



Bellevue Elementary School Comprehensive School Safety Plan

**2022-2023
School Year**

CDS Code: 55723066114532
District: Bellevue Elementary School District
Address: 22736 Kuien Mill Road, Sonora, CA, 95370
Date of Adoption: February 9, 2023

Approved by:

Name	Title	Signature	Date
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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at the Belleview School Office.

Safety Plan Vision

The Belleview Elementary School District is committed to ensuring that students enrolled in this district, and all employees attend campuses that are safe and secure. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school in the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval. Since the COVID-19 Pandemic in 2020, in addition to this School Safety Plan, Belleview has adopted 1) The Learning Continuity & Attendance Plan located at http://mybelleview.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Belleview_Elementary_School_20201027-FINAL.pdf, and 2) The Safe School Reopening Plan, located at <http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>. Both of these plans address the systems and protocols to follow in regards to COVID-19 and keeping the school community healthy and safe.

Legislative Requirements – Standardized Emergency Management System (SEMS). The Belleview Elementary School District has incorporated protocols of California's Standardized Emergency Management System (SEMS). The California Code of Regulations, Title 19, Division 2, Chapter 1, Sections 2400-2450 outlines the requirements of all special districts. These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS). SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS requires emergency response agencies use basic principles and components of emergency management including;

1. ICS

2. Multi-agency or inter-agency coordination
3. Operational area concept
4. Established mutual aid systems.

State agencies must use SEMS. Local governments must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930.

Legislative Requirements – National Incident Management System (NIMS) Executive Order S-2-05 issued by the Governor of California directs the California Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, will develop a program to integrate the National Incident Management System, to the extent appropriate, into the state’s emergency management system. In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) -Management of Domestic Incidents and HSPD-8 Preparedness. While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management. HSPD-5 established and designated the NIMS Integration Center (NIC) as the lead federal entity to coordinate NIMS compliance. Its primary function is to ensure that NIMS remains an accurate and effective management tool through refining and adapting compliance requirements to address ongoing preparedness needs. To accomplish this, the Compliance and Technical Assistance Branch relies on input from Federal, State, local, tribal, multi-discipline and private sector stakeholders to assure continuity and accuracy of ongoing implementation efforts. In this collaborative role, the NIC has worked with these partners to refine and implement improvements to NIMS, including the development of performance measurement systems for State, territorial, tribal, and local governments, based on lessons learned and best practices from across the nation.

NIMS plans include;

1. Use of standardized terminology
2. Standardized organizational structures (ICS)
3. Interoperable communications
4. Consolidated action plans
5. Unified command structures, when applicable
6. Uniformed personnel qualifications standards
7. Uniformed planning, training, and exercises
8. Comprehensive resource management
9. Designated incident facilities

Components of the Comprehensive School Safety Plan (EC 32281)

Belleview Elementary School Safety Committee

School Site Council Members:

Allen Aldridge
Sasha Voigt
Carmel Portillo
Melissa Melendez
Sarah Ellett Williams
Stephen Casinelli
Ingrid Rovelo (alternate)

Assessment of School Safety

Kevin Lora
Rolland Goree
Carmel Portillo

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

NIMS

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

- Reporting Procedures
- Sample Reporting Form
- Interviewing Protocol
- Sample New Employee "Statement of Awareness" Form

Who Must Report?

- Child Care Custodians - Penal Code Section 11165.7
- administrators and certificated employees of public schools
- classified employees trained in child abuse identification and reporting
- Health Practitioner - Penal Code Section 11165.8
- Requirement of signed employment statement as child care custodian acknowledging duty to report suspected child abuse
- Childcare custodians hired on or after January 1, 1985
- Language of statement specified by Penal Code Section 11166.5
- "The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the provisions of this article. The internal procedures shall not require any employee required to make reports by this article to disclose his or her identity to the employer." Penal Code Section 11166(f)

What Must Be Reported?

- Sexual abuse, including sexual assault and sexual exploitation - Penal Code Section 11165.1
- Neglect of a child or abuse in out-of-home care - Penal Code Section 11165.6
- Willful cruelty or unjustifiable punishment - Penal Code Section 11165.3
- Unlawful corporal punishment or injury - Penal Code Section 11165.4

- Suspected mental suffering (optional obligation) - Penal Code Section 11166(b)

When Must Reports Be Made?

- Standard of Suspicion - Penal Code Section 11166(a)
 - Personal knowledge or direct observation
 - Reasonable Suspicion - “objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.”
- Time Requirement - Penal Code Section 11166(a)
 - By telephone - immediately or as soon as practically possible
 - Written report - within 36 hours of receiving the information concerning the incident
- Contents of Report - Penal Code Section 11167
 - Name of person making report
 - Name of the child
 - Present location of the child
 - Nature and extent of the injury
 - Any other information, including information that led person to suspect child abuse, requested by the child protective agency

Miscellaneous Information

- Reports of suspected child abuse are confidential - Penal Code Section 11167.5
- Breaches of confidentiality considered a misdemeanor punishable by up to 6 months in jail or by a fine of \$500 or by both
- Immunity from liability for reporting suspected child abuse - Penal Code Section 11172(a)
- No childcare custodian shall be civilly or criminally liable for any required or authorized child abuse report
- Failure to make report of suspected child abuse is a crime - Penal Code Section 11172(e)
 - “Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both.”

B. The principal will produce the child as soon as practicable. The Child Welfare Services agency representative should understand that it may not be appropriate for the principal to produce the student upon demand. For example, the student may be involved in testing, assessment, or other special class activity making the interview more appropriate at another time. Calling in advance would eliminate this potential problem.

3. The child shall be introduced to the Child Welfare Services representative by the principal. The child should not be asked if he or she would like to speak to the Child Welfare Services representative because such a question may suggest to the child that there is something wrong in doing so. If the child refuses to speak to the representative, the child should be returned to class without further efforts to continue the interview unless the child is being placed into protective custody.

4. The student should be told by the representative from the protective agency, in the presence of the principal or designee, that he/she may select an adult who is a member of the school staff to be with them during the interview, if they so desire.

A. The purpose of the staff person’s presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.

B. The selected member of the staff may not participate in the interview.

- C. The selected member of the staff shall not discuss the facts or circumstances of the case with the child either before, during or after the interview.
 - D. The selected member of the staff is subject to the confidentiality requirements of child abuse reporting laws.
 - E. The principal or site administrator shall inform the selected staff member of these requirements prior to the interview. The staff member may decline the request of the child to be present at the interview.
 - F. The child may select any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer.
5. The interview is to be held at a time during school hours and not result in any costs to the school (e.g. overtime).
6. Child Welfare Services representatives may not review the student records of the child without written parental consent or a court order.
7. When the child is to be removed from school and taken into custody by the Child Welfare Services representative, the principal or designee must be informed. The representative must leave his/her name and phone number where he/she may be reached and where the child is being taken. The school official shall provide the representative with the name, address and phone number of the pupil's parents or guardian.
8. When the location of a child is not to be disclosed to the parents, the Child Welfare Services representative must point this out to the principal or designee. In this case, it is advisable for the school to get the name of the representative's supervisor and phone number as a back-up when the representative cannot be reached.

III. CONCLUSION

School officials are encouraged not to discuss the purpose of the visit or the facts of the underlying case with the student. Such discussions could make potential prosecution more difficult and make the school employee a potential witness in the case.

