



# Comprehensive School Safety Plan

## 2023-2024 School Year

**School:** Golden Gate Community School  
**CDS Code:** 07 10074 0730614  
**District:** Golden Gate Community School  
**Address:** 1111 Stoneman Ave.  
Pittsburg, CA 94565  
**Date of Adoption:** 1/31/2024  
**Date of Update:** 1/31/2024  
**Date of Review:**  
- with Staff 11/01/2023  
- with Law Enforcement 2/13/2024  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Ricky Mendoza	Principal		
Gretchen Bruns	Golden Gate School Site Council Chair		

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## **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 1111 Stoneman Ave, Pittsburg, CA 94565.

## **Safety Plan Vision**

The Comprehensive Safe School Plan (CSSP) serves as a guide for school safety-related information and outlines the protocols that administrators, faculty, and staff should adhere to during emergencies. Additionally, the school's Comprehensive Safe School Plan incorporates the Emergency Response Procedures, detailing the necessary steps that all employees must be familiar with to promptly and effectively respond to on-campus emergencies. 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)

### Golden Gate Community School Safety Committee

Each CCCOE facility and administrative site will establish a Safe School Committee (SCC) pursuant to CA Ed Code section 32280-32289, with the primary goal of creating and continually updating the school site's comprehensive safe school plan and the crisis response plan in an effort to maximize the protection of students, faculty, and staff.

The goals of the Safe School Committee are as follows:

- Create and annually review/revise the school's crisis response plan and comprehensive safe school plan
- Promote and support ongoing staff and student crisis response training
- Review staff and student safety practices to ensure compliance with the plan
- Support the District crisis response and safety committee(s)

The Safe School Committee MUST include the following members, pursuant to CA Ed Code section #32281:

- The site principal or the principal's designee (administrator)
- One or more teachers who represent the certificated staff and who are members of the recognized certificated employee organization
- One or more classified staff members who represent the classified staff and who are members of the recognized classified employee organization
- One parent whose child attends the school site

"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."

### Assessment of School Safety

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

### 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 Golden Gate 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 several exits in the event of an emergency. Our facilities all have monitored single points of entry and some have exterior cameras.

### (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  
[www.co.solano.ca.us/depts/hss/child.asp](http://www.co.solano.ca.us/depts/hss/child.asp)

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)**

EC 35295-35297

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.

5296. 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 California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems.

35297. 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.

#### GC 8607

The intent of the law was to improve the coordination of state and local emergency response in California utilizing five organizational levels: Field. Local Government.

#### GC 3100

All government employees are declared Disaster Service Workers who can be called upon in any emergency. This means that City, County, and State employees have a responsibility to help in a disaster.

#### **Public Agency Use of School Buildings for Emergency Shelters**

Public agencies may use school buildings for emergency shelters when necessary. The requests will be made through the office of the superintendent for consideration, and approved on a case-by-case basis.

#### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

Students may be suspended for violations of CA State Education Code Sections 48900, 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.

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

##### EC 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.

Students referred to the Golden Gate Community School Program have oftentimes committed acts of a serious or violent nature, which necessitated their expulsion from their home district. Since the Golden Gate Community School Program is a school designed to serve these students, we accept these students, provided that they abide by the rules of the Golden Gate Community School Program. As part of the referral process, teachers are made fully aware of the reason for referral of any student to the teacher's classroom. \

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.

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

##### EC 212.6 [b]

A pupil may be suspended from school , or recommended for expulsion, if the principal or designee of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Sec. 212.5 of the education code. The conduct described in Section 212.5 must be described by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individuals academic performance, or to create a hostile or intimidating or offensive educational environment.

All Contra Costa County Office of Education schools follow CCCOE BP and AR 5145.7 regarding sexual harassment. The policies are below:

#### BP 5145.7

The County Board of Education and the County Superintendent of Schools are committed to maintaining a learning environment that is free of sexual harassment. The Board and Superintendent prohibit the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The County Superintendent of Schools or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any sexual harassment which impairs the educational environment or a student's emotional well being at school. They shall be informed that they should immediately contact an administrator or designee if they feel they are being sexually harassed.

Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion. Any employee, who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. When appropriate, a referral to child protective services and law enforcement authority may be made. Staff shall immediately report complaints of sexual harassment to the site administrator or designee or to another County Office of Education administrator or the Director of Human Resources. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

A complaint of sexual harassment may be filed in accordance with this policy or the County Office of Education's uniform complaint procedures (Policy No. 1312.3). The Superintendent or designee shall determine which procedure is appropriate. Any student who feels that he/she is being harassed should immediately contact the County Office of Education administrator or designee at his/her school/site, or the Title IX/Gender Equity Coordinator (Director, Human Resources, 925-942-3387, 77 Santa Barbara Road, Pleasant Hill, California 94523). The County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall be cautioned not to discuss related information outside the investigation process.

