

# Knights Ferry School District

## 2019-2020



### Comprehensive School Safety Plan

#### SB 187 Compliance Document

Knights Ferry School District  
12726 Dent St  
Knights Ferry, CA 95361

*Formally adopted on Thursday, February 14, 2019*

*Approved by:*

| Name              | Title                                     | Signature  | Date    |
|-------------------|---|--|---------|
| Janet Skulina     | Superintendent/<br>Principal              |  | 2-5-19  |
| Kimberly McCarthy | Safety Committee, Site<br>Leadership Team |  |         |
| Office Mark Frink | Stanislaus Sheriff                        |  | 2-05-19 |

*This document is to be maintained for public inspection during business hours*

# Knights Ferry School District

## 2019-2020

### Comprehensive School Safety Plan

### SB 187 Compliance Document

Knights Ferry School District  
12726 Dent St  
Knights Ferry, CA 95361

*Formally adopted on Thursday, February 14, 2019*

*Approved by:*

| <b>Name</b>  | <b>Title</b>  | <b>Signature</b>  | <b>Date</b>               |
|--|---|-------------------|---------------------------|
| <i>Janet Skulina</i>   | <i>Superintendent/<br/>Principal</i>                      |                   |                           |
| <i>Dora Houser, Kim<br/>McCarthy, Amiee<br/>Ryan, Courtney Ferris,<br/>Brenda Canterbury</i> | <i>School Site Council</i>                                | <i>Amiee Ryan</i> | <i>2-5-19</i>             |
| <i>Office Mark Frink<br/>Zach Gardner</i>  | <i>Stanislaus Sheriff<br/>Stanislaus<br/>Consolidated</i> |                   | <i>2-05-19<br/>2-8-19</i> |

*This document is to be maintained for public inspection during business hours*

## Table of Contents

| <b>Item</b>  | <b>Page</b> |
|--|-------------|
| <i>Senate Bill 187: Comprehensive School Safety Plan Purpose</i> .....   | 3           |
| <i>Safety Plan Vision</i> .....  | 3           |
| <i>Components of the Comprehensive School Safety Plan (EC 32281)</i> .....   | 4           |
| Knights Ferry School Safety Committee .....  | 4           |
| Assessment of School Safety .....  | 4           |
| Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)....                 | 4           |
| (A) <i>Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)</i> .....                                     | 5           |
| (B) <i>Disaster Procedures (EC 35295-35297; GC 8607 and 3100)</i> .....  | 5           |
| (C) <i>School Suspension, Expulsion and Mandatory Expulsion Guidelines</i> .....                                     | 5           |
| (D) <i>Procedures to Notify Teachers of Dangerous Pupils (EC 49079)</i> .....  | 5           |
| (E) <i>Sexual Harassment Policies (EC 212.6 [b])</i> .....   | 5           |
| (F) <i>School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)</i> .....                                  | 6           |
| (G) <i>Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)</i> ..... | 6           |
| (H) <i>A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)</i> .....                            | 8           |
| (I) <i>School Discipline Rules and Consequences (EC 35291 and EC 35291.5)</i> .....                                  | 12          |
| (J) <i>Straegies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)</i> .....                  | 14          |
| Safety Plan Review, Evaluation and Amendment Procedures .....  | 15          |
| <i>Safety Plan Appendices FOUO</i> .....   | 16          |
| Appendix A: Emergency Contact Numbers - .....  | 17          |
| <i>Utilities, Responders and Communication Resources</i> .....   | 17          |
| Appendix B: Safety Plan Review, Evaluation and Amendment Procedures.....   | 18          |
| Appendix C: Emergency Evacuation Map.....  | 19          |
| Appendix D: Emergency Evacuation Protocols & Checklist .....   | 19          |
| Appendix E: Knights Ferry School Incident Command System .....   | 20          |
| Appendix F: Emergency Response Guidelines.....   | 22          |
| Appendix G: Types of Emergencies & Specific Procedures .....   | 24          |

## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

---

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at the Knights Ferry School office.

## **Safety Plan Vision**

---

*Provide a safe school with a clear and well understood plan for responding to emergencies.*

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

## ***Knights Ferry School Safety Committee/School Site Council***

- Janet Skulina
- Amiee Ryan
- Kim McCarthy
- Brenda Canterbury
- Officer Mark Frink-Stanislaus County Sheriff
- Zach Gardner-Stanislaus Consolidated Fire Department
- Louie Morua-Stanislaus Consolidated Fire Department 2017-2018 plan review

Reviewed by Ron Reid, Stanislaus County Office of Emergency Services 3-2018

## ***Assessment of School Safety***

Knights Ferry School is remarkably free of discipline issues, crime and vandalism.