Any questions about the interview procedure or the removal of the child from school should be directed immediately to the appropriate legal counsel; For County employees that would be the County Counsel's Office and for school employee's that would be the schools' legal counsel.

BELLEVIEW SCHOOL DISTRICT - THE CHILD ABUSE REPORTING LAW P.C. 11166 REPORTER RESPONSIBILITIES

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge or observes a child in his/her professional capacity or within the scope of his/her employment, who he/she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The above anticipates that any mandated reporter under this section shall not attempt to make a determination as to whether or not a child abuse has actually occurred but shall immediately report upon receiving any indication that such abuse may have occurred.

You are a mandated reporter. As such, you must report any instance where it is possible that the following conditions exist: physical abuse, neglect, cruel and inhuman punishment (mental suffering), and extreme corporal punishment resulting in injury, child exploitation. Your report must be made as soon as you observe, receive knowledge, or have any reasonable suspicion of the possibility of the existence of child abuse. The report must be made immediately by telephone and may be directed to either Child Protective Services at 533-5717 during working hours or 533-4357 during non-working hours; if in the county, to the Investigation Division of the Tuolumne County Sheriff's Department at 533-5822 during working hours or 533-5815 during non-working hours; or if within the City of Sonora, to the Sonora Police Department at 532-8143 during working hours or at one of the above numbers during non-working hours. Your report must reflect the nature of the suspected abuse. The reporting duties under this section are individual and no mandated reporter under this reporting law may escape the responsibilities under this law by delegating it to another person. No supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall

be subject to any sanction for making said report.

A telephone report of a known or suspected incidence of child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature of the extent of the injury, and any other information, including information that led to that person to suspect child abuse, requested by the child protective agency.

A written report prior to the expiration of 36 hours pursuant to this section shall be done upon a form approved by the Department of Justice and distributed to the school district by a Tuolumne County Child Protective Services Agency.

The failure to comply fully with the mandates of this reporting law may subject the mandated reporter to criminal liability and a penalty, which includes up to six months in the county jail or a fine of \$1,000.

Any legally mandated reporter would have immunity when making such a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000.

Confidentiality laws do not apply in suspected child abuse cases. The statutory duty to report supersedes the confidentiality privilege.

Carmel Portillo,
Superintendent/Principal

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

Disaster Plan (See Appendix C-F)

In our community, it is possible for a major disaster to occur at any time. Natural disasters such as earthquakes and fires, and man made disasters, which can result from chemical accidents, bomb threats, falling aircraft, bus accidents, fire, explosion/threat of explosion, and civil disturbance are potential threats to our community, including our schools.

The Belleview School District recognizes its legal and moral responsibility to provide for the safety and welfare of its students and staff, especially in a disaster situation. The Belleview School District is also aware of its role to work cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in our community.

Consequently, it is the intent of the Belleview School District to assure optimum safety and welfare of its students and staff by developing an effective emergency procedures plan and the necessary practice/practice to carry out the plan. The effectiveness of our plan will be reflected by how well our students and staff are trained.

Our plan has been prepared in compliance with California Administration Code, Title V, Education Code 560, which requires all public schools to have a written civil defense and disaster preparedness plan. Our plan includes specific courses of action to be taken by school district employees in the event of a disaster. All employees are expected to be completely familiar with the plan and their assigned responsibilities.

The major goals of this plan are to save lives, protect property, and give aid to those in need in the event of a disaster. To successfully attain these goals, it is the intent of this plan to make people aware of how to act and react before, during and after the occurrence of a disaster. Therefore our plan will include pre-emergency procedures. The preparation of the school, staff and students, will occur during the fall of each school year.

The Belleview School District welcomes any constructive suggestions from any staff or community member to improve this emergency procedures plan. If there are any questions about this plan, please contact the superintendent's office.

Public Agency Use of School Buildings for Emergency Shelters

In the event of an emergency, all schools are possible evacuation sites. The Office of Emergency Services, (Traci Riggs which would include Fire and Sheriff), and the Red Cross would be in touch directly with our school (or other schools) to use our facility at their

discretion, recognizing that in the event of a real emergency, kids would likely NOT be in school. There is no written agreement....except in Ed Code. There may be cause for the community to use Belleview Elementary School as an evacuation site, if deemed by the local emergency agencies, law enforcement or Tuolumne County Office of Education. If Belleview is used as an evacuation site for the community or other outside agency, procedures will follow the protocol developed by Belleview School, unless authority is taken over by the outside agency. See the NIMS procedure and Incident Command System embedded in this Safe School Plan.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Belleview School District follows the California Education Code in regards to student suspension and expulsion.

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

DANGEROUS PUPIL REPORTING PROCEDURES

The Belleview 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 of Education Code 48900. The district shall provide the information to the teacher based upon any records that the office maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

The Belleview School District, or school 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 that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.

An officer or employee of the school district who knowingly fails to provide information about a pupil who may be described as dangerous, 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 on thousand dollar (\$1,000.00) or both.

Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Adapted from Ed. Code Section 49079.)

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

SEXUAL HARASSMENT

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

Instruction/Information: The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction 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 gender
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained
3. Information about the person(s) to whom a report of sexual harassment should be made.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Family Life/Sex Education)

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

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Superintendent or designee, whether or not the victim makes a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

BP 5145.7(b)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)

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

(cf. 1312.1 - Complaints Concerning District Employees)

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping:

The Superintendent, or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in its school.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

BP 5145.7(c)
200-262.4 Prohibition of discrimination on the basis of sex
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736
Davis v. Monroe County Board of Education (1999) No. 97-843, 1999 U.S. Lexis 3452, -- U.S.--
Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989
Nabozny v. Podlesny (1996, 7th Cir.) 92 F.3d 446
Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447
Oona R.-S. etc. v. Santa Rosa City Schools et al (1995) 890 F.Supp. 1452
Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143
Clyde K. v. Puyallup School District #3 (1994) 35 F.3d 1396
Patricia H. v. Berkeley Unified School District (1993) 830 F.Supp. 1288
Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028
Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001
Sexual Harassment Guidance, 62 FR 49, 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Students AR 5145.7(a) SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other
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verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the
educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational 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 any district program or activity.

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

1. Unwelcome leering, 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, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

AR 5145.7(b)

Notifications:

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location in the main administration building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, trimester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
5. Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The Superintendent or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who witnessed the conduct complained of
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The Superintendent or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Superintendent or designee also may discuss the complaint with the following persons
 - a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. If the alleged harasser is a student, his/her parent/guardian
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports (cf. 5141.4 - Child Abuse Reporting Procedures)
 - f. Legal counsel for the district
4. When the student who complained and the person accused of harassment so agree, the Superintendent or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. The Superintendent or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the Superintendent or designee shall assist the student in doing this. (cf. 1312.3 - Uniform Complaint Procedures)
6. In reaching a decision about the complaint, the Superintendent or designee may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of past instances of harassment by the alleged harasser
 - e. Evidence of past harassment complaints that were found to be untrue
7. To judge the severity of the harassment, the Superintendent or designee may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency and duration of the misconduct
 - c. The number of persons involved
 - d. The age and gender of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred

g. Other incidents at the school, including incidents of harassment that were not related to gender

8. The Superintendent or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.

9. The Superintendent or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

10. Within two weeks after receiving the complaint, the Superintendent or designee shall determine whether or not the student who complained has been further harassed. The Superintendent or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement: The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the Superintendent or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

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

Students AR 5132

DRESS AND GROOMING

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

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or sandals are not acceptable. 2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which have drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

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

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent, staff, students, and parent/guardians at the school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Student Dress Code

Dressing and grooming properly for school is important to learning and playing safe. Personal cleanliness and wearing clothes suitable for school will minimize distractions. The following guidelines shall apply to all regular school activities. Shoes must be worn at all times. Rubber-soled shoes with laces or Velcro are the safest. Flip flops or backless shoes/sandals are not acceptable. Non-rubber soles and/or heels are unsafe for play. (Shoes with heels worn daily by young children may interfere with proper

skeletal growth.) Students may bring rubber-soled shoes to change into for physical education activities.

