



Flournoy Union
Elementary School District

PO Box 2260; 15850 Paskenta Rd. Flournoy, CA 96029

www.flournoysschool.org 530-833-5331; 530-833-5332 fax

BOARD MEETING AGENDA
Tuesday, March 10, 2020

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE: Tuesday, March 10, 2020 at **6:15 p.m.**
TYPE: Regular Board Meeting
LOCATION: Flournoy Elementary School; 15850 Paskenta Rd, Flournoy, CA 96029
POSTED: 03/06/2020 Flournoy School, Flournoy Store and Paskenta Store

1. PUBLIC MEETING CALL TO ORDER BY PRESIDING OFFICER _____, at _____ p.m.

Roll call

Patrick Archer _____
Cathy Bjornestad-Tobin _____
Tyson Carter _____
Andrew Meredith _____
Sara Valoroso _____

PUBLIC COMMENT PERTAINING TO AGENDA

Comments on Closed Session Agenda Items, (below). Any person wishing to speak to any item on the Closed Session Agenda will be granted three minutes to make a presentation.

Comments from the Floor: At this time, any person wishing to speak to any item not on the Agenda will be granted three minutes to make a presentation. No action may be taken at this meeting on items addressed during these comments.

Comments on Agenda Items: At this time, any person wishing to speak to any item on the Agenda will be granted three minutes to make a presentation.

2. CLOSED SESSION None

_____/_____/_____
Motion/Second Aye/Noes /Abstain

3. PUBLIC SESSION - REPORT OF CLOSED SESSION ITEMS

4. PLEDGE OF ALLEGIANCE

Recognize staff present:

Lane Bates, Superintendent _____
Rachel Davis, Teacher _____
Melinda Flournoy, Business Manager _____
Amanda Taylor, Teacher _____
Cody Weston, Custodian _____
Mei Vance, Instructional Aide _____
Erin Murphy, Instructional Aide _____
Maria Herrera, Cook/Manager _____

5. ADOPTION OF AGENDA

_____/_____/_____
Motion/Second Ayes/Noes /Abstain

6. **APPROVAL OF MINUTES FROM THE MEETING OF:** **Tuesday, February 11, 2020**
_____/_____/_____
Motion/Second Aye/Noes /Abstain

7. **COMMENTS**

- A. From members of the Board of Education
- B. From the Superintendent and Business Manager
- C. From the Staff/Teachers

8. **GENERAL FUNCTION CONSENT ITEMS** (Attachments)

- A. Bills and warrants for **February**
- B. MOUs/Agreements: None

_____/_____/_____
Motion/Second Aye/Noes /Abstain

9. **DISCUSSION/ACTION ITEMS** (Attachments)

- 1. Superintendent Lane Bates will issue the Certificate of Appointment and Oath of Office for Patrick Archer.
- 2. Discuss and Approve of the 2019-20 2nd Interim Report

_____/_____/_____
Motion/Second Aye/Noes /Abstain

- 3. Consider approval of the 2019 Comprehensive School Safety Plan SB 187.

_____/_____/_____
Motion/Second Aye/Noes /Abstain

- 4. Discussion only update regarding Elkins Elementary School Lapsation.

- 5. Discussion only update regarding LCAP update and new template.

10. **ANNOUNCEMENTS**

- A. Sunday, March 8 - Daylight Saving Time Starts
- B. Friday, March 13 - NO SCHOOL for Students, Teacher Work Day
- C. Thursday, March 19th - ACSA All Star Student Luncheon. Congratulations Kaycee Murphy
- D. Tuesday, March 31st - K-4 grade field trip Patricia Newman Author Visit at the Red Bluff State Theater.
- E. April 10-17 - NO SCHOOL Spring Break

11. **DISCUSSION ON NEXT BOARD MEETING**

- A. Next meeting date: **Tuesday, April 14, 2020 at 6:15 p.m.**
- B. Possible items for action/discussion
 - Quarterly Report on Williams Uniform Complaints
 - School Closure Form Change Request for a County-District (CD) Code

12. **FURTHER COMMENTS**

- A. From members of the Board of Education
- B. From the Superintendent

Adjournment at _____ p.m.



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MINUTES OF THE GOVERNING BOARD OF THE FLOURNOY UNION ELEMENTARY SCHOOL DISTRICT

MISSION STATEMENT: The Mission of Flournoy Elementary School is to provide academic excellence, responsible citizens, and a lifelong desire for learning in a safe environment.

DATE OF MEETING: Tuesday, February 11, 2019 at 6:15 p.m.
TYPE OF MEETING: Regular Board Meeting
PLACE: Flournoy Elementary School; 15850 Paskenta Road, Flournoy, CA 96029
MEMBERS PRESENT: Sara Valoroso, Cathy Bjornestad-Tobin, Tyson Carter
MEMBERS ABSENT: Andrew Meredith
RECOGNIZED STAFF: Lane Bates, Melinda Flournoy

1. Call the Meeting to Order and Roll Call

Board President Sara Valoroso called meeting to order at 6:20 p.m.

2. Closed Session None

3. Public comment pertaining to agenda None

4. Pledge of Allegiance

Board President Sara Valoroso led the Pledge of Allegiance.

5. Adoption of Agenda

On motion by Cathy Bjornestad-Tobin and second by Tyson Carter, the agenda was approved. Aye: 3

6. Approval of Minutes from the meeting of: No Quorum for January meeting

7. Comments:

- A. From members of the Board of Education: None
- B. From the Superintendent Mr. Bates resignation letter for 2020-21
- C. From the Staff/Teachers: None

8. Donations and Gifts to the District: None

9. General Function Consent Items:

On Motion by Tyson Carter and second by Cathy Bjornestad-Tobin, the monthly bills, warrants were approved.
Aye:3

10. Discussion/Action Items – New Business

1. Consider acceptance of the 2018-19 Financial Audit for the FUESD
On motion by Cathy Bjornestad-Tobin and second by Tyson Carter the board approved the 2018-19 Financial Audit for the FUESD Flournoy. Aye: 3
2. Review and approve the quarterly Report on Williams Uniform Complaints Ed Code 35186(d) for January 2020
On motion by Tyson Carter and second by Cathy Tobin-Bjornestad the board approved the quarterly Report on Williams Uniform Complaints Ed Code 35186(d) for January 2020. Aye: 3
3. Information only of Approval of the 1st Interim Budget Report from TCDE
4. Consider approval of the School Accountability Report Card (SARC) for the 2018-19 school year published in the 2019-20 school year.
On motion by Cathy Tobin-Bjornestad and second by Tyson Carter the board approved the SARC for the 2018-19 school year published in the 2019-20 school year. Aye: 3
5. Consider approval of possible board member to fill vacancy (see attached letters of interest from Patrick Archer
On motion by Cathy Tobin-Bjornestad and second by Tyson Carter the board approved to appoint Patrick Archer to fill the vacancy. Aye: 3
6. Consider approval of the following Updated Board Policies:
 - BP 3600 Consultants
 - AR 4030 Nondiscrimination in Employment
 - BP 4033 Lactation Accommodation
 - BP 4151/4251/4351 Employee Compensation
 - BP/AR/E 5118 Open Enrollment Act Transfers (Policy Deleted)
 - BP/AR 5131.2 Bullying
 - BP/AR 6143 Course of Study
 - AR 6174 Education for English LearnersOn motion by Tyson Carter and second by Cathy Bjornestad-Tobin the Board approved the Updated Board Policies. Aye: 4

11. Announcements

- Congratulations to Dottie Davis! February's Student of the Month
- Friday, February 14 - Field Trip to 2020 Art Celebration at TCDE
- February 17-21 - NO SCHOOL Presidents' Birthday Week
- February 7-8 - Boys Kiwanis Basketball Tournament @ Los Molinos HS Times TBD

12. Adjournment

With no further business, the meeting was adjourned at 6:43 p.m. on motion by Sara Valoroso

Checks Dated 02/01/2020 through 02/29/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Comment	Expensed Amount	Check Amount
40198044	02/14/2020	SCHOLASTIC INC.	01-4300	STORYWORKS		56.10
40198045	02/14/2020	AT&T/Calnet	01-5901	Phone		77.93
40198046	02/14/2020	California Safety Company	01-5507	Monthly Central Station Monitoring		50.00
40198047	02/14/2020	Coastal Business Systems Inc.	01-5600	Copier Lease		180.92
40198048	02/14/2020	Green Waste	01-5506	GARBAGE		231.53
40198049	02/14/2020	LV.NET LLC	01-5800	Internet	1,529.82	
			01-5903	Internet	655.63	
40198050	02/14/2020	NORCAL ENVIRONMENTAL MANAG	01-5800	ASBESTOS 3 year inspection		2,185.45
40198051	02/14/2020	Pacific Gas & Electric Co	01-5503	Electric		1,000.00
40198052	02/14/2020	ProPacific Fresh	13-4700	Hamburger buns		1,456.17
40198053	02/14/2020	TCSIG	76-9513	Insurance Premiums	2,566.00	
			76-9522	Insurance Premiums	842.00	
			76-9552	Insurance Premiums	212.00	
40198054	02/14/2020	Tehama County Mosquito	76-9553	Insurance Premiums	68.00	3,688.00
40198055	02/14/2020	Triple R Gas	01-5800	MOSQUITO		26.09
			01-5504	TANK RENTAL		150.00
Total Number of Checks					12	9,130.44

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL	10	5,414.19
13	CAFETERIA SPEC REV	1	28.25
76	WARRANT/PASS-THRU	1	3,688.00
Total Number of Checks		12	9,130.44
Less Unpaid Tax Liability			.00
Net (Check Amount)			9,130.44

8.11

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

908 - Flournoy School District

Generated for MELINDA FLOURNOY (MFLOURNOY908), Mar 2
2020 1:22PM

ESCAPE

ONLINE

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9.1

County of Tehama

Patrick Archer was appointed to the office of Board Member for the Flournoy Union
(Candidate Name)

Dated: _____

County of Tehama

Governing Board Member, Flournoy School District –Short Term
(NAME OF OFFICE)

(Required by Elections Code Section 200; refer to California Constitution Article 20, Section 3.)