#### AR 5145.3

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 when: (Education Code 212.5)

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

Other types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering 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 gesture
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class



7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Purposefully limiting a student's access to educational tools
10. Displaying sexually suggestive objects in the educational environment.

Any act of retaliation against an individual who reports a violation of this sexual harassment policy or who participates in the investigation of a sexual harassment complaint is prohibited.

#### Notifications

A copy of this sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980)
2. Be displayed in a prominent location near each school/site administrator's office (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
4. Appear in any site or County Office of Education publication that sets for the site or COE comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)
5. Be provided to employees and employee organizations at the beginning of the school year.

#### Enforcement

The County Superintendent or designees shall take appropriate actions to reinforce this sexual harassment policy. As needed these actions may include any of the following, but are not limited to:

1. Removing vulgar or offending graffiti
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardian
4. Notifying child protective services
5. Taking appropriate disciplinary action as needed.

#### Informal Complaint Procedures

Any student, or the student's parents/guardian, who believes that another student or County Office of Education employee has sexually harassed him/her should immediately contact a COE administrator or the Director of Human Resources (Gender Equity/Title IX Coordinator). If a COE administrator is the alleged harasser, the student may present his/her complaint to the Director of Human Resources. The complainant should notify the administrator or Director of Human Resources no later than one (1) year from the last incident which is the subject matter of the complaint.

Any employee, other than the site administrator, who receives a student's oral or written complaint of sexual harassment shall immediately report the complaint to the site administrator or designee or to the Director of Human Resources.

The site administrator shall:

1. Counsel the alleged victim and outline options available to him/her and provide a copy of the sexual harassment policy and this administrative regulation.
2. Obtain a factual written statement of the complaint
3. Notify the Director of Human Resources of the complaint
4. Conduct an independent investigation into the allegations of sexual harassment in a manner designed to respect the privacy of all parties concerned. The investigation shall include interviews with the complainant, the alleged harasser, and witnesses identified by either of them, and any supervisory employees as appropriate and a review of any other pertinent information identified by the complainant or alleged harasser.
5. Review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred. Recommend the disposition of the complaint.

The administrator will then take and/or authorize appropriate action after consultation with the Director of Human Resources. In the event the complaint is sustained, such action shall be designed to prevent a recurrence of sexual harassment and to remedy the effects of the harassment. Any student or employee who is found to have sexually harassed a student will be subject to discipline according to the nature and severity of the offense. If the allegations of sexual harassment involve an employee, at the discretion of the Director of Human Resources, steps 4 and 5 above will be completed by the Director of Human Resources or his/her designee. The informal complaint should be resolved by the site administrator within 30 days of the date that the administrator receives the complaint. Timelines may be extended by the mutual agreement of the complainant and the County Office of Education.

To the extent possible consistent with the privacy rights of involved students and employees, the complainant and alleged harasser shall be notified of the outcome of the complaint. The complainant should notify the site or other COE administrator if he/she is not satisfied with the informal resolution of the complaint. The administrator should then give the complainant a copy of the sexual harassment policy and formal complaint procedures.

#### Appeal Process

If the complainant is not satisfied with the informal resolution of the complaint by the site administrator, the complainant may choose to file a formal complaint. The following procedures must be followed in filing a formal complaint:

##### 1. Formal Complaint Procedures:

A. A written complaint shall be sent to the Sr. Director Student Programs, within 15 days of the termination of the informal process.

The complaint should contain the following information:

1. The complainant's name, address, and home telephone number

2. The name of the student or employee who committed the alleged violation

3. A description of the alleged sexual harassment

4. A specific description of the time, place, nature, participants in, and witnesses to the alleged sexual harassment

5. Other pertinent information which may assist in investigating and resolving the complaint.

B. If the complaining party so desires, he/she may request the assistance of the site administrator to whom he/she informally complained, in preparing and presenting a written complaint.

C. Once the formal written complaint is filed, the Sr. Director Student Programs or designee, will conduct an independent investigation into the charges made in the written complaint in a manner designed to respect the privacy of all parties concerned. The investigation shall include interviews with the complainant, the alleged harasser, and witnesses identified by either of them, and any supervisory employees as appropriate, and a review of other pertinent information contained in the written complaint or identified by the alleged harasser. The Sr. Director Student Programs or designee will render a determination within 60 days of receiving the complaint. To the extent consistent with the privacy rights of involved students and employees, the Sr. Director Student Programs or designee will notify the complainant and alleged harasser of the determination.

