



Apricot Valley Elementary 2020-2021 Comprehensive Site Safety Plan

This Comprehensive School Safety Plan was developed by the Safety Committee of Apricot Valley and adopted by the Board of Trustees of the Patterson Joint Unified School District.

Safety Committee Approval: December 16, 2020

This document is to be maintained for public inspection in the PJUSD Office during regular business hours.

Dec 16, 2020

Dear Reader:

The purpose of the Apricot Valley Elementary School Safety Plan is to establish guidelines and policies for site personnel to follow in preparing for, or in the event of an emergency. The primary objective of this plan is to provide for the safety, protection, and welfare of the students, staff, and property of Apricot Valley Elementary.

The ultimate objective of the plan is to form a partnership between Apricot Valley Elementary, the district office, and local agencies, in order to preserve and protect life. All the organizations referred to in the plan are prepared to mobilize talents and material resources required to meet essential human needs and to assist in any emergency or disaster.

The Apricot Valley Elementary School Safety Plan is a work that is constantly evolving and developing with the needs of the school. The Safety Committee who approved and updated this plan is made up of staff who volunteer their time and talents. Patterson High School also provided some much appreciated assistance. Consequently, this plan would not be possible, or effective, if not for the contribution of all of those involved in its creation.

In addition to a detailed safety plan, an Incident Command Structure has been developed and included in this document to eliminate confusion during a crisis, and delineate duties to administration and other staff as assigned.

Please refer to the Table of Contents for the specific area of safety procedures, disaster routines, policies related to harassment and child abuse reporting, and much more.

Thank you,

Shelby Huerta, Principal Apricot Valley Elementary
Lydia Porras, Assistant Principal Apricot Valley Elementary

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Comprehensive Safety Plan Purpose & Compliance

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

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

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

Comprehensive School Safety Plans must include the following elements:

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

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

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

As defined in **PJUSD Board Policy 0450**, PJUSD recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

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

A copy of the comprehensive school safety plan shall be available for review at the PJUSD school administration offices and online at www.patterson.k12.ca.us.

Declaration regarding PJUSD board policy and administrative regulation references:

Except when specifically quoted, the PJUSD Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language. To review these policies and regulations in their entirety, please see the PJUSD Office during regular business hours or view them online at www.patterson.k12.ca.us

PJUSD Guiding Principles

Vision

Ensure excellence in education and cultivate healthy, contributing citizens!

Safety Plan Vision

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

Board of Trustees Commitments:

- life-long learning
- a safe learning environment
- developing responsible and accountable students
- communication
- healthy behaviors
- motivating students to maximize their potential

The district identified key student performance requirements and drafted a plan outlining five student-focused, Academic Goals that were later reduced to four goals in the plan's first review and evaluation in May, 2010:

1. All Students Engage in Rigorous and Relevant Curriculum and Learning
2. Close the Achievement Gap and Expect High Levels of Performance by All
3. Ensure a Safe and Healthy Environment
4. Provide technological resources that maximize student learning and district efficacy

Safety Plan Vision

To support the philosophy and goals of the Patterson Joint Unified School District we strive for a safe learning environment where students are empowered to achieve through strong connectedness to their school and community.

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

Components of the Comprehensive School Safety Plan

Site-specific procedures to implement the components of this plan will be included within the body or appendices of this document.

Apricot Valley Safety Planning Team Members and Contributors

- Vince Lopez, PJUSD School Security Officer
- Shelby Huerta, Principal
- Lydia Porras, Assistant Principal
- Ruben Estrada, Custodian
- Kristi Dykstra, Teacher
- Jessica Fontaine, Teacher
- Amy Montoya, Teacher
- Theresa Cagle, Library Technician
- Donna Moullette, Teacher

Assessment of School Safety

Education Code, Section 32282 (a) 1

An assessment of School Safety among PJUSD schools was conducted and included a review of survey data from the California Healthy Kids Survey (CHKS) and rates of disciplinary actions and truancy as collected through the California Department of Education Uniform Management Information Reporting System (UMIRS). Additional input was received from school administrators and law enforcement partners during the workshops conducted as part of the process to develop this safety plan. Reports from previously conducted physical site safety assessments were also reviewed.

