

**Manzanita School Safety Plan**  
**SB 187 & SB 334 Compliance Document**  
**2018**

461 33<sup>rd</sup> Street  
Richmond, CA 94804

# Comprehensive School Safety Plan

<b>Manzanita Charter Middle School (MCMS)</b>
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<b>Section 1: General Information – School Safety</b>
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<b>Part 1: District Commitment to School Safety</b>
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MCMS is committed to ensuring that students enrolled in this district, and all employees attend campuses that are safe and secure. MCMS believes that a beginning step toward safer schools is the development of a comprehensive plan for the school. MCMS intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

<b>Section 1: General Information – School Safety</b>
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<b>Part 2: Legislative Requirements</b>
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The California Education Code (sections 35294-35294.9) 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.

This requirement 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 187/SB 334 to contain 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
- Sexual harassment policies
- Schoolwide 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.

<b>Section 1: General Information – School Safety</b>
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<b>Part 3: Maintaining a Safe and Orderly Environment</b>
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It is a priority of the administration and staff at MCMS that every student who attends our school 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 an orderly, caring, and nondiscriminatory 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 32230-32239, 35160, 35160.1, 44806).

MCMS remains in compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

<b>Section 2: Child Abuse Reporting</b>
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<b>Part 1: Child Abuse Reporting Procedures</b>
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Child abuse reporting law (Penal Code Section 11166) requires that MCMS employee who has reason to believe that a child has been subjected to abuse, report the incident to the proper authorities.

At MCMS, protecting children from child abuse is a major priority. Each year the principal sets aside time to meet with staff to discuss child abuse indicators and to remind teachers of the procedures to follow when abuse is suspected.

Employees of MCMS are familiar with Penal Code Section 11166 and understand the requirement that certificated and classified personnel report suspected child abuse immediately or as soon as practically possible to the principal or to Children's Protective Services by telephone. They are aware that a call must be followed within at least 36 hours by a written report to the child protective agency.

All staff is aware of the location of a Child Abuse Information Folder that is kept on file in the school office and updated regularly. It includes informational literature, guidelines for recognizing abuse and specific directions for reporting it.

The determination as to who should be contacted will depend greatly upon the situation at hand. The Richmond Police Department will dispatch a unit to the school as soon as possible. Children's services may take much longer to respond. School personnel should always take into consideration the severity of the abuse and the extent to which the student's safety is at risk. If in doubt, it is better to err to the side of caution by calling Child Protective Services/Richmond Police Department.

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. In fact, failure to do so on the part of school personnel could lead to penalties which might be imposed on these individuals. The MCMS board policy and Executive Director are continually updated to reflect appropriate legislation. Excerpts from the California Penal Code and MCMS District Board Policy as well as [Enter Applicable Administrative Regulation] are presented below.

From California Penal Code Section 11166

...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

### **MCMS – Child Abuse Prevention Programs**

Recognizing that our responsibility to students includes the protection of their physical and mental well-being, the Governing Board desires to provide whatever opportunities or resources may be available for the prevention of child abuse.

The Board agrees with the Legislature that:

1. Child abuse and neglect is a severe and increasing problem in California.
2. School districts and preschools are able to provide an environment for training of children, parents, and all school district staff.
3. Primary prevention programs in the school districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting healthy family environments.

The Principal/Executive Director shall explore funding and assistance available for the establishment of programs directed toward preventing the occurrence of child abuse, including physical abuse, sexual assault, and child neglect, and reducing the general

vulnerability of children, including coordination with and training for parents and school staff.

Parents shall be given notice of, and may refuse to have their children participate in, prevention training program.

## MCMS – Child Abuse and Neglect

### Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six hours. The reporting duties are individual and cannot be delegated to another individual.

### Definitions

1. “Child Abuse,” as defined by law, pursuant to Penal Code 273 and 11165, and for purposes of this regulation includes the following:
  - a. Physical abuse resulting in a non-accidental physical injury.
  - b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
  - c. Sexual abuse including both sexual assault and sexual exploitation.
  - d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
  - e. Severe corporal punishment.
  
2. “Mandated Reporters” are those people defined by law as “child care custodian,” “medical practitioners” and non-medical practitioners” and include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, employees of a child care institution, head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.
  
3. “Child Protective Agencies” are those law enforcements and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
  
4. “Reasonable Suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (California Penal Code 11166)

## **Reporting Procedures**

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal 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.

2. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency.

The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572).

