

**California Comprehensive
School Safety Plan
Implementation Plan
For South Sutter
Charter School**

Prepared on March 1, 2019

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**California Comprehensive School Safety Plan (CSSP)
Draft Implementation Plan
South Sutter Charter School**

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PART 1: California Charter School Comprehensive School Safety Plan Program Overview

What is the California Charter School Safety Plan Compliance Requirement?

Source: http://leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill_id=201720180AB1747

According to the staff analysis:

Need for the Bill:

According to the author, “The California Constitution guarantees California children the right to attend public schools which are safe, secure and peaceful. The educational institutions of California, such as the CDE, public school districts, county offices of education, and the schools themselves are responsible for creating safe and secure learning environments.

According to a 2017 audit report conducted by the California State Auditor (CSA), schools face challenges in preparing and responding to incidents of school violence, including active shootings. Results from a statewide survey of districts and county offices conducted as part of the audit suggested that the frequency of active shooter threats and incidents in and around California schools is increasing.

“Comprehensive school safety plans are a collection of procedures for schools to utilize in the event of an emergency, and a policy guideline that promotes a safe learning space. Although the Department of Homeland Security and federal and state agencies recommend having procedures for responding to active shooter incidents, state law does not require that California schools include these procedures in their safety plans. Consequently, the CSA’s audit revealed that many districts and county offices do not independently require their schools to include these safety procedures, which results in schools being inadequately prepared to respond to violent incidents.”

Existing law specifies that school districts and county offices of education are responsible for the overall development of school safety plans. Each school is required to develop a school safety plan that includes procedures, and policies to ensure student and staff safety at a school site. The components of the plan range from procedures for safe ingress and egress of pupils, parents and school employees; to disaster and emergency procedures such as those during and after earthquakes; to behavioral policies such as discrimination and harassment policies.

State law does not currently require charter schools to have safety plans, but charter petitions must include procedures the school will follow to ensure the safety of pupils and staff. This bill requires charter schools to develop a school safety plan, including procedures for conducting tactical responses to criminal incidents; requires comprehensive school safety plans to include procedures

for conducting tactical responses to criminal incidents; increases the California Department of Education's (CDE's) responsibilities relating to school safety plans; and requires schoolsite councils to also consult with the fire department and other first responder entities in the writing and development of the comprehensive school safety plan.

Specifically, this bill:

- 1) Adds classified employees to the language stating that is the intent of the Legislature that comprehensive school safety plans be developed in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence.
- 2) States that it is the intent of the Legislature that all school staff be trained on the comprehensive school safety plan.
- 3) Requires the schoolsite council to also consult with a representative from a fire department and other first responder entities in the writing and development of the comprehensive school safety plan.
- 4) Requires the comprehensive school safety plan and any updates to the plan shall be shared with the law enforcement agency, the fire department, and the other first responder entities.
- 5) Requires the comprehensive school safety plan to include procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions.
- 6) Requires the procedures to prepare for active shooters or other armed assailants to be based on the specific needs and context of each school and community.
- 7) Requires the CDE to:
 - a) Provide general direction to school districts, county offices of education, and charter schools on what to include in the school building disaster plan.
 - b) Maintain and conspicuously post on its Internet Web site a compliance checklist for developing a comprehensive school safety plan, and shall update the checklist when necessary.
 - c) Develop and post on its Internet Web site best practices for reviewing and approving school safety plans.
- 8) Requires charter schools to develop a school safety plan, based on many of the components of a comprehensive school safety plan, and procedures for conducting tactical responses to criminal incidents.

This Comprehensive Safety Plan has been developed in accordance with the intent of AB 1747 (Rodriguez), passed by the California State Legislature and signed into law in 2017-18, and in full compliance with the corresponding language required in AB 1747 as referenced in California Education Code Sections 47605.(b) (5) (F), 44237, and 32282.

PART 2: What charter schools are required to include in their school safety plan

AB1747 specifically states the following:

The Charter Schools Act of 1992 provides for the establishment and operation of charter schools, including countywide charter schools, and requires a petition for the establishment of a charter school to contain comprehensive descriptions of various matters and procedures, including procedures that the charter school will follow to ensure the health and safety of pupils and staff.

This bill would require these procedures to also require the development of a school safety plan, as provided, and that the school safety plan be reviewed and updated by March 1 of every year by the charter school. To the extent the bill would impose additional duties on county boards of education, the bill would impose a state-mandated local program.

Specifically, the following sections of charter school law were amended as follows:

(Amended language is italicized in blue)

SEC. 5. (Establishment of a charter school within a school district)

Section 47605 of the Education Code is amended to read:

(6) Commencing January 1, 2003, a petition to establish a charter school **may shall** not be approved to serve pupils in a grade level that is not served by the school district of the governing board considering the petition, unless the petition proposes to serve pupils in all of the grade levels served by that school district.

(F) The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall **include the requirement that each employee of the charter school furnish the charter school with a criminal record summary as described in Section 44237. require all of the following:**

(i) That each employee of the charter school furnish the charter school with a criminal record summary as described in Section 44237.

(ii) The development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (H), inclusive, of paragraph (2) of subdivision (a) of Section 32282 and procedures for conducting tactical responses to criminal incidents.

(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.

SEC. 6. (Establishment of a charter school with a County Board of Education)

Section 47605.6 of the Education Code is amended to read:

(G) The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall **include the requirement that each employee of the charter school**

furnish the charter school with a criminal record summary as described in Section 44237. *require all of the following:*

(i) That each employee of the charter school furnish the charter school with a criminal record summary as described in Section 44237.

