

Meridian Elementary School District
Safety Plan Procedures

Re: "Intruder Alert"

1. Push alert button that notifies the Eagle Security Systems who will call the school to verify that it is a true emergency; then Eagle Security will call the Meridian Fire Department and the County Sheriff's Department.
2. Use the InterCommunication System to alert teachers and staff by stating "Intruder Alert.
3. Teachers immediately lock doors to their classroom and have students lie down on floor away from windows. Close blinds, turn off room lights and barricade doors with desks.
4. The InterCommunication System will be used to communicate to school personnel during the crisis.

Pre-Crisis Safety Procedures:

1. The playground area is fenced with lockable gates. All gates will be locked during the regular school day.
2. All outside classroom doors will be locked on the outside but can be opened from the inside if needed.
3. All District Office doors are locked from the inside and can quickly be closed in an emergency
4. The Meridian Elementary School District will continue to enforce the California State Law that requires all visitors to immediately report to the school office when entering the school grounds.

Tracey McPeters, District Superintendent/Principal

SAFE SCHOOL PLAN & SPECIFIC PROCEDURES

Meridian Elementary School District is located in Sutter County about 5 miles southwest of the Sutter Buttes. The school is located in the town of Meridian. The Sacramento River serves as a border for the town as well as the Sutter Colusa County line. The school population is approximately 75 students and draws from the town and surrounding farm lands. The socio-economic make-up is Caucasian students and Hispanic students with over 56% of the students from low income families. Meridian Elementary School District has one school (grades K-8).

The Meridian Elementary School District works at providing a safe physical and emotionally secure environment for its students and the school community. Meridian Elementary School District has a District Emergency Plan which includes a Crisis Response Plan.

Meridian Elementary School is a one school district. The administrator is both superintendent and principal. Throughout this document he will be referred to as superintendent.

CRISIS RESPONSE:

A crisis at a school site or within the district boundaries can be a natural disaster, an accident on or near the school grounds (i.e., a tanker truck leaking gas) or an emotionally significant event such as: A violent incident on or near the school, a violent incident involving students or faculty off school grounds, the suicide of a faculty member or student, the death of a student or faculty member, terminal or long term illness of a student or staff member, or the terminal illness of a family member of a student or staff member.

Meridian Elementary School District realizes that having a plan in place before the incident allows the school site or district to respond quickly and in a pro-active manner. The District Superintendent or designee will alert the appropriate officials when a situation arises. Additional support personnel may be called as needed.

The District's Emergency Plan is a coordinated plan that includes cooperation with agencies such as local law enforcement, fire departments, County Department of Emergency Services, State Office of Emergency Service and other Federal agencies. The plan delegates responsibility as well as delegating specific tasks to individuals. The Superintendent or designee will serve as the communication link between the School Site and Sutter County services and departments. When a crisis occurs, the Superintendent is immediately notified and will begin the process of responding to the crisis, whether it is at the site or community level.

The District Crisis Team will be called when the number of students who are traumatized by the event is so large that it is not possible to support them without extra help, when the school site staff is so shocked and traumatized by the events that they ask for assistance to provide crisis intervention services, and when the school team is unsure of the appropriate way to handle a particular situation and asks for assistance. The District Crisis Team may include the Superintendent, secretaries, E.S.L. translator when needed, Sutter County Office of Education personnel and representatives for the American Red Cross, local law enforcement agencies and other departments as appropriate. The District Crisis Team uses the Standard Emergency Management System (S.E.M.S.) model.

All members have some crisis intervention experience. Team training is provided and information is shared with all personnel as appropriate.

The Superintendent will contact appropriate community resources, maintain an up to date phone list of key school and community contacts and provide other resource materials as needed.

The School Crisis Team is one of the most important tools for crisis interventions at the school site. The members of the Crisis Team are members who know their school community, the students and staff members, well enough to make the necessary decisions called for when a traumatic event occurs. The team, made up of administrators, teachers, school psychologist, school counselors (at schools where counselors are assigned), student assistance teams, school nurses, and appropriate special education personnel as needed, will make decisions concerning the incident.

The team serves the community by allowing teachers, students and parents to rely on staff for support. The team will model appropriate team work and allow staff, students and parents healthy support. District psychologists and counselors will be called upon to deal with traumatized staff members or students when a situation indicates support is needed.

The California Education Code requires that all school districts have an Emergency Plan in place. This

<p>FIRE: 911 POLICE, SHERIFF, HIGHWAY PATROL: 911 PACIFIC GAS AND ELECTRIC: 800-743-5000 SUTTER COUNTY OFFICE OF EMERGENCY SERVICES: 822-7370</p>

emergency plan has now become a part of the school site's Safe School Plan. This plan is consistent and compatible with the State Education Code.

DISTURBANCES OR EMERGENCIES:

If a disturbance caused by outside individuals occurs that is beyond the capacity of the administration to control, the local law enforcement agency will be called. In the event that the principal and/or vice principal is off campus, the designated teacher-in-charge will be the person responsible for carrying out emergency procedures. In any emergency the superintendent is to be notified immediately.

EMERGENCY RESPONSE SYSTEM:

Emergencies may occur at any time. There are a wide variety of emergencies, both natural and man-made, which can strike during school hours. Some emergencies will affect the school or district, while others may affect the entire community. For some, there will be a warning; others will be totally unexpected. Natural disasters such as earthquakes, floods, severe windstorms or rainstorms, and man-made disasters which can result from hazardous material spills, aircraft accidents, fires and explosions are potential threats. The school district personnel are responsible for the protection of life and property on the school facilities until relieved of that responsibility by proper civil authority.

Supplemental Information:

1. The Superintendent or designee shall act as Civil Defense Coordinator in the event of a district-wide emergency.
2. In the event of a district-wide emergency, the Superintendent will give direction to bus drivers and all district personnel. Her direction will supersede that of any other district personnel.
3. In the event of a breakdown of normal communications such as telephones, communications will be relayed through the bus radio system communication, cell phones, walkie talkies and/or by messenger.
4. The school has developed an emergency utility shut-down and opening procedure.
5. The school has established procedures to protect essential records.
6. Staff members are to receive proper orientation on emergency procedures.
7. Copies of the individual school Emergency Plans are to be placed in a visible location in each classroom in the District.

DISASTER SUPPORT:

The school is designated as a disaster shelter and provides facilities for feeding and shelter of disaster victims or community members during an emergency. The Superintendent or designee will work with the Maintenance and Operations Supervisor, Food Service Supervisor, Red Cross, and the local law enforcement agencies to establish an emergency shelter.

DISASTER SUPPORT GUIDELINES

ASSUMPTIONS

1. The responsibility for emergency preparedness rests with the school district.
2. Available warning time, used effectively, will decrease potential life and property loss.
3. Adequate pre-emergency testing of facilities, equipment, and personnel will ensure reliable response.
4. The nature and extent of an emergency will govern which elements of the emergency organization will mobilize and respond.

OBJECTIVES

The Meridian Elementary School District will plan, prepare for, and conduct operations in order to accomplish the following objectives:

1. Help to save lives and protect property by providing an emergency shelter.
2. Provide for the protection, use and distribution of remaining resources.
3. Coordinate operations with the emergency services organization of local government.

ORGANIZATION

1. Organizational Structure
 - A. The structure of the emergency organization is the same as that of the day-to-day operations in the District and shall emphasize:
 - Compatibility with day-to-day operations of the school district
 - Clear lines of authority and channels of communication.
 - Simplified functional structure.

- Incorporation into the emergency organization of all available manpower for resources
- for emergency response in the district.
- Re-assignment of duties of those personnel having non-emergency functions on a day-to-day basis.
- B. The normal staffing and manpower requirements for the emergency organization are given in attachments to this plan.
- C. Changes in the emergency organization structure may be required to satisfy specific situation requirements.

