

**Winship-Robbins Elementary School
District**

**Safety, Emergency,
and
Disaster Preparedness
Plan**

Winship Elementary School

4305 South Meridian Road

Meridian, CA 95957

(530) 696-2451

Fax (530) 696-2262

Revised 02/07/13
Winship SITE Council Approved February 2013
Board approved February 2013
Revised 10/15/13

TABLE OF CONTENTS

| TOPIC | PAGE |
|--|------|
| Section 1: Safe Physical Environment Assurance | 3 |
| Section 2: School Crime Assessment (suspension/expulsion data) | 5 |
| Section 3: Child Abuse Reporting Procedures | 6 |
| Section 4: Emergency and Disaster Procedures | 8 |
| A. Emergency and Disaster Preparedness Plan | 8 |
| 1. Emergency Box | 8 |
| 2. Employee Binder | 8 |
| B. Duties of School Personnel during an Emergency | 9 |
| C. Safety Drills and Actual Emergency Procedures | 11 |
| 1. Evacuation and Fire | 11 |
| ACTUAL FIRE EMERGENCY | 11 |
| 2. Lock Down including Firearms on Campus | 12 |
| ACTUAL LOCK-DOWN EMERGENCY | 12 |
| Active Shooter Plan: Information for Law Enforcement | 13 |
| 3. Shelter-in-Area | 14 |
| ACTUAL SHELTER-IN-AREA EMERGENCY | 14 |
| 4. Duck-and-Cover | 14 |
| ACTUAL EARTHQUAKE EMERGENCY | 15 |
| D. Weather-Related Procedures | 17 |
| 1. Tornado Winds | 17 |
| 2. Floods | 17 |
| 3. Air Pollution | 18 |
| 4. Hot Weather Precautions | 18 |
| E. Bomb Threats | 19 |
| F. Emergency Communication | 20 |
| Section 5: Discipline Matrix | 21 |
| Section 6: Notification to Teachers of Dangerous Students | 22 |
| Section 7: Unlawful Harassment | 22 |
| Section 8: Development of a Positive School Climate | 22 |
| Section 9: Strategies to Prevent Bullying and Hazing | 23 |
| Section 10: Parent Involvement Strategies | 24 |
| Evacuation Route | 25 |
| Site Map | 26 |
| Staff List 2013/14 | 27 |

SECTION 1: SAFE PHYSICAL ENVIRONMENT ASSURANCE

DEVELOPMENT AND REVIEW OF SCHOOL SITE SAFETY PLAN

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of Winship School. The school site council shall consult with local law enforcement and fire districts in the writing and development of the plan. (Education Code 32281, 32282)

The school site council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

- The Principal
- One teacher
- One parent/guardian whose child attends the school
- One classified employee

Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

The school site council or safety planning committee may consider incorporating into the plan the following "three essential components": (Education Code 35294.21)

1. Assuring each student a safe physical environment
2. Assuring each student a safe, respectful, accepting and emotionally nurturing environment
3. Providing each student resiliency skills

The school site plan shall include: (Education Code 32282)

1. Appropriate strategies and programs that will provide or maintain a high level of school safety and address Winship School's procedures for complying with existing laws related to school safety, which shall include:
 - a. Child abuse reporting procedures consistent with Penal Code 11164
 - i. Child Abuse Reporting Procedures
 - b. Routine and emergency disaster procedures including, but not limited to, adaptations for students with disabilities in accordance with the Americans with Disabilities Act
 - i. Emergencies and Disaster Preparedness Plan
 - ii. Fire Drills and Fires
 - iii. Bomb Threats
 - iv. Earthquake Emergency Procedure System
 - v. Emergency Schedules
 - vi. Transportation Safety and Emergencies
 - c. Policies pursuant to Education Code 48915c and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations (See W-RESD Board Policies)
 - i. Suspension and Expulsion/Due Process
 - ii. Suspension and Expulsion/Due Process (Students with Disabilities)
 - d. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4 (See WRESD Board Policies)
 - i. Uniform Complaint Procedures
 - ii. Sexual Harassment

- iii. Safe ingress and egress of students, parent/guardians and employees to and from school
- iv. A safe and orderly environment conducive to learning at the school
- v. The rules and procedures on school discipline adopted pursuant to Education Code 35291
- vi. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution
 - 1. Conflict Resolution/Peer Mediation
- vii. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying and hazing, as well as behavioral expectation and consequences for violations
 - 1. Suspension/Disciplinary Plan
 - 2. Absences and Excuses
 - 3. Truancy
- viii. Parent involvement strategies, including strategies to help ensure parent/guardian support
 - 1. Parent rights and responsibilities
 - 2. Parent Involvement

SECTION 2: SCHOOL CRIME ASSESSMENT

Winship School will complete an analysis of suspensions and expulsions at the conclusion of each school year. We make comparisons from year to year and also look at trends in the types of offenses. The information is broken down by offense, and the age, gender, grade level and ethnicity of the students. The information is reported to the school board and to the state.

| Year | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Suspensions | 0 | 1 | 0 | 0 | 0 | 4 | 0 | |
| Expulsions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| Year | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| African American | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| American Indian | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Asian | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Hispanic | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| White | 0 | 1 | 0 | 0 | 0 | 4 | 0 | |