D. If there is a finding of sexual harassment, the Sr. Director Student Programs will take or authorize such action as is necessary to prevent a recurrence of the sexual harassment and to remedy its effects.

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

EC 35183

Students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. Student clothing cannot cause distraction or disturbance or create a health or safety hazards.

Golden Gate Community School follows the CCCOE Adopted Dress Code Policy: BP 5132: Dress And Grooming

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)**

### EC 35294.2

Students arrive at their school site by bus or parent/guardian transportation. Students arrive safely and are met at the doors by school staff. For special education students, additional assistance is provided as per the IEP or student need. Staff members assist in the ingress and egress of students. During emergency drills, students and staff follow routes as established for each school site. The ingress and egress of pupils to and from school is monitored by school staff.

All school sites are locked and secure and students do not have access to the school building unless a school staff member is present. Anytime there are students outside of the classroom, a staff member is always present for safety and security reasons. Exits are clearly marked with signs. Evacuation maps are posted in every room for student/staff safety.

### BP 5142

The County Board of Education recognizes the importance of providing a safe school environment in order to help ensure student safety and the prevention of student injury. The County Superintendent of Schools or designee shall be implemented appropriate practices relative to school facilities and equipment, outdoor environment, educational programs and school-sponsored activities.

School staff shall be responsible for the proper supervision of students during school hours, while at school-sponsored activities and while students are using district transportation to and from school.

The principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy and administrative regulation. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times.

The County Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, injury prevention and disease prevention.

### Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)

The National Suicide Prevention Lifeline telephone number and the Crisis Text Line and/or a local suicide prevention hotline telephone number.

The National Domestic Violence Hotline telephone number.

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

**Component:**

School Climate: Prevention and Intervention Implement Restorative Practices

**Element:**

Classroom teachers will work collaboratively with restorative justice coaches to co-facilitate restorative justice circles

**Opportunity for Improvement:**

We will continue to refine our safety protocols with proactive practices

Objectives	Action Steps	Resources	Lead Person	Evaluation
Improve the school's efforts to build stronger relationships with students and families.	Empathy In Action will work together with staff to conduct staff training on restorative practices.	Empathy In Action & RJ trained Golden Gate support personnel	Ricky Mendoza	Request feedback from staff regarding the usefulness of all training. Assess for increase in parent engagement. Assess for improved student attendance, less disciplinary issues.
Improve school's efforts to promote community building practices in every classroom.	RJ coaches will work with all classrooms (staff and students) to implement weekly restorative activities.	Ongoing staff trainings plus support from: Empathy In Action and Golden Gate RJ trained staff. We have also implemented PBIS incentives	Ricky Mendoza	Staff and students will provide feedback as well RJ coaches on effectiveness.
Minimalize disciplinary incidents from occurring and when they do, activate additional strategies to de-escalate.	Evaluate school data for disparities and change school practices which are can be overly punitive.	Golden Gate Intervention Team, the Family & Community Engagement Specialist interactions with families, and the Golden Gate disciplinary procedure	Ricky Mendoza	Request feedback from staff regarding disciplinary incidents and analyze school's disciplinary data.

**Component:**

Physical Environment

**Element:**

School will account for all personnel in building

**Opportunity for Improvement:**

Locked Gates

Objectives	Action Steps	Resources	Lead Person	Evaluation
Single Monitored Point of Entry	All gates and doors shall be locked, with push bar exit. Visitors shall only be allowed to enter through a single entrance	Behavior Support IAs, Secretary, RPAL Staff and ROAR staff	Ricky Mendoza	Sign in logs
Badging	County Staff to all wear badges	HR for badging	Ricky Mendoza	Monitoring
Sign in with visitor badges	Visitors to sign in on visitor log and get a badge	Behavior Support IAs, Secretary, RPAL Staff and ROAR staff	Ricky Mendoza	Checking logs

**Component:**

Preparedness

**Element:**

Drills

**Opportunity for Improvement:**

Regular drills - monitor evaluation for time

Objectives	Action Steps	Resources	Lead Person	Evaluation
VOIP to make announcements	Ensure VOIP is functioning	Desktop phones	Mendoza	Drill logs
Follow Drill Schedule	Drill schedule	Admin Assistant	Mendoza	Monitor Drills

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Golden Gate Community School Student Conduct Code**

EC 35291 & EC 35291.5

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

Golden Gate Community School Expectations-

1. Respect others
2. Respect the property of others
3. Refrain from hurting others or threatening to hurt another
4. Bring only items to school that are not dangerous
5. Students will bring only personal items needed for daily instruction
6. Students will attend school on a regular basis during scheduled school hours and be free from illness
7. Refrain from verbal, sexual, racial harassment.

