

Comprehensive School Safety Plan

**2023-2024
School Year**

School: Mt. McKinley School
CDS Code: 07100740120444
District: Mt. McKinley School
Address: 202 Glacier Dr.
Martinez, CA, 94553
Date of Adoption: 1/24/2024
Date of Update: 1/24/2024
Date of Review:
- with Staff 11/29/2023 , 1/17/2024
- with Law Enforcement 2/13/2024
- with Fire Authority

Approved by:



Name	Title	Signature	Date
Brian Murtagh	Principal, Mt. McKinley		
Mt. McKinley School Site Council	School Site Council President		

Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	7
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	13
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	17
(K) Hate Crime Reporting Procedures and Policies.....	18
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	18
Opioid Prevention and Life-Saving Response Procedures.....	19
Safety Plan Review, Evaluation and Amendment Procedures.....	20
Safety Plan Appendices.....	21
Emergency Contact Numbers.....	22
Safety Plan Review, Evaluation and Amendment Procedures.....	23
Mt. McKinley School Incident Command System.....	24
Incident Command Team Responsibilities.....	26
Emergency Response Guidelines.....	27
Step One: Identify the Type of Emergency.....	27
Step Two: Identify the Level of Emergency.....	27
Step Three: Determine the Immediate Response Action.....	27
Step Four: Communicate the Appropriate Response Action.....	27
Types of Emergencies & Specific Procedures.....	28
Aircraft Crash.....	28

Animal Disturbance.....28

Biological or Chemical Release.....29

Bus Disaster.....29

Disorderly Conduct29

Earthquake.....29

Explosion or Risk Of Explosion30

Fentanyl Safety Plan.....30

Fire in Surrounding Area30

Fire on School Grounds31

Flooding31

Loss or Failure Of Utilities31

Motor Vehicle Crash31

Pandemic32

Psychological Trauma.....32

Suspected Contamination of Food or Water32

Unlawful Demonstration or Walkout.....32

Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at Mt. McKinley School Office / 202 Glacier Drive / Martinez, CA 94553.

Safety Plan Vision

The Comprehensive Safe School Plan (CSSP) provides a guide to school safety related data and to the procedures administrators, faculty, and staff must follow in the event of an emergency. The school site's Comprehensive Safe School Plan also includes the Emergency Response Procedures, which documents the steps all employees must know in order to respond quickly and efficiently in the event of an emergency on campus. The CSSP also highlights the school's prevention plan, a series of programs to address a variety of issues with the primary goal of supporting academic achievement through safe and secure learning environments. Finally, the CSSP addresses the need for recovery procedures to ensure staff, students, and the facility receive necessary care and support after a disaster or emergency. The CSSP supports the school in meeting the Agency's Strategic Plan value: "We commit to solutions that create safe and healthy schools and communities."

Components of the Comprehensive School Safety Plan (EC 32281)

Mt. McKinley School Safety Committee

Assessment of School Safety

In an effort to continually update and assess the safety practices, the Comprehensive Safe School Committee performed a needs assessment. After a review of current school practices, updated safety ideologies, and school committee discussions, the Committee identified three site level strategies/programs to provide and maintain a high level of security.

Campus safety is a high priority and the responsibility of all staff on campus. Training of staff on proactive response to dangerous situations and student discipline occurs during regularly scheduled staff meetings. Staff and student training on reactive response to emergency situations, including but not limited to, intruders on campus, earthquake and fire occur through monthly drills.

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

Campus safety is a priority for the Mt. McKinley School community and is the responsibility of all staff. The proactive response to dangerous situations and student discipline takes place regularly by way of: drills (fire, earthquake, intruder, lockdown, etc.) and staff and student trainings focused on safe and proper evacuation procedures. Specifically, procedures are reviewed and discussed with staff and students for effectiveness and amended if necessary. There is one entrance accessible to the school site; however there are four exits in the event of an emergency. Our school is located within a locked facility and entrance into the building is only permitted for approved staff and visitors. Contra Costa County Probation Department retain a list of current employees who are permitted entry into the building. All school staff are required to wear their CCCOE Identification badge throughout the facility. Any visitors must receive prior approval for entry, which includes school administration coordination, and the providing of their name, birth date, and identification card. All visitors are required to wear a Visitor badge when inside of the building.

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

The County Board of Education is committed to supporting the safety and well-being of their students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. As a result, all Contra Costa County Office of Education schools follow CCCOE BP and AR 5141.4.

CCCOE 5141.4 AR:

Child Abuse & Neglect

The County Board of Education is concerned with the growing incidence of child abuse. It encourages staff to be sensitive to this issue and knowledgeable about resources available to assist in cases of alleged or suspected child abuse and neglect. The County Superintendent will develop appropriate procedures and regulations for addressing alleged or suspected child abuse and neglect.

Reporting Procedures

1. Initial Telephone Report: Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to the County welfare department.

Contra Costa County Child Protective Services

400 Ellinwood Way

Pleasant Hill, CA 94523

(877) 881-1116

<https://ehsd.org/children-family-services/>

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

2. Written Report: Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168) The Department of Justice form may be obtained from the school's main office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

3. Internal Reporting: The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166) However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee. The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

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

Disaster Plan (See Appendix C-F)

California law requires that schools and all site employees be adequately prepared to respond to earthquakes, fires, and other emergencies. Emergency management teams and procedures outlined in this plan are consistent with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) developed by the State of California. This plan presents specific procedures using Incident Command System (ICS) principles to prepare for, and respond to, school emergencies. Detailed plans are outlined in the Appendix under Types of Emergencies & Specific Procedures.