SECTION 3: CHILD ABUSE REPORTING PROCEDURES

Definition of Child Abuse:

- a) A physical injury inflicted by other than accidental means on a child by another person
- b) Sexual abuse of a child as defined in Penal Code 11165.1
- c) Neglect as defined in Penal Code 11165.2

- d) Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3
- e) Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4

Reportable Offenses:

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 1166)

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

Reporting Procedures:

1. Initial Telephone Report
 - a. Immediately or as soon as possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone
 - b. Telephone reports should be made to Child Protective Services at the main office at (530) 822-7155 or after hours at (530) 822-7227.
 - c. When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received
2. Written Report
 - a. Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form
 - b. Reports of suspected child abuse or neglect shall include:
 - i. Name, address, and telephone number of mandated reporter
 - ii. Child's name and address, school, grade, and class
 - iii. Names, addresses and telephone numbers of the child's parents/guardians
 - iv. Information that gave rise to the reasonable suspicion of child abuse or neglect
 - v. The name, address, telephone number and other relevant personal information about the person or persons who might have abused or neglected the child
3. Internal Reporting

- a. Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the Principal after the initial telephone report to an appropriate agency
- b. Principal will provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, School Board policy, and administrative regulation
- c. Principal may assist the mandated reporter in completing and filing these forms

Training: Training of mandated reporters shall include child abuse identification and reporting. The training shall be given by professional employees of the Child Protection Agency at the school site each year.

SECTION 4: EMERGENCY AND DISASTER PROCEDURES

A. EMERGENCY AND DISASTER PREPAREDNESS PLAN:

The Winship School staff and students must be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Principal shall maintain a disaster preparedness plan which shall make provisions for handling all foreseeable emergencies and disasters, and which shall also be adaptable for unforeseeable disasters. The plan shall be reviewed and updated periodically. The Principal will have a copy of the disaster preparedness plan at the school site. The plan shall be provided to all employees who shall be responsible for studying the plan and being prepared to operate effectively within its framework.

The site disaster preparedness plan shall be available to staff, students and the public in the school office. Individual building disaster plans shall be available for public inspection at the Principal's office. The Principal shall make certain that all students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Principal shall have the School Site Council review the disaster preparedness plan and recommend changes and/or improvements.

1. Emergency Box

In the case of an emergency where nobody can enter the school, an emergency box is attached to a post inside the fenced area that contains the well (south of the bus barn, west of the school, in the parking lot). The box appears to be an electrical box and has a combination padlock on it. The code to the combination padlock is

6-9-6. Inside the box will be:

- a. Keys to the bus barn and the school
- b. A copy of the Safety Plan which includes layout of the school (map)
- c. Crescent wrench
- d. Current list of staff and students

2. Employee Binder

Each classroom teacher will maintain an Employee Binder that will contain the names, addresses and phone numbers of all students in the school along with their contact information. It will also contain staff phone numbers. The teachers' Employee Binders will be kept in their black "Husky" bags along with a first aid kit.

B. DUTIES OF SCHOOL PERSONNEL DURING AN EMERGENCY:

All staff members are to be thoroughly familiar with the contents of the Safety Plan and the procedures to follow in an emergency. Each staff member will report any activity or situation that is perceived as a threat to the safety and well being of students and staff.

1. The Superintendent/Principal or Designee will

- a) assume overall direction of the situation

- b) determine the nature and level of threat of the situation
- c) will contact emergency agencies as necessary (Sheriff, Animal Control, Fire Department, Sutter County Superintendent of Schools Office, etc.)
- d) assume the role of contact person during the situation
- e) inform all staff and any other involved parties including parents as soon as practicable
- f) Designee in absence of Superintendent/Principal:
 1. Mr. Richard Jenkins, Maintenance and Transportation Supervisor
 2. Mrs. Catherine Lambert, Teacher
 3. Mrs. Virginia Bondelie, Teacher

2. Teachers will

- a) follow the directions of the principal or designee and unless otherwise instructed, continue in the normal routine to ensure the safety of students
- b) be accountable for his/her students
- c) keep an updated roster of students and families in the Emergency Binder
- d) direct the evacuation or lockdown of his/her students
- e) take roll when the class regroups at the designated assembly area and report the names of students who are unaccountably absent
- f) arrange for first-aid attention for those who are in need

3. Maintenance Personnel will

- a) be responsible for the use of emergency equipment, handling of supplies, and the safe use of available utilities
- b) survey the school plant and report damage to the principal or designee
- c) direct and assist in rescue operations, as needed
- d) direct and assist in fire-fighting activities until regular fire-fighting personnel take over
- e) control the main shut-off valves for gas, water, and electricity and take other preventive measures to minimize hazards that may result from broken or down lines
- f) disburse emergency equipment
- g) take steps necessary to conserve usable water supplies

4. The School Secretary will

- a) secure and keep safe critical records
- b) provide communication lines between emergency personnel and the school site

5. The Cafeteria Worker will

- a) survey the kitchen for damage and report the damage to the principal or designee
- b) maintain and protect all food supplies from spoilage

6. The Bus Driver will

- a) supervise the care of children when disaster occurs while children are in the bus
- b) issue the drop and cover or evacuate command, as appropriate, when an emergency occurs while children are in the bus
- c) assist emergency services in accounting for all students on the bus
- d) arrange for any first-aid attention for those who need it

- e) report any activities that are perceived as a threat to the safety of students

7. General directions for all personnel:

- a) Be aware of falling objects such as electrical lines.
- b) If the situation requires evacuation from the campus, students shall be taken to the bus stop at Franklin School on the corner of Franklin Road and Township Road in Yuba City on the school bus, district vehicles and private vehicles, for protective custody until parent/guardians can pick the students up or they can be transported safely home.
- c) Always move crosswind, never up or downwind, to avoid fumes or smoke.