Clothing, jewelry, and personal items (backpacks, sports bags, water bottles, etc.) must be free of writing, pictures or any other insignias which are crude, vulgar, profane, or sexually suggestive, and must not bear anything related to drugs, alcohol, tobacco or which advocate racial, ethnic, or religious prejudice.

Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps are not allowed. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. When student's arms are fully extended down their legs, shorts/skirts must be below their fingertips. Sagging pants that expose underwear are not allowed. Students should be able to walk, jog, or run without having to hold up their pants.

Hair needs to be clean and neatly groomed. Hair may not be sprayed by any coloring that would draw attention away from learning. Makeup, if worn, must not be distracting.

Piercings that detract from the learning environment are not allowed.

Hats

Students (male and female) may wear hats to school under the following conditions:

No hats may be worn inside.

Students who fail to abide by this rule will have their hats taken away, and returned at the end of the day, OR it may need to be picked up in the office by an adult. The school will not be responsible for loss of damaged hats.

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

A SAFE AND ORDERLY ENVIRONMENT CONDUCIVE TO LEARNING

It is a priority of the administration and staff in the Belleview Elementary School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).

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

Incident Command System

Element:

Designate roles for staff members

Opportunity for Improvement:

Provide training for staff members on the ICS and their roles

Objectives	Action Steps	Resources	Lead Person	Evaluation
Each staff member will be assigned a role in the event of a disaster at school.	Principal attended NIMS training at County	County Office of Education and training materials	Carmel Portillo	School Site Council
	Complete graphic ICS graphic organizer and train staff	County Office of Education and training materials	Carmel Portillo	August Staff Inservice
	Assign roles and responsibilities and review with each staff member	County Office of Education and training materials	Carmel Portillo	August Staff Inservice
	Provide materials and inventory equipment	County Office of Education and training materials	Carmel Portillo	August Staff Inservice

Component:

Create a positive school culture

Element:

Implementation of Responsive Classroom Techniques and Nurtured Heart,

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Training on B.E.S.T.	Train staff members & student assembly	PBIS, BEST, TRIBES, Responsive Classroom, Nurtured Heart	Carmel Portillo	
Implementation of character development and positive behavior strategies to improve school culture.	CORE VALUE recognition, Awesome Eagle tickets, student recognition, "Check-in/check-out procedure", hall passes and new discipline forms			

Component:

Safety Training

Element:

All staff members will be up to date on First Aid/CPR training, drug testing program, custodial safety, golf cart training, mandated reporter's training, and all health & safety protocols.

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
The Human Resources Manager keeps a log to record employee training and provide reminders to staff members	Employees are notified by office manager of training required to maintain continued employment in the district.	Tuolumne County Office of Education	Carmel Portillo Jessica Lozoya	HR Logs
All staff and students are trained on the health and safety protocols as they relate to the COVID 19 Pandemic.	Implement all the health and safety protocols as outlined in the Safe Schools Reopening Plan posted on the District's website. Conduct weekly staff meetings, participate in County training, conduct regular testing as needed, and quarantining if required.	Public Health Office - Tuolumne County State of California Guidelines (both CDPH and Cal OSHA) Tuolumne County Office of Education	Carmel Portillo	

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

Belleview Elementary School Student Conduct Code

A SAFE AND ORDERLY ENVIRONMENT CONDUCIVE TO LEARNING

It is a priority of the administration and staff in the Belleview Elementary School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom. Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct. Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 - 3228.6, 35160, 35160.1, 44806).

SCHOOL-WIDE DISCIPLINE POLICY

The goal at Belleview Elementary School is to prepare students to become stable, healthy, and productive citizens. Along with academic development, character education is highly important. The best environment for this to happen is one that is safe, clean, and orderly. The Belleview Elementary School staff will work this year to provide such an environment for your child. Another goal at Belleview is for students to understand that they can be more successful when they engage in positive actions. Positive experiences can be a powerful intrinsic motivator. Teachers will strengthen this motivation by recognizing and positively reinforcing positive actions when they see them. Belleview has adopted a vision and mission statement that is aligned with our core values that are listed below. When students make the connection between their performance and feeling good about themselves, intrinsic motivation is enhanced and positive behaviors continue. (Carol Gerber Allred 2008)

VISION STATEMENT: The Belleview School Community will promote academic excellence and build positive character.

MISSION STATEMENT: Belleview will ensure that all students have meaningful learning experiences, empowering them to succeed in an ever-changing world!

CORE VALUES: Belleview Eagles will demonstrate...

- Respect
- Responsibility
- Integrity
- Teamwork
- High Expectations
- Positive Attitude
- Perseverance
- Consideration
- Resiliency
- Fun

We highlight one core value a month and select students who best demonstrate that core value to be recognized at our Friday Flagpole assembly. All core values are discussed throughout the year and students can be recognized for demonstrating any of the core values by receiving an "Awesome Eagle" ticket for the bulletin board. Teachers implement a positive behavior system and continually address the core values during their morning meeting and throughout the day.

Conduct Code Procedures

ALL RULES APPLY WHILE COMING TO OR GOING FROM SCHOOL, BEFORE, DURING OR AFTER SCHOOL, RIDING ON THE BUS, AND AT SCHOOL SPONSORED ACTIVITIES, WHETHER ON OR OFF CAMPUS.

Definition of Terms:

Home Suspension is the removal of a student from the school site. The student will be ineligible from extra-curricular activities for the days suspended.

In-School Suspension is the removal of a student from class and/or classes but remains at school. (Possible ineligibility.)

Class Suspension is removal Of a student from a class.

A referral is a written citation that the student must take home to have signed by a parent or guardian. Administration will call guardians to discuss infraction.

Detention is the assignment of time before, during, or after school as a consequence for the behavior, at the discretion of administration, and is noted on the referral.

Ineligibility means that a student may not participate in extra-curricular activities and/or reward activities. The timeframe of ineligibility depends on the severity of the offense.

Reflection Area and Meditation Labyrinth was created to give students, for most hours of the school day, a calming pace to decompress or reset in response to overwhelming stressors in the regular classroom or trauma experienced outside of school, but affecting their ability to function in school.

