

**Kingsburg Joint Union High School  
School Safety Plan  
Emergency Procedures Guide  
2017/2018**



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## RESPONSE TO ANY EMERGENCY

- \_\_\_ Notify the principal and 911, if necessary. The principal notifies the superintendent.
- \_\_\_ Notify the school Emergency Response Team.
- \_\_\_ Seal off high-risk area(s).
- \_\_\_ Take charge of the area(s) until the incident is contained, or relieved by Administration .
- \_\_\_ Preserve evidence. Keep detailed notes of incident.
- \_\_\_ Refer media to the official school or district spokesperson Randy Morris at # 897-5156 or 352-2164.
- \_\_\_ Notify the Post-Incident Response Team, if necessary.

## GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

<b>Principal or Designee</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify information.</li> <li><input type="checkbox"/> Call 911, if necessary.</li> <li><input type="checkbox"/> Seal off high-risk area(s).</li> <li><input type="checkbox"/> Notify superintendent.</li> <li><input type="checkbox"/> Notify students and staff. Note: depending on the emergency, students may be notified by teachers.</li> <li><input type="checkbox"/> Update staff through email if possible</li> <li><input type="checkbox"/> Evacuate students and staff, if necessary.</li> <li><input type="checkbox"/> Keep detailed notes of incident.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Convene Emergency Response Team and implement emergency response procedures.</li> <li><input type="checkbox"/> Refer media to official spokesperson(s).</li> <li><input type="checkbox"/> Notify community agencies, if necessary (those not responding to the 911 call).</li> <li><input type="checkbox"/> Implement post-incident procedures, as necessary.</li> </ul>
<b>Teachers</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify information.</li> <li><input type="checkbox"/> Lock classroom doors unless evacuation orders are issued.</li> <li><input type="checkbox"/> Check email for updates</li> <li><input type="checkbox"/> Warn students, if advised.</li> <li><input type="checkbox"/> Account for all students.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay with students during an evacuation. Take class roster.</li> <li><input type="checkbox"/> Refer media to official spokesperson(s).</li> <li><input type="checkbox"/> Keep detailed notes of incident.</li> <li><input type="checkbox"/> If on conference period, contact Administration/office</li> </ul>

## PUBLIC INFORMATION

**\*\* All staff must refer all media to official spokesperson \*\***

\_\_\_ School district assumes responsibility for issuing public statements during an emergency.

\_\_\_ Superintendent serves as official spokesperson unless another individual is designated. Alternate spokespersons should be identified in advance.

<b>Position</b>	<b>Name</b>	<b>Work #</b>	<b>Cell #</b>
Spokesperson	Randy Morris	897-7721	352-2164
Alternate #1	Fred Cogan	897-5156 ex 2001	389-4960
Alternate #2	Ryan Walterman	897-5156 ex 2003	356-3878
Alternate #3	Cindy Schreiner	897-7721	352-0256

## WARNING AND NOTIFICATION

**\*\* Call 911 if necessary. Assess life and safety issues first! \*\***

- \_\_\_ Inform principal: Randy Morris or designee.
- \_\_\_ Principal/designee notifies superintendent: Randy Morris
- \_\_\_ Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate: (Warning system, P.A. system, bell, etc.).
- \_\_\_ Codes may be used in situations where immediate notification is required, but the safety of the students and staff may be compromised if everyone in the school building(s) knows of the emergency (i.e., a hostile intruder may panic if the principal announces the intruder's presence over the P.A. system). The code words will inform school personnel of the type of emergency and appropriate actions. The code words are:

<b>Code Word</b>	<b>Emergency</b>	<b>Actions</b>
Red/Fire Schedule	Fire	Evacuation
Blue/Intruder Schedule	Threat	Lockdown
Yellow Schedule	Earthquake/Chemical	Listen for action
Green Schedule	All Clear	Return to normal