School safety data sources included:

- Suspension and expulsion
- CSSA reports
- Student progress reports
- Law enforcement interventions and crime reports (zero)
- Staff, student and community surveys
- Property loss, vandalism and insurance reports
- CRISG Safety Award 2012

There were no reported incidences of expulsion and 3 suspensions during the 2017-2018 school year and no reported incidences of crime related to the school in 2016. There is no evidence of vandalism on the school site.

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

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

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

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

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

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

Parent Teacher Club, the Knights Ferry Community Club, and other school-community partnerships are actively involved in support of Knights Ferry Elementary School's students.

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

All staff members are considered 'mandated reporters' and are required, as required by law, to contact County Child Protective Services (558-3665) when child abuse is suspected. Staff are trained yearly on their responsibilities.

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

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

The Knights Ferry School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The Knights Ferry School Crisis Response plan is shown in Appendix C through F and accomplishes the following:

- Incorporates strategies of the Incident Command System, the Standardized Emergency Management System and the National Incident Management System.
- Maps out specific evacuation procedures within the school building disaster plan.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including "duck and cover" procedures following an earthquake.
- Identifies emergency response training and exercise opportunities for students and staff.

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

Knights Ferry School will coordinate with the Stanislaus County American Red Cross for school facility use as a mass care and welfare shelter during an emergency as required. After a shelter assessment has been conducted, the school board will take appropriate action on proposed agreements from the American Red Cross. (BP 3516)

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

The Knights Ferry School District's Suspension/Due Process Policy (AR 5144.1) can be found in the Knights Ferry School District Policies and Parent Handbook, located in the superintendent/principal's office.

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

The Knights Ferry School District's policy (BP4158/4258/4358) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal's office.

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

The Knights Ferry School District's harassment policy (BP5145.7) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal's office.

Any student who feels that he/she is being harassed should immediately contact the Superintendent / Principal. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Superintendent/Principal  
P.O. Box 840 / 12726 Dent Street  
Knights Ferry, Ca 95361  
(209) 881-3382

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall refer the matter to law enforcement where required.

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

Students should dress properly and neatly for school. The following are acceptable guidelines to be followed by all students:

1. Shoes must be worn at all times. Shoes appropriate for running (closed toes) must be worn for physical education. Students K through 3<sup>rd</sup> must wear shoes with a back on them.
2. Halter tops, midriff blouses or shirts, football practice half jerseys, spaghetti strap tops, and "T" back tank shirts shall not be worn.
3. Hair, clothes, and body will reflect regular cleaning and grooming.
4. Hats, sunglasses, etc., shall not be worn in the instructional area.
5. Clothing and attire shall always be appropriate and not be designed to disrupt the normal operation or be a safety concern. Clothing should be free of distracting images including but not limited to weapons, alcohol, drugs, and or sexual content. Images may include art, words, or pictures on clothing.

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

Knights Ferry School takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our School will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city of Knights Ferry to ensure that the school's immediate community is safe.

A large majority of students arrive and leave school in private vehicles. Students should use the loading and unloading zone next to the school ramp when arriving and leaving. Staff assists with loading students in the cars and pylons mark the area to separate cars and students. Students walking to school should not use Dent Street where the parking lot is located unless accompanied by an adult. Their ingress and egress to the school is on the east side near the cafeteria and down Dane Street.

A map showing emergency evacuation procedures can be found in Appendix C.

### *Visitors on Campus*

The following procedures are to be followed in order to maintain a safe environment for students and staff at Knights Ferry School,

1. All visitors are to check into the office and sign in and obtain a visitors badge.
2. Before leaving the school site, all visitors are to check into the office and sign out.
3. Police services will be called upon as deemed appropriate by the administrator or teacher in charge in the event any visitor is not complying with posted regulations.



