

# Comprehensive School Safety Plan

## 2019 School Year

**School:** Blue Ridge School  
**CDS Code:** 09100900106047  
**District:** El Dorado County Office of Education  
**Address:** 1041 Al Tahoe Blvd.  
South Lake Tahoe, CA 96150  
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**Approved by:**

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## Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	12
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	15
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	15
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	16
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	17
(J) Hate Crime Reporting Procedures and Policies.....	18
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	19
Safety Plan Appendices.....	22
Emergency Contact Numbers.....	23
Safety Plan Review, Evaluation and Amendment Procedures.....	24
Blue Ridge School Incident Command System.....	25
Incident Command Team Responsibilities.....	26
Emergency Response Guidelines.....	27
Step One: Identify the Type of Emergency.....	27
Step Two: Identify the Level of Emergency.....	27
Step Three: Determine the Immediate Response Action.....	27
Step Four: Communicate the Appropriate Response Action.....	27
Types of Emergencies & Specific Procedures.....	28
Aircraft Crash.....	28
Animal Disturbance.....	28
Armed Assault on Campus.....	28

Biological or Chemical Release.....28

Bomb Threat/ Threat Of violence .....29

Bus Disaster.....30

Disorderly Conduct .....30

Earthquake.....30

Explosion or Risk Of Explosion .....31

Fire in Surrounding Area .....31

Fire on School Grounds .....32

Flooding .....32

Loss or Failure Of Utilities .....32

Motor Vehicle Crash .....33

Psychological Trauma.....33

Suspected Contamination of Food or Water .....34

Tactical Responses to Criminal Incidents .....34

Unlawful Demonstration or Walkout.....34

Emergency Evacuation Map.....36

## **Comprehensive School Safety Plan Purpose**

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

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

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

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. It 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 it 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 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 Blue Ridge.

## **Safety Plan Vision**

Providing a safe learning environment is a priority for Blue Ridge Court School and El Dorado County Probation, as outlined in the Blue Ridge School Local Control and Accountability Plan (LCAP). LCAP Goal 3 is focused on providing a clean and safe learning environment that is culturally responsive to all students. Court School staff members are focused on providing a safe and secure environment free of violence, intimidation, fear, and drugs. Staff members prepare students to be self-disciplined and responsible citizens who can meet the challenge of living in an ethnically and socio-economically diverse community. The County Office of Education recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The County Superintendent of Schools and the Board are fully committed to maximizing school safety, and to creating a positive learning environment that teaches strategies for violence prevention, as well as emphasizing high expectations for student conduct, responsible behavior and respect for others. The County Office is responsible for the overall development of all comprehensive school safety plans for its schools operating grades K–12, inclusive, and by September 15 of each year, shall determine whether any schools have not complied with the requirements of Education Code 32281- 32288. Staff members promote caring and nurturing relationships and work cooperatively with parents, students, law enforcement representatives, and other community agencies. Staff members emphasize prevention of violence on campus and prepare students to handle conflict, anger, and other threats to safety. The discipline policy provides students with behavior guidelines that are aligned to the California Education Code and EDCOE policies. School-wide rules, classroom rules, dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as build protective factors leading to student success, both academically and socially.

The superintendent believes in ensuring that proper attention is paid to the security of students. Every reasonable precaution shall be taken for the safety of students, employees, visitors, patrons, and all others having business on any County Office of Education facility. The superintendent believes in the importance of safety, not only as a protective measure during school and work hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. The superintendent directs administrators, teachers and other school staff to monitor the conduct and ensure the safety of students from the time they come under school supervision, until they leave school supervision. A minor student shall not be permitted to leave school in the custody of a person other than the student's legal parent/guardian unless that person has verified authorization of the legal parent/guardian. It is the responsibility of the administrators and teachers to provide for adequate supervision of yards and other school facilities at all times when they are in use by students during the school day, or at school-sponsored activities. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship. Employees should make full use of the cooperative services of local and county organizations which provide safety services, such as insurance, fire, law enforcement and disaster preparedness agencies. Intervention and prevention programs should focus on positive youth development. Court School staff members implement actions to create a positive school climate and promote social-emotional learning using research-based strategies. EDCOE implements multi-tiered systems of support/response to intervention for students that promote high expectations, maintain student engagement in school, and provide systems for student success. Specific programs include Positive Behavioral Interventions and Supports (PBIS) and Restorative Practices. The administration, teachers, and classified staff develop, monitor, and evaluate school safety plan components each year. The Leadership Team reviews data on attendance, referrals and suspensions, and the results from the California Healthy Kids Survey to evaluate the Safe School Plan. Emergency Drills are held once each semester.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Blue Ridge School Safety Committee**

The Safety Committee is made up of representatives from each program/campus who are responsible for recommending safety and health improvements, identifying hazards and unsafe practices, removing obstacles for incident prevention and helping to evaluate and update the accident and illness prevention program. Law enforcement and local fire department officials are formally consulted each fall, and on an as-needed basis throughout the year.

### **Assessment of School Safety**

Safety committee meetings are held on a quarterly or as-needed basis to discuss and resolve any potential concerns. Safety procedures are updated annually, or more frequent as necessary. There has been no crime at the juvenile facility over the past year. Fire extinguishers, safety notification devices and equipment, and facilities are checked quarterly.

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

Safety is provided by the El Dorado County Probation Department. Our education staff ensures safety in the classroom through observation and class rules, but they do not get involved with incidents. EDCOE requires that all staff undergo annual training courses through Public School Works, including Bloodborne Pathogens, Healthy Schools Act, and Mandated Reporter Training. Probation and EDCOE have installed a communication system in all classrooms which includes video cameras, audio headsets and an emergency safety button. Probation can monitor or communicate with all staff and students via email, telephone, and text blasts in the event there is an incident. Emergency drills for staff and students are held monthly.

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

As mandated reporters, the staff at each school site follow child abuse reporting guidelines set forth in the Child Abuse Reporting Law, which requires a telephoned report of suspected child abuse to a child protective agency as soon as practically possible. In addition, a follow-up written report is required within 36 hours of verbally reporting the incident (Pen. Code, 11166, subd. (g)).

Education Code 49380

(a) A school district is encouraged to collaborate with outside consultants, including law enforcement, with expertise in sexual abuse and sex trafficking prevention education, in order to create a school safety plan to address the threat of sexual abuse and sex trafficking.

(b) A school district is encouraged to collaborate with law enforcement on a referral protocol for high-risk pupils and minors.

