

# **Jamestown School District**

## **2016-2017 Comprehensive District Safety Plan**

**This Comprehensive District Safety Plan was adopted by the Governing Board on  
November 09, 2016.**

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For Public Posting

# Jamestown School District Safety Plan

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## **Comprehensive Safety Plan Purpose & Compliance**

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 results 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 must include 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 April of each 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 accountability report card.

Small School districts (with an enrollment of 2,500 students or less) may develop a comprehensive district safety plan to encompass all schools within the district, which would fulfill each individual school's comprehensive safety plan requirement. It is not required that small school districts have their safety plans developed or approved by site councils or designated safety committees; the plans must only be approved by the district board of trustees. However, a district plan should be developed in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and others who may be interested in the prevention of campus crime and violence.

As defined in Board Policy 0450, the Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and creating a positive learning environment that teaches strategies for violence prevention

and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive district safety plan shall be available for review at the Jamestown School District office.

***Declaration regarding board policy and administrative regulation references:***

*Except when specifically quoted, the Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language. To review these policies and regulations in their entirety, please see the district office during regular business hours.*

## **Safety Plan Vision**

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To support the vision, mission and core values of the Jamestown School District, we strive for a safe, respectful and nurturing learning environment where students are empowered to achieve through strong connectedness to their school and community.

Working together with our community partners, we will provide a safe campus environment by effectively identifying and addressing issues that deteriorate our schools' social and physical climate.

## **Components of the Comprehensive School Safety Plan**

### **Assessment of School Safety**

*Education Code, Section 32282 (a)*

The 2015-16 California Healthy Kids Survey, conducted among district 5<sup>th</sup> and 7<sup>th</sup> graders, showed 72% of the students reported feeling safe or very safe at school. The same survey also showed that 26% of the students reported high levels of caring relationships with a teacher or other adult at their school, and 35% of students felt a personal school connectedness. Each of these are key indicators of school safety.

A review of school suspension and expulsion data for the end of the 2015-16 year showed that suspensions are down 41% and there were no expulsions. Disciplinary referrals were down 7%, there was 28% decrease in loss of recess, and a 13% decrease in after school detention. A site assessment of both campuses found facilities to be in good repair. Recommendations include adding a gate and fencing between the kindergarten yard and the other buildings, fixing the gate on the kindergarten yard closest to Room 36 (all on the Jamestown campus), posting additional signs to guide visitors to each school office, locking all classroom doors during instructional time and strengthening lockdown procedures in emergency plans.

### **Campus Safety Strategies and Programs**

*Education Code 32282 (a) 2 (A)-(J)*

As written in Board Policy 5142, The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

### **(A) Child Abuse Reporting Procedures**

*Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166*

According to Board Policy 5141.4, the Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly. Annual mandated reporter training is required of all employees.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. The curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse.

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

School staff members are to inform school administration immediately when the knowledge or substantiated suspicion of child abuse was attained. The following notification procedures shall be carried out in coordination with the district counselor to allow for additional assessment and counseling of the students.

The first person receiving the contact about the abuse or witnessing the abuse, shall notify the principal or if unavailable, the Superintendent. If none of these administrators are available, staff should call the Tuolumne County Child Welfare Services at (209) 533-5717 during regular business hours or Tuolumne County Sheriff's Office on the weekends, (209) 533-5815

## **(B) Emergency Preparedness and Crisis Response Plan**

*Additional Code references: Educational Code 35295-35297; Government Code 8607 and 3100*

In Board Policy 3516, the governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Jamestown Elementary School District Crisis Response Plan, is included in the appendices, and accomplishes the following:

- Appendix B: District Crisis Response Plan incorporates strategies of the Incident Command System (ICS), SEMS, and NIMS
- Appendix B.1: provides emergency contact information for District Staff - Highly Confidential and FOUO (For Official Use Only)
- Appendix B.2: describes procedures used to communicate emergency information to parents via the automated call system FOUO (For Official Use Only)
- Appendix B.3: Community Emergency Contact lists telephone numbers that may be useful to district staff in an emergency situation.
- Appendix B.4: Incident Command System, describes the ICS structure for district and school site crisis response teams.
- Appendix B.5: District Campus Evaluation Plan defines specific evacuation procedures for the district office and school sites developed with consideration for students with physical disabilities.
- Appendices C and D Types of Emergencies and General Procedures provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake.

**(i) Earthquake and Multi-Hazard Emergency Response Procedure System**

The district has defined emergency response procedures for earthquake and other hazards in the Crisis Response Plans described in the appendices of this plan. This district follows the recommended "drop, cover and hold on" procedures for earthquake response. The plans also align with standards established by NIMS and SEMS and call for response actions to be coordinated using ICS. Additional details on the implementation of these plans, including roles and responsibilities for school personnel and references, are not included as part of this public document.