Some of the key safety concerns raised during the assessment of school safety include:

- Physical safety assessments showed a need for improved surveillance systems and integrated communications systems. We currently have an alarm system.
- Traffic flow around Apricot Valley may present a hazard to students. This could be addressed through increased supervision, curb markings, and signs. Drop off and pick up locations have been changed to help with this concern.
- Severely unlevel concrete areas pose a hazard to student and staff safety. Staff have reported concerns regarding the area between the first and third grade wings of the school. These have been leveled out.

District/Campus Safety Strategies and Programs

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

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

(A) Child Abuse Reporting Procedures

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

According to **PJUSD Board Policy 5141.4**, the Board of Trustees recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect.

PJUSD employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, PJUSD policy and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

PJUSD Administrative Regulation 5141.4 provides additional detail including definitions of child abuse and procedures for reporting suspected incidents of child abuse.

A mandated reporter shall make a report using the procedures described below (with reference to the full text of AR (5141.4) whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When reporting a witnessed or suspected case of child abuse, the following steps shall be taken by the appropriate personnel.

Step 1 – Initial Telephone Report: Immediately or as soon as practicable after knowing or observing child abuse or neglect, a mandated reporter shall make an initial report by telephone to Stanislaus County Child Protective Services in Modesto by calling 558-3665. When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Step 2 – Written Report: Within 36 hours of knowing the information or observing an incident that prompted the suspicion of child abuse, the mandated reporter shall prepare and either send, fax, or electronically submit to the **Stanislaus County Child Protective Services in Modesto**, a written follow-up report, which includes a completed Department of Justice form: (http://ag.ca.gov/childabuse/pdf/ss_8572.pdf).

Step 3 – Internal Reporting: A mandated reporter should notify the principal as soon as possible after the initial telephone report. When so notified, the principal shall inform the Superintendent of Schools or designee. Reporting the information to an employer, supervisor, principal, school counselor, co-worker or other person shall not be a substitute for making a mandated report to the Stanislaus County Child Protective Services in Modesto.

Mandated reporters will be trained on the identification and mandated reporting of child abuse and neglect.

(B) Emergency Preparedness and Crisis Response Plan

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

In **PJUSD Board Policy 3516**, the Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. These plans will be developed in compliance with the California Standardized Emergency

Management System (SEMS) and the National Incident Management System (NIMS). School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Apricot Valley emergency preparedness and crisis response plans are included in the appendices, and accomplish the following:

- **Appendix B:** incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.
 - provides emergency contact information for district staff in Appendix B.1: District Staff Emergency Contacts – Confidential
 - describes the ICS structure for the district and school site crisis response team.
 - Describes detailed steps to be taken by all personnel and students for a safe and effective response to emergencies and provides specific evacuation procedures for the school site developed with considerations for students with physical disabilities.

(i) Earthquake and Multi-hazard Emergency Response Procedure System

PJUSD has defined emergency response procedures for earthquakes and other hazards in the Crisis Response Plans described in the appendices of this plan. This school follows the recommended “drop, cover and hold on” procedures for earthquake response. The plans also align with standards established by NIMS and SEMS and call for response actions to be coordinated using ICS. Additional details on the implementation of these plans, including roles and responsibilities for school personnel, are included as part of the District Emergency Operations Plan and School Emergency Response Procedures flipcharts. These additional supporting plans are provided to school personnel as references and are not included as part of this public document.

(ii) Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community’s needs.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

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

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

Through **PJUSD Board Policy 5144.1 and 5144.2**, the Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. The policy also describes the guidelines, in accordance with state and federal law, Student Due Process, On-Campus Suspension Program, Required Parental Attendance and the Decision to Not Enforce Expulsion Order available to the school board.

