

Comprehensive School Safety Plan SB 187 Compliance Document

**2024-25
School Year**

School: Sulphur Springs Community School
CDS Code: 19-65045
District: Sulphur Springs Union School District
Address: 16628 West Lost Canyon Rd.
Canyon Country, CA 91387
Date of Adoption: February 22, 2024

Approved by:

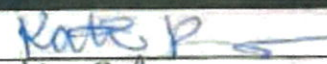

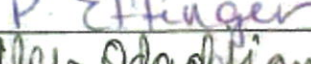

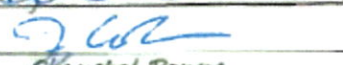





Name	Title	Signature	Date
Ms. Katie Palacios	Principal		3/5/24
Katie Calnan	Teacher		3/6/24
Trish McCloud Effinger	Teacher		
Aleen Odadjian	Teacher		3/6/24
Dionne Hinson	Classified		3/6/24
Jessica Coleman	Parent		3/6/24
Chrystal Ramos	Parent	 <small>Chrystal Ramos (Mar 7, 2024 09:02 PST)</small>	Mar 7, 2024
Lauren Walker	Parent	 <small>Lauren Walker (Mar 7, 2024 09:04 PST)</small>	Mar 7, 2024
Claudia Pineda	Parent		3/6/24
Sonia Chavez	Parent	 <small>Sonia Chavez (Mar 6, 2024 08:22 PST)</small>	Mar 6, 2024

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the Sulphur Springs Community School office.

Safety Plan Vision

Empowering all learners to be authentic innovators in a collaborative community willing to take risks to change their world.

Components of the Comprehensive School Safety Plan (EC 32281)

Sulphur Springs Community School Safety Committee

Ms. Katie Palacios, Principal
Trish McCloud Effinger, Teacher
Katie Calnan, Teacher
Aleen Odadjian, Teacher
Dionne Hinson, Classified Staff
Lauren Walker, Parent, Chair
Jessica Coleman, Parent
Chrystal Ramos, Parent
Sonia Chavez, Parent
Claudia Pineda, Parent

Assessment of School Safety

The safety of the staff and students is a priority at Sulphur Springs Community School.

The following indicates elements that are going well at the site:

- Evacuation, earthquake, fire, and lockdown drills are conducted once per month.
- The ingress and egress procedures at the site are consistently monitored.
- The closed campus with fencing around the entire school campus (except for parking lots) have secured the school.
- The raptor system and the automated door lock keep the front office secure and provide a safe way to check in our visitors.
- The Sheriff's Department conducts a security inspection of the campus.
- The Principal conducts assemblies, at the beginning of each school year to address proactive behavior expectations and dress code with students, and classroom visits.
- Behavioral expectations are reviewed throughout the year, via morning announcements.
- Any safety issues are reported by the staff to the administration as they are noticed.
- Work orders are submitted and followed up on as safety issues arise.
- The front office has an efficient system for anyone picking up a student during the school day; identification and verification of person as indicated on student emergency card.
- The Custodian, the Principal/ Assistant Principal conduct a monthly safety inspection and submit reports to the District Office.
- All classrooms have the ability to view outside of the door.

The following items require improvement at the site:

- Classroom doors need to be locked at all times.
- After school valet remains a concern. Traffic congestion continues to be a problem. Despite many reminders and the presence of Sheriff and CHP officers, some families do not follow proper valet procedures causing possible safety issues. The development of Vista Canyon without road improvements has added additional congestion to Lost Canyon Road.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Strategies and Programs to Provide and Maintain a High Level of Safety:

- All employees are trained on the scenarios addressed in the Comprehensive School Safety Plan
- The Sheriff's Department and city workers are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws.
- The safety and security procedures are reviewed to make any necessary recommendations and changes.
- In order to ensure that students engage in safe behavior, the school instituted a positive behavior program and is utilizing a social emotional learning curriculum.
- The campus is a closed campus with the gate enclosures.
- An annual inventory will be take of emergency equipment and replace as needed.
- Ongoing assessments of the campus are conducted by the lead custodian, cafeteria personnel, and other staff and reported to the principal.