**(ii) Use of School Buildings for Emergency Shelters**

The Board shall 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 Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet community needs.

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

*Additional code reference: Education Code 48900, 48915 (d) and (c)*

As stated in Board Policy 5144, the Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and the acceptance of personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. This policy also states that staff shall use preventative measure and positive conflict resolution techniques whenever possible.

Through Board Policy 5144.1, the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

The policy also describes the guidelines for suspension and expulsion in accordance with state and federal law, Student Due Process, Supervised Suspension, Required Parental Attendance, Authority to Expel, Mandatory and Recommended Expulsion, Stipulated Expulsion, and the Decision to Not Enforce Expulsion Order available to the School Board.

*For specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to student parent handbook distributed at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.*

## **(D) Procedure to Notify Teachers of Dangerous Pupils**

*Additional code reference: Education Code 49079*

As described in Board Policy 4158: the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

## **(E) Discrimination and Harassment Policies**

*Additional code reference: Education Code 200-262.4*



A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in Board Policy 0410, which states that the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, gender identity or expression, genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs that discriminatory practices are eliminated in all district activities.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment:

Board Policy 5145.3 states that district programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, with respect to a student's actual or perceived sex, gender, gender identify or expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, ancestry, sexual orientation, marital or parental status, or association with a person or group in the above categories.

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

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

As written, Board Policy 5145.7, the Governing Board is committed to maintaining an educational environment that is free of harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the compliant process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instructions and information shall include:

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

Any student in grades 4 through 12 who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity shall be subject to disciplinary action which may

include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

## **(F) School-wide Dress Code**

*Additional code reference: Education code 35183*

As described in Board Policy 5132, the Governing Board expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and appropriate to activities at school. The Board considers this to be a judgment area for the principal of each school and specific rules will be an administrative decision.

*For specific detailed dress code requirements, please refer to the student and parent handbook that are distributed to all students at the start of each school year. Current versions will be available for review alongside the comprehensive safety plan in the district office.*

## **(G) Procedure for Safe Ingress and Egress to and from School**

Through a collection of Board Policies, Jamestown School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- **BP 5142:** “To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.”
- **AR 3543:** provides a framework for school bus transportation safety plans and procedures including student and parent education, bus evacuation exercises, limitations on school bus operation in limited visibility conditions and expectations to school bus capacity limits in emergency situations where students must be moved immediately to ensure safety.
- **BP 5131:** holds students accountable for conduct not only on campus but also on their way to and from school.
- **BP 5131.7:** Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school.

The school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threat or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.5: District /Campus Emergency Evacuation Plans

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in Board Policy 1250:

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

*Additional code references: Education Code 32210-32211, Penal Code 627*

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

As intended by Educational Code 32282 (b) the action plans shown in the tables on the following pages were developed using strategies presented in the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action”.

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated lead person. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

Safe Physical Climate Goal:					
Objectives	Action Steps	Resources	Project Lead	Outcomes	
1) Identify and address security vulnerabilities and hazards	Maintain visibility from the building and surrounding environment by pruning landscape obstacles.  Staff will keep outside doors locked at all times.		Custodian  Principal	MOT Supervisor will conduct site checks to ensure visibility is maintained  Policy is enforced by the principal and doors remain locked	
	Fence front of Jamestown Elementary School campus to direct visitors to school office.		Superintendent Director of MOT	Front of campus will be secure and visitors will be funneled to the school office for check in	
2) Ensure busses are safe and bus behavior is safe for students and drivers	Install cameras on busses		Superintendent Director of MOT	Busses will have security cameras and bus behavior can be monitored more closely	

<b>Objective</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead</b>	<b>Outcomes</b>
3) Ensure security of students and staff Chinese Camp when visitors come on campus	Install security cameras and signage: "School in Session" at Chinese Camp campus		Director of MOT District Administrator	Staff will be able to see who comes on campus and tourists will know school is in session.
4) Practice emergency drills—fire, earthquake , lockdown, and ALCE on a regular basis	Work with local emergency response partners to conduct and monitor drills and to advise on access issues		Site Administrator, Maintenance Manager	Drills will be conducted regularly and emergency response partners will be informed
5) Install Additional Security Cameras	Install security cameras		District Administrator Director of MOT	Cameras are installed and operational
6) Determine the frequency of drugs being brought onto campus	Investigate and consider using canine detection of drugs on campus		District Administrator	Incidences of known drug use on campus are eliminated