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

(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

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

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

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

(E) Discrimination and Harassment Policies

Additional code reference: Education Code 200-262.4

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

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

PJUSD Board Policy 5145.3 states that district programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

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

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

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

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

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

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

For campus-specific bullying and cyber-bullying policies, please refer to the student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the County Office.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

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

For campus-specific dress code policies, please refer to the student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the District Office.

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

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

- BP 5142: “To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.”
- AR 3543: provides a framework for school bus transportation safety plans and procedures including, student and parent education, bus evacuation exercises, limitations on school bus operation in limited visibility conditions and exceptions to school bus capacity limits in emergency situations where students must be moved immediately to ensure safety.
- BP 5131: holds students accountable for conduct not only on campus but also on their way to and from school.
- BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix D.21.

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

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds. For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

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

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

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

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

Safe Physical Climate Goal:	Our school is a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve, and succeed.			
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
1) Identify and address security vulnerabilities	<p>Replace security cameras that are not working.</p> <p>Add more cameras in the back of the wings and on the playground.</p>	<p>Use Safety money.</p> <p>Collaborate with District Safety Team</p>	<p>Principal, AP</p> <p>Maintenance and IT Personnel</p>	<p>All cameras will be in good repair.</p> <p>The areas on the playground and behind the H and D-F wings will be visible to security cameras.</p>
2) Identify and address safety hazards	<p>Repair lifted and uneven concrete areas and tripping hazards.</p> <p>Repair gates and doors that are difficult to open due to heat/cold expansion/contraction.</p> <p>Keep walkways clear of piled leaves which create a slipping hazard.</p> <p>Replace orange posts to post anchors in the parking lot drop off zones as they are a tripping hazard.</p>	<p>Collaborate with PJUSD facilities dept. and regular site safety visits.</p>	<p>Maintenance Personnel</p> <p>Custodial Staff</p>	<p>Sidewalks and concrete areas will be safe and free of tripping hazards.</p> <p>All gates and classroom doors will open and close for safe ingress and egress.</p> <p>Walkways will be free of leaves and hidden tripping and slipping hazards.</p> <p>Orange posts/cones will be replaced into the black anchors in the drop off zone to prevent tripping hazard.</p>
3) Identify and address traffic flow, pedestrian safety, and campus visitor protocol	<p>Visitors enter through the bus zone gates during drop off and pick up times.</p>	<p>Collaborate with custodial staff to put out signage for visitors.</p>	<p>Principal</p> <p>Assistant Principal</p> <p>Custodial Staff</p>	<p>Provide tall orange cones with traffic signage during drop off and pick up.</p> <p>Provide sandwich boards with signage in the bus zone to redirect visitors.</p>
4) Implement and practice crisis response plans	<p>Update and replace red Emergency folders in classroom.</p> <p>Train staff on current emergency / crisis procedures.</p> <p>Refill and distribute first aid kits to all classrooms.</p>	<p>Safety committee to provide review of crisis response practices at staff meetings</p>	<p>Safety Committee</p> <p>Assistant Principal</p>	<p>All classrooms will have updated red Emergency folders with crisis procedures.</p> <p>Additional opportunities will be provided to review practices/ routines with teachers and staff.</p> <p>All classrooms will be equipped with filled first aid kits.</p>