2. Assignment of Duties:

- A. **Superintendent/Principal:** The Superintendent/Principal, or her designee, will assume overall direction of individual school disaster procedures. He or she will:
- Order the evacuation of buildings, using fire signals and other procedures as required, in the event of fire, earthquake, threat of explosion, or following the cessation of tremors.
 - Arrange for physical transfer of students, when their safety is threatened by flood, approaching fire, or other such peril.
 - Issue directions to teachers to move students to designated areas of safety within the school when such action is deemed necessary.
- B. **Teachers:** Each teacher will be responsible for the direct supervision of their students. They will:
- Direct the evacuation of students to designated assembly areas in accordance with warning signals, written notification, or orders from the Principal.
 - Give the DROP command during an earthquake or during a surprise attack.
 - Take roll when the class regroups at the designated assembly area.
 - Report to the Principal the name of any students who are unaccountably absent.
 - Send students in need of first aid to the person trained and designated to administer first aid.
- C. **Maintenance/Custodian:** Will be responsible for the safe use of emergency equipment, the handling of supplies and the safe use of available utilities. They will:
- Survey the school plant and report damage to the Principal.
 - Assist in rescue operations as required.
 - Control main shut-off valves for gas, water and electricity and take over preventative measures to minimize hazards that may result from damaged utilities.
 - Disperse emergency equipment as necessary.
 - Take steps necessary to conserve usable water supply.
- D. **School Secretary:** The School Secretary will assist the Principal and provide for safety of essential school records and documents.
- E. **Other School Staff:** Other school staff will handle telephones, monitor emergency radio broadcasts, assist with first aid as needed, and act as messengers and carriers when directed by the Principal.
- F. **Food Service Director:** The Food Service Director will direct the use and preparation of cafeteria stock and water supply whenever feeding becomes necessary during a disaster.

- G. **Bus Driver:** The Bus Drivers will supervise the care of children when disaster occurs while students are on the bus. They will also:
 - Issue the DROP command as appropriate.
 - Effect the transfer of students to different locations as directed by the District Superintendent.
 - Assist the other emergency services as assigned by District Superintendent, when not involved in the foregoing activities.

●
EMERGENCY ACTIONS

1. Stand-By
 - A. Students inside must remain inside.
 - B. Students outside are to line up at pre-designated places.
 - C. Teachers outside are to take charge of students in lines.
 - D. Students are to remain silent awaiting further instructions.

2. Leaving Building
 - A. Fire alarm will be the warning signal.
 - B. Students and staff are to move from inside school building to an outside area of safety in an orderly fashion.

3. Return to Building
 - A. A single long bell will be the signal to re-enter the building.
 - B. Students and staff are to move from outside to an inside area of safety in an orderly fashion.

4. Take Cover
 - A. Full utilization should be made of shielded areas within the school building.
 - B. Every precaution will be taken to minimize the possibility of injury from flying objects such as shattered glass.

5. DROP
 - A. The warning for the DROP action is the beginning of the emergency itself.
 - B. Inside the building:
 - Students and staff are to immediately take protective positions under desks or tables with backs to windows.
 - Everyone should drop to their knees, clasp their hands behind their neck while pressing their forearms against their ears, closing their eyes and assuming a fetal position.

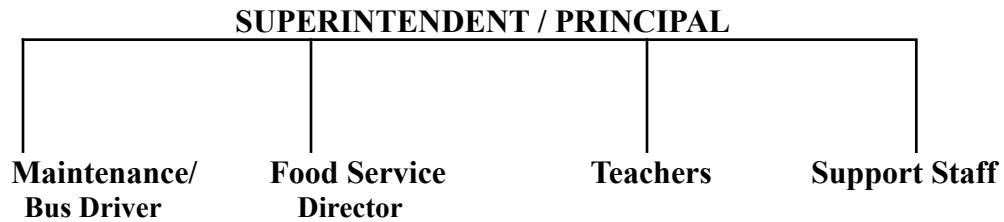
6. Outside:
 - A. Move away from buildings.
 - B. Drop and take protection position.

7. Directed Transportation
 - A. Evacuation of single school:
 - All district buses will be used to transport students and staff to a pre-designated site.
 - Parents will be notified of such a move by public broadcast announcements.

8. Convert School
 - If school is in session, provision will first be made for care and supervision of students. The LEAVE BUILDING action may be required.
 - If school is not in session, staff will be alerted.

- School will be prepared for conversion into an emergency hospital, first aid station, or congregate care center.
- This action will be implemented only upon request and direction of proper Civil Defense/Emergency Services or American National Red Cross officials.

**ORGANIZATIONAL CHART
EMERGENCY PLAN**



ALL PUBLIC INFORMATION CONTACTS GO THROUGH
SUPERINTENDENT

EMERGENCY DRILLS AND PROCEDURES:

1. fire drills are to be conducted at least once a month under the supervision of the principal. A fire drill log will be kept at the school site.
2. Other emergency drills should be conducted at regular intervals.
3. Drills should be scheduled at various times of the day and under varying conditions to give diversity.
4. Teachers are responsible for the proper conduct of students.
5. Emergency exit routes and procedures shall be posted in every room.

EMERGENCY CARE AND FIRST AIDE

1. The office is supplied with a first aid kit. Teachers are to cleanse and/or bandage minor cuts and scrapes.
2. A disaster kit is maintained in the office.
3. The School District has developed emergency procedures, including means of notification of necessary personnel, bringing blankets, cots or wheel chairs to an accident victim.

STREET SAFETY

The congestion problem and safety of our students is always a concern. Parents are advised through "First Day Packets," School Handbooks, and in newsletters to exercise good judgment and extreme caution when driving. Drivers are advised:

1. WATCH FOR CHILDREN
 - A. Observe parking and loading zones.
 - B. Do not double park.
 - C. Watch and look for crosswalks. Do not park or load/unload in these areas.
 - D. Insist that your children cross in crosswalks at all times.
 - E. Follow directed traffic patterns. Do not drive into or back out of parking areas that are marked with designated instructions.

- F. Load and unload your child in the designated areas.
- G. Do not park in designated bus areas.

FIRE OR BOMB THREAT

Fire evacuation plans are posted in every room. The fire alarm will sound and students are to proceed to the area designated in the evacuation plan. The teacher is to take roll of his or her class and supervise the class in an effort to maintain proper control. They are to activate any further instructions. The “all clear” signal will be one long ringing of the bell.

BOMB THREAT

The following administrative policies have been developed to assist administrators in dealing with bomb threats. The Principal should observe and apply these administrative policies whenever a bomb threat is received in order to maintain the highest possible degree of safety and security for pupils and employees. To safeguard their welfare and provide legal protection for the Principal, it is imperative that in each case action be taken in the proper sequence and that each step and decision of the Principal or his designated representative be documented and kept on file for future reference.

1. **The Threat**
 - A. Bomb threats are usually received by telephone. Alert employees by pre-arranged signal.
 - B. Attempt to obtain as much information as possible (see attached report form).
 - C. Record all information received. Inform the Principal or his designated representative.

2. **Administrative Actions and Decisions**

Should a bomb threat be received, the superintendent or his designated representative shall:

 - A. Notify local police or sheriff’s department of intended actions. The Principal or his designated representative may request assistance. If assistance is requested, state clearly where he or his representative will meet officers.
 - B. Make the decision on whether or not to evacuate the buildings (conduct fire drill?) on an individual basis or general fire alarm.
 - C. Avoid any publicity concerning the bomb threat. If the “bomb threat” caller has alerted the news media, assistance for the Principal in working with the press will be supplied by the District Office.
 - D. NO ONE SHOULD BE PERMITTED TO TOUCH, HANDLE, OR MOVE THE SUSPICIOUS OBJECT.
 - E. If a search is conducted, police or fire agencies will be asked to conduct such a search.

3. **Evacuation**
 - A. When a suspicious object is found or the principal makes the decision, the building is evacuated.
 - B. If fire drill exits and routes are used in evacuation; caution should be exercised to prevent pupils or employees from using routes dangerous due to their proximity to the suspicious object or bomb.
 - C. Make every effort to determine if all persons have been evacuated.
 - D. Whenever possible, shut off water, gas fuel lines, etc. that lead to the danger zone.