Objectives	Action Steps	Resources	Project Lead	Outcomes		
7) Prepare for Classroom Lockdowns	Purchase more lockdown "buckets" for classroom use, if necessary. Review procedures with staff, including A.L.I.C.E. protocols. Conduct at least one drill during 2016/17 school year and request law enforcement partners to monitor and advise	JPA Incentive Money	Principal	Staff will be able to identify purpose and effectively conduct unannounced drills.		
8) Continue district-wide bullying prevention, aggression reduction and pro-social behavior initiatives, including PBIS strategies and perfect attendance monthly awards	<table border="1"> <tr> <td data-bbox="651 459 816 768">Continue implementation of Student Success Teams</td> <td data-bbox="185 459 651 768">Monitor and address bullying behavior; staff will intervene on ALL bullying behavior.  Selected staff and 3rd grade students will participate in the Friendship Conference at Columbia College.</td> </tr> </table>	Continue implementation of Student Success Teams	Monitor and address bullying behavior; staff will intervene on ALL bullying behavior.  Selected staff and 3rd grade students will participate in the Friendship Conference at Columbia College.		Principal and Teachers	<p>Number of students referred too, and served by Student Success Teams.</p> <p>Reduction in name calling and swearing by students, as observed by staff and documented by decrease in playground referrals.</p> <p>Reduction in harassment in the classroom, documented by decrease in classroom referrals</p>
Continue implementation of Student Success Teams	Monitor and address bullying behavior; staff will intervene on ALL bullying behavior.  Selected staff and 3rd grade students will participate in the Friendship Conference at Columbia College.					

## **(I) School Discipline Rules and Consequences**

*Additional code references: Education code 35291 and 35291.5*

Board Policy 5131 identifies district-wide standards for students' conduct:

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with school programs while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, other students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff or others
2. Conduct that disrupts the orderly environment of the classroom
3. Harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering
  - a. "Cyber bullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
4. Damage to or theft of property belonging to students, staff or the district
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment
  - a. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for valid instructional or other school-related purpose.
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug in violation of school rules

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, counselor referral, convening a student study team, enrollment in a program for anger management or social skills training, restorative justice, detention, recess restriction, community service, participate in a program to manage emotions, referral for psycho-educational testing, positive behavior and

intervention strategies, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline for any off-campus conduct during non-school hours that poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

Districts may regulate the possession or use of any cell phone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Jamestown School District has determined that cell phones may not be seen, heard or used during the school day, the after school program, or any school activity. Cell phones must be in backpacks and turned off. Students who break the cell phone rule may be subject to in-school suspension. The telephone will be confiscated and kept in the school office until a parent or guardian picks it up.

The school is not responsible for any lost, stolen, or damaged articles. Valuable items should remain at home. Students are responsible for their own belongings. (EC48901.5)

*For campus-specific rules and comprehensive description of conduct and student behavior expectations, please refer to student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside the comprehensive safety plan in the district office.*

Board Policy 5144 describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The Governing Board 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.

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 alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of the students and staff and maintenance of an orderly school environment shall be the priority in determining appropriate discipline.

**Additional Board Policies** are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. Board Policy 5131.7
- Pepper spray; prohibition of students from carrying tear gas or tear gas weapons such as pepper spray on campus and at school activities. Board Policy 5131.7



- Dangerous Objects; students are encouraged to promptly report the presence of weapons, injurious objects, or other suspicious activity. Board Policy 5131.7

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

*Additional code references: Penal Code 628*

As stated in Board Policy 5145.9, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior. The Board will promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who feels that s/he is a victim of hate-motivated behavior shall immediately contact the principal or designee. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal or designee, and/or law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

In addition, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

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

The Jamestown School District comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in September of each school year and brought to Board no later than November.

Pursuant to Education Code Section 35294.6 (a), the Board adopted this annual comprehensive school safety plan at the regular meeting of the Governing Board as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Safety Planning Process.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the Jamestown School District Office.

## Safety Plan Appendices

### Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the district office at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under the California Public Records Act (Government Code 6254 parts *c* and *aa*) and prescribed by Administrative Regulation 1340, the following items will be identified as “Confidential”, reviewed only in a closed session of the Governing Board and withheld from public release of the Comprehensive District Safety Plan:

- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.  
*(Further detail on protected information is also defined in GC 6254.3.)*
- Any appendices prepared to assess district and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt student instruction or safety.

