Sartorette Elementary School

Comprehensive School Safety Plan
2026-2027

Cambrian School District
Contact Person: Debbie Stein
Position: Principal
Telephone Number: 408-264-1758
Email Address: steind@cambriansd.com

Table of Contents

SECTION

1. **Introduction** **3**
2. **Safety Planning Committee** **5**
3. **Annual Safety Goals** **7**
4. **Child Abuse, Maltreatment, and Neglect** **11**
5. **Emergency and Disaster Procedures and Actions** **15**
   - The Basic Plan: Coordination with Local, State, and Federal Agencies 15
   - Incident Command System Duties for Cambrian (ICS) 19
   - Sartorette School ICS Flow Chart 22
   - Emergency and Disaster Procedures and Actions 23
   - Bomb Threat Checklist 35
   - Routine Emergency Disaster Drills 41
   - Earthquake, Fire and Lockdown Drills 45
   - Lockdown Assessment Sheet 46
6. **Expected Behavior, School Discipline, Suspensions, and Expulsions** **48**
   - Positive Behavior Intervention System (PBIS) 49
   - School Discipline 56
   - Suspension 59
   - Expulsion 61
   - Notification to Teachers of Suspended or Expelled Students 64
   - Dress Code 65
7. **Safe Ingress and Egress** **67**
8. **Equal Opportunity, Hate Crime, and Harassment** **70**
   - Sexual Harassment 71
9. **Protecting Immigrant Population** **75**
10. **Recommendations and Assurances** **76**

Section 1

Introduction

Purpose

The Sartorette Elementary School's Comprehensive Safety Plan will address the safety concerns identified through a systematic planning process and provide guidance and direction to the principal, faculty, and staff, to create a vision for the school where students are safe to learn.

Requirements

All California public schools serving Transitional kindergarten through eighth grade with over 2,500 students must develop a comprehensive school safety plan, per California Education Code sections 32280-32289

The Comprehensive Safety Plan must be reviewed and updated annually by the School Safety Planning Committee or the School Site Council. Before adopting its comprehensive school safety plan, the school site shall hold a public meeting at the school site to allow members of the public the opportunity to express an opinion about the school safety plan prior to March 1. Education Codes 35294.1 & 35294.6

Annually prior to July 1, the school site will report the status of its school safety plan and include a description of the key elements in their School Accountability Report Card (SARC), pursuant to Sections 33126 and 35256.

The plan must be certified by the members of the School Safety Planning Committee, the School Site Council President, and the school principal, prior to being presented to the Board of Trustees for final review and adoption. The School Safety Plan must be approved and adopted before the State and County deadline of October 15.

The following guidelines may be utilized to support the annual review and evaluation of the individual school safety plan to ensure compliance with the requirements of Senate Bill 187 and Cambrian School District Board Policy 3516, Comprehensive School Safety Plan.
The plan shall include: (Education Code 32282)

- Child Abuse reporting procedure
- Routine and emergency disaster procedures including natural disasters, human created disasters or power outages, a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and adaptations for students with disabilities in accordance with the Americans with Disabilities Act

- Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers and counselors of dangerous students
- Discrimination and Sexual Harassment Policy
- Dress Code
- Procedures for safe ingress and egress
- Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
- Hate Crime reporting procedures
- Policies aimed at preventing bullying

Implementation of Plan

The Comprehensive Safety Plan will be distributed to the Cambrian School District Office and will be made available to all staff, students, parents, and the community to review in the school office or on the school website.

Section 2

Safety Planning Committee

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of their school. The site council shall consult with local law enforcement in the writing and development of the plan, as well as other school site councils and safety committees, when practical. (Education Code 32281, 32282) (Cambrian Board Policy 3516)

The school site council may delegate the responsibility for writing and developing a school safety plan to a School Safety Planning Committee. This committee shall be composed of the following members: (Education Code 32281 and 35294.1) (Cambrian Board Policy 3516)

- The principal or designee
- One teacher who is a representative of the Cambrian District Teachers Association (CDTA)
- One parent or guardian whose child attends the school
- One classified employee who is a representative of the California School Employees' Association, Local 641 (CSEA)
- Other members, if desired, including a disability specialist in the school district

School site councils shall work in cooperation with local law enforcement agencies in the prevention of campus crime and violence development. (Education Code 32280)

Before adopting the Comprehensive School Safety Plan, the school site council or school safety planning committee shall hold a public meeting at the school site to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

Notification of Public Meeting

The school site council or safety planning committee shall notify, in writing, the following people and entities of the public meeting: (Education Code 32288) (Cambrian Board Policy 3516)

- The Sartorette Elementary School Community
- Mayor of San Jose
- A representative of the California School Employees' Association, Local 641 (CSEA)
- A representative of the Home and School Club
- A representative of the Cambrian District Teachers Association (CDTA)
- A representative of the student body government
- All persons who have indicated that they want to be notified
- In addition, notices can be sent to local churches, civic leaders, and business

Safety Plan Committee

Name	Position	Signature
Debbie Stein	Principal	Debbie Stein
Lisa Foy	Teacher	
Daisy Gonzalez	Teacher	
Julie Boggini	Classified Employee	Julie A. Boggini
Warren Edward	SSC Committee Member, Parent	
Amritha Luliucci	SSC Committee Member, Parent	
Jessica McGowan	SSC Committee Member, Parent	

Law Enforcement Representative

Name	Position	Signature
Officer Nad Yasin	SJPD School Liaison	Emailed for Review

Other Emergency Response Consultation Organization

Name	Position	Signature
Joe Viramontez	ICS4Schools	

Written Notification of Public Hearing

Name	Title
Matt Mahan	Mayor of San Jose
Rebecca Balaban and Vanessa Ureno	Home and School Club Co-Presidents
Rocio Ruiz	Community/ELAC Liaison
N/A	Student Body President

Section 3

Annual Safety Goals

The school site safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282) (BP 3516)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures to comply with existing laws. (Education Code 32282) (BP 3516)

Data Reviewed
Cambrian School District School maintains records of all suspensions and expulsions in our student information system and SWIS.

School Year	Suspensions	Expulsions	Office Referrals
2017-18	7	0	129
2018-19	12	0	190
2019-20	6	0	126
2020-21	1	0	1
2021-22	13	0	63
2022-2023	8	0	42

2023-2024 as of 12/12/23	1	0	14
2024-2025 as of 1/23/25	6	0	42
2025-2026 as of 12/15/25	7	0	28

Based on the current year data analysis, the School Safety Planning Committee will identify meaningful safety-related goals for the next school year, as well as strategies and/or programs that will be used to meet those goals and to improve the campus climate.

RTI^2 Goal: Increase Goal: (Safety)
Sartorette will increase data based decision making by consistently entering referral data into SWIS and reviewing SWIS data in the monthly PBIS meetings.

Current Practices in place:

Tier 1 (Universal Prevention):

- SWIS data is created by entering office referral forms
- Staff use of office referral form

Tier 2 & 3 (Intervention):

- Consistent teamwork among staff, specialists, and administration

Issues/Concerns regarding current practices:

Tier 1 (Universal Prevention):

- Inconsistent use of the office referral form across staff members
- Data is not consistent due to differing definitions of problem behavior

Tier 2 & 3 (Intervention):

- Inconsistent use of restorative practices implemented by staff and administration

Future changes/implementation in all Tiers

Strategies Tier 1 (Universal Prevention):

- Staff review of Minor v Major Referrals
- Additional staff training on SWIS data entry and it purpose
- Monthly PBIS team meetings scheduled
- Specific person assigned to bring SWIS data to PBIS meetings

Strategies Tier 2 & 3 (Interventions):

- Consistent use of restorative practices implemented by staff and administration

RTI^2 Goal: Decrease Goal: (Physical Aggression)

Due to a lack of consistent processes to track data around physical aggression in past school years, we anticipate a potential increase this year in the number of incidents reported. The goal for 2020-21 will be to establish a consistent reporting and tracking process in order to establish a baseline of data to set and measure future year goals around decreasing physical aggression.

Current Practices in place:

Tier 1 (Universal Prevention):

- Supervision
- Love and Logic implementation

Tier 2 & 3 (Intervention):

- Students who demonstrate behavior issues were assigned an alternative setting
- CICO

Issues/Concerns regarding current practices:

Tier 1 (Universal Prevention):

- Lack of consistency across classrooms and grade levels
- Mixed messages on behavior expectations
- Lack of follow through on PBIS system

Tier 2 & 3 (Intervention):

- Same cohort of students were typical offenders
- No consistent monitoring and exit plan

Future changes/implementation in all Tiers

Strategies Tier 1 (Universal Prevention):

- Refocus on PBIS systems schoolwide
- Retraining of staff on PBIS

- Reviewed and revised the schoolwide behavior expectations
- Implementing second step curriculum
- Continuing project cornerstone - expanding into kindergarten and TK
- Reviewed and revised the yard duty expectations with staff to make sure it is consistent

Strategies Tier 2 & 3 (Interventions):

- Implementing Nugent counseling supports
- Focus on using updated district wide SST process
- Refining CICO monitoring and exit procedure
- Utilizing school psychologist to support more students

Annual Safety Goals Action Plan

TO DO	DUE DATE	COMPLETED
Update The Above School Safety Plan Goals • Positive School Climate -PBIS/RtI^2, Major/Minors, Referral Process (Appendix: Sign-in and agenda) • Safety Goals	December 12, 2025	Dec 2025
Parent/Student Notification • Site Handbook: PBIS/RtI^2, Major/Minors, Referral Process, Suspensions, Expulsions, Zero Tolerance	August 2025 * NEW students shall receive a copy on the first day they attend school	Aug 2025
School Wide Expectations Taught and Retaught	Expectations are taught in August and reviewed after specific breaks	Ongoing

Section 4

Child Abuse, Maltreatment, and Neglect

Definition of a Child

Any person under 18 years of age.

Definition of Child Abuse or Maltreatment

Physical, sexual, or emotional mistreatment or neglect of a child.

Child abuse or child maltreatment is physical, sexual, and/or psychological maltreatment or neglect of a child or children, especially by a parent or a caregiver. Child abuse may include any act or failure to act by a parent or a caregiver that results in actual or potential harm to a child, and can occur in a child's home, or in the organizations, schools or communities the child interacts with.

Child abuse does not include:

- A mutual fight between minors;
- An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment;
- An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
- To stop a disturbance threatening physical injury to people or damage to property;
- For purposes of self-defense;
- To obtain possession of weapons or other dangerous objects within the control of a pupil; or
- To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Mandated Child Abuse Reporters

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 or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made.

All Cambrian School District employees are mandated reporters pursuant to California Penal Code Section 11165.7, 11166.5 and the Child Abuse and Neglect Reporting Act, Penal Code 11164.

The report should be made immediately over the telephone to the child protective agency and followed up with a required written report. Cambrian School Districit employees will not investigate child abuse allegations, nor attempt to contact the person suspected of child abuse or neglect.

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

Child Sexual Abuse

Definition of Child Sexual Abuse

All sexual touching between an adult and a child is sexual abuse. Sexual touching between children can also be sexual abuse when there is a significant age difference (often defined as 3 or more years) between the children or if the children are very different developmentally or size-wise. Sexual abuse does not have to involve penetration, force, pain, or even touching. If an adult engages in any sexual behavior (looking, showing, or touching) with a child to meet the adult's interest or sexual needs, it is sexual abuse. This includes the manufacture, distribution and viewing of child pornography.

Child Sexual Abuse or Activity Reporting

Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, and then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Mandated reports of sexual activity must be reported to either the Department of Health and Human Services or the appropriate police jurisdiction.