4. **Disposition of Suspicious Object or Bomb**

- A. When a suspicious object or bomb is found, the appropriate law enforcement agency if present, will notify the bomb squad.
- B. If the local law enforcement agency has not arrived, the Principal or his designated representative shall notify the proper bomb disposal agency by calling **SUTTER COUNTY SHERIFF – BOMB DISPOSAL UNIT – 9-1-1**
- C. The superintendent or his designated representative shall brief the Bomb Squad.
- D. The superintendent or his designated representative shall notify and brief the local fire department authorities.
- E. A person who knows the area, can identify the object, and has keys to locked doors should direct the Bomb Squad to the danger zone.
- F. Only members of the Bomb Squad shall handle the suspicious object.

5. **Report of the Bomb Threat**

- A. Within 24 hours after receipt of the bomb threat, the Principal or his designated representative shall complete the Report of Bomb Threat (sample attached) and forward it to the designated officer.
- B. The Report of Bomb Threat shall be prepared and submitted each time a threat is received, whether or not a suspicious object is actually found.

Meridian Elementary School District
15898 Central Street, Meridian, California 95957
(530) 696-2604

REPORT OF BOMB THREAT

SCHOOL _____ Date of Call _____ Time of Call _____

Person Receiving Call _____

1. REPORT BY PERSON RECEIVING CALL:

A. Ask the caller the following questions:

Where is the bomb (building location)? _____
What time is it set to go off? _____
What kind of bomb is it? _____
What does it look like? _____
Who set the bomb? _____
Why was the bomb set? _____
What is your name? _____ How old are you? _____
Where do you live? _____

B. Evaluate the voice of the caller and check the appropriate spaces below:

Man _____ Intoxicated _____ Other _____
Woman _____ Speech Impediment _____
Child _____ Speech Ethnic _____
Age (approx) _____ Characteristics _____

Listen for any background noises. (Check appropriate spaces below if applicable)

Music _____ Babies or children _____ Airplane _____
Conversation _____ Cars or trucks _____ Other _____
Typing _____ Machine noise _____

2. REPORT BY PRINCIPAL (File copies in Principal's office, District Office, local police)

A. The police were contacted by _____

(Name of Person)

Date _____ AM _____ PM _____

Police personnel taking call _____

Officer responding to call _____

B. Was a search made for the bomb? Yes _____ No _____

If "yes", give details regarding search: _____

Was evacuation conducted? Yes _____ No _____

If "yes", give details _____

EARTHQUAKE

1. What to Expect In An Earthquake

During an earthquake, the “solid” earth moves like the deck of a ship. The actual movement of the ground, however, is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings. Earthquakes may also trigger landslides and cause fires.

2.. Earthquake Injuries Are Commonly Caused By:

- A. Building collapse or damage, such as toppling chimneys, falling bricks from wall facings and roof parapets, collapsing walls, falling ceiling plaster, light fixtures, and pictures.
- B. Flying glass from broken windows. (This danger may be greater in modern, high-rise structures.)
- C. Overturned bookcases, wall units and other furniture.
- D. Fires from broken chimneys, and ruptured gas and electrical lines. The danger may be aggravated by a lack of water caused by broken mains.
- E. Fallen power lines.
- F. Drastic human actions resulting from fear.

3. Before an Earthquake

- A. defective electrical wiring and leaky gas or inflexible connections are very dangerous in the event of an earthquake. Bolt down water heaters and gas appliances.
- B. Know where and how to shut off electricity, gas and water at main switches and valves. Check with your local utilities for instructions.
- C. Place large and heavy objects on lower shelves. Securely fasten shelves to walls. Brace or anchor high or top heavy objects.
- D. Bottled goods, glass, china and other breakables should be stored in low or closed cabinets.
- E. Overhead lighting fixtures such as chandeliers should be made fast. A little wiring or anchoring will usually take care of these tasks.
- F. Deep plaster cracks in ceiling and foundations should be investigated and repaired.
- G. Hold occasional drills so each faculty member and student knows what to do in an earthquake.
- H. Teach responsible staff members how to turn off electricity, gas and water at main switches and valves.
- I. The school has on hand an emergency kit containing:
 - A flashlight and battery-powered radio in case power is cut off.
 - A supply of drinking water and some non-perishable foods which can be prepared without cooking.
 - Fire extinguishers and first aid kits.
 - A cellular phone and two walkie/talkies.

5. During an Earthquake

- A. First and foremost, stay calm. Think through the consequences of any action you take.

- B. If you are inside, stay inside; if you are outdoors, stay there. During earthquakes most injuries occur as people are entering or leaving buildings.
 - C. If you are in a classroom or cafeteria, take cover under desks, tables, or benches, in a supported doorway, or along an inside wall. Stay away from glass. Don't use candles, matches, or other open flames either during the quake or after the tremor because of possible gas leaks. At the first indication of an earthquake the teacher, noon duty or other adult supervisor is to call "DROP." The students are to put both hands on the back of their necks, interlock their fingers and cover their ears with their forearms. They are to then put their heads down and assume a pre-natal crouch under their desks or tables.
 - D. If you are outdoors, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once you are in the open stay there until the shaking stops. Remain the open area until you are told where to go and what to do.
6. **After An Earthquake**
- A. Be prepared for additional aftershocks. When the aftershocks occur follow the same procedures that you did for the main quake.
 - B. Check for injuries. Do not attempt to move seriously injured students unless they are in immediate danger of further injury. If injuries do occur try to contact the office, first by intercom, then by a runner if possible.
 - C. Make sure all electrical apparatuses are turned off.

TERRORIST ATTACK (OR DANGEROUS PERSON) ON CAMPUS

All staff takes responsibility to notify the office if a suspicious or dangerous person is on campus or loiters near the campus. An emergency involving a terrorist attack or a dangerous person on the campus will be designated with a "Intruder Alert" over the intercom or on the bell system.

1. If a person appears with a weapon or a gunshot is heard, announce the emergency:
 - A. **Inside**
When "Intruder Alert" is heard, escape from the area. Warn others as you go. When you can get to a phone safely, dial 9-1-1. If you cannot escape, seek cover and try to escape when the opportunity presents itself. If necessary, barricade yourself in a classroom, or other room. Stay away from the windows. Stay in the protected area, call 9-1-1 to update information.
 - B. **Near Classroom**
All persons move to nearest classroom or cover if unable to escape from area.
 - C. **Outside**
If you are outside when a "Intruder Alert" is given you are to leave the area if safe to do so. Warn others as you go. If you cannot escape, SEEK COVER.
2. Staff
 - A. **Secretary**
 - Announce emergency

- Notify police
- Notify emergency units if necessary
- Maintain message taking post and record incidents for documentation
- Announce “all clear”

FIRE EMERGENCY INSTRUCTIONS

1. When a fire or suspected fire is reported, sound the fire alarm.
2. **All** persons will exit the building.
3. **Students**
 - A. Walk silently in single file to designated safe area.
 - B. Stand silently in rows with backs to the school.
4. **Teachers**
 - A. Take register, emergency evacuation folder, close classroom door.
 - B. Take roll and list missing students.
 - C. Face away from building and wait for further instructions.
5. **Office**
 - A. **Secretary**
 - Notify Emergency Units – DIAL 9-1-1
 - Take emergency first aid box to necessary area.
 - Take registers and sign out log from office
 - Announce all-clear
 - B. **Custodian**
 - Cut electricity and gas.
 - Check, then lock all bathrooms, kitchen and MPR.
 - C. **Principal**
 - Collect lists of missing students
 - Keep access roads open for emergency units.
 - Direct emergency units.