According to the procedures developed by the Homeland Security and defined in DHS Management Directive 11042.1, the following items will be designated “for Official Use Only (FOUO)”, will be reviewed only in a closed session of the Governing Board and released only for official safety assurance or crisis response use:

- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communication systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

## **Appendix A: Safety Planning Process**

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<b>Activity Description</b>	<b>Date and Time</b>	<b>Documentation</b>
Review of Emergency Procedures with Certificated Staff	08/16	Staff Meeting Agenda
Safety/FIT Inspection at both campuses	10/20/16	List of Repairs
Review California Healthy Kids Data	August 2016	CHKS Survey Results 2016 Year End Discipline Data
Attend Education-Law Committee with other School Districts	09/16-6/2017	Agendas of monthly meetings September through June-
Meeting with Incident Command Team	11/24/2016	Agenda
Board Presentation and Plan Approval	11/09/2016	Minutes of November Meeting

## **Appendix B: District Crisis Response Plan**

The following sections provide key information for crisis response for Jamestown School District. While this information represents the basic tools needed for an effective crisis response, Jamestown School District will continue to assess, revise and expand on the plan for continuous improvement in student safety. Additional documentation, including a stand-alone emergency operations plan will be referenced in this Comprehensive District Safety Plan as it developed and implemented.

**Appendix B.1: District Staff Emergency Contacts – Confidential**

<i>NAME:</i>	<i>POSITION:</i>	<i>NUMBER(S):</i>	<i>SAFETY/CRISIS RESPONSE ROLE:</i>
[REDACTED]	Superintendent	[REDACTED]	Public Information Officer
[REDACTED]	Principal	[REDACTED]	Incident Commander
[REDACTED]	MOT Director	[REDACTED]	Chief Operations
[REDACTED]	Business Services Director	[REDACTED]	Operations – Finance and Administration
[REDACTED]	School Secretary	[REDACTED]	Logistics
[REDACTED]	District Secretary	[REDACTED]	Chief – Planning and Intelligence
[REDACTED]	Food Service Director	[REDACTED]	Operations – First Aid/Supplies
[REDACTED]	School Clerk	[REDACTED]	Operations – Release of Students
[REDACTED]	Bus Driver Maintenance	[REDACTED]	Operations – Site Security, Damage, Evacuation
[REDACTED]	Lead Custodian/ Groundskeeper	[REDACTED]	Operations – Site Security, Damage, Evacuation

**Appendix B.2: Alert Solutions Use Procedures- Confidential**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Appendix B.3: Crisis Response/Community Emergency Contacts**

**For all Emergencies Call 911**

<b>AGENCY</b>	<b>NUMBER</b>	<b>PURPOSE/SUBJECT</b>
County Sheriff	911..... 209-533-5815.....	EMERGENCY NON-EMERGENCY
Sonora PD	209-532-8143	NON-EMERGENCY
Tuolumne County Sheriff	209-533-5815	NON-EMERGENCY
CHP	209-984-3944	EMERGENCY NON-EMERGENCY
Animal Control	209-694-2730	
Child Welfare Services	209-533-5717	REGULAR HOURS
Office of Emergency Services	209-533-5511	COUTYWIDE ALERT
Public Health Department	209-533-7400	
Superintendent of Schools	209-536-2000	
Behavioral Health	209-533-6245	
American Red Cross	209-533-1513	MASS CARE AND SHELTER
Poison Control Center	1-800-222-1222	
ATT Repair	611 or 1-866-345-1168	

**Communications – Media**

<b>AGENCY</b>	<b>NUMBER</b>	<b>PURPOSE/SUBJECT</b>
<i>Radio Stations</i>		
KVLM – Star 92 – KKBN	209-532-6397	Sonora
<i>Newspapers</i>		
Union Democrat	209-532-7151	
Modesto Bee	209-532-3670 209-984-5150	Jamestown Office
Stockton Record	209-736-9554	

**Transportation and Utilities**

<b>AGENCY</b>	<b>NUMBERS</b>	<b>PURPOSE/SUBJECT</b>
Cal Trans	209-984-4437	
County Transit	209-532-0404	Public Transportation
PG&E	1-800-743-5000	24-Hour Contact
Telephone Repair	1-800-745-5000	

## **Appendix B.4: JSD Incident Command System**

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### **Standardized Emergency Management System/Incident Command System Overview**

The California Standardized Emergency Management System (SEMS) uses the Incident Command System (ICS) 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.

ICS consists of five functions:

**Management: Principal-Incident Commander-[REDACTED]; Superintendent-Public Information Officer-[REDACTED]**

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.