(Signature of Person Administering Oath)

(Title of Person Administering Oath)

Before taking office, each member must take and subscribe to this Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. C. 1360-1369)

GOVERNING BOARD MEMBER

Flourney Union Elementary School
2019-20 Second Interim Board Comparison Report

9.2

COMPARISON - Unrestricted Revenues

	<i>First Interim</i>	<i>Second Interim</i>	<i>Difference</i>
LCFF Sources	\$ 361,689.00	\$ 361,689.00	\$ -
Federal Revenue	\$ -	\$ -	\$ -
Other State Revenue	\$ 15,438.00	\$ 15,438.00	\$ -
Other Local Revenue	\$ 21,824.00	\$ 36,383.00	\$ 14,559.00
Total Revenues	\$ 398,951.00	\$ 413,510.00	\$ 14,559.00

COMPARISON - Unrestricted Expenditures

Certificated Salaries	\$ 140,343.00	\$ 140,343.00	\$ -
Classified Salaries	\$ 74,495.00	\$ 74,670.00	\$ 175.00
Employee Benefits	\$ 77,113.00	\$ 77,165.00	\$ 52.00
Books & Supplies	\$ 21,727.00	\$ 23,727.00	\$ 2,000.00
Services	\$ 131,958.00	\$ 131,958.00	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Other Outgo/Transfers of Indirect Costs	\$ 14,821.00	\$ 14,821.00	\$ -
Total Expenditures	\$ 460,457.00	\$ 462,684.00	\$ 2,227.00
	\$ (61,506.00)	\$ (49,174.00)	\$ 12,332.00
Transfers Out	\$ (18,201.00)	\$ (16,562.00)	\$ 1,639.00
Net Increase/Decrease in Fund Balance	\$ (79,707.00)	\$ (65,736.00)	\$ 13,971.00

COMPARISON - Fund Balance, Reserves

Beginning Fund Balance	\$ 390,154.00	\$ 390,154.00	
Ending Fund Balance	\$ 310,447.00	\$ 324,592.00	
Net Increase (Decrease) In Fund Balance	\$ (79,707.00)	\$ (65,562.00)	\$ 14,145.00
Prepaid Expenses		\$ -	
Revolving Cash		\$ 1,000.00	
Reserve for Economic Uncertainties		\$ 69,000.00	
Other Assignments		\$ 254,592.00	
Total Reserves		\$ 324,592.00	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	356,046.00	361,689.00	222,986.33	361,689.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	6,054.00	15,438.00	8,817.04	15,438.00	0.00	0.0%
4) Other Local Revenue		8600-8799	21,824.00	21,824.00	34,386.37	36,383.00	14,559.00	66.7%
5) TOTAL, REVENUES			383,924.00	398,951.00	266,189.74	413,510.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	136,264.00	140,343.00	70,843.28	140,343.00	0.00	0.0%
2) Classified Salaries		2000-2999	67,227.00	74,495.00	42,939.57	74,670.00	(175.00)	-0.2%
3) Employee Benefits		3000-3999	63,235.00	77,113.00	41,618.14	77,165.00	(52.00)	-0.1%
4) Books and Supplies		4000-4999	15,122.00	21,727.00	11,340.44	23,727.00	(2,000.00)	-9.2%
5) Services and Other Operating Expenditures		5000-5999	117,325.00	131,958.00	51,686.42	131,958.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	6,986.00	14,821.00	0.00	14,821.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			406,159.00	460,457.00	218,427.85	462,684.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(22,235.00)	(61,506.00)	47,761.89	(49,174.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	10,375.00	10,375.00	0.00	9,873.00	502.00	4.8%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(8,297.00)	(7,826.00)	0.00	(6,515.00)	1,311.00	-16.8%
4) TOTAL, OTHER FINANCING SOURCES/USES			(18,672.00)	(18,201.00)	0.00	(16,388.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(40,907.00)	(79,707.00)	47,761.89	(65,562.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	346,460.00	390,154.00		390,154.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			346,460.00	390,154.00		390,154.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			346,460.00	390,154.00		390,154.00		
2) Ending Balance, June 30 (E + F1e)			305,553.00	310,447.00		324,592.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	1,000.00	1,000.00		1,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	235,553.00	240,447.00		254,592.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	69,000.00	69,000.00		69,000.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

9.3

FLOURNOY ELEMENTARY SCHOOL

15850 Paskenta Rd. • Flornoy, CA 96029-2260 • 530.833.5331

RACHEL DAVIS, PRINCIPAL

Comprehensive School Safety Plan 2019

FLOURNOY UNION ELEMENTARY SCHOOL DISTRICT

15850 Paskenta Road • Flornoy • 530-833-5331

LANE BATES, SUPERINTENDENT

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MAINTAIN A HIGH LEVEL OF SCHOOL SAFETY

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STRATEGIES AND PROGRAMS THAT MAINTAIN A HIGH LEVEL OF SCHOOL SAFETY

EMERGENCY RESPONSE PLAN

Administration of the Plan

ASSUMPTIONS AND PURPOSE:

This plan assumes that the staff and students remaining on the school campus will be self-sufficient for at least 72 hours and may be required to provide food, shelter, and first aid for themselves during that time.

This Emergency Response Plan is designed to provide a framework for protecting students, staff and school facilities. The plan details the flow of command from the district level to the school level. It describes the different positions necessary to respond to an emergency and suggests responsibilities associated with each position. Section binders have been provided to assist staff members in the development and preparation stages.

LEVELS OF EMERGENCIES:

There are three levels of emergencies:

- **Level One Emergency**
A localized emergency that school site personnel can manage by following their own emergency plan. Example: Power outage, campus disorder
- **Level Two Emergency**
A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, police department, etc.
Example: fire, intruder on campus, bomb threat.
- **Level Three Emergency**
A major disaster that requires mutual aid assistance; recovery time is extensive and response time may be delayed or impaired

PLAN IMPLEMENTATION:

The Emergency Response Plan will be:

- Initiated by the Superintendent, principal or designee;
- Implemented requiring the support of all staff who are mandated to remain on campus and perform their assigned duties until released;
- Reviewed annually for modifications.

HAZARD ASSESSMENT:

A physical survey of each campus for hazardous conditions will be performed each year under the direction of the principal or designee. In addition to the structural inspection each teacher and staff member will be required to conduct a survey of his/her classroom or office/office space. Appropriate forms will be completed and submitted to the school and/or district office for remedy.

STAFF TRAINING:

Understanding that training is the most effective way to ensure a safe response to a natural or man-caused disaster, all certificated and classified staff will be trained in accordance with the guidelines set out in this Emergency Response Plan. As the district or school climate changes, modifications may be necessary.

On an annual basis:

Allocate time to formulate and maintain the specific teams.

Staff members designated for medical responsibilities will receive first aid and CPR certification as well as training in Comprehensive School Safety Plan

triage. Certifications will be kept up-to-date.

The Principal will review and discuss the responsibilities set forth in the Emergency Response Plan with classified and certificated staff.

EMERGENCY DRILLS:

In accordance with state law:

- Drills will be initiated by announcement, uniform bell or air horn signals.
- Fire drills will be conducted on a monthly basis.
- "Drop, Cover, and Hold" drills will be held each quarter.
- Earthquake plans will be initiated on a rotating basis at least twice during each school year.

Together with the Emergency Response Plan and Incident Command System training of staff members, certain components have been provided each teacher and staff member to use during drills or an actual event. They are:

- SAFE and HELP placards to be placed in designated windows or hung on doors to signal safety or the need for help;
- ORANGE and GREEN Alert Vests to be worn when evacuating a classroom or building to signal to the Incident Commander the status of the class.

All staff and students will participate in drills. Drills are recorded on the Verification of Emergency Drill Form.

EVACUATION ROUTES:

The Principal or Designee is responsible for establishing and maintaining a safe evacuation route from all school buildings. Evacuation routes will be reviewed on an annual basis and updates will be made, if necessary. Evacuation routes will be posted in all classrooms, multi-purpose rooms, libraries, and school offices.

PARENT COMMUNICATION:

Parents will be notified and reminded on an annual basis of the procedures set out in the Emergency Response Plan. The Student Release Policy will be reviewed on an annual basis. Parents will be required to complete the Emergency Card which authorizes the district to release their students to other adults in the event of an emergency or disaster. A sample letter to parents and forms pertaining to policies and procedures have been included in this plan.

STUDENT RELEASE/EMERGENCY FILE:

In all emergency situations, the principal or designee (under the direction of the Superintendent) will make the decision to release students. When students are released certain portions of the Emergency Response Plan may be implemented.

If the evacuation of students is necessary, an emergency file containing pertinent information for each student will be maintained and available in the school office. Each school secretary or designee will be instructed to bring all emergency information to the evacuation assembly area. A student release policy will be followed for the safe release of students to their parents or other responsible adults.

COMMUNICATION:

During an emergency each site will report the condition of the site, i.e. injuries, damage to buildings. Sites will report directly to the Superintendent (District Emergency Operations Center Director) or designee. Telephones and cell phones may be used but cannot be relied upon. Communication will occur only to report emergency conditions or to request emergency assistance. No other calls will be made. Students and parents will be informed of this policy and encouraged to adhere to it. Parents will be contacted through the district's off-site Teleparent notification system.

If telephone or electrical services are interrupted, another means of communication must be available. A bullhorn, whistle, or runners will be utilized within the school grounds. This process of communication will be established prior to an incident so that everyone understands the meaning of the signal(s). Communication from district to school sites may be established with the use of two-way radios, talk-around or via the microwave communication system already established at the district office and school sites.