(ii) The development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (H), inclusive, of paragraph (2) of subdivision (a) of Section 32282 and procedures for conducting tactical responses to criminal incidents.

(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.

(I) The manner in which annual, **independent**, *independent* financial audits shall be conducted, in accordance with regulations established by the state board, and the manner in which audit exceptions and deficiencies shall be resolved.

(O) The rights of an employee of the county office of education, upon leaving the employment of the county office of education, to be employed by the charter school, and any rights of return to the county office of education that an employee may have upon leaving the **employ employment** of the charter school.

(iv) In accordance with Section 49011, preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued **enrollment enrollment**.

(k) If a county board of education denies a petition, the petitioner **may shall** not elect to submit the petition for the establishment of the charter school to the state board.

SEC. 7.

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Summary

In accordance with the amended language cited above, a Charter School Comprehensive School Safety Plan must therefore comply specifically with education code sections 44237, and subparagraphs (A) to (H), inclusive, of paragraph (2) of subdivision (a) of Section 32282. In addition, the plan must include procedures for conducting tactical responses to criminal incidents.

PART 3: Charter School Employee Criminal Record Summary Policy (EC 47605.6.F.i; EC 44237)

The original content for this policy is in our employee handbook.

South Sutter Charter School recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. South Sutter Charter School will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that “each employee of the school furnish the school with a criminal record summary”.

All employees must have Live Scan fingerprint results on file with South Sutter Charter School. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to South Sutter Charter School prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve care of students, handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any and all information obtained by South Sutter Charter School may be taken into consideration in evaluating one’s suitability for employment, promotion, reassignment, or retention as an Employee.

South Sutter Charter School shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

South Sutter Charter School may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers, students or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, South Sutter Charter School will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with South Sutter Charter School’s lawful efforts to obtain relevant information, and may be disciplined up to and including suspension without pay and/or termination for failure to do so.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with South Sutter Charter School.

PART 4: Charter School Safety Procedures—Child Abuse Reporting [EC 47605(6)(F)(ii); EC 32282.(2)(A)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

The original content for this policy is in our employee handbook

What Does the Child Abuse and Neglect Reporting Law Require?

The Child Abuse Law (Pen. Code § 11166) requires: ... any child care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer or humane society officer who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse, shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and send a written report thereof within 36 hours of receiving the information concerning the incident... For the purpose of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. Child care custodian includes a teacher, an instructional aide, a teacher's aide or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education...(Pen. Code, § 11166.5, subd. (a).)

What are the educator's responsibilities?

By law, a mandated reporter must make a verbal report to the 24-Hour Child Abuse Hotline and is then required to complete a Suspected Child Abuse Form SS8572 (SCAR) within 36 hours. If you have not yet called the 24-Hour Child Abuse Hotline, please do so before attempting to complete the Suspected Child Abuse Report Form. For more information see link DHSS website. [Suspected Child Abuse Report Form. Directions on filling out the form can be accessed here.](#)

Mandated Reporter training is required annually. See the [state required annual mandated reporter training](#). South Sutter Charter school employees are responsible for keeping a copy of the certificate of completion in their files and making note on their professional development plan so that their supervisors may verify completion.

South Sutter Charter School teachers, nurses, counselors principals, supervisors of child welfare and attendance, and other designated school personnel who are mandated to report known or suspected child abuse cases, play a critical role in the early detection of child abuse and neglect. Symptoms or signs of abuse and neglect are often first seen by school personnel. Because immediate investigation by child protective agencies may save a child from repeated abuse, school personnel should not hesitate to report suspicious injuries or behavior. Their duty is to report, not investigate. California Penal Code states that a mandated reporter who fails to make a report of known or suspected child abuse may lose their credential. Under California State law, educators are mandated to report suspected child abuse. Knowledge or reasonable suspicion of child abuse is not privileged information and must be reported.

The mandated reporter must give his or her name when reporting known or suspected child abuse to a child protective agency. The reporter's name is confidential, however, and it may be disclosed only in certain very limited situations, as provided by law. The following information is also required when making the telephone report of suspected child abuse to the child protective agency: name of child, name of family, address, ethnicity and language, other siblings, school location, what is being reported, present circumstances or nature and extent of injury, location of the child, others in the home and mandated reporter's name.

Upon completion of the investigation or after there has been a final disposition in the matter, the investigating agency shall inform the person required to report on the results of the investigation and of any action the agency is taking with regard to the child or family. In cases of an immediate emergency always call 911 for law enforcement intervention. Where the situation is not an emergency needing the police, reports should be made to CPS.

PART 5: Charter School Safety Procedures—Routine and Emergency Disaster Procedures [EC 47605(6)(F)(ii); EC 32282.(2)(B)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

Safety Rules

Each South Sutter Charter School employee is expected to follow all safety rules, safe operating procedures and practices designed to promote a safe and healthful workplace.

- Employees shall not engage in horseplay, running, fighting or any activity that may result in injury.
- No employee shall report to work while under the influence of drugs or intoxicating substances.

- All unsafe conditions must be reported to a supervisor immediately.
- Never operate any office machine with which you are unfamiliar or have not been trained.
- Never block or obstruct exits.
- Always observe proper lifting techniques and ask for help if required.
- Do not perform any task you feel is unsafe. Inform a supervisor and request help.
- Always observe proper posture and ergonomic guidelines when typing.
- Immediately report any work-related injuries to your supervisor and the Director.