All drill procedures shall be reviewed with all staff twice per year and communicated with parents at least once per year. Winship School shall keep a log showing the dates and types of drills performed, the dates that the drill procedure was reviewed with the staff, and the dates that the procedures were reviewed for parents.

C. SAFETY DRILLS AND ACTUAL EMERGENCY PROCEDURES

1. Evacuation/Fire:

- | | | |
|---|---------------------------|--------------------------------|
| Reasons: | Signal: Fire Alarm | Frequency: Once a month |
| <ul style="list-style-type: none">• fire• bomb threat• chemical spill | | |

- a) Listen for fire alarm (sounded by Office Personnel).
- b) All students, teachers, other staff and visitors shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that none of their students remain in the classroom; office staff shall ascertain that no students remain in the building.
- c) Students exit in silence in single file lines to designated placements. The usual assembly area is the east side of the school yard. The alternate area is northwest of the school on the side of the levee.
- d) Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked. At least one fire drill per year shall use alternative exits for evacuation.
- e) Teachers take black Husky bags, Employee Binders and cell phones if they are readily available. Teachers close doors as they exit the facility to minimize the spread of fire.
- f) Students count off when assembled.
- g) Teachers indicate class status by holding up a green card (**all in attendance**), a yellow card (**a child is missing**), or a red card (**a dire emergency or first aid needed**).
- h) School facility maps, indicating evacuation routes and the location of fire extinguishers shall be clearly posted in all teaching stations and offices.
- i) Principal or designee gives the "All Clear" signal over the intercom.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately by dialing 911 while the signal is being given to evacuate the building.

All staff shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

IN THE CASE OF AN ACTUAL FIRE EMERGENCY:

1. Sound fire signals.
2. Call 911 Emergency Dispatch Center.
3. Follow steps b through g above.
4. If the fire requires evacuation from the campus, students shall be taken to the bus stop at Franklin School on Franklin Road and Township Road in Yuba City on the school bus, district vehicles and private vehicles, for protective custody until parent/guardians can pick the students up or they can be transported safely home.

2. Lock-Down

Reasons:

- **student unrest**
- **intruder**

Signal: Lock-Down (intercom)

Frequency: Once/year

- a) School secretary calls over intercom "Lock down".
- b) Each class locks their own door.

- c) Each class closes the curtains or blinds.
- d) Teachers take roll.
- e) Teachers establish communication with office.
- f) Teachers create quiet activities for students.
- g) School secretary gives the "All Clear" signal over the intercom.

IN THE CASE OF AN ACTUAL LOCK-DOWN EMERGENCY:

A. General Instructions: The principal or designee shall determine when and if the Emergency Plans for securing the building shall be put in place. If the Emergency Plan is activated, the following shall occur:

- 1) An intercom message to alert all staff members to "secure building" shall be given.
- 2) Upon receiving the signal for "secure building", all teachers shall lock their classroom doors, pull drapes, and keep students inside the rooms until further instructions.
- 3) The following agencies shall be alerted:
 - a) Sutter County Sheriff's Department and Fire Department 911
 - b) Sutter County Superintendent of Schools Office 822-2900
- 4) All buildings should be secured if possible.

B. Firearms on Campus (non-threatening): Should the school receive word that a student is in possession of a firearm the following general procedures should be followed. These general procedures apply in a situation where the firearm is not being used in a threatening manner.

- a) Upon receiving a report that a student is in possession of a firearm, the person receiving the report should immediately notify the principal.
- b) The principal or designee shall immediately contact the Sutter County Sheriff's Department (911).

C. Firearms on Campus (threatening): If the report of a firearm on campus includes the use of the weapon or threatening with it, the following procedures shall be followed.

- a) The superintendent or designee shall immediately signal for the emergency actions of "lock down".
- b) The superintendent or designee shall immediately call 911 to secure the assistance of local law enforcement.
- c) All staff members should understand clearly that they should remove their students from the campus to a safe place rather than securing them in a locked room if this is possible.
- d) The whereabouts and actions of the person with the firearm shall be monitored as closely as possible. All information should be turned over to law enforcement. The superintendent or designee will be prepared to provide detailed information on those present at school, as well as specific information about the school site.
- e) The sheriff's department, upon arrival, will assume responsibility for securing the individual and the weapons. All staff shall follow the directions of law enforcement officials.