## EMERGENCY TELEPHONE NUMBERS OF CLASSROOMS THAT DO NOT HEAR PA

**Room 50: Brian Donovan, classroom – Ext. 2150**

**Room 52: Natalie Vaz, classroom – Ext. 2152**

**Room 56: Mike Schofield, classroom – Ext. 2158**

**Room 57: Richard Mynderup, classroom – Ext. 2157**

**Room 90: LeAnn Hodges: classroom- Ext. 2202**

**Gym: Jim Cranford- cell 289-4440 & Marci Cranford- cell 289-4441**

# EVACUATION / RELOCATION

(Red)

- \_\_\_ Call 911, if necessary.
- \_\_\_ Principal determines evacuation procedures after consulting with superintendent or designee: Randy Morris
- \_\_\_ Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers. Emergency Response Team member Randy Morris or Fred Cogan coordinates transportation if students are evacuated to relocation center. Transportation coordinator Randy Morris/Roger Carender is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place.
- \_\_\_ Principal notifies relocation center.
- \_\_\_ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- \_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- \_\_\_ Place evacuation sign in window (e.g., 8 ½ x 11 paper with words “Room # \_\_\_\_\_ Evacuated” in large, legible letters).

## **Teachers:**

- \_\_\_ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- \_\_\_ Take class roster.
- \_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- \_\_\_ Place evacuation sign in window (e.g., 8 ½ x 11 paper with words “Room # \_\_\_\_\_ Evacuated” in large, legible letters)
- \_\_\_ When outside building, account for all students. Inform principal/administrator immediately if students are missing.
- \_\_\_ If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.
- \_\_\_ If on conference period, evacuate to designated area and contact administration to provide support.

## **Relocation Centers:**

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

- \_\_\_ Primary: Kingsburg High School Bowl

# LOCK-DOWN PROCEDURES

(Blue)

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

- \_\_\_ Principal or designee will issue lock-down notification / procedures by announcing a warning over the P.A. system, by sending a messenger to each classroom, or by sounding bells.
- \_\_\_ P.A. announcement may be a code word or basic alert (see Warning and Notification for coded warnings).
- \_\_\_ Direct all students, staff, and visitors into classrooms or office.
- \_\_\_ Lock classroom doors.
- \_\_\_ Check email for updates.
- \_\_\_ Cover windows of classrooms, including the window in the door.
- \_\_\_ Move all persons away from windows and doors.
- \_\_\_ Allow no one outside of classroom until the principal gives an all-clear signal or emergency personnel direct you to open door.
- \_\_\_ If on conference period and it is safe to leave your room, report to the office to provide additional support.
- \_\_\_ Any students off campus during a lockdown will report to Concordia Lutheran Church. KHS Admin or Office staff will have keys to access safe zone. (Concordia Lutheran Church is providing space only. KHS maintains all liability and is responsible for students and maintaining space during this use.)



# SHELTERING PROCEDURES

(Yellow)

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

- \_\_\_ Identify safe area(s) in each school building.
- \_\_\_ Principal warns students and staff to assemble in safe areas. Bring all persons inside school building(s).
- \_\_\_ Teachers take class roster. Teachers should account for all students after arriving in a safe area.
- \_\_\_ Close all exterior doors and windows.
- \_\_\_ Turn off any ventilation leading outdoors.
- \_\_\_ Check email for updates
- \_\_\_ Cover up food not in containers, or put it away in a refrigerator.
- \_\_\_ If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- \_\_\_ All persons must remain in safe areas until notified by the principal or emergency responders.

## **FIRE**

### **(Red)**

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- \_\_\_ Pull the fire alarm.
- \_\_\_ Evacuate students and staff to a safe distance outside of the building.
- \_\_\_ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.
- \_\_\_ Teachers should take a class roster and account for all students. Roll must be taken before and after evacuation.
- \_\_\_ Principal calls 911, notifies authorities, and superintendent. Principal and / or superintendent must report incident to the fire marshal.
- \_\_\_ After consulting with superintendent, principal may move students and staff to primary relocation center KHS Football Bowl, if building is damaged or weather is inclement.
- \_\_\_ No one should re-enter the building(s) until declared safe by fire service personnel.
- \_\_\_ Principal notifies students and staff of termination of emergency and resumption of normal operations.