Bullying which includes cyberbullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Level 1 Infractions:

Minor Disruptions of the Educational Environment
Tardies and Absences handled at teacher's discretion and follow SARB process
Dress Code Violation
Littering/spitting
Unprepared (materials and missing assignments)
Unauthorized Eating or Gum and/or possession of gum
Unauthorized Possession or use of an electronic devices. Equipment will be confiscated.
Entering or Loitering in Unauthorized Areas
Inappropriate Open Displays of Affection

Level 1 Consequences:

Any or all of the following may be applied to
Verbal warning
Parent notification by email or regular mail or phone call home
Detention
Community Service
Equipment confiscated, student may retrieve after school
Equipment confiscated, parent must retrieve
Referral *

Level 2 Infractions:

Disruption or Defiance [EC 48900(k)]
Verbal Conflict
Commission of an Obscene Act or Foul Language
Cheating or Forgery (possible no credit on assignment)
Vandalism
Hostile School Environment or Harassment
Intimidation or Bullying
Any repeated Level I offenses

Level 2 Consequences:

Any or all of the following may be applied to
Administrative conference
Referral *
Parent letter and phone call
Detention
No credit on assignment, project, or test (Cheating or Forgery)
Student shall be required to pay for loss or damage
May include Level 1 consequences
Possible suspension

Level 3 Infractions:

Assault/Battery [EC 48900 (a)]
Weapons [EC 48900 (b)]
Alcohol/Intoxicants/Controlled Substances [EC 48900 (c)]
Substance in Lieu of Alcohol/Intoxicants/Controlled Substance
Robbery or Extortion [EC 48900(e)]
Property Damage [EC 48900(f)]
Property Theft [EC 48900(g)]
Tobacco or Nicotine[EC 48900(h)]
Obscenity [EC 48900(i)]
Drug Paraphernalia [EC 48900(j)]

Receiving Stolen Property [EC 48900(l)]
Possessing Imitation Firearm [EC 48900(m)]
Sexual Harassment [EC 48900(n)]
Threats and Intimidation [EC 48900(o)]
Prescription Drug Soma [EC 48900(p)]
Hazing [EC 48900(q)]
Bullying [EC 48900(r)]
Aided or abetted to Inflict Physical Injury [E C48900 (t)]

Level 3 Consequences:

Any or all of the following may be applied to the above rules.

Suspension
Student considered for transfer to alternative educational placement
Possible recommendations by principal to superintendent for expulsion
Possible referral to law enforcement agency
May include Level 1 and/or Level 2 consequences

* ALL REFERRALS MUST BE SIGNED BY THE PARENT OR GUARDIAN AND RETURNED TO THE PRINCIPAL'S OFFICE THE NEXT DAY.

Electronics and Cell Phones

Our goal here at Belleview is to provide a learning environment that is free of as many distractions as possible.

To keep disruptions/distractions to a minimum, the following rules apply:

If a student brings a cell phone to school, it must be turned off and kept in the student's backpack at all times. A student may only use their phone under adult supervision.

This rule applies to all school programs and events such as PM Club, dances and field trips.

The school is not responsible for any type of electronic/digital equipment, including cell phones and/or iPods should students choose to bring them to school. If a device is out during school hours, which includes the bus ride to and from school, it will be confiscated and parents will be called to pick it up. Teachers may allow students to use their cell phone on the bus, if they are on a field trip and riding the bus for a prolonged period of time.

Toys:

Toys are not allowed at school as they disrupt the school environment. When arranged by the teacher, students are allowed to bring a toy for sharing but it must be kept in the classroom or in his/her backpack.

Suspensions:

Students that are suspended for the day of an activity are not eligible to attend.

Independent Study:

Independent Study may only be issued for an absence lasting five or more days. Requests may be made in the office at least one week in advance, when possible. (It does take time to get the work together). Independent study assignments must be turned in to the teacher the day the student returns to school.

Tardies:

By law, excessive tardies, whether excused or not, must be reported to the School Attendance Review Board (SARB). Individuals that arrive late interrupt the flow of teaching and learning going on in the classroom. Please be considerate; get to school and class on time. If your child is tardy to school or class three times, he/she may become ineligible for school activities. See infractions above.

Reporting Absences:

When your child is absent please call the school office (586-5510) between 7:45 am and 9:00 am.

Missed Assignments and Absences:

Please help give your child the best education possible whenever practical by making vacation plans and medical appointments at times that cause the least amount of disruption to their school day.

If, however, a child has to be absent, it's the student's responsibility to get and make up all missed work as soon as possible.

Late Work:

Please help your student develop strong study habits by encouraging him/her to get work in on time. If work is consistently late, students may lose points on the assignments. Late work policy is developed by the teacher.

Internet Agreement and Computer Use:

In order to use the internet, students and parents must sign the internet agreement. Internet use is a privilege not a right. Computer use is a privilege. Students show respect for computers and computer equipment by no vandalism.

BELLEVUE SCHOOL DISTRICT SCHOOL BUS REGULATIONS

In the interest of greater safety for all students and property concerned with school transportation, the governing board of Bellevue School, in cooperation with the California Highway Patrol, believes that better informed pupils, instructors, chaperones and parents will help to safeguard the lives of all who ride school buses. The following rules based upon the "Regulations of Pupil Transportation" as set forth by the State Department of Education, the California Highway Patrol and the local school board govern the operation of our school buses. Arrive at the bus stop at least 5 minutes early, be standing in a line, 10 feet from the bus stop, wait until the driver opens the door of the bus before approaching the bus. driver may discharge a pupil at a stop other than his/her regular stop only when authorization from the parent has been received. The driver retains the right to assign seats on the bus at any time. Pupils and/or their parents may be required to pay for or replace any damage done to the bus which cannot be considered ordinary wear and tear.

Level 1 Infractions:

- Not wearing seat belt when available
- Moving while the bus is in motion or without permission from the driver
- Standing on the seat
- Not following the instructions of the driver
- Eating, drinking, or chewing gum in buses or any school vehicle
- Whistling, yelling, or loud talking
- Possession of glass containers (including soda bottles), no perfume, hair spray, deodorant, makeup, or other personal use articles are allowed to be used on the bus
- Use of cell phones, CD players, iPods, etc.

For consequences see above policies. The 1st citation is a warning and parent notification.

Level 2 Infractions:

- Parts of the body, head, or arms extended out the windows
- Interfere with or damage the property of another pupil
- Profane language, destroying articles, shooting rubber bands, scuffling, spitting, or any unnecessary commotion For

consequences see above policies. The second citation is a temporary suspension and transportation agreement.

Level 3 Infractions:

- Profane language, destroying articles, shooting rubber bands, scuffling, spitting, or any unnecessary commotion
- Endangering the safety of others

For consequences see above policies. The third citation is a breach of the agreement and suspension from bus for remainder of year (unless Sp.Ed - other rules apply).

All bus suspensions include transportation for activities.

STUDENTS RIDING BUSES TO AND FROM EXTRA-CURRICULAR ACTIVITIES:

Students participating in athletic events, field trips, etc., away from Bellevue School must return with the same transportation as they took to the event, unless it is cleared by a parent or guardian in writing, through the teacher/coach, prior to the event.

(J) Hate Crime Reporting Procedures and Policies

Hate crimes are not tolerated and Belleview School will enforce such crimes according to the California Education Code.

Safety Plan Review, Evaluation and Amendment Procedures

The Belleview Safe School Plan is reviewed annually by the School Site Council, which serves as the School Safety Committee. The recommended updates are presented to the School Board and approved annually.