(c) In-service training may be conducted periodically to enable school district personnel to learn about new developments in the understanding of sexual abuse and sex trafficking, and to receive instruction on current prevention efforts and methods. School districts are encouraged to include training on early identification of sexual abuse and sex trafficking of pupils and minors.

Education Code 44691

(a) The State Department of Education, in consultation with the Office of Child Abuse Prevention in the State Department of Social Services, shall do all of the following:

(1) Develop and disseminate information to all school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools, and their school personnel in California, regarding the detection and reporting of child abuse.

(2) Provide statewide guidance on the responsibilities of mandated reporters who are school personnel in accordance with the Child Abuse and Neglect Reporting Act (Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code). This guidance shall include, but not necessarily be limited to, both of the following:

(A) Information on the identification of child abuse and neglect.

(B) Reporting requirements for child abuse and neglect.

(3) Develop appropriate means of instructing school personnel in the detection of child abuse and neglect and the proper action that school personnel should take in suspected cases of child abuse and neglect, including, but not limited to, an online training module to be provided by the State Department of Social Services.

(b) School districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall do both of the following:

(1) Except as provided in subdivision (c), provide annual training, using the online training module provided by the State Department of Social Services, to their employees and persons working on their behalf who are mandated reporters, as defined in Section 11165.7 of the Penal Code, pursuant to this section and subdivision (d) of Section 11165.7 of the Penal Code on the mandated reporting requirements. Mandated reporter training shall be provided to school personnel hired during the course of the school year. This training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Section 11166 of the Penal Code, is a misdemeanor punishable by up to six months confinement in a county jail, or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

(2) Develop a process for all persons required to receive training pursuant to this section to provide proof of completing the training within the first six weeks of each school year or within the first six weeks of that person's employment. The process developed under this paragraph may include, but not necessarily be limited to, the use of a sign-in sheet or the submission of a certificate of completion to the applicable governing board or body of the school district, county office of education, state special school and diagnostic center, or charter school.

(c) School districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools that do not use the online training module provided by the State Department of Social Services shall report to the State Department of Education the training being used in its place.

The administrative staff at each school site has been trained to handle the disclosure of a child's suspected physical or sexual abuse. Some of the guidelines used to help a child through this crisis are:

- A private place is found to talk to the child, while maintaining eye contact.
- The conversation remains calm, without any expression of panic or shock.
- The facts surrounding the incident are obtained.
- No assumptions are made; the child is allowed to speak uninterrupted.
- The child is given the benefit of the doubt.
- A child's vocabulary is used.
- Reassurance is given that he or she is innocent and did not provoke the incident.
- Reassurance is given that everything possible will be done to protect and support him or her.
- The child is made aware of what will happen once the report is made.
- An immediate need for safety is determined.
- A report to the proper authorities is made.

If the child discloses the abuse during a lesson, acknowledgement is given and the lesson is continued. Afterward, a quiet place is found where the teacher can talk with the child alone. As a mandated reporter, any member of our staff who reasonably suspects that child abuse has occurred must provide his or her name and the following information when making the telephone report to a child protective agency:

Reporting procedures:

- 1) Call Child and Family Services immediately to make a verbal report.
- 2) Complete the Child Abuse reporting form.
- 3) Forward a completed Child Abuse Report form within 36 hours.

- 4) Do not pass on the duty to report. The staff member can and should notify his/her supervisor.
- 5) If the staff member has a reasonable suspicion, he/she has a duty to check (reasonable suspicion creates a duty).
- 6) If in doubt, file.
- 7) The burden of proof is not with the staff member. Child and Family Services will do the investigation.
- 8) School staff is not liable for defamation if done in the course and scope of employment.

The written report is filed on Department of Justice Forms SS 8572 and SS 8583, which can be obtained from county welfare and probation departments and local law enforcement agencies. Medical personnel then complete a special, uniform reporting form developed by the Attorney General, entitled "Medical Report – Suspected Child Abuse" (DOJ 900).

Reports are investigated either by the local law enforcement agency and/or by the county Child Protective Services agency. Cross reporting by these agencies is required to ensure that law enforcement, child welfare agencies, and EDCOE attorneys receive all reports they should review, whether initially reported to them or to another child protective agency (Pen. Code, 11166, subd. (g)).

The following signs serve as a warning to school personnel that possible abuse has taken place:

**Physical Abuse:**

- Unexplained fractures, lacerations or bruises.
- Burns (cigarette, rope, scalding water, iron).
- Extreme fear or withdrawal.
- Destructive and/or self-destructive behavior.

**Sexual Abuse:**

- Precocious knowledge of explicit sexual behavior.
- Fearful, withdrawn, hostile or aggressive behavior.
- Attempts to run away or running away.
- Pseudo-mature (seems mature beyond chronological age).
- Promiscuous behavior.

**Neglect:**

- Dirty, unkempt appearance.
- Inappropriate dress for weather.
- Extremely offensive body odor.
- Malnutrition (extremely thin, dry or flaking skin, pale, fainting).
- Unattended medical conditions (infected minor burns, impetigo).

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

**Disaster Plan (See Appendix C-F)**

Emergency/Disaster Procedures (including adaptations for pupils with disabilities)

Each school's Emergency Operation Plan (EOP) meets the guidelines of the California Standardized Emergency Management System (SEMS), and has developed, in consultation with public safety agencies (law enforcement, fire, public health), an "All Hazards" approach for mitigation, preparedness, response and recovery. School EOPs address, at a minimum, the following types of emergencies and disasters and protective measures to be taken before, during, and after:

1. Fire on or off school grounds which endangers students and staff.
2. Earthquake or other natural disasters.
3. Environmental hazards.
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group.



5. Bomb threat or actual detonation.
6. Biological, radiological, or chemical threats, and other activities, or heightened warning of such activities.
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak.

The site administrator works with the Supervising Probation Officer, who acts as the Emergency Response Facilitator with the principal's designee, in the event that the Emergency Response Facilitator is unable to perform his/her duties. To ensure accountability for emergency response procedures, personnel are assigned specific duties to perform in the event of emergencies. These duties include turning off water, gas, and electricity. Drills are conducted regularly using an Incident Action Plan to pre-plan and determine the object of the drill, along with After Action Reports to document the lessons learned.

The Juvenile Treatment Center works with EDCOE to update the emergency plan and incorporate the National Incident Management System (NIMS), which includes training staff in the following Federal Emergency Management Agency (FEMA) courses: IS 100 (Incident Command for Schools), IS 700 (NIMS), IS 200 (Incident Command for Single Resources and Initial Action Incidents) and IS 800 (National Response Framework). During disasters, predetermined areas will identify the various stations (i.e., student holding, command post, and student release).