First Aid Kit & Fire Extinguishers

First Aid kits are available at the administrative office and at each site where students and staff are required to gather, i.e. testing sites. The first aid kit contains medical supplies needed in case of minor accidents. Please report to your supervisor if the kit needs more supplies.

Fire extinguishers are accessible at the administrative office. Please report to your supervisor if you need a new fire extinguisher or need to charge your existing one. Fire extinguishers are inspected annually by an outside company that provides this service.

Driving a Vehicle as Part of One's Job

Some positions require that an employee drives to or between various sites, including students' homes during working hours. All drivers must, at all times, have a valid California driver's license and possess at least the minimum of automobile insurance as required by South Sutter Charter School. If, at any time, an employee's license or insurance is terminated, revoked, cancelled or suspended, s/he must notify the school immediately and refrain from driving a motor vehicle until his or her license and/or insurance is reinstated.

Unless approval has been granted by Administration no employee shall transport a student or student's parent during working hours.

All drivers are expected to follow California's laws while driving on school business, including obeying speed limits and observing rules of the road. Moving violations, parking tickets, and accidents are an employee's responsibility and South Sutter Charter School will not reimburse for fines, tickets, or traffic school that are imposed as consequences of driving behaviors.

EARTHQUAKES AND FIRE SAFETY

Earthquake Procedure

In a major quake, you may experience gentle shaking at first and then more violent shaking within a few seconds. You may find it difficult to maintain your balance or it may even knock you off your feet. Or, you may be shaken by a sudden and violent jolt. It may be difficult or impossible to move from one room to the next. Within seconds, you'll feel the shaking stop.

Don't Panic:

- Remain calm and reassure students or staff.
- Act decisively; your action will set the tone for others around you.

If you are indoors when shaking starts:

- “DROP, COVER AND HOLD ON.” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms or stand in a doorway and direct students to do the same.
- Stay away from windows, bookcases, cabinets, outside walls and other heavy objects until the shaking stops.
- Do not try to run out of the structure during strong shaking.
- Stay away from buildings. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.
- Protect your head and eyes from falling debris.
- Stay in the building.
- Don't be surprised if the electricity goes out or the fire alarms sound.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings and trees.

The Shaking Has Stopped. Now What?

Immediately after the quake, the greatest danger is from falling objects, followed by fire.

- Make sure you are safe and not injured.
 - Remain calm.
 - Check those around you, looking for those trapped or injured; administer first aid. Do not move seriously injured persons unless they are in immediate danger.
 - Check around you for dangerous conditions, such as fires or possible fire hazards, downed power lines and structure damage.
 - If you have fire extinguishers and are trained to use them, put out small fires immediately.
 - If you suspect danger, evacuate.
 - Don't use the elevator. Use the stairs.
- If at a testing site, calmly walk students to the evacuation meeting site, bringing student list.
 - Take attendance to verify ALL students who were with you are accounted for in the line.
 - Wait for instructions.
 - Turn on battery powered radios or a car radio.
 - Check the building for damage.
 - Assemble emergency supplies, water, food, and first aid supplies.

- Telephone for emergencies only.
- Be prepared for aftershocks; they are usually not as strong as the initial earthquakes.
- Cooperate with public safety officials.
- If faculty and students are released back to the building, return and verify attendance once more (if students are present).

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

Prepare Now Before the Shaking Starts

- Become familiar with evacuation routes.
- Discuss plans and know what to do.
- Check areas for earthquake hazards and recommend measures to correct them.
- Brace or anchor high shelves, cabinets, or other things that could fall.
- Be trained in CPR and first aid.
- Plan alternate routes of evacuation.
- Plan for disabled employees and/or students.
- You may not be able to leave the premises for 72 hours, so keep a battery-powered radio, extra batteries, flashlights, sturdy shoes, and first aid supplies on hand.

Fire Emergency Procedure

In case of fire, the individual who discovers the fire shall assume these responsibilities:

- Call the Fire Department by dialing 911 and pulling the nearest fire alarm switch.
- If police or paramedics are needed, tell the 911 operator.
- If there isn't an alarm, be sure to tell everyone in the office.
- Clear employees and students from the immediate area.
- Attempt to put out the fire with an extinguisher if possible, but do not jeopardize your safety.
- Close, but do not lock all doors leading to the fire areas to contain the fire.
- Have employees and students exit the building; check restrooms etc.
- Assist disabled or injured employees and students while exiting.

Employees shall follow these safety guidelines:

- Do not panic; listen for instructions.
- Exit quietly and quickly.

- Touch doors before opening. Do not open hot doors. Do not break windows. If you cannot exit an area, stuff a jacket or coat under the door and cover air vents to prevent the entry of smoke. **STAY LOW TO THE FLOOR.**
- Do not assist fire-fighting personnel unless asked to do so.
- Do not attempt to salvage items or retrieve purses, coats, or other personal belongings.

Evacuation plans shall be posted in conspicuous locations throughout each building.

GUIDELINES FOR PEOPLE WITH DISABILITIES IN EMERGENCIES

Evacuation of people with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that staff are familiar with the needs of people with disabilities. Whenever possible, people with disabilities will be positioned near a doorway for an easier exit.

The following guidelines are important to follow:

- Establish a buddy system. People with disabilities should prepare for an emergency ahead of time by instructing a co-worker or supervisor on how to assist in the event of any emergency.
- If assistance is not immediately available, disabled people should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. She/he should continue to call for help until rescued.
- Individuals, who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school materials in the room to avoid wasting time.
 - Wait for rescue and remain calm.
 - DO NOT re-enter a building until permitted by emergency personnel.