General Emergency Procedures

The Emergency Response Plan establishes a format of general procedures to be followed in the event of any emergency. **Administrators will develop and maintain emergency response teams according to these procedures and will drill and practice with their staff using these specific instructions.** Minor adjustments may be necessary due to staff size but all modifications must be approved by the District Office. Uniformity to response is of utmost importance. Staff will be updated on an annual basis of any changes to established procedures. (This information is also provided in the Emergency Response Guide, located in each classroom.) This section has been divided into three major areas:

How to and When to Lockdown:

Campus Disorder
Firearm/Shooting
Hostage/Barricaded Subject
Threatening Intruder

How to and When to Shelter In Place:

Air Pollution
Biological/Chemical Threat
Chemical Spills

Severe Weather

Stinging Insects

Utility Failure/Heat Stress

How and When to Evacuate, Drop Cover and Hold

Aircraft Accident

Bomb Threat

Earthquake

Fire/Explosion

Flood

The introductory page at the beginning of each section provides specific instructions and directives to the Emergency Manager and Teacher. These responses will be practiced and drilled on a regular basis to ensure quick and efficient response in the event of an emergency. Dates for drills will be set at the beginning of each school year. Verification of drills will be submitted to the District Office each June.

The General Emergency Procedures provide uniform responses to events that may occur at a school site. When conscientiously practiced and used in conjunction with the Incident Command System districts can be ensured that schools will respond effectively, efficiently, and safely and in a manner approved by the state and federal government.

The information has been formatted simply and at times may seem repetitive. However, when used by the Emergency Manager any subject can be taken from the plan book, reproduced and presented to the staff on a single page.

MULTI-HAZARD REFERENCE GUIDE:

The Multi-Hazard Reference Guide is provided in this section. It is also posted in each classroom, teaching facility and administrative building. The Multi-Hazard Reference Guide identifies the specific sound, signal, and/or announcement heard in the event of an emergency, as well as a quick explanation and response to follow when hearing a specific signal.

The Flournoy Union Elementary School District has selected four signals:

1. The fire alarm signals an evacuation;
2. A verbal announcement of "Lockdown" activates a Lockdown;
3. A verbal broadcast "Shelter-In-Place" initiates a "Shelter-In-Place" mode; and
4. A verbal announcement "All Clear" returns staff and students to a normal schedule.

MULTI-HAZARD REFERENCE GUIDE

<p>SUDDEN SHAKING</p> <p>VIOLENT CRASH OR EXPLOSION</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Duck, Cover, and Hold! • Stay under table and chairs until shaking or noise stops. • Stay away from windows. • Do NOT pry open doors/windows. • Check for safest evacuation route. <p>If evacuating:</p> <ul style="list-style-type: none"> • Wear ORANGE or GREEN vest to signal safe evacuation or need for help. • Hang HELP or SAFE placard on outside of door handle. Do not lock doors. 	
<p>WHEN YOU HEAR</p> <p>FIRE ALARM</p> <p>OR</p> <p>ANNOUNCEMENT</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Stop! Check for safest route. • Go upwind from odor or smoke. • Evacuate to safest assembly area. • Need Help: Wear Orange Vest • All Safe: Wear Green Vest <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • Clipboard • Class Roster 	
<p>WHEN YOU HEAR</p> <p>“LOCKDOWN”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Close windows; lock doors. • Turn out lights. • Instruct students to sit on floor away from windows/ doors in small groups. • Do not release students; do not admit students. • Do not use telephones, cell phones, or intercom system. <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • SAFE or HELP placards to place in window 	
<p>WHEN YOU HEAR</p> <p>“SHELTER-IN-PLACE”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Close windows and doors. • Instruct students to only sit at desks. • Do not release students. <p><i>Changes will be communicated.</i></p> <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • SAFE or HELP placards to place in window 	
<p>WHEN YOU HEAR</p> <p>“ALL CLEAR”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Return to regular schedule. 	

LOCKDOWN PROCEDURES

Purpose: If evacuation is not a safe option, Lock-Down is used whenever there is a significant threat to the safety of children or staff. Intruder on campus and gun on campus are just two examples of when a Lock-Down might be necessary.

Inform: Whenever a Lock-Down becomes necessary the Incident Commander (usually the Lead Teacher) will notify staff using the phone system and saying, "The Lock-Down procedure is now in effect."

Appropriate Responses: Upon hearing the words "Lock-Down" teachers will do the following:

1. Lock and barricade exterior doors as quickly as possible, shut off the lights and close any shades or other window coverings.
2. Communicate real time information on intruder location. Use clear and direct language using any communication means possible.
3. Gather students and staff in a location that is out of sight of any uncovered windows. You may need to use desks as a cover for protections. If there are no window coverings, the safest place may be directly under the windows.
4. Take roll.
5. Keep students quiet and immobile. Do not allow them to leave for any reason.
6. Do not answer the door to anyone. The exception may be if one of your students is at the door and you can safely let him/her in.
7. Do NOT respond to a Fire Drill Bell if an actual emergency lockdown is in progress.
8. Await word from Incident Commander. The Office will call for Roll.
9. Under no circumstance are students to be dismissed from the room until the all-clear signal is given. If children are outside of their classroom, as during lunch or recess, they will run to off-site evacuation areas or be brought into the main classroom, the doors will be locked and the children will move to the most non-visible areas.

CAMPUS DISORDER

Signal: By use of the Intruder Alert Alarm, the Incident Commander will initiate, "The Intruder Alert

Signal." This will be followed by the announcement "This is a code Red alert." The ALL CLEAR signal will be announced as "ALL CLEAR" by use of the phone system.

PURPOSE - The above signal will be sounded if one of the following situations exists:

- A dangerous individual on school site.
- Threats expressed or a warning received via the telephone leading the office staff to believe a dangerous individual is in route to the school.
- Shots believed to have been heard on campus.
- Unannounced or unexpected individual entering school site with a weapon.
- Individual displaying uncontrolled, very threatening emotional or mental attitude.
- Any similar or other dangerous situation requiring the immediate sheltering of students.

Appropriate responses:

- Principal will first announce the lock-down is in effect & then call 911.

Staff in classrooms, library, cafeteria, kitchen, office, etc. will:

- Look out in the halls and order all students into a classroom.
- Lock all windows and doors, and if the room has blinds make sure they are drawn and closed.
- Take attendance and have a list of names ready of any students that are additional, or students not there who should be. The office will call your room for this list. Remember to be patient as the situation in the office will be unpredictable.
- Have students and volunteers remain absolutely quiet – under no circumstances should any student leave the room until the all clear signal is given. Wait for further instructions or signal.
- Students in the restroom should stay in the restroom, quietly, until staff has come to escort them to a more secure place, or the all clear signal has been given.

Staff outside on yard duty will:

- Stay alert for instructions.
- Check for strangers in immediate area.
- If yard looks clear, quietly and quickly move students into the classroom.*
- Keep watching for office staff that might have information.
- Get names of students who are in the cafeteria and wait for the office to call for this information.
- Wait for further instructions or the all-clear signal.

_ Do Not call the office with your class phone.

_ Do Not send anyone to the office to "See what is happening."

_ Do Not delay – i.e. Student in, doors locked.

_ Do Not leave your students.

_ Do Not allow your students to go anywhere, including the restroom.

_ Do Not open your door to anyone except clearly identified staff or students. Certainly an irrational person is unpredictable. You are asked to act in a specific way, but remain alert and use common sense.

The office staff's highest priority will be the safety of you and your students.

Their second priority is to keep you informed. If you hear nothing at first, remember they may be much occupied dealing with a dangerous situation.

This situation WILL NOT BE DRILLED unless all staff are notified. Do not treat the signal as a possible drill.

* If there is a random shooting on the school yard, drill your students to drop and cover and REMAIN STILL or safely move to a SAFE ZONE. Do not move to assist a student or staff member. We must try to ensure the safety of the majority of students and staff.

FIREARM/SHOOTING

Immediate response to a rapidly changing incident is critical. In most cases, initiate LOCKDOWN procedures to isolate students from danger or send them to a secure area. Safety must always be the foremost consideration.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Remain calm. Do not confront the shooter(s)
- Assess the situation

Is the shooter in the school?

Has shooter been identified?

Has the weapon been found and/or secured?

- Depending on the situation, initiate LOCKDOWN or EVACUATION, as appropriate.
- Call 911. Provide essential detail of the situation, i.e., suspect, location, weapons, number of persons involved, motive, injuries/casualties, action taken by the school (e.g. LOCKDOWN).
- Identify command post for police to respond. Assist police in entering the school: provide officers with critical information.
- Ensure injured students and staff receives medical attention.
- If shooter has left, secure all exterior doors to prevent re-entry
- If a firearm is known to exist, do not touch it. Allow a law enforcement officer to take possession of the weapon.
- Keep crime scene secure. Organize OFF-SITE EVACUATION, if necessary, or prepare to continue with classes.
- Isolate and separate witnesses
- Gather information for police about the incident and everyone involved with it:

Name of suspect(s)

Location of shooting

Number and identification of casualties and injured

Current location of the shooter(s)

- Prepare written statements for telephone callers and media. Refer media inquiries to designated Public Information Officer.
- Prepare letter for students to take home to their families.
- Arrange for immediate crisis counseling for students and staff.
- Provide liaison for family members of injured students and staff members.
- Debrief staff and school police officer.
- Provide informational updates and counseling, if appropriate, to staff, students and their families during the following few days.

STAFF ACTIONS:

- If gunfire is heard inside the school, implement LOCKDOWN immediately. Do not wait for the LOCKDOWN announcement.
- Alert the principal/administrator and/or Tehama County Department of Education.
- Take immediate action to prevent casualties. If it is safe to clear hallways, bathrooms and open areas, direct students to the closest classroom.
- Isolate the suspect and/or area. Move others to a safe area to protect them from danger. Implement LOCKDOWN or

EVACUATION, as appropriate.

- Provide first aid for victims, if needed
- Account for all students.
- Remain calm and quiet in the secured area away from doors and windows. No one out, no one in until further instructions are provided by the principal or law enforcement.
- Assist police officers – provide identity, location and description of individual and weapons.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, and out buildings.
- Lock the door or move furniture or trash can to bar access to the room.
- Remain quiet until further instructions are provided by the principal or law enforcement.

HOSTAGE/BARRICADED SUBJECT

PRINCIPAL/ ADMINISTRATOR ACTIONS

Call 911. Provide all known essential details of the situation:

- Number of hostage takers and description
- Type of weapons being used
- Number and names of hostages
- Any demands or instructions the hostage taker has given
- Description of the area

Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police arrive.