The mandated reporter may request and receive copies of the appropriate form either from the school district or directly from the local child protective agency.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. The site administration, when notified, shall inform the Principal/Executive Director.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations. If requested by the mandated reporter, the principal may assist in the completion and filing of these forms.

## **Legal Responsibility and Liability**

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.
3. When two (2) or more persons who are required to report jointly, have knowledge of suspected instance of child abuse, and when there is agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

#### **Release of Child to Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Principal/Executive Director and/or principal shall not notify the parent or guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form (cf. 5145.11 – Questioning and Apprehension).

#### **When School Employees are Accused of Child Abuse**

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to (1) identify incidents of suspected child abuse, and (2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Parent/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting.

Pending the outcome of an investigation by a child protective agency and prior to the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be in accordance with district policies, regulations and/or collective bargaining agreements. The Principal/Executive Director or designee should consult with legal counsel in implementing either suspension or dismissal.

<b>Section 3: Disaster Procedures</b>
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<b>Part 1: General Information - Disaster</b>
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MCMS and the MCMS will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents

The MCMS has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at this school.

<b>Section 3: Disaster Procedures</b>
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<b>Part 2: Biological/Chemical Weapons Assault</b>
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Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the Principal/Executive Director.

The Principal/Executive Director should notify law enforcement authorities immediately.

As necessary alert all site employees of the situation by intercom.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.



If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is indoors:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons the principal and staff must follow all instructions given by officers of emergency response agencies. The District EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

<b>Section 3: Disaster Procedures</b>
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<b>Part 3: Bomb Threat Procedures</b>
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If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

## **1. Receiving the Call**

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

## **2. Notification Procedures**

School Site, communicate the above information to the following in this order:

- School site Principal/Administrator
- Assistant Principals or Deans
- Director of Counseling Services
- Director of Student Activities.

The Principal/administrator will notify local law enforcement and the District Principal/Executive Director's office.

District Office will communicate the above information to the Principal/Executive Director's Office. The Principal/Executive Director's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

## **3. Action Plan Procedures**

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

Reoccupation of an evacuated building will be authorized by the principal only after consulting with law enforcement authorities.

<b>Section 3: Disaster Procedures</b>
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<b>Part 4: Chemical or Hazardous Material Incident</b>
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If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area which may be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

<b>Section 3: Disaster Procedures</b>
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<b>Part 5: Earthquake Procedures</b>
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**Indoors**

DUCK, COVER, AND HOLD.

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

**Outdoors**

Move away from building, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

**In School Bus**

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District E.O.C.

**General**

- Be prepared for immediate aftershocks and ground motion.
- Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)
- Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.
- Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.
- Assist injured with First Aid treatment.
- Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so.
- Conduct a headcount to account for all personnel and students.
- Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.
- Assist any police or fire units that respond to your location.

## **Disaster Drill Teacher Checklist**

### **When the bell rings: Duck, Cover, and Hold**

Everyone goes under their desk, chair, table or whatever protection they can find. Protect your head and hold onto your cover.

### **When the bell stops ringing:**

Students: Stay under cover until instructed to do otherwise by the teacher

#### Teachers:

- Check students for any life-threatening injuries

- Check for students trapped that you may be able to free quickly

- Check on the teacher on each side of you

  - If contact is made, no further action is needed

  - If no contact is made, investigate that classroom

- Evacuate room

  - Take any supplies in the room

  - Take all backpacks, coats, etc

- Proceed to Safe Area

  - Teacher to lead

  - If there is no fire, leave door open (put chair to hold open).

  - If there is smoke or fire, close the door behind you

- In Safe Area

  - Have students seated and quiet

  - Take injured students to first aid area

  - Take role

  - Check in with Safe Area supervisor (if there is no supervisor then you take charge of the Safe Area)

  - Report to command post with roll sheet

  - Follow instructions from command posted

## **Emergency Procedures & Responsibilities**

In the event of an emergency, personnel will assume the roles outlined below. If a teacher or staff member is absent or injured, another teacher or parent may take that person's place.

### **Safety Coordinator** (Principal/Executive Director, School Systems Administrator)

Responsible for updating this emergency procedures manual and all other emergency response documents. Shall identify and coordinate training for all staff and volunteers to support the responsibilities set forth in this manual and shall see that emergency supplies and equipment are adequate and replenished on a regular basis. Responsible for determining the need for evacuation, the need for calling for outside responders, or other safety actions. Shall assign employees or volunteers to assist in the emergency response as needed.