If you suspect a fire is behind a door; cover your hand to provide protection, first and then test the door by touching it. If it is hot then do NOT use the door as an exit. Try to find an alternate route for an exit. A cautionary note on elevators: Do NOT use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

Evacuation Policy for People with Disabilities

School personnel shall familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

In All Emergencies, After an Evacuation has Been Ordered:

- Evacuation of people with disabilities will be given high priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.

- Attempt a rescue evacuation ONLY if you have had rescue training.
- Check on people with special needs during an evacuation, determine if they have established a “buddy system,” and ensure their safe evacuation.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If the situation is life threatening, call 911.
- Do NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

POWER OUTAGES

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, the office staff will notify the building owner. Power cuts can occur due to rolling blackouts, extreme weather conditions, or can accompany other disasters such as earthquakes. If there is no power at a South Sutter Charter School building, turn off and unplug appliances and computers. Leave one light on to indicate when power has been restored.

LOCKDOWN/SHELTER IN PLACE

Active Shooter

In the event of an active shooter or gunman on or near South Sutter Charter School premises, move to a safe room inside the building. Call 911. Lockdown and barricade inside until Police informs you it is now safe to exit this location. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you are near an area where a shooting or shooter is identified, take whatever actions necessary to protect yourself. Situational Awareness is key; if the shooter is in your area, get away from it. Use any means necessary to get out or away from the incident. If you are not hearing gun fire or seeing an assailant, lockdown and shelter in place immediately.

- Lockdown/Shelter in Place – Move quickly to the identified safe room or a room that is easily lockable. Stay in that location until Police inform you that it is safe to exit your location.
- Lock all entrances to your location.
- Barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Silence cell phones.
- Stay low to the ground and hide until the situation has ended.
- Work in groups and develop a plan in case the shooter is able to make it into your area.

One of the instructions you may be given in an emergency is to shelter-in-place. This means you should stay indoors until authorities tell you it is safe or you are told to evacuate.

In case of a biological event:

- Select a small, interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for further instructions or updates.
- If you are in your car, close windows and turn off vents and air conditioning.

TERRORIST ATTACKS

Terrorism may involve devastating acts using weapons of mass destruction. These weapons range from chemical agents, biological hazards, a radiological or nuclear device, and other explosives. The primary objective of a terrorist is to create widespread fear. If there is a terrorist Attack:

- Stay calm.
- Be vigilant. Look out for secondary hazards such as falling debris or additional attacks.
- Follow the instructions of emergency service personnel.

If you receive a Bomb Threat:

- Ask the caller the following questions:
 1. When is the bomb going to explode?
 2. Where is the bomb right now?
 3. What kind of bomb is it?
 4. What does the bomb look like?
 5. Why did you place the bomb?
 6. Where are you calling from?
- Record the exact time and length of the call.
- Write down the exact words of the caller.
- Listen carefully to the caller's voice and background noise.
- After you hang up, call 911 immediately from a hard-wired telephone – do not use cell phones to report a bomb threat.
- The decision to evacuate the location should be made by the senior most staff at the location
- The decision to search the building will be made by local law enforcement

TSUNAMI PROCEDURES

A local earthquake may generate tsunami waves that can reach shore in minutes. immediately evacuate by walking to higher ground if:

- Officials issue a tsunami warning and order evacuations.
- You hear the Outdoor Warning System.

- The earth shakes so much that you can't stand.
- Shaking lasts longer than 20 seconds; and/or
- You notice water receding from the shoreline.

Storm & Flooding Procedures

Winter rains can cause floods, landslides, uprooted trees, and downed or broken utility lines in almost any neighborhood. During the Storm:

- If water has entered the premises, do not walk through it – it may contain hazardous materials.
- If you are asked to leave your property, disconnect all electrical appliances.
- Avoid downed power lines and broken gas lines.

PROCEDURE FOR DOCUMENTING AND REPORTING INJURIES

In the event of an accident or injury, the employee will send an email to their supervisor documenting what happened and resulting actions.

PART 6: Charter School Safety Procedures—Suspension/Expulsion Policies and Procedures [EC 47605(6)(F)(ii); EC 32282.(2)(C)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

The original content for this policy is in the school policy section of our website.

This Pupil Suspension and Expulsion Policy has been established to promote learning and protect the safety and wellbeing of all students in an South Sutter Charter School. Although many of the students of the school will work from home, this policy is written broadly to apply as needed to students at school-sponsored activities or at school facilities.

A student identified as an individual with disabilities or for whom the school has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The school's Special Education Director shall be consulted in all cases of potential suspension or expulsion relating to Special Education students to ensure compliance with all applicable statutes.

Enumerated Offenses

Students may be suspended or expelled from South Sutter Charter School for any act specified in Education Code 48900, non-compliance with the terms of the written student agreement, or any material violation of any of the conditions, standards or procedures set forth in the charter, the school handbook, the student agreement, or the school's policies and procedures. Education Code 48915 lists the non-discretionary and discretionary offenses for suspension and expulsion that South Sutter Charter School will follow.

Suspension/Expulsion Procedures

Based on information regarding student behavior or performance as specified above, at South Sutter Charter School will send a suspension or expulsion notice to the student's parent(s) or guardian(s). The notice will include an explanation of the charges against the student and the student's basic rights. For suspensions of fewer than ten (10) days, if the pupil denies the charges, the school will provide an explanation of the evidence that supports the charges and an opportunity for the pupil to present his or her side of the story.