ACCIDENT OR INJURED PERSON

1. **Person At The Scene Of The Accident**
 - A. Do not attempt to move the injured person.
 - B. Notify office of need of assistance. Include brief description of injury and child’s condition.
 - If two adults are on the playground, one will check but not move injured child while the other calls for assistance.
 - If only one adult is present, send a student to the office for assistance. Office staff will assist.
 - C. Treat for shock
 - Keep child laying down.
 - Loosen clothing.
 - Lightly cover.
 - Do not attempt to put anything in child’s mouth.
 - If there is difficulty in breathing, elevate head and chest
 - Observe child’s condition, color, and breathing.
 - Complete accident form with detailed observations.
2. **Office Personnel**
 - A. Provide assistance or call for assistance. Send blankets and first aid equipment if necessary.

- B. Clear all telephone lines for emergency calls. (Emergency cell phone is available for outside calls.)
- C. For a seriously injured person or if parent cannot be reached, call hospital or physician and follow directions.
- D. Oversee call to parent
- Describe what you see (injury and observation of child's physical reactions).
- Inform parents: "I am not trained to make a diagnosis."
- Ask parent: "What would you like us to do? Wait for you or call the paramedics?"
 - E. Copy the emergency card for paramedics.
 - F. If parents have not been reached, continue to call.
 - G. Supervise completion of accident report.

FLOOD

With any possibility of flood or other emergency, SCOE (Sutter County Office of Education) will activate its emergency communication equipment.

This plan anticipates three primary causes for wide spread flooding:

1. **Slow Rise Flood Threat.** The Second Street office will adhere to the guidelines of the Sutter County Slow Rise Flood Threat Plan (Appendix III). This course of action assumes close communication with OES (Office of Emergency Services) relative to a slow rise flood threat. In any event, the extent of the flood and the time of arrival will dictate the course of action.

- a. **STAGE I (Watch Stage) 60' and Forecast to Rise**

This situation warrants readiness in government without formally alerting the public.

- (1) The Superintendent will:
 - (a) Contact SCOE for steps to this emergency
 - (b) Inform SCOE that the Slow Rise Plan has been activated.
 - (c) Contact OES for direction on school's evacuation
 - (d) Instruct Superintendent's Secretary, Business Department Secretary, and Receptionist to confirm district emergency telephone numbers.

- b. **STAGE II (Warning Stage) 65' and Forecast to Rise**

Conditions exist which could result in a flood emergency such as continuing and excessive rainfall or an unusually rapid snow melt.

- (1) Superintendent will:
 - (a) Notify Leadership (SCOE) of change of status.
 - (b) Notify appropriate staff of possible emergency duty.
 - (c) Notify OES for emergency plan steps.
 - (d) Review Slow Rise Plan with SCOE.
 - (e) Move district vehicles to higher ground

- c. **STAGE III (Full Alert Stage) 70' and Forecast to Rise**

- (1) Superintendent will:
 - (a) Notify Leadership (SCOE) of change of status.
 - (b) Report to OES.

- (c) Review District evacuation plans.
- (d) Will communicate school status to media through SCOE.
- (e) Prepare to secure site and report to the OES.

d. STAGE IV (Emergency Stage) 75' and Forecast to Rise

- (1) Superintendent will:
 - (a) Request closure of school as per OES
 - (b) Coordinate communication through SCOE with media relative to school closures.

e. STATE V (Evacuation Stage) 77' and Forecast to Rise

- (1) SCOE will provide service as requested by OES; otherwise, Superintendent will order their evacuation.

2. **Levee Failure**

Superintendent will contact OES for emergency directions. Emergency action will depend, for example, upon where the levee breaks, the level of water behind the levee, and the estimated time of arrival of water at the District Office.

Superintendent will notify SCOE of the situation if time and information are available. SCOE will secure their sites as appropriate and evacuate.

If sufficient time is available, the ECS will secure the school site.

- OES evacuation orders will be relayed to schools by ECS/OES.
- Essential equipment and records will be moved to higher ground.
- Automobiles will be moved to safe ground.
- OES will provide superintendent with evacuation routes.
- All personnel will be sent home.

If flood waters are not imminent, all staff will proceed to the roof of the building.

3. **Dam Failure**

There are a number of dams which affect the school. The extent of the flood and the time of arrival will dictate the course of action. Emergency action will depend upon which dam fails, the level of water behind the dam, and if it is an immediate dam failure or if there is advanced warning.

The following directions are to be followed in the event of the following dam failures.

a. Oroville Dam Failure – Flood Wave Arrival Times:

- 1 hour 20 minutes – City of Live Oak
- 4 hours – City of Yuba City
- 6 hours – Confluence of Feather River and Sutter By-Pass
- Areas Affected: Live Oak, Meridian, Sutter, Yuba City, Robbins.

County Superintendent will report to OES.

- Assist with communications from OES to school sites.
- Essential equipment and records will be moved.
- All personnel will be sent home.

- b. **Bullard's Bar Dam Failure** – Flood Wave Arrival Times:
1 hour 15 minutes – Sutter County Airport
1 hour 45 minutes – City of Yuba City (central)
3 hours – town of East Nicolaus
4 hours – south Sutter County
Area Affected: County, City of Yuba city, and town of East Nicolaus

County Superintendent will report to OES.

DOT will secure sites and assist with communications as necessary.

- Essential equipment and records will be moved upstairs.
- All personnel will be sent home.

- c. **Thermalito Afterbay** – Flood Wave Arrival Times

4 hours – City of Live Oak

11 hours – Tierra Buena

County Superintendent will report to OES.

DOT will secure sites and assist with communications as necessary.

ESC will secure the Second Street Site.

- Essential equipment and records will be moved.
- All personnel will be sent home.

- d. **Shasta Dam & Lake Almanor Dam** - Flood Wave Arrival Times:

42 hours and 19 hours respectfully

Due to sufficient advance warning, the office will close at the end of the normal work day. Staff will be with their families for general public evacuation.

County Superintendent will report to OES.

EXPLOSION

1. Command “DROP” is given.
2. If the explosion occurred within the building, or threatened the building, teachers should immediately implement action “Leave Building.”
3. Sound the school fire alarm.
4. Move to an area of safety and maintain control of students.
5. Render first aid as necessary
6. Notify the fire department
7. Fight incipient fires without endangering life.
8. Take roll.
9. Notify utility companies of any break or suspected break.
10. Students and staff should not return to the school until fire department officials declare the area safe.
11. In the event of threat or explosion, follow steps 3 through 10.

CHEMICAL ACCIDENT OR HAZARDOUS MATERIALS SPILL

1. Within School

- A. Determine need to implement action “Leave Building”.
- B. Determine need to implement action “Directed Transportation.”

- C. With school staff, maintain control of the students at a safe distance at an upwind location. (Baseball park)
 - D. Render first aid as necessary.
 - E. Notify emergency authorities (Central Dispatch 9-1-1)
 - F. Take Roll
 - G. Students and staff should not return to the school until officials declare the area safe.
2. **Outside the School**
- A. Evacuate school at direction of Sutter County Office of Emergency Services.
 - B. with school staff, maintain control of students at a safe distance at an upwind location until buses can be boarded.
 - C. Render first aid as necessary.
 - D. Take roll.
 - E. Students and staff should not return to the school until fire department officials declare the area safe.

ENEMY ATTACK

1. **Strategic Warning**
- A. Notification that enemy hostilities may be imminent may come from media or civil defense authorities. District Office will make confirmation with each school.
 - B. Warning may vary from several hours to several days.
 - C. Evacuate students to central site, using “Directed Transportation” procedures.
 - D. Take steps necessary to close schools.
2. **Attack Imminent**
- A. Warning will be received from North American Air Defense Command.
 - B. Confirmation will be three-minute warbling, or series of short blasts on a public warning device, augmented by law enforcement patrol public address systems.
 - C. Initiate “Take Cover” procedure.
 - D. Take roll
 - E. Remain in “Take Cover” location until other action is advised by Principal or competent authority.

Parents are notified annually of emergency procedures by a letter from the District Superintendent and from articles in the school newsletters. An outline of each emergency procedure is posted in every classroom and school office.