Protect building occupants before help arrive by initiating a LOCKDOWN or EVACUATION (or commendation of both) for all parts of the building.

Secure exterior doors from outside access.

When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.

Gather information on students and/or staff involved and provide the information to the police. If the parent of the student is involved, gather information about the child.

Identify media staging area, if appropriate. Implement a hotline for parents.

Account for students as they are evacuated.

Provide recovery counseling for students and staff.

STAFF ACTIONS

If possible, assist in evacuation students to a safe area away from the danger. Protect student by implementing a LOCKDOWN.

Alert the principal/administrator.

Account for all students.

THREATENING INTRUDER

Signal: By use of verbal announcement, the Incident Commander will initiate, "The Intruder Alert

Signal." This will be followed by the announcement "This is a code Red alert." The ALL CLEAR signal will be announced as "ALL CLEAR" by use of the phone system or verbal announcement.

PURPOSE - The above signal will be sounded if one of the following situations exists:

- A dangerous individual on school site.
- Threats expressed or a warning received via the telephone leading the office staff to believe a dangerous individual is in route to the school.
- Shots believed to have been heard on campus.
- Unannounced or unexpected individual entering school site with a weapon.
- Individual displaying uncontrolled, very threatening emotional or mental attitude.
- Any similar or other dangerous situation requiring the immediate sheltering of students.

Appropriate responses:

- Principal will first announce the lock-down is in effect & then call 911.

Staff in classrooms, library, cafeteria, kitchen, office, etc. will:

- Look out in the halls and order all students into a classroom.
- Lock all windows and doors, and if the room has blinds make sure they are drawn and closed.
- Take attendance and have a list of names ready of any students that are additional, or students not there who should be. The office will call your room for this list. Remember to be patient as the situation in the office will be unpredictable.
- Have students and volunteers remain absolutely quiet – under no circumstances should any student leave the room until the all clear signal is given. Wait for further instructions or signal.
- Students in the restroom should stay in the restroom, quietly, until staff has come to escort them to a more secure place, or the all clear signal has been given.

Staff outside on yard duty will:

- Stay alert for instructions.
- Check for strangers in immediate area.
- If yard looks clear, quietly and quickly move students into the cafeteria.*
- Keep watching for office staff that might have information.
- Get names of students who are in the cafeteria and wait for the office to call for this information.
- Wait for further instructions or the all-clear signal.

_ Do Not call the office with your class phone.

_ Do Not send anyone to the office to "See what is happening."

_ Do Not delay – i.e. Student in, doors locked.

_ Do Not leave your students.

_ Do Not allow your students to go anywhere, including the restroom.

_ Do Not open your door to anyone except clearly identified staff or students. Certainly an irrational person is unpredictable. You are asked to act in a specific way, but remain alert and use common sense.

The office staff's highest priority will be the safety of you and your students.

Their second priority is to keep you informed. If you hear nothing at first, remember they may be much occupied dealing with a dangerous situation.

This situation WILL NOT BE DRILLED unless all staff are notified. Do not treat the signal as a possible drill.

* If there is a random shooting on the school yard, drill your students to drop and cover and REMAIN STILL. Do not move to assist a student or staff member. We must try to ensure the safety of the majority of students and staff.

SHELTER IN PLACE PROCEDURES

Purpose: The Shelter in Place emergency response is used for such emergencies as chemical spill or air-born toxic chemicals/fumes. It is used whenever the need arises to keep children inside the classroom and not exposed to outside air.

Code: When it is deemed necessary by the Incident Commander to call for a Shelter in Place emergency response he/she announce over the Phone System and verbal "Shelter in Place."

Appropriate Responses: Upon hearing the command "Shelter in Place" all teachers will:

1. Get all students inside (if they are not already).
2. Take roll.
3. Shut and lock all windows and doors.
4. Shut-off heating, air conditioning or any other device that could circulate outside air into the classroom.
5. Under no circumstance are students to be dismissed from the room until the all-clear sign is given

AIR POLLUTION

The Air Quality Index (AQI) was issued in 1999 by the U.S. EPA for daily air quality report to the public. The following levels of pollution have been established by the Air Pollution Control District. Each school will be informed by the Regional or County Superintendent to abide by each standard:

AQI Index Values	Health Categories	Cautionary Statements for 8-Hour Ozone
0 to 50	Good Green Flag	None
51 to 100	Moderate Yellow Flag	Unusually sensitive people should consider limiting prolonged outdoor exertion.
101 to 150	Unhealthy for Sensitive Groups Orange Flag	Active children and adults, people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.
151 to 200	Unhealthy Red Flag	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.
201 to 300	Very Unhealthy Red Flag	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else especially children, should limit outdoor exertion
301 to 500	Hazardous Red Flag	Everyone should avoid all outdoor exertion.

BIOLOGICAL/CHEMICAL THREAT

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- Postal mail, via a contaminated letter or package
- A building's ventilation system
- A small explosive device to help it become airborne
- A contaminated item such as backpack, book bag, or other parcel left unattended
- The food supply
- Aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: water eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

Outside the building

STAFF ACTIONS:

- Notify principal
- Move student away from immediate vicinity of danger (if outside, implement REVERSE EVACUATION).
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
- Follow standard student assembly, accounting and reporting procedures.

PRINCIPAL/ ADMINISTRATORS ACTIONS:

- Initiate SHELTER IN PLACE
- Shut off HVAC units
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911. Provide location and nature of the emergency and school actions taken.
- Notify District Superintendent of the situation.
- Turn on a battery-powered commercial radio and listen for instructions. (Hand held radio)
- Complete the Biological and Chemical Release Response Checklist
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

STAFF ACTIONS:

- Notify principal or administrator.
- Segregate individual who have been topically contaminated by a liquid from unaffected individuals.
- Implement EVACUATION or OFF-SITE EVACUATION, as appropriate. Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.
- Prepare a list of those who are in the affected area to provide to emergency response personnel.

PRINCIPAL/ADMINISTRATOR ACTIONS:

- Initiate EVACUATION of building or OFF-SITE EVACUATION, to move students away from immediate vicinity of danger.
- Move up-wind from the potential danger.
- Call 911. Provide exact location and nature of emergency.
- Designate security team to isolate and restrict access to potentially contaminated areas.
- Wait for instructions from emergency responders—Health or Fire Departments.

- Notify District Superintendent of the situation.
- Arrange for immediate psychological counseling for students and staff.
- Complete the Biological and Chemical Release Response Checklist
- Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.
- THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:
 - Wash affected areas with soap and water.
 - Immediately remove and contain contaminated clothing
 - Do not use bleach on potentially exposed skins
 - Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

CHEMICAL SPILL/TOXIC EMISSIONS

This incident could be the result of spilled cleaning chemical within the school building, in the school lab a material a student brings to school, or a broken gas main. Any such accidents could endanger the students and staff. Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.

PERSON DISCOVERING SPILL

Alert others in immediate area to leave the area.

Close window and doors and restrict access to affected area.

Notify principal/administrator.

DO NOT eat or drink anything or apply cosmetics.

PRINCIPAL/ADMINISTRATOR ACTIONS:

Notify Fire Department and the Department of Public Health. Provide the following information:

- School name and address, including nearest cross street(s)
- Location of the spill and/or materials released; name of substance, if known
- Characteristics of spill (color, smell, visible gasses)
- Injuries, if any
- Your name and telephone number

Notify Maintenance/Building and Grounds Manager to shut off Mechanical ventilating systems.

If necessary, proceed to school EVACUATION using primary or alternative routes, avoiding exposure to the chemical fumes.

Post a notice on the school office door stating location of alternative school site.

Notify District Superintendent of school status and location of alternate site.

Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

If EVACUATION is implemented, direct all students to report to nearest designated building or assembly area. Take class roster and emergency backpack and student kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process. Students are to remain reunite during evacuation.

Upon arrival at evacuation site, take attendance. Notify principal/site administrator of any missing students.

Upon arrival at evacuation site, take roll and report attendance to Principal immediately. Notify emergency response personnel of any missing students.

Do not return to the building until emergency response personnel have determined it is safe.

SEVERE WIND/WEATHER

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. An emergency response is required when this type of weather poses any risk to the staff and students. Assure that each student's method of returning home is safe and reliable.

SEVERE STORM

PRINCIPAL/ ADMINISTRATOR/STAFF ACTIONS:

- Monitor weather forecasts and weather-related communications to determine onset of storm conditions that may affect school operations.
- Report to site early morning to check for power outages, flooding, etc.
- Determine whether school will be closed or remain open.
- Notify superintendent of school status.
- Assign staff to activate staff and parent phone trees or use the all-call to notify parents.
- Post school status on school website.
- Notify utility companies of any break or suspected break in utility lines.
- Take appropriate action to safeguard school property.
- Upon passage of the storm, return to normal routine.

WINDSTORM

PRINCIPAL/ADMINISTRATOR ACTIONS:

- Monitor weather forecasts to determine onset of storm conditions that may affect school operations.
- Notify utility companies of any break or suspected break in utility lines.
- Keep staff and students in sheltered areas of the building until winds have subsided and it is safe to return to the classroom.
- Take appropriate action to safeguard school property.
- Upon passage of the storm, return to normal routine.

STAFF ACTIONS:

- Evacuate any classrooms bearing full force of wind.
- Initiate TAKE COVER with students in the shielded areas within the building. Stay away from windows.
- Take attendance. Report any missing students to principal/site administrator.
- Close all blinds and curtains.
- Avoid auditoriums, gymnasiums and other structures with large roof spans.
- Remain with students near an inside wall or on lower floors of the building. Make arrangements for special needs, snacks and quiet recreational activities.

STINGING INSECTS

Stinging insects can sometimes invade inside or outside of buildings.

PRINCIPAL/ ADMINISTRATOR/STAFF ACTIONS:

- Monitor assess the situation
- Evacuate or Shelter in Place depending on situation
- Call 911 if students are attacked
- Review impacted students emergency cards for allergies
- Call parents of affected children

UTILITY FAILURE/TEMPERATURE STRESS

EVACUATION is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire Explosion or threat of explosion
- Bomb threat Post earthquake
- Chemical accident

See next page for how to assist those with disabilities during an evacuation.