For suspensions of ten (10) days or more, or an expulsion, the parent(s) or guardian(s) of a student may request a hearing where the parent and the student shall be given an opportunity to participate and present facts relevant to the issues set forth in the notice.

At the hearing, the student will be provided a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and the student will have the right to bring legal counsel or an advocate. In the event of any such request, an assigned school administrator shall appoint a Hearing Committee composed of no more than five (5) members consisting of one ES, one Advisor, two (2) members of the Governing Board/Parent Council, and the Board/Council President or designee (a neutral officer), which shall conduct a hearing regarding the notice. After the hearing, the Hearing Committee shall send its decision to the assigned school administrator. An expelled student shall have no right to appeal and the Hearing Committees decision is final.

In the event of a student's expulsion, South Sutter Charter School will notify the Superintendent of the school district of the student's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil. Expelled students who are subject to compulsory full-timed education pursuant to Education Code 48200 have a duty to attend the school district in which the parent or guardian resides.

No student shall be involuntarily removed by the school for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) school days before the effective date of the action. The written notice shall inform him or her of the right to initiate the procedures specified above for suspension/expulsion before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified above, the student shall remain enrolled and shall not be removed until the school issues a final decision.

Policy Adopted: March 7, 2018

PART 7: Charter School Safety Procedures—Procedures to Notify Teachers of Dangerous Pupils [EC 47605(6)(F)(ii); EC 32282.(2)(D)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

The original content for this policy is in the ES Manual.

At times, dangerous students may be part of the South Sutter Charter School student body. Dangerous students are defined per Education Codes 48900. When a student that has a history of displaying dangerous behavior or is developing patterns of dangerous behavior, the staff member who becomes aware of the student shall notify the school administration. South Sutter Charter School administration shall then notify all staff that may have contact with the student of the history of the student, dangers posed by the student, and discuss appropriate response strategies. If a student that has not had a history of dangerous behavior acts in a dangerous manner toward anyone in the school community, the matter shall be investigated by school staff, as time permits. If the behavior is determined by South Sutter Charter School staff to need intervention by law enforcement, law enforcement shall be contacted by the school in an expeditious manner. If appropriate, an expulsion hearing may be conducted.

PART 8: Charter School Safety Procedures—Discrimination and Harassment Policy [EC 47605(6)(F)(ii); EC 32282.(2)(E)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

The original content for this policy is in the school policy section of our website.

Bullying Policy

South Sutter Charter School is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and are free from harassment, intimidation or bullying. Bullying and harassment of students by students, school employees, volunteers and visitors will not be tolerated at South Sutter Charter School. South Sutter Charter School will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff or any other persons within the school's jurisdiction whether directed at an individual or group. South Sutter Charter School prohibits harassment, bullying, hazing, or any other victimization based on but not limited to any of the following actual or perceived traits or characteristics: age, color, creed, actual or perceived national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, immigration status, or familial status.

South Sutter Charter School expects students and/or staff to immediately report incidents to an administrator. A staff member who witnesses such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying or harassment shall be promptly investigated. This policy applies to students at the school office, learning center, testing sites, and during a school-sponsored activity. South Sutter Charter School and its students, parent/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, South Sutter Charter School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur. These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

Parent-teachers should discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an administrator.
- Students can rely on staff to promptly investigate each instance of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the Parent/Student Handbook and/or information packet, as part of new school orientation, and as part of the school system's notification to parents.
- South Sutter Charter School will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a student in any of grades 4 to 12, inclusive for conduct that amounts to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

Reporting Violations of this Policy

An administrator at South Sutter Charter School shall be responsible for receiving complaints alleging violations of this policy. All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Parent Council requires that staff follow school procedures for reporting alleged acts of bullying and take all necessary action to protect the victim of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report, in writing, any act that may be a violation of this policy. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected. Students and staff are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any students' who feel she/he is a victim of such behavior should immediately contact a teacher, counselor, administrator, or staff person. If the student who was bullied believes the situation has not been remedied, he/she may file a complaint in accordance with South Sutter Charter School procedures. Students are to be informed annually of the process by which they may make a report of bullying or harassment.

Students who are victims of hate crimes have a right to report such crimes to the proper authorities.

Retaliation is Prohibited

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited. Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

Confidentiality

An allegation of bullying that involves sexual harassment, and the results of an investigation, shall be kept confidential to the extent reasonably possible. Immigration status of those involved in an incident shall also remain confidential except as required by law.

Explanation of Terms

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including but not limited to sexual harassment, hate violence or harassment, threats or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear of harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

Reasonable student means a pupil including, but not limited to, an exceptional needs student, who exercises average care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Examples of bullying may include but are not necessarily limited to the following:

Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.

Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.

Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, "pantsing", pinching, slapping, biting, spitting, or destroying property.

Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Cyber Bullying is defined as: Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

The following is intended to provide guidance to assist staff and students in identifying bias-based behavior:

1. Citizenship/Immigration Status: actual or perceived immigration status or status as a citizen of a country other than the United States of America.
2. Disability: actual or perceived disability, or history of disability. The term "disability" applies to a person who (1) has a physical, emotional or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, (3) is regarded as having such impairment. Major life activities include caring for one's self, walking, seeing, hearing,

speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices, are: AIDS, alcoholism, blindness or visual impairment, cancer, deafness or hearing impairment, diabetes, drug addiction, heart disease, and mental illness.