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

Use of the County of Probation Juvenile Detention Center is at the discretion of the County Department of Probation.

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

#### **Policies and Procedures for Suspension and Expulsion**

Classroom discipline procedures at Blue Ridge are the responsibility of the individual teachers. However, serious misbehavior, including but not limited to, fighting, openly defying adults, possession of weapons or illegal drugs, result in the student being sent immediately to the office where the principal or his/her designee will conference with the student. Blue Ridge will follow EDCOE's Superintendent Policy (SP) SP 5144.1.

#### **Due Process**

All suspensions are preceded by an informal conference between the student and a school administrator, during which the student shall be informed of the reason for the suspension and the evidence against him or her, and given the opportunity to present his or her version and evidence in his or her defense. The student, at the conference, will also be informed of the other means of correction that were attempted before the suspension. It is the policy of the school to telephone parents at the time of the suspension, but in all cases, a notice is mailed within 24 hours. Usually a parent conference is requested to take place as soon as it is feasible. Parents or guardians are requested to respond to such conferences. Depending on the severity and circumstances, further action such as detention, suspension or expulsion may be required. In these instances, parents will be notified either by phone or mail.

#### **Suspension: Informal Conference - AB 667**

Current law requires a suspension by the principal, the principal's designee, or the district superintendent of schools to be preceded by an informal conference conducted by the principal, the principal's designee, or the district superintendent of schools, between the pupil and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal, the principal's designee, or the district superintendent of schools. Current law requires a pupil, at the conference, to be informed of the reason for the disciplinary action and the evidence against him or her, and given the opportunity to present his or her version and evidence in his or her defense. This bill requires a pupil, at the conference, to also be informed of the other means of correction that were attempted before the suspension.

#### **Pupil Discipline: Legal Consult Prior to Custodial Interrogation of Minor under Age 16**

Beginning January 1, 2018, minors under the age of 16 must consult with legal counsel prior to a custodial interrogation and before waiving their Miranda rights.

The following rule infractions will lead to an automatic suspension and consequences from law enforcement:

Education Code 48915 (a) (1)

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of a controlled substance.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

Education Code 48915 (c)

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

Grounds for Suspension and Expulsion – EC § 48900 et seq.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053 ) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053 ) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code .
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910 , a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261 , 266c , 286 , 288 , 288a , or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code .
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2 , 48900.3 , or 48900.4 , directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) 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.

(2)(A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, 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.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in EC § 48900.5.

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

The teachers of any and all students who have committed any disciplinary acts outside of school involving the police and/or juvenile justice system will be informed by the principal that there is information on a student (student will be named), and can be obtained/viewed at the office. As directed in EC 49079, teachers who have students that have engaged in acts described in EC 48900, need to be informed of such.

#### **School Visiting Procedures-Presence of a Registered Sex Offender on Campus - EC §§ 49091.10 and 51101**

Parents/guardians, including those who are required to register as sex offenders, have a prescribed right to be involved in the education of their children. Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a County Office of Education student, shall only enter upon school grounds for lawful business, and after obtaining written permission from the County Superintendent, site administrator, or designee. As necessary, the site administrator shall consult with local law enforcement authorities and/or legal counsel before allowing the presence of any such person at school or other school activity. The site administrator also shall report to the County Superintendent or designee anytime he/she gives such written permission. The principal shall indicate on the written permission the date(s) and times for which permission has been granted.

Any person required to register as a sex offender pursuant to Penal Code 290, including parents/guardians, shall only enter upon school premises for lawful business and after obtaining written permission from the County Superintendent, site administrator, or designee (Penal Code 626.81). The County Superintendent, site administrator, or designee shall make the determination regarding whether to grant access, for what purpose, and the duration of such access, based upon available information and upon consultation with local law enforcement authorities or legal counsel, if necessary. If a registered sex offender is granted written permission and has lawful business to enter upon school premises, he/she shall be accompanied by the site administrator or designee at all times while on school grounds.

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

The El Dorado County Office of Education designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officers may be contacted at EDCOE, 6767 Green Valley Road, Placerville, CA 95667, phone number 530-622-7130. The coordinator/compliance officers are: Title IX Coordinator, Executive Director, Personnel Services, Wendy Frederickson; Executive Director, Special Services, Amy Andersen; Director, Child Development Programs and Services, Jenny Pettit; Executive Director, Charter Programs, Charter Alternative Programs, Dave Publicover.

Per (E.C. 212.5; 5 CCR 4916), a "Sexual harassment" means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- (1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, employment, or progress.
  - (2) Submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual.
  - (3) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work, or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
  - (4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the local agency.
- (b) "Verbal sexual harassment" includes, but is not limited to, unwelcome epithets, comments, or slurs of a sexual nature.

(c) "Physical sexual harassment" includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

(d) "Visual sexual harassment" includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

(e) "Educational environment" includes, but is not limited to, the following:

(1) The campus or school grounds of the local agency.

(2) Properties controlled or owned by the local agency.

(3) Off-campus, if such activity is sponsored by the local agency, or is conducted by organizations sponsored by or under the jurisdiction of the local agency.

Any prohibited conduct that occurs off campus or outside of program-related or program sponsored activities will be regarded as sexual harassment in violation of EDCOE policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party, or who has witnessed sexual harassment, is strongly encouraged to report the incident to his/her teacher, the principal, the program director, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the designated compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the program director or designee or a designated compliance officer. The employee shall take these actions, regardless if the alleged victim files a complaint. When a report or complaint of sexual harassment involves off-campus conduct, the program director or principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school. When a verbal or informal report of sexual harassment is submitted, the program director, principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the program director, principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects. If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the designated compliance officer to initiate an investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and EDCOE procedures specified in AR 1312.3. In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent. In any case of sexual harassment involving the program director, the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the superintendent or designee, who shall determine who will investigate the complaint.

#### Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential, except as necessary to complete the investigation or take other subsequent necessary action. When a complainant or victim of sexual harassment notifies EDCOE of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit EDCOE's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, EDCOE will nevertheless take all reasonable steps to investigate and respond to the complaint, consistent with the request. When a complainant or victim of sexual harassment notifies EDCOE of the harassment but requests that EDCOE not pursue an investigation, EDCOE will determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

#### Response Pending Investigation

When an incident of sexual harassment is reported, the program director or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary, pending the results of the investigation. The program director/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and EDCOE policy. The program director or designee should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser, and allow the complainant to change academic and extracurricular arrangements, as appropriate. The program director or designee should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or if the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

#### Notifications

A copy of EDCOE'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 (E.C. 48980; 5 CCR 4917).
2. Be displayed in a prominent location in the main administrative building or other area where notices of EDCOE rules, regulations, procedures and standards of conduct are posted (E.C. 231.5).
3. Be posted on the EDCOE website.
4. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (E.C. 231.5).
5. Appear in any EDCOE program or school publication that sets forth the program's or EDCOE's comprehensive rules, regulations, procedures and standards of conduct (E.C. 231.5).
6. Be included in the student handbook.
7. Be made available to employees and employee organizations.