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

|  |   |   |  |  |
|--|---|---|--|--|
| <b>Component:</b>  | Health & Safety   |   |  |  |
| <b>Element:</b>  | Current safety and preventative measures  |   |  |  |
| <b>Opportunity for Improvement:</b>  | Staff will maintain current CPR, AED certification and participate in blood borne pathogen training; all current systems including PA, window tinting and will be maintained.   |   |  |  |
| <b>Objectives</b>  | <b>Action Steps</b>   | <b>Resources</b>  | <b>Lead Person</b>   | <b>Evaluation</b>  |
| To provide a first response to medical emergencies within the limits of training and to protect staff, volunteers and students from bio-hazardous materials. | Provide CPR and AED training 8/2020; all staff current per legal requirements at this time;<br><br>Continue to monitor and use PA system; fire and burglar alarms; surveillance system; tinted windows and all-call phone system<br><br>Install smoke detectors | General fund for all current safety measure already in place;<br><br>Parent volunteer training for August | Superintendent/ Principal, with support from school nurses; and local first responder volunteers | Project completion – Ongoing<br><br>August Staff meeting minutes- 2020 |

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Component:</b>   | Health & Safety  |  |  |  |
| <b>Element:</b>   | Emergency shut-offs for water and electricity  |  |  |  |
| <b>Opportunity for Improvement:</b>   | Staff must know how to access and turn off utilities in the event of an emergency.   |  |  |  |
| <b>Objectives</b>   | <b>Action Steps</b>  | <b>Resources</b>   | <b>Lead Person</b>                         | <b>Evaluation</b>  |
| All staff will be able to locate emergency shut-off equipment for utilities; the items necessary to turn valves as needed and to be able to turn off utilities. | Work with custodian and local emergency responders to locate shut-off areas;<br><br>Train staff;<br><br>All staff have keys to areas necessary | Local Fire Department, parent volunteers, custodian<br><br><br><br>No cost | Superintendent/ Principal<br><br>Custodian | All staff will be able to locate emergency shut-off switches and know how to safely use them |

|   |  |                  |                              |                                       |
|---|--|------------------|------------------------------|---------------------------------------|
| <b>Component:</b>   | Health & Safety  |                  |                              |                                       |
| <b>Element:</b>   | Emergency Communication System   |                  |                              |                                       |
| <b>Opportunity for Improvement:</b>   | Practice efficient use of two-way radios; train all staff to use PA system in each classroom; personal cell phones may be more appropriate for communication in certain circumstances. |                  |                              |                                       |
| <b>Objectives</b>   | <b>Action Steps</b>  | <b>Resources</b> | <b>Lead Person</b>           | <b>Evaluation</b>                     |
| Create viable communication emergency communication between classrooms and / or between all staff at any time | During recess times and lock-down scenarios, staff will practice communicating with the two-way radios.<br><br>Determination of the audio range of the PA system will be tested.       | Two-way radios   | Superintendent/<br>Principal | Staff evaluation and problem solving. |

|   |   |  |                               |   |
|---|---|--|-------------------------------|---|
| <b>Component:</b>   | Health & Safety   |  |                               |   |
| <b>Element:</b>   | Disaster Preparedness   |  |                               |   |
| <b>Opportunity for Improvement:</b>   | New kits were purchased and distributed in Nov-December 2018  |  |                               |   |
| <b>Objectives</b>   | <b>Action Steps</b>   | <b>Resources</b>   | <b>Lead Person</b>            | <b>Evaluation</b>   |
| Update all emergency preparedness supplies including disaster kits, first aid kits and water supplies for each classroom. | Maintain all disaster preparedness kits including perishable items;<br><br>Maintain emergency water for each classroom<br><br>Inspect emergency folders and / or backpacks for appropriate supplies; replenish and update as necessary. | General Fund: supplies /maintenance; lottery or other unrestricted funds | Superintendent /<br>Principal | All classrooms inspected and supplies purchased or ordered as appropriate by March 31, 2018;<br><br>Additional basic first aid supplies were added to the kits in January 2019. |