- The staff is trained each school year on child abuse reporting procedures.
- Regular safety messages are communicated in the Mustang Message on Parent Square.
- When a student is at-risk of harming himself/herself, the School Social Worker and/or School Psychologist will be notified immediately, in order to conduct a Risk assessment. Results of the risk assessment will determine next steps for support.
- When a student is at-risk of harming other students in a life-threatening manner, administration will immediately notify the District's Pupil and Personnel Services Department and conduct an investigation, including informing parents. Results from the investigation will determine if the situation should involve local authorities. The School Social Worker and/or School Psychologist will also be notified immediately, in order to conduct a Threat assessment.
- In a situation in which we have to evacuate the campus, we will follow the directive from the Fire Department and/or Sheriff's Department on where to assemble. Communication to families will then take place using ParentSquare, the District's mass communication system.

Campus Security

Per Board Policy and Administrative Regulation 3515, the following shall be included in the each of the schools Comprehensive School Safety Plans. These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

The ingress and egress plan addressed in this safety plan addresses the security of the school campus perimeter. All schools are regularly assessed on a yearly basis regarding security system, lighting system, and campus fencing.

2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

All visitors are required to register in the front office. The office is the only point of entry for the school site. The District utilizes the Raptor system to scan visitor identification and provide an identification sticker for each visitor.

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

In order to mitigate vandalism and graffiti, the District has staff walk the campus each morning in order to be able to quickly address any graffiti issues. The District also has security patrol each school site each night to mitigate the threat of vandalism.

4. Control access to keys and other school inventory.

Each school site checks keys out to employees who sign a form acknowledging responsibility for them.

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

Each school site has a school resource officer assigned by the Los Angeles County Sheriff's Department. In addition, the District has security that patrols the campuses at night. Finally, staff and students are encouraged to report any concerns to the front office.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

As stated in the Board Policy 5141.4 "The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse."

AR 5141.4 Child Abuse Prevention Reporting Procedures:**1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department.

(Penal Code 11165.9, 11166)

Department of Child and Family Services: 1-800-540-4000

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

CHILD ABUSE REPORTING PROCEDURES ADVISORY:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Disaster Plan:

GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY. Emergency Announcements will be provided on the following radio stations: KHTS AM 1220

Public Agency Use of School Buildings for Emergency Shelters

Procedures are in place 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. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Sulphur Springs Union School District Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students.

When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

STUDENT DUE PROCESS: The board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

ALTERNATIVES TO SUSPENSION / OPTIONS: All schools within the District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District resources.

REQUIRED PARENTAL ATTENDANCE: The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

DEFINITIONS: Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

NOTICE OF REGULATIONS: At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

GROUND FORS SUSPENSION AND EXPULSION:

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code. s) Aided or abetted the infliction or attempted infliction of physical injury. E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Expulsion Recommendations – Education Code

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)

(a)(1) Causing serious physical injury to another person, except in self-defense. (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(4) Robbery or extortion.

(a)(5) Assault or battery upon any school employee.

(c)(1) Possessing, selling, or otherwise furnishing a firearm.

(c)(2) Brandishing a knife at another person.

(c)(3) Unlawfully selling a controlled substance.

(c)(4) Committing or attempting to commit a sexual assault.

(c)(5) Possession of an explosive.

MANDATORY RECOMMENDATION AND MANDATORY 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]) Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES:

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind (Education Code 48902).

PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION:

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Whenever a student is identified as violent or dangerous per E.C. 49079 the teacher will be informed by the principal.

The teacher shall keep this information in confidence and must not further disseminate it. However, if the teacher believes that the student is improperly placed (or is an immediate danger) these opinions (and related observations) should be shared with the principal immediately.

The district office also has a responsibility to insure that all appropriate actions are taken to identify, notify and support necessary interventions with regard to violent or dangerous pupils.

The Pupil Services Department notifies Principals at the beginning of each school year of students who were suspended in the prior year. Principals, in turn, notify the current teacher.

NOTICE OF SCHOOL DISRUPTION

Directive to Leave School Grounds

Behavior constitutes an unlawful disruption at school in violation of Penal Code §§ 71, 601 and 626.8, Education Code §§ 44810 and 44811, and/or Code of Civil Procedure § 527.8.