Golden Gate Community School Consequences for Inappropriate Behavior:

1. For behavior problems and violation of class rules:
  - a. Phone call to parents.
  - b. Classroom discipline and phone call to parents.
  - c. One day suspension and phone call to parents/probation officer.
  - d. Two day suspension and phone call to parents/probation officer.

- e. Administrative action may result in longer suspension or thirty (30) day dismissal.
- f. Conference with principal and or family and community engagement specialist after suspension upon return to school.

2. Serious violations of program rules:

Administrative action will result in up to five (5) days suspension, and/or thirty (30) days dismissal from the program.

BP 5144

The County Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to another program or removed from school. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently, and without discrimination. Legal Reference. (See next page)

Legal Reference:

Civil Code

1714.1 Parental liability for child's misconduct

Education Code

35146 Closed sessions

35291 Rules

35291.5 School-adopted discipline rules

35291.7 School-adopted discipline rules: additional employees

35294-35294.9 School safety plans

37223 Weekend classes

44807.5 Restriction from recess

48630- 48644.5 Opportunity schools

48900- 48925 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49334 Injurious objects

Code of Regulations, Title V

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources

CSBA Publications

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995 revised 1999

CDE Program Advisories

1010.89 Physical Exercise as Corporal Punishment, CIL 89/9-3 1223.88 Corporal Punishment, CIL: 88/9-5

Web Sites

CDE: <http://www.cde.ca.gov>

USDE: <http://www.ed.gov>

Policy adopted: July 6, 1983

Policy amended: May 10, 1989, June 7, 2000

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal Description

42 USC 1751-1769j School Lunch Program

42 USC 1773 School Breakfast Program

Management Resources Description

California Dept of Education Program Advisories Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

CSBA Publication The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

CSBA Publication Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

CSBA Publication Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

CSBA Publication Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

CSBA Publication Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

Website Public Counsel

State Description

5 CCR 307 Participation in school activities until departure of bus

5 CCR 353 Detention after school

Civ. Code 1714.1 Liability of parent or guardian for act of willful misconduct by a minor

Ed. Code 35291 Rules

Ed. Code 35291.5-35291.7 School-adopted discipline rules

Ed. Code 44807.5 Restriction from recess

Ed. Code 48980-48985 Notification of parents/guardians

Ed. Code 49330-49335 Injurious objects

Cross References

Code Description

5142 Safety

5142 Safety

### **Conduct Code Procedures**

1. Students are expected to be in their assigned seat or area when class starts.
2. Students are expected to be prepared, participate in each class, have the necessary class materials, and complete class work accurately and on time.
3. Students are to demonstrate self-control in the classroom. A student's behavior must not interfere with the education of others.
4. Students are expected to keep hands, feet and other objects to themselves.
5. Students are expected to use appropriate language. No swearing, gestures, cruel remarks, or "put downs".
6. Students are expected to wear appropriate school attire, including shirts and footwear. No printed words or images relating to drugs, alcohol, tobacco, weapons, gangs, or obscenities will be allowed.
7. Students are expected to treat all property belongings to the school and others with care. No destruction or defacing of school or individual property will be tolerated.
8. Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, controlled substances, and contraband are not acceptable.
9. Students are expected to follow teacher directions, comply with all school rules, and obey all laws.
10. Students in violation can result in suspension

### **(K) Hate Crime Reporting Procedures and Policies**

Search Phrase:

CODE TEXT

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] ( Title 2 enacted by Stats. 1976, Ch. 1010. )

DIVISION 4. INSTRUCTION AND SERVICES [46000 - 65001] ( Division 4 enacted by Stats. 1976, Ch. 1010. )

PART 27. PUPILS [48000 - 49703] ( Part 27 enacted by Stats. 1976, Ch. 1010. )

CHAPTER 6. Pupil Rights and Responsibilities [48900 - 49056] ( Chapter 6 enacted by Stats. 1976, Ch. 1010. )

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

48900.3.