Reportable for any Child:

- Involuntary sexual activity
- Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age
- Incest, even if it voluntary. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews and adopted children.
  Family Code § 2200

Reportable Sexual Activity if a Child is:

- **Younger than 14 years of age and:**
  - Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion, or bribery or other indications of an explosive relationship
  - Partner is 14 years or older
  - Lewd and/or lascivious acts by a partner of any age. **The perpetrator has the intent of "Arousing, appealing to or gratifying the lust, passions, or sexual desires of the perpetrator or the child."*
  - Partner is alleged spouse and over 14 years of age. **The appropriate authority will determine the legality of the marriage*

- **14 or 15 Years of Age and:**
  - Partner is younger than 14 years old
  - Sexual intercourse with a partner older than 21 years of age
  - Lewd and/or lascivious acts by a partner that is more than 10 years older than the child. **The perpetrator has the intent of "Arousing, appealing to or gratifying the lust, passions, or sexual desires of the perpetrator or the child."*
  - Partner is alleged spouse and over 21 years of age. **The appropriate authority will determine the legality of the marriage*

- **16 or 17 years of age and:**
  - The partner is less than 14 years of age
  - Sexual intercourse with a partner older than 14 years of age and there is evidence of an exploitative relationship
  - Partner is the alleged spouse and there is evidence of an exploitative relationship. **The appropriate authority will determine the legality of the marriage.*

No Mandatory Report is required if the Child is:

- **Younger than 14 years old and:**
  - Partner is younger than 14 years old and of similar chronological or maturational age.
  - Sexual behavior is voluntary and consensual
  - There are no indications of intimidation, coercion, bribery, or other indications of exploitative relationships

- **14 or 15 years of age and:**
  - Sexual intercourse with a partner older than 14 and less than 21 years of age and
  - There is no indication of abuse, neglect, and/or evidence of an exploitative relationship

- **16 or 17 years of age and:**
  - Sexual intercourse with a partner older than 14
  - There is no indication of abuse or evidence of an exploitative relationship

Mandated child abuse reporters are not mandated under the child abuse reporting law to report Unlawful Sexual Intercourse (Statutory Rape) that is consensual except in the situations described above.

Defintion of Statuory Rape in California

An adult (someone 18 or older) who has sex with a minor (someone younger than 18), even if the sex is consensual.

Child Abuse, Maltreatment and Neglect Action Plan

To Do	Required Timeline	Completed
Staff Development (Appendix: Sign-in and Agenda)	September (Online)	Sep 2025
Provide staff with written notification (Appendix)	September	Sep 2025

Child Abuse Reporting Number: (408) 299-2071

Reports are available in the school office

Child Abuse Protection

Cambrian Staff understand Cambrian's specific code of conduct, procedures for reporting, and guidelines for interactions with students, as detailed in training provided. Cambrian Staff will follow boundaries to avoid inappropriate physical contact (like frontal hugs or stroking hair) and maintain transparency in interactions, making classrooms open and visible. Staff will be aware of and prevent situations with high risk, such as unsupervised one-on-one meetings, locker room access, or after-school tutoring without oversight. Staff will follow Board Policy 4141.4 Staff will maintain appropriate communication with students through emailing through school email. Staff will not communicate with students through social media or through personal cell phone.

Volunteers may supervise students during lunch and/or breakfast periods or may serve under the immediate supervision and direction of certificated personnel to perform tasks which assist certificated personnel in the performance of teaching and administrative responsibilities. Teachers and

administrators will use discretion in the assignment of volunteers, and at no time should anyone serving in a volunteer capacity be left alone with a child.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Principal or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Principalor designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Mandated reporters shall be trained regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Section 5

Emergency and Disaster Procedures and Actions

The Basic Plan: Coordination with Local, State, and Federal Agencies

The Basic Plan addresses the Cambrian School District responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

The Basic Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Sartorette clear guidance for planning purposes
- Describes and details procedural steps necessary to protect lives and property
- Outlines coordination requirements
- Provides a basis for unified training and response exercises to ensure compliance

Requirements

The Plan meets the requirements of Santa Clara County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

Objectives

- Protect the safety and welfare of students, employees and staff
- Provide for a safe and coordinated response to emergencies

- Protect the District's facilities and properties
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC)
- Provide for interface and coordination between sites and the County or city EOC in which they reside
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

Authorities and References: State of California

- **California Emergency Services Act** (Chapter 7, Division 1, Title 2, California Government Code): The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

- **California Government Code, Section 3100, Title 1, Division 4, Chapter 4.** States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city and county, state agency or public district, excluding aliens legally employed.

    - The law applies to public school employees in the following cases:
        - When a local emergency is proclaimed.
        - When a state of emergency is proclaimed
        - When a federal disaster declaration is made

    - The law has two ramifications for School District employees:
        - It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors,
        - and may be asked to do jobs <u>other than their usual duties</u> for periods exceeding their normal working hours.
        - When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but the school pays their overtime pay. These circumstances apply only when a local or state emergency is declared.

    - States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

- It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

- **California Civil Code, Chapter 9, Section 1799.102:** It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

- **California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042:** Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

- **California Emergency Plan:** Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Definition of an Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

- Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Definition of an Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

- *Emergency* is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

- *Emergency* also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:
    - State of War Emergency
    - State of Emergency
    - State of Local Emergency

Definition of a Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

- Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area.

- A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions Initial recovery coordination is also a responsibility of the EOCs.

Incident Command System Duties for Cambrian (ICS)

Cambrian School District follows the recommended Incident Command System for Schools and has designated the duties listed below to certain Cambrian School District employees in case of emergencies.

Incident Commander Duties

- Plan, organize, direct, and lead the entire emergency situation
- Wears a position identification vest
- Establish command post approximately 200 feet from buildings
- Assess situation, determine scope of incident:
    - Evacuation
    - Medical injuries
    - Building damage
    - Student and teacher accountability
- Secure perimeter of school site
- Obtain information from Operations, Planning, and Logistics
- Evaluate overall strategy on a continual basis
- Determine adequacy of resource
- Be the contact person for incoming resources
- Be the contact person for emergency personnel
- Advise 911 of location of triage area as well as student pickup area
- Set up a staging area for volunteers and additional resources
- Maintain unit/activity log (ICS Form 214)

Operations Leader Duties

- Obtain situation briefing from the Incident Commander
- Wears a position identification vest
- Appoint Division Leaders for all grades
- Appoint Triage Leader
- Organize, direct, and control the physical operations of student accountability
- Be in contact with Division Leaders for all grades
- Be in contact with Triage Leader
- Order resources through the Incident Commander
- Designate a triage area and bus/parent pickup area
- Determine egress corridors for students

- Request periodic progress reports from Division Leaders and Triage Leader
- Maintain unit/activity log (ICS Form 214)

Logistics Leader Duties

- Obtain situation briefing from the Incident Commander
- Wears a position identification vest
- Monitor service and support groups
    - Service – additional radios and food and water supply
    - Support – facilities and a custodian person for technical issues
- Make sure the perimeter of school is secure
- Maintain unit/activity log (ICS Form 214)

Planning Leader Duties

- Obtain situation briefing from the Incident Commander
- Wears a position identification vest
- Assist the I.C. in planning overall strategy for incident
- Document situation status
- Document resource status
- Obtain information from the Transportation Leader
- Keep records of every student and when they leave campus, and with who
- Document volunteers (parents or school personnel) who assist and where they are located
- Keep a running time of the event and timestamp important events (ICS Form 214)
- Record a staging area for additional resources
- Obtain a record of bus numbers and students and where they went from the Transportation Leader

Division Leader Duties

- Plan, organize, direct, and lead your respective grade level
- Communicate all activities to Operations
- Wears a position identification vest
- Determine teacher and student accountability within your respective grade/division
- Assess situation, determine scope of incident:
    - Evacuation
    - Medical injuries (send injured teachers or students within your respective grade/division to the triage area)
- If a teacher is injured, assign another teacher to the class of the injured teacher
- Request additional volunteer/parent help through Operations
- Be the contact person for incoming resources

- Maintain unit/activity log (ICS Form 214)

Transportation Leader Duties

- Obtain situation briefing from Planning
- Wears a position identification vest
- Obtain and record the numbers on the buses and where they went
- Obtain and record student names and what bus number they went on
- Obtain and record which students went with parents or guardians (check ID of parents who are picking up)
- Organize the exit corridors
- Report all information to Planning
- Maintain unit/activity log (ICS Form 214)

Facilities Leader Duties

- Obtain situation briefing from Logistics
- Secure utilities, e.g. gas, electricity
- Check school for structural stability (visual inspections only)
- Report to Logistics all findings
- Be a liaison with emergency responders

Triage Leader Duties

- Obtain situation briefing from Operations
- Wears a position identification vest
- Identify and organize triage area
- Locate a triage area with easy access for emergency responders
- Identify immediate, delayed, and minor injuries
- If necessary, identify a morgue area
- Set up a cache of medical equipment in the triage area
- Provide a safe means of egress for patients
- Record all patients coming into and leaving the triage area
- Record where patients were taken to (hospital, morgue)
- Maintain unit/activity log (ICS Form 214)

Sartorette Elementary School
2025-2026

Emergency Response Organizational Overview

Incident Commander ✯
Debbie Stein 408-813-9030

Operations ✯
Lori Zendejas 408-674-3893

Triage Team
Cathy Whitney 408-750-4189
Daisy Gonzalez 408-661-2147

Search Team*
Vanessa Castaneda-Nguyen 408-892-9243
Kimberly Gilland Albaghly 715-220-6629

Division Leaders
A - Alysha Kirk 408-712-4759
B - Patty Peckham 408-421-5713
C - Lisa Foy 408-888-6139
D - Victoria Johnson 510-364-5277

Planning Team
Audrey Lucas 720-625-1956
Emily White 408-348-5992

Student Release Team: Check In ✯
Julie Boggini 408-375-1623
Katie Colon 408-205-7452
Jennifer Lozzio 408-768-6136

Student Release Team: Reunification ✯
Katie Pyne 408-694-7361
Melissa Zieper 818-620-5008

Staging Team
Jessica Gonzalez 408-691-3684

Transportation Leader: Reunification
Jadyn Louie 916-897-0954

Logistics Team ✯
Kendall Tavakol 408-482-6828
Kellie Frederick 510-290-6555

Facilities Team ✯
Woinie Kelete 408-482-7639

✯ = Site Radio

Emergency and Disaster Procedures and Actions

The following emergencies cover a wide range of possible situations that may occur. The pages that follow are immediate response plans with action options listed for the ***Incident Commander*** (Principal) and staff. ***All personnel*** should be knowledgeable of the plans and capable of performing their responsibilities to implement them.

Disaster Emergencies Types

- Earthquake
- Fire
- Explosion or Threat of an Explosion
- Chemical Accident
- Flood
- Fallen Aircraft
- Utilities Failures
- Civil Defense
- Shelter-In-Place
- Lockdown or Hostage Situation

Annual Requirements for Cambrian School District Sites

- All Cambrian School District staff shall be trained in Emergency Procedures
- The Cambrian School Board authorizes the Principal or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency. Employees will have an understanding where the AEDs are located on campus and how to use the machine when an individual on campus goes into sudden cardiac arrest. The AED machine will be maintained and cared for by the School's. The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.
- Emergency binders shall be updated and in classrooms by the first day of school
- Classroom teachers shall conduct emergency training with students within the first week of school
- Evacuation route maps shall be placed in all rooms (i.e. classrooms, library, work rooms, staff room, computer lab, offices etc.)
    - **Emergency Binders shall contain**
        - Incident Command System flow chart for their site
        - Staff List; name, position, room number, phone ext. (include all staff; yard duty, coaches, special ed. Librarian, etc.)
        - Bell Schedule
        - List of employees that are Cardiopulmonary Resuscitation (CPR) certified
        - Order of Release
        - Drill Schedule

- School Map
- Emergency and Disaster Procedures
- Class Roster and pencil
- Confidential Roster of students with special education and related services

Basic Types Of Actions

Shelter In Place

- **Warning:** Will be given over the PA system and/or bell warning for 30 seconds, or a face-to-face warning. The Principal, ***Campus Incident Commander,*** is responsible for this warning.