See also: OFF-SITE EVACUATION, which is implemented when it is not safe to remain on the school campus and REVERSE EVACUATION, when it is unsafe to remain outside.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
2. Provided time is available, make an announcement over the public address system: Example: "Attention please. We need to institute an EVACUATION of all buildings. Teachers are to take their students to their designated Assembly Area. Students please remain with your teacher."
3. Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

PRINCIPAL/ADMINISTRATOR:

The Assembly Area should be a safe location on the school campus away from the building and emergency response equipment that may arrive at the school. If unsafe for the current emergency, designate an alternate Assembly Area.

When clearance to return to the buildings is determined or received from appropriate agencies, announce ALL CLEAR to return to classrooms and resume school activities.

Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Instruct students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Assembly Area.
- Take the emergency backpack and student roster when leaving the building and take attendance when the class is reassembled in a safe location. Report attendance to the Incident Commander/designee.
- Remain in the Assembly Area until further instructions are given.
- Wait for another ACTION or the ALL CLEAR instruction to return to school buildings and normal class routine.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help.

Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

To alert visually-impaired individuals

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- Turn lights on/off to gain person's attention –OR indicate directions with gestures –OR write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible –OR use a sturdy chair (or one with wheels) to move person –OR help carry individual to safety.

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators

EVACUATION PROCEDURES

Evacuation On-Campus

Purpose: An Evacuation On-Campus is used whenever there is a threat to the safety of students and staff inside buildings. This is most often but not limited to a fire in a building or immediately following an earthquake.

Code: Whenever a Evacuation On-Campus becomes necessary the Incident Commander will notify staff using the bell system known on campus as the "Fire Alarm."

Appropriate Responses: Upon hearing the fire alarm ring teachers will do the following:

1. Get all students to their designated on-campus evacuation site (the line-up area for fire drills).
2. Take roll.
3. Make sure all students and staff wait quietly for either the all clear bell to ring or the Incident Commander to give further instructions.

Evacuation Off-Campus

Purpose: An Evacuation Off-Campus is used whenever there is a threat to the safety of students and staff on the school site. This is most often but not limited to a fire, smoke, flood, etc.

Code: Whenever a Evacuation Off-Campus becomes necessary the Incident Commander will notify staff using the bell system known on campus as the "Fire Alarm" and announce that this is an evacuation off Campus.

Appropriate Responses: Upon hearing the fire alarm ring and hearing the announcement "Evacuation Off-Campus" teachers will do the following:

1. Line up students to walk to Evacuation Area. Exit school grounds through East gate and turn left onto Osborn Rd single file to a safe distance from school. Exit school grounds south gate and gather in the parking area off Co Rte A9.
2. Take roll.
3. Walk in an orderly quiet fashion to identified Evacuation Area.
4. Take roll again.
5. Listen for and follow specific instruction given by the Incident Commander or designee.

DROP, COVER & HOLD AND PROCEDURES

DROP, COVER, and HOLD

On command, instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.

AIRCRAFT ACCIDENT

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

Aircraft crashes into the school

STAFF ACTIONS:

- Notify the Principal
- Move students away from immediate vicinity of the crash
- EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.
- Check school site to assure that all students have evacuated.
- Take attendance at the assembly area
- Report missing students to the Principal/designee and emergency response personnel.
- Maintain control of the students a safe distance from the crash site.
- Care the injured, if any.
- Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

PRINCIPAL/ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911)
- Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION or DIRECTED TRANSPORTATIONS.
- Notify District Superintendent, who will contact the Office of Emergency Services.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Do not re-enter building until the authorities provide clearance to do so.

Aircraft crashes near school

STAFF ACTIONS:

- Notify Principal
- Move students away from immediate vicinity of the crash.
- Remain inside with students unless subsequent explosions or fire endanger the building.

PRINCIPAL/ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 911)
- Initiate SHELTER IN PLACE, if warranted.
- Initiate REVERSE EVACUATION for students and staff outside or direct them to designated area until further instructions are received.
- Ensure that students and staff remain at a safe distance from the crash
- Notify District Superintendent, who will contact the Office of Emergency Services.
- Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do so.

BOMB THREAT

In the event that the school receives a bomb threat by telephone follow the Bomb Threat Checklist. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen, do not interrupt caller
- Keep the caller on the line with statements such as: "I am sorry, I did not understand you. What did you say?"
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- Notify administrator immediately after completing the call.
- Complete the bomb threat checklist
- Remain calm and courteous
- Read phone's visual display
- Keep caller talking. Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? Who?
- Don't touch and suspicious objects

PERSON RECEIVING THREAT BY MAIL:

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Caution students against picking up or touching any strange objects or packages.
- Notify principal or site administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Instruct staff and students to turn off cell phones and two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building or adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, or the PA system to evacuate the threatened rooms.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Notify the District Superintendent of the situation.
- Direct a search team to look for suspicious packages, boxes or foreign objects.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Avoid publicizing the threat any more than necessary.

SEARCH TEAM ACTIONS:

- Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check classrooms and work areas, public area (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- If a suspicious item is found, make no attempt to investigate or examine object.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance. Notify the principal/site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

EARTHQUAKE

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free standing partitions and shelves and

take the best available cover under a study desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspect breaks in utility lines or pipes to fire department responders.
- Send search and rescue team to look for trapped students and staff
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- Give DROP, COVER, and HOLD ON command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.
- Check for injuries, and render First Aid.
- After shaking stops, EVACUATE building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.
- Check attendance at the assembly area. Report any missing students to principal/site administrator.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- Stay alert for aftershocks.
- Do NOT re-enter building until it is determined to be safe

Outside Buildings

STAFF ACTIONS:

- Move student away from buildings, trees, overhead wires, and poles. Get under tables or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid.
- Check attendance. Report any missing student to principal/site administrator
- Stay alert for aftershocks
- Keep a safe distance from any downed power lines.
- Do NOT re-enter building until it is determined to be safe.
- Follow instructions of principal/site administrator

During Non-School Hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.

- Confer with District Superintendent if damage is apparent to determine the advisability of closing the school
- Notify fire department and utility staff members, students and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify District Office, who will inform public information media as appropriate.

FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather related, an alert message will be broadcast over the weather radio station.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Issue STAND BY instruction. Determine if evacuation is required
- Notify local police department of intent to EVACUATE, the location of the safe evacuation site and the route to be taken to that site.
- Delegate a search team to assure that all students have been evacuated.
- Issue DIRECTED TRANSPORTATION instruction if students will be evacuated to a safer location by means of busses and cars.
- Post a notice on the office door stating where the school has relocated and inform the District Office
- Monitor AM radio weather station 1610 for flood information
- Notify District Superintendent of school status and action taken
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- If warranted, EVACUATE students using evacuation plan. Take the class roster emergency backpack and student comfort kits. Take attendance before leaving the campus.
- Remain with students throughout the evacuation process
- Upon arrival at the safe site, take attendance. Report any missing students to principal/site administrator and emergency response personnel
- Do not return to school building until it has been inspected and determined safe by property authorities.

BUS DRIVER ACTIONS:

- If evacuation is by bus DO NOT drive through flooded streets and or roads. Do NOT attempt to cross bridges, overpasses or tunnels that may be damage by flooding.

FIRE/EXPLOSION

FIRE (ONSITE)

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.

Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out". Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement EVACUATION of the building.
- Immediately EVACUATE the school using the primary or alternate fire routes.
- Notify the Fire Department (call 911).
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- If needed, notify bus dispatch for OFF-SITE EVACUATION by DIRECTED TRANSPORTATION.
- Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

- EVACUATE students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance. Report missing students to the Principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

NEAR THE SCHOOL

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify the Fire Department (Call 911). The Fire Marshall will direct operations once on site.
- Determine the need to implement an EVACUATION. If the fire threatens the school, execute the actions above. If not, continue with school routine.

FIRE (OFFSITE)

A fire in an adjoin area, such as a wild land fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine if EVACUATION of school site is necessary.
- Contact local fire departments (Call 911) to determine the correct action for your school site.
- If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for OFF-SITE EVACUATION and DIRECTED TRANSPORTATION by bus.
- Direct inspection of premises to assure that all students and personnel have left the building.
- Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.

- Monitor radio station for information
- Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
- Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
- Remain with students until the building has been inspected and it has been determine safe to return.

EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All Students should be kept away from the explosion and under supervision.

PRINCIPAL/SITE ADMINISTRATOR:

- Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- Secure area to prevent unauthorized access until the Fire Department arrives.
- Advise the District Superintendent of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlock closets, exterior areas (shrubbery, trash cans, debris boxes), and power sources (computer rooms, gas valves, electric panels, telephone panels).
- Determine if Student Release should be implemented. If so, notify staff, students and parents.
- If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction.