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

1. The principal 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.
  - 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 principal or designee shall only discuss the complaint with the people described above. When necessary to complete his/her investigation or for other good reasons that apply to the particular situation, the principal 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. The parent/guardian of the alleged harasser, if applicable.
  - 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.
  - f. Legal counsel for EDCOE.
4. When the student who complained and the alleged harasser so agree, the principal 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 not be asked to solve the problem directly with the accused person unless such help is provided and both parties agree.
5. In reaching a decision about the complaint, the principal 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 any past instances of harassment by the alleged harasser.
  - e. Evidence of any past harassment complaints that were found to be untrue.

6. To judge the severity of the harassment, the principal 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.
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present the report to the student who complained and the person accused.
8. The principal or designee shall give the superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
9. Within two weeks after receiving the complaint, the principal or designee shall determine whether the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

#### Enforcement

The superintendent or designee shall take appropriate actions to reinforce the County Office of Education's sexual harassment policy. As needed, these actions may include any of the following:

1. Remove vulgar or offending graffiti.
2. Provide staff in-service training and student instruction or counseling.
3. Notify parents/guardians of the actions taken.
4. Notify Child Protective Services.
5. Take appropriate disciplinary action. In addition, the principal 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)**

#### School Dress Code

Probation staff require students to wear uniforms in the Court School classrooms. All clothing and accessories must be school appropriate.

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

#### Ingress and Egress

El Dorado County Blue Ridge School is a closed campus. Students may not leave the juvenile hall. Probation staff monitor ingress and egress to the school. All unauthorized persons entering the juvenile hall must sign in and identify their purpose and destination.

#### Restricted Campus

El Dorado County Blue Ridge School is a closed campus. Students may not leave the juvenile hall.

Visitors on Court School Campuses-School Visiting Procedures, Procedure Number C3, Issued: 06/2004, Current revision:11/2017

Volunteers, contract personnel, and other non-employees who enter the facility

#### Introduction

This procedure provides direction for the orientation, processing, and supervising of volunteers, contract personnel, and other non-employees who enter the Juvenile Detention Facility (JDF). All volunteers and other non-employees must sign in and out on the Visitor Sign-in Sheet (form #556). All applicable contract personnel must sign in and out on the facility logbook in Central Control. Juvenile Service Council (JSC) volunteers will sign in and out in the JSC binder.

### Initial Orientation

Initial orientation, including safety and security precautions for contract personnel, volunteers, and other non-employees shall be provided by either the Supervising Deputy Probation Officer – Institutions (SDPO (I)), assistant superintendent, superintendent, or a designee. Each volunteer, contractor, and other non-employee shall be given the pamphlet, “A Guide to the Prevention and Reporting of Sexual Abuse and Sexual Harassment of Incarcerated Youth” (form #555). This pamphlet contains the zero tolerance policy for sexual abuse and sexual harassment. Volunteers, contract personnel and other non-employees are responsible for reporting any incident to the first available deputy probation officer – Institutions (DPO (I)), SDPO (I), assistant superintendent, or superintendent. After receiving the pamphlet, each volunteer, contractor, or other non-employee shall sign the Contractor/Vendor/Volunteer Acknowledgement form (form #557), indicating that he/she understood the pamphlet. Any volunteer, contractor, or non-employee refusing to sign the form will not be allowed to enter the JDF. For further information, see JDF Procedure G21.

### Sexual Abuse Prevention, Reporting and Response

All volunteers, contract personnel, and other non-employees shall be made aware that no items may be given to or received from youth without prior approval from the shift supervisor or assistant superintendent. They are not to disclose a youth’s name and/or any information about the youth outside of the facility. Officers are responsible for reminding volunteers, contract personnel, and other non-employees of the confidentiality of all youth.

### Volunteers

The assistant superintendent or the designated SDPO (I) will make all decisions involving volunteers. All inquiries should be referred to the appropriate assistant superintendent or SDPO (I). All volunteers shall be fingerprinted and a CLETS record check shall be received and approved prior to the volunteer being allowed into a facility. Once a volunteer is screened and accepted by the assistant superintendent or designated SDPO (I), he/she will be provided with an identification card that will allow admittance into the specific facility. Each volunteer will be given a security briefing by the shift supervisor prior to volunteering in the facility. A SDPO (I), the assistant superintendent or superintendent must approve “one time only” volunteer requests.

### Supervision

Under no circumstances shall a volunteer, contractor, or other non-employee assume the full responsibility of supervising the youth. A DPO (I) must always be present to ensure adequate supervision and/or regular safety checks.

### Outside Contact

DPOs (I) shall ensure that telephone numbers, e-mail addresses and physical addresses of volunteers, contractors, and other non-employees are not given to youth in custody. If a volunteer, contract personnel, or other non-employee would like to have contact with a youth after he/she is released, he/she must request to do so through the youth’s field probation officer.

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

### **Component:**

It is a priority of the administration and staff that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but also experience 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.

### Comprehensive School Safety Plan

Our administration encourages staff to teach students the meaning of equality, human dignity and mutual respect, and to employ 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 school, and positive student conduct.

Our school promotes and encourages attitudes and behaviors that foster harmonious relations, including conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).



**Element:**

Creating a bond between students, school staff and the community, to help recognize the positive impact of building a rigorous academic and career technical program for adult students.

**Opportunity for Improvement:**

Continued communication.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Parent Communication	Parent Letters, Open House, Back to School Night	Principal, School Staff, Students	Principal	Surveys

**Component:**

Social Environment.

**Element:**

Develop a school culture based on mutual respect and collegiality.

**Opportunity for Improvement:**

Continue to provide resources and opportunities for positive school culture.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Build stronger relationships between students and staff	Provide resources and counseling to help students navigate the complex emotional and social dynamics of a school environment.	Hire a mental health counselor, notify students and families of mental health resources in the community.	Principal	Surveys
Create a positive school culture	Host events and field trips that create bonding activities for students to interact with others outside of the classroom.	Movie nights, food socials, sporting activities.	Program Lead	Surveys

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

**Blue Ridge School Student Conduct Code**

**Philosophy**

Blue Ridge School implements a program that encourages students to exemplify strong commitments to citizenship, personal responsibility, moral and ethical character, mutual respect and dignity. School resources are utilized to help students develop self-control and willing cooperation.