Nondiscrimination/Harassment Policy

Sulphur Springs Union SD | BP 5145.3 Students

Nondiscrimination/Harassment

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Policy SULPHUR SPRINGS UNION SCHOOL DISTRICT

adopted: September 26, 2018 Canyon Country, California

(E) Sexual Harassment Policies (EC 212.6 [b])

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited.

The principal and school staff will ensure that students receive age appropriate information related to sexual harassment.

Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation.

They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school.

They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Sulphur Springs Union School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's Uniform Complaint Procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: The Sulphur Springs Union School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these Board of Education policies:

BP 5132: Dress And Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

AR 5132 Dress And Grooming

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

- The student day is from 8:45am to 3:15pm for all students in grades TK-6. Early Release Wednesday student day is from 8:45am to 2:15pm.
- Parents dropping students off at school should be aware that supervision IS NOT available before 8:20am.
- School office hours are 8:00am to 4:00pm.
- Once arriving at school, students are to immediately go to the playground between 8:20am-8:40am.
- Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking, bus, or being picked up by an authorized person.
- Students who fail to adhere to this rule will be subject to disciplinary action.
- Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the campus.
- Supervision of students not participating in after school activities ends at 3:45pm.
- Routines and procedures are established for the arrival and dismissal of students.
- For morning arrival and dismissal, the staff parking lot is closed to parents. The bus loop parking lot is open to parents of students in SDC and AUT to drop off.
- Upon dismissal, the parking lot is closed to parents for pick up.
- For TK/Kindergarten dismissal, the procedures include teachers escort students to bus pick-up location or parent pick-up at the west side of school.
- All visitors must check in using the Raptor System in the front office to enter the school property and obtain a visitor's sticker.
- All students will be dismissed by teachers at designated dismissal time and with teacher supervision.
- Teachers must be aware of all students that take school transportation and follow the schedule.
- Teachers supervise classes for safe and orderly dismissal.
- Parents should be aware that some streets around the campus can get flooded.

CLOSED CAMPUS: All gates which provide access to classrooms and other rooms will remain locked. All visitors to the campus must come through the office and Raptor in to obtain a visitor's badge which they must wear for the duration of the time they are on campus.

LEAVING EARLY: Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus or to be picked up. Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school; sign-out procedures and verification of authorized person via photo i.d. is required. A written request from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. Persons picking up students during the school day must sign the student out in the front office. They must be at least 18 years of age and provide a valid ID. Under no circumstances should a student leave campus without permission.

COMING LATE: If a student is late to class without an approved reason it is considered a tardy. If a student is late in the morning, he/she must report to the office for a late slip, and then quickly go to class. BP 5113.1 and AR 5113.1 describe the policy for Chronic Absence and Truancy.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Positive School Climate

Element:

A school-wide positive behavior and discipline plan has been implemented.

Opportunity for Improvement:

The expectations for students and staff are reinforced on a daily basis.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Consistency of Expectations	Use of common terminology by all staff. Use of common activities in all classrooms.	Site trainings	Administrator	Staff Meeting Agendas Tracking of discipline data
Continue implementing the techniques learned at positive behavior intervention and support training-Implementing Capturing Kids' Hearts and Second Step.	Teachers will complete activities in the classroom.	Teacher and student materials Teacher and Classified trainings during staff meetings Opportunities for teacher feedback.	Administrator	Staff Meeting Agendas Review of office referrals California Healthy Kids Survey Results
Create a bully free school environment with restorative practices - including implementing the Bully units in Second Step.	Training of staff.	Second Step Curriculum Bully Box	Administrator	Completion of Second Step Bully unit. Bully Box Tips
Keep parents and families informed of positive behavior support plan.	Share positive behavior plan and operations procedures at Back to School Night, ELAC, SSC, and other parent nights throughout the year.	Principal presentations	Administrator	Meeting agendas; meeting minutes
Train playground supervisors on behavior system.	Ongoing training for supervisors on expectations. Hold monthly meetings for campus supervisors.	Training materials	Administrator	Observations Meeting Agendas Office Referrals
Continue assemblies that highlight and reward students for positive attendance and behavior.	Communicate with staff and students requirements for awards. Coordinate monthly assemblies.	Certificates Trophies Field day equipment	Administrator	Attendance reports Behavior referrals
Provide support for students' social-emotional and behavioral needs	Work with the District Behaviorist to provide support to students who need additional behavioral support. Conduct Student Success Team meetings for students who need additional support. Offer counseling support to address students' social-emotional needs.	Mental Health Service Referral Forms SST documents Chromebook for on-site tele-therapy	Administrator	SST meeting notes, Behavior Support Plans, Counseling Referrals