D. Active Shooter Plan for Law Enforcement

- 1) School security information
 - 1. Staff chart: attached on page 27
 - 2. School hours: 8:20 to 3:00 (some staff arrive at 7:30 and stay until 3:30 and often later and/or earlier)

3. Security cameras: none
4. Intercoms: 2-way phone intercoms in all 3 classrooms, resource room, kitchen and office, plus the outside can be paged from inside; we also have 2 sets of hand-held 2-way radios that are kept in the office and the resource room
5. Televisions: one is in each classroom but none are connected to cable (they are for video only); all classrooms have internet access; Wi-Fi is available but need Wi-Fi code
6. Door locks:
 - a) Classroom 1 has a push & turn lock on interior & exterior doors
 - b) Classrooms 2 and 3 have push button locks on exterior doors and push and turn locks on interior doors; all can be opened with a key from the outside and by pushing the lever from the inside
 - c) Resource Room, Storage Room and Music Room have lockable doors but can't be locked from inside; only lockable outside with key
 - d) Library has a push button lock so can be locked from the inside
 - e) Office has a push and turn lock and a separate key; teachers do not have access to this room when it's locked but maintenance, admin, secretary and custodian do have access
 - f) Exterior front and back door of school are lockable only with key
 - g) Master keys out: Anderson, Hilbert, Jenkins, Bondelie, Lambert, Bailey, Miller, tenants next door (open all doors to school but not bus barn)
 - h) Keys to bus barn: Jenkins, a spare in the key box in office, one in the Emergency Box (see page 8).
 - i) Keys to main exterior doors and classroom doors: Bondelie, Lambert
 - j) Exterior door to storage room (east side of building) is operable from inside only with a lever handle; has no key opening inside or outside
7. Telephone systems:
 - a) Each classroom, the resource room and the kitchen have telephones with outside lines. Classroom phones are on the wall adjacent to the gym.
 - b) The office has 2 telephones and incoming calls are generally answered there unless nobody is in the office; then it's picked up in any other room.
 - c) Pay telephones: none
8. Water control valve: on main pump which is in a fenced area in the parking lot on the west side of the school
9. Main electrical shut-off panel: south of bus barn in a gray electrical panel box (a stand-alone box)
10. Propane shut off on tank on east side of school; additional valve on east exterior wall of school
11. School resources:
 - a) Bus with capacity to hold all students and staff is kept at Winship (there is a second district bus at Robbins for those students but it doesn't hold their entire student body)
 - b) 2-way radios: office has 2-way radio on the county system; separate hand-held 2-way radio system with 4 handsets and 2 chargers (one set in office and one set in resource room)
 - c) All staff have cell phones and most have email capabilities

12. Recommendation area for Command Van placement: parking lot, levee, or in front of teacherage next door
13. Recommendation for Reunification Area for parents to meet with children: same

3. Shelter-In-Area Signal: Shelter in area (intercom) Frequency: Once/year

Reason:

- **a natural, weather or manmade disaster that may prohibit students and staff from leaving the building**

- a) School secretary calls over intercom "Shelter in area".
- b) Students gather backpacks and proceed in an orderly line to assigned room: Classes in rooms #1 and #3 walk into room #2
- c) Teachers take roll.
- d) Teachers establish communication with office.
- e) Teachers create quiet activities for students.
- f) School secretary gives the "All Clear" signal over the intercom.

IN THE CASE OF AN ACTUAL CHEMICAL ACCIDENT EMERGENCY:

Chemical accidents, which might necessitate Shelter-in-Area or evacuation, will most likely involve the release of toxic fumes or the threat of an explosion.

Procedures:

1. The Superintendent shall determine the need to implement the Emergency Evacuation Plan and call 911.
2. Call for Shelter-in-Area or evacuate if necessary following the evacuation plan.
3. If evacuation from site is necessary, the students and staff will be loaded into the school bus, district vehicles, and private vehicles to take them to an area of safety.
4. Always move crosswind – never up or downwind – to avoid fumes.
5. Maintain control of the students at a safe distance from the school.
6. Render first aid if necessary.
7. Teachers will take roll, and maintain calm and order with the students.

4. Duck and Cover Signal: Duck & cover (intercom) Frequency: Once/trimester

Reason: earthquake

- a) Assume position by students.
- b) Assume position by teacher.
- c) Maintain calm in the classroom.
- d) School secretary gives the "All Clear" signal over the intercom.

IN THE CASE OF AN ACTUAL EARTHQUAKE EMERGENCY:

1. General Procedures:

Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:

- a) The safest place to be is in the open. Stay there.
- b) Move away from buildings, trees, and exposed wires. **DO NOT RUN!**
- c) After the earthquake, if you are on your way to school, continue to school.
- d) After the earthquake, if you are on your way home, continue home.

2. Earthquake While Indoors at School:

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

- a) The teacher shall implement the DROP action
- b) The student will get under equipment where available
- c) The student will get next to a wall or under an inside doorway away from glass.
- d) The student will drop to knees with back to the windows and with knees together.
- e) The student will clasp both hands firmly behind the head, covering the neck.
- f) The student will bury their face in their arms, protecting the head, and with their eyes closed.
- g) The students will stay in this position until instructions are given to do otherwise.
- h) As soon as possible, the teachers shall move the children away from windows and out from under heavy suspended light fixtures.
- i) Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Evacuation routes shall be posted.
- j) All electrical lines should be avoided.