CHILD ABUSE REPORTING PROCEDURES

Meridian Elementary School District, in order to keep all students physically and emotionally safe and secure while in school and outside of school, follows the mandated laws on child abuse reporting. Any employee who has knowledge of or observes or suspects a child has been a victim of child abuse is required to report suspected instances of child abuse. Personnel is

trained in reporting procedures and often works with school administrators, school nurses, school psychologists and school counselors in reporting suspected child abuse. Board Policy and procedures are as follows:

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

1. **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 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

2. **Definitions**

A. "Child Abuse" including the following:

- A physical injury inflicted by other than accidental means on a child by another person.
- Sexual abuse of a child
- Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- Unlawful corporal punishment or injury resulting in a traumatic condition.
- Neglect of a child or abuse in out-of-home care.

3. **Mandated Reporters**

"Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, attendance secretaries, employees of a child care institution, school psychologists, counselors, and those instructional aides or other classified employees trained in child abuse reporting.

4. **Child Protective Agencies**

"Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports including the local police or sheriff's department, county welfare or juvenile probation department and child protective services.

5. **Reasonable Suspicion**

“Reasonable Suspicion” means 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.

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.

Name of Child Protective Agency: **Sutter County Department of Human Services**

Phone Number **530-822-7227**

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This 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.

When 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 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Mandated reporters may obtain copies of the above form either from the District or the local protective agency.

Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally 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. When so notified, the site administrator shall inform the Superintendent or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter’s request, the principal may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

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. If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000.00 or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
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.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child.

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirement of the child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school.

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall **not** notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

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.
2. Comply with laws requiring the 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.

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

Upon filing formal charges or upon conviction, the district may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

CHILD ABUSE REPORTING REQUIREMENT

NOTE: PENAL CODE 11166.5 REQUIRES THAT THE WRITTEN STATEMENT INCLUDE THE FOLLOWING PROVISIONS.

Section 1116 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licenses, administrators or of employees community care facility licensed to care for children; head start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

“Medical practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurse, dental hygienists, any other persons who are licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, or psychological assistants registered pursuant to section 92913 of the Business and Professions Code.

“Non-medical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; practitioners who diagnose, examine, or treat children.

SEXUAL HARASSMENT

Meridian Elementary School District adheres to the mandated laws on sexual harassment for both students and personnel. Board policies have been developed in alignment with mandated laws and Education Code statutes. District personnel are inserviced on legal mandates.

Administrators and teachers discuss the policy with students in age appropriate ways to make sure policy is fully understood. The policy for sexual harassment for students is annually attached to the parent information packet. Personnel policy on sexual harassment is posted at the school site. Complaint procedures on discrimination or harassment in employment are attached. Board policies are as follows:

STUDENTS – Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 – *Uniform Complaint Procedures*. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

1. **Prohibited Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- A. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.

- B. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- C. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- D. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

2. **Other Types of Conduct**

Other types of conduct which are prohibited in the district and which may constitute sexual harassment includes:

- A. Unwelcome leering, sexual flirtations or propositions.
- B. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- C. Graphic verbal comments about an individual's body, or overly personal conversation.
- D. Sexual jokes, stories, drawings, pictures or gestures.
- E. Spreading sexual rumors.
- F. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- G. Touching an individual's body or clothes in a sexual way.
- H. Purposefully limiting a student's access to educational tools.
- I. Cornering or blocking of normal movements.
- J. displaying sexually suggestive objects in the educational environment.
- K. any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

3. **Notifications**

A copy of the district's sexual harassment policy shall:

- A. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- B. Be displayed in a prominent location near each school principal's office.
- C. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
- D. appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct.

4. **Enforcement**

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

- A. Removing vulgar or offending graffiti.
- B. Providing staff inservice and student instruction or counseling.
- C. Taking appropriate disciplinary action as needed.

PERSONNEL – BOARD POLICY – SEXUAL HARASSMENT

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by a person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with AR 4031- *Complaints Concerning Discrimination in Employment*.

Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

PERSONNEL – ADMINISTRATIVE REGULATION – SEXUAL HARASSMENT

1. Prohibited Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

- A. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
- C. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, \or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
- D. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

2. Other Examples of Sexual Harassment

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

- A. Unwelcome leering, sexual flirtations or propositions.
- B. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- C. Graphic verbal comments about an individual's body, or overly personal conversation.
- D. Sexual jokes, stories, drawings, pictures or gestures.
- E. Spreading sexual rumors.

- F. Touching an individual's body or clothes in a sexual way.
- G. Cornering or blocking of normal movements.
- H. Displaying sexually suggestive objects in the educational or work environment.
- I. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the district's sexual harassment policy with his/her students and or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

3. **Notifications**

A copy of the district's policy on *Harassment in Employment* shall:

- A. Be displayed in a prominent location near each school principal's office.
- B. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.
- C. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct.

4. **Information Sheets**

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing, or a copy of district information sheets that contain, at a minimum, components on:

- A. The illegality of sexual harassment.
- B. The definition of sexual harassment under applicable state and federal law.
- C. A description of sexual harassment, with examples.
- D. the district's complaint process available to the employee.
- E. the legal remedies and complaint process available through the Fair Employment and Housing Department and Commission.
- F. Directions on how to contact the Fair Employment and Housing Department and Commission.

NON-DISCRIMINATION IN EMPLOYMENT – All Personnel

1. **Discriminatory Harassment**

Unlawful harassment based on a person's race, sex, or other attributes listed in the district's non-discrimination policy includes, but is not limited to, the following:

- A. Slurs, epithets, threats, or verbal abuse.
- B. Derogatory or degrading comments, descriptions, drawings, pictures or gestures.
- C. Unwelcome jokes, stories or teasing
- D. any other verbal, visual or physical conduct which adversely affects the individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive working environment.

Harassment may arise not only as a result of the offender's intention, but also as a result of the offended person's perception of the offensive conduct and the way in which it affects him/her.

Any employee or applicant for employment who feels that he/she is being unlawfully harassed should immediately contact his/her supervisor or the Superintendent or designee in order to obtain procedures for reporting a complaint. Such complaints can be filed in accordance with AR 4031 – *Complaints Concerning Discrimination in Employment*.

COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation, at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages in unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal.

Any district employee who permits unlawful discrimination or harassment may be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures.

The Board designates the following position as Coordinator for Nondiscrimination in Employment:

Superintendent
15898 Central Street, Meridian, California
530-696-2604

Other Remedies

An employee may, in addition to filing a discrimination complaint with the district, file a complaint with either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). The time limits for filing such complaints are as follows:

1. To file a valid complaint with EEOC, the employee must file his/her complaint within 300 days of the alleged discriminatory act(s). (42 USC 2000e-5)
2. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s). (Government Code 12960)

Employees wishing to file complaints with the DFEH and EEOC should contact the nondiscrimination coordinator for more information.

SCHOOL CRIME ASSESSMENT

It continues to be a goal within Meridian Elementary School District to provide all students and staff a safe and orderly school environment. Students and staff should feel physically and psychologically safe and secure. The school facilities should promote safety, a sense of pride and a strong school culture. Local law enforcement agencies work in partnership with Meridian Elementary School district to be pro active with crime against another person, a student or staff member, crime at the school facility, substance use, possession and sale, threat, harassment or intimidation and gang involvement. Local law enforcement agencies provide their presence by being on campus and patrolling around the surrounding community.

Meridian Elementary School District is fortunate to be in a community where crime has not had to be a major concern or issue. The District has developed a Student Discipline Plan and has implemented Board Policy on appropriate student conduct. School administrators and counselors work closely with law enforcement agencies when students have violent behavior or participate in crimes against another person.

As assessed in the "California Safe School Assessment," there was no property crime and dollar loss to the district for the 2014-2015 school year. Monthly District crime reporting records reflect no loss for the 2015-2016 school year. Repair on graffiti or property damage is corrected-immediately. Students and staff members take pride in the school facilities.