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

County Board Policy 5145.9: Hate-Motivated Behavior Status: ADOPTED

Original Adopted Date: 09/01/2021 | Last Reviewed Date: 09/01/2021

Students

The County Board of Education is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real 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 any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

Hate-motivated behavior may be addressed with strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and timely respond to such incidents when they occur.

The County Board supports collaboration with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.

Students shall be provided with age-appropriate instruction that:

Includes the development of social-emotional learning

Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society

Explains the harm and dangers of explicit and implicit biases

Discourages discriminatory attitudes and practices

Provides strategies to manage conflicts constructively

As necessary, counseling, guidance, and support shall be provided to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

Any training provided by the County Superintendent of Schools for staff who serve students in grades 7-12 should:

Promote an understanding of diversity, equity, and inclusion

Discourage the development of discriminatory attitudes and practices



Include social-emotional learning and nondiscriminatory instructional and counseling methods

Support the prevention, recognition, and response to hate-motivated behavior

Raise the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior

Include effective enforcement of rules for appropriate student conduct

Any rules prepared by the County Superintendent prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

This policy shall be posted in a prominent location on the county office of education's (COE) web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

## Complaints

The County Superintendent is responsible for ensuring that any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident immediately contacts the compliance officer responsible for coordinating the COE's response to complaints and complying with state and federal civil rights laws.

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the COE's compliance officer, or other staff member.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the COE's uniform complaint procedures specified in BP 1312.3 - Uniform Complaint Procedures or other applicable procedure.

## Federal Description

100.3	Prohibition of discrimination on basis of race, color or national origin
104.7	Designation of responsible employee for Section 504
106.30	Discrimination on the basis of sex in education programs and activities
106.44	Recipient's response to sexual harassment
106.45	Grievance process for formal complaints of sexual harassment
106.8	Designation of responsible employee for Title IX
110.25	Prohibition of discrimination based on age
11135	Nondiscrimination in programs or activities funded by state
200-262.4	Prohibition of discrimination
32282	School safety plans
35.107	Designation of responsible employee and adoption of grievance procedures
422.55	Definition of hate crime
422.6	Interference with constitutional right or privilege
4600-4670	Uniform complaint procedures
48900.3	Suspension for hate violence
48900.4	Suspension or expulsion for harassment, threats, or intimidation
4900-4965	Nondiscrimination in elementary and secondary education programs

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

## Federal Description

28 CFR 35.107	Designation of responsible employee and adoption of grievance procedures
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 106.44	Response to notice of sexual harassment
34 CFR 106.45	Title IX sexual harassment complaint procedures

34 CFR 106.8 Designation of responsible employee and adoption of grievance procedures  
34 CFR 110.25 Prohibition of discrimination based on age  
Management Resources Description  
CA Office of the Attorney General Publication Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018  
California Department of Education Publication Bullying at School, 2003  
U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter: Prohibited Disability Harassment, July 2000  
U.S. DOE, Office for Civil Rights Publication Dear Colleague Letter: Harassment and Bullying, October 2010  
Website U.S. Department of Justice  
Website U.S. Department of Education, Office for Civil Rights  
Website CSBA  
Website California Office of the Attorney General  
Website California Department of Education  
Website California Association of Human Relations Organizations  
State Description  
5 CCR 4600-4670 Uniform complaint procedures  
5 CCR 4900-4965 Nondiscrimination in elementary and secondary education programs  
Ed. Code 200-262.4 Educational equity; prohibition of discrimination on the basis of sex  
Ed. Code 32282 School safety plans  
Ed. Code 48900.3 Suspension or expulsion for act of hate violence  
Ed. Code 48900.4 Suspension or expulsion for threats or harassment  
Gov. Code 11135 Unlawful discrimination  
Pen. Code 422.55 Definition of hate crime  
Pen. Code 422.6 Crimes, harassment

#### **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, at staff meetings, and after regularly scheduled drills. A Site Safety Committee conducts an annual evaluation and updates the plan by March 1st of each year.