3. Earthquake While Outdoors at School:

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

- a) The teacher or yard duty supervisor shall direct the children to WALK away from building, trees, poles, or wires.
- b) The teacher shall implement the DROP action.
- c) Teachers and students shall stay in the open until the earthquake is over.
- d) All electrical lines should be avoided.

4. Earthquake While on the Bus:

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

- a) The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges.
- b) The bus driver shall set the brakes and turn off the ignition.
- c) The bus driver shall wait until the earthquake is over before proceeding on the route.
- d) The bus driver shall contact the Superintendent or designee for instructions.
- e) If the bus driver continues on, he/she shall watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.

5. Inspections after Earthquakes:

All school buildings shall receive a thorough inspection after an earthquake.

Checkpoints:

- a) Large cracks affecting buildings
- b) Earth slippage that may affect buildings
- c) Water leaks
- d) Gas leaks

- e) Down or exposed electrical lines

If problems are detected or suspected, the maintenance shall immediately shut down all utilities in the building affected and notify the maintenance department.

If the Superintendent believes the school is damaged sufficiently to be a hazard, he/she shall ask the County Building Inspector to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

The County Building Inspector shall be responsible for determining if the structure is safe for occupancy. The Superintendent shall expedite repair, reconstruction and replacement of equipment.

D. WEATHER-RELATED PROCEDURES

1. Tornado Winds:

In the event of a storm generating hurricane-force winds, the following procedures should be observed:

- a) All students and staff should be in the building.
- b) The emergency action of "duck and cover" should be implemented.

- c) Radios in the school office should be tuned for updated information and advice.
- d) The Principal or designee will communicate with emergency personnel and the district office with any updates or questions.

2. Floods:

The public will be notified of evacuation routes and evacuation procedures on a yearly basis. In the event of a flood, the students of Winship School will be evacuated by bus and personal vehicles. The site of evacuation will be one of the following:

- a) In the event of flooding from the north, the site will be evacuated to Robbins School in Robbins.
- b) In the event of flooding from the south, the site will be evacuated to the bus stop at Franklin School on the corner of Franklin and Township Roads in Yuba City.

In the event of a flood, the Office of Emergency Services will coordinate the closure of the school and the evacuation route.

- a) In the event of general evacuation, the principal or designee shall secure student records and any other confidential files deemed critical.
- b) The bus driver and the principal or designee will coordinate the use of district vehicles and personal vehicles for evacuation of the site.
- c) In the event of a school evacuation, teachers and the school secretary shall have in their possession their Emergency Binders.
- d) During an evacuation, students should be released to their parents. Only people listed on the student's emergency card as an emergency contact may sign out a student.

There are two possible causes for flooding:

- a) **Slow water rise** results when there is a break of a levee, or water rises over the top of a levee. In this case, schools will have already been closed according to county flood plans; therefore the school site evacuation will not be necessary. The slow water rise will be monitored and evaluated by Reclamation District 1660 and the Office of Emergency Services, both Sutter County and California.
- b) **Dam failure** is another cause of flooding. Emergency action will take place if the Shasta Dam fails. If there is advanced warning with enough time, the school will be closed at the end of the regular school day and students will be sent home as usual. Closure of the school will be coordinated with the Office of Emergency Services.

3. Air Pollution

For current conditions, check the website at:
<http://www.airnow.gov/?action=aqibasics.aqi>

Pollution Standard Index (PSI)

| | | |
|------|----------|---------------------------|
| Good | Below 50 | No notification necessary |
|------|----------|---------------------------|

| | | |
|-------------------------|-------------|---|
| Moderate | 51 - 100 | Susceptible persons, such as those with heart or lung disease should be cautious during outdoor activity . |
| Unhealthful | 101 - 137 | Susceptible persons, such as those with heart or lung disease should minimize outdoor activity . |
| Health Advisory Episode | 138 - 199 | Everyone should discontinue prolonged, vigorous outdoor exercise lasting longer than one hour. Examples of this kind of outdoor activities that should be avoided are: calisthenics, basketball, running, soccer, football, tennis, etc. Susceptible persons, such as those with heart or lung disease should avoid outdoor activity . |
| Stage I | 200 & above | Everyone should discontinue all vigorous outdoor activities regardless of duration. |

4. Hot Weather Precautions

The Winship School Office personnel shall, when deemed necessary, obtain an official temperature reading from the internet (www.weather.com) for the Weather Channel or from KUBA Weather www.kubaradio.com, AM radio 1600, or (530) 673-1862.

In order to safeguard the health of students and personnel during periods of extreme heat conditions, the following procedures shall be followed:

- a) Every opportunity shall be provided to students and personnel to consume water as necessary.
- b) When the temperature reaches 100 degrees, strenuous outdoor activities during P.E. classes, recess periods, and lunch periods should be avoided.

E. BOMB THREATS

If a bomb threat is received through phone or mail, the receiver shall discuss the call or mail with no one but the Superintendent.

Anyone answering a telephoned bomb threat shall try to keep the caller on the line and get answers to the following questions:

1. When is the bomb scheduled to go off?
2. Where is the bomb located?
3. What kind of bomb is it?
4. Who placed the bomb?
5. How do you know about the bomb?
6. What is your name and address?