|   |   |   |   |  |
|---|---|---|---|--|
| <b>Component:</b>   | Health & Safety   |   |   |  |
| <b>Element:</b>   | Positive School Climate   |   |   |  |
| <b>Opportunity for Improvement:</b>   | Continue to promote an atmosphere of kindness and personal responsibility; award students who make good choices and demonstrate kindness to others on a regular basis.  |   |   |  |
| <b>Objectives</b>   | <b>Action Steps</b>   | <b>Resources</b>  | <b>Lead Person</b>                                  | <b>Evaluation</b>  |
| Determine what student actions to measure and how to collect data;<br><br>Create an award or positive reinforcement of some sort, including awards at school-wide assemblies. | Participate in Kindness initiatives such as: the Great Kindness Challenge; EveryDay Kindness.<br><br>Continue Kindness Shout Outs; Toodle Wall; Kindness Links celebrating acts of kindness of all kinds.<br><br>Kindness Assemblies with skits done by Student Council as appropriate. | Funding<br><br>General Fund, lottery, instructional materials | Student Council<br><br>Dr. Skulina and Mrs. Dickens | Dispensing awards;<br><br>Continued positive climate at school;<br><br>Dude Be Nice week 2018<br><br>Look for the Good Project 2018-2019 |

|   |   |   |                              |   |
|---|---|---|------------------------------|---|
| <b>Component:</b>                                 | Health & Safety   |   |                              |   |
| <b>Element:</b>                                   | Facilities  |   |                              |   |
| <b>Opportunity for Improvement:</b>               | Increase height of the fence surrounding the school and ensure window shades or coverings in all classroom buildings block visual access. |   |                              |   |
| <b>Objectives</b>                                 | <b>Action Steps</b>   | <b>Resources</b>  | <b>Lead Person</b>           | <b>Evaluation</b>   |
| Increase barriers to unfriendly access to campus. | Review cost to increase height of fencing surrounding the front of the school.<br><br>Improve fence security                              | General fund for all current safety measure already in place; | Superintendent/<br>Principal | Project completion – Ongoing<br><br>Crash bar emergency gates placed in three areas in 2018;<br><br>Privacy fencing installed near neighbors in 2018. |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

|   |   |                                 |                            |                                 |
|---|---|---------------------------------|----------------------------|---------------------------------|
| <b>Component:</b>   | Health & Safety   |                                 |                            |                                 |
| <b>Element:</b>   | Community Awareness and Support   |                                 |                            |                                 |
| <b>Opportunity for Improvement:</b>   | Collaboration with local community agencies such as the Stanislaus Consolidated Fire District (Knights Ferry), Municipal Advisory Council and Community Club is important in the event off-site evacuation or major emergency.  |                                 |                            |                                 |
| <b>Objectives</b>   | <b>Action Steps</b>   | <b>Resources</b>                | <b>Lead Person</b>         | <b>Evaluation</b>               |
| <p>Ensure that school personnel knows where to evacuate in the event that an off-site evacuation is necessary;</p> <p>Review needs and supplies such as keys to Community Club, are available to all.</p> <p>Solicit community support and awareness.</p> | <p>Share safety plan with local fire fighters.</p> <p>Develop new evacuation routes and plans for off-site evacuations and situations.</p> <p>Share safety plan with MAC and Community Club.</p> <p>Alert parents and the local community regarding off-site lock down drills as appropriate.</p> | No funding required; volunteers | Superintendent / Principal | <p>On-going</p> <p>On-going</p> |

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

### **Knights Ferry Student Conduct Code**

*School rules exist for the purpose of facilitating a safe learning environment at school. These rules are:*

- **Classroom Rules that are uniform across all grade levels**
  - Respect others. Be kind with your words and actions.
  - Respect School and Personal Property
  - Do not touch others
  - Listen carefully; do not interrupt
  
- **General School Rules**
  - Being kind is good.
  - Don't Lie
  - Don't Brag
  - Be nice to people and give kindness.
  - If you see somebody lonely on the playground, play with them.
  - Students are to be courteous and respectful to other students and staff at all times.
  - Students will be courteous and respectful to those in charge at all times.
  - Students are to respect school property. School property is to be used only for the purpose for what it is intended.
  - Students are to practice proper table manners while eating meals in the cafeteria. Students will enter and exit in an orderly fashion. They will eat in assigned areas. Students are not to take others food.
  - Respect the privilege of using the library. Loud talking is not permitted.
  - Students are to play on the playground where there is supervision. Students are not play in the restrooms, in the hallways or in the classrooms.
  - Gum is not allowed at school.
  - Students are to comply with all school rules:
  - No student is to be in the multipurpose room without a staff member present.
  - Standards of good courtesy are expected during assemblies.
  - Fighting is not tolerated at school. In the event of a dispute, the superintendent- principal or designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
  - Toys are not allowed at school without the consent of the superintendent- principal or designee.