The main goals of the comprehensive school-wide discipline plan are as follows:

1. To assist students to achieve self-discipline.
2. To protect the welfare of all students.
3. To maintain a school environment that is conducive to learning.

The expected behavior of students includes the following:

1. Self-discipline/control.
2. Personal/public accountability.
3. Personal responsibility.
4. Respect for the rights and property of others.
5. Cooperation.
6. Compliance with directives.
7. Acceptable attitude.
8. Sense of fairness.
9. Thoughtfulness and consideration.

#### Classroom Rules

The Court School establishes rules based on EDCOE's agreed upon Positive Behavioral Interventions and Supports (PBIS) for the classrooms, and the consequences, should a student choose to break those rules. Consequences for breaking class rules may include (but are not limited to): time out in another classroom, loss of privileges, or loss of points and incentives. These rules are established within the first few days of school and are reviewed with the parents at Back to School Night:

1. Be Respectful.
2. Be Safe.
3. Be Responsible.

#### Conduct Code Procedures

Students are provided with and sign a Student Academic, Attendance & Behavior Contract which outlines attendance, school rules, GPA, absences, respect for others, and the consequences for not adhering to the contract. Additionally, students are provided with incentives for good behavior through an "Incentive Program".

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

##### Hate Motivated Behavior

Board Policy 5280 - The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Any student who feels that he/she is a victim of hate-motivated behavior should immediately contact a school employee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with complaint procedures. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board and Superintendent Policies and Administrative Regulations. The superintendent or designee may provide appropriate training to recognize hate-motivated behavior, and methods for handling such behavior in appropriate ways. EDCOE may provide age-appropriate instruction to help promote understanding of and respect for human rights. At the beginning of each school year, students shall receive a copy of the policy on hate-motivated behavior.

(Education code 200-262, Prohibition of discrimination on the basis of sex; 33025, Hate violence defined; 48900.3, Suspension for hate violence; Penal code 186.21, Street terrorism; Legislative findings and declarations 422.6-422.95; Civil Rights 11410-11414; Terrorism 13023; Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability).

## Procedures for Preventing Acts of Bullying and Cyber-bullying

### Bullying and Cyber-Bullying Prevention

The El Dorado County Superintendent of Schools “superintendent” and the County Board of Education, referred to jointly as the El Dorado County Office of Education, “EDCOE”, or “County Office”, recognize the harmful effects of bullying on student learning and school attendance, and desires to provide safe school environments that protect students from physical and emotional harm. County Office of Education employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against, any other student or school personnel. Cyber-bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber-bullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation. Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board Policy, and administrative regulation governing the development of comprehensive safety plans, and shall be incorporated into such plans.

To the extent possible, school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. Students may be provided with instruction in the classroom or other educational settings, that promote effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. Based on an assessment of bullying incidents at school, the County Office may increase supervision and security in areas where bullying most often occurs, such as classrooms, yards, hallways, restrooms, and other areas as appropriate.

### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the superintendent or designee shall develop the means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident, when it is safe to do so. As appropriate, the superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in Superintendent Policy AR 5260 – Sexual Harassment. When a student is reported to be engaging in bullying off campus, the County Office shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student’s educational performance. When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying, and to notify a teacher, the principal, or other school employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the superintendent or designee also may file a complaint with the internet site or service to have the material removed.

### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with County Office policies and regulations.

### Prevention/Intervention

EDCOE expects students and staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts shall take immediate steps to intervene, when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during school-sponsored activities.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the superintendent or designee shall develop the means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident, when it is safe to do so (Education Code 234.1). As appropriate, the superintendent or designee shall notify the parents/guardians of the victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Blue Ridge school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

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 the principal or designee.
- Students can rely on staff to promptly investigate each complaint 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 principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Teachers shall discuss this policy with their students in age-appropriate ways and should 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 procedures for intervening in bullying behavior include, but are not limited to:

- 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 student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep reports of bullying and the results of investigations 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.

## Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level procedures. When a student is reported to be engaging in bullying off campus, the principal or designee shall investigate and document the activity, and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the principal or designee may also file a complaint with the internet site or service to have the material removed.

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. EDCOE prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

To recap, school personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so. Acts of discrimination or bullying should be brought to the attention of the principal. Students may make an anonymous complaint by contacting the principal. If there is sufficient corroborating information, EDCOE will commence an investigation. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate the claim. Students who violate the policies on bullying or discrimination may be subject to discipline, including suspension and expulsion. EDCOE prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