Security systems are in place at each school. Equipment is engraved or labeled for identification, inventoried and stored securely. Local law enforcement patrol around school grounds as needed. Appropriate signs are posted where needed.

Meridian Elementary School District is proactive in dealing with the use of tobacco, drug and alcohol. Law enforcement agencies are brought in immediately when an incident occurs. All students are aware of the immediate and long term consequences of drug/alcohol offenses. Students are informed of expectations, laws and consequences through discipline plans, school handbooks and school assemblies. Drug education has become a priority. In cooperation with the Sutter County Office of Education there is drug education for all grade levels. Meridian Elementary School District will continue to work with county agencies to keep all of the school community and the school facilities safe and secure.

STUDENT CONDUCT, DISCIPLINE & SAFE & ORDERLY SCHOOL ENVIRONMENT

The Meridian Elementary School district has adopted policies on standards of behavior in order to promote a safe and orderly school environment. Each school site has a unique population with age appropriate and specific needs. The District site has developed a school-wide Discipline Plan and Dress Code. Rules are given to parents annually and shared with students through classrooms, a handbook, pamphlets or school assemblies. School Discipline Plans are reviewed annually with input from staff members, students and parents. Acknowledgment of receipt of plan is required with parent's signature. The Board adopts the school discipline plan as needed. When standards of behavior are violated and the safety and well-being of students becomes a concern, the District has established procedures and policies for student discipline. Mandated laws and Ed Code regulations follow. Administrative staff is trained on suspension and

expulsion/due process procedures. Updates and changes in the laws are reviewed annually. Administrative staff training is provided annually on changes with suspension and expulsion regulations with regular education students and with special Education and 504 students. A Meridian Elementary School administrative panel and the Meridian Board of Trustees have been trained to follow the legal mandates of suspension and expulsion.

Pursuant to Education Code 49079, teachers are notified of dangerous students. Individual school sites select procedures for notification of dangerous students that are age appropriate for their school site. School sites notify teachers of dangerous students through staff meetings, bulletin announcements, copies of suspension forms and parent letters and/or maintenance of a binder of copies of student suspension forms.

School sites work closely with the local law enforcement agency to help provide a safe and orderly school environment. Law enforcement officials may be called when a student violates appropriate behavior while in attendance of the school program, going to and from school, during lunch periods on and off campus, while attending school activities and going to and from school activities. Law enforcement will be called when a student is in possession of a weapon, selling or furnishing a weapon, brandishing a knife, selling a controlled substance, under the influence of a controlled substance, possession of drug paraphernalia, committing or attempting to commit a sexual assault or battery, causing a serious physical injury to another person, robbery or extortion, assault or battery upon any employee. Law enforcement may be called on issues of harassment, intimidation, threatened retaliation against a witness, damage to property, theft, use of tobacco, use of obscenity or vulgar language or actions, disruption/defiance, receipt of stolen property and imitation of firearm possession.

The local law enforcement agency works with the appropriate school sites on gang awareness and apparel. Individual school sites include into their school dress code, prohibition of apparel deemed to be gang related by local law enforcement agencies. This is reviewed annually by the school discipline committee.

When standards of behavior are violated, and it may be necessary to change, suspend or expel a student from regular classroom instruction, adopted Board policies are as follows:

STUDENTS – Suspension and Expulsion/Due Process
--

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about

proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board Policy and Administrative Regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/guardians about the district's zero tolerance policy and consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law.

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in course work. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the

classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or the designee.

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student.

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline include procedures for implementing parental attendance requirements.

Decision Not to Enforce Expulsion Order

Option 1: In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on a case-by-case basis, pursuant to the requirements of law.

Option 2: On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Students – Suspension & Expulsion – Continued

Students At-Risk

The Meridian Elementary School District believes that, in order to benefit from a learning environment, students should be as free as possible from societal problems. Suicide threats, evidence of child abuse and other danger signs must be taken seriously. Topics of concern for personal development, as well as academic development must be integrated throughout the district curriculum.

SAFETY PROCEDURES

It is the goal of the Meridian Elementary School District to keep all students and employees safe on the school site. All visitors entering onto a school site are mandated to sign-in at the school office. It is a policy in Meridian Elementary School District that all visitors, including student visitors, wear a visitor badge while on the campus.

The Meridian Elementary School Board continues to place safety and prevention of student injury as a high priority. Information of dangerous situations is shared with the school community. Play grounds and school facilities are regularly inspected by the Safety Committee. Rules for student safety are in place at each school site.

Board policy has been adopted for student and employee safety regarding school environment, personnel and transportation. The Board policies are as follows:

Personnel – Criminal Record Check

1. Applications for Employment

Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the Superintendent or designee shall obtain a criminal record summary from the Department of Justice. The Superintendent or designee shall not issue a temporary certificate of clearance if the applicant has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon.

The Superintendent or designee shall ensure that all applicants for employment, including applicants for temporary and substitute positions, submit a fingerprint identification card for purposes of the Department of Justice investigation.

No applicant who has been convicted of a violent or serious felony shall be retained by the district, unless that individual has obtained a certificate of rehabilitation and pardon.

Personnel – Maintenance of Criminal Offender Records

The Superintendent shall designate an employee as record custodian of all confidential fingerprint and criminal record history who shall be responsible for the administration of the information. Any questions regarding Criminal Offender Record Information shall be resolved by the record custodian.

Criminal Offender Record Information shall be accessible only to the record custodian and others as designated by him/her and shall be kept in a locked location. These records shall be used only for the purpose for which requested and shall not be reproduced for dissemination.

The records custodian, and any other individuals with access to the information, shall be fingerprinted and processed through the California Department of Justice. These employees shall sign an Employee Statement Form, acknowledging an understanding of the laws regarding Criminal Offender Record Information.

Upon determination of employment, the records shall be destroyed to the extent that the identify of the individual can no longer be reasonably ascertained.

Violation of this administrative regulation may result in suspension, dismissal and/or criminal or civil prosecution.

Students – Safety

The Governing Board places a high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision.

The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

1. Playgrounds

The Board recognizes that playgrounds present children with visible challenges which they may choose in order to test their skills and courage. Playground equipment shall be carefully selected and installed, so that while presenting such challenges it, minimizes accidents and presents no unseen hazards. Safety shall receive prime consideration whenever playgrounds are planned or upgraded.

The principal or designee shall ensure that playgrounds and other school facilities are regularly inspected, well maintained, and adequately supervised whenever in use by students during the school day or at school-sponsored activities. The principal or designee, with the involvement of the staff, shall establish playground safety rules.

2. Supervision

The principal of each school shall ensure that certificated employees, instructional aides and assistants or yard aides supervise the conduct and safety, and direct the play, of students of the school who are on school grounds before and after school, during recess, and during other intermissions.

Safety rules for the use of facilities and equipment shall include as appropriate:

- A. Rules on acceptable playground behavior and on the proper use of play apparatus in elementary schools.
- B. Rules relating to gymnasium and field areas in high schools.
- C. Safety rules clearly posted in science classes.
- D. Rules include the requirement that power equipment never be used without the teacher's presence in the class. Students must pass safety tests at mastery level before using such equipment, and test results must be kept on record.

School staff shall train students on the above rules and include safety instruction in their lesson plans when appropriate. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times. Parent acknowledgment of receipt of rules is required.

The principal or designee shall:

- A. Clearly identify supervision zones on the playground and require that supervisors remain outside at a location from which they can observe their entire zone of supervision.
- B. Require that all individuals supervising students remain alert in spotting dangerous conditions and report any such conditions to the principal or designee promptly and in writing.
- C. Establish emergency procedures that ensure that teachers, teacher aides, yard aides and volunteers who supervise students, receive training in the above safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides and volunteers who supervise students, receive training in the above safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

When determining the ratio of playground supervisors to students, the Superintendent or designee shall consider the size of the playground area, the number of blind spots that are not immediately visible, the age and gender of the students, and the general nature of their behavior.