3. Ethnicity/National Origin: actual or perceived national origin or ethnic identity. National origin is distinct from race/color or religion/creed because people of several races and religions or their forbears may come from one nation. The term "national origin" includes members of all national groups and groups of persons of common ancestry, heritage or background; it also includes individuals who are married to or associated with a person or persons of a particular national origin.
4. Gender: actual or perceived gender, pregnancy, or conditions related to pregnancy or childbirth. The prohibition against gender discrimination includes sexual harassment.
Race/Color: actual or perceived race or color.
5. Religion/Creed: actual or perceived religion or creed (set of fundamental beliefs, whether or not they constitute a religion)
6. Sexual Orientation: actual or perceived sexual orientation. The term sexual orientation means heterosexuality, homosexuality, bisexuality or transgender identity.

(cf. 3515.4—Recovery for Property Loss or Damage)

(cf. 5137—Positive School Climate)

(cf. 5131.5—Vandalism, Theft, and Graffiti)

(cf. 5144.1—Suspension and Expulsion/Due Process)

(cf. 5144.2—Suspension and Expulsion/Due Process Students with Disabilities)

(cf. 5145.3—Nondiscrimination/Harassment)

(cf. 5145.7—Sexual Harassment)

(cf. 5145.9—Hate Motivated Behavior)

Legal Reference

EDUCATION CODE

22262.4 Prohibition of discrimination on the basis of sex

48900(r) Engaged in an act of bullying

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48900.3 Additional grounds for suspension or expulsion; hate violence

48900.4 Additional grounds for suspension or expulsion; harassment, threats or intimidation

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

Policy Adopted: May 2018

Complaint Resolution Policy

Any person with a complaint about IEM, IEM Client Schools and Programs (the School), any of its employees or third parties may file a written Complaint Report with the School which shall describe in detail the facts relating to the complaint, and which shall request an investigation of the facts relating to his or her complaint. Assigned personnel will interview witnesses, investigate the facts relating to any such complaint, and will provide to the complaining party and the School administration a written Determination Report regarding the complaint, any facts discovered about the complaint, and what action, if any, the School will take to resolve the complaint, together with a notice of the complaining party's right to appeal the Determination Report. The Determination Report, including a description the action(s) which the School will take, if any, to resolve the complaint, shall be final and binding upon the complaining party and the School, unless the Determination Report is timely appealed as provided in this policy.

All Complaint Reports must be filed within six months of the date of the events giving rise to the complaint, or within six months from the date that the complaining party obtained knowledge of such facts, whichever is later. Untimely complaints and appeals may be dismissed and returned to the complaining party with no further action by the School.

All complaints of employee harassment shall be addressed as provided in the School's Employee Handbook.

General Requirements for The Complaint Resolution Procedure

1. All complaints shall be handled in a manner that will most reasonably maintain confidentiality, unless the complaining party waives confidentiality. Every complaining party shall consent to assigned personnel interviewing pertinent witnesses. A complaining party's failure to consent to such interviews shall result in a determination against the complaining party.

2. No complaining party shall be subjected to retaliation by the School or any School employee as a consequence of filing a Complaint Report.

Procedure for Complaints by Employees Against Employees

The School encourages open and frank dialogue between its employees. The School encourages open and honest dialogue about work standards and performance. If such discussion does not prevent or solve a problem, additional actions may be taken, and more formal procedures are available. The School prohibits retaliation against any employee for use of, or participation in, such procedures.

If a staff member believes that he/she has been inappropriately treated or he/she desires clarification of School policies and procedures, and is unable or prefers not to talk to the departmental administrator about the questions, he/she is encouraged to contact the Office of Human Resources.

If the complaint is about the Director of Human Resources, the complainant may file his or her complaint in writing to the Chief Executive Officer (CEO) of the School using the Complaint Requiring CEO Attention form. The CEO may conduct a fact-finding inquiry or authorize a third party investigator on behalf of the School. If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor or department head. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Director of Human Resources or designee:

1. The complainant will bring the matter to the attention of the Director of Human Resources as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will submit his or her complaint in writing using the Staff - Internal Complaint Form, indicating all known and relevant facts. The Director of Human Resources or designee will then investigate the facts and provide a solution or explanation;
3. All complaints will be resolved in writing, and the complainant will receive a Determination Report.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Appeal Process for Internal Complaints

Every complaining party has the right to appeal a Determination Report by delivering an Appeal Packet to the School's Chief Executive Officer within 14 calendar days of the date that the Determination Report is mailed to the complaining party, or on the next business day if the 14th calendar day falls on a holiday.

An Appeal Packet shall include a copy of the Determination Report, a brief written statement of the grounds upon which the appeal is based, a written description of the evidence which supports the appeal, and the complaining party's contact information, as well as the contact information of any witnesses.

The School's Chief Executive Officer shall issue an Appeal Decision within 25 calendar days of receiving an Appeal Packet, which shall be final and binding upon the complaining party and the School. There shall be no appeal from the Appeal Decision.

Procedure for Complaints by Parents Against Third Parties or Employees

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee or a third-party that has been contracted to provide services on behalf of the school.

The School encourages open and frank dialogue between students enrolled in the School, parents of students enrolled in the School, and School personnel. Parents are encouraged to speak with their assigned Education Specialist (ES) about their complaint, unless the complaint involves the ES. If that dialogue does not resolve the complaint, or if the complaint involves the complaining party's ES, the complaining party shall timely submit a Complaint Report to the School's Administrator of Educational Support (AES) using the External Complaint Form. The written complaint should set forth in detail the factual basis for the complaint.