Objectives	Action Steps	Resources	Lead Person	Evaluation
Award students with Mustang Bucks for demonstrating respect, responsibility, caring and safety.	Teachers and staff will distribute Mustang Bucks regularly	Mustang Bucks	Teachers, Staff Members, Noon Supervisors	Decrease of office referrals, number of recognitions

Component:

Safe Physical Environment

Element:

Safe school environment.

Opportunity for Improvement:

Ensure the facility is in safe working order.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To eliminate unauthorized visitors on campus.	All visitors must sign-in using the Raptor system at the front office and obtain a visitor's badge. Gates must remain locked. Open gates are monitored by school staff.	Staff, sign-in log and sticker badges	Administrator	Constant monitoring. Debrief with office staff.
Ensure the facility is in safe working order.	Conduct monthly walk-throughs for facility conditions. Submit and monitor completion of facility work orders.	District forms Maintenance Direct	Administrator; Custodian	Walk through reports. Work orders.
Communicate Safety Plan to the community.	Disseminate safe school plan to all stakeholders via parent and staff meetings or ParentSquare.	School Safety Plan	Administrator	Meeting Agendas. Meeting Minutes. Forms and Surveys.
Ensure a closed campus safe from intruders.	Threat assessment with Sheriff's Department Schedule monthly drills. Ensure gate locks are working and used. Keep classroom doors locked at all times.	District Office training Staff training Keys	Administrator; Custodian; Teachers	Feedback from District Office and Sheriff's Department. Staff Meeting Agenda

Component:

Disaster Preparedness

Element:

School Safety

Opportunity for Improvement:

Ensure all staff and students are prepared in case of emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To practice monthly fire drills.	Debriefing staff after drills to improve practice. Communicating importance of drills to students.	staff, students	Administrator	Fire drills with debriefing.
Students know what to do in case of emergency such as fire, earthquake, or lockdown.	Monthly Drills.	Disaster drill handbook.	Administrator	Feedback after drills to and from staff.
Ensure supplies are updated every year.	Inventory supplies at the end of the year.	Disaster preparedness inventory	Administrator; Teachers	Inventory list. Staff sign-in and students roster documents.
Teachers and staff are knowledgeable about their roles in case of emergency.	Discuss safety plan at staff meetings. Have staff trained in emergency procedures.	Disaster Plan	Administrator	Staff meeting agenda; sign-in sheets from trainings.
Provide training opportunities for staff on their Incident Command Center roles.	Coordinate school wide training with scheduled district disaster trainings.	Staff Meeting Training	Administrator	Meeting Minutes.
School Resource Officer (SRO) will provide feedback regarding systems in place.	SRO meets with Principal and staff for training.	Sheriff's Department	Administrator	Feedback from drills.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Sulphur Springs Community School Student Conduct Code**

PURPOSE: The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

GOALS: We want our students to develop a sense of values and to become: Caring, Honest, Responsible, Well-mannered, Courteous, Respectful, Knowledgeable of right and wrong, Fair, and Positive.

BELIEFS:

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

PHILOSOPHY: A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

EXPECTATIONS FOR STUDENTS:

- Attend school daily and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

Conduct Code Procedures

EXPECTATIONS FOR PARENTS

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the child's behavior.
- Teach the child respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

EXPECTATIONS FOR TEACHERS

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to children.

EXPECTATIONS FOR ADMINISTRATORS

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

BASIC SCHOOL RULES

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.

- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

STUDENT CONDUCT, CONCERNS, AND CONSEQUENCES

- Student conduct which prevents students from learning or teachers from teaching, will not be tolerated.
- We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct.
- We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents.
- Students learn that when they violate a school or classroom standard, a consequence will result.
- Disruptive, disrespectful behavior or harassment will not be tolerated.
- Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

STUDENTS MAY BE DISCIPLINED FOR THE FOLLOWING REASONS: See Suspension and Expulsion section

OTHER CAUSES OF DISCIPLINARY ACTIONS

- Refer to School Handbook

CONSEQUENCES

- After rules are taught, student may be counseled by their teacher, aide or administrator for a first and second infraction.
- Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or administrator.
- After counseling, students will lose privileges and may receive detention for repeated infractions.
- Continued infractions may require a parent conference with the student's teacher and/or administrator.
- Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

POSITIVE REINFORCEMENTS:

- Affirmations are utilized to encourage positive student interaction.
- Mustang Pride slips are awarded by all staff members to students who are making good choices.
- Incentives are used to promote exemplary student conduct.
- Students exhibiting the positive character trait of the month are recognized in a school-wide assembly.

SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

EVALUATION AND FEEDBACK METHODS:

- The staff, School Site Council, and the principal will review the school rules and discipline program.
- These groups will consider the impact of the school-wide recognition programs and their effectiveness.
- The number of discipline referrals and suspensions will be reviewed.
- All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

(J) Hate Crime Reporting Procedures and Policies

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society.

The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate motivated behavior shall immediately contact the teacher and Principal.

Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in BP 5145.9.

A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Students are expected to respect all others while on school grounds or while participating in school activities.

Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

Safety Plan Review, Evaluation and Amendment Procedures

A Safety Committee, within School Site Council, is created each school year and includes a school administrator, staff, and parents.

The purpose of the committee is to review the Safety Plan on a continual basis and make any amendments which are deemed necessary in order to ensure the site is adhering to the highest standards.

All changes to the safety plan are brought to the attention of the entire staff at staff meetings and through emails and brought to parents and stakeholders at School Site Council, English Learner Advisory Committee, and other public/parent meetings.