**Safety Plan Appendices**

## Emergency Contact Numbers

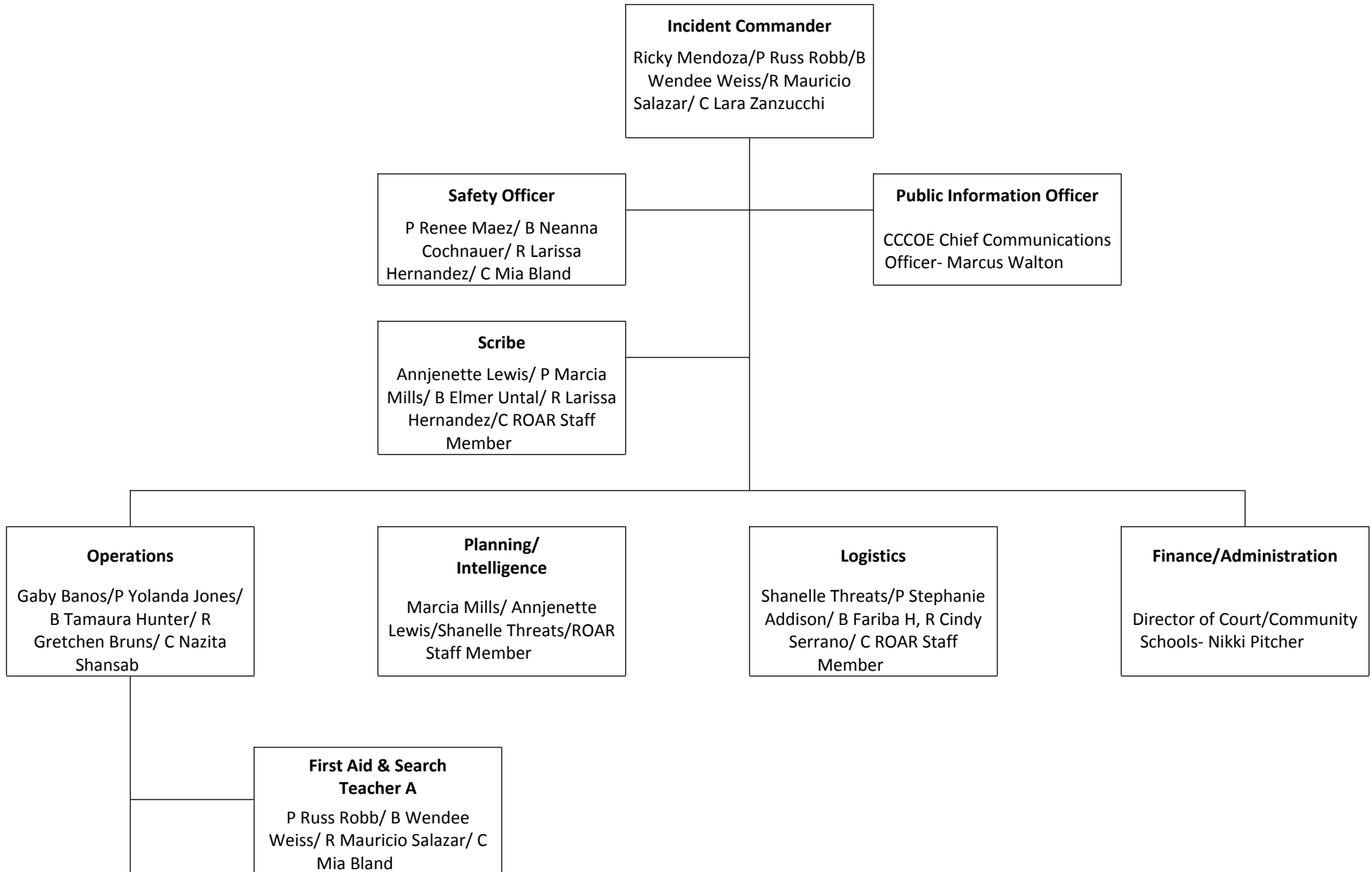
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Nick Berger	(510)926-9795	Senior Director of Student Programs
School District	Marcus Walton	(925)212-7963	Chief Communications Officer
School District	Nikki Pitcher	(925)942-5308	Director of Student Programs
School District	Ricky Mendoza	(925)427-3199	Principal
School District	Tim O'Malley	(925) 586-5262	Maintenance & Operations Supervisor
Law Enforcement/Fire/Paramedic		911	Emergency Services
Public Utilities	PG&E	1-800-743-5000	Utilities
Public Utilities	EBMUD	(866) 403-2683	Water Services
City Services	CCC Health Department	925) 646-5502	Health Services

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
The Golden Gate School Site Council(SSC) reviewed and approved the Safety Plan	Reviewed 11/1/23, Approved 1/31/24	Richmond, Pittsburg, and Brentwood sites
Fire Evacuation Drills	Monthly 10:00 am	Richmond, Pittsburg, and Brentwood sites
Shelter-in-Place, Lockout, Lockdown Drills	Quarterly 10:00 am	Richmond, Pittsburg, and Brentwood sites
Earthquake Drills	Quarterly 10:00 am	Richmond, Pittsburg, and Brentwood sites
Safety Plan will be reviewed and updated with staff input.	Ongoing Staff Meetings	Richmond, Pittsburg, and Brentwood sites