- Action "**Shelter In Place"** consists of:
  - Bringing students into the classroom
  - Holding them in the classroom pending further instruction

- **DO NOT** leave room until the "**All Clear**" bell signal rings, or until there is direction from the Principal, ***Campus Incident Commander***. The "**All Clear**" signal will be a repeating ten-second ring and general a PA announcement.

Lockdown

- **Appropriate** for, but not limited to, a violent intruder on campus, sniper, shooting, hostage situation or riot

- **Warning:** Will be given over the PA and/or a bell warning.

- Action "**Lockdown**" consists of:
  - Locking all building and classroom
  - Closing drapes and blinds if class is equipped with them
  - Turn off lights
  - Create an interior barrier of desks to hide behind in the corner of the room opposite the door. If classes are not in session (lunch, break, or student are on fields during PE) they are to run in the opposite direction of the incident to a place of safety (off campus if necessary)
  - Students and staff must remain on the floor and behind your interior barricade

- **DO NOT** leave room until the "**All Clear**" bell signal rings, or until there is direction from the Principal, ***Incident Commander***. The "**All Clear**" signal will be a repeating ten-second ring and general PA announcement.

Leave Building

- **Appropriate** for, but not limited to, fire, peacetime, bomb threat, chemical accident, explosion or threat of an explosion, following an earthquake or other similar occurrences, which might make the building uninhabitable.

- **Warning:** Will be the fire alarm signal to alert classrooms to evacuate.

- Action "**Leave Building**" consists of:
  - Orderly movement of students and staff from inside the school building to outside areas of safety or playground evacuation site.
  - If a gas odor is noticed in the immediate area or school site area, do not ring the bell or turn on the light switches. Use verbal means to alert classrooms and evacuate.

Drop, Cover, and Hold

- **Appropriate** for, but not limited to, earthquake, explosion, or surprise nuclear attack

- **Warning:** Is the beginning of a disaster itself.

- Action "**Drop-Cover-Hold**" consists of:
  - **DUCK** or **DROP** down on the floor
  - Take **COVER** under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms
  - **HOLD** onto the furniture and be prepared to move with it
  - Students in wheelchairs should remain in the wheelchair and protect the head and vital organs.

Student Release

- **Appropriate** for any emergency or disaster

- Action "**Student Release**" consists of:
  - Students only being released to a parent, guardian or other adult specified on the student's emergency card. *There shall be no exceptions to this policy*.
  - Students who are not picked up by their parents may be transported to another student shelter

Directed Maintenance

- **Warning:** The **District Logistic Chief** (Assistant Superintendent or designee) will direct emergency operations from the District office.
- No school personnel, students or parents are allowed to enter a school facility until it is inspected and given approval by the maintenance personnel and the Principal, ***Campus Incident Commander.***
- In the event that drinking water is unsafe, school maintenance personnel will have the drinking fountains sealed.

Evacuate Site

- **Appropriate** only when directed by the Superintendent, ***District Incident Commander***, or designee. It may be appropriate for, but not limited to, movement away from: fire, chemical and biological gas alert, flood, fallout area, blast area or specific man made emergency (shooting, fire, etc.)

- **Warning:** Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety. This is mostly a civil defense procedure and will not be attempted unless there is no other alternative.

- Action: **"Evacuate Site"** consists of:
    - Dismissal of all classes
    - Transporting students and staff by school buses, cars, or other means to an area of safety

Convert School

- The local municipality will initiate the "Convert School" action in order to provide a Red Cross emergency facility for living and eating.

*** In the event any of the above actions are required during an emergency, each respective teacher whose Roster includes one or more students with special education and related services should have an emergency list of any accommodations included in each student's individualized education program ("IEP") in the case of an emergency to ensure such is appropriately implemented.

Types Of Disasters

Earthquake: Drop, Cover, And Hold

- **In a Classroom or Office**
    - At the first indication of ground movement, **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

- Seek protective **COVER;** under or near desks, tables, or chairs in a kneeling or sitting position
- **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the earthquake. Protect your eyes from flying glass and debris with your arm covering your eyes

The Principal, ***Campus Incident Commander,*** shall determine whether **"Student Release"** procedure or any further action shall be implemented.

- **In Other Areas of The Building**
  - At the first indication of ground movement, **DROP** to the ground
  - Take **COVER** under any available desk, table, or bench. If in a hallway, DROP next to an inside wall in a kneeling position and cover the back of the next with your hands
  - **HOLD** until ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards

The Principal, ***Incident Commander,*** shall determine whether "**Student Release**" procedure or any further action shall be implemented.

- **While Outside**
  - At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. **DROP** to the ground.
  - **COVER** the back of your neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

The Principal, ***Incident Commander,*** shall determine whether "Student Release" procedure or any further action shall be implemented.

- **While walking to or from school**
  - Do not run
  - Stay in the open
  - If a student is going to school, continue to school. If going home, the student should continue to go home.

- **While In A Vehicle Or School Bus**
  - Pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue until the vehicle is away from the overhead dangers.
  - Wait until the ground movement stops and check for injuries.
  - Be aware of aftershocks, downed wires, or roads blocked by debris.The Bus Driver is legally responsible for the welfare of the students.

The Bus Driver shall use the Emergency Communications equipment to contact the Superintendent, ***District Incident Commander,*** and District Emergency Command Center. The driver shall follow procedures as directed by the Superintendent or designee.

Fire: Leave Building

- **Fire Within School Building**
  - Sound the school fire alarm. This, along with the verbal command, will automatically implement the action to "**LEAVE BUILDING**"
  - Notify 911 and the Superintendent's office, ***District Incident Commander***
  - Evacuate building and assemble students at designated area
  - Take roll
  - Maintain control of students at a safe distance from the fire fighting equipment
  - Render first aid as necessary
  - Fight incipient fires without endangering lives
  - Maintain access for emergency vehicles

The Principal, ***Campus Incident Commander,*** shall determine whether "Student Release" procedure or any further action shall be implemented.

Students and staff shall not return to the school buildings until the Fire Department Officials declare the area safe. Initiate Crisis Intervention Plan if necessary.

- **Fire Near School**
  - The Principal, ***Campus Incident Commander,*** shall determine the need to execute **"Leave Building"** procedure.
  - Notify 911 and the Superintendent's office, ***District Incident Commander***

Explosion Or Threat Of Explosion: Drop, Cover, and Hold and/or Leave Building

- **Explosion (Hear, feel, or see)**
  - Execute "**Drop, Cover and Hold**" procedures
  - If the explosion occurred within the building, teachers should immediately implement "Leave Building" procedure
  - Sound the fire alarm
  - Fight incipient fires without endangering lives
  - Take roll
  - Notify 911 and the Superintendent's office, ***District Incident Commander***

The Principal, ***Campus Incident Commander,*** will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department Officials. Initiate Crisis Intervention Plan, if necessary.

- **Threat of Explosion**
    - Sound the fire alarm. This will automatically implement Action "**Leave Building**"
    - Notify 911 and the Superintendent's office, ***District Incident Commander***

The Principal, ***Campus Incident Commander,*** will directed further action as required.

Buildings are not to be used until declared safe by the Fire Department Officials. Initiate Crisis Intervention Plan, if necessary.

Chemical Accident: Leave Building

- **Warning:** Will be received via telephone, radio, messenger, and/or P.A. system.

    - Determine the need to implement Action "**Leave Building"**
    - Determine whether the students and staff should leave the school grounds
    - If necessary, implement **"Student Release**" and **"Site Evacuation"** procedures
    - When evacuating, move ***upwind and/or uphill*** to avoid fumes
    - Maintain control of the students at a safe distance
    - Render first aid as necessary
    - Take roll when you have arrived at a safe place
    - Report all emergency repairs resulting from disaster to the Buildings and Grounds Department.
    - Notify 911 and the Superintendent's office, ***District Incident Commander***

The Principal, ***Campus Incident Commander*****,** will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department Officials. Initiate Crisis Intervention Plan, if necessary.

Disease Outbreak (Pandemic)

WARNING

The Santa Clara County Public Health Department (SCCPHD) is the local authority on disease outbreak. The District will follow the direction, policies and procedures of the Santa Clara County Public Health Department regarding any disease outbreak impacting the District.

An outbreak of disease could significantly interrupt normal District functions for a time period determined by the SCCPHD and may require closure of a District school site or sites.

ASSUMPTIONS

The impact of a disease outbreak is unknown. The following influenza pandemic assumptions were utilized in the development of the Plan:

- Up to 30% of the workforce could be out sick during a pandemic.
- People may decide to stay home to care for family members and/or are afraid of exposure;
- Flexibility will be necessary and might include expansion of physical space between workstations/learning station (social space) or allowing employees/students to participate from home (if possible);
- Employees may need personal protective equipment (PPE) to maintain critical services;
- Assistance from outside organizations or levels of government will be unlikely if the outbreak is nationwide;
- The District may be closed because of staffing shortages, a community quarantine or direct order of the Santa Clara County Health Department and/or California Department of Education

ACTION PLAN

1. Planning, Communication and Surveillance:

- Communicate planning and general public health information to the District community
- Maintain a reasonable amount of medical and other supplies on school site; this and other internal procedures in the Health Center will be implemented
- Monitor World Health Organization (WHO), Centers for Disease Control (CDC) and state/local health agencies for information regarding influenza and/or other activity
- The **Student Services Department** will coordinate the tasks outlined below

2. Pandemic Flu or Other Outbreak Identified:

- Monitor World Health Organization (WHO), Centers for Disease Control (CDC), and Santa Clara Public Health Department agencies for information.
- Centers for Disease Control (CDC) precautionary health procedures will be reviewed with staff and students.

- The district will implement Centers for Disease Control (CDC) guidelines for staff and students returning from affected areas.
- Communicate specific District and public health information to the District community.
- Increase stock of supplies needed to provide care in the event of a local outbreak.

3. Pandemic Flu or Other Outbreak Present at the District or in the local community:

- Monitor World Health Organization (WHO), Centers for Disease Control (CDC), state and Santa Clara Public Health Department agencies for information regarding influenza and/or other activity
- Implement health guidelines or executive orders as directed by the Santa Clara County Public Health department or other government officials
- Students, staff, and volunteers with illness should stay home until 24 hours **AFTER** they've stopped having fever without the use of medication **or** follow current Centers for Disease Control (CDC) guidelines.
- Monitor and keep records for flu activity and severity in the District community.
- Participate in state and local health agency efforts to distribute national supply of vaccine, antiviral medication for prophylaxis and treatment.
- Communicate disease recognition and management, personal protection, social distancing, quarantine and isolation information to the District community.
- Consider limited or suspended District operations and communicate to the District and external community as determined by the superintendent in conjunction with the County Public Health Department (See Emergency Response Planning statement below).
- Implement quarantine and isolation measures for those exposed/ill with influenza or other conditions.
- Provide health services and essential services for those who remain on school sites.

4. Recovery:

- Monitor World Health Organization (WHO), Centers for Disease Control (CDC), state and local health agencies for information regarding influenza or other conditions.
- Prepare for possible further waves of influenza or other condition activity and return to step 2.
- Decide to (partially or fully) resume District operations and at what level using the district reopening matrix
- Communicate specific District and public health information to the District community.

District Communication and Notification Process

- **Email**
- **Telephone**
- **Text**
- **Notices on School and District Websites**

Emergency Response Planning Statement

The District updates plans for a wide variety of potential disasters annually. In light of the damage that natural disasters have caused in this country during recent years, as well as international concern about the potential for a pandemic outbreak of avian flu, it is important that the District have comprehensive plans in place that might include closing the school site entirely for a period of time. Therefore, we share the following information with you:

- Should the District be faced with such an eventuality, the District would have little time to debate the matter, especially in the case of a pandemic. After consulting with governmental health agencies and Santa Clara County Health Department officials, the District could conceivably be directed by these authorities to immediately enter into a we believe a carefully orchestrated response as outlined will help protect students and others in the community.
- If the District is determined to be closed, the District will send to staff, students, and families via e-mail, voice mail, district notification systems, and through posted information on the website. It is each person's responsibility to monitor these information sources regularly.