If the complaint is about the Administrator of Educational Support, the complainant may file his or her complaint in writing to the Chief Executive Officer (CEO) of the School using the Complaint Requiring CEO Attention form. The CEO may conduct a fact-finding inquiry or authorize a third party investigator on behalf of the School.

In processing the complaint, the AES (or designee) shall abide by the following process:

1. The AES (or designee) shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint. This discussion will include the department head who oversees the involved staff or third parties.
2. In the event that a complaint against an employee is determined to be valid, the assigned personnel will refer the matter to the Director of Human Resources for appropriate disciplinary action.
3. In the event that a complaint against the third party vendor is determined to be valid, the assigned personnel will refer the matter to the Director of Vendor Relations for appropriate action.
4. All complaints will be resolved in writing, and the complainant will receive a Determination Report.

Appeal Process for External Complaints

Every complaining party has the right to appeal a Determination Report by delivering an Appeal Packet to the School's Chief Executive Officer within 14 calendar days of the date that the Determination Report is mailed to the complaining party, or on the next business day if the 14th calendar day falls on a holiday.

An Appeal Packet shall include a copy of the Determination Report, a brief written statement of the grounds upon which the appeal is based, a written description of the evidence that supports the appeal, and the complaining party's contact information, as well as the contact information of any witnesses.

The School's Chief Executive Officer shall issue an Appeal Decision within 25 calendar days of receiving an Appeal Packet, which shall be final and binding upon the complaining party and the School. There shall be no appeal from the Appeal Decision.

Policy Adopted: October 20, 2015

PART 9: Charter School Safety Procedures—Schoolwide Dress Code (if it exists), Including Prohibition of Gang-Related Apparel [EC 47605(6)(F)(ii); EC 32282.(2)(F)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

As an independent study school, we recognize that most student learning takes place in the home. As such, South Sutter Charter School does not regulate student dress in the home. When at a school event clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, hats, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, religious prejudice, or gang related activity.

PART 10: Charter School Safety Procedures—Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from School Site [EC 47605(6)(F)(ii); EC 32282.(2)(G)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

South Sutter Charter School shall maintain safe and secure methods of ingress and egress for pupils, parents, and staff to and from the school property which are ADA compliant. Facilities shall be inspected regularly by school staff and any necessary modifications shall be made in a timely fashion. For temporary facilities such as testing sites, ingress and egress information will be provided as necessary. Drivers are expected to follow all motor vehicle laws and speed limits and be cautious when children are present. In the event of an injury, South Sutter Charter School staff should be notified as well as appropriate medial personal as necessary.

PART 11: Charter School Safety Procedures—A Safe and Orderly Environment Conducive to Learning at the School [EC 47605(6)(F)(ii); EC 32282.(2)(H)]

According to the Education Code (EC § 32282):

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(H) A safe and orderly environment conducive to learning at the school.

The Mission of Innovative Education Management, which operates South Sutter Charter School, says "We believe in honoring individual education choices. We commit to providing an innovative public education for students, their parents, and teachers by empowering them to create learning opportunities which develops responsible and contributing members of society."

It is a priority of the administration and staff at South Sutter Charter School that every student who attends our school will be provided, in so much as our independent study modality allows, with an environment in which the students feel safe and that there is also a positive school climate.

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. South Sutter Charter School develops policies and procedures to support a conducive learning environment when our students gather together. South Sutter Charter School administration encourages staff to employ individualized learning strategies that foster student growth.

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

South Sutter Charter School remains in compliance with existing laws related to school safety.

Appendix I: Background Information

Education Code (EC § 32282) Relevant Sections Summary

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition

shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

(H) A safe and orderly environment conducive to learning at the school.

South Sutter Emergency Contact Numbers

(Utilities, Responders and Communication Resources)

Type Services	Vendor	Number
Emergency Services		911
Poison Control	California Poison Control System	(800) 222-1222
School District	Marcum-Illinois Union Elementary School District	(530) 656-2407
School District	Sutter County Office of Education	(530) 822-2900
School District	South Sutter School Office (Placerville, CA)	(800) 979-4436
Butte County		
Public Utilities	PG&E	(800) 743-5000
County Services	Butte Water District	(530) 846-3100

Local Hospitals	Orchard Hospital (Gridley)	(530) 846-9000
Local Hospitals	Oroville Hospital (Oroville)	(530) 533-8500
Local Hospitals	Adventist Health Feather River (Paradise)	(530) 877-9361
Local Hospitals	Rideout Memorial Hospital	(530) 749-4300
Law/Fire/Paramedic	Butte County Sheriff's Department	(530) 538-7321
Mental Health	Butte County Behavioral Health	(530) 538-7124
Other	Butte County Animal Control	(530) 538-7409

Colusa County

Public Utilities	PG&E	(800) 743-5000
County Homeless Liaison	Jose Ramirez joseramirez@ccoe.net	(530) 473-1350
County Services	Colusa County Water Sewer Department	(530) 458-4941
Local Hospitals	Colusa Medical Center	(530) 619-0800
Law/Fire/Paramedic	Colusa County Sheriff's Department	(530) 458-0200

Law/Fire/Paramedic	Colusa Police Department	(530) 458-7777
Law/Fire/Paramedic	Colusa Fire Department	(530) 458-7721
Mental Health	Colusa County Behavioral Health Services	(530) 458-0520
Mental Health	Colusa County Behavioral Health	(530) 458-0519
Other	Colusa County Animal Control	(530) 458-0229
Placer County		
Public Utilities	PG&E	(800) 743-5000
County Homeless Liason	Alicia Rozum arozum@placercoe.k12.ca.us	(530) 745-1434
County Services	Placer County Water Agency	(530) 823-4850
County Services	Southwest Gas (Tahoe area)	(877) 860-6020
County Services	Sewer Emergency	(530) 889-7515
Local Hospitals	Sutter Auburn Faith Hospital (Auburn)	(530) 888-4500
Local Hospitals	Tahoe Forest Hospital (Truckee)	(530) 587-6011