Release of Student to Adult

Students shall be released during the school day in the custody of an adult only if:

- 1. The adult is the student's parent/legal guardian with custody.
- 2. The adult has appropriate identification and the verified authorization of the student's parent/legal guardian with custody. Note: When the parent/guardian cannot be reached, a student may be released to adult(s) named on the student's emergency card.
- 3. The adult is a properly authorized law officer acting in accordance with law.
- 4. The adult is taking the student to emergency medical care, at the request of the principal or designee.

Eye Protective Devices

The district shall provide eye protection devices in accordance with law.

Staff shall ensure that all students, teachers and visitors wear eye protective devices when they are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes.

The Board shall provide a first pair of the eye safety devices required by law at district expense. If these devices are lost or damaged, students and teachers may obtain replacements for an amount not exceeding their actual cost to the district.

Safety training for job performance is implemented in each department.

Missing Children

In order to enable district staff to assist in locating missing children, the Superintendent or designee shall ensure that Department of Justice information on missing children is posted at every school. In schools maintaining elementary grades, this information shall be posted in areas restricted to adult use.

Elementary school principals are urged to review missing children's pictures whenever a new student enrolls or transfers into the school.

Playground Design, Equipment and Maintenance

Teachers, teacher aides, maintenance staff, parents/guardians and students are encouraged to contribute their ideas for making the playground as safe as possible.

Playgrounds should be designed for ease of supervision and should have:

1. Clearly defined entry and exit routes that lead to and from play areas without crossing other major activities.
2. Fences or other barriers limiting vehicle access to play areas.
3. Proper water drainage.
4. Bicycle racks that are fenced and located where easily visible.
5. Safety rules posted at the entrance and near play equipment.

Playgrounds shall provide access for the handicapped in accordance with law.

The age, size and ability of the students who will use playground equipment shall determine the choice of equipment, the height of platforms and slides, and the diameter of climbing bars. Par courses and other adult equipment that is inappropriate for student use shall not be placed at elementary schools.

Playground equipment shall be installed by the manufacturer, by the manufacturer's representative, or by district maintenance staff under the direct supervision of the manufacturer's representative. A signed statement shall be secured from the manufacturer's representative stating that the equipment has been properly installed in accordance with the manufacturer's specifications.

TRANSPORTATION SAFETY PLAN

Meridian Elementary School District works to implement a site Transportation Safety Plan which includes loading and unloading of students, stop designation, flashing red lights, and student conduct. Safety bus rules are issued to all students. Proper bus conduct is expected at all times and safety is always the objective.

The Transportation Safety Plan is as follows:

Loading and Unloading of Students & Stop Designations

Each student shall be assigned an AM and PM stop based upon their home address and parent's requests. Drivers will have accurate lists of all student riders to verify stops when required.

Students who normally ride the bus will be picked up and left off at the designated bus stop. Any deviation will require a note from the parent. It is assumed that students riding the bus to school will also ride home on the bus. Parents are asked to notify the office of any changes.

Any student wishing to ride the bus to another student's home must bring a note from home to be verified by the office. It is expected that the other party has also agreed to the arrangement. Student's verbal requests will not be honored.

Bus Activation of Red Flashing Lights

1. Buses will activate their flashing red lights at all bus stops to load and unload passengers.
2. Red lights will be activated in the bus loading zone at the school while loading and unloading passengers.
3. Vehicles will stop in both directions when approaching a bus with flashing red lights.

Student Conduct, Behavior and Discipline

Students riding the school bus are subject to rules set up by the Board of Education and enforced by the driver and the principal. A copy of the bus rules can be found in the Parent/Pupil Handbook.

Any questions concerning the bus should be directed to the school office. The bus driver should be detained with questions.

A citation will be issued for inappropriate behavior on the bus. All citations must be signed by the parent and returned to the school. When a third citation is given, a suspension from the bus of three days or longer will occur and a meeting with parents, Superintendent, and bus driver will be held. If the bus driver considers an offense serious enough, an immediate suspension or other discipline may occur.

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation.

School Bus Rules

The Meridian Elementary operates its own bus to transport its students to and from school. Riding the bus is a privilege provided by the Governing Board of Trustees. Willful disregard of the school bus rules may result in students losing their privilege of riding the bus. These rules also apply to field trips.

1. In order that schedules can be maintained, students are expected to be at the bus pick-up point waiting for the bus.
2. Students waiting for the bus and preparing to board the bus are to orderly without pushing or running around.
3. Once the student has boarded the bus and assumed his/her seat, they are to REMAIN SEATED AT ALL TIMES until the driver signals the student to exit.
4. Students will NOT throw anything around on the bus or out of the windows of the bus.

5. Students will not stick their head out of windows at any time, nor are they to call or shout at pedestrians or motorists.
6. All parts of the students must be kept within the bus (head, arms, legs, etc.) and are not to dangle out of the window.
7. Conversation on the bus between students is to be kept at a low conversational level. NO LOUD TALKING OR SHOUTING. The bus driver's decision will determine if the talking is too loud.
8. Books, school materials, coats, etc. shall be kept off the floor by the student. No objects are ever to be in the aisles of the bus.
9. Feet are to be kept on the floor and never in the aisle.
10. Profanity, vulgarities, and obscenities are never permitted on the bus.
11. Knives, other sharp instruments, flammable devices, or any dangerous articles are not permitted on the bus. Pets and animals are not permitted on the bus.
12. Eating, drinking and chewing of gum is not permitted on the bus. No glass bottles are permitted on the bus.
13. Students at Meridian have been encouraged to show respect to one another and to all who are in authority. The bus driver is the person in authority on the bus. All requests by the bus driver must be honored and obeyed. If the student thinks the bus driver has not been aware of the facts, the student may ask the bus driver's permission to present facts in a calm tone. The bus driver will honor such requests.
14. If a student needs to cross a street either to board a bus or after exiting from the bus, the student is to remain stationary until the bus driver gets off the bus, checks to see that the crossing will be safe, and then signals the student to proceed.
15. Any student found guilty of committing damage to or on the bus will be denied transportation until Parent/Guardian has paid for the cost of the repairs.
16. Parents/guardians are not permitted on the bus unless authorized by the bus driver or the administrator for field trips.

The rules will be enforced for the safety of everyone on the bus. If a student is suspended from riding the school bus it will be for a serious offense listed above. Parents or guardians should support the discipline program developed on the bus.

Parents or guardians may request an appointment to review what they may feel is an unreasonable decision. When a child is suspended from the bus or removed from the privilege of riding the bus for a short time, the parent will receive a written citation concerning the reason and conduct of their child.

Meridian Elementary School District will support any need to evacuate students. The Emergency Plan or Crisis Plan will begin when implemented by the Superintendent, Principal or designee.

HEALTH PROCEDURES

Meridian Elementary School District follows mandated laws and Education Codes for all health procedures with the desire to keep all members in the school community safe and free from disease. District employees are trained annually on mandated healthcare procedures. District nurses work with administrators, health clerks, office personnel, and staff members when appropriate to monitor training and procedures. Additional staff development is offered annually on First Aide and CPR. Board policy has been adopted to insure health safety for all students and personnel. Board policies are as follows:

BOARD POLICY

Student Health and Social Services (Mental Health)

The governing board recognizes that good physical and mental health is critical to a student's ability to learn and believes all students should have access to comprehensive health services. The district may provide access to health services at or near district schools. The District shall collaborate with local and state agencies and health care providers to assess the health needs of the students.

Health Examinations

1. **New Employees** – the Superintendent or designee shall ensure that new district employees comply with all health examination requirements of California law.

In addition, the Superintendent or designee may require applicants for employment in classified positions to undergo a pre-employment physical examination to show that they are physically able to perform the duties of specific jobs.

2. **Continuing Employees** – Continuing employees shall undergo periodic tuberculosis tests once every four years in accordance with law.