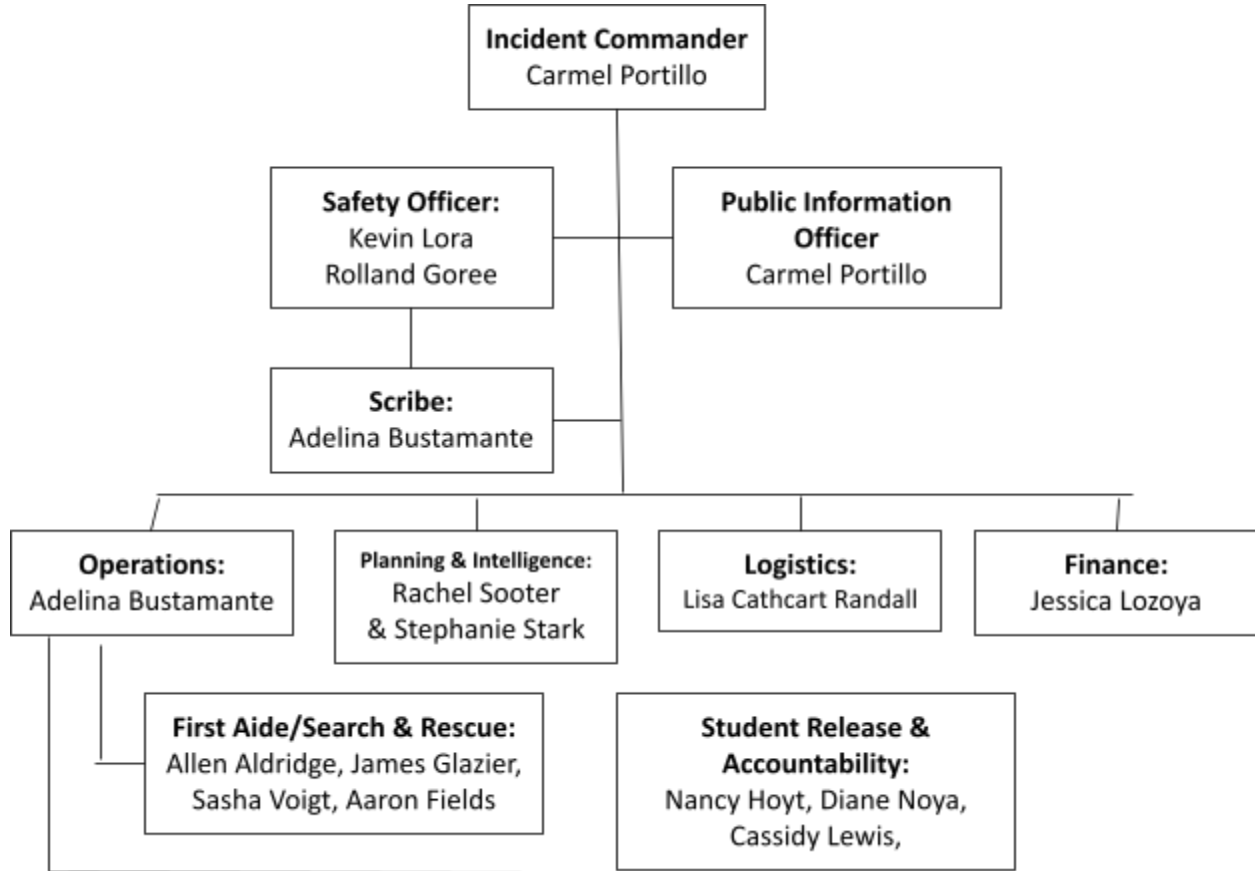
Safety Plan Appendices**Emergency Contact Numbers****Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Emergency Services	Ambulance	911	
	Fire and Rescue	209.943.8680	
	Highway Patrol	209.984-3944	
	Sonora Police	209.532.8143	
	Tuolumne County Sheriff	209.533.5815	
American National Red Cross	American Red Cross	209.532.4112	
Radio Station	KVML - Star 92 - KKBN	209.533.1450	Communications/Media
Other	Modesto Bee	800.776.4233	Communications/Media
Other	Union Democrat	209.532.7151	Communications/Media

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council Meeting - Initial Review of CSSP	12/09/2022	School Site Council Meeting Agenda and Minutes
School Site Council Final Review and Approval of CSSP	01/13/2023	School Site Council Meeting Agenda and Minutes
School Board Meeting - Review of CSSP	02/09/2023	School Board Meeting Agenda and Minutes
School Board Meeting - Approval of SSP	02/09/2023	School Board Meeting Agenda and Minutes

Bellevue Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Please note that if there is an emergency after school hours, but during the after school program, there is an ICS chart attached at the end of this Safety Plan indicating those in charge during ASP.

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 or team 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

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

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school, the following actions will be taken:

DUTIES:

A. Principal

1. The principal will determine which emergency action should be implemented.
2. The principal shall contact appropriate emergency agencies, i.e., fire department, law enforcement, medical emergency, etc.
3. The principal will notify the District Superintendent.
4. The principal will notify the County Superintendent of Schools Office.
5. The principal will notify the insurance carrier.

B. Teacher

1. When necessary, teachers will take immediate action to insure the safety of students if the principal is unable to direct emergency action.
2. Students and staff must be kept at a safe distance from the aircraft; the aircraft may explode.
3. The principal will direct further action as required.

Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion, bear or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include "SHELTER IN PLACE". 2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911" and provide the location of the animal and nature of emergency.
4. If a student is injured, the parent will be notified and proper medical treatment will be administered.
5. If a wild animal is sighted contact:

Nathan Graveline
Wildlife Biologist – Tuolumne/Mariposa Unit
California Department of Fish and Wildlife
Nathan.Graveline@wildlife.ca.gov
PO Box 1748
Jamestown, CA 95327
(209)588-1780

CODE RED: VIOLENT INTRUDER/LOCKDOWN

If a situation occurs in which a weapon wielding individual comes on campus, a shooting, or other extreme act of violence occurs, the school will go on emergency alert and the Lock-down Procedure will be immediately initiated.

Procedure:

1. The Tuolumne County Sheriff's Department and school district Superintendent will be notified immediately. 2. The signal will be an announcement: "Initiate Lock-down Procedure immediately, initiate Lock-Down Procedure immediately." 3. Teachers will perform the following procedures:
 - a. Check the hallways outside your classroom and adjacent to your classroom. Instruct any students/staff to enter your classroom for "lock-down."
 - b. Lock all classroom doors and exit doors.
 - c. Keep students away from windows and doors. Instruct them to remain calm, quiet, and locate them near the ground, out of sight from the intruder looking into the classroom.
 - d. If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
 - e. If you observe an intruder, use the telephone and report the location, description, and direction the intruder is headed. f.

Await further instructions.

4. All buildings will be locked by maintenance/custodial staff as soon as possible.
5. If this type of situation occurs during lunch periods, students will be directed to go to the nearest building or classroom. Instructions may be communicated by:
 - a. The intercom/public announcement system, and/or
 - b. Verbal directions from staff on the grounds.
6. Staff and students remaining outside after the lock-down will report directly to the office if possible - with caution. If the staff or students are unable to reach the office safely, they are to remain hidden until law enforcement can escort them to safety.
7. The EOC (Emergency Operations Center) will be activated in the district office (school office or maintenance shop as secondary location). The school site crisis team will report to the EOC, or a specific location on campus if the situation dictates it.
8. Once the Tuolumne County Sheriff's Department arrives, they will assume control of the situation until the emergency subsides. They will initially be directed to the EOC, or a specific location on campus if the situation dictates it. The school administration will resume control when the school is deemed safe.
9. Staff and students will be given further direction and information with an "ALL CLEAR" signal.