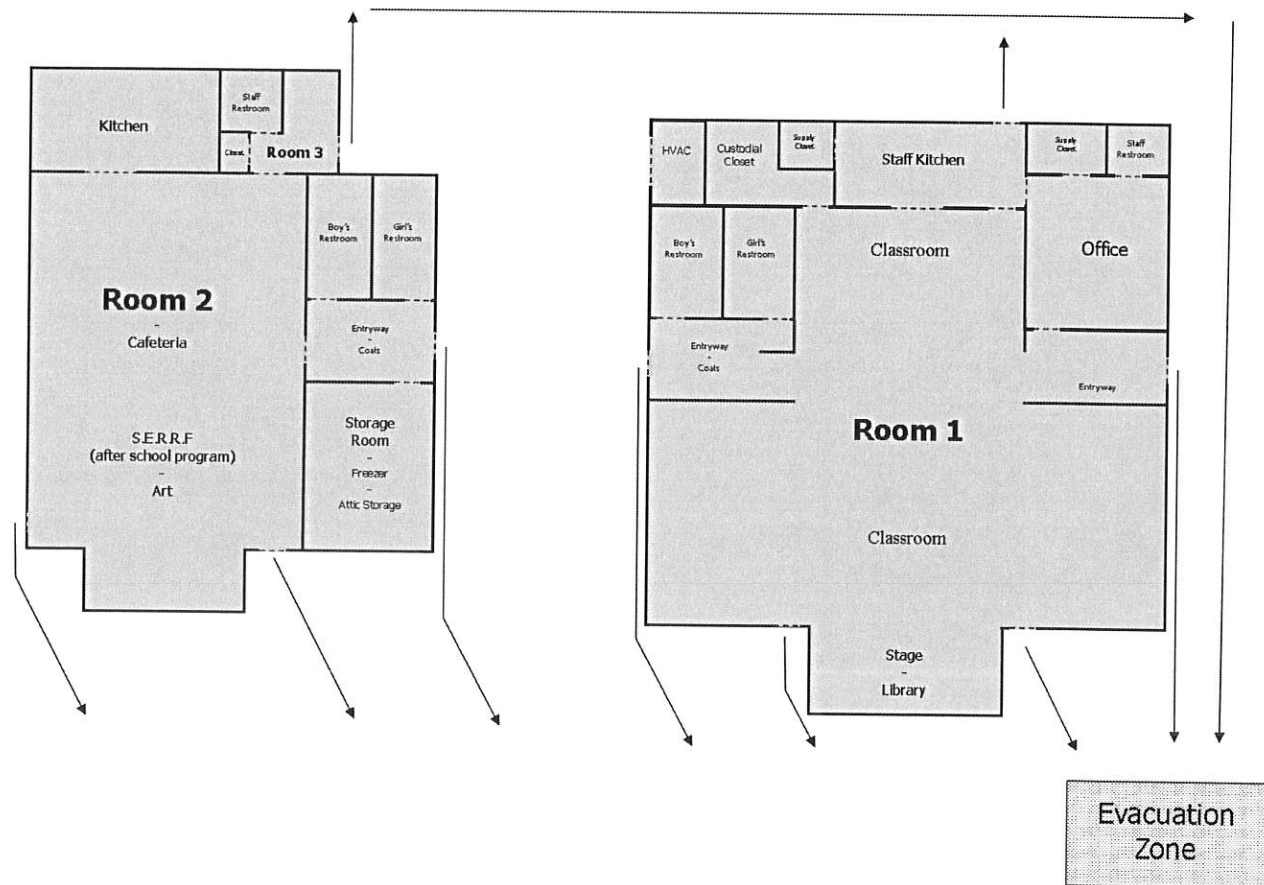
Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Initiate DROP, COVER, AND HOLD ON.
- If explosion occurred inside the school building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from firefighting equipment.
- Check to be sure all students have left the school site. Remain with students throughout evacuation process.
- Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- Render first aid as necessary.
- Do not return to the building until the emergency response personnel determine it is safe to do so.
- If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

School Evacuation Map for Flournoy Elementary School

Flournoy Elementary School Evacuation Map



Insert as Attachment

Incident Command System Structure

District Assignments:

School Assignments:

Emergency Telephone Numbers

This list will be updated on an annual basis and be provided to all key persons.

Name of Organization	Telephone Numbers
Fire, Medical Aid	911
District Office	530-833-5331
Fire Department	530.529.7405 or 529.8541
Local Police Department	530.824.7000
Sheriff Department	530.529.7950
Hospital	530.529.8000
Nearest Emergency Assistance	911
California Highway Patrol	530.527.2034
English Radio Station: <i>KRCR (Channel 7) ABC</i>	530-243-7777
Spanish Radio Station: <i>Action News Now Channel 24 News</i>	
Clergy/Counselor: <i>TCDE Special Schools, Psychologist</i>	530.527.8614
Electric Company <i>Pacific Gas & Electric (PG&E)</i>	1-800-743-5000
The Gas Company <i>Tri R Gas</i>	530-527-3219
The American Red Cross	530.673.1460

Emergency Forms and Letters

YEARLY LETTER TO PARENTS:

Dear Parents:

Providing for your student's safety when at school is a major responsibility of our staff. All schools and child development centers have a disaster plan. The principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to lockdown or shelter-in-place, evacuate students or close school before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a violent incident on campus, an earthquake, or severe storm. During these times, communication and/or transportation may be disrupted.

In the event of a major emergency or disaster, information will be given primarily through our phone notification system, as well as local radio stations: **KRCR (Channel 7) ABC and Action News Now Channel 24 News.**

District Release Policy

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No student will be released to another person, even a relative or baby sitter, unless there is written permission to that effect or that particular person is listed on the student's *Emergency Card* in our files and is able to identify him/herself. If any of your contact information changes during the year, please visit the office to update the Emergency Card.
- All parents or designated persons who come for students must sign their student(s) out at the office, unless directed elsewhere on campus by posted signs.

Please be assured, we are prepared to care for your student in emergency situations. Members of our staff are trained in the areas of first aid, search and locate, and student safety to ensure that all your student needs will be met. We will communicate with local emergency services. They will be apprised of our current status and the need for additional resources.

We ask for your help in the following ways:

- Do not call the school. We will contact you, if necessary. It is essential that telephone lines be kept open for emergency calls. Turn to the above radio stations for more information.
- Do not drive to the school. The school access routes and street entrances must remain clear for emergency vehicles. We will notify you through our Teleparent phone notification system when safe access is recommended.

During the school year your child will be trained in the necessary emergency procedures. Each will learn how to react, where to assemble, and what to expect in an emergency situation.

We suggest that you meet with your immediate family and develop an emergency plan. There are several free publications available to assist you. Please call the local chapter of the American Red Cross at 530.673.1460 or visit them online at www.redcross.org. More information can be found at www.fema.org

If you have any questions or comments regarding our emergency preparations, please call the school office.

Sincerely,

Principal

Estimados padres:

Preparación para la seguridad de su estudiante cuando en la escuela, es una responsabilidad importante de nuestro personal. Todas las escuelas y centros de desarrollo del niño tienen un plan del desastre. Preparan al director y al personal para tomar decisiones pronto y responsables en cualquier situación que podría amenazar a la seguridad de los estudiantes.

La necesidad de cerrar las puertas, tener un lugar seguro, evacuar estudiantes, o que la escuela cierra antes de la hora regularmente. Esto podría presentarse de una emergencia relativamente de menor importancia tal como una interrupción prolongada de la energía o de un gran evento tal como un incidente violento en campus de la escuela, un terremoto, o tormenta severa. Durante estas épocas, la comunicación y/o el transporte pueden ser interrumpidos.

En caso de emergencia importante o de desastre, la información será dada sobre todo a través de nuestro sistema de la notificación del teléfono de **Teleparent**, así como estaciones de radio local: **KRCR (Channel 7) ABC** de las noticias y **Action News Now Channel 24 News**.

La póliza de lanzamiento del distrito

- No se despedirá a ningún estudiante de escuela a menos que un padre (o el individuo señalado por un padre) venga para él/ella.
- No se lanzará a ningún estudiante a otro del pariente o de bebé canguro de la persona, incluso, a menos que haya permiso de escritura a ese efecto o esa persona particular es mencionada en la tarjeta de la emergencia del estudiante que se encuentran en nuestros archivos y puede identificar él/ella misma. Si cualquiera de su información de contacto cambia durante el año, visite por favor la oficina para poner al día la tarjeta de la emergencia.
- Todos los padres o personas señaladas que vienen para los estudiantes deben firmar a sus estudiantes hacia fuera en la oficina, a menos que sean dirigidos a otra parte en campus por las muestras fijadas.

Por favor sea confiado, nosotros estamos preparados para cuidar su estudiante en situaciones de emergencia. Entrenan en las áreas de los primeros auxilios, búsqueda y localizan a los miembros de nuestro personal, y seguridad del estudiante para asegurarse de que todas sus necesidades de los estudiantes serán cubiertas. Comunicaremos con servicios de emergencia locales. Serán informados de nuestro estado actual y de la necesidad de recursos adicionales.

Pedimos su ayuda de las maneras siguientes:

- No llame a la escuela. Le entraremos en contacto con, en caso de necesidad. Es esencial que las líneas telefónicas estén mantenidas abiertas para las llamadas de emergencia. Dé vuelta a las estaciones de radio antedichas para más información.
- No conduzca a la escuela. Las rutas de acceso de la escuela y las entradas de la calle deben seguir siendo claras para los vehículos de la emergencia. Le notificaremos a través de nuestro sistema de la notificación del teléfono de Teleparent cuando se recomienda el acceso seguro.

Durante el año escolar, entrenarán a su niño en los procedimientos de emergencia necesarios. Cada uno aprenderá cómo reaccionar, donde montar, y qué a esperar en una situación de emergencia.

Sugerimos que usted encuentre con su familia inmediata y desarrollamos un plan de emergencia. Hay varias publicaciones libres disponibles para asistirle. Llame por favor el capítulo local de la Cruz Roja americana en 530.673.1460 o visítelas en línea en www.redcross.org. Más información se puede encontrar en www.fema.org

Si usted tiene algunas preguntas o comentarios con respecto a nuestras preparaciones de la emergencia, por favor llame a la oficina de escuela.

Sinceramente,

Principal

BOMB THREAT CHECKLIST:

VERIFICATION OF EMERGENCY DRILLS:

BUILDING AND SITE HAZARD ASSESSMENT:

CLASSROOM HAZARD INSPECTION:

STUDENT RELEASE AUTHORIZATION FORM:

STUDENT RELEASE LOG:

CURRICULUM THAT EMPHASIZES PREVENTION AND ALTERNATIVES TO VIOLENCE

Character Counts!

*Character Counts!*sm is two things: an educational framework for teaching universal values and a national coalition of organizations that support each other. A person of character is a good person, someone to look up to and admire; knows the difference between right and wrong and always tries to do what is right; sets a good example for everyone; makes the world a better place; and lives according to the six pillars of character.

These six pillars, or core ethical values, form the foundation of the *Character Counts!*sm program:

Trustworthiness - Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect - Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility - Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Second Step

Second Step is a violence prevention curriculum implemented in kindergarten through third grades and sixth grade. Middle school counselors in 7th and 8th grades use it as a supplement, as well.