**Safety Plan Appendices**

**Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

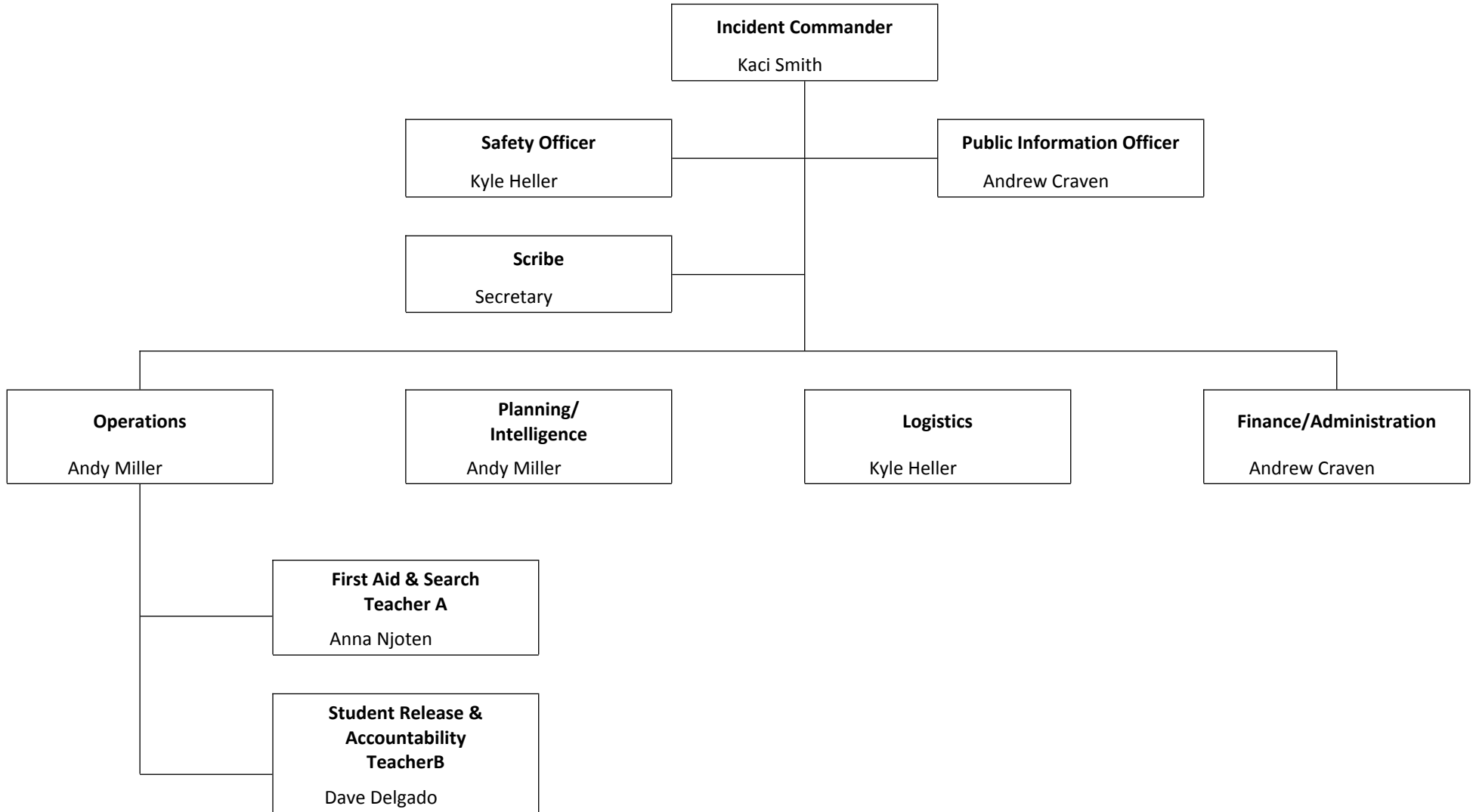
<b>Type</b>	<b>Vendor</b>	<b>Number</b>	<b>Comments</b>
Other	El Dorado County Probation Department	530-573-7978	
Law Enforcement/Fire/Paramedic	Fire	911	

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Blue Ridge's safety plan will be reviewed each year by the principal, staff, and advisory panel or School Site Council members. Each element will be evaluated for clarity, completeness and practicality of usefulness. In addition, input from local police, fire and safety agencies will be solicited. All recommendations for amendments will be recorded and will be processed by the school safety committee. School staff, students, family members, and related local agencies will be notified immediately of any changes in the Safety Plan.	12/19/18, 1:00	Blue Ridge Classroom
School Site Council	12/19/18, 3:00	Blue Ridge Classroom
Back to School night	9/19/18, 4:00	Blue Ridge Classroom
Safety Committee	Quarterly, most recently on 3/20/19, 1:00	Blue Ridge Classroom



**Blue Ridge 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:

#### **Management**

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

#### **Planning & Intelligence**

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

#### **Operations**

All response actions are implemented 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**

Follow Probation Department procedures

### **Animal Disturbance**

Follow Probation Department procedures

### **Armed Assault on Campus**

Active Shooter Protocols (Active Assailant)

During an active assailant incident, staff and students must quickly determine the most reasonable way to protect their own lives. The primary purpose is to prevent, reduce or limit access to potential victims, and to mitigate the loss of life. Training on the FBI's "Run, Hide, and Fight" protocol is implemented at all sites:

#### Run

- If there is an accessible escape path, attempt to evacuate.
- Have an escape route and plan in mind.
- Take others with you, but do not stay behind because they refuse to leave.

#### Hide

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Take steps to prevent the active shooter from entering your hiding place.
- Lock and blockade doors.
- Find a hiding place that does not trap you or restrict your options for movement.

#### Fight

- This should be done as a last resort, and only when your life is in imminent danger.
- Acting as aggressively as possible, attempt to disrupt or incapacitate the shooter.
- Throw items and improvise weapons.

### **Biological or Chemical Release**

#### Shelter in Place

One of the instructions you may be given in an emergency, where hazardous materials may have been released into the atmosphere, is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors.

Specific Steps to Shelter-in-Place at School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately where they are, and not drive or walk outdoors.

- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter, for the school secretary, or person designated to answer these calls. If the school has voicemail or an automated attendant, change the recording to indicate that the school is closed, and that students and staff are remaining in the building until authorities advise that it is safe to leave. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call parents or guardians to let them know that they have been asked to remain in school until further notice, and that they are safe.
- Close and lock all windows, exterior doors and any other outside openings.
- If you are told there is danger of explosion, close window shades, blinds and curtains.
- Have employees familiar with the building's mechanical system turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air - these systems, in particular, need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room.
- List the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuations in specific areas at greatest risk in the community.

## **Bomb Threat/ Threat Of violence**

(Procedure Number: D5, Issued: 09/2004, recently reviewed 11/2017)

Bomb Threats Authority Title 15 Regulation:Section 1325, Fire Safety Plan; Related JDF Procedures, D1; Fire Safety, Prevention, and Evacuation Plan, D2; Fire Safety and Emergency Evacuation, D4; Emergency Utility Shutoff, G6; Transportation of Youth, G11

### Use of Physical and Mechanical Restraint

In the event of a bomb threat, immediately discontinue the use of any electronic devices such as radios and cellular phones.

### Purpose

This procedure is meant to protect youth and the public in the event of a bomb threat at a Juvenile Detention Facility (JDF).

### Location of the Bomb Known

The youths must be moved to a safe location/area of the building, farthest away from the bomb. All officers, except the shift supervisor, will remain with the group. The shift supervisor must contact Central Dispatch (911) for assistance. The shift supervisor must also contact the superintendent/assistant superintendent and the chief probation officer.

### Location of the Bomb Unknown

When a bomb threat is received from any source, inform the shift supervisor immediately. The shift supervisor will contact the Central Dispatch (911), superintendent/assistant superintendent and chief probation officer. All youths must be moved immediately to a safe location/area in the center of the building farthest away from the likely places where a bomb might be placed. One officer must remain in the central Control Room as long as youths are in the facility. Should it be determined that an evacuation is necessary, follow the evacuation plan in JDF Procedure D1, Fire Safety, Prevention, and Evacuation Plan. All available officers must stay with the youths until they are returned to the JDF.