Coordinates all fire drills, and makes reports to the Board of Directors.

**Search and Rescue** (P.E. Teacher, 6<sup>th</sup> History Teachers)

Under the direction of the Safety Coordinator, responsible for conducting room-by-room search in the assigned areas and report their findings to the Safety Coordinator via walkie-talkie. Search and Rescue personnel assist individuals who require help in leaving the building. Also responsible for evaluating Manzanita's utilities (gas, electrical, and water), shutting them off if appropriate, and reporting any existing or potential unsafe situation with respect to utilities.

**First Aid Staff** (6<sup>th</sup> and 7<sup>th</sup> History Teachers)

Responsible for administering first aid as needed to injured individuals. Also will notify Safety Coordinator of any deceased.

**Communications** (School Systems Administrator)

Responsible for contacting proper authorities and distributing walkie-talkies to Search and Rescue committee.

**Care** (Office Secretary)

Responsible for comforting students outside of the building. Student Leaders will play games and otherwise entertain students keeping everyone calm while awaiting further instructions.

**Damage Assessment** (Principal/Executive Director)

Responsible for inspecting school and determining whether or not to allow students to return to class or where to assemble.

**Public Information** (School Systems Administrator)

If possible, responsible for providing information to parents via message line. Will contact local authorities, media ,and out-of-state contact number \_\_\_\_\_ if message line is disabled.

**Safety and Security** (7<sup>th</sup> English and 8<sup>th</sup> Math Teachers)

In the event of a shelter-in-place or an emergency dismissal, keep parents and onlookers outside so that students can be released in an orderly and organized fashion.

**Student Dismissal** (Principal/Executive Director)

In the event of a shelter-in-place or an emergency dismissal, they will position themselves in a safe location and sign out students whose parents come to pick them up. Using walkie-talkies, they will contact teachers supervising students when a child is to be dismissed.

<b>Section 3: Disaster Procedures</b>
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<b>Part 6: School Intruder/Threat</b>
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Alert, Lockdown, Inform, Counter, Evacuate (ALICE)

ALERT – Identify the threat (description/location), send out signal (3X) , call 911 (number, description)

LOCKDOWN – Bring students inside, lock doors, block windows  
Stay down, stay quiet

INFORM – Communicate with intruder, distract, confuse, gain control

COUNTER - Talk, make yourselves human, tell them you understand their issue, offer water, get them to talk

EVACUATE - Run, Hide, Fight (Be aggressive, throw anything, yell)

Sound all clear (3X)



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## Evacuation Drill

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**Jim Trombley** <trombley@manzy.org>

Thu, Sep 1, 2016 at 12:33 PM

To: Staff <staff@manzy.org>

The P.A. system worked for classroom alert, Evacuation Routes need to be posted in each room and I'll work on that. Lets drill Wednesday, 9/6. I'll send the alert at 9:00.

Evacuation procedure will be this as a trail. Each teacher is responsible for their class.

All classes along the parking lot exit to 33rd St., stay on school side sidewalk

STEM/ART go left toward Office /House

English go left following STEM/Art

History go right on 33rd. St. toward neighbor.

7th/8th Math go down stairs to parking lot then following History go right on 33rd. St..

P.E. will exit gym to parking lot and go to 32nd St. turn left on school side of sidewalk. If on the yard go to parking lot, turn right to 32nd. St. then left.

6th grade Math/ Science exit to patio and out the double doors to 32nd St. Go right toward Barrett.

7th/8th Science go down the stairs through the court yard toward 6th grade Science/Math out to 32nd. St. and go right next the 6th grade.

6th grade English/History exit toward the parking lot following Math/Science, then go right to 32nd. St. following P.E. going left.

Music with out 6th grade patio and go right with 6th grade and 7th/8th Science

So, 4 classes will be on 32nd and 4 on 33rd.

I or an office person with sweep the school to 32nd St.

The remaining office staff will exit to 33rd St. and help with attendance, student safety, etc.

We should be back in class by 9:10 with little loss of class time or disruption.

Please review and if there are no glitches share with students Friday during first period.

Thanks,  
Jim

Rm 1

Barrett Ave.

Rm 2  
Rm 4

MUSIC  
USED  
ONLY

OPTION

CHURCH

UP  
STAIRS  
4

RAMP

PORCH

UP  
STAIRS  
3

KITCHEN

YARD

SWEEP

ADMIN  
HOUSE

SWEEP

7a

GYM  
RM 3

GYM

5

6

7

RM 6 & 7

RM 5