INTRUDER/HOSTAGE

Intruder shall be defined as any non-student or student perceived as a threat to students and staff. The immediate safety of students and staff members will be the primary concern of the school.

Intruder Identification:

A. Staff members:

Any staff member who identifies a non-student on campus without proper identification should notify administration immediately. If the school goes in to lock down, 911 needs to be called.

B. Principal or his designee:

1. Call 911- state as much information as possible.
2. Enact the Lock Down Procedures. "An intruder has been identified on the campus, please follow Lockdown procedures immediately. The intruder is described as"

Lockdown Procedures:

1. Check any hallways outside your classroom and bathrooms adjacent to your classroom. Instruct any students/staff to enter your classroom for "lock-down".
2. Lock all classroom doors and exit doors.
3. Turn the lights off.
4. Keep students away from windows and doors. Instruct them to remain calm, quiet, and locate them near the ground, out of sight from the intruder looking into the classroom.
5. If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
6. If you observe an intruder, use the telephone or email and report location, description, and direction the intruder is headed.
7. Await further instructions.
8. All buildings will be locked by maintenance/custodial staff as soon as possible.
9. Staff and students remaining outside after the lockdown will report directly to the office-with caution.
10. If the lock down is initiated during a break, all students and staff will report to the nearest classroom for lockdown.

C. 911 Response - Law Enforcement

1. Will establish communication with the principal.
2. A SWAT Team will assemble.
3. A hostage negotiator will be on site.
4. A communication system will be set up.
5. A restricted perimeter area will be established for the media:
 - a. ALL public information will come from law enforcement.
 - b. The media will receive information from the restricted area only.
 - c. A relationship will be established with the media early for ground rules.

D. School staff and students will not move into campus areas other than their designated safe area until an "ALL CLEAR" signal is received from the Principal or his or her designee.

Procedure:

For Teachers/Individual facing the person:

1. Stay calm.
2. Begin a dialogue with the person in a quieting manner.
3. Try to keep communication going, without comments of the consequences of person's behavior.
4. Keep students orderly in the classroom or surrounding area.
5. Get help as soon as possible.

Biological or Chemical Release

Warning of a chemical accident is usually received from the fire or sheriffs departments or from Office of Emergency Services when such accidents occurring near the school are a threat to the safety of the school. Such accidents could happen on the school grounds as well. An overturned tanker, a broken fuel line, or an accident in a commercial establishment are all potential hazards. If such an accident occurs, the following procedures will be followed:

DUTIES:

A. Principal

1. The principal shall evaluate the accident and notify appropriate authorities.
2. Determine whether the students and staff should leave the grounds.
3. If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.
4. The principal shall notify the District Superintendent.
5. The principal shall notify the County Superintendent of Schools Office.
6. The principal shall notify the insurance carrier.

B. Teacher

1. Determine the need to implement action:
 - a) LEAVE BUILDING? Take roll call.
 - b) REMAIN IN CLASSROOM? Take roll call. (If remaining in classroom, shut off heater/air conditioner and close all windows.)
2. Take roll call. If any children are missing, notify principal immediately.
3. The principal will direct further action as required. Students and staff must not return to the school until the fire department officials have declared the area to be safe.

Bomb Threat/ Threat Of violence

Telephone Call

1. Person receiving the threat should keep the caller on the line. Delay the caller with such statements as: "I am sorry, I did not understand you. What did you say?"
2. Use the Bomb Threat Call Checklist (page 15) to record the call.
3. Notify the Superintendent and Principal.

Letter

If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found shall be noted. Care shall be taken in handling the message by immediately placing it in the cellophane envelope for fingerprint detection.

WARNING: Do not use walkie talkies as they could spark and trigger detonation of the possible bomb.

DUTIES:

A. Principal

1. Notification of Proper Authorities: Immediately upon receipt of the message, by whatever form, notify by telephone the following:
 - a. Appropriate law enforcement agency
 - b. Appropriate fire department
 - c. District Superintendent
 - d. County Superintendent of Schools Office
 - e. Insurance carrier

2. Conducting the Search

- a. A search should be conducted only by the appropriate agency.
- b. Report, but do not touch, any suspicious objects.
- c. Discovery of suspicious object:
 - ask teachers to keep students in rooms.
 - if necessary, ask teachers to evacuate students using established routes not jeopardized by the threat. • secure building or area to prevent re-entry.
 - water, gas, and fuel lines leading to danger zone should be shut off.

3. Evacuation

Verbal instructions to each class will be required since the evacuation rests with the principal of the school. The fire department or bomb squad shall take over the responsibility if they feel that the situation is dangerous. In any event, THE BUILDING SHOULD BE EVACUATED IMMEDIATELY.

4. Explosion and/or Fire: In case of explosion, and a fire, the usual emergency procedures shall be followed.

B. Secretary

1. If you receive the call, follow the procedures of "telephone call."
2. Contact principal at once.
3. Immediately turn off the clock and bell system.

C. Custodian

1. Provide assistance to principal when necessary.
2. Shut off gas, water, and fuel line, if necessary.

D. Teacher

1. Keep students in room unless asked to evacuate.
2. If asked to evacuate, evacuate students immediately along established fire drill routes; unless routes are too dangerous.
3. Take grade book and student attendance records, if asked to evacuate.
4. Stay with students.

EXPLOSION OR THREAT OF EXPLOSION

A. Principal

1. Notify appropriate law enforcement and fire departments as necessary.
2. Notify Superintendent for any further instruction.
3. Notify County Superintendent of Schools.
4. Notify insurance carrier
5. Students and staff must not return to the school until fire departments and law enforcement officials declare the area safe.

B. Teacher

1. Give immediate "DROP" command in the event of an explosion at the school or within the school building. 2. Sound the school alarm. This will automatically implement action: LEAVE BUILDING (take roll book with you). 3. Move to designated area of safety and maintain control of students.
4. Render first aid if necessary.
5. Take roll call.

6. If it is possible to fight small fires safely, do so.
7. Principal will direct further action as required.
8. Students and staff must not return to the school until law enforcement and fire department officials declare the area safe.

Bus Disaster

In the event of a serious school bus accident, the driver will follow the established procedure that is listed below.

The driver will notify the Director of Transportation. He/she will notify appropriate law enforcement, medical, other emergency agencies, site principal, and the Superintendent.

A command post near the accident scene will be established by the "Incident Commander" to provide the media and parents with information about the accident and students. The bus driver shall be the Incident Commander until law enforcement arrives to assume that responsibility.

Students are taught evacuation procedures annually.

Bus Driver Duties:

1. Secure the bus in a safe manner.
2. Evaluate the scene as to the need for evacuation. If evacuation is necessary, do so in an orderly manner and make sure the students are kept in a group away from the accident scene, seated if possible. Seriously injured students who are unable to evacuate, shall not be moved until appropriate emergency and medical authorities arrive at the accident scene, unless there is a life threatening situation.
3. Contact transportation regarding your location and needs.
4. Administer first aid and calm students.
5. Set reflector flares.
6. Establish a list of students on the bus.
7. The driver must remain calm and not discuss the accident with anyone except authorized personnel.