Safe Social Climate Goal:	Our students and staff thrive in an environment of mutual respect, self-discipline, and a commitment to excellence.			
Objectives	Action Steps	Resources	Project Lead	Outcomes
1) Continue No Excuses University focus on strengthening Six Exceptional Systems of NEU.	Continue monthly NEU meetings Plan designated collaboration days.	No Excuses personnel (Damen Lopez) Assistant Supt. for Educational Services.	Assistant Principal NEU Team	Monthly grade-level collaboration Full-day Collaboration days.
2) Provide students with behavioral support and social skills.	Implement the Positive Behavior Interventions and Supports (PBIS) Continue to implement the PBIS Tier II Check in/Check out (CICO) system for identified students Implement Tier III	PBIS Team District Office Teachers and Staff	Principal PBS team	PBIS Signs installed throughout campus Creation of staff videos to show expected student behaviors on campus. ROAR Rewards Days, Student recognition of positive character traits through weekly ROAR rewards ticket winners and pins for AR lanyards. Continue to share strategies and updates during staff meetings Increase the number of mentors we have for CICO.
	Maintain PBIS Data Wall	Center for Human Services	Assistant Principal SST Coordinator	Analyze data and set site goals.

(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

PJUSD Board Policy 5131 identifies district-wide standards for student conduct:

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

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

Prohibited student conduct includes but is not limited to:

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

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, or transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

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

Per **PJUSD Board Policy 5131**, Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other

mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Devices are turned off during class time and at any other time directed by a PJUSD employee.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

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

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

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

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

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

- Weapons; prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. **PJUSD Board Policy 5131.7**
- In order to discourage the influence of gangs, school staff shall take prevention and interventions measures to include referral of students displaying gang affiliation to the principal and referral of students seeking help in rejecting gang association to community-based gang suppression and prevention organizations. Additionally, daily checks for graffiti shall be made at each campus and graffiti shall be photographed before removal. **PJUSD Board Policy 5136**

(J) Hate Crime Reporting Procedures and Policies

Additional code references: Penal Code 628

As stated in **PJUSD Board Policy 5145.9**, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior. The Board will promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of

his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, or religious beliefs or practices.

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

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

Safety Plan Review, Evaluation and Amendment Procedures

The Apricot Valley comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in October of each school year.

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

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the PJUSD office or the school site.

Safety Plan Appendices

Protected Information

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

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

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

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

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

Appendix A: Documented Safety Planning Process

Activity Description <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	Date, Time	Attached Document <i>(description and location)</i>
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Apricot Valley Safety Meetings and Minutes 2020-2021

10/22/2020

8:00-9:00 Mrs. Huerta attended the Safety Incentive meeting at the district office. Site reps discussed concerns for students and property. Mrs. Huerta reported that the gates to the field, and cameras are an issue. Gates require force to open and cameras are not working in certain areas, and during the night. Safety money in the amount of \$1000 can be used for students/property. Items need to be approved. Custodial schedules by site, communication, disinfecting and lockdowns were all discussed.

10/23/2020

[Redacted]

10/26/2020

[Redacted]

10/28/2020

[Redacted]

10/29/2020

[Redacted]

10/30/2020

[Redacted]

11/10 2020

9:06 am Maintenance Request submitted, Lydia Porras
The metal/wire mesh on the gate (where the chain holds the gate shut) is very corroded, sharp and rusty. When opening it for evacuation, it may cause injury to students and staff. Also the gate does not latch. It is only held closed with the chain and is loose enough for a student (escapees or runners) to slip through. This is also a safety issue.

12/10/20

[Redacted]

12/16/2020

1:00 pm Safety Committee Meeting

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

Appendix B: Important Phone Numbers

EMERGENCY TELEPHONE NUMBERS

Police/Fire/Ambulance:	911
Non-Emergency Police:	800-273-4911
Ambulance	
Emanuel:	209-667-4200
Memorial:	209-526-4500
Poison Control:	800-876-4766
Child Abuse Hotline:	800-558-3665
Child Protective Services:	209-558-3665
Children & Youth Services:	209-526-5544 (kids up to age 12)
Sierra Vista	209-523-4573 (kids 13-17)