Safety Plan Appendices

Emergency Contact Numbers

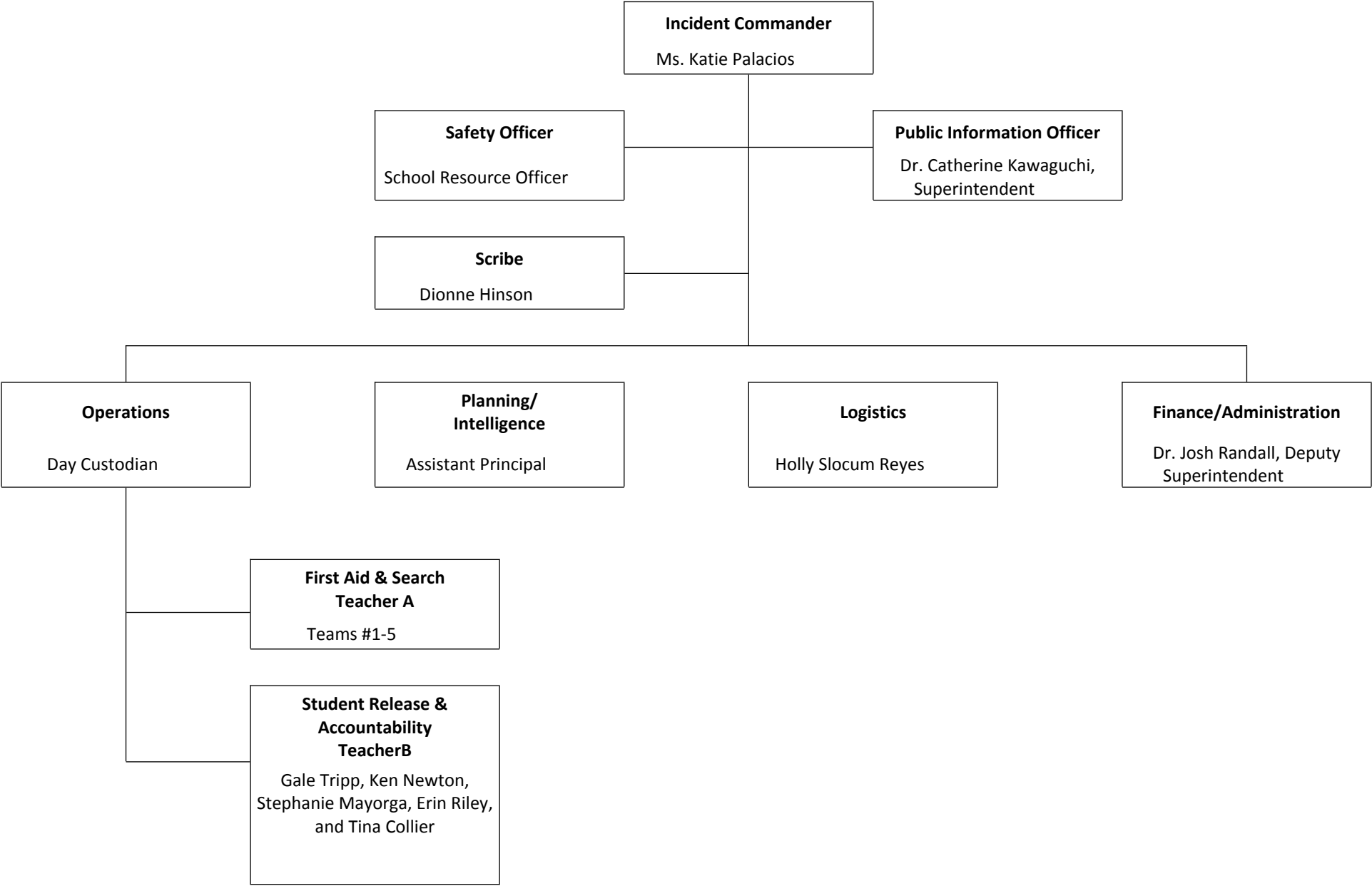
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Sheriff's Department	661-260-4000	
Law Enforcement/Fire/Paramedic	Los Angeles County Sheriff's Office	661-260-4000	
Law Enforcement/Fire/Paramedic	Los Angeles County Fire Department	661-250-2710	
Public Utilities	Southern CA Gas	800-427-2200	
Public Utilities	Southern CA Edison	800-655-4555	
Public Utilities	Santa Clarita Water	661-259-2737	
Local Hospitals	Henry Mayo Newhall Hospital	661-253-8000	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council will review School Safety Plan and recommend changes.	January 25, 2024	agendas and sign in sheets
Community meeting to discuss the School Safety Plan.	February 20, 2024	agenda and sign in sheet
Staff Meeting will be held to discuss the Safety Plan and the changes that teachers might suggest for this year's plan.	February 21, 2024	agenda and sign in sheet
ELAC meeting will be held to discuss the Safety Plan with our ELAC members.	February 21, 2024	agenda, sign in sheets, and minutes
School Site Council meeting was held to review changes to plan and approve the safety plan.	February 22, 2024	agenda and sign in sheets
Final Safety Plan submitted for Board approval.	February 29, 2024	Board Meeting agenda

Sulphur Springs Community School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions: as outlined below:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency.

These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Disturbance, School Violence, Terrorism, Tsunami, and Public Health Emergency.

Step Two: Identify the Level of Emergency

The Sulphur Springs Union School District emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

*Level 1 is a minor incident that is quickly resolved with internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

*Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan (EOP) is activated. The Emergency Operations Center (EOC) will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

*Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

Step Three: Determine the Immediate Response Action

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Immediate action responses may include: Drop cover and hold, Shelter in place, Attention, Soft Lockdown or Hard Lockdown immediately in effect, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

Step Four: Communicate the Appropriate Response Action

Based on the Emergency, we would activate members of the Emergency Incident Command System. Pending level of Emergency, communication locally is reported to parents via the ParentSquare system. Significant emergencies are then reported by the District.

Types of Emergencies & Specific Procedures

In regards to the Covid-19 Pandemic, please refer to the Sulphur Springs Union School District Covid-19 Safety Plan and Covid-19 Prevention Program found on the district website at www.sssd.k12.ca.us.

Aircraft Crash

Aircraft Crash / Train Derailment

1. Call 911 to report the crash. Designate whether private or commercial for aircraft/ cargo or passenger for train.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

Animal Disturbance

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. Soft Lockdown to secure students and staff.

If possible, the campus custodian may assist in securing the animal from harming itself or others.

The animal may be confined to a secured area until it is removed from the campus by animal control.

Armed Assault on Campus

1. Call 911
2. Institute Hard Lockdown and Shelter in Place.
3. Remain on Hard Lockdown until "All Clear" is instituted by the Sheriff's Department.