Transportation Director Duties:

1. Upon receipt of bus driver telephone call/radio message, remind incident commander to establish a command post.
2. Keep radio tuned.
3. Notify the Superintendent, law enforcement and fire protection agencies.
4. Notify the County Superintendent of Schools Office.
5. Notify the insurance carrier

Disorderly Conduct

The Superintendent/Principal or Administrator Designee will be notified immediately upon any disorderly conduct witnessed on campus and take appropriate action, which may include notification of authorities.

Earthquake

Signals

The earthquake itself is a real emergency.

Voice of the teacher for drills: the word "DROP" is sufficient.

ALL CLEAR: 15 seconds of continuous ringing of bell or teacher command.

Evacuation of buildings (if necessary) - Use fire drill procedures.

DUTIES:

A. Principal

1. Notification of proper Authorities - Immediately following the earthquake, notify the following:
 - a. District Superintendent
 - b. County of Superintendent Schools Office
 - c. Appropriate emergency services as needed
 - d. Insurance carrier
2. Oversee conservation and distribution of water.
3. Determine location of First Aid Center.
4. Notify parents/guardians of any serious injuries.
5. Post traffic control to keep parking lot free for emergency vehicles.

B. Teacher

1. Children should be quiet and calm and ready to listen to directions.
2. Each person should assume the "DUCK, COVER, AND HOLD" position (head tucked, with face covered by arms and hands) under their desks, with backs to the windows. This will protect head and eyes against falling timbers and flying glass as much as possible. Hold this position until "ALL CLEAR" signal is given.
3. If children are on the playground, they should go to the area assigned for fire drill if possible, otherwise lie flat on the ground.

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4. If the children are on their way to school when an earthquake occurs, they should move away from all buildings and tall objects and stop until the quake is over. Students should then proceed to school for further instructions.

C. Custodian

1. Gas and electricity should be turned off to prevent fires.
2. Assist in any fire-fighting or recovery activities.
3. Help set up emergency sanitation facilities, if needed.

D. Secretary

1. Under direction of principal, provide for preservation of essential school records.
2. Monitor radio emergency broadcasts.
3. Funnel volunteers to locations where needed.

Explosion or Risk Of Explosion

The Superintendent/Principal or Administrator Designee will be notified immediately upon any threat or risk of explosion on campus, evacuate students and staff as necessary, and notify appropriate authorities (see emergency contact numbers).

Fire in Surrounding Area

The Superintendent/Principal or Administrator Designee will assess the risk of fire in surrounding area, including air quality. In the event of danger to student and staff welfare, students may be evacuated, school closed, and authorities notified.

Fire on School Grounds

FIRE DRILLS WILL BE CONDUCTED ON EACH CAMPUS AT LEAST ONCE MONTHLY. THE PRINCIPAL WILL HAVE THE RESPONSIBILITY INITIATING THE DRILL.

Purpose

To train students and staff to leave the building in an orderly fashion, safely and quickly in case of an emergency.

To teach self-control in time of present and future emergencies.

Signals

Fire alarm systems will signal the beginning of a drill. The drill will consist of continuous ringing of the alarm.

At the completion of the drill, the alarm will be manually stopped for a period of silence.

“All Clear” will be 15 seconds of continuous bell ringing or repeated whistle blowing and verbal confirmation that the drill is completed.

DUTIES:

A. Principal

1. Notification of proper authorities immediately upon discovery of the fire, notify the following:
 - appropriate fire department (911)
 - District Superintendent
 - County Superintendent of Schools Office
 - Emergency medical assistance (if needed)
 - Appropriate law enforcement (if needed)
 - Insurance carrier
2. Post traffic control at school parking lot so that lot is accessible for emergency traffic.
3. Set up first aid station(s), if needed, and direct all medical supplies.
4. Notify parents/guardians in case of serious injuries.

B. Teacher

1. Clear room of all persons. Take roll book with you!
2. Close all windows and doors, if possible. turn off lights.
3. Lead the class to their designated safety area used for fire drills as quickly as possible.
4. Maintain order.

C. Custodian

1. Check to see that all windows and doors are closed, and lights are turned out in each classroom.
2. Know locations of fire extinguishers and alarm boxes on campus (see campus maps).
3. Report to principal or designee for further instructions.

Flooding

The Superintendent/Principal or Administrator Designee will assess the risk of flooding in surrounding area, and on campus. In the event of danger to student and staff welfare, students may be evacuated, school closed, and authorities notified.

Loss or Failure Of Utilities

In the event of a failure of utilities, the Superintendent/Principal or Administrative Designee will assess the situation. If the environment is not conducive to student learning, students may be sent home and school closed until utilities are restored. Appropriate utility companies and/or emergency agencies shall be notified.

- **Power Shut-Off:** In the event of a power outage, the school may need to close if one or more of the following are inoperable: no access to wifi, surveillance, phones, heating, or refrigeration.
- **Water Main Break/Shut-Off:** In the event of a water outage, the school will communicate with Tuolumne Utilities District (TUD) to determine the time frame that water will become unavailable at school. The school will proceed with a closure within a 30-60 minute time frame of being notified. Only in unique situations or emergencies, bottled water or portable toilets may be provided for extended periods of shut-off.

INCLEMENT WEATHER/ SNOW PROCEDURE

1. Superintendent/Principal makes a determination in early morning (approximately 1-2 hours before school starts) as to whether it will be a delay by one-hour, two-hour or complete cancellation of school due to inclement weather and dangerous road conditions. The decision is made based on the following:
 - Weather report (Weather Underground)
 - Bus Driver's Input (text early morning)
 - Superintendents' communication (via group text)
2. Once the determination is made the following communication is made:
 - Text goes out to all staff members in a group text message
 - An auto-dialer and email communication is sent to all families and staff members
 - The radio station is called (see attached instructions)
 - Families have been directed to listen and watch for the auto-message and/or to check mymotherlode.com for updates.
3. Staff is not expected to travel to school on this day, because of unsafe road conditions. Bellevue does not have a bargaining agreement.
4. If school is completely cancelled, a "snow day" is made available on the school calendar to make up the missed day (see calendar attached). If it is a one or two-hour late start, the schedule is adjusted (see schedule attached).
5. The Parent Handbook contains the following information:

Snow Days

Adverse winter weather conditions can change the starting time of school and occasionally the ending time of school. Safety is our first priority, so bus routes can alter as a result of icy, unsafe roads. The following radio stations are alerted with any changes to the daily schedule: KVML 1450AM, STAR 92.7, and KKBN 93.5. You may also check online at www.mymotherlode.com.

Motor Vehicle Crash

In the event of a motor vehicle crash, the Superintendent/Principal or Administrative Designee will assess the situation. The learning environment may need to be adjusted depending on the severity of the crash and disruption to school activities. Appropriate emergency agencies shall be notified and first aid applied as needed.