The person receiving the call should make note of such details as:

1. Date and time of the call.
2. Exact language used.
3. Sex of the caller.
4. Estimated age of the caller.
5. Any identifiable accent.
6. Any identifiable background noise, such as music, traffic, etc.
7. Whether the caller volunteered any specific information regarding the location, the type of bomb detonation time, or reason for the call.

Procedures to Be Followed After the Call:

The Superintendent shall make a decision as to whether the building should be evacuated.

Upon perceiving that a danger may exist, the Superintendent or designee shall take the following steps:

1. Evacuation away from suspected location of the bomb
2. Away from staging areas of any emergency vehicles, fire hydrants or parking lots
3. If suspicious device is found, DO NOT HANDLE
4. An initial decision to evacuate prior to finding any device should come from the Superintendent
5. The use of two way radios should be curtailed
6. The county authorities shall be notified using 911.

F. EMERGENCY COMMUNICATION

Winship School shall follow all confidentiality laws and regulations regarding the release of student and staff records and information.

1. Employees:

In the event of a crisis, Winship School shall make every effort to communicate with the Sutter County Office of Schools, School Board, and staff and continue to update them as the emergency unfolds.

In order to maximize our ability to communicate, the following is required:

1. All cell phones assigned to district staff shall be operational during school business hours.
2. All two-way radios shall be programmed and operational during school business hours.
3. All district staff e-mail addresses and phone numbers shall be updated every year and distributed to all staff.
4. All staff emergency contact information (address, phone numbers, and names of emergency contact people) will be available.
5. All staff and student emergency contact information will be updated into SchoolReach web site.

The method of communicating will depend on the situation and who needs to be contacted.

2. Parents and Students:

In the event of an emergency at Winship School, the school office shall activate the SchoolReach phone system and then establish a system for keeping parents informed and updated during and after the emergency.

C. General Public:

When the emergency requires that the general public be informed and updated, the superintendent will post messages on the website and provide regular updates. The superintendent will serve as the district spokesperson for any media releases.

SECTION 5: DISCIPLINE MATRIX
WINSHIP-ROBBINS ELEMENTARY SCHOOL DISTRICT

| VIOLATION | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|--|---|--|--|---|
| Class 1: Weapons possession, Assault on staff | *Go right to Step 5 *May be referred to police for criminal action | | | | <u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion |
| Class 2: Fighting, Theft, Arson, Vandalism, Threats, Possession of or under the influence of drugs, alcohol, or tobacco | * Go right to Step 3 * May be referred to police for criminal action | | <u>Minimum:</u> 1 day suspension <u>Maximum:</u> Expulsion | <u>Minimum:</u> 2 day suspension <u>Maximum:</u> Expulsion | <u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion |
| Class 3: Roughhousing, Graffiti, Profanity, Insubordination, Gambling, Forgery, Verbal harassment, Cheating, Electronic equipment or cell phone violation | <u>Minimum:</u> Missed recess, Conference with teacher, Parent notified <u>Maximum:</u> 1 day suspension | <u>Minimum:</u> Missed recess, Parent, teacher, & principal conference <u>Maximum:</u> 2 day suspension | <u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension | <u>Minimum:</u> 2 day suspension <u>Maximum:</u> Expulsion | <u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion |
| Class 4: Interference, Loitering, Excessive show of affection, Cafeteria misconduct, Missing or unfinished homework, Chewing gum | <u>Minimum:</u> Missed recess, Conference with teacher, Parent notified <u>Maximum:</u> 1 day suspension | <u>Minimum:</u> Missed recess, Conference with principal, Parent notified <u>Maximum:</u> 2 day suspension | <u>Minimum:</u> Missed recess, Parent, teacher & principal conference <u>Maximum:</u> 3 day suspension | <u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension | <u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension |
| Bus misconduct: Insubordination Out of seat, Yelling, Throwing objects, Fighting, Food or drinks | <u>Minimum:</u> Warning, Parent notified <u>Maximum:</u> 1 week no ride | <u>Minimum:</u> 1 week no ride <u>Maximum:</u> 2 weeks no ride | <u>Minimum:</u> 2 weeks no ride <u>Maximum:</u> 1 month no ride | <u>Minimum:</u> 1 month no ride <u>Maximum:</u> 2 months no ride | <u>Minimum:</u> 1 trimester no ride <u>Maximum:</u> 1 year no ride |
| Other: Repetitive playground offenses, Dress Code violation | Conference with teacher | Missed recess, Conference with teacher | Missed recess, Conference with principal, Parent notified | 1-day in-school suspension | 2-day in-school suspension |

Bullying: Student conduct constituting bullying and/or "cyber-bullying" is subject to corrective action and discipline in the Winship-Robbins Elementary School District. Dependent upon the severity of the conduct, students that commit bullying in violation of the CA Education Code and district or school rules may be subject to a range of corrective action and discipline, including but not limited warnings and parent notification, suspension, or expulsion.

SECTION 6: NOTIFICATION OF STAFF OF DANGEROUS STUDENTS

Education Code 49079 states that a school district shall inform the teacher of each student who commits an expellable act. Information available to the teacher shall be from the previous three school years.