**Golden Gate Community School Incident Command System**



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**Student Release &  
Accountability  
TeacherB**

P Charlene Tuckerson/ B  
Neanna Cochnauer/ R  
Gretchen Bruns/ C ROAR Staff  
Member



## **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:

The lettered key for incident command staffing: P Pittsburg, 1111 Stoneman Avenue, Pittsburg, CA, B Brentwood, 120 Middlefield Ct. Brentwood, CA, R Richmond, RPAL Site, 2200 MacDonald Ave, Richmond, CA, and C ROAR - 1160 Brickyard Cove, Pt. Richmond, CA

Incident/School Commander (the “leader”)

Operations Section (the “doers”)

Planning/Intelligence Section (the “thinkers”)

Logistics Section (the “getters”) Finance and Administration Section (the “collectors”)

California Government Code, Chapter 8, Section 3100 states: “...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.” In accordance with these provisions, all staff members are considered “disaster service workers” during emergencies and must remain on site to carry out assigned responsibilities.”

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

Incident Commander Responsibilities:

Activate the Emergency Response Team

Activate additional response contractors and local resources

Evaluate the severity, potential impact, safety concerns, and response requirements based on the initial information provided by the first person on-scene

Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation

Communicate and provide incident briefings to company superiors, as appropriate

Coordinate/complete additional internal and external notifications

Communicate with Emergency Response Team, as the situation demands

Direct response and cleanup operations

Operations Responsibilities

First aid

Crisis intervention

Search and rescue

Site security

Damage assessment

Evacuations

Release of students to parents

Logistics Commander

Coordinating personnel

Assembling and deploying volunteer teams

Providing supplies, equipment, and services

Facilitating communications among emergency responders

### **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**

CCCOE Incident Communication Protocol & Flowchart:

[https://www.cccoe.k12.ca.us/UserFiles/Servers/Server\\_1077313/File/About/Stewart%20Center%20Information/School%20Safety%20Protocol/IncidentCommunicationProtocolFlowchartBD.pdf](https://www.cccoe.k12.ca.us/UserFiles/Servers/Server_1077313/File/About/Stewart%20Center%20Information/School%20Safety%20Protocol/IncidentCommunicationProtocolFlowchartBD.pdf)

### **Step Two: Identify the Level of Emergency**

### **Step Three: Determine the Immediate Response Action**

### **Step Four: Communicate the Appropriate Response Action**

## **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

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

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 broadcast over PA system "Secure Mode"

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

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

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

No one in or out of classroom/building

Listen for "All Clear" signal from administrator

Classroom activities continue uninterrupted

### **Earthquake**

Earthquake Procedures Inside:

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

COVER under or near desks, tables, or chairs in a kneeling or sitting position

HOLD onto table or chair legs. Protect eyes from flying glass and debris by using your arm to cover your eyes

Remain in the DROP position until ground movement ends. Be prepared to DROP, COVER, and HOLD during aftershocks

School staff should check for injuries and assess the general safety of the room

Report any hazards to School Administration

All Emergency Response Team members (ERTs) should report to the School Administrator Office or pre-designated location

Earthquake Procedures Outside:

Move away from overhead hazards such as power lines, trees, and buildings

DROP to the ground and COVER the back of the neck with your hands

Do not enter buildings until it is safe to do so

School staff should check for injuries

Report any hazards to School Administration

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.

The School Administrator will:

Immediately call 9-1-1 and notify Fire Department and provide:

Building address

Site name

Description of the odor

Location of the odor

If ordered to do so, evacuate the building

If the gas odor emanates from outside the building, close all windows and doors and remain

inside. Follow the instructions of the Fire Department

Notify General Services

Notify The Executive Director of Student Programs and Communications Director

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:

Call 9-1-1

Sound the fire alarm, and

Notify the Director over General Services and the Executive Director of Student Programs

If appropriate, re-occupy buildings when ordered to do so by the Fire Department and the School Administrator

School Staff will:

Check location of Fire alarm before evacuating classes

Supervise evacuation according to the Emergency Evacuation Plan posted in every classroom

Close doors upon evacuating

Take the class roster and take roll at evacuation site?