EMERGENCY MANAGEMENT

Gas/Electric:	800-743-5000
Water:	209-895-8040

RADIO STATIONS

KAT:	559-766-5000
KBYN 95.9 FM:	209-883-8760

TV STATIONS

KCRA:	209-523-6727
KXTV:	209-577-5015

NEWSPAPERS

Modesto Bee:	209-578-2028
Irrigator:	209-892-6187

Appendix B.1: District Staff Emergency Contacts – Confidential

Patterson Unified School District
Incident Command Management Team
District Office

Appendix B.2: Campus Staff Emergency Contacts – Confidential

Appendix C: PJUSD Emergency Response Procedures Flipchart – FOUO

Cover sheet only – insert the PJUSD Emergency Response Procedures Flipchart in preview format (un-cut and not assembled in flipchart folder) behind this page behind this page, except in any publicly distributed versions of this document.

PJUSD Emergency Response Procedures Flipchart

Introduction	2
Response Actions for Any Emergency	3
All Clear	3
School Incident Response Team	4
Duck & Cover	5
Shelter in Place	6
Lockdown	7
Secure School	8
Evacuation (on-campus)	9
Evacuation (off-campus)	9
School Closure	10
Intruder – Hostage Situation	11
Weapons	12
Bombs and Other Threats	13
Student Unrest or Civil Disturbance	14
Medical Emergency	15
Psychological Crisis (Traumatic Incident)	15
Explosion or Risk of Explosion	16
Hazardous Spill or Release	17
Fire – Smoke	18
Weather Emergencies	19
Weather Emergencies (continued)	20
Earthquake	21
Power, Utilities Failure	22
Aircraft or Vehicle Crash	23
Animal Disturbance	24
Emergency Phone Numbers	25
Media & Public Information	26
Campus Maps	27

Appendix D: Emergency Operations and Response and Other Basic School Information

(in Alphabetical Order)

Confidential Material Omitted

Appendix D.10: Bullying/Cyber Bullying

Bullying is a conscious, willful, repeated and deliberately hostile act intended to inflict pain, discomfort, embarrassment, and/or induce fear through violence, the threat of violence or humiliation. Bullying can occur in any form of verbal abuse, emotional cruelty, physical violence, harassment of any nature, and electronic persecution, otherwise known as cyber bullying.

Bullying of any nature WILL NOT be tolerated at Apricot Valley School. Apricot Valley School has taken several steps to combat bullying, including, but not limited to the following:

- implementing a positive character program called No Excuses University
- teaching students about bullies, the bullied, and bystanders throughout the school year;
- encouraging anonymous reporting of any form of bullying;
- counseling with students and parents involved;
- involving the School Security Officer ;
- informing students of the current laws about bullying, including hate crimes, sexual harassment, and cyber bullying; and
- Disciplinary actions that range from detention to suspensions.

The governor of California signed a new cyberbullying law that went into effect on January 1, 2009.

Suspension can be automatic for proven cyberbullying. Students are encouraged to not erase bullying emails, text messages, Facebook chats/blogs, and voicemails that are harassing in nature.

ED CODE 48900. **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:

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Board Policy 5131 – Conduct (Include in updated Safety Plan) Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships

Appendix D.11: BUS RULES

In order to ensure safe transportation of students who ride the bus, we must have rules.

1. Obey the driver promptly and with a positive, respectful attitude.
2. Be courteous to fellow students and the bus driver.
3. Be careful in approaching the bus stop; walk on the left, facing oncoming traffic.
4. Cross the road in front of the bus only after the bus driver has signaled and it is safe to do so.
5. Be at the bus stop on time.
6. Avoid pushing, scuffling, or fighting.
7. Be seated as instructed by the driver and remain seated.
8. Help keep the bus clean; use the trashcan or wastebasket. Do not eat on the bus.
9. Keep head, arms and hands inside the bus at all times.
10. Avoid damaging the bus. The parents of the student responsible will pay damage.
11. Watch your step getting on and off the bus. Use the handrail.
12. Avoid bringing animals, insects in glass jars, or large parcels on the bus.