Pandemic

The State of California closed schools due to the COVID-19 Pandemic on March 17, 2020. School remained closed for the remainder of the 2019-2020 school year. School reopened on a Distance Learning Model on August 19, 2020. School opened for in-person learning on October 12, 2020 and has remained open to the date of this writing. Bellevue has the capability of going back to a Distance Learning model if necessary, The criteria for closing school is determined by reaching the threshold of 5% positive cases (both staff & students) within a 14-day period. If Bellevue reaches this threshold, school will close and students will go back to a virtual learning model. Details on the safety practices and protocols are listed in the attached Safe School Reopening Plan found on the school's website or on this link: <http://mybellevue.org/wp-content/uploads/2020/08/Bellevue-School-Plan-for-Safe-Reopening-2020.pdf>. More details can also be found in the school's Learning Continuity & Attendance Plan found on the school's website or on this link: http://mybellevue.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Bellevue_Elementary_School_20201027-FINAL.pdf. These plans were reviewed by the Public Health Department, approved by the School Board and submitted to the CDE.

Psychological Trauma

Any psychological trauma shall be reported to the Superintendent/Principal or Administrative Designee. Upon which the situation will be assessed, the persons involved interviewed, and the County Crisis Team notified for support. Counseling services are available and contact information is located in Superintendent's office. In the event of emergency, appropriate authorities shall be notified by calling 911.

Suspected Contamination of Food or Water

Shut off all sources of possible contamination and notify the Public Health Agency. Notify any persons who may have come in to contact with the contamination.

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Unlawful Demonstration or Walkout

In the event of a civil disturbance, the principal will immediately notify the District Superintendent, County Superintendent of Schools Office, law enforcement agencies, and the insurance carrier.

DUTIES:

A. Principal

1. Address the group, informing participants of possible consequences of their actions.
 - a. Individuals who violate school policy by encouraging illegal demonstrations by fellow students may be immediately suspended.
 - b. Individuals who refuse to comply with school and civil regulations will be removed from the school premises by the police, if necessary.
 - c. Participants in illegal demonstrations will be given 10 minutes to cease such activity and remove themselves from the area; those remaining at the end of 10 minutes may be subject to suspension from school.
 - d. Leaders of illegal demonstrations, either active in addressing the group or restraining the voluntary actions of any individual who wishes to return to class, should be addressed by name and told should he/she persist in their actions, they may be immediately suspended from school.
 - e. Students who are on the fringes of the demonstration (onlookers) who do not honor the 10-minute dispersal request may be suspended from school and removed from the school property.
 - f. School personnel will not enter the group or take any action that will provoke violence.
 - g. Faculty members will escort students to their proper locations in the building, if necessary, to avoid disturbances in other areas of the building or to prevent such students from returning to the building.
 - h. The principal will determine which doors will be locked to contain the disturbance. Exits will be designated and a staff member stationed at such exits.

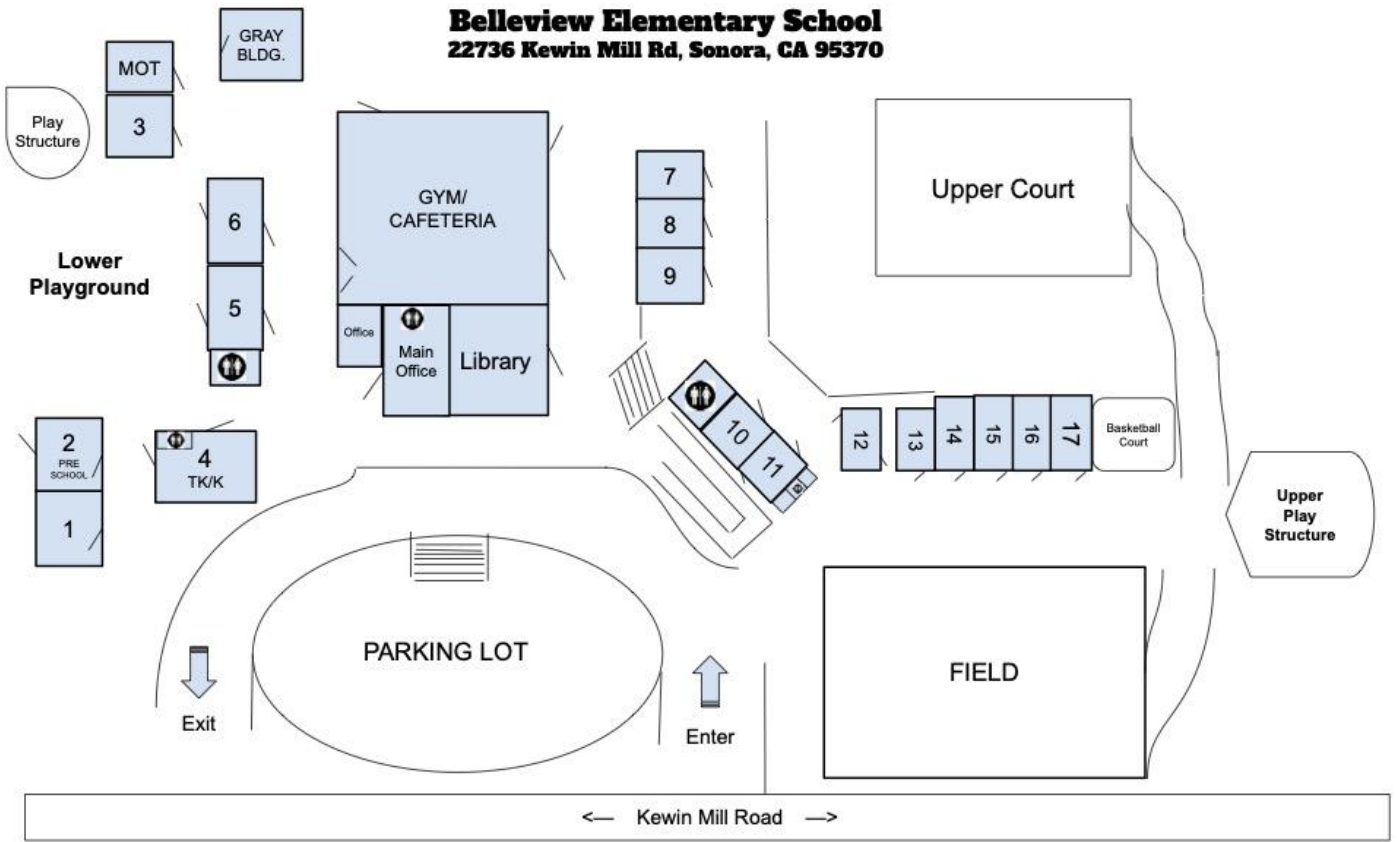
B. Maintenance/Custodial

1. The Maintenance Director or Custodial Staff will lock all but one boy's and one girl's restroom. Those two restrooms will remain under supervision of the custodians.
2. The Maintenance Director will turn off the bell system to prevent students from automatically leaving one classroom to go to another.

C. Teacher

1. Under the direction of the principal, the faculty members will surround the participating students, if possible, to prevent others from joining in the disturbance and to confine the disturbance to one area.
2. Teachers will keep students in their classrooms until notified that the disturbance has been controlled.
3. Teachers who have free periods will report to the principal's office for assignment of specific duties.

Campus Map for Evacuation Reference





Bellevue Elementary School

Safety Plan Signature Page 2022-2023

The undersigned certify that the requirements for the Comprehensive School Safety Plan have been met.

Fire Department Representative: _____

Date: _____

Law Enforcement Representative: _____

Date: _____

County Superintendent: DocuSigned by: Carmel Portillo

Date: 2/27/2023

Board President: DocuSigned by: [Signature]
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Date: 2/27/2023