# BOMB THREAT

(Blue)

On receiving a message that a bomb has been planted in the school:

- \_\_\_ Use bomb threat checklist.
- \_\_\_ Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.
- \_\_\_ Listen closely to caller's voice, speech patterns, and for background noises.
- \_\_\_ **Leave your phone off the hook. Do not hang up after caller hangs up.**
- \_\_\_ Notify principal or designee.
- \_\_\_ Principal determines whether a lock-down or evacuation is the appropriate course of action. Principal orders based on determination.
- \_\_\_ Principal notifies 911 (police) and superintendent.
- \_\_\_ Principal and superintendent must report incident to fire marshal. If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow these procedures.
- \_\_\_ Principal alerts staff and students. Do not mention term "Bomb Threat."
- \_\_\_ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- \_\_\_ Direct students to leave their belongings.
- \_\_\_ Students and staff must be evacuated to a safe distance away from the school.
- \_\_\_ After consulting with the superintendent, the principal may move students to a primary relocation center, KHS Football Bowl, if weather is inclement or the building is damaged.
- \_\_\_ Teachers should take roll of students before and after evacuation.
- \_\_\_ No one should re-enter the building(s) until declared to be safe by fire or police personnel.
- \_\_\_ Principal notifies staff and students when emergency is terminated. Resume normal operations.

## INTRUDER/HOSTAGE

(Blue)

### **Intruder: "An unauthorized person who enters school property."**

- Notify principal.
- Ask another staff member to accompany you before approaching the intruder.
- Politely greet intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- If purpose is not legitimate, ask intruder to leave.
- Accompany intruder to the exit.

### **If intruder refuses to leave:**

- Warn of the consequences for staying on school property. Inform intruder that police will be called.
- Notify security or police and principal if intruder refuses to leave. Provide full description of intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- Principal notifies superintendent and may issue lock-down procedures.

### **Hostage situation:**

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Provide details of situation, ask for assistance.
- Seal off area near hostage scene.
- Notify principal; principal notifies superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events and actions.

### **If taken hostage:**

- Follow instructions of hostage taker.
- Try to keep calm. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak; do not argue or make suggestions.

# UTILITY FAILURE

(Red)

## **Gas Line Break**

- Call 911.
- Notify Principal/designee.
- Open windows.
- If directed, follow evacuation procedures.
- Do not re-enter building until utility officials say it is safe.

## **Electric Power Failure**

- Calm students.
- Stay in classroom until evacuation notification.
- If there is danger of fire, evacuate the building by evacuation procedures.
- If a short is suspected, turn off all electric devices in room, and notify custodian.

## **Water Line Break**

- Notify Principal/designee and custodian.
- Relocate articles that may be damaged by water.
- Relocate students to designated safe area.

# HAZARDOUS MATERIALS / CHEMICAL SPILLS

(Yellow)

## **Incident in School**

- Call 911.
- Notify principal.
- Seal off area of leak/spill.
- Take charge of area until fire or hazmat personnel contain the incident.
- Fire officer in charge will recommend sheltering or evacuation actions.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents if students are evacuated
- Resume normal operations after consulting with fire or hazmat officials.

## **Incident near School Property**

- Fire, police, or hazmat personnel will notify superintendent.
- Superintendent will notify principal.
- Fire officer in charge of scene will recommend sheltering or evacuation actions.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire or hazmat officials.

# EARTHQUAKE

(Yellow)

## **During an Earthquake:**

- \_\_\_ Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.
- \_\_\_ Stay put. If you are indoors, stay there. If outdoors, stay there.
- \_\_\_ Take cover. If indoors, do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- \_\_\_ If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- \_\_\_ Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

## **After an Earthquake:**

- \_\_\_ Keep students safe and relaxed. Carefully evaluate the situation.
- \_\_\_ Use caution when moving students and staff to safe area(s).
- \_\_\_ Make sure everyone is alright. Take class rosters and account for all students.
- \_\_\_ Do not move the seriously injured unless they are still in danger.  
Administer first aid, if necessary.
- \_\_\_ Wear sturdy shoes in areas near fallen obstacles and broken glass.
- \_\_\_ Check natural gas, water, and electrical lines for damage.
- \_\_\_ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- \_\_\_ Do not touch electrical power lines or broken electrical equipment.
- \_\_\_ Be prepared for aftershocks.