(Exception: guide dogs for the blind)

The bus driver is required to issue the student a citation if any rules are broken. The principal then decides whether or not to deny transportation. You will receive a copy of the citation and notification if transportation is denied.

Responsibility

It is a privilege to ride a school bus

Parents

To see that each student is familiar with all rules, and conducts himself in a manner that will produce the safest possible transportation.

Students

To abide by all rules at all times. To obey the bus driver at all times.

District

It is ruled that responsibility of the school district for the student “begins at that point in time when the school bus first approaches the pupil as he stands beside the road.” This is interpreted to mean from 100 to 150 yards.

Driver

The driver remains responsible for the student during the time he remains on the bus, which means until the pupil has safely crossed the road.

First Student
837-4667

Appendix D.17: Dress Code for Apricot Valley

Apricot Valley follows the Patterson Unified School District's dress code guidelines found in the *Patterson Unified Parent and Student Handbook* with some additions.

- Shoes must be worn at all times
- Sunglasses are for outside only
- **NO solid red or blue shirts** permitted on campus. Printed red or blue shirts will be addressed on a case by case basis.
- **NO red or blue shoe strings.**
- **NO gang-related clothing or accessories.** Students with known or suspected gang affiliation will be asked to change.
- **NO local youth sports team jerseys** EXCEPT on days designated by the administration
- Belts should not extend more than three inches below the waist of the clothing. NO cloth belts are permitted.
- NO pajama pants are permitted.
- NO clothing or accessories (jewelry, belt buckles, etc.), art work, doodling with inappropriate advertising, sexual, vulgar, and/or offensive pictures or slogans, promotion of drug/alcohol use, and gang-related symbols, nicknames or insignia will be permitted on campus.
- NO bare midriffs (tops that expose the midriff through normal movement of the body), halter tops, see-through outfits, tube tops, backless tops, spaghetti straps, low-cut or revealing tops, tank tops with excessively large armholes, muscle shirts, or off-shoulder tops will be permitted on campus.
- NO chains or wallet chains are permitted.
- NO spikes, bracelets, or dog collars are permitted.
- NO bandanas or hair nets of any type are permitted on campus. Hoods can be worn outside only. Hats can be worn outside.
- NO sagging. Pants are to be worn at the waist with no undergarments showing.
- Shorts and skirts must be at least mid-thigh or longer.
- All pants and shorts must fit at the waist, hips, crotch, and thighs.

Dress Code Violation Consequences

- There will be three warnings for sagging pants. After 3 warnings, the student must call home to get a change of pants or shorts, or get a pair of loaner shorts. A meeting with parent may also be held.
- Too-short shorts or skirts—student may call home to get a change of clothes or get a pair of loaner shorts.
- Shirt issues—student may call home to get a change of clothing or wear a loaner shirt.
- Each dress code violation is recorded and documented. Parents are called by the Assistant Principal or Secretary. Disciplinary action for repeated violations may include suspension, per the Patterson Unified School District policy.

Appendix D.27: Safe Ingress and Egress of Pupils, Parents, and Employees

Apricot Valley School has the following procedures in place for safe ingress and egress to and from school:

1. Teachers, Administration and Yard Duty are to be visible on campus before and after school.
2. Students should refrain from using alleys when walking to and from school.
3. Students should stay out of parks while traveling to and from school.
4. Students should always use crosswalks to navigate crossing the streets.
5. Students should use a buddy system when traveling to and from school.
6. Students should make every effort to avoid strangers who attempt to approach them. They should report any suspicious activity to the office immediately.
7. Parents who drop-off or pick up their students are advised not to block bus or fire lanes. They are not to double park, or use faculty parking areas as it increases the possible risk of accidents.
8. Yard Duty, Administration, Teachers are to monitor specific areas before, during, and after school.
9. Apricot Valley School bus drivers via their radios contact the school or Sheriff's department if they witness any suspicious activities on the route.