Floods: Student Release; Leave Building; Site Evacuation; Convert School

- **Warning:** Method of alert may be by telephone, radio, or messenger.

The extent and time before a flood arrives will dictate the course of action. The Principal, ***Campus Incident Commander,*** will initiate or be called upon to initiate one or more of the following action procedures:

- Provide care of students at school
- Execute "**Student Release**" procedures

- Execute "**Leave Building**" procedure
- Execute "**Site Evacuation**" procedure
- Execute "**Convert School**" procedure
- Notify the Superintendent's office, ***District Incident Commander***.
- Report all damage requiring emergency repair to the Buildings and Grounds Department.

Initiate Crisis Intervention Plan, if necessary.

Fallen Aircraft

- **Warning:** Usually by sight, sound, or fire.

The Principal, ***Campus Incident Commander,*** shall determine which Action, if any, should be implemented. When necessary, teachers will take immediate action for the safety of students without waiting for directions from the Principal, ***Campus Incident Commander***.

- All students and staff shall be kept at a safe distance (300 feet), allowing for possible explosion of fuel tanks or ordinance.
- If possible, the Principal, ***Campus Incident Commander,*** shall determine whether the aircraft is military, commercial, or a private plane.
- Notify 911 and the Superintendent's office, ***District Incident Commander.***

Initiate Crisis Intervention Plan, if necessary.

Windstorm or Tornado: Drop, Cover, and Hold and/or Remain Alert

- **Warning:** Will be received via telephone, radio, messenger, and/or P.A. system. Occasionally, the National Weather Service will issue a statement saying that "funnel clouds" have been sighted. This in itself is not a tornado warning and no specific actions are usually required, and staff should remain alert for further announcements. The following watches and warnings may be received:
    - **Severe Thunderstorm or Tornado Watch** (winds exceeding 55 mph): Remain alert for additional weather advisory
    - **Severe Thunderstorm or Tornado Warning**: Immediate seek safe shelter
    - During school hours with little or no advance warning, the following actions are to be accomplished:
        - Implement **"Drop, Cover, and Hold"** procedure
        - Remain near an inside wall
        - Avoid structures with large roof spans, if possible
        - Evacuate classrooms bearing full force of winds, if possible
        - Tune to local radio stations for latest advisory
        - Take roll

- Notify the Buildings and Grounds Department of any break or suspected break, involving utilities, or notification or any needed emergency repairs.
- Notify Superintendent's office, ***District Incident Commander*** of damages or injuries.

Initiate Crisis Intervention Plan, if necessary.

Initiate Crisis Intervention Plan, if necessary.

Bomb Threat

- **Receiving A Bomb Threat Call**
  - Stall the caller and obtain as much information as possible. (See Bomb Threat Checklist)

- **Receiving a Bomb Threat Message**
  - Avoid telling or alarming students, if at all possible
  - Notify 911 and the Superintendent's office, ***District Incident Commander***

  - ***Please Note: Cellular phones and walkie-talkies should not be used during bomb threats as they may activate an explosive device. However, using hardwired public address systems is permissible.***

In the event of a bomb threat, the principal, ***Campus Incident Commander,*** **may** implement **"Leave Building**" procedure. Caution all everyone against picking up any strange object; it could be a bomb

Buildings are not to be used until they have been inspected and declared safe. Avoid publicizing a "scare". Initiate Crisis Intervention Plan, if necessary.

Bomb Threat Checklist

Does the phone number show up on caller ID? : _____ Origin of Call: Local ___ Long Distance ___ Internal (ext. #) ___

Do not interrupt the caller except to ask:

When will it go off? Certain hour _____ Time Remaining _____

Where is it placed? School or other site _____ Area _____

- When describing the bomb location, did the caller appear familiar with the building or area? Yes __ No __

What does it look like? Appearance _____

Mark all that can be recalled

Caller's Identity: Male _____ Female: _____ Unsure _____ Approximate Age _____

Voice Characteristics	Speech	Language	Accent	Manner	Background Noises
__Loud __High Pitch __Raspy __Deep __Soft __Pleasant __Other	__Fast __Slow __Distinct __Distorded __Stutter __Nasal __Intoxicated __Slurred __Other	__Excellent __Good __Fair __Poor __Foul __Other __Use of Certain Words or Phrases	__New England __Southern __Mid-Western __Western __Foreign __Other	__ Calm __Rational __Incoherent __Deliberate __Angry __Irrational __Coherent __Emotional __Righteous	__Office __Music __Animals __Traffic __Airplane __Party __Bedlam __Machinery __Voices __Mixed __Trains __Factory __Quiet

Name of Employee Taking Call: _____ Date of Call: _____Time of Call: ____ AM or PM

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

First: Dial 911 and notify Principal

Second: Notify Superintendent's office
Third: Write out message from informant in its entirety

Civil Disturbance, Riot, or Hostile Threat: Shelter-in-Place

- **Civil Disturbance, riot on or near the School**
    - In the event where the safety or welfare of the students or personnel is endangered or where the destruction of property may result, the following steps shall be taken:
        - Notify 911 as appropriate and the Superintendent's office, ***District Incident Commander***
        - Initiate "**Shelter-In-Place**" if needed
        - Teachers or staff who have free periods or are not directly involved with students will report to the school office for specific assignments to assist in the emergency.

Staff should be kept informed of progress, procedures, and/or actions to be followed. Initiate ***Incident Command System*** Plan, if necessary.

- **Student Disturbance**
    - In the event of a student disturbance, the Principal, ***Campus Incident Commander,*** or designee will initiate a meeting with student leaders in an effort to resolve the disturbance.
    - The Principal, ***Campus Incident Commander,*** will direct further action as required. This may include:
        - Sounding "**All Clear**" if the disorder ceases
        - Initiate "**Shelter-In-Place**" if needed
        - Move students to other areas if needed
        - Implement "**Student Release**" or "**Site Evacuation**" procedures, if deemed advisable
        - Identify and keep a record of offenders
        - Notify Superintendent's office, ***District Incident Commander***

Staff should be kept informed of progress, procedures, and/or actions to be followed. Initiate ***Incident Command System*** Plan, if necessary

War: Student Release

- **Warning:** Will be by the news media: radio, television, and/or newspapers. No estimate can be made of the duration of a strategic warning condition. The warning time may be limited to just minutes.
- **If schools are in session, observe the following emergency procedures:**

- Superintendent's office will contact the school site Principal, ***Campus Incident Commander***
- The Principal, ***Campus Incident Commander,*** will implement "**Student Release**" procedure

Imminent Attack: Drop, Cover and Hold and/or Student Release

- **Warning:** Has been received from the North American Air Defense Command (NORAD) through the National Warning System (NAWAS).

- The warning could mean any one of the following has been confirmed:
  - Hostile forces have been detected and are committed to an attack against the North American Continent
  - An allied nation of a United States territory or possession has been attacked with nuclear weapons
  - An attack has taken place within the North American continent

- **If schools are in session, observe the following procedures:**
  - Superintendent's office will contact the Principal, ***Campus Incident Commander***
  - Principal, ***Campus Incident Commander,*** will implement **"Drop, Cover and Hold"** procedures
  - Turn on a battery-operated radio and tune to an Emergency Broadcast System (EBS) station for official information
  - Take roll, report findings to Principal, ***Campus Incident Commander***
  - The Principal, ***Campus Incident Commander,*** will implement "**Student Release**" procedure

Civil Defense

The County Office of Emergency Services maintains more than 75 disaster warnings throughout the County. During an actual emergency those sirens would sound for 3 to 5 minutes as follows:

- School Response: Immediately turn on the radio and/or television ato listen for essential emergency information.

Hostage Situation

The greatest danger in a hostage situation is the actual process of being taken hostage and the first fifteen minutes afterwards. If a hostage survives this period of time, the probability of survival is good.

- **If schools are in session, observe the following procedures:**
  - Isolate the affected area
  - Evacuate all classes to the most distant part or a secure area of the campus.
  - Principal, ***Campus Incident Commander,*** will call 911 and Superintendent's office
  - Take roll of students and report findings to Principal, ***Campus Incident Commander***

    - Keep telephone lines clear
    - Refer parents to Principal, if available. Otherwise, refer parents to Superintendent's office or police department
    - Be prepared for the utilities being turned off

- **If part of a hostage group:**
    - Do exactly as the suspect demands. Do not resist!
    - Avoid antagonizing the suspect.
    - The teacher must establish him/herself as understanding and humane. Any hostage may develop "Stockholm Syndrome" (building sympathetic relationships with the suspect)
    - Move students to one side or the end of the room.
    - Keep students very quiet and low to the floor
    - Ignore all conversations between negotiators and suspect
    - Be prepared for the utilities being turned off

Sniper Situation: Drop, Cover and Hold

The most important factor in a sniper situation is **not to panic** and **be alert to what is happening around you.**

- Principal, ***Campus Incident Commander,*** will call 911 and Superintendent's office
- Do not move until told to do so by an authorized official
- The Principal, ***Campus Incident Commander,*** will implement "**Student Release**" procedure

Poisons

Poisons can be swallowed, inhaled, absorbed through the skin, eyes or mucosa, or injected. Call 911 and wear rubber gloves.

- **Swallowed Poison**
    - Report the incident to Principal
    - Principal will notify the Superintendent's office
    - Call Poison Control Center
    - Do not induce vomiting unless instructed by Poison Control

- **Inhaled Poison**
    - Report the incident to Principal
    - Principal will notify the Superintendent's office
    - Call Poison Control Center

    - Carry the victim to fresh air immediately
    - Loosen all tight clothing
    - Prevent chilling by wrapping in blankets, if necessary
    - Keep person as quiet as possible
    - Do not give alcohol in any form

- **Skin Contamination**
    - Report incident to Principal
    - Principal will notify the Superintendent's office
    - Wash all of the exposed parts of your body using lots of soap and lukewarm water to remove contamination. Avoid spreading contamination to other parts of the body that may not be contaminated.

- **Eye Contamination**
    - Report incident to Principal
    - Immediately flush eye with large amounts of tepid or cool, clean water
        - Tip the head so that the affected eye is below the unaffected eye washing
        - the eye from nose to side of face for 5-10 minutes
    - Do not use any chemicals or solutions as they may increase the extent of injury
    - Have the victim's eye(s) examined by medical personnel

- **Chemical Burns**
    - Report incident to Principal
    - Principal will notify the Superintendent's office
    - If the chemical burn is not caused by phosphorus, wash contaminated area with large quantities of running water
    - Immediately cover area with loosely applied clean cloth
    - Do not apply any type of ointments, greases, or powders
    - Treat the victim for shock by keeping him/her warm and laying flat.
    - Reassure victim until medical help is available

Other Dangerous, Violent, or Unlawful Activity

In the event of a dangerous, violent, or unlawful activity that has not already been addressed in this School Safety Plan, the following procedure is designated to assist students and staff.
If at the school site:

- Notify 911 as appropriate and the Superintendent's office, District Incident Commander

- Initiate “Shelter-In-Place” if needed
- Teachers or staff who have free periods or are not directly involved with students will report to the school office for specific assignments to assist in the emergency.
- In the event the event deescalates, immediately notify law enforcement and the Superintendent’s office

If at a school activity:

- Notify 911 as appropriate and the Superintendent’s office, District Incident Commander
- Isolate the affected area (i.e. if at a school dance or sporting event, attempt to evacuate students from all other areas.)
- In the event the event deescalates, immediately notify law enforcement and the Superintendent’s office

If on the school bus:

- Stop the bus to ensure student safety. The Bus Driver shall use the Emergency Communications equipment to contact the Superintendent, District Incident Commander, and District Emergency Command Center. The driver shall follow procedures as directed by the Superintendent or designee.
- Notify 911 as appropriate and the Superintendent’s office, District Incident Commander
- Isolate the affected area, if appropriate
- In the event the event deescalates, immediately notify law enforcement and the Superintendent’s office

Trauma

In the event of a serious injury or fatality involving a student, several students or a staff member, the following procedure is designed to assist students and staff to cope with the situation or loss.