Biological or Chemical Release

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid, as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
 - A) Direct all students and staff to remain indoors.
 - B) Direct all heating and ventilation systems to be shut down.
 - C) Direct that all windows be closed.

Bomb Threat/ Threat Of violence

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report."
2. Contact the Sheriff's Department and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search their own classroom.
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

Bus Disaster

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster:

- (1) an earthquake, and
- (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

Procedure Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Manager to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency

brake set and the ignition off.

2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.

3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.

4. The bus driver should check students for injuries and provide appropriate first aid.

5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.

6. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.

7. The bus driver is responsible for accounting for all students throughout the emergency.

Disorderly Conduct

1. Consult with the Sheriff Department and the District to coordinate appropriate protection.

2. Establish a Command Post and an Incident Command System. Notify the Superintendent.

3. Inform teachers and staff of the emergency situation. Initiate a "Hard Lockdown," if required.

4. Do not release staff or students without authorization.

5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.

6. All students and staff are to remain in their respective classrooms and work areas.

7. Lock all doors and windows and close all window blinds or curtains.

8. Avoid window areas.

9. When the emergency is over, signal "all clear."

Earthquake

A. INSIDE SCHOOL BUILDING:

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.

2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.

3. Do not use telephones.

4. Implement action, "LEAVE BUILDING", when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.

5. Avoid touching electrical wires and metal objects such as chain link fences.

6. Render first aid, if necessary.

7. Take roll and report missing students to principal.

8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.

9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

B. IF OUTSIDE:

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, solar panel array structures, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

C. WALKING TO AND FROM SCHOOL:

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. **DO NOT RUN!** Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

D. ON SCHOOL BUS:

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

E. HANDICAPPED STUDENTS:

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

Explosion or Risk Of Explosion

1. **DUCK, COVER, AND HOLD** command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid, as necessary.
6. Notify authorities (911) and the Superintendent.

7. Activate the Incident Command System.
8. Teachers are to take attendance and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

Fire in Surrounding Area

INITIAL RESPONSE:

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled persons during the evacuation.
5. Render first aid, as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

Fire on School Grounds

INITIAL RESPONSE:

1. Sound the school fire alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled persons during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.

14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent and secure campus.

Flooding

1. Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.weather.gov/alerts>.
2. Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
3. Keep students indoors until it is determined to be safe.
4. Move students to pre-designated assembly areas if an evacuation is ordered.
5. Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
6. The principal may initiate the following emergency actions:
 - Dismiss school.
 - Leave campus and move to a safe place

Loss or Failure Of Utilities

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

Motor Vehicle Crash

1. Call 911 to report the crash.
2. Evaluate situation and start first aid where possible.
3. Notify the District Office.
4. Establish a command post as needed.
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.

6. Consult with District Office and Emergency personnel for further direction and coordinate activities as needed.

Psychological Trauma

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions.

Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Procedure:

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team/Crisis Emergency Response Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District Emergency Operation Center activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent, and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

Student Disturbance

A riot, fight, protest, or unauthorized assembly intended to disrupt the orderly operation of the school.

Suspected Contamination of Food or Water

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

Procedure:

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Los Angeles County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site

operations.

4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.

5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.

6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.

7. The School Administrator and District Superintendent will work with Los Angeles County Public Health to determine when normal school operations can resume.

8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

Unlawful Demonstration or Walkout

The administrator will contact the District Superintendent for direction.

Emergency Evacuation Map

Sulphur Springs Community School
SSC Agenda/Minutes
Date: 2/22/24

<https://sssd.zoom.us/j/89013883749?pwd=WUhOakFvUGxSSnZwRjJrM0JsVWNZQT09>

Meeting ID: 890 1388 3749
Passcode: 239758

Legal Requirements (Check topics to be covered at this meeting):			
SSC Business		SPSA	
	Title I Parent Involvement Policy, Home School Compact		SPSA Goal Review
	SSC Bylaws		SPSA Target Progress
x	PAC, ELAC (Reps)		Modifications for SPSA Goals, Strategies, Funding, Approval
	Uniform Complaint Procedures		Assessment and Evaluation Survey for SPSA
	Attendance	Budget	
x	School Safety Plan		Funding Updates
	SSC Survey (end of year)		Modifications to Categorical Funding based on Target Updates
Data Review			
	CAASPP Data	Advisory Council & ELAC	
	Benchmark Data		EL Program
	Accountability Information		Reports
	Other Data Review		Training