**Planning & Intelligence: District Office Secretary-[REDACTED]**

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: Chief Ops-Dir. of MOT-[REDACTED]; First Aid-Café Mgr.-[REDACTED]; Release of Students-Attendance Clerk-[REDACTED]; Site Security, Damage, Evacuation-[REDACTED]**

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

In the organizational structure described on the Appendix B.1, the Operations Chief supervises five teams: First Aid and Student Health, Student Evacuation Transportation, Critical Incident Stress Response, Parent Coordination and Reunification and Student Accountability.

**Logistics: Logistics-School Secretary-[REDACTED]**

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

**Finance & Administration: Operations-Director of Business Services-[REDACTED]**



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.

**Appendix B.5: Evacuation Map for Jamestown School**

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REMOVED DUE TO CONFIDENTIALITY

**Appendix B.5: Evacuation Map for Chinese Camp School**

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REMOVED DUE TO CONFIDENTIALITY

REMOVED DUE TO CONFIDENTIALITY

## **Appendix C: Emergency Response Guidelines**

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### **STEP ONE: IDENTIFY THE TYPE OF EMERGENCY**

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section:

### **STEP TWO: IDENTIFY THE LEVEL OF EMERGENCY**

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

- **Level 1 Emergency:** A *minor* emergency that is handled by school personnel without that assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- **Level 2 Emergency:** A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., “unknown white powder.”
- **Level 3 Emergency:** A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### **STEP THREE: DETERMINE THE IMMEDIATE RESPONSE ACTION**

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

- **Duck & Cover:** Students and staff protect themselves by crouching under table, desk, or chair until danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system is also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.
- **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- **All Clear:** Notification is given that normal school operations should resume.

### **STEP FOUR: COMMUNICATE THE APPROPRIATE ACTION**

Once the type of immediate response action is determined, the incident commander must inform the site’s staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing the response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

**Duck & Cover:** Immediately use the site’s school-wide communication system to instruct students and staff to protect themselves by moving into a “duck & cover” position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a “duck & cover” position. Make the announcement even if the immediate crisis has passed.

- **Shelter in Place:** Immediately use the site’s school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- **Lock Down:** Immediately use the site’s school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, and to keep students as far away as possible from any windows until further notice.
- **Evacuate Building:** Immediately use the site’s fire alarm bell system to notify students and staff that they are to proceed to the sites outside assembly area.
- **Evacuate Campus:** Immediately use the site’s fire alarm system to notify students and staff that they are to proceed to the sites outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- **All Clear:** Use the site’s school-wide communication system to notify staff and students that normal school operations should resume.

## **Appendix D: Types of Emergencies & General Procedures**

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### **AIRCRAFT CRASH**

The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

### **ANIMAL DISTURBANCE**

This procedure should be implemented when the presence of a coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include Lock Down or Evacuate Building.

### **ARMED ASSAULT ON CAMPUS / ACTIVE SHOOTER**

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, knife or other harmful item. A staff member will decide the appropriate action based on A.L.I.C.E. response strategies, which may include Alert, Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

### **BIOLOGICAL OR CHEMICAL RELEASE**

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

### **BOMB THREAT/ THREAT OF VIOLENCE**

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to *call 911*. The person answering the threat call should ask the questions listed on the “Bomb Threat Checklist”. In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Duck & Cover, Lock Down, or Evacuation.

### **DISORDERLY CONDUCT**

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## **EARTHQUAKE**

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Evacuate Building, or Evacuate Campus.

## **EXPLOSION OR RISK OF EXPLOSION**

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radio active materials. The administration or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## **FIRE IN SURROUNDING AREA**

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate action, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## **FIRE ON SCHOOL GROUNDS**

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuation Building action. If the size of the fire is beyond the control of staff on site, Call 911 for immediate assistance from fire department.

## **FLOODING**

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuating Building, or Evacuate Campus.

## **LOSS OR FAILURE OF UTILITIES**

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

## **MOTOR VEHICLE CRASH**

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.



## **PSYCHOLOGICAL TRAUMA**

When the Administrator or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the Tuolumne County Sheriff's Office to request support in conducting a critical incident stress debriefing. Emergencies like these usually produce one or more of the following conditions: temporary disruptions of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological reactions.

## **SUSPECTED CONTAMINATION OF FOOD OR WATER**

This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food or water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illness. The administrator or designee will isolate the suspected contaminated food or water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposefully contaminating the food or water source.

## **UNLAWFUL DEMONSTRATION OR WALKOUT**

An unlawful demonstration or walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. The administrator or designee will initiate the Shelter-in-Place action. Students who ignore this action and leave campus shall be asked to sign his or her name and recorded address, telephone number and time entered or departed. The administrator or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.