Detailed plans are outlined in the Appendix under Types of Emergencies & Specific Procedures. All Disaster procedures and policies are in accordance with California Education Codes 35295 - 35297 (see below), Superintendent Policy 3516 (see below), and California Government Code 8607 and 3100. GC 8607 and 3100 require a school to have a comprehensive safety plan that follows emergency management standards and involves multiple agencies. GC 3100 states that County workers are considered disaster service workers and subject to the duties assigned to them.

California Ed Code 35295 - 35297

The Legislature finds and declares the following:

- (a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.
- (b) In order to minimize loss of life and disruption, it is necessary for all private elementary schools and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that pupils and staff will act instinctively and correctly when an earthquake disaster strikes.
- (c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all private schools in California.

The governing board of each private school shall establish an earthquake emergency procedure system in every private school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. A governing board may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems.

The earthquake emergency procedure system shall include, but not be limited to, all of the following:

- (a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.
- (b) A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

Superintendent Policy (SP) 3516

The Superintendent is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Superintendent may grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Superintendent shall cooperate with such agencies in furnishing and maintaining whatever services County Office of Education staff may deem necessary to meet the community's needs.

County Office of Education employees are considered disaster service workers and are subject to disaster service activities assigned to them.

Public Agency Use of School Buildings for Emergency Shelters

Public agencies may use school buildings for emergency shelters when necessary. These requests will be made through the office of the superintendent on a case-by-case basis and in partnership with Contra Costa County Probation Department.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Mt. McKinley School adheres to all State and Superintendent policies regarding School Suspensions, Expulsions, and Mandatory Expulsion Guidelines. These are formally outlined below in CA Education Code 48915 and CCCOE Superintendent Policy 5144.1. Mt. McKinley is focused on the safety and security of all staff and students, as well as the establishment of a safe and productive learning environment for all students on campus. Mt. McKinley School has a Behavior Management System document which contains policies and strategies to manage behavior and discipline on campus. In addition to Suspensions, Expulsions, and Mandatory Expulsions, Mt. McKinley School utilizes a series of other behavior steps to manage behaviors and school discipline. They are:

A Student-Initiated Pop-Out (SIPO)

A Student-Initiated Pop-Out (SIPO) Break is a preventative intervention that allows the student a brief (5-15min) opportunity to leave the classroom to self-regulate. This category includes IEP Breaks. School staff will inform probation staff which students have pre-approved breaks that can be taken/given. The frequency and duration of breaks will be communicated to unit staff. While the student is on break, probation staff will verbally or nonverbally prompt students to utilize self-regulation strategies and assess the readiness of the student to return to the classroom setting or assess the need to escalate to Time Away procedures. The student will break in location deemed appropriate by staff. SIPOs do not have an effect on the maximum number of points possible to earn in the block. SIPOs will be recorded on the points sheet by the classroom staff.

A Teacher-Initiated Pop-Out (TIPO)

A Teacher-Initiated Pop-Out (TIPO) Break is an intervention that allows the student a brief (5-15min) opportunity to leave the classroom to self-regulate. While the student is on break, probation staff will verbally or nonverbally prompt students to utilize self-regulation strategies and assess the readiness of the student to return to the classroom setting or assess the need to escalate to Time Away procedures. The student will break in location deemed appropriate by staff. If a student is sent out for a TIPO, the maximum number of points possible to earn in the block is 3. TIPOs will be recorded on the points sheet by the IA in the classroom.

Time Away

If a student does not respond to lower-level interventions or if their behavior is severe the teacher will initiate the Time Away process. Once a student is removed for Time Away they are not to return to class until the next block. The maximum number of points earned during the block will be 1. During the Time Away probation will engage students in CCP interventions. Teachers need to fill out an Incident Report. During this time, intervention supports by the school staff shall be offered to the student. The purpose of these interventions are to support the regulation of the student and the continued engagement in school activities, when appropriate.

Suspension

If a student demonstrates a level 3 misconduct the student will be recommended for Suspension. The suspension also requires an Incident Report to be submitted by school staff. Once the student is removed from the classroom, Probation Staff will follow the same Time Away Procedures as outlined above. However, the student will remain outside of the classroom on the unit for the duration of the suspension determined by the school administration. During the Suspension, students will engage in CCP Intervention, school work, or other activities deemed appropriate by staff. Students are not eligible for school points or credit during their Suspension. If the student's negative behavior escalates to a safety issue a safety plan will be written by Probation.

Alternates to Suspension

It is the mission of Mt. McKinley Schools to keep students engaged in schools as much as possible, while making considerations for school and staff safety. Mt. McKinley Schools employ a series of in-person, on-campus interventions which allow for students who have engaged in classroom behaviors which might have previously resulted in suspensions to remain engaged with the school during this time of crisis. These interventions are coordinated by the school administration team and deployed by various staff including an intervention / program teacher, the special education team, and other staff familiar with the student. These Alternate to Suspension Interventions include, but are not limited to: conference between school staff, parents, and students, Intervention Referrals, engagement in Prosocial Behavior training and supports, Restorative Justice practices, and tiered interventions provided by the school team.

Follow-up and Monitoring:

Student behavior is tracked via the points sheet and Time Away/Suspension forms. All School staff participates in a Monthly Behavior and Logistics Meeting where students' behavior is reviewed and recommendations for further intervention are made and interventions from the previous month are followed upon. Chronic loss of points, Time Away, or Suspension will result in referral to the appropriate intervention team (CARE Team, Multidisciplinary Team, Student Study Team, and/or IEP Team).

California Education Code 48915 ARTICLE 1. Suspension or Expulsion [48900 - 48927] (Article 1 repealed and added by Stats. 1983, Ch. 498, Sec. 91.)

REASON FOR SUSPENSION: State Education Code 48900.48900.2 Sub sections: .

State Education Code 48900

- a. 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
- a. 2. Willfully used force or violence upon the person of another, except in self-defense.