The Governing Board is concerned about the prevalence of tuberculosis in our community and may require continuing employees to undergo tuberculosis tests when warranted upon the recommendation of the local health officer.

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees or to furnish medical proof of physical or mental ability to satisfactorily perform the assigned duties of an individual's position.

ADMINISTRATIVE REGULATION

Health Examinations

1. **New Employees**

No person shall be initially employed unless he/she has placed on file with the District a certificate from a physician licensed under the Business and Professions Code indicating that a tuberculosis examination within the past 60 days shows that he/she is free from active tuberculosis. The tuberculosis examination shall consist of an approved intradermal tuberculin test. An X-ray of the lungs shall be required only if the intradermal test is positive.

Persons transferring from another district may fulfill tuberculosis examination requirements in either of the following ways:

- A. By producing a certificate showing that the employee was examined within the last four years and found free of active tuberculosis, or
- B. By having the last employing school verify that it has on file a current certificate which contains that showing.

When a new employee in a position requiring certification has not previously been employed in such a position in California, he/she must have a medical certificate on file with the District. The certificate will state that the employee is free from any disabling disease which would render him/her unfit to instruct or associate with children. The certificate form may be obtained from the personnel service office. It must be filled out by a licensed physician and returned to the personnel services office by the physician.

The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed.

The cost of re-employment examinations shall be borne by the applicant.

When an employee's religious belief prevents him/her from undergoing a physical examination, the district shall follow provisions of Education Code 49406.

2. **Continuing Employees**

Continuing employees who test negative on tuberculin skin tests shall undergo a tuberculosis examination at least once every four years.

Tuberculosis tests and other medical examinations required by the Superintendent or designee shall be administered by a physician licensed under the Business and Professions Code and shall be provided by the district or at District expense.

BOARD POLICY

Employee Drug Testing

The Governing Board maintains a drug and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by or being under the influence of alcohol or drugs.

Drug & Alcohol Testing for School Bus Drivers

The Governing Board desires to take all possible steps to ensure transportation safety for district students and staff. The Superintendent or designee shall establish a drug and alcohol testing program for all school bus drivers and any other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the District. This program shall be designed to fulfill the requirements of federal law and regulations.

Drivers who test positive for alcohol or drugs shall be removed from safety-sensitive functions and subject to disciplinary action up to and including dismissal in accordance with administrative regulations.

ADMINISTRATIVE REGULATION

Drug and Alcohol Testing for School Bus Drivers

The district's drug and alcohol testing program shall apply to all employees who operate a commercial motor vehicle, including any vehicle designed to transport 16 or more passengers. This includes casual, intermittent or occasional drivers as well as full-time, regularly employed drivers.

The Superintendent or designee shall contract for collection and testing services and shall ensure that testing procedures and facilities used for the tests conform with the requirements of the Code of Federal Regulations, Title 49, Part 40.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Drivers using such a substance may continue to perform safety-sensitive functions only if the physician has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.

1. Pre-Employment Tests

A pre-employment drug test shall be required of an applicant only after he/she has been offered the position.

Drug tests shall be conducted before the first time a driver performs any safety-sensitive function for the district.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district or paid work for any other entity.

Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Pre-employment testing shall also be required of employees returning to work after a layoff period if the employee was removed from the random testing pool. If the employee remains in the random testing pool, additional testing shall not be necessary.

2. Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver.

- A. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life
- B. who receives a citation under state or local law for a moving traffic violation arising from the accident
- C. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved a serious medical injury

- D. Whose performance cannot be excluded as a contributing factor based on information available at the time of the accident

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours of the accident or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests shall not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

3. **Random Tests**

Alcohol and drug tests shall be conducted on a random basis at unannounced times throughout the year. The number of random alcohol and drug tests shall be at least equal to those required by federal regulations. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions.

Employees off work due to leaves, vacations and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

4. **Reasonable Suspicion Tests**

An alcohol or drug test shall be conducted if a supervisor or district official trained in accordance with law has reasonable suspicion that a driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.

A supervisor or district official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. **Enforcement**

Any driver who refused to submit to a post-accident, random or reasonable suspicion test, or to a follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. Therefore, any driver who so refuses shall be immediately suspended and subject to disciplinary action, up to and including dismissal.

A driver who refuses to submit to a post-accident, random or reasonable suspicion test, or to a follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. Therefore, any driver who so refuses shall be immediately suspended and subject to disciplinary action, up to and including dismissal.

A driver who tests positive for drugs or is found to have an alcohol concentration of .04 or greater shall be subject to disciplinary action up to and including dismissal.

A driver who violates district prohibitions related to drugs and alcohol shall receive from the District the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program.

6. **Return-to-Duty Tests**

If a driver who has violated the District's drug or alcohol prohibition is returned to performing safety-sensitive duties, a drug or alcohol test shall be conducted.

Employees whose conduct involved drugs shall not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Employees whose conduct involved alcohol shall not return to duty in a safety-sensitive function until the return-to-duty alcohol test indicates an alcohol concentration of less than .02.

7. **Follow-up Tests**

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Follow-up testing shall consist of at least six tests in the first 12 months following the driver's return to duty. The substance abuse professional may terminate the follow-up testing at any time after the first six tests if he/she determines that testing is no longer needed. Testing shall not occur beyond 60 months from the date of the driver's return to duty.

8. **Maintenance of Records**
Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.
9. **Notifications**
Each driver shall receive educational materials, that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify all of the following:
 - A. The person designated by the District to answer drivers' questions about the materials.
 - B. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382.
 - C. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382.
 - D. Specific information concerning driver conduct that is prohibited by Part 382.
 - E. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382.
 - F. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver.
 - G. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382.
 - H. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
 - I. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
 - J. The consequences for drivers found to have an alcohol concentration of .02 or greater but less than .04.
 - K. The effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.
 - L. Other legal requirements, district policies and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed pursuant to the Code of Federal Regulation, Title 49, Part 382, the District shall inform drivers that the tests are required by these regulations.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substances were verified as positive.

IMMUNIZATION REQUIREMENTS

Student

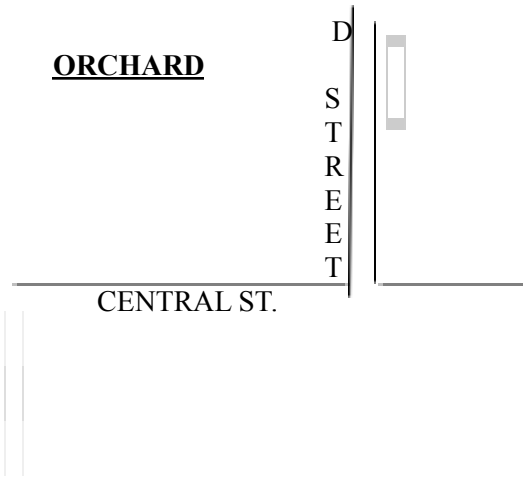
Any student enrolling from out-of-state and all incoming kindergarten students must present written proof of immunizations (immunization card, doctor's report, etc.). If proof is not available refer the parent to the Health Department (823-4465) or to their doctor. Do not enroll the student until proof is provided.

Do not enroll students who fail to meet the immunization requirements. Again, refer them to the Health Department or to a physician.

Do not accept any transferring student from another school within the state or district without date for immunizations. If the parent does not have the dates, either call the former school and verify dates or have the parent call the school. It is not necessary to have the written proof of immunization on these students. The parent's written dates or the dates obtained from another school are acceptable. However, most schools will fax immunization records on request.

SAFE AREA FOR INTRUDER ON CAMPUS

Baseball diamond at the corner of D street and 4th.



This is to certify that the School Safety Plan for Meridian Elementary School District has been presented and then approved by the School Board.

School Board members:

Mr. Daniel Correia

Date

Mr. Jeff Long

Date

Mrs. Nancy Salm

Date

Mrs. Tracey McPeters
District Superintendent/Principal

Date

Presented to the board: February 10, 2022