Students participating in *Second Step* learn and practice vital social skills, such as empathy, emotion management, problem solving, and cooperation. These essential life skills help students in the classroom, on the playground, and at home.

Research indicates that children who are socially competent perform better academically. *Second Step* lessons give tools to help children become socially skilled and develop strong bonds to school.

The engaging photo-lesson cards show adults and children expressing emotions and solving problems in real-life situations. Lesson cards include objectives, scripts, discussion questions, role-plays, and other activities. Lively classroom videos also spark discussion, enriching students' learning of important social and emotional skills.

Gang Resistance Education and Training [G.R.E.A.T.] Program

The *Gang Resistance Education and Training* program educates students in grade 6 and is taught by the same police officers that teach the D.A.R.E. program. While many of the goals are the same as D.A.R.E., the G.R.E.A.T. program helps youths avoid gang membership, prevent violence, and develop positive relationships with law enforcement. The officers teach lessons focused on personal skills, resiliency skills, resistance skills and social skills.

PREVENTION AND INTERVENTION STRATEGIES THAT PROMOTE DRUG-FREE SCHOOLS

Drug Abuse Resistance Education [D.A.R.E.]

The *Drug Abuse and Resistance Education* [D.A.R.E.] program educates students in grades K-5 and is staffed by three full time police officers. This community policing partnership between the two entities has been in place for almost twenty years. The goals of this program are to develop skills students need to avoid involvement in drugs, gangs, and violence. The officer-led classroom lessons teach children how to resist peer pressures and live productive drug and violence-free lives.

Too Good For Drugs

Too Good for Drugs is a school-based prevention program designed to reduce risk factors and enhance protective factors related to alcohol, tobacco and other drug (ATOD) use among students.

Too Good for Drugs has a separate, developmentally appropriate curriculum for each grade level in kindergarten through eighth grade. Each curriculum builds on earlier grade levels, an instructional design which enables students to learn important skills sequentially and retain them year after year.

Too Good for Drugs builds five essential life skills:

- Goal setting
- Decision making
- Bonding with pro-social others
- Identifying and managing emotions
- Communicating effectively

Too Good for Drugs is implemented in fourth through sixth grades. Seventh and eighth grades will begin implementing this curriculum in 2009-2010.

COMMUNITY RELATIONSHIPS

Flournoy Union Elementary School District has teamed with local law enforcement to promote positive relationships with law enforcement, as well as prevent violence and criminal activity through three different partnerships:

PROCEDURES FOR COMPLYING WITH EXISTING LAWS RELATED TO SCHOOL SAFETY

CHILD ABUSE REPORTING PROCEDURES

Child abuse has severe consequences and the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. *Reasonable suspicion* means that is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency.

Employees who are mandated reporters are obligated to report all known or suspected incidents of child abuse and neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person. Mandated reports shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Child abuse or neglect includes the following:

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child
5. Unlawful corporal punishment or injury

Child abuse or neglect does not include:

1. A mutual affray between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning.
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student.
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student.

Initial Telephone Report

In cases of suspected child abuse or neglect, the principal or designee is notified immediately. As soon as practicably possible, a report is made by telephone to Child Protective Services and the police department. When the report is made, the reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received. **The phone number for CPS is 1.800.323.7711 or 530.527.1911**

Written Report

Within 24 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to CPS a written report that includes a completed Department of Justice form. **The address for Child Protective Services is**

310 South Mail St., Red Bluff, CA 96080

SUSPENSION AND EXPULSION POLICY

Suspension

Suspension is the temporary removal of a pupil from regular classroom instruction or from school as initiated by a teacher of administrator for adjustment purposes.

A teacher may suspend any pupil from his or her class for the remainder of that day and the following day. A teacher may also refer a pupil to the principal or designee for consideration of a suspension from the school. The principal of the school, the principal's designee, or the superintendent of schools may suspend a pupil from the school for no more than five consecutive school days unless the suspension is extended pending expulsion.

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used violence against another person.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully ordered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person *another* liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by pupil of his/her own prescription products.
- i. Committed an obscene act or engage in habitual profanity or vulgarity.
- j. 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm, meaning a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Education Code 32050.

A student in grade 4-12 may also be suspended for:

1. Sexual Harassment – Conduct considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. Hate Violence - Caused, attempted to cause, threatened to cause, or participated in an act of hate violence [injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation.

3. Hazing/Bullying/Harassment – Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Hostile Educational Environment – Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
5. Terrorist Threats – Made terrorist threats against school officials and/or school property.

Expulsion

Expulsion is the removal of a pupil from enrollment in a school or the district as ordered by the Board of Education. Pupils can be expelled only for those reasons for which they can also be suspended.

Mandatory Expulsion – State law requires that the superintendent or the school principal must recommend expulsion if the student has committed any of the following acts at a school or at a school activity [Education Code 48915]:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a specified controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

Discretionary Recommendation – The superintendent or principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity, unless particular circumstances make expulsion inappropriate [Education Code 48915]:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive or other dangerous object of no reasonable value use to the student.
3. Unlawful possession of any specified controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

State law provides for due process and rights to appeal any order of expulsion.

PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS PUPILS

Flourney Union Elementary School District NOTIFICATION TO TEACHER OF STUDENT CONDUCT _____ SCHOOL YEAR

Student _____ Sex _____ DOB _____ Grade _____ Date of Incident _____

To Student's Teacher(s): The above named student has engaged in, or is reasonably suspected to have engaged in, one or more of the acts indicated below. You are being provided with notification of the student's conduct pursuant to the requirements of Education Code Section 49079. You may review the student's records if you need more specific information. Any information provided pursuant to this notice shall be received in confidence for the limited purpose for which it was provided. Further dissemination is prohibited.

STUDENT INCIDENT (E.C. 48900)

- a. _____ Caused, attempted to cause, or threatened to cause physical injury to another person.
_____ (Circle if applicable:) Mutual Combat 1 Battery 2
- b. _____ Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. _____ Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. _____ Unlawfully offered, arranged, or negotiated to sell any controlled substance as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- 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 any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. *(Teacher notification not required for this incident.)
- i. _____ Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. _____ Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. _____ Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. _____ Knowingly received stolen school property or private property.
- m. _____ Possession of an imitation firearm.
- n. _____ Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. _____ Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- .2 _____ Committed unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, as defined in Education Code Section 212.5. This section only applies to grades 412. (E.C. 48900.2)
- .3 _____ Caused, threatened to cause, or participated in an act of hate violence. This section only applies to grades 412. (E.C. 48900.3)
- .4 _____ Harassment, threats, or intimidation that is so severe that it actually causes, or can reasonably be expected to cause, material disruption of classwork, substantial disorder, and the invasion of the rights of student(s) by creating intimidating or hostile education environment. This section only applies to grades 412 (E.C. 48900.4)
- .7 _____ Has made terroristic threats against school officials or school property, or both. (E.C. 48900.7)

RECORD OF TEACHER REVIEW

Date	Signature	Date	Signature
Date	Signature	Date	Signature

Date	Signature	Date	Signature
Date	Signature	Date	Signature

DISCRIMINATION AND HARASSMENT POLICIES

Discrimination Policy

District program and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

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

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The *Assistant Superintendent of Personnel* handles complaints regarding discrimination and inquiries regarding policies. Any student who feels that he/she is being harassed should immediately contact a school employee or the principal. Any student who observes an incident of harassment should report the harassment to a school employee or the principal, whether or not the victim files a complaint.

Student Sexual Harassment Policy

The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board expects students or staff to immediately report incidents of sexual harassment to the student's teacher, Principal, Vice-Principal or Designee or to another District Administrator. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

DEFINITION

Committed sexual harassment as defined in Education Code 212.5. Pursuant to Education Code 48900.2, the conduct constitutes harassment if it would be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

INSTRUCTION/INFORMATION

The Superintendent or designee shall provide to all district students age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made.

COMPLAINT PROCESS

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment

involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Director of Personnel or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

DISCIPLINARY MEASURES

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

For students in grades 4 through 12, disciplinary action may include suspension/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

RECORD KEEPING

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

PROHIBITED SEXUAL HARASSMENT CONDUCT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

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

Types of conduct which are prohibited in and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposely cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Continuing to express sexual interest after being informed that the interest is unwelcome
12. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

NOTIFICATIONS

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules,

regulations, procedures and standards of conduct are posted

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, trimester, semester or summer session
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct
5. Be provided to employees and employee organizations

COMPLAINT PROCEDURE

1. Informal Resolution
 - a. Students and or staff members who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in conduct that such conduct is offensive and must stop.
 - b. Students and or staff members who feel aggrieved because of conduct that may constitute sexual harassment shall inform the Principal, Vice Principal, immediate supervisor, or designee so that he/she may take remedial action.
2. Formal Complaints
 - a. An aggrieved student may file a written complaint with the Principal, Vice Principal, or designee. A copy of the written complaint shall be forwarded to the Superintendent or his designee.
 - b. The informal resolution procedures set forth above are not a precondition to the filing of a complaint.
 - c. Students filing a complaint need not file a complaint with a person they feel is sexually harassing them.

INVESTIGATION OF COMPLAINTS AT SCHOOL (SITE-LEVEL GRIEVANCE PROCEDURE)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who witnessed the conduct complained of
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 - a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. If the alleged harasser is a student, his/her parent/guardian
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports
 - f. Legal counsel for the district
 - g. Law enforcement
4. When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue
6. To determine the severity of the harassment, the principal or designee may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency and duration of the misconduct
 - c. The number of persons involved
 - d. The age and gender of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of harassment that were not related to gender
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
8. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
9. Within ten school days after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue

this follow-up.

ENFORCEMENT

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following: Removing vulgar or offending graffiti; providing staff inservice and student instruction or counseling; notifying parents/guardians of the actions taken; notifying child protective services and/or law enforcement; taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.

APPEAL TO THE BOARD OF TRUSTEES

The complainant may appeal the decision of the Superintendent to the Board of Trustees in writing. The Board of Trustees shall hear the matter at the next regularly scheduled meeting. At the conclusion of the hearing the Board shall adopt written findings of fact and make a decision.