- b. Possessed/used/sold/furnished any firearm/knife/explosive/dangerous object.
- c. Possessed/used/sold/furnished or been under influence of any controlled substance/alcoholic beverage/intoxicant.
- d. Offered/arranged/negotiated to sell a controlled substance/alcoholic beverage/intoxicant--and then—sold/delivered/furnished a liquid/substance/material represented as a controlled substance/alcoholic beverage/intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused/attempted to cause damage to school/private property.
- g. Stole/attempted to steal school/private property.
- h. Possessed/used tobacco/other nicotine products.
- i. Committed obscene act or engaged in habitual profanity/vulgarity.
- j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia (Section 11014.5 Health and Safety Code).
- k. Disrupted school activities/defied valid authority.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266C, 286, 288, 288a or 289 or committed a sexual battery as defined by Penal Code 243.4.
- o. Harassed, threatened, or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261
- s. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)
- t. Aid or abet the infliction or attempted infliction of physical injury.

State Education Code 48900.2, 48900.3, 48900.4, 48900.7

EC 48900.2 Committed sexual harassment as defined by EC212.5. (Grades 4-12 only)

EC 48900.3 Caused/attempted to cause/threatened to cause or participated in an act of hate violence as defined by EC 233(e) (Grades 4-12 only)

EC 48900.4 Engaged in harassment/threats/intimidation against student(s) which disrupted classwork, created substantial disorder, invaded rights of student(s) by creating an intimidating or hostile environment. (Grades 4-12 only)

EC 48900.7 Make terrorist threats against school officials or school property, or both.

State Education Code 48915(a)

MANDATORY EXPULSION (WITH PRINCIPAL'S EXCEPTION) EDUCATION CODE 48915(a)

48915(a)(1) Caused serious physical injury to another person, except in self defense.

48915(a)(2) Possessed any knife, explosive or other dangerous object of no reasonable use to the student.

48915(a)(3) Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

48915(a)(4) Robbery or extortion.

48915(a)(5) Assault or battery, as defined by Sections 240 and 242 of the penal Code upon any school employee.

State Education Code 48915(c)

SUSPENSION AND EXPULSION (MANDATORY RECOMMENDATION) EDUCATION CODE 48915(c):

48915(c)(1) Possessing/selling/furnishing a firearm at school or at a school activity. Possession must be verified by a school employee.

48915(c)(2) Brandishing a knife at another person.

48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.

48915(c)(4) Committing/attempting to commit a sexual assault/battery as defined in EC 48900 (n).

48915(c)(5) Possession of an explosive. As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Education Code 48900 (r) provides that a pupil may not be suspended or expelled for any of the acts enumerated, unless that act is related to school activity or school attendance occurring within a school... A pupil may be suspended or expelled for acts .that occur at any time, including, but not limited to, any of the following: (1) while on school grounds (2) While going to or coming from school (3) During the lunch period, whether on or off the school campus (4) During, going to, or coming from a school sponsored activity

Superintendent Policy 5144.1: Suspension And Expulsion/Due Process

The County Office of Education (COE) desires to provide COE students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation. Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any COE school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

COE staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the COE's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in Items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension. No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j)) As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former 288a, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data may be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student groups, including, but not limited to, ethnic groups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the COE is meeting its goals for improving school climate as specified in its local control and accountability plan.

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

Mt. McKinley School is housed in a Probation facility and as such we adhere to Contra Costa County Probation Department procedures of notifying teachers and all school personal of dangerous pupils. These notifications will be provided by school administration.

All CCCOE teachers are able to access student information on Aeries. All students who have been involved in an act that falls into the category "dangerous pupil" have incidents tagged and described in Aeries under the confidential flag.

These practices are in compliance with EC 49079 (below) which outline requirements for notifying teachers and all school personal of dangerous pupils.

ARTICLE 5. Privacy of Pupil Records [49073 - 49079.7] (Article 5 enacted by Stats. 1976, Ch. 1010.)

49079.

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

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)

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

All Contra Costa County Office of Education schools follow CCCOE BP 5145.3, and EC 212.6 [b] regarding sexual harassment. All staff are required to take annual training for Sexual Harassment. The policies are below:

CCCOE BP 5145.3

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a county office of education (COE) school or program, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the County Board of Education and the County Superintendent in enacting policies and procedure that govern the COE.

The County Board is committed to providing a welcoming, safe and supportive school environment that allows all students equal access to opportunities in academic and other educational support programs, services, and activities. Unlawful discrimination against a student in any COE school, program, or activity, including discriminatory harassment, intimidation, and bullying, is prohibited. Any form of retaliation against an individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination is also prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct against a student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or the student's association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination also occurs when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on any one of the characteristics specified above with respect to the provision of opportunities for a student's participation in any COE school, program, or activity, or a student's receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, discipline shall be enforced in a fair, consistent and non-discriminatory manner.

In accordance with law, all COE students shall be afforded the same rights, benefits, and protections. When, as permitted by law, the COE maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, students may choose to access facilities and participate in such programs and activities consistent with their gender identity. In addition, students may choose to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. (Education Code 221.5)

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying or retaliation, may be filed in accordance with the COE's uniform complaint procedures (UCP) specified in Board Policy 1312.3 - Uniform Complaint Procedures. For complaints of sexual harassment, it is the responsibility of the COE's Title IX Coordinator to determine whether the complaint should be addressed through UCP, or if the alleged conduct meets the federal definition of sexual harassment pursuant to 34 CFR 106.30, the complaint procedures established in 34 CFR 106.44-106.45. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or retaliation in violation of law or COE policy or procedures shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

Antidiscrimination Measures

The County Board hereby incorporates by reference the policies, procedures, and measures implemented by the County Superintendent of Schools to prevent or address unlawful discrimination in COE schools, programs, and activities. COE nondiscrimination policies and practices shall be reviewed regularly, and action shall be taken to remove any identified barriers to student access to or participation in the educational program.