Principal will notify the Superintendent's office and take appropriate action.The Superintendent may activate sections of the Emergency Disaster Plan.

- **Day of a tragedy**
    - Administrators and counselors are to lend help to students and staff who need support
    - An upset student is not allowed to leave school on their own
    - Keep a list of students with depressed or emotionally uncontrolled behavior
    - Contact parents to pick up students who are unable to deal with their emotions and should go home to a supervised situation
    - Arrange individual and group meeting areas for students to talk to counselors

- **After the tragedy**
    - Schedule meetings, as necessary for staff to update and share information on the event, and to give support and caring to each other

- Identify distraught students for special assistance
- Get the classes back on track

Opioid Overdose Response Protocol and Emergency Management

Several important drug and opioid-related terms and definitions are as follows:
Opioids are a class of drug prescribed by doctors to treat moderate to severe pain. Common types of opioids are oxycodone (OxyContin), hydrocodone (Vicodin), morphine, and methadone.
Fentanyl is a synthetic (i.e., created by artificial chemicals) opioid, which is 50 to 100 times more potent than morphine.6
Naloxone is a medication that can quickly reverse an opioid overdose by restoring the normal respiration of a person whose breathing has slowed or stopped. The drug is an opioid antagonist, which means it binds to opioid receptors and can reverse and block the effects of other opioids. Naloxone can be given by injection, autoinjection via an Evzio device, or prepackaged Narcan nasal spray.

ACTION PLAN
Although the District aims to prevent opioid overdoses at its school sites, in the event a student or staff member is suffering from an overdose at a school site, the District has prepared the following response protocol:

1. Training: The District will provide training to school employees on opioid prevention and life-saving responses, particularly on administering Naloxone to individuals suffering an opioid overdose. Individuals responding to an opioid overdose should follow the following steps:

    a. **Evaluate the situation for signs of an opioid overdose**
    b. Call 911
    c. Administer Naloxone
    d. Provide support for the individual's breathing.
    e. Monitor their response to the Naloxone until emergency services arrive
2. Support: The District aims to protect student privacy, including students experiencing an overdose. During an emergency, the school staff will require other students in the vicinity to return to their classrooms.
3. **Recovery**: After the school site has appropriately responded to an emergency opioid overdose at its site, instead of referring the student to local law enforcement for opioid use, the school site will utilize alternative responses including MTSS, restorative justice, trauma-informed practices, social-emotional learning, and PBIS.

The District has also included information on the dangers of fentanyl and other opioids on its website and in its annual notice.

Utilities Failure

Failure of one or more of the utilities (electricity, gas, and water) constitutes a condition that must be dealt with on a situational basis. The school should remain in operation if at all possible and students shall be cared for until regular dismissal time.

- Principal
    - Shall call the Superintendent's Office to provide information about the problem, sections of the site affected, and all other pertinent information.
    - Inform the Director of Buildings and Grounds and they will call the utility company if necessary and appropriate.
    - Advise the faculty and staff of the problem and what actions are being discussed

- Staff
    - Do whatever is possible to keep students and staff warm, dry, and safe until contingency plans are implemented.

- The Superintendent shall determine what will be done at the site to protect the welfare of the students and staff, including decisions about the following:
    - Relocation of student and staff to finish out the school day
    - Transportation needs and deployment
    - Food Service requirements
    - Notification of parents
    - Involvement of the media
    - Notify the presidents of the Cambrian District Teachers and California Schools Employee Associations.

- **Water Service Failure**
    - Sanitation becomes a problem after approximately 2 hours of interrupted water service.
    - If you anticipate a shut down of water for that long, maximize the use of sanitary facilities to the extent possible.

- **Electrical Service Failure**
    - Contingency plans to be considered will depend on the time of year; the amount of natural light available in classrooms, the outside temperature, and the length of time electricity is expected to be off
    - During short duration failure, classes will necessarily have to alter classroom work schedules due to the lack of electrical current
    - Several flashlights should be available for use during times when emergency lighting has failed or is inadequate

- **Gas Service Failure**
    - Gas Service is a primary source of heat; therefore, in most instances, the outside temperature will dictate what will need to be done to keep the school in operation and the students and staff warm.
    - If a gas leak creates a danger of explosion, the actions described under "Threat of Explosion" should immediately be implemented.

Smog Alert

When air quality standards exceed a reading of 200 PSI, the County authorities will issue Smog Alerts. Schools will follow the directives issued by the Superintendent's office.

Routine Emergency Disaster Drills

Cambrian School District practices the following drills routinely. The principal or designee shall keep a record of each drill conducted on the Emergency Drill Report form and file a copy of the record with the office of the Superintendent or designee. Drills must be designed and implemented using a trauma-informed approach, with input from school-based mental health professionals. Drills should use age and developmentally appropriate content and terminology**.** School Counselors and Social emotional supporting staff will support all staff and students social emotions needs during a drill and during any time ICP Protocols are put in place. There will be a designated place on campus for School Counselors and Social emotional supporting staff to meet with staff and students needing support.

Earthquake

A **Drop, Cover, and Hold** procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools. To ensure that students and staff are aware of, and properly trained in, the earthquake emergency procedure system. (Code of Regulations, Section 35297)

- **Standards for a Successful Earthquake Drill**
    - Ensure the earthquake alarm can be heard by all staff and students
    - Immediately after the earthquake alarm sounds, all students, teachers and other employees shall begin the **Drop, Cover and Hold** procedures
    - Evacuations shall occur when directed over the loud-speaker by the Principal or designee.
    - Once the room is evacuated the doors should be closed
    - Teachers are to take roll once in the evacuation area.
    - Upon sounding of "all clear"students and staff will return to their appropriate classrooms
        - Teachers will take roll once more and missing students are reported to the attendance office.

Fire

Fire drills are to be held at least once a month using the **Evacuate Site** procedures. (Education Code 32001)

The principal shall notify staff as to the schedule for the fire drills and ensure that staff is ready at any time for an unannounced fire drills. Both

scheduled and unannounced Fire Drills shall be conducted each school year.

- **Standards for a Successful Fire Drill**
    - Fire Alarm can be heard by all staff and students.
    - Orderly evacuation begins immediately after confirmation over the loudspeaker for evacuation and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.
    - Once the room is evacuated the doors should be closed
    - Teachers shall ascertain that no student remains in the building
    - Teachers and students are staged in an orderly fashion away from fire lanes.
    - Teachers are to take roll once in the evacuation area. Any missing students are immediately reported to the Principal or designee.
    - Upon sounding of “all clear”students and staff will return to their appropriate classrooms
        - Teachers will take roll once more and missing students are reported to the attendance office.

- The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent or designee.
    - Records for Fire Drills shall include (CFC 405.5):
        - Identity of the person conducting the drill
        - Date and time of the drill
        - Notification method used
        - Staff members on duty and participating
        - Number of occupants evacuated
        - Special conditions simulated
        - Problems encountered
        - Weather conditions when occupants are evacuated
        - Time required to accomplish complete evacuation

Lockdown

Lockdown drills are to be conducted annually and take no longer than 40 minutes and impact instructional class time by 20 minutes.

- Every other year drills are to be conducted with local police present (or annually, if the local police department has the resources to support the drills). Drills need to be scheduled with your School Resource or Liaison Officers.

- **Standards for a Successful Lockdown or Code Red**
    - Conduct a staff meeting with a 20-minute timeframe to review expectations and standards in terms of:
        - Locking doors
        - Covering windows

        - Turning off lights
        - Building interior barricades
        - Reviewing classroom and all clear procedures
        - Reviewing off site evacuation locations
- Send a follow-up reminder memo to your staff
- Organize your assessment team. This provides an excellent opportunity for an ICS team to work together with police participants in the drill.
- Conduct the assessment and report back to staff
- Complete follow-up tasks

Evacuation

An evacuation should NEVER be automatic.There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

- Designated evacuation routes shall be posted in each room.
- Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
- Evacuation areas will be established away from fire lanes.

- **Standards for a Successful Evacuation**
  - Predetermine evacuation areas
    - They should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).will differ from a fire evacuation route, and that appropriate non hazardous alternate routes may be needed.
  - Practice evacuation using alternate routes to the assembly areas.
  - Students are to remain with their teacher in the evacuation area.
  - Teachers shall take their roll books and take roll once in the evacuation area and be prepared to identify missing students to administrators and first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

Map Locations and Emergency Information Location

(Revise Yearly)

Maps/Plans	Location	Revision Date
Fire/Evacuation Map	Right or left side of doorway in each classroom	August 2025
Evacuation Binder	With backpack by doorway	August 2025
Classroom & Assembly Area Emergency Plans	With backpack by doorway	August 2025

Earthquake, Fire and Lockdown Drills

(Projected Dates-Revise Yearly)

Month	Fire Drills (Once a month & First Drill within first 10 days of school)	Earthquake-Evacuation (Once each trimester)	Lock-Down (Run Hide Defend)- 2 per year
August	8/26/25 @ 9:15 AM		
September	9/18/25 @ 9:15am		
October		10/15/25 @ 10:17 AM	
November	11/18/25 @ 9:15 AM		11/2/25 @ 9:15am
December		12/10/25 @ 1:15 PM	
January	1/14/26 @ 9:15AM		
February		2/10/26 8:45am	
March			3/11/26 @ 9:15am
April	4/21/26 @ 11:00am	4/21/26 @ 11:00am	
May	5/27/26 @ 9:15am		

Emergency and Disaster Procedures and Action Plan

To Do	Due Date	Completed
Staff Professional Development on ICS Procedures (Appendix: Sign-in, agenda)	September 2025	
Fire and Earthquake Drill Schedule	August 2025	
Monthly Drill Reports (Appendix)	Last day of each month	
Submit Site Emergency Plan-School Services	September	
Parent/Student Notification-Site Handbook (Appendix)	August	
Distribute site emergency binder	August	
Post evacuation routes in all rooms	August	

Lockdown Assessment Sheet

Team Members: _____

Date: _____ School: Bagby ____ Fammatre ____ Farnham ____ Price ____ Sartorette ____ Steindorf ___

Room #	**Door Barricade** Good/Low/Weak/None				**Windows Covered** Yes/No		**Lights** On/Off		**Interior Barricade** Good/Low/Weak/None				**Class behind Barricade** Yes/No		**PE at Gates** Yes/No		**Notes**
	G	**L**	**W**	**N**	**Y**	**N**	**On**	**Off**	**G**	**L**	**W**	**N**	**Y**	**N**	**Y**	**N**	

Additional Comments: Excellent Job/Needs Improvement/ Didn't Participate/ Noisy on Approach/Class out of Control

Room #	**Comments**

Section 6

Expected Behavior, School Discipline, Suspensions, and Expulsions

Sartorette's Expected Behavior

Our motto for school-wide behavior expectations is:

Be Safe *Be Responsible* *Be Respectful*

In order to provide an effective learning environment for all students, Sartorette staff works in collaboration with students and parents to provide a predictable, positive, safe, and consistent school environment.

Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

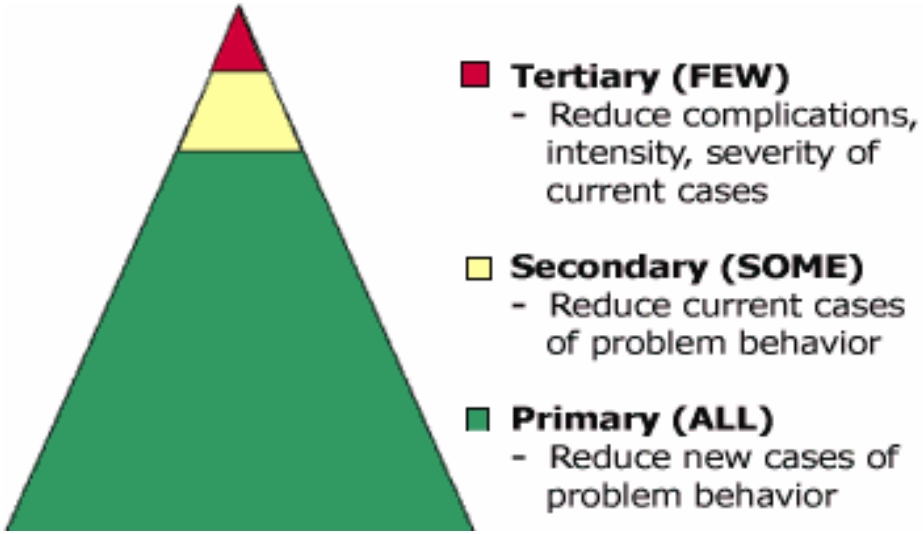
School Wide Recognitions and Awards

- Caught Being Good Awards: school wide morning assembly with student recognition
- PBIS tokens
- Super Star Bucks

Sartorette School encourages and recognizes positive behavior toward self and others at our monthly student assemblies. Monthly school assemblies are held to highlight positive actions within classrooms that demonstrate the Sartorette motto and Character Traits associated with Project Cornerstone and Sartorette's Life Skills such as honesty.

Positive Behavior Intervention System (PBIS)

At Sartorette we have developed a systematic approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. We have a three-tiered approach:



ALL Students-Primary

- Consistent expectations
- Consistent school wide lesson plans-common areas
- Common understanding-Major/Minor behaviors
- Consistent Referral Process
- Positive Environment-Regular Recognition

Secondary and Tertiary

- Check-In-Check-Out
- Individualized Behavior Plans (tiered approach)
- Intervention Team
- Possible Student Study Team

What is PBIS - Positive Behavior Intervention Supports?

- Building a positive school-wide social culture
- Evidence-based practice for supporting and building a positive social culture
- Supporting and incorporating asset-building work of Project Cornerstone and character focus of Life Skills
- Defined by our school's needs
- Creating learning environments that are: Predictable, Consistent, Positive, Safe
- School-wide PBIS is a delineation of behavioral expectations to all community members in a clear, consistent way in order to create an effective social and educational setting for all students. We ask that all students and adults practice our behavioral expectations while on campus.
- The Lifeskills - throughout the school year, we provide opportunities for all students to practice 16 specific "lifeskills" through a direct, systematic and positive focus.
- The goal of the program is to empower students to become positive and productive members of their school and community by improving social relationships, fostering mutual cooperation, and developing a sense of self to make healthy life choices. Each week, we focus on one

lifeskill and students from each class are recognized for demonstrating those life skills at our Weekly Friday school spirit morning assembly on the blacktop.

- Caring - to feel and show concern for others
- Common Sense - to use good judgment
- Cooperation - to work together toward a common goal or purpose
- Courage - to act according to one' beliefs despite fear of adverse consequences
- Curiosity - a desire to investigate and seek understanding of one's world
- Effort - to do your best
- Flexibility - to be willing to alter plans when necessary
- Friendship - to make and keep a friend through mutual trust and caring
- Initiative - to do something, of one's own free will, because it needs to be done
- Integrity - to act according to a sense of what's right and wrong
- Organization - to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
- Patience - to wait calmly for someone or something
- Perseverance - to keep at it
- Pride - satisfaction from doing one's personal best
- Problem-solving - to create solutions to difficult situations and everyday problems
- Resourcefulness - to respond to challenges and opportunities in innovative and creative ways
- Responsibility - to respond when appropriate; to be accountable for one's actions
- Sense of Humor - to laugh and be playful without harming others

- School-wide Expectations
  - Treat adults and each other with respect and courtesy
  - Follow directions of all school personnel
  - Walk quietly in the hallways.
  - Keep hands and feet to yourself
  - Keep the school clean
  - Use appropriate language, gestures, and behavior with adults and schoolmates
  - Refrain from physical and verbal aggression
  - Respect and take care of school property

- Dress code and items not allowed
  - Gum is NOT permitted at school
  - Consequences
    - Warnings
    - Recess restriction

        - Detention/forfeiture of school activity
        - Referral to the office
        - Parent Conference
        - Suspension
        - Expulsion

- Classroom Expectations
    - At the beginning of the school year, each classroom teacher will inform you and your child of his/her classroom expectations, consequences, and rewards

- Playground Behavior Expectations
    - To ensure safety, courtesy, cooperation, healthy activity and equal opportunity for all students on the playground
    - Students are to:
        - Enter the playground no earlier than 7:50 am, when supervision begins
        - Play on the playground in sight of the supervisor and not in the corridors, lavatories, around classrooms, or close to fences
        - Get the supervisors permission before leaving the playground
        - Report any problems on the playground to the playground supervisor
        - Refrain from using abusive language and engaging in rough play
        - After recess, when the bell rings, stop playing, and then walk to the class line and wait in an orderly manner for the teacher
        - Get drinks and use the restroom before the end of recess
        - Eat snacks ONLY at the picnic benches

- Vandalism
    - We will work with the district and local authorities to enforce our school grounds
    - At times we are able to apprehend the vandals and bill their parents/guardians for the damages
    - You (students and parents) can greatly assist us by helping to patrol the school when possible and reporting any known vandals to the school.
    - Money spent on repairs due to vandalism takes away money that could be used on educational equipment and materials.

- Personal Property
    - Students must take care of any personal items, including money, brought to school. Sartorette is not responsible for the loss of personal items.

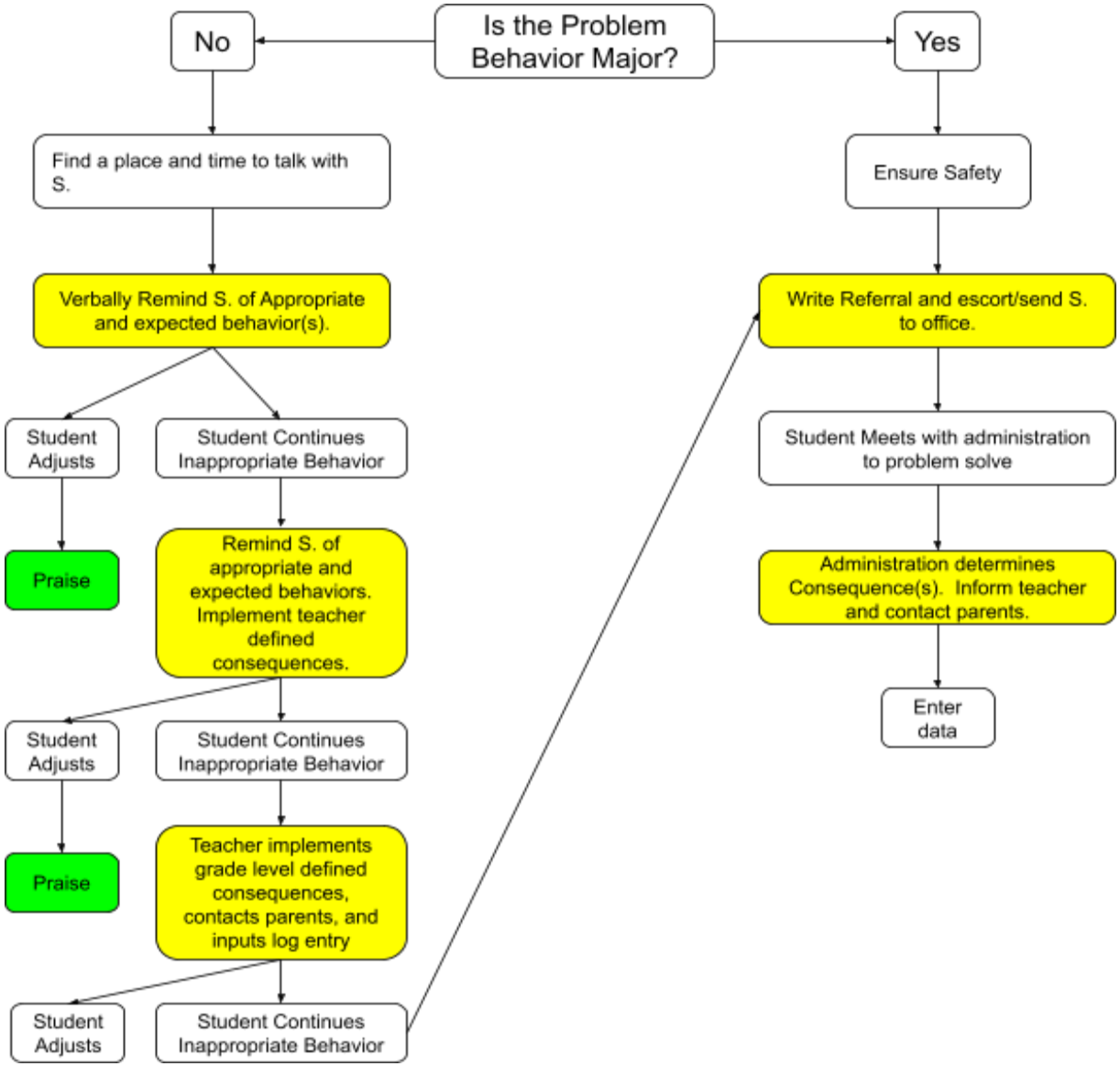
General Procedures for Dealing with Problem Behaviors

- Observe problem behavior
- Problem solved by student “Stop-Walk-Talk”
- Problem Identified as Minor or Major
    - Minor: Classroom teacher and/or yard duty handles
    - Major: Classroom teacher and/or yard duty go through the referral process and the principal

Sartorette's PBIS Matrix

Area/Rule	Be Safe	Be Caring	Be Respectful	Be Responsible
Before School	• Wait outside the gates before 8 • Walk calmly and quietly to the back	• Follow adult directions • Wait patiently	• Use sidewalks and hallways	• Look out for others and their belongings
Halls	• Walk calmly and quietly • Face forward	• Hands and feet to ourselves	• Stay in the hallways • Use time wisely	• Honor others as they work
After School	• Let nature be • Walk	• Stay next to a supervising adult • Wait on the bench • Keep toys and games at home	• Sit Calmly • Use a soft voice • Be aware that others are working	• Be a good example • Care for yourself and others • School is always a learning space
Cafeteria	• Choose your spot, and stay seated • Keep your hands to yourself • Do not share food	• Track the speaker • Follow directions • Use active listening	• Practice good table manners • Clean up after yourself	• Use please and thank you • Include everyone
Bathrooms	• Keep your feet on the floor • Keep floor clean and dry	• Use a quiet voice • Use toilet paper appropriately	• Leave it clean • Wash your hands • Return to class right away	• Flush the toilet • Respect privacy
Office	• Walk into the office	• Use polite words	• Sit and wait patiently behind the counter	• Use a calm and quiet voice
Playground	• Use equipment properly • Be aware of yourself and others	• Listen to yard duty • Take turns • Throw away trash	• Return equipment • Follow Sartorette game rules • Eat your snack on the bench	• Be an up-stander • Include others in your game
Library	• Walk	• Listen to adults	• Use a shelf Marker	• Use a whisper voice • Sit and read quietly when finished
Music	• Walk quietly to and from class	• Listen to adults	• Use instruments and materials appropriately	• Wait your turn • Participate fully
Morning Assembly	• Hands to self	• Listen to the speaker • Eyes on flag • Face forward • Hats and hoods off • Silent lips	• Stand on your class line	• Praise the student of the week with applause

Sartorette's Behavior Flow Chart



Site-Level Rules

Rules for student discipline shall be developed at each school site and filed with the district office. These rules shall be adopted jointly by the principal or designee and a representative selected by classroom teachers employed at the school. The views of administrators, teachers, security personnel, parents/guardians and secondary school students shall be obtained when the rules are developed. The rules shall be consistent with law, Board policy and district regulations; they shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

Rules for student discipline shall be developed at each school site. In developing these rules, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

- Parents/guardians
- Teachers
- School administrators
- School security personnel, if any

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. The rules shall be consistent with law, Governing Board policy and district regulations. Each school shall file a copy of the rules with the Superintendent or designee and Board. (Education Code 35291.5)

These rules shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

Staff Training

- Each staff member is provided with a copy of the District Code of Conduct annually at the beginning of the school year.
- Each staff member shall receive training and notification in school-wide expectations, major and minor offenses, and office referral process.
- Staff members shall receive on-going professional development in strategies that promote the school environment.
- Staff members shall receive on-going professional development on behavior interventions and the RtI^2 process.
- Staff shall participate in teaching students school-wide expectations in all common areas and in the classroom during the first three weeks of school. In addition, all staff and students shall participate in re-teach days.