Law/Fire/Paramedic	Placer County Sheriff's Department	(530) 889-7800
Law/Fire/Paramedic	Roseville Police Department	(916) 774-5000
Law/Fire/Paramedic	Auburn Police Department	(530) 823-4237
Law/Fire/Paramedic	Placer County Fire Department (Auburn)	(530) 823-4155
Law/Fire/Paramedic	Placer County Sheriff's Department (Roseville)	(916) 771-0107
Mental Health	Placer County Mental Health	(530) 886-1870
Other	Placer County Animal Services	(530) 886-5500

Sacramento County

Public Utilities	PG&E	(800) 743-5000
Public Utilities	SMUD	(888) 742-7683
County Homeless Liaison	Alyson Collier acollier@scoe.net	(916) 228-2542
County Services	Sacramento County Water Agency	(916) 874-6851
Local Hospitals	Mercy General Hospital (Sacramento)	(916) 453-4545

Local Hospitals.	Methodist Hospital of Sacramento	(916) 423-3000
Local Hospitals	Sutter Medical Center (Sacramento)	(916) 887-0000
Local Hospitals	Kaiser Permanente (So. Sacramento)	(916) 688-2000
Law/Fire/Paramedic	Sacramento County Sheriff's Department (Sacramento)	(916) 874-1400
Law/Fire/Paramedic	Sacramento County Sheriff's Department (Rancho Cordova)	(916) 875-9600
Law/Fire/Paramedic	Sacramento County Sheriff's Department (Carmichael)	(916) 874-2677
Law/Fire/Paramedic	Sacramento County Sheriff's Department (Rancho Cordova)	(916) 875-9600
Law/Fire/Paramedic	Sacramento County. Sheriff's Department (Walnut Grove)	(916) 776-2523
Law/Fire/Paramedic	Sacramento Fire Department Headquarters	(916) 808-1300
Mental Health	Sacramento County Mental Health	(916) 875-1055
Mental Health	Mental Health Urgent Care (Sacramento)	(916) 520-2460
Other	Sacramento County Bradshaw Animal Shelter	(916) 368-7387

Sutter County		
Public Utilities	PG&E	(800) 743-5000
County Homeless Liaison	Grace Espindola gracee@sutter.k12.ca.us	(530) 822-2418
County Services	Sutter Community Services District	(530) 755-1733
Local Hospitals	Sutter General Hospital (Sacramento)	(916) 454-2222
Local Hospitals	Rideout Memorial Hospital (Marysville)	(530) 749-4300
Law/Fire/Paramedic	Sutter County Sheriff's Department	(530) 822-7307
Law/Fire/Paramedic	Yuba City Police Department	(530) 822-4660
Law/Fire/Paramedic	Sutter County Fire Department	(530) 822-7400
Mental Health	Sutter Yuba Mental Health	(530) 822-7200
Other	Yuba City Animal Shelter	(530) 822-7375
Yolo County		
Public Utilities	PG&E	(800) 743-5000
Public Utilities	SMUD	(888) 742-7683

County Homeless Liaison	Mariah Ernst-Collins mezmariah.ernst-collins@ycoe.org	(530) 668-3791
County Services	Central Valley Project Water	(916) 448-1638
County Services	Woodland Water Department	(530) 661-5831
Local Hospitals	Sutter Davis Hospital	(530) 756-6440
Local Hospitals.	Sutter Medical Center (Sacramento)	(916) 887-0000
Local Hospitals	Woodland Memorial Hospital (Woodland)	(530) 662-3961
Local Hospitals	Woodland Memorial Hospital (Sacramento)	(916) 441-7626
Local Hospitals	Mercy General Hospital (Sacramento)	(916) 453-4545
Law/Fire/Paramedic	Yolo County Sheriff's Department	(530) 666-8282
Mental Health	Mental Health Services (Public)	(530) 666-8630
Mental Health	Yolo County Health Services Department	(916) 375-6350
Other	Yolo County Animal Services Shelter	(530) 668-5287

Yuba County		
Public Utilities	PG&E	(800) 743-5000
County Homeless Liaison	Amy Molina-Jones amy.molina-jones@yubacoe.k12.ca.us	(530) 749-4994
County Services	Browns Valley Irrigation District	(530) 743-5703
County Services	Brown's Gas Co. (Propane)	(800) 544-5336
County Services	Olivehurst Public Utility District	(530) 743-4657
County Services	Wheatland Public Works (Water/Sewer)	(530) 633-2761
Local Hospitals	Rideout Memorial Hospital (Marysville)	(530) 749-4300
Law/Fire/Paramedic	Yuba County Sheriff's Department	(530) 675-2881
Law/Fire/Paramedic	Marysville Police Department	(530) 749-3900
Law/Fire/Paramedic	Wheatland Police Department	(530) 633-2821
Law/Fire/Paramedic	Marysville Fire Department	(530) 749-3900
Law/Fire/Paramedic	Olivehurst Fire Department	(530)743- 7117

Mental Health	North Valley Behavioral Health	(530) 790-2520
Mental Health	Sutter Yuba Mental Health	(530) 822-7200
Other	Yuba County Animal Control	(530) 741-6478