California Ed Code EC 212.6 [b] defines sexual orientation as "...heterosexuality, homosexuality, or bisexuality."

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

Mt. McKinley School is housed in a Probation facility and as such clothing is provided by the Probation department. Therefore, the school does not have a separate dress code. However, all students living units are identifiable by the color of their shirts.

California Ed Code 35183 states:

ARTICLE 4.7. Miscellaneous Administrative Authority [35181 - 35186] (Article 4.7 heading added by Stats. 1998, Ch. 744, Sec. 5.)

35183.

(a) The Legislature finds and declares each of the following:

(1) The children of this state have the right to an effective public school education. Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school. However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.

(2) "Gang-related apparel" is hazardous to the health and safety of the school environment.

(3) Instructing teachers and administrators on the subtleties of identifying constantly changing gang regalia and gang affiliation takes an increasing amount of time away from educating our children.

(4) Weapons, including firearms and knives, have become common place upon even our elementary school campuses. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags.

(5) The adoption of a schoolwide uniform policy is a reasonable way to provide some protection for students. A required uniform may protect students from being associated with any particular gang. Moreover, by requiring schoolwide uniforms teachers and administrators may not need to occupy as much of their time learning the subtleties of gang regalia.

(6) To control the environment in public schools to facilitate and maintain an effective learning environment and to keep the focus of the classroom on learning and not personal safety, schools need the authorization to implement uniform clothing requirements for our public school children.

(7) Many educators believe that school dress significantly influences pupil behavior. This influence is evident on school dress up days and color days. Schools that have adopted school uniforms experience a “coming together feeling,” greater school pride, and better behavior in and out of the classroom.

(b) The governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits pupils from wearing “gang-related apparel” if the governing board of the school district approves a plan that may be initiated by an individual school’s principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 32281.

(c) Adoption and enforcement of a reasonable dress code policy pursuant to subdivision (b) is not a violation of Section 48950. For purposes of this section, Section 48950 shall apply to elementary, high school, and unified school districts. If a schoolwide uniform is required, the specific uniform selected shall be determined by the principal, staff, and parents of the individual school.

(d) A dress code policy that requires pupils to wear a schoolwide uniform shall not be implemented with less than six months’ notice to parents and the availability of resources to assist economically disadvantaged pupils.

(e) The governing board shall provide a method whereby parents may choose not to have their children comply with an adopted school uniform policy.

(f) If a governing board chooses to adopt a policy pursuant to this section, the policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil’s parents chose not to have the pupil comply with the school uniform policy. The governing board shall continue to have responsibility for the appropriate education of those pupils.

(g) A policy adopted pursuant to this section shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting.

CCCOE Board policy 5132 adds:

Students are encouraged to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

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

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

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

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

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

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

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

Uniforms

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

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

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

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

Please see the Emergency Evacuation Map attachment for maps of Mt. McKinley campuses that include safe ingress and egress routes.

All Juvenile Court Schools sites require parents and other visitors to sign in and obtain a visitor sticker to be on campus. Court Schools share a campus with Juvenile Detention Facilities, thus we follow Probation's' protocol for visitors.

School policies on parent/visitor: No parents or visitors are allowed to see the identity of other students, therefore upon request for a parent/teacher conference, it shall be granted following the visitation policies. In addition, the parent can also request correspondence with the educational staff.

All school employees and guests of the school shall sign in and out of the building at all times. Guests are required to provide advance notice of their visit and a policy is in place to notify Probation of the visit. All guests shall check-in at the main Admissions window at Juvenile Hall.

All school staff and guests in the building shall wear their CCCOE ID badge or visitor badge at all times.

CCCOE Board Policy 5142 excerpts which are applicable for Mt. McKinley School are:

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

When the playground supervision is not otherwise provided, the principal of each school shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

Although the County Office of Education is not liable for the safety of pupils who are not under the County Office of Education supervision, the students may be held accountable for their behavior from the time they leave their homes for school until they return to their homes from school.

Program administrators, teachers or bus drivers to whom they may delegate their authority are responsible for the conduct and safety of students from the time they come under County Office of Education supervision until they leave school supervision, whether on school premises or not.

It is the responsibility of the program administrator to provide for adequate supervision of playgrounds and other school facilities at all times they are in use by students. Special attention should be given to prevention of accidents, and to the development of habits of good citizenship.

Each school site is to develop a set of safety guidelines to be distributed to parents as appropriate.

In alignment with CA Ed Code 35294.2.G, procedures for safe ingress and egress of pupils, parents, and school employees to and from school have been taken into consideration.

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

Component:

Prevention and Intervention

Element:

Staff will utilize school data resources to support behavioral needs of students and identify students in crisis

Opportunity for Improvement:

Better use of school data to manage student needs in academics, behavioral, and social emotional areas

Objectives	Action Steps	Resources	Lead Person	Evaluation
Assess the social emotional wellbeing of our student population	Identify pre-and post-tests for Social-Emotional wellbeing Provide Professional Development around the six Social-Emotional competencies	We have a Social-Emotional curriculum Access to behavior points CARE team meetings	School Admin, Intervention Teams	MTSS Notes, C.A.R.E Team Meeting Notes/Agenda
Aligns social emotional needs of students to overarching SEL themes and focus questions	Provide access to social-emotional student assessments Gather student and teacher feedback on SEL lessons	Our pacing guides Course of study Reading with Relevance curriculum Student Learning Outcomes	Curriculum department teams, school administration, our SEL committee	Student work, student / teacher feedback, behavioral data
Provide Academic Intervention supports to students in need	Provide professional development Provide staff coaching Attend outside training and conferences Curriculum design training	=Trauma Informed Instruction training	School Administrators	Attendance of professional development, classroom application, behavioral data, classroom observation