# **ADMINISTRATION AND OFFICE RESPONSIBILITIES**

## **In Case of Threat**

- 1) Notify administration
- 2) Call Police Department (897-2931 or 911)
- 3) Contact Alternative Education (897-3880)
- 4) Write and deliver statement to the staff telling them to lock their doors
- 5) Write statement for telephone calls and FAX to Kingsburg Police Department so statements will be consistent
- 6) Contact Board Members

## **Evacuation- Administration**

- 1) Grab Emergency Procedure Manual
- 2) Administrators check classrooms according to your responsibilities on the coverage map.
  - a. Marlene: Orange Area on Map
  - b. Heather: Pink Area on Map
  - c. Thom: Blue Area on Map
- 3) After clearing all areas, check in with Randy/Fred/Ryan to see what needs to be done
- 4) Provide assistance to fire, police, or other emergency personnel if necessary.

## **Evacuation- Office Staff**

- 1) Grab Emergency Procedure Manual
- 2) Vickie: Grab emergency card forms
- 3) Maria and Lupe: Bring clipboard and sign-out sheets, grab staff emergency forms
- 4) Robin and Sharon: Call rooms with no PA
- 5) All other staff: be ready to provide support



### **Lockdown- Administration**

- 1) If messages are to be delivered- get copy of message
- 2) Take a master key to be able to lock doors after visiting classrooms. Visit classrooms that are in your coverage area. See above.
- 3) After notifying all areas, check in with Principal/Designee to see what needs to be done
- 4) Provide assistance to fire, police, or other emergency personnel if necessary

### **Lockdown- Office**

- 1) Get message to media and parents from Randy to repeat during phone calls.
- 2) Sharon and Lupe: Have emergency card forms ready in case students need to be checked out
- 3) Maria and Robin: Have sign out sheets ready
- 4) All other staff: answer phones and provide assistance as needed

## **EMERGENCY TELEPHONE NUMBERS OF CLASSROOMS THAT DO NOT HEAR PA**

**Room 50: Brian Donovan, classroom – Ext. 2150**

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**Room 56: Mike Schofield, classroom – Ext. 2158**

**Room 57: Richard Mynderup, classroom – Ext. 2157**

**Room 90: LeAnn Hodges classroom- Ext. 2202**

**Gym: Jim Cranford- cell 289-4440 & Marci Cranford- cell 289-4441**

# MEDIA PROCEDURES

## All staff must refer media to district spokesperson.

**School District assumes responsibility for issuing public statements during an emergency.**

- *Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.*

District spokesperson: Randy Morris, Cell: 352-2164

Alternate District spokesperson: Fred Cogan, Cell: 389-4960

## During an emergency, adhere to the following procedures:

- Principal relays all factual information to Superintendent.
- Superintendent notifies other schools in district..
- Establish a media information center away from school.
- Update media regularly. Do not say “No comment”.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

## Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

## **EXAMPLES OF STATEMENTS – MEDIA**

Kingsburg High School received a threat at approximately 7:30 a.m. on March 5, 2004. Kingsburg Police Department was called and in concert with them we have secured the students and campus. The situation is under control and students are secure and safe.

We are requesting that any parent who wishes to pick up their student check in person through the office. We believe students are safe, but at this time we are not releasing them without proper parent or guardian doing so through the office.

## **EXAMPLES OF STATEMENTS - TEACHERS**

### **DO NOT ALERT STUDENTS**

We have received a threat that there may be a rampage by someone on campus today. Police have been notified and are on campus.

Please quietly lock your door and keep it locked throughout the day. During passing times open the door and then lock it again. Do not let students out of class for **ANY** reason.