- Equipment or personal items such as roller blades, skateboards, etc. are not allowed at school without the approval of the superintendent- principal or designee. Jacks, marbles, jump ropes, tennis balls, Nerf balls and mitts with the student's name labeled on them are examples of acceptable items to be brought from home. The student assumes responsibility for these items if they are lost or stolen.
- Electronic devices, e.g. iPods, CD's, CD players, radios, cameras, games, etc., are not allowed at school without the consent of the superintendent or designee. Cell phones must be turned off and put away while at school. Other valuable items (such as expensive jewelry and/or items of sentimental value) should not be brought to school. Students should maintain the ability of a direct-line-of-sight to their backpacks/possessions when these items are not locked or stowed in a secured area.
- Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols or any object fashioned into a weapon. Certain exceptions for instructional purposes may apply with specific and prior approval by the superintendent- superintendent/principal or designee.

• **Posted, KNIGHTS FERRY SCHOOL PLAYGROUND RULES**

1. All students will show RESPECT to all adults, other students, and all property
2. Students will use appropriate language at all times and be considerate of others feelings.
3. Students will keep their hands, feet, and objects to themselves.
4. All students are expected to use common sense and follow the school rules.
  - a. Students will walk in corridors/designated areas
  - b. Students will not loiter around bathrooms and drinking fountains.
  - c. Students will run and play ball in designated areas only
  - d. Students will use equipment [balls, jump ropes, hula-hoops etc.] as intended
  - e. No playing with balls after bells or in line [balls should be left in designated area: ball bins on upper blacktop
  - f. No tag in bark area or on the blacktop. Tag only on lower grassy area
  - g. No jumping from playground equipment or swings.
  - h. Use swings appropriately
  - i. No playing out of sight of the Supervisor
  - j. No closed games unless closed by the Supervisor
  - k. Eating allowed only in designated area

Any additional rules and/ or directions given by a  
Supervisor are to be followed at all times.

The use of Knights Ferry School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:

- Damage, vandalism or theft of equipment
- Piracy: altering and/or theft of software
- Use of systems to transmit computer viruses
- Accessing, communicating or printing information that is deemed inappropriate in nature by school personnel

- Plagiarism
- Any conduct in violation of school rules

The Knights Ferry School District staff members will determine what is appropriate and inappropriate use of computer equipment and their decision is final. Any student involved in inappropriate use of any computer equipment will be referred to the superintendent/principal or designee for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Knights Ferry School District computer equipment incurred during the course of inappropriate action by a student.

### **Conduct Code Procedures**

Knights Ferry students may be referred to the Superintendent/Principal by school personnel using a Knights Ferry School REFERRAL-TO-SUPERINTENDENT/PRINCIPAL NOTICE. 'Intervention' given is decided by the Superintendent/Principal or designee after considering the available facts.

### **(J) Tactical Procedures for Responding to Criminal Incidents**

Knights Ferry Elementary School District places the highest priority on the safety of students, visitors and school personnel. A key part of ensuring this safety is the quick and coordinated response to criminal incidents that may occur on campus. To effectively and efficiently respond to such incidents, KFESD staff will follow these steps:

- 1.) Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office at the school.
- 2.) The administrator or administrator designee will initiate one of the following processes:
  - a. If there is an existing or imminent threat to the safety of students, call 911, then immediately activate an appropriate emergency response procedure like lockdown or secure school.
    - i. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
  - b. If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Sheriff's Office using the non-emergency dispatch number (209)552-2468, and request assistance with an in-person response.
    - i. Notify the office if any facilities repair is necessary.
    - ii. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
  - c. If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Sheriff's Office using the non-emergency dispatch number to request support.
    - i. Notify the office if any facilities repair is necessary.
    - ii. Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

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

The Knights Ferry Elementary School comprehensive safety plan will be reviewed, evaluated and amended (if necessary) each school year.

Pursuant to Education Code Section 35294.6[a], Knights Ferry Elementary School District adopted this annual comprehensive school safety plan at the regular meeting of the Board of Trustees held **February 14, 2019**. An opportunity for public comment was also provided during this meeting, prior to the plan's adoption.

An updated file containing all safety related plans and materials are available for public inspection in the Knights Ferry School Office. Documentation of this meeting will be filed alongside the plan then recorded in Appendix B, and may include the meeting agenda, minutes and copies of materials provided for the plan presentation.