Component:

Physical Environment

Element:

Evacuation and safe work spaces

Opportunity for Improvement:

Increased training and support for safe working spaces

Objectives	Action Steps	Resources	Lead Person	Evaluation
Maintain Fire Inspection Safety Status	Inspect classrooms for slip, trip, or fall hazards	Contra Costa Schools Insurance Group	Brian Murtagh / Safety Team Rep	Review of Fire Inspection Report Juvenile Hall Safety Team Agendas
Maintain Safe working spaces	inspect classrooms and work spaces for clear evacuation routes	Contra Costa Schools Insurance Group	Brian Murtagh / Safety Team Rep	Review of Fire Inspection Report Review of CCCOE FIT Test Juvenile Hall Safety Team Agendas

Component:

Preparedness

Element:

Enhanced training for all safety drills

Opportunity for Improvement:

Increased staff familiarity with drill requirements and evacuation routes

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase number of drills for all staff	Increase emergency drill frequency	CCCOE / Probation Team	Brian Murtagh / Safety Team Rep	Review of Drill Schedule and log Juvenile Hall Safety Team Agendas
First Aid Training for Staff	Schedule First Aid Training	CCCOE / Red Cross	Brian Murtagh / Safety Team Rep	Review of staff meeting agendas and meeting sign-in sheets Review of Training Agendas Review of evidence (certificates) of First Aid course completion

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Mt. McKinley School Student Conduct Code**

School Behavioral Expectations-Behavioral Management System (BMS)

Classroom Rules & Procedures

- In addition to the expectations below, each teacher has individual classroom rules and procedures that must be followed.

Respect Staff

- Listen to school staff and follow all directions.
- Respond to instruction and correction quickly and without back-talk.
- Be polite and use pro-social language.
- Do not use foul language or call people names.
- Be honest and polite.

Respect Peers

- Treat others how you would like to be treated.
- Be polite and use pro-social language.
- Be open-minded and respect others' differences, beliefs and customs.
- Respect others' property.
- Handle arguments and conflict pro-socially.

Self-Regulate

- Use coping strategies to regulate emotions.
- Use non-threatening body posture and language.
- Take responsibility for actions and consequences—don't blame others.

Focus in the Classroom

- Arrive to class prepared and ready to learn.
- Demonstrate focus: Pay attention and complete all assigned work.
- Make sure words and conversations are school-focused and on topic.
- Maintain upright and alert body posture.

Conduct Code Procedures

(K) Hate Crime Reporting Procedures and Policies

The Contra Costa County Office of Education believes that every student to be protected from hate-motivated behavior. CCCOE strives 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 CCCOE Uniform 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.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations; School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Opioid Prevention and Life-Saving Response Procedures

CCCOE provides at least annual training to all school and central office staff regarding Opioid Overdose medication administration. All schools and Offices have access to emergency medication at the schools' site. All procedures and processes for maintaining, monitoring, storing and disposal are managed by the collaboration between the School Nurse team and the Facilities Department. Student training and family trainings are also available at select CCCOE School sites and mediation is provided to all trainees at no cost.

Safety Plan Review, Evaluation and Amendment Procedures

The Comprehensive School Safety Plan is reviewed throughout the year by school administration, school staff and students through staff meetings, classroom and assembly discussions, and regularly scheduled drills. A Site Safety Committee conducts an annual evaluation and updates the plan by March 1st each year.