## POST-INCIDENT INTERVENTION

- Activate school Post-Incident Response Team; determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, friends, and other highly stressed students to counselors.
- Assess stress level of staff; recommend counseling as required.
- Refer media to official spokesperson. Do not let media interview students.
- Follow up with students and staff who receive counseling.
- Any staff available to help with attendance check-in or out will report to aid in the front office.
- Resume normal routines A.S.A.P.

## CHECKLIST FOR TELEPHONE THREATS

If you receive a telephoned threat (bomb/chemical/other):

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like? \_\_\_\_\_

**Caller ID information: please check**

Male	Female	Adult	Juvenile	Age
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**Call origin: please check**

Local	Long Distance	Internal	Cell Phone
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**Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.**

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep Breathing		

**Background sounds: Check all that apply.**

Voices	Airplanes	Street Noises	Trains	Quiet
Bells	Clear	Static	Animals	Party
Vehicles	Horns	House Noises	PA System	Music
Factory Machines	Motor	Phone Booth	Other	

**Threat language: Check all that apply.**

Well Spoken (educated)	Foul	Taped	Incoherent	Irrational	Message Read from Script
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Did caller indicate knowledge of the building? Give specifics:

\_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

# CHECKLIST FOR SUICIDE

## If a student or staff suicide takes place:

- **Assemble the Crisis Management Team (CMT)**
  - (CMT) is made up of: Site and district leadership teams, school psychologist, grief counselors, SAP counselor, local authorities, etc.
- **Develop Plan for communication with Students, Staff and Community**
- **Communicate meeting date and time through remind 101, email and or phone tree for staff**
- **Staff gathering to discuss plan in place for support of both students/staff**
- **Provide support for students and staff as long as necessary**
- **Provide references for suicide prevention and warning signs**

## ESSENTIAL QUESTIONS:

1. Which Students are affected?
2. Who is the victims "circle of friends"?
3. Is there a possibility of contagion or imminent recurrence?
4. Who are the staff members being affected? What classes was the student enrolled in?
5. What activities are available to help start the grieving process?
6. What activities will help bring closure for students and staff?
7. Has the family been contacted regarding concerns and or services moving forward?

For Further support, contact:

**Comprehensive Youth Services of Fresno**  
Dedicated to providing a full range of prevention  
3795 E. Shields Ave, Fresno, CA 93726  
(559) 229-3561  
[www.cysfresno.org](http://www.cysfresno.org)

**1-800-273-Talk (8255)**  
**National Suicide Prevention Lifeline**  
A 24 hour, toll-free crisis hotline that links callers to a nearby crisis center  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**For more information about suicide and mental illness:**

**American Association of Suicidology**

A resource and education organization dedicated to the understanding and prevention of suicide.

[www.suicidology.org](http://www.suicidology.org) or call (202) 237-2280

**American Foundation for Suicide Prevention**

Dedicated to advancing the public's knowledge of suicide and its prevention.

[www.afsp.org](http://www.afsp.org) or call 1-888-333AFSP

**American Psychiatric Association**

A national professional organization of psychiatrists.

[www.psych.org](http://www.psych.org) or call (703) 907-7300

## CHILD ABUSE REPORTING

- A. When facts are brought forth to a school employees attention that suggest there is a reasonable suspicion that child abuse is suspected, the following should occur:
- Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible – by telephone and then through written report within 24 hours. Please see district office for the correct form.
  - Once the report is processes with CPS, it will be kept on file at district office.
  - Cooperate with authoritative agency and/or representative conducting investigation as needed after report is filed
  - Mandated Reporters shall not be impeded in filing a Child Abuse Report in a timely manner by any school employee
  - Mandated Reporter shall not conduct their own investigation or contact the perpetrator under any circumstances once abuse is suspected and/or a report is filed
  - Mandated Reporters shall not be retaliated against for reporting a suspected child abuse case
- B. Witnesses and/or recipients of information about suspected child abuse that involves a district employee as the alleged perpetrator, shall do the following:
- Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible – by telephone and then through written report within 24 hours. Please see district office for the correct forms.
  - Notify Superintendent/District Office of the report. Once report is processes with CPS, it will be kept on file at district office
  - Superintendent and/or authoritative agency will consult administration about administrative action that should be taken.
- C. All district employees shall have received the following training on an annual basis:
- Child Abuse Video at [www.getsaftytrained.com](http://www.getsaftytrained.com)
  - Complete Quiz after watching video on child abuse
  - Print out completion certificate and turn in copy to district office
- D. Any Child Protective Services (CPS) report that is filed by a faculty member involving KJUHS, the report shall be filed with the District Office.