School Discipline

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."

Notification to Students and Parents

All students, parents, and staff are notified of the district discipline plan annually at the beginning of the school year and upon enrollment through the District Handbook. In addition, all students, parents, and staff are notified of school wide expectations, major and minor offenses, and office referral process through a Site Student/Parent Handbook and Parent's Rights and Responsibilities.

Cambrian School District's Expected Student Behavior

Cambrian School District students are expected to Obey the State, District, and local school regulations, in addition to showing respect for self, authority, property, both public and private, the rights of others, the feelings of others and education. Students are responsible for their own actions and should accept the consequences of their own actions. Therefore students should be aware of the possible consequences of their behavior. (Education Code 35181 and Cambrian Board Policy 5144)

Students who exhibit problem behavior will be subject to disciplinary action by school officials. Depending upon the behavior, one or more of the following actions may be taken by school officials. The action taken will be in compliance with Board policy and State law.

The following information is intended to present our school rules and regulations clearly. Please read this carefully. All students are expected to understand and follow these guidelines. Students found to have committed the acts listed under the column **Behavior** can expect to be assigned any of the consequences under the column, **Possible Action**.

It should be noted that there might be degrees of severity and/or previous patterns of behavior that will influence the actions. The school administrator will use his or her discretion in determining those consequences.

The Guidelines for Student Behavior lists the possible action that may be taken in relation to behavior that violates the Code of Conduct.

Behavior	Possible Action
Assault or battery on school employee	Suspension, expulsion
Defiance of authority	Conference, detention, parent involvement, suspension
Disorderly conduct	Conference, suspension, parent involvement
Dress code violation	Conference, detention, suspension, parent involvement
Forgery	Parent involvement, suspension
Harassed, threatened, or intimidated complaining witness	Suspension, expulsion
Hostile environment —Creating a hostile school environment	Suspension, expulsion
Injury — Causing serious physical injury to another	Suspension, expulsion
Physical assault or battery	Suspension, expulsion
Possession of any controlled substance	Suspension, expulsion
Possession of any knife, explosive, or other dangerous object	Suspension, expulsion
Possession of weapon, imitation firearm, or other dangerous object, including knife	Suspension, expulsion
Possession or sale of drugs, alcohol or look-a-like substances	Suspension, expulsion
Possession or use of firecrackers, explosive devices	Suspension, expulsion
Profanity, vulgarities, obscene words/gestures	Conference, suspension
Robbery, extortion	Suspension, expulsion
Setting fire, arson	Suspension, expulsion
Sexual harassment (grades 4 through 8)	Conference, suspension, expulsion
Smoking, possession of tobacco, tobacco products	Parent involvement, suspension
Tardiness/Unexcused Absence	Conference, detention, parent involvement, SARB
Terroristic threats	Suspension, expulsion
Theft	Parent involvement, suspension, expulsion
Threats, intimidation, fighting, bullying, cyber-bullying, harassment	Conference, detention, suspension, expulsion
Vandalism, destruction of property	Parent involvement, suspension, expulsion, restitution
Verbal and physical abuse	Conference, suspension
Violence: Caused, attempted to cause, participated in an act of hate violence	Suspension, expulsion

Education Codes 48900-48915 and Cambrian Board Policies and Procedures 5144-5144.1

Disciplinary Procedures

The procedure listed below is a general guide of the order in which disciplinary action is taken. The nature of the disciplinary problem may alter the sequence of items.

- Documented routine classroom control procedures
- Documented teacher-student conference
- Documented teacher-parent conference
- Referral to principal. (Principal or designee shall determine developmentally appropriate, progressive discipline.)
- Referral to each school Student Study Team comprised of administrator, teacher(s), special education representative, and others as necessary
- Suspension
- Expulsion

The law requires the Board to review and take a position on certain disciplinary procedures. Accordingly, the Board authorizes the use of the following procedures:

- U**se of Detention**: Students may be detained in school for disciplinary or other reasons for up to one hour after the close of the maximum school day.

- **Use of Recess or Break Time**: A teacher may restrict, for disciplinary purposes, the time a student is allowed for recess providing the student's physical needs are met. Discipline is related to behavior that is disruptive; it is not directly related to academic performance, i.e. incomplete work, etc. A teacher may suggest that a student use recess or noontime intermission for a student-determined study session.

- **Restriction of Activities**: The school has the right to restrict a student from extra-curricular and/or special events.

- **Use of Physical Restraints**: Teachers are required to hold students strictly accountable for their conduct on the way to and from school, on the playgrounds, and during recess, and are not criminally liable for exercising the same degree of physical control over a student that a parent would be legally privileged to exercise in order to maintain order, protect property, or protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning. A staff member shall physically control a child only to the extent necessary to protect the child, other students, the staff member, and other staff members.

Definition Of Disciplinary Actions

- **Parent Involvement** – Parent/guardians are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent/guardian, appropriate school personnel and any other individuals concerned. Recorded in the administrative record. A student performance contract may be used.

- **Conference** – A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Recorded in the administrative record.
- **Detention** – Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day.
- **Pre-suspension Alternatives** –The temporary removal of a student from certain instruction.student may be assigned to an advisement teacher, a student assistance program, or the student may lose a privilege, an extra-curricular activity, or be requested to provide school service.
- **In-School Suspension** –A temporary alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work.A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted.
- **Suspension** – The temporary removal of a student from ongoing instruction.
- **Expulsion** – Is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may expel a student.
- **SARB** – School Attendance Review Board. The SARB enforces compulsory education laws. It is comprised of parents, representatives from the school district and members of the community at large, including representatives from law enforcement, welfare, probation, mental health, various youth service agencies and the district attorney's office (membership identified in Education Code 48321). The SARB recommends alternative solutions to alleviate circumstances that contribute to truancy, attendance or behavior problems.

Suspension

Suspension Procedures

Administrative suspensions shall be initiated according to the following procedures:

- Prior to a suspension recommendation the principal or designee shall promptly initiate an impartial investigation. In so doing, he/she shall talk individually with:
    - The student who is complaining
    - The person accused
    - Anyone who witnessed the conduct
    - Anyone mentioned as having related information

- A suspension shall only occur when documented other means of correction fail to bring about proper conduct unless the principal or designee determines that an offense, which requires a mandatory suspension, was committed or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

- Suspension shall be preceded by an informal conference with student and principal or designee of the principal and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her. The student will be allowed the opportunity to present his/her version and evidence in his/her defense.

  This conference may be omitted if the principal or designee determines that an "emergency situation" exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school.

- All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior.

- At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student.

- Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matter.

- Student may be suspended no more than five (5) days for each disciplinary action. A student may be suspended from school for no more than 20 school days in any school year, unless for the purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or a continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days does not apply when the suspension is extended pending an expulsion.

- A suspended student may be required to complete and receive credit for assignments and tests missed during the suspension, as provided by the teacher.

- A suspended student must remain under parent supervision and cannot be on any school campus or attend school activities for the duration of the suspension. This does not include In-School Suspension. (Education Codes 48900-48918 and Cambrian Board Policy and Procedure 5144.1)

Expulsion

Expulsion Procedures

- Prior to an expulsion recommendation the principal or designee shall promptly initiate an impartial investigation. In so doing, he/she shall talk individually with:
    - The student who is complaining
    - The person accused
    - Anyone who witnessed the conduct
    - Anyone mentioned as having related information

- The principal submits a written recommendation to expel the student to the Superintendent. When expulsion is being considered, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision in the matter.

- Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threatens to disrupt the instructional process.

- The student and student's parent/guardian shall be entitled to a hearing to determine whether the student should be expelled. An expulsion hearing will be held within 30 school days after the date the principal determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. Written notice of the hearing will be forwarded to the student and student's parent/guardian at least ten days prior to the date of the hearing.

- An administrative panel will conduct a hearing to consider expulsion in a session closed to the public unless the student or student's parent/guardian requests that the hearing be public.

- The final action to expel will be taken by the Governing Board at a public meeting within ten school_days following the conclusion of the Administrative Panel hearing.

  If the Governing Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed.

- Written notice of the decision to expel shall be sent to the student and parent/guardian and shall include notice of the right to appeal such expulsion to the County Board of Education. (Cambrian Board Policy and Procedure 5144.1)

Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

- Causing serious physical injury to another person, except in self-defense
- Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.
- Robbery or extortion
- Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Mandatory Recommendation and Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

- Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm. To support the instructional program (e.g. Civil War weapon), only parents/guardians may bring any such object to campus, and only with prior written approval of the school principal
- However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion
- Brandishing a knife as defined in Education Code 48915(g) at another person
- Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
- Committing or attempting to commit a sexual assault or committing a sexual battery as defined in the fourteenth bullet under "Grounds for Suspension and Expulsion" above
- Possessing an explosive as defined in 18 USC 921.

Zero Tolerance

The Cambrian School Board of Trustees supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero tolerance requires a **mandatory suspension** and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code 48915) (Education Codes 48900-48918 and Cambrian Board Policy and Procedure 5144.1)

Expected Behavior, School Discipline, Suspensions, and Expulsions Action Plan

To Do	Due Date	Completed
School Rules Updated (every four years) ● Administrator: ● Teacher:	Every four years	Sep 2024
Parent/Student Notification ● Site Handbook ● District Handbook	August	Aug 2025
Staff Training and Notification ● School Wide expectations/rules, major/minor offenses, and office referral process	September	Sep 2025
Staff Professional Development-Positive Behavior Intervention and Support (PBIS)	Ongoing	Ongoing
School Wide Expectations Taught ● Common Areas ● Re-Teach Days	First three weeks Ongoing	Ongoing

Notification to Teachers of Suspended or Expelled Students

California Education Code Section 49079 requires school districts to inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. The information provided shall be provided for three school years.

Cambrian School District staff are notified of students who fall into this category through our Student Information System: PowerSchool and within 24 hours of the offense through an email memo,.

When Cambrian School District receives notification concerning a student from a law enforcement agency, the Superintendent or designee shall notify a site administrator and the site administrator shall notify the student's teacher(s) and counselor(s).

The site administrator or designee shall enter all suspensions in PowerSchool. An "alert icon" shall appear on the student page. Staff shall be trained annually to know the meaning of the icon and to contact the administrator for more information.

- The site administrator or designee shall enter all suspensions and Board approved expulsions into PowerSchool:
    a. Enter student page
    b. In the student action menu (left side) under "administration" click "log entries." In the middle of the page click "edit discipline alert."
    c. In "discipline alert text" type/enter the word suspension or expulsion
    d. In the "Alert Expires (Date)" enter the date *exactly three years from the date of the suspension*
    e. Expulsions shall be entered into Power School by the School Services Department
    f. Expulsions and suspensions from other districts shall be entered by the site secretary

- The school secretary shall enter into PowerSchool new Cambrian students with suspension in the last three years or an expulsion in another district.
    a. Notification shall be made within 72 hours after the CUM has arrived
    b. The secretary shall use the same process as listed in items a-f

(Education Code 48201 and 49079)

Notification to Teachers of Suspended or Expelled Students Action Plan

To Do	Due Date	Completed
Office Staff Training on Procedures for Teacher/Staff Notification	August	August 2025
Teacher and Counselor Training (Appendix: Sign-in and agenda)	August	August 2025

Dress Code

The Governing Board believes that students and staff have the constitutional right to be personally safe and secure in a safe and disciplined learning environment at school. The Board also believes that appropriate dress and grooming contribute to a productive, safe and secure learning environment. Therefore, the Board expects students to wear clothing suitable for the school activities in which they participate.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action, including being sent home.