Safety Plan Appendices

Emergency Contact Numbers

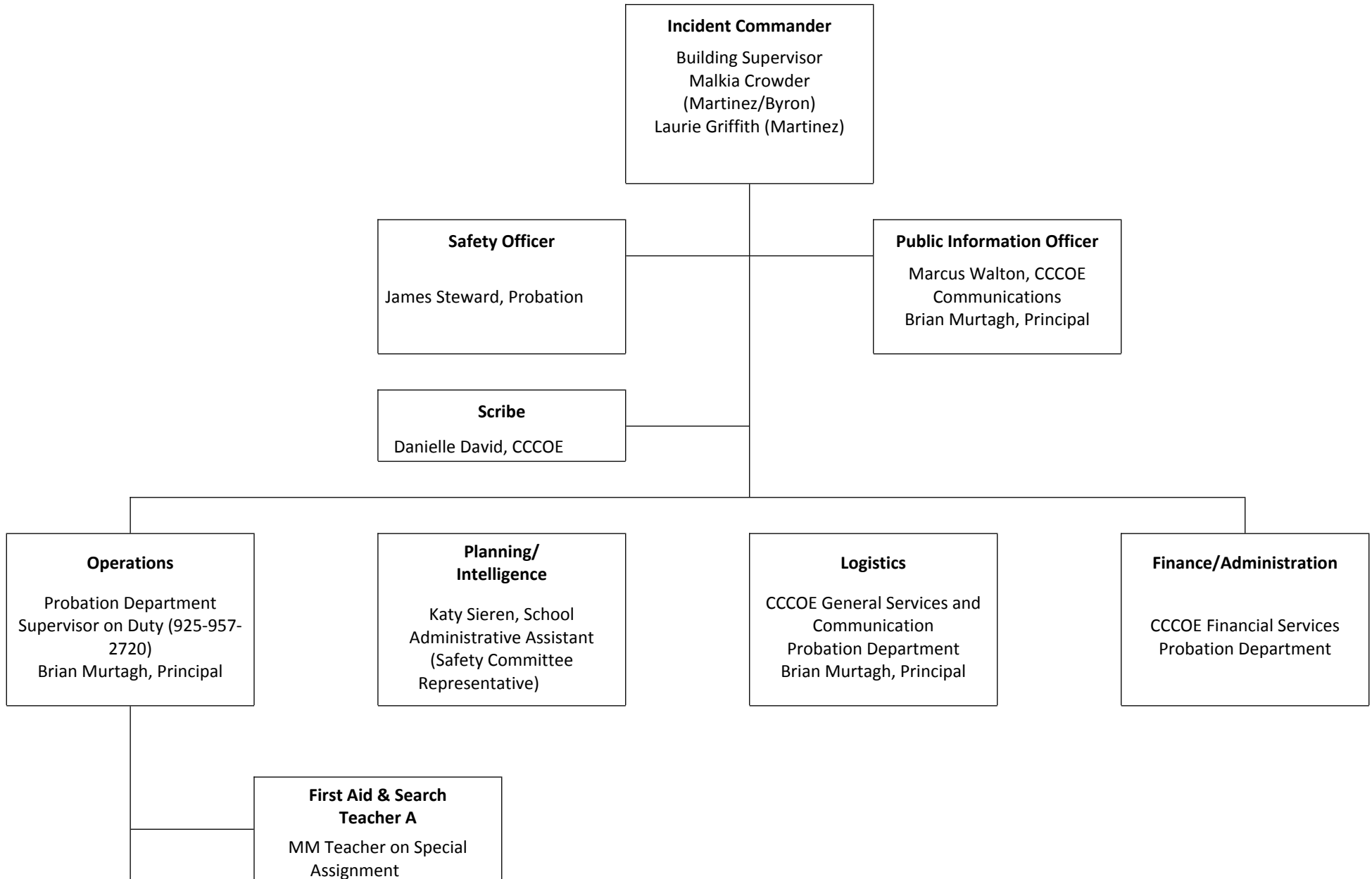
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Emergency Services	General Emergency Contact	911	
Law Enforcement/Fire/Paramedic	Martinez Police Department	925-941-3330	
Law Enforcement/Fire/Paramedic	Contra Costa County Probation	925-313-4000	
Law Enforcement/Fire/Paramedic	Contra Costa County Sheriff's Department	925-655-0000	
American National Red Cross	Red Cross Concord Office	925-603-7400	
Law Enforcement/Fire/Paramedic	Contra Costa County Sheriff	925-427-8660	
School District	Nick Berger / Nikki Pitcher	925-942-3308	
Public Utilities	PG&E	800-743-5000	
Public Utilities	Contra Costa Water District	925-688-8374	
Other	Mental Health Emergency	1-888-678-7277	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
A.M. Fire Drill (regular evacuation site on campus)	As per probation	
P.M. Fire Drill (regular evacuation site on campus)	As per probation	
Free Time Fire Drill (regular evacuation site on campus)	As per probation	
A.M. Earthquake Drill/Evacuation (regular evacuation site on campus)	As per probation	
P.M. Earthquake Drill/Evacuation (regular evacuation site on campus)	As per probation	
A.M. Lockdown Drill/Evacuation	As per probation	
P.M. Lockdown Drill/Evacuation	As per probation	
Review of Safety Plan with School Site Council	11/15/2023	11/15/2023 School Site Council Agenda
Review of Safety Plan with School Site Council	1/24/2024	1/24/2024 School Site Council Agenda

Mt. McKinley School Incident Command System



**Student Release &
Accountability
TeacherB**

Brian Murtagh, Principal
Greg Quezada, Probation
Education Liaison

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

These functions are carried out by the Contra Costa County Probation Department. The Mt. McKinley campus is housed in a Contra Costa County Probation Department facility.

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Mt. McKinley School is housed in a Probation facility and as such Emergency Response Guidelines dictate that probation Identifies types, levels, and appropriate response to emergencies.

Step Two: Identify the Level of Emergency

Probation to identify level of Emergency.

Step Three: Determine the Immediate Response Action

Probation to determine immediate response of action.

Step Four: Communicate the Appropriate Response Action

School department would communicate with Chief Communication Officer response action taken by probation.

Types of Emergencies & Specific Procedures

Aircraft Crash

Crash INTO School Building

Staff actions:

- Notify principal
- Move students away from immediate vicinity of crash

Principal or Designee actions:

- Call 911
- Follow all provided instructions from Contra Costa County Probation Department
- Notify Agency Support Team, Central Office
- Determine whether to implement evacuation procedures
- Students and staff should be assembled in an area as far away from the crash scene as possible and should be uphill and upwind from the crash
- Provide immediate medical attention (first aid) including performing necessary life sustaining measures (CPR, AED, etc.) until trained emergency medical services arrive
- Account for all building occupants and determine the extent of injuries
- Do not re-enter building until given “all clear” from person in charge
- Document actions and complete incident reports.

Crash NEAR School Building (but no damage to building)

Staff actions:

- Notify principal
- Move students away from immediate vicinity of crash

Principal or Designee actions:

- Call 911
- Follow all provided instructions from Contra Costa County Probation Department
- Initiate Shelter in Place plan, if warranted
- All students and staff should remain in the buildings; any students or staff outside should initiate reverse evacuation or go to designated area until further instructions are received
- No evacuation should occur unless subsequent explosions or fire endanger the building
- Document actions and complete incident reports

Animal Disturbance

Procedures:

- Principal/administrator call animal services
- Principal/administrator notify Probation Department of incident
- Follow all provided instructions by Probation supervisors.
- Staff and students get inside and lock doors
- No one in or out of classroom/building
- Listen for “All Clear” signal from administrator
- Classroom activities continue uninterrupted

Biological or Chemical Release

Shelter-in-Place Procedures:

If a Shelter-in-Place is activated the following should be done:

- Shelter: Move all students and staff inside
- Shut: Lock all doors and close windows
- Follow all provided instructions from Contra Costa County Probation Department
- Listen: Remain quiet to hear critical instructions from the School Administrator and/or emergency responders
- If there is no direction, continue instructional/work activities until the situation is resolved or you are directed to do otherwise.
- Notify the Director over General Services, Executive Director over Student Programs and the Communications Director

If the incident involves gas leaks or chemical spills, follow the procedures below:

- Advise students to cover their mouths and nose with a damp cloth or handkerchief to protect from any airborne hazards
- Follow all provided instructions from Contra Costa County Probation Department
- The principal or assigned designee should close all vents and turn off ventilation systems
- Advise students to maintain shelter-in-place procedures until the School Administrator and/or emergency responders give the all clear or evacuation signal

Bus Disaster

Refer to the Bus company emergency response protocols for actions necessary by school staff and students

Disorderly Conduct

Procedures:

- Principal/administrator broadcast over PA system "Secure Mode"
- Staff and students get inside and lock doors
- Follow all provided instructions from Contra Costa County Probation Department
- No one in or out of classroom/building
- Listen for "All Clear" signal from administrator
- Classroom activities continue uninterrupted

Earthquake

Earthquake Procedures Inside:

1. DROP to the ground. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands
2. COVER under or near desks, tables, or chairs in a kneeling or sitting position
3. HOLD onto table or chair legs. Protect eyes from flying glass and debris by using your arm to cover your eyes
4. Remain in the DROP position until ground movement ends. Be prepared to DROP, COVER, and HOLD during aftershocks
- 5 Follow all provided instructions from Contra Costa County Probation Department
6. School staff should check for injuries and assess the general safety of the room
7. Report any hazards to School Administration
8. All Emergency Response Team members (ERTs) should report to the School Administrator Office or pre-designated location

Earthquake Procedures Outside:

1. Move away from overhead hazards such as power lines, trees, and buildings
2. DROP to the ground and COVER the back of the neck with your hands
3. Do not enter buildings until it is safe to do so
- 4 Follow all provided instructions from Contra Costa County Probation Department

5. School staff should check for injuries
6. Report any hazards to School Administration
7. All ERTs should report to the School Administrator's Office or pre-designated location

Explosion or Risk Of Explosion

Gas Leak:

The person detecting the odor of natural gas will:

- Notify the School Administrator
- Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building) as safely as possible. DO NOT ENTER A CONTAINED SPACE.
- Follow all provided instructions from Contra Costa County Probation Department

The School Administrator will:

1. Immediately call 9-1-1 and notify Fire Department and provide:
 - Building address
 - Site name
 - Description of the odor
 - Location of the odor
2. If ordered to do so, evacuate the building
3. If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the Fire Department
4. Notify General Services
5. Notify The Executive Director of Student Programs and Communications Director
6. Notify Pacific Gas & Electric (PG&E)

Fentanyl Safety Plan

CCCOE provides at least annual training to all school and central office staff regarding Opioid Overdose medication administration. All schools and Offices have access to emergency medication at the schools' site. All procedures and processes for maintaining monitoring, storing and disposal are managed by the collaboration between the School Nurse team and the Facilities Department. Student training and family trainings are also available at select CCCOE School sites and mediation is provided to all trainees at no cost.

Students who exhibit signs of Fentanyl use or overdose are provided guidance and support from the school nurse in collaboration with community emergency workers. All cases of student use or overdose will initiate intervention with the school site CARE team or other support system. CCCOE provides Fentanyl information trainings through the TUPE program.

Fire in Surrounding Area

Fire Near School

The School Administrator will:

1. Call 9-1-1,
2. Sound the fire alarm, and
3. Notify the Director over General Services and the Executive Director of Student Programs
4. If appropriate, re-occupy buildings when ordered to do so by the Fire Department and the School Administrator
5. Follow all provided instructions from Contra Costa County Probation Department

School Staff will:

1. Check location of Fire alarm before evacuating classes
2. Supervise evacuation according to the Emergency Evacuation Plan posted in every classroom
3. Close doors upon evacuating

- 4 Follow all provided instructions from Contra Costa County Probation Department
5. Take the class roster and take roll at evacuation site
6. Report missing students to the School Administrator
7. The Custodian or site Emergency Response Team member (ERT) will open necessary gates for emergency vehicles
8. Re-occupy buildings when ordered to do so by the Fire Department and the School Administrator

Fire on School Grounds

Fire in a School Building

The School Administrator will:

1. Call 9-1-1
2. Sound the fire alarm
3. Notify the Director over General Services and the Executive Director over Student Programs
4. Follow all provided instructions from Contra Costa County Probation Department

School Staff will:

1. Check location of Fire alarm before evacuating classes
2. Supervise evacuation according to the Emergency Evacuation Plan posted in every classroom
3. Close doors upon evacuating
- 4 Follow all provided instructions from Contra Costa County Probation Department
5. Take class roster and take roll at evacuation site
6. Report missing students to the School Administrator
7. The Custodian or site Emergency Response Team member (ERT) will open necessary gates for emergency vehicles
8. Re-occupy buildings when ordered to do so by the Fire Department and the School Administrator.

Flooding

Students and staff follow evacuation procedures when flooding occurs. Follow all provided instructions from Contra Costa County Probation Department

Loss or Failure Of Utilities

Power Outage Procedure:

In most cases, power outages may be abrupt and unplanned. In case of a planned outage, work with the CCCOE for plans.