General Harassment Policy

It is the policy of the Flournoy Union Elementary School District to provide fair and equal treatment to all staff members. In an effort to advance this policy, we have found it necessary to formulate a statement regarding harassment. Harassment creates a negative work environment and affects the work performance of all employees.

1. Pursuant to Education Code section 212.5, unwelcome advances, requests for favors, and other verbal, visual or physical conduct constitute harassment when:
 - A. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
 - B. Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee.
 - C. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
 - D. Submission to, or rejections of, the conduct is the basis for any decision affecting the benefits, services, honors, programs or other available activities.
2. Unlawful harassment may take many forms, including but not limited to:
 - A. VERBAL CONDUCT such as epithets, derogatory comments, slurs or unwanted advances, invitations or comments.
 - B. VISUAL CONDUCT such as derogatory posters, cartoons, drawings, or gestures.
 - C. PHYSICAL CONDUCT such as assault. Blocking normal movement, or interference with work directed at you because of your sex or other protected basis.
 - D. THREATS AND DEMANDS to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
 - E. RETALIATION for having reported the harassment.
3. Any person believing he/she is a victim of harassing behavior should notify the Assistant Superintendent of Personnel or a District Office Management person unassociated with the employee's assigned worksite. The Assistant Superintendent of Personnel or the District Office Management Person will:
 - A. Fully inform the employee of his/her rights.
 - B. Appoint a three (3) member committee to immediately conduct a thorough, objective and complete investigation of the alleged harassment, report the committee findings to the Superintendent, or the Board of Education if the Superintendent is the accused harasser, who must make a determination about whether unlawful harassment occurred and communicate this alleged finding to the harasser and any other concerned party; and the Superintendent of the Board of Education will take prompt and effective remedial action if harassment has occurred. The action must be commensurate with the severity of the offense and be made known to the victim.

ALL HARASSING BEHAVIOR IS CONSIDERED MISCONDUCT AND MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION AND/OR IMMEDIATE TERMINATION.

Special privacy safeguards will be applied in handling harassment complaints. To the extent feasible, the identity of the charging party

and the person accused of harassment will be kept confidential.

Flourney Union Elementary School District DRESS CODE

General Guidelines

1. Dress and Appearance Standards. Dress and appearance standards are in effect during all times at school, on the way to school, on the way home from school, at any school function or activity regardless of location, and at any other district campus and/or function.
2. Student May Not Remain in the Classroom. A student may not remain in the classroom dressed in a manner which (1) creates a safety hazard for said student or for other students, (2) constitutes a serious or unnecessary distraction to the learning process, (3) tends to disrupt the campus order, or (4) is in conflict with the district's goals and philosophy regarding the prevention of substance abuse and gang activity.
3. Required to Change to Accepted Dress. Students that wear unacceptable clothing will be required to change to accepted dress. All time missed from class due to unacceptable dress may be made up in detention.

Requirements

CLOTHING – Shoes must be worn at all times. Shoes with no back strap, flip flops, cleats, high heels, or sock like slippers are not allowed. All wearing apparel must be of a size that is considered normal for the child. Oversized clothing will not be allowed.

Items NOT Allowed

- Pants, shorts or cutoffs that are oversized, without hems, frayed and slit up the side, sag or don't fit at the waist, or have excessively large legs.
- Oversized tops, tube tops, backless dresses, mini-skirts, see-through tops, fish net, half tops, muscle shirts, undershirts, and tank tops with large armholes. No bare midriffs will be allowed.
- Lycra stretch or other excessively tight or revealing clothing.
- Any clothing worn inside out.
- Any clothing that exposes posteriors or undergarments.

ACCESSORIES – Jewelry or accessories that are disruptive or that might cause a health or safety hazard may not be worn.

Items NOT Allowed

- Head coverings - hats, caps, nets
- Exception: Hats may be worn outside only and solely for the purpose of sun protection. Hats shall be made of pliable canvas material with a 3 – 5 inch brim around the entire circumference of the hat. They may not sport an insignia, other than the school insignia. Hats, by nature of the color, arrangement, trademark, or any other attribute, that denote membership in gangs, or which advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.
- Initialed belt buckles, wallets with attached chains, hanging belts, suspenders, straps hanging off the shoulders.
- Hoop earrings larger than a dime, nose rings, facial or body studs.
- Glasses, other than prescription (inside buildings)

OTHER ITEMS NOT ALLOWED

- Tattoos are not allowed. A student with gang-related tattoos will be placed in an alternative program. Other permanent tattoos must be covered at all times. Temporary tattoos will be removed before the student is allowed in class.
- Altered eyebrows, hair colors and/or styles that disrupt student education will not be allowed.
- Words or pictures that are not appropriate for the school environment may not be worn on clothing. (Examples include obscenities, symbols representing alcohol, drugs or tobacco, gang colors, gang materials, gang behavior, weapons, sexually explicit words or pictures, tagging or violence.) Words and pictures on all garments may not be altered in any way. Words and pictures may not be added to plain garments.
- All clothing and materials with Old English or similar lettering will not be allowed.
- Makeup, fake or acrylic nails are not allowed in grades kindergarten through six.
- Before purchasing clothing and materials, parents are strongly urged to consider the possible gang implication of all clothing with logos or insignias.

It is not our purpose to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their Comprehensive School Safety Plan

3/2/20

school experience. Decency and safety are the guidelines by which the principal will make all decisions regarding clothing.

**POSITIVE SCHOOL CLIMATE/
SAFE AND ORDERLY LEARNING ENVIRONMENT**

**SAFE INGRESS AND EGRESS OF STUDENTS,
PARENTS/GUARDIANS AND EMPLOYEES**

INSERT MAP OF SCHOOL

PARENT INVOLVEMENT STRATEGIES

PARENT INVOLVEMENT

Parents will be engaged through home-school communication. including but not limited to the web site, the monthly calendar, weekly student work and grade reports, and Blackboard Connect Autodialer.

Parents will be included in teacher professional development when appropriate.

Parent conferences will be held in the Fall

School programs are scheduled according to the calendar

SCHOOL DISCIPLINE

The disciplinary actions taken by the administration of will be firm, consistent, and fair. Students who violate school rules and policies are subject to the discipline guidelines listed below. The seriousness of the offense and the conditions under which it occurred are factors to be considered.

1. Alcohol

A. First Offense

1. Suspension and parent conference
2. Referral to law enforcement
3. Suspension pending referral to an alternate program and/or expulsion or exclusion

B. Succeeding Offenses

1. Suspension pending referral to an alternate program, and/or expulsion or exclusion

2. Arson, Vandalism/Defacing or Use of Explosives

In all cases, the student for damages or losses that occur will make payment, and all arson cases will be reported to the fire department.

A. Any Offense

1. School site discipline
2. Suspension and parent conference
3. Referral to law enforcement
4. Severe violation will result in recommendation for expulsion and arrest

3. Battery (Bodily Harm)

A. Any Offense

1. Suspension and parent conference
2. Referral to law enforcement

4. Assault and/or Battery on Teachers or Other School Personnel

A. Any Offense

1. Suspension
2. Referral to law enforcement

5. Classroom Referrals and Defiance of Authority

This includes, but is not limited to, noncompliance towards each school's gum/candy policy, violation of Flournoy Union Elementary School District's dress/appearance code, and disruptive behavior.

A. Any Offense

1. School site discipline
2. Parent conference
3. Possible suspension
4. Possible placement in an alternate program
5. Possible expulsion or exclusion

6. Drugs and/or Narcotics

A. Use or Possession

1. Referral to law enforcement
2. Suspension and parent conference
3. Recommendation for expulsion
4. Selling

5. Arrest and recommendation for expulsion

7. Extortion (Force or Fear)

A. First Offense

1. School site discipline
2. Suspension and parent conference
3. Possible referral to law enforcement
4. Possible referral to an alternative program

B. Succeeding Offenses

1. Suspension
2. Referral to law enforcement
3. Recommendation for expulsion

8. Forgery

A. Any Offense

1. Parent conference
2. School site discipline
3. Possible suspension

9. Gambling

A. Any Offense

1. School site discipline

10. Hazing/Student Harassment

A. Any Offense

1. School site discipline
2. Suspension
3. More serious offenses may lead to a recommendation for expulsion

11. Insults and/or Abuse to School Personnel

A. Any Offense

1. School site discipline
2. Suspension and parent conference
3. Possible recommendation for expulsion

12. Loitering

Students may not be on a school campus without permission of that school's administration. Repeated offenses, or refusal to leave, will lead to suspension and/or arrest.

13. Profanity, Vulgarity or Pornography

A. Any Offense

1. School site discipline
2. Possible suspension
3. Serious or repeated violations may lead to expulsion or placement in an alternative program

14. Student Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal, vice principal or designee or to another district administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the educational setting. (Education Code 212.6) For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Assaulting, touching, impeding, or blocking movement.
7. Continuing to express sexual interest after being informed that the interest is unwelcome.
8. Making reprisal, threats of reprisal, or implied threats of reprisal following a report of harassment.

15. Tobacco (Use or possession)

- A. Any Offense
1. Parent conference
 2. School site discipline
 3. Suspension

16. Threats

- A. First Offense
1. School site discipline
 2. Possible suspension and immediate referral to law enforcement for terrorist threats
- B. Succeeding Offenses
1. School site discipline and parent conference
 2. Suspension and possible expulsion or placement in an alternative program
 3. Referral to law enforcement

17. Weapons

A student in possession of any object that is determined by an administrator to be a weapon, with or without the intent of use, is subject to penalty as designated below:

1. Confiscation
2. Parent contact
3. Police contact
4. Suspension
5. Possible expulsion

18. Withholding Records

A pupil's grades, diploma, and transcripts may be withheld if district property is damaged or not returned by the pupil.

HATE CRIME REPORTING PROCEDURES

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

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways. The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights. At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

CURRENT STATUS OF SCHOOL CRIME

CALIFORNIA HEALTHY KIDS SURVEY