### General Comments

A bomb may have any shape or form and it may be concealed in any type of container. Do not touch any suspected object- immediately alert the bomb squad to its presence. When a bomb threat is reported to the JDF, the information shall not be relayed to the youths, public, or parents. Try to get as much information as possible and write it down. Try to describe the caller's voice, sex, age, tone, etc. Ask the parents, public, etc. to leave the premises immediately; explain only that an emergency has arisen and the request is being made for their safety. Normal activities will only be resumed when ordered by the superintendent, assistant superintendent, or a supervisor acting in his/her absence. The shift supervisor must prepare a Special Incident Report prior to the end of the shift. Should a bomb threat be called in to any other Probation Department location, a check of the JDF perimeter should be completed.

### **Bus Disaster**

We do not provide transportation

### **Disorderly Conduct**

Follow Probation Department procedures

### **Earthquake**

Earthquake Drill Procedures

Drop/cover/hold-on

- Principal/designee announces to drop to the ground and take cover.
- Students and staff take cover by getting under a desk or table.
- Hold on until the all clear signal is announced.
- Evacuate only if directed.

Specific Steps for the Drill

Via the public announcement (PA) system, alarms, or verbal direction (in the event of a real earthquake, the signal will be the beginning of the shaking itself):

- a. Announce that the earthquake drill has begun and to drop, cover, and hold on.
- b. Suggest that while dropping under a sturdy desk or table, students and teachers should look around at what could be falling on them in a real earthquake. These items should be secured or moved after the drill.
- c. After at least one minute, announce that the shaking is over.
- d. Based upon your school disaster plan, have teachers, students, and staff follow school evacuation procedures according to the school disaster plan.
- e. When the shaking has stopped (or when the all-clear bell rings) IMMEDIATELY and before teachers exit their rooms, take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open an airway, stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist lightly injured people. Non-ambulatory injured people should be reassured and asked to wait for treatment where they are, unless it is more dangerous to remain in place.
- f. Teachers take classroom roll books and emergency kits to the evacuation area. Make sure these items stay with the person actually escorting the class to the Emergency Assembly Area (EAA).

- g. Staff should use the buddy system. Classes should exit in pairs with one teacher in front and one in the back. Take a few seconds to check briefly with the teacher in the classroom to the left, to the right, and across the hall to see if they are in need of assistance.
- h. In the absence of an instructional assistant, teachers need to be prepared to take the class of a colleague while that teacher assists with any injuries or in the duties assigned to them. Escort class(es) to their designated place in the EAA.
- i. Use the suggested routes on your evacuation map, or alternate route if your route is blocked or unsafe.
- j. Everyone is to stay together and quickly and quietly evacuate following four evacuation rules: don't talk, don't push, don't run, don't turn back.
- k. Select two responsible monitors to lead, carefully checking that the evacuation route is clear. Staff brings up the rear, seeing that everyone is together.
- l. Check that exit routes are clear. Move directly away from the building when exiting. Students should cover their heads with their bags or books. Do NOT use elevators.

### **Explosion or Risk Of Explosion**

Follow Probation Department procedures

### **Fire in Surrounding Area**

Fires are extremely dangerous to life and property in Juvenile Detention Facilities (JDF), and all possible safeguards must be taken to prevent them. It is required that at least one CORE and PC 832-trained officer is on duty at all times. All employees must know the locations of all fire extinguishers within the JDF. Fire extinguishers shall be checked and certified at least one time each year. Kitchen fire suppression equipment, located in the hood and duct of the stove, shall be checked and certified at least twice annually. Only mattresses and pillows that have been determined to be fire retardant shall be purchased and used in the JDFs. Daily room searches will limit and control combustible materials in sleeping rooms occupied by youths.

#### **Inspections**

The South Lake Tahoe Fire Department shall inspect the JDF for fire safety at least once every two years in accordance with Health and Safety Code Section 13146.1(a) and (b). The result of these inspections shall be forwarded to the Board of State and Community Corrections for review. All officers and school staff in the JDF must review the fire and emergency procedures and fire extinguisher use semiannually.

#### **Fire Drills**

Fire drills are an important part of fire preparedness. Fire drills will be completed and documented no less than quarterly. Fire drills will be completed as designated in JDF Procedure D2, Fire Safety and Emergency Evacuation.

#### **JDF Evacuation Plans**

##### **JTC Plan A**

All sleeping room doors will be opened in each day room. Youths will line up along the showers near the covered recreation area exit doors. One officer will check all of the sleeping rooms to verify all youths are out. Once all youths in the pod are accounted for, they will be moved into the covered recreation area. Simultaneously, one officer will check the medical room, kitchen, administrative offices, school, and remainder of the JDF for any other staff. Once the JDF is clear of all staff, an officer will complete a roll call in the covered recreation area. In the event of an actual fire, youths will be moved to the uncovered recreation courtyard. One officer must be in possession of the gate key to exit the courtyard.

##### **JTC Plan B**

In the case that evacuation Plan A is not a viable option, youths will be removed from their sleeping rooms and lined up near the corridor exit doors. The pod and JDF will be checked for all youths and staff as indicated in Plan A. When the pod has been cleared, the youths will be evacuated through the vehicle sally port.

## **Fire on School Grounds**

Fires are extremely dangerous to life and property in Juvenile Detention Facilities, and all possible safeguards must be taken to prevent them. It is required that at least one CORE and PC 832-trained officer is on duty at all times. All employees must know the locations of all fire extinguishers within the JDF. Fire extinguishers shall be checked and certified at least one time each year. Kitchen fire suppression equipment, located in the hood and duct of the stove, shall be checked and certified at least twice annually. Only mattresses and pillows that have been determined to be fire retardant shall be purchased and used in the JDFs. Daily room searches will limit and control combustible materials in sleeping rooms occupied by youth.

### **Inspections**

The South Lake Tahoe Fire Department shall inspect the JDF for fire safety at least once every two years in accordance with Health and Safety Code Section 13146.1(a) and (b). The result of these inspections shall be forwarded to the Board of State and Community Corrections for review. All officers and school staff in the JDFs must review the fire and emergency procedures and fire extinguisher use semiannually.

## **Flooding**

Follow established emergency communication procedures, including notifying 911.

If in immediate danger, move to higher ground. Direct students out of the classroom immediately and report to a designated evacuation location. Be sure that no students or staff remain in the classroom. If there is a blockage or it is not safe to get to the primary location, take students to an alternate site. Once at the location, account for all students and staff. No one may re-enter the buildings until administration issues the all-clear. Await further information from first responders and follow Probation Department procedures.