1. Check with the custodial team to see if this is a site issue or if this is a community issue
2. Alert the Director over General Services of the power outage
3. Contact the CCCOE Maintenance and Operations Department
4. Send communication to faculty and staff about the outage. Create a call to the students' families if possible
5. Continue with the day if possible
6. If a family comes to pick up a student: (maybe create an SOP for what to do if the power goes out for parents/guardians)
 - a. If student information system is working, proceed with regular check-out procedures.
 - b. If student information system is not working, ask for legal identification and write down the full legal name, address, phone number, name of student.
 - i. Have the person sign their name.
 - c. Submit a copy of the sign in sheet to the Executive Student Programs Director's office
7. Principal designees walk and contact each classroom teacher and check-in for support needed
8. Each teacher should have a clipboard in their classroom with every period's class roster.

Motor Vehicle Crash

The School Administrator will:

1. Call 9-1-1, if warranted

2. Broadcast the appropriate emergency response to staff and student if on school property
3. Notify the Director over General Services and the Executive Director over Student Programs

Pandemic

CCCOE Schools coordinates with the County Health Department, local schools, and emergency services to follow guidelines and recommendations regarding the impact and management of pandemics on schools and students. Updated procedures are kept on the CCCOE Website at the following address: https://www.cccoe.k12.ca.us/news/spotlight/information_about_coronavirus

Psychological Trauma

The Contra Costa County Office of Education follows the National Association of School Psychologists (NASP) PREPaRE model for evidence-based crisis prevention and response. Additionally, the Contra Costa County Office of Education has a comprehensive Suicide Prevention and Intervention Policy and Protocol. Both the PREPaRE model and Suicide Prevention and Intervention policy align with the following steps school staff will take in the event of psychological trauma, whether that be related to individual student circumstances or the aftermath of a larger crisis situation that impacts multiple students.

1. Notify administrators and mental health professionals
2. Maintain supervision of the student
3. Assess the individual student or triage students to determine next steps
4. Contact other agencies as needed (e.g., 911, mobile crisis response, law enforcement)
5. Notify parent/family/guardian
6. Provide resources
7. Document the situation
8. Monitor the student's progress and follow up, including working with other agencies supporting the student
9. Debrief with staff how the response went to learn from the incident and make changes if needed

Suspected Contamination of Food or Water

Students and staff will be directed to not eat or consume water. Follow all provided instructions from Contra Costa County Probation Department

Unlawful Demonstration or Walkout

- Determine whether it would be appropriate for the school to set up a safe space for students to protest, or to work with local officials to find a safe space in the community for student protests
- Determine whether school or local police should accompany students in protest
- Protect school and community property in collaboration with community partners
- Consider how to handle lost instructional time
- Determine whether and under what circumstances disciplinary action may be required
- Consider how to ensure that the learning environment of students who are not participating in demonstrations is not disrupted
- Consider how to ensure students who wish to participate in demonstrations have a safe place to express their concerns and be civically engaged; and
- Determine how to engage with families to help reinforce expectations of students and discuss possible responses to protests.

<p>Purpose: School Site Council Meeting (SSC) #4</p> <p>Location: Mt. McKinley (Zoom)</p> <p>Date: 1/24/2024 1:00-2:00pm</p> <p>If you would like to attend this meeting, please contact Rachel Lecy at rlecy@cccoe.k12.ca.us for zoom information.</p>	 <p>CONTRA COSTA COUNTY Office of Education learn • lead • achieve</p>	<p>Facilitator: Rachel Lecy</p> <p>Recorder: Brian Murtagh</p> <p>Timekeeper: Rachel Lecy</p> <p>SPSA Link</p> <p>Safety Plan Link</p>
---	---	---

Time	Agenda Item	Purpose	Discussion Leaders	Outcome (Next steps, decisions)
N/A	Informal Gathering	N/A	Lecy	
1:00	Welcome, Introductions and Agenda Review	I	Lecy	
1:05	Vote: Approve Previous Minutes	DEC	Lecy	
1:10	2023-2024 School Year Update	R	Murtagh	
1:15	Overview and Feedback for New Safety Plan	I/R/D	Murtagh	
1:45	Vote: New Safety Plan	DEC	Lecy	
1:50	Review of Next SSC Agenda	R	Lecy	
1:55	Adjourn	DEC	Lecy	

Purpose: Discussion = D Information Only = I Decision = DEC Review=R

<p>Purpose: School Site Council Meeting (SSC) #2</p> <p>Location: Mt. McKinley (Zoom)</p> <p>Date: 11/15/2023 1:00-2:00pm</p> <p>If you would like to attend this meeting, please contact Rachel Lecy at rlincy@cccoe.k12.ca.us for zoom information.</p>	 <p>CONTRA COSTA COUNTY Office of Education learn • lead • achieve</p>	<p>Facilitator: Rachel Lecy</p> <p>Recorder: Brian Murtagh</p> <p>Timekeeper: Rachel Lecy</p> <p>SPSA Link</p> <p>Safety Plan Link</p>
--	--	---

Time	Agenda Item	Purpose	Discussion Leaders	Outcome (Next steps, decisions)
N/A	Informal Gathering	N/A	Lecy	
1:00	Welcome, Introductions and Agenda Review	I	Lecy	
1:05	Vote: Approve Previous Minutes	DEC	Lecy	
1:10	2023-2024 School Year Update	R	Murtagh	
1:15	Overview and Feedback for Current SPSA	I/R/D	Murtagh	
1:30	Overview and Feedback for Current Safety Plan	I/R/D	Murtagh	
1:45	Vote: Parent/Family Engagement Policy	DEC	Murtagh/Lecy	
1:50	Vote: School/Parent Compact	DEC	Murtagh/Lecy	
1:55	Review of Next SSC Agenda	R	Lecy	
2:00	Adjourn	DEC	Lecy	

Purpose: Discussion = D Information Only = I Decision = DEC Review=R