- a) At the beginning of each school year the Principal will forward an abbreviated version of the files of students who have been placed on a suspended expulsion, mitigation contract, or who have been fully expelled.
- b) During the course of the school year, additional students who are placed on suspended expulsions, mitigation contracts or who are expelled shall have their files added by the school.
- c) Any files that are three or more years old shall be removed.
- d) At the beginning of each year and periodically throughout the year, the teaching staff shall be notified that the file exists, where it is located and your procedure of accessing the file.
- e) The file should be kept in the Principal's office.
- f) Teachers assigned to the school shall be able to easily access those files, and shall be given access to additional information regarding the expellable offense, if requested.

SECTION 7: UNLAWFUL HARASSMENT

Harassment is:

- Verbal conduct such as derogatory comments, slurs, and epithets
- Visual conduct such as derogatory posters, photos, cartoons, drawings
- Physical conduct such as assault or interfering with normal movement
- Retaliation for having reported or threatened to report harassment
- Unwelcome sexual advances, or other unwanted verbal, visual, or physical conduct of a sexual nature.

If you think you are being harassed because of sex, race, ancestry, or other protected basis, immediately notify the Principal. Board policies are available at both site offices. Complaints may also be filed with Kathy Anderson, Superintendent, who may be reached at (530) 696-2451.

SECTION 8: DEVELOPMENT OF A POSITIVE SCHOOL CLIMATE

To create a positive school climate, there must be an emphasis on positive relationships among students and staff. Research shows this is one of the most critical factors in preventing student violence. Staff needs to be available to provide support when needed. Students need help overcoming feelings of isolation and learning how to make connections to others. To implement:

1. Provide time for projects that are fun where everyone has an equal chance for success. Examples:
 - Winter play
 - Easter Barbeque and Egg Hunt
2. Create opportunities to empower students to feel ownership of classroom and school. Examples:
 - Student Council
 - Community Service projects
 - Flag raising and lowering
 - Morning announcements

Keep the focus on academic achievement. Students need to receive the message that we expect all children to achieve academically and behave appropriately, while at the same time appreciating individual differences. The expectations need to be clearly communicated. To implement:

1. Cheer for their classmates' academic successes. Examples:
 - Award assemblies for academics
 - Poetry readings
 - Oral presentations
 - Science fair
2. Share and demonstrate progress in ways that are clear to students. Examples:
 - Visual representations of reading progress
 - STAR testing recognition on wall of gym
 - Top Notch awards

Treat all students with equal respect. Conflict can arise from students feeling that they are receiving unfair or biased treatment, both by staff and peers. Communicate to students that all students are valued and respected. This can be done by displaying students' work and recognizing diversity, thus demonstrating a sense of community. To implement:

1. Respond to their writing in a personal way that validates what they have to say. Examples:
 - Journals
 - Monthly writing or art displays

SECTION 9: STRATEGIES TO PREVENT BULLYING AND HAZING

Create ways to have students share their concerns. Students must feel safe to report troubling behaviors that may lead to dangerous situations. Students who report violence must be protected. To implement:

1. Have peer coaches trained by conflict managers. School Psychologist or Sutter County Intervention Specialist trains peer coaches on strategies to resolve conflict.
2. Establish a climate that communicates clearly that we are a unit that pulls together to get jobs done. Conduct classroom meetings to share ideas and concerns.
3. Discuss safety issues with students in an open way. Students come to school with a wide variety of understandings about issues such as death, violence, and the use of weapons. Students need to be taught about the dangers of firearms as well as appropriate strategies for dealing with feelings of violence. We should teach students that they are responsible for their actions and that their choices have consequences for which they will be held accountable. Discuss literature that addresses violence and positive outcomes.
4. Offer information specifically dealing with bullying and hazing. Students need to know that they do not have to "put up with" this type of behavior. Provide bullying workshops through District professional development workshops or from the Sutter County Intervention Specialist.
5. Continue with Character Counts lessons as well as the Essential 55 lessons at flag salute daily. Reinforce with examples whenever possible.

SECTION 10: PARENT INVOLVEMENT STRATEGIES

Give parents opportunities to be involved in school in meaningful ways. Students whose parents are involved are much less likely to become involved in antisocial activities. Make parents feel welcome, and remove barriers to parent participation. Keep parents positively engaged in students' education. Share schools' concerns about students in a timely manner, and work as a team to find help and positive solutions. To implement:

1. Encourage classroom volunteerism
2. Sponsor Read Across America events (Dr. Seuss's birthday breakfast, for example)
3. Encourage participation in the Winship Parents' Club
4. STAR breakfast