## **Loss or Failure Of Utilities**

Procedure Number: D4, Issued: 08/2004, recently reviewed 11/2017

Emergency Utility Shut Off (Water, Propane, Natural Gas, and Electricity)

Authority Title 15 Regulation: Section 1325, Fire Safety Plan Related JDF Procedures: D1, Fire Safety, Prevention, and Evacuation Plan; D2, Fire Safety and Emergency Evacuation; D3, Pre-fire Safety/Suppression Plan; D5 Bomb Threats

### **Purpose**

In the event of an emergency affecting the Juvenile Hall Facility (JHF) or Juvenile Treatment Center (JTC), it may become necessary to shut off the main supply of one or all of the major utilities used at the facility. It is imperative for the protection of lives that officers are aware of the location of these main valves and switches and are trained to turn them off if instructed to do so. Officers are to be aware of the location of all main shut off valves for the utilities used within the facility. Officers must assist emergency personnel, if needed, in locating the main shut off valves and switches. Officers must be able to locate these shut off valves if maintenance issues arise. The shut off valves are not to be used unless authorized by a shift supervisor or the superintendent. No employees may disseminate this information to unauthorized persons.

### **Juvenile Hall Utility Shut Offs**

#### **Water Main Valve**

In JHF, the valve is located in the plumbing closet of room A-10. Turning the blue handle will shut off all water in the JHF. There is an additional main shut off valve located in the Sheriff's Office parking lot- this valve must be accessed by El Dorado Irrigation District (EID) or Building and Grounds personnel.

#### **Fire Suppression Sprinkler Valve**

There is no fire suppression sprinkler valve located at the JHF.

#### **Propane Gas**



There are five propane tanks serving the JHF. The three tanks on the north end of the building service the kitchen water heater, the water heater in the downstairs part of the building, and the laundry room. The two tanks located on the south side of the building service the emergency generator located in the same area, and the kitchen. All of the propane tanks have shutoff valves located on top of the tanks. To access the propane tanks, the officer must have the key to unlock the padlocks on the chain-link fence. The gate key is located on key set numbers: 4-6, 13, 16, 17, and 31. Officers must be aware that there will still be propane left in the lines after the valves are shut off. This is significant in the case of the emergency generator, as the generator will not shut off until all of the propane in the line is used.

#### Electricity

The main switch for electricity to the building is located in the "Mop Room" or "Electrical Room" located in the A-Wing-side of the multipurpose room. On the west wall of this room are four large panel doors. The lower left door contains a large black switch at the top of the panel marked MAIN. To turn off all electricity in the building, push the shut off switch which is located in the right lower panel on the same wall. IMPORTANT: The emergency generator will need to be shut off immediately after turning off the power to the building. The "Transfer Switch Position" knob must be turned to OFF. This knob is located to the far right of the main shutoff switch panel. If the emergency generator is not turned off after shutting off the electricity to the building, the generator will turn on within 30 seconds, bringing power back to the building.

#### Juvenile Treatment Center Utility Shut Offs

##### Water Main Valve

The valve is located in a ground vault near the natural gas shutoff just outside the door next to (east of) the vehicle sally port. The lid to the vault must be removed in order to shut off the water valve. An additional water main valve is located in the dry storage room. Turn the large blue handle to the right.

##### Fire Suppression Sprinkler Valve

The main valve to turn off the fire sprinkler system at the JTC is located in the "riser" room located next to (east of) the vehicle sally port. The system may be turned off by closing (turning clockwise) the large wheel located on the main supply line. The covered recreation fire sprinkler system shut off is located in the B-Pod storage room. The system may be turned off by closing the large wheel on the supply line.

##### Natural Gas

At the JTC, natural gas service provides gas for the kitchen, laundry equipment, and HVAC. The shut off valve for the natural gas line is located next to (east of) the vehicle sally port where the gas line enters the facility, to the right of the "riser" room door, near the ground, on the pipe coming up from the ground. Officers will need a wrench to turn ¼ clockwise where two holes will match. Officers must be aware that there will still be natural gas remaining in the lines after the valve is shut off.

#### Electricity

The main switch bringing electricity to the building is located upstairs in the main electrical room, on the east side of the building. This switch is located on the large panel on the east wall and is marked MAIN. There is an emergency generator for the building. To turn off all electricity to the building, the generator must also be shut off by pushing the emergency shutoff button located on the right side of the generator.

A map of the location of all major shutoff valves and switches for both facilities is located in each Control Room.

#### **Motor Vehicle Crash**

Follow Probation Department procedures

#### **Psychological Trauma**

Follow Probation Department procedures

## **Suspected Contamination of Food or Water**

Follow Probation Department procedures

## **Tactical Responses to Criminal Incidents**

Lockouts and Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside EDCOE facilities. For detailed instructions, refer to ANNEX I of the EDCOE Emergency Operation Plan.

- Lockout (Level 1): This is when a threat is off site and does not directly involve the school or students. A Lockout Level 1 stops people from going on or off campus. For example, a Level 1 could be triggered by a nearby arrest or search warrant being conducted, often triggered by notification from law enforcement, high speed chases, suspicious activity off-campus, etc.
- Lockout (Level 2): This is when a threat to a school is made, or information is presented that an event could potentially affect the school site. A Lockout Level 2 calls for staff and students to stay in the classrooms with unsupervised movement on campus prohibited. For example, a fugitive is in the area, etc.
- Lockout (Level 3): There is a direct threat to the school and the safety of the school, and people inside are at risk. A Lockout Level 3 mandates that all students and staff stay in locked classrooms. Examples include active assailants, hostage situations, or direct knowledge of a planned event.

Procedures to follow

### **Lockout - Level 1**

- Verbal Command is Lockout Level 1.
- Lock all exterior doors except for the main entrance.
- Limit vehicle access to a single point of entry if possible.
- Keep all classroom doors locked when possible.
- Keep blinds open for increased awareness.
- Classroom activity is to remain NORMAL.

### **Lockout - Level 2**

- Verbal Command is Lockout Level 2.
- Lock all exterior doors.
- Keep blinds open for increased awareness.
- Secure all vehicle access gates, if safe to do so.
- All classroom doors are to remain locked and hall activity is to be limited during class.
- Classroom activity is to remain normal.

### **Lockout - Level 3**

- Verbal Command is Lockdown.
- Lock all doors and access onto school compound.
- Doors are not to be opened for anyone. Officials who may need access have keys.
- All classroom activity is to stop.
- Assemble in designated "safe areas" of the classroom.
- Turn off all lights.
- Conceal everyone from being seen.
- Use furniture to barricade entrances, if safe to do so.
- Staff and students are to remain out of sight away from windows and in a protected area until the "all clear" call is communicated by the administration office or law enforcement.

## **Unlawful Demonstration or Walkout**

JTC / Blue Ridge is a locked facility



**Emergency Evacuation Map is following:**