## **CAMPUS SAFETY**

Kingsburg Joint Union High School District is committed to providing a safe campus for all students, faculty, parents, community members, and visitors who come on to campus.

### CAMPUS SAFETY EMERGENCY

Anyone who witnesses and/or hears anything that is an emergency may report to KJUHSD staff about the incident. KJUHSD will investigate all incidents brought to the schools attention in a timely manner and notify the proper authorities when needed. KJUHSD works closely with local law enforcement on any criminal matters that fall under the KJUHSD jurisdiction.

### SAFETY CAMERAS

Safety Cameras are utilized by Kingsburg Joint Unified High School District as a means of keeping the campus environment safe and giving administration access to see what is going on around campus at any given time. Cameras are placed at different areas of campus to help combat against illegal activity, unsafe behavior, emergency situations and any other safety measures that may arise on school grounds.

### K-9 DOGS

Kingsburg Joint Union High School District contracts with Proactive K-9 Dogs throughout the year to search classrooms, bathrooms, parking lots, athletic facilities, and anywhere on campus that is under the jurisdiction of Kingsburg Joint Unified School District. The K-9 Dogs are trained to detect illegal substances including but not limited to: drugs, alcohol, firecrackers, and prescription pills.

### SPRIGEO

Kingsburg Joint Union High School District utilizes Sprigeo.com as a means to report any of the following, but not limited to: Illegal Activity, Bullying, Harassment, Safety Issues, mental health, unauthorized people on campus, etc.

Sprigeo is an anonymous reporting website where students, staff, parents, and/or community members can report activity related to Kingsburg Joint Unified School District and the report will directly go to Administration for further investigation.

### **Student Behavior Discipline Policy**

According to California Education Code, “ A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or 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

### **Suspension & Expulsion Policies**

KJUHSD is committed to a safe school environment and believes that the conduct of students attending the high schools must establish an educational climate conducive for the furtherance of educational opportunities for youth and the promotion of learning.

Suspensions shall be imposed only when other means of correction fail to bring about proper conduct. The following Ed. Codes allow for the Administration to Suspend and/or recommend expulsion upon a first offense; 48900A1, 48900A2, 48900B, 48900C, 48900D, and 48900E.

Administration may recommend Expulsion for violations of any acts enumerated in Section 48900. Upon recommendations by Administration or by a hearing officer, the governing board may order a pupil expelled upon finding the pupil violated a section in Ed. Code 48900 and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible.

### **Policy for Notifying Teachers of Dangerous Pupils**

Education Code 49079 allows for teachers to be notified and view a student’s suspension/expulsion cumulative file for the past three years upon notification of them being enrolled in your class.

At the beginning of each school year teachers are notified of students who have violated the school safety act in the last three years and informed that they have a right to view the students discipline records if they so choose. They must sign off if they wish to view a pupils records.

### **School Dress Code**

While on campus or at any school sponsored event, students and guests shall be dressed in a manner which will not detract from or interfere with the educational environment, instructional program, general morale, image, or safety of the school.

KJUHSD is committed to enforcing a dress code that is safe, non-discriminatory, and free of any distractions to the educational environment. The following are not acceptable to be present or worn while at school or a school function; anything considered dangerous, offensive, derogatory, illegal, gang related, etc.

### **Visitors to School Campus**

All parents and other visitors coming to the campus are to report directly to the office where visitor passes or other assistance will be given. Only in very rare cases and with prior administrative approval will student visitor passes be issued.

### **Hate Crime Reporting**

Any student who believes that he/she is a victim of hate-motivated behavior shall immediately notify staff and/or administration. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify administration and/or law enforcement as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with the District's Discipline Code.