Appropriate Attire

The home is the most encouraging environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. Students are expected to comply with the following:

- A student's hairstyle, clothing, jewelry, and makeup should not distract others from learning.
- Clothing with printed vulgarities and/or drug and alcohol-related themes are not acceptable.
- Skin-tight apparel, excessively baggy apparel, short shorts, bare midriffs, mini skirts, and loose-fitting tank tops are not appropriate.
- Students must wear shoes at all times.
- No hats, beanies or hoods will be worn on campus. In support of the new state law to permit students to wear sun protective clothing to school, a student may wear a hat, if that student has a letter on file from his/her parent requesting a hat be worn for sun protection. Hats may not be worn indoors.

(Cambrian Board Policy 5132)

Dress Code Action Plan

To Do	Due Date	Completed
Update dress code as it pertains to prohibited gang-related apparel	June	June 2025
Parent/Student Notification • Site Handbook • Mid-Year Site Newsletter (any updates)	August	Aug 2025
Staff Notification	August	Aug 2025

Section 7

Safe Ingress and Egress

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury.

It is vital to a students' safety to have parents or guardians annually update the Student Emergency Form. This is the only way a staff member can contact the child's parents in the event of an emergency.

If a student's information has changed the parent or guardian shall call the office and update their records.(e.g. ihome address, work location, or telephone) If families have moved outside the Cambrian School District attendance boundaries, a charter request form or an interdistrict attendance agreement from your resident district is required. For your child to continue his/her attendance in the Cambrian School District, both districts must approve the transfer.

The following information shall be communicated to parents via school parent/student handbooks or in school newsletters annually.

Parent Drop-off and Pick-up

Arrival

- Students may not arrive prior to 7:55 a.m. No supervision is provided prior to the start of school.

Dismissal

- Students are expected to leave school at dismissal time. No supervision is provided after school. Parents are to meet students in front of the school.

Sartorette Expectations for Drop-offs and Pick-ups

- Please make a complete STOP at all STOP signs.
- Please do not make U turns anywhere near school.
- Please abide by all traffic laws…they still apply at 8:05 and 2:15!
- Only drop off students from the inside drop off lane
- Make sure our children are safe, by following all traffic rules!
- Keep your eyes out for our Sartorette community and assist others when you can!
- Be respectful of other parents and neighbors!
- Take turns at the STOP sign!

- Listen and be courteous to the staff on yard duty, our crossing guards, and all other adults wearing a safety vest. They are there for the safety of YOUR children. Many of them are volunteers!
- Please do not park anywhere that is not a marked stall or a legal parking place on the street.
- Be aware when you are getting close to Sartorette of other children, cars, and families.
- The curb by our front playground and office are for drop off and pick up only!
- Do not leave your car unattended unless you are in a parking stall or parked legally on the street.
- You may park in the Price parking lot if there are parking spots available.

Walking

- Students walking to and from school are encouraged to walk with family members or friends and not alone.
- Students are expected to follow the school's behavioral standards and all safety laws, including crossing at the crosswalk.
- Parents can set a good example by following the safety laws at all times.
- Make sure children are familiar with the safety laws and how to handle an emergency situation.
- Crossing Guards are employed by the local police department and will assist students at New Jersey Avenue and Abinante Lane.
    - Students must cross only when the crossing guard has deemed it is safe.
    - The guard will blow one whistle when she/he enters the crosswalk and then two whistles when students are safe to cross.

Transportation Services

Specific students will receive transportation services if the need is determined by an Individualized Education Program team. Students using transportation services should follow the behavior expectations outlined by our Positive Behavior Interventions and Supports (PBIS) program.

Bicycles, Skateboards, and Scooters

All students are welcome to ride bicycles to and from school if they so choose. Students are strongly encouraged to lock licensed bicycles (one per lock) to the racks provided through the front entrance next to the TK playground. The district will not be responsible for bicycles, which are lost, stolen, or damaged.

*S*tudent Check-out Procedure

Once a student arrives on campus, he or she cannot leave during school hours except when the office has a written note from the parent and/or authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

Students shall be released during the school day only through the school office. A signout procedure is established and students may only be released to his parent/guardian or designee listed on the emergency card.

Children will only be released to an adult (person over the age of 18) and listed on their emergency card on file. Identification is required. It is the only means the staff can verify your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

(Pupil Withdrawal From School Cambrian Board Policy and Procedure 5112.6)

Safe Ingress and Egress Action Plan

To Do	Due Date	Completed
Parent/Student Notification ● Site Handbook (Appendix) ● Emergency Assembly-Newsletter and/or handout (Appendix)	August 2025	Aug 2025
Staff Training/Notification ● Emergency Training (Appendix Sign-in and agenda) ● Emergency Binder	September 2025	Sep 2025

Section 8

Equal Opportunity, Hate Crime, and Harassment

Equal Opportunity

Discrimination among students applying for admission to or attending our schools with respect to color, creed, race, sex, religion, ancestry, handicap, or national origin is prohibited.

The Governing Board shall attempt to erase any limitations of facilities and means that stand in the way of our schools' availability to all who wish to learn in this school system. (Cambrian Board Policy 5145.3)

Hate Crime and Harassment

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, disability, nationality, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. (Cambrian Board Policy 5145.9)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Grievance Procedures

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Student Services
Cambrian School District

4115 Jacksol Drive
San Jose, CA 95124
(408) 377-2103 ext. 1121

Any student who feels that he/she is being harassed should immediately contact the principal or designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the principal or designee. Upon receiving a complaint of discrimination or harassment, the principal shall immediately address the matter in accordance with site-level disciplinary procedures specified in BP 5144 - Student Discipline. Where the principal or designee finds that harassment has occurred, s/he shall take prompt, appropriate action to end the harassment and address its effects on the victim. If the student does not feel the matter has been sufficiently addressed by the school principal, they can file a complaint in accordance with district complaint procedures.

The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, and the resources that are available to students who feel they have been the victim of discrimination or harassment.

Sexual Harassment

Cambrian School District Board Policy and Procedure 5145.7 prohibites sexual harassment including, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5)

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion
- Electronic communications containing comments, words, or images described above

Notifications

A copy of the district's sexual harassment policy and regulation shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980)
- Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted. (Education Code 231.5)
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)
- Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
- Be provided to employees and employee organizations

Investigation of Complaints at School

Sexual harassment requires prompt attention by administrators since the failure to act may cause further personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since the Cambrian School District recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of the procedure to result in prompt recourse and to ensure fairness and equity to the student alleging the sexual harassment, the person accused of the sexual harassment, and witnesses.

Students

- A student who believes he/she is being sexually harassed should notify his or her site principal.

- Site principals are required to immediately report complaints of sexual harassment to the Superintendent or any member of the investigative team. Whenever a complaint of harassment occurs, the person receiving the complaint shall promptly and fully inform the alleged victim and the parents or guardians of their rights pursuant to this policy and current law.
- If the principal or member of the team believes the complaint can be resolved through informal means, then every effort will be made to do so.
- Investigation of Students
    - Any complaint involving allegations of sexual harassment of a student by another student(s) shall be processed informally
    - If an informal resolution will not resolve the problem, student perpetrating the harassment may be recommended for suspension or expulsion

Investigation Process

- **Informal Investigation**
    - The District shall process complaints involving sexual harassment of a student by a District employee utilizing the following informal and formal procedures.
        - The informal investigation shall include gathering information from witnesses to the incident, if any, and from victims, if any, of similar conduct.
        - The purpose is to determine whether an informal resolution of the problem is possible.
        - The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint, and will be given an opportunity to be away from the school site when the accused is informed of the complaint.
        - The accused will be explained his/her rights pursuant to this policy, at the earliest appropriate time, and will be immediately informed that any retaliation against the complaint and witnesses is strictly prohibited, regardless of the accuracy of the complaint.
        - The team shall then inform the person alleged to have committed harassment of the complaint and explain his/her rights pursuant to the policy. The team will also endeavor to obtain all possible information from the individual named by the complaint.
        - The team shall make a written determination regarding the acts and whether sexual harassment did occur. This determination will be communicated to the complainant and the parents or guardians, the alleged harasser, and as appropriate, all others directly concerned.
        - A written report of the information investigation, signed and dated by the person accused of harassing, will be filed with the team by the supervisor or member of the team. The signature of the accused on the report is merely an indication of receipt of the report of a written complaint. The purpose of this report is to document the resolution of the complaint at the informal level.

    - **Formal Investigation**

- Once a written complaint of sexual harassment has been reviewed by the investigative team and if the team determines a formal investigation is necessary, a complete and thorough investigation shall begin immediately.
- The complaint will be resolved by this investigation, which shall also include gathering information from witnesses to the incident, if any, and from victims if any of similar conduct.
- The complainant will be advised in advance of the date and time that the accused will be informed of the complaint, and will be given an opportunity to be away from the school site when the accused is informed of the complaint.
  The accused will be explained his/her rights pursuant to this policy, at the earliest appropriate time, and will be immediately informed of the complaint.
- The accused will be explained his/her rights pursuant to this policy, at the earliest appropriate time, and will be immediately informed that any retaliation against the complaint and witnesses is strictly prohibited, regardless of the accuracy of the complaint.
- The investigative team shall make a written determination regarding the acts and whether the sexual harassment did occur, and this determination will be communicated to the complainant, the alleged harasser, and as appropriate, all others directly concerned. If, after the investigation, the investigative team shall be expunged of all relevant documents. However, if the investigative team makes a finding that the sexual harassment did in fact occur, the alleged harasser shall have the opportunity to respond to this written determination prior to placement in his/her file.
- If the alleged harasser is determined to have engaged in sexual harassment, appropriate disciplinary action is recommended by the Superintendent or his designee may be taken by the District. The discipline that will be appropriate will be determined in part, by the severity of the facts and whether or not the harassment is of chronic nature. The employee against whom disciplinary action is taken shall be entitled to due process provided by law, Board policy and current employee agreements. The disciplinary action will be made known to the complainant and parents or guardians when final. Appropriate action will be made known to the complainant when final. Appropriate action may include remedies for the complainant's loss, if any.

Equal Opportunity, Hate Crime, and Harassment Action Plan

To Do	Due Date	Completed
Staff: ● Staff Professional Development-Sexual Harassment (Appendix Sign-in and agenda) ● Provide staff with written notification	September	Sep 2025
Student Orientation	August	Aug 2025
Parent Notification (Appendix)	August	Aug 2025
Policy posted in school office	August	Aug 2025

Section 9

Protecting Our Immigrant Population

The Cambrian Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status. The district staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Principal or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The Principal or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to district records, school sites, or students.

The Principal or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Principal or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.

Section 10

Recommendations and Assurances

The School Site Council (SSC) recommends this Comprehensive Safety School plan to the District Governing Board for approval, and assures the Governing Board of the following:

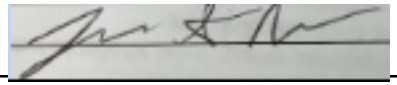
- The School Site Council is correctly constituted, and was formed in accordance with District Governing Board Policy and state law.

- Under California Education Code 32281, the School Site Council or its delegates formed a school safety planning committee with a minimum of the following members:
    - The principal or the principal's designee
    - One teacher
    - One parent whose child attends the school
    - One classified employee

- The School Site Council held a public meeting, at the school, in order to allow members of the public the opportunity to express an opinion about the plan. Under Education Code 32281 the School Site Council notified all parties, in writing, information concerning the public meeting.

- The School Site Council reviewed the content of the Comprehensive Safety Plan and believes all requirements as outlined in the Cambrian School District Comprehensive Safety Plan template have been met.

- The School Site Council adopted this plan on:

Debbie Steen	12/15/25		12/15/25
Signature of Principal	*Date*	*Signature of SSC President*	*Date*