Phone Call to Families:

Parents, [School Name] has been placed in Secure due to [state the reason for the Secure]. As a precaution, we have placed the school in Secure to keep the students in a locked classroom. We will continue to monitor the situation and update you further as soon as we have more information.

Lockdown

A Lockdown is called when there is a threat or hazard inside the school campus. Lockdown uses classroom and school security actions to protect students and staff from the threat.

The Lockdown action advises making rooms look unoccupied by locking individual classroom doors, offices, and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights, and having occupants maintain silence.

If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

Public Address:

“Lockdown! Locks, Lights, Out of Sight!”

“Lockdown! Locks, Lights, Out of Sight!”

Non-Public Release:

Lockdown is only over when site level administrators, district level administrators, or law enforcement open the door with the key and announce the lockdown has been lifted. Do not respond to all call releases or fire drill alarms.

Email to Families:

Dear Parent or Guardian,

[School Name] is currently in Lockdown due to [state the facts you know about the situation].

The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed.

Text Message to Families:

[School Name] is currently in Lockdown. Check your email or voicemail for more information. Please stay where you are and remain available at this time.

Phone Call to Families:

Parents, [School Name] is currently in Lockdown due to [state the facts you know about the situation]. At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed.

Evacuate

Evacuate is called when there is a need to move people from one location to another for safety reasons.

An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal.

An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat.

Public Address:

“Evacuate to [state location].”

“Evacuate to [state location].”

Public Release:

“Evacuation is over, please return to class”.

“Evacuation is over, please return to class”.

On-Site Evacuation

Email to Families **if Returning to Class:**

Dear Parent or Guardian,

[School Name] was Evacuated at [state evacuation time] due to [state reason for evacuation].

The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

The [state the reason for evacuation] is expected to be resolved with students returning to class. We ask that you do not attempt to pick up your child during the evacuation at this time.

Text Message to Families **if Returning to Class:**

[School Name] has been Evacuated due to [state reason for evacuation]. We ask that you do not attempt to pick up your student at this time. Please check your email and voicemail for details.

Phone Call to Families **if Returning to Class:**

Parents, [School Name] has been Evacuated due to [state reason for evacuation]. Please check your email for details and information.

Early Release Evacuation

Email to Families for Early Dismissal:

Dear Parent or Guardian,

[School Name] was Evacuated at [state evacuation time] due to [state reason for evacuation]. Because of [state reason] there will be an early dismissal. Please pick your child up at [state the time for pickup]. A separate email regarding bus transportation will be sent.

The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

Text Message to Families for Early Dismissal:

[School Name] has been Evacuated due to [state reason for evacuation] and students will be dismissed early at [state the time]. Please check your email and voicemail for details.

Phone Call to Families for Early Dismissal:

Parents, [School Name] has been Evacuated due to [state reason for evacuation] and students will be dismissed at [state time of dismissal]. Please check your email for details and information.

Off-Site Evacuation

Email to Families for Off-Site Evacuation:

[School Name] was Evacuated at [state evacuation time] due to [state reason for evacuation].

The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders. At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed.

You will receive communications as soon as we have additional details and information on when and where to pick your child up. Please bring your ID and your patience when you are picking up your child.

Text Message to Families for Off-Site Evacuation:

[School Name] has been Evacuated due to [state reason for evacuation] which renders the building unsafe at this time. Students can be picked up at [alternate location] after [time]. Please check your email and voicemail for details. Please bring your ID and your patience when you are picking up your child.

Phone Call to Families for Off-Site Evacuation:

Parents, [School Name] was Evacuated at [state evacuation time] due to [state reason for evacuation]. At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed. We will update you with further communications as soon as we have additional details and information on when and where to pick your child up. Please check your email for details and information.

Shelter

Shelter is called when specific protective actions are needed based on a threat or hazard, such as an earthquake.

Public Address:

“Shelter for [state hazard].”

“Shelter for [state hazard].”

Public Release:

“Shelter is released. All clear.”

“Shelter is released. All clear.”

Email to Families:

Dear Parent or Guardian,
[School Name] is currently Sheltering due to [state reason for shelter].

The safety and well-being of your child is our top priority.

We are actively monitoring the situation.

Phone Call to Families:

Parents, [School Name] is currently Sheltering due to [state reason for Shelter]. The safety and well-being of your child is our top priority. Please check your email for more information. We are actively monitoring the situation and will send updates as necessary.

Text Message to Families:

The Shelter at [School Name] has been lifted. All school operations have now returned to normal. Please check your email and voicemail for more information.

Incident Command System

The Incident Command System (ICS) is a response method that determines the role of everyone responding to a crisis and defines a shared vocabulary and shared expectations of behavior.

Position	Name	Title
Incident Commander	Kellyann Reis	Superintendent
Deputy Incident Commander	Don Patzer	Director
Public Information Officer	Tracy Thomsen	Director
Safety Officer	Mike Fisher Lori Smith	Teacher Nurse
Liaison Officer	Michelle Breitmaier	Director

Incident Commander/Deputy Incident Commander

- Directs activities
- Provides information to all emergency teams
- Determines the need for and requests outside support
- Oversees operational activities and safety equipment
- Documents all services and expenses for expenditures
- Problem solves and follows up on teams
- Provide updates to team members
- Expand team and delegate authority as the incident grows

Safety Officer

- Reports to outside support (officers, EMS, fire, etc.)
- Oversees search and rescue
- Provides first aid

Public Information Officer

- Documents the incident and responses
- Generates public statements and updates stakeholders
- Oversees student attendance and release

Liaison Officer

- Receives reports from student supervision teams, attendance/release
- Provides update to Incident Commander

Reunification

Initiating a reunification can be a result of anything abnormal at the school that renders it unsafe to stay in, or something in the area such as a power or phone outage, weather event, hazmat incident, bomb threats, criminal activity in the area, or active violence at the school.

- Establish a parent/guardian check-in location.
- Deliver the students to an assembly area or a transportation area beyond the field of vision of parents/ guardians.
 - When safe to do so, students may be kept in classrooms with teachers.
- Conduct accountability, or attendance, of who is at the assembly area (student and staff).
- Once students are on-site, notify parents/guardians of the location.
- “Greeters” hand parents/guardians a Reunification Card, and help them understand the process.
- The parent/guardian completes the card and brings it to the check-in area. The procedure allows parents/ guardians to self-sort during check-in, streamlining the process.
- Parent/guardian identification is verified. The card is split at the perforation, and the parent/guardian receives the top portion.
- Staff member uses a radio to call for student or sends a “Runner” to locate student.
- The “Runner” recovers the student from the assembly area and delivers them to the parent/guardian.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with less drama and anxiety.
- Medical, notification or investigative contingencies are anticipated.
- Pedestrian “flows” are created so lines don’t cross.

In the end, successful reunification is about managing the student and parent experience.