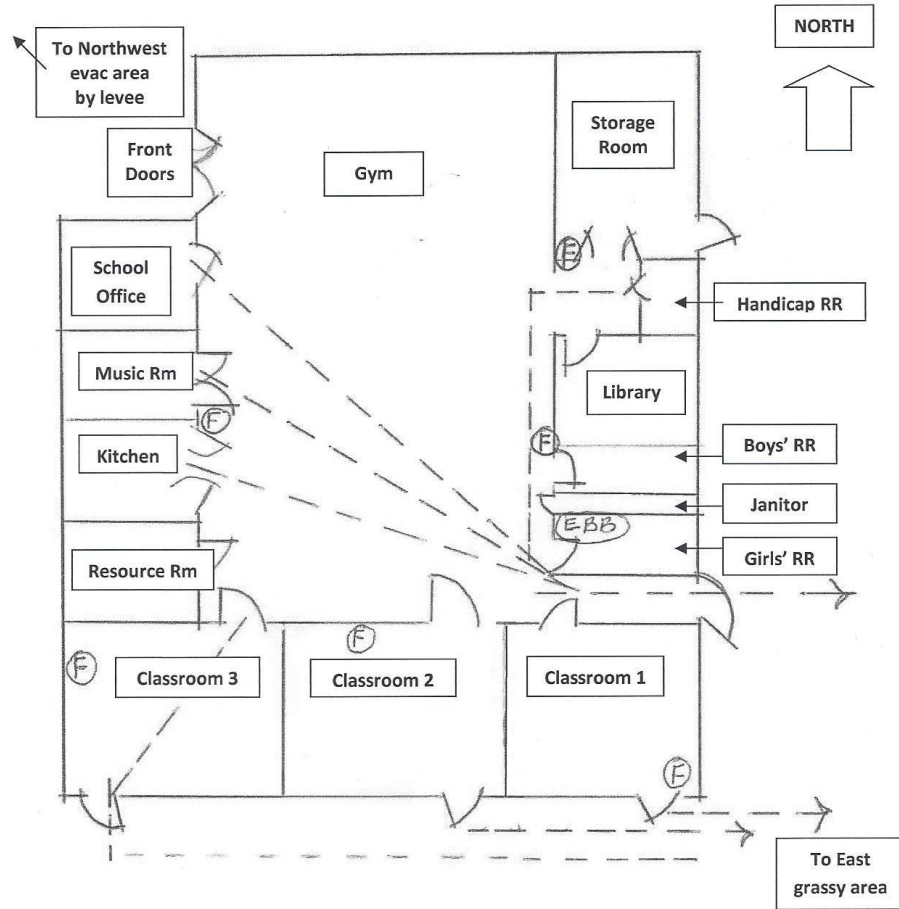
Develop parent/school support activities and involve students in activities which improve the school. To implement:

1. Plan community projects such as food for the needy, Pennies for Patients, or Adopt-a-Family
2. Plan community fundraisers such as the All American Pig Roast
3. Monthly school/community activities examples:
 - a. August: Welcome Back to School Night
 - b. September: Fall Festival
 - c. October: Red Ribbon Week
 - d. November: Thanksgiving Feast and National Parent Participation Day
 - e. December: Winter Program and Food Drive
 - f. January: Chinese New Year's Parade
 - g. February: Valentine's party
 - h. March: Dr. Seuss' Birthday and leprechaun trap contest
 - i. April: Spring Barbeque, Easter egg hunt and egg slingshot
 - j. May: Open House and/or Science Fair
 - k. June: last day swim party

Develop links to the community so that students see that the school is a part of the community and that we are all connected for common goals. To implement:

1. Invite community business people and others to share their ideas with classes

WINSHIP ELEMENTARY SCHOOL EVACUATION PLAN



Main evacuation route: as shown in above diagram to the far eastern side of the grassy field
 Alternate evacuation route: across gym, out the front door, to the northwest corner of the property by the levee.

- Students will walk in a single file line to the designated area.
- Students will not carry anything with them, will not talk, and will not walk with hands in their pockets.
- Teachers will take black Husky bags with Emergency Binders, plus cell phones if readily available.
- Teachers will leave the room last to make a final check that all children have gone, and close the door behind them.
- Teachers will remain calm and keep children quiet and in line.
- The secretary will check all 3 restrooms, the library and the storage room to be sure they are not occupied.

(F) = Fire extinguisher

(EBB) = Electrical Breaker Box

February 2013

SITE MAP: WINSHIP ELEMENTARY SCHOOL



WINSHIP ELEMENTARY SCHOOL STAFF LIST 2013-14

| Last Name | First Name | Home Phone | Cell Phone | Position | Email |
|------------------|-------------------|-------------------|-------------------|-----------------------------|--|
| Anderson | Kathy | 671-7825 | 713-7022 | Superintendent | katherinea@sutter.k12.ca.us |
| Bailey | Joni | 673-3313 | 701-2198 | instruc aide 4-8, cafeteria | jonibailey44@msn.com |
| Bondelie | Virginia | 671-2909 | 713-8133 | K-3rd gr teacher | virginiab@sutter.k12.ca.us |
| Hilbert | Diane | | 755-6970 | secty/bkkpr | dianeh@sutter.k12.ca.us |
| Jenkins | Rich | | 218-8220 | bus/maintenance | richj@sutter.k12.ca.us |
| Joseph | Parveen | 671-4190 | 635-7846 | instruc aide K-3 | parveenj@sutter.k12.ca.us |
| Lambert | Catherine | 692-3345 | 635-0416 | 4th-8th gr teacher | catherineflambert@gmail.com |
| Miller | David | 696-0380 | 916-213-9332 | custodian | |
| O'Neal | Brian | | 770-1322 | Principal- Robbins School | brianon@sutter.k12.ca.us |

| Name | Agency | Phone |
|-------------------------|--|--------------|
| | Sutter Co Supt of Schools Office | 822-2900 |
| | Sutter Co Office of Emergency Services | 822-7400 |
| Joanna & Carlos Abundiz | Caretakers at teacherage next door | 415-0715 |