ITEM	Notes
1. Call to Order	The meeting was called to order at 7:35 am.
2. Roll call of members	List members present: Sonia Chavez Dionne Hinson Katie Calnan Trish McCloud Jessica Coleman Chrystal Ramos Aleen Odadjian Katie Palacios Lauren Walker
3. Approval of Agenda	The agenda was approved.
4. Reading and approval of the minutes from the previous meeting (1.25.24)	Katie Calnan moved to approve the minutes. Sonia Chavez seconded. The minutes were approved.
5. Public Comment	The meeting was opened up for public comment. There was no public comment at this time.
6. Report of committees/ officers/principal A. PAC Update B. ELAC Update C. Review Updated School Safety Plan D. Review CA Dashboard Data	Jessica Coleman reported on the PAC meeting: <ul style="list-style-type: none"> She met with the Site Social Workers and learned the different ways they support our kids and families. There was a presentation to students and parents that included: <ul style="list-style-type: none"> School Based Counseling (1:1 and small group) Attendance Report (what are the barriers and how to overcome them) Crisis Support Family Resource Center

Parts of the presentation that were missed were:

- LCAP Update and Budget
- MFOC and Art Contest Reminder
- PTA Share

Katie Palacios reported on the **ELAC** meeting yesterday 2.21.24:

- There were 4 people in attendance
- They reviewed and went over the School Safety Plan
- There was no feedback

Katie Palacios reported on the Latino Literacy Program:

- 10 week program
- Held on Thursdays, starting at 9am
- Noted: this is a program that will help all families

See School Safety Plan info below.

Katie Palacios reviewed the **California Dashboard Data**:

- Previous data; 20% of students were chronically absent

Jessica Coleman also reported

- Last year Sulphur was in the red at 26%
- This year Sulphur is in the orange at about 13%

Katie Palacios reported on attendance initiatives:

- A lot more families doing independent study
- Suspension rates were in the red for 2022-2023
- Academic performance;
 - they have noticed a significant difference in decoding which leads to comprehension skills
 - Math declined by 12 points
 - ELL progress declined 2%
 - 100% did not make progress in the Alternate ELPAC group
 - Moderate to Severe take it; brand new assessment

7. Action Items:

A. Approve School Safety Plan

Appendices:

- Added classroom doors need to be locked at all times
- The Second Step Curriculum and Bully Box
- Positive Reinforcement Changes: positive affirmations and Hate Crime reporting procedures

Discussion:

- Katie Palacios mentioned we use the California Ed Code, for example:
 - Child abuse procedures
 - School suspension; major suspension (causing injury to another person)
 - Disaster procedures; private to keep students safe on campus

Katie Palacios explained that teachers are notified if a student has been suspended and she mentioned The Board policy about non-discrimination and harassment. She further informed the staff undergoes Sexual Harassment Training. There is also a school wide dress code.

Adjustments made during the meeting (that didn't initially save when Katie Palacios attempted the change) were:

- The bus loop will be open to the parents of students of SDC
- The staff lot is closed to parents
- Evaluations: added staff meeting agendas

	<p>Jessica Coleman asked about the train tracks procedure. It was found under the Aircraft Crash section</p> <p>Chrystal Ramos asked about a procedure or statement to make parents aware of school flooding. Lauren Walker mentioned adding a statement to the "Prevention" section under transportation. It was decided this was not needed. The flooding announcements that go out to the community should be sufficient enough.</p> <p>Katie Calnan approved to move the safety plan Jessica Coleman seconded Lauren Walker stated the safety plan is approved.</p>
<p>8. Future Agenda Items:</p> <p>A. Review 2024-2025 School Budget</p> <p>B. iReady Data</p>	<p>Lauren Walker asked about the IReady Data. This will be discussed at the next meeting.</p> <p>Jessica Coleman asked if we were meeting again next week. Katie Palacios stated we would not meet next week.</p>
<p>9. Adjournment</p>	<p>Katie Palacios motioned to adjourn the meeting. Aleen Odadjian seconded. Lauren Walker motioned to adjourn the meeting at 8:30am</p>