Report missing students to the School Administrator

The Custodian or site Emergency Response Team member (ERT) will open necessary gates for emergency vehicles

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:

Call 9-1-1

Sound the fire alarm

Notify the Director over General Services and the Executive Director over Student Programs

School Staff will:

Check location of Fire alarm before evacuating classes

Supervise evacuation according to the Emergency Evacuation Plan posted in every classroom

Close doors upon evacuating

Take class roster and take roll at evacuation site

Report missing students to the School Administrator

The Custodian or site Emergency Response Team member (ERT) will open necessary gates for emergency vehicles

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

### **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.

Check with the custodial team to see if this is a site issue or if this is a community issue

Alert the Director over General Services of the power outage

Contact the CCCOE Maintenance and Operations Department

Send communication to faculty and staff about the outage. Create a call to the students' families if possible

Continue with the day if possible

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.

Have the person sign their name.

Submit a copy of the sign in sheet to the Executive Student Programs Director's office

Principal designees walk and contact each classroom teacher and check-in for support needed

Each teacher should have a clipboard in their classroom with every period's class roster.?

### **Motor Vehicle Crash**

The School Administrator will:

Call 9-1-1, if warranted

Broadcast the appropriate emergency response to staff and student if on school property

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](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.

Notify administrators and mental health professionals

Maintain supervision of the student

Assess the individual student or triage students to determine next steps

Contact other agencies as needed (e.g., 911, mobile crisis response, law enforcement)

Notify parent/family/guardian

Provide resources

Document the situation

Monitor the student's progress and follow up, including working with other agencies supporting the student

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.

**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><b>Purpose:</b> School Site Council Meeting (SSC) #4</p> <p><b>Location:</b> Golden Gate (Zoom)</p> <p><b>Date:</b> 1/31/2024 1:00-2:00pm</p> <p style="text-align: center;"><a href="#">Zoom Link Here</a></p>		<p><b>Facilitator:</b> Rachel Lecy</p> <p><b>Recorder:</b> Ricky Mendoza</p> <p><b>Timekeeper:</b> Rachel Lecy</p> <p style="text-align: center;"><a href="#">SPSA</a></p> <p style="text-align: center;"><a href="#">Safety Plan</a></p>
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Time	Agenda Item	Purpose	Discussion Leaders	Outcome (Next steps, decisions)
N/A	<b>Informal Gathering</b>	N/A	Lecy	
1:00	<b>Welcome, Introductions and Agenda Review</b>	I	Lecy	
1:05	<b>Vote: Approve Previous Minutes</b>	DEC	Lecy	
1:10	<b>2023-2024 School Year Update</b>	R	Mendoza	
1:15	<b>Overview and Feedback for New Safety Plan</b>	I/R/D	Mendoza	
1:45	<b>Vote: New Safety Plan</b>	DEC	Lecy	
1:50	<b>Review of Next SSC Agenda</b>	R	Lecy	
1:55	<b>Adjourn</b>	DEC	Lecy	

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

<p><b>Purpose:</b> School Site Council Meeting (SSC) #2</p> <p><b>Location:</b> Golden Gate (Zoom)</p> <p><b>Date:</b> 11/01/2023 1:00-2:00pm</p> <p style="text-align: center;"><a href="#">Zoom Link Here</a></p>	 <p><b>CONTRA COSTA COUNTY</b> <b>Office of Education</b> learn • lead • achieve</p>	<p><b>Facilitator:</b> Rachel Lecy</p> <p><b>Recorder:</b> Ricky Mendoza</p> <p><b>Timekeeper:</b> Rachel Lecy</p> <p style="text-align: center;"><a href="#">SPSA</a></p> <p style="text-align: center;"><a href="#">Safety Plan</a></p>
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Time	Agenda Item	Purpose	Discussion Leaders	Outcome (Next steps, decisions)
N/A	<b>Informal Gathering</b>	N/A	Lecy	
1:00	<b>Welcome, Introductions and Agenda Review</b>	I	Lecy	
1:05	<b>Vote: Approve Previous Minutes</b>	DEC	Lecy	
1:10	<b>2023-2024 School Year Update</b>	R	Mendoza	
1:15	<b>Overview and Feedback for Current SPSA</b>	I/R/D	Mendoza	
1:30	<b>Overview and Feedback for Current Safety Plan</b>	I/R/D	Mendoza	
1:45	<b>Vote: Parent/Family Engagement Policy</b>	DEC	Mendoza/Lecy	
1:50	<b>Vote: School/Parent Compact</b>	DEC	Mendoza/Lecy	
1:55	<b>Review of Next SSC Agenda</b>	R	Lecy	
2:00	<b>Adjourn</b>	DEC	Lecy	

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