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Yuba City Charter School

**256 Wilbur Avenue
Yuba City, CA 95991**

Safety Plan

Emergency Procedures

What to Expect During a School Emergency

The first priority for school staff during an emergency is to ensure the safety of students, staff members and any guests who are on campus at the time. Emergency situations can cause disruptions to regular communication, schedules and plans.

YCCS works with students to prepare them for situations by conducting drills each year. Some may be as simple as the traditional fire and evacuation drill while others may focus on lockdown situations and intruders on campus. The purpose is never to scare students, or parents, but to give them the skills and knowledge needed to remain safe during an emergency situation.

Students' Role in an Emergency

Students must understand and follow all plans applicable to the given crisis.

1. Students must not panic. In the absence of adult direction, decide where it is safest to be and remain there.
2. If a violent situation occurs, notify the nearest school staff member.
3. Share all relevant information with law enforcement, teachers, and school staff.
4. During and after the crisis, to the extent that is safe, keep your belongings with you, do not pick anything up, and do not go back for anything until receiving clearance.
5. Remain Calm and reassure fellow students.
6. Do not perpetuate rumors to others. This includes cell or text messaging. We want parents and students to have accurate information, not rumors.

Families' Role in an Emergency

1. Stay calm during a school emergency.
2. Your attitude/actions conveyed to students in person or by cell phone communication may be traumatic, especially to young children.
3. Make sure your emergency contact numbers are updated and on file in the office.
4. During a school emergency, listen carefully to emergency notification messages. Phone communication may be interrupted due to excessive calls. Please refrain from calling the school, as staff need to remain focused on ensuring the safety of students.
5. Do not allow the media, against your will, to pressure you to be interviewed during a crisis.
6. Rely on factual information from the school district or law enforcement.
7. Do not listen to or spread rumors. Do not rely on information unless it has come directly from the school or law enforcement.

8. Recognize that crisis counseling services will be available for you or a child affected by a crisis.
9. Please contact a school administrator or counselor about accessing counseling resources.

Communicating during an emergency

1. The first priority of school staff will be to ensure student safety during an emergency situation. They will secure the safety of those on campus first and then work to notify families of the situation as quickly as possible. If a lockdown or shelter-in-place is completely precautionary and caused by an issue off of the campus, schools will typically make a notification only if the incident lasts more than 20 to 30 minutes. You should expect a notification regardless of how long an incident lasts if it occurs on campus.
2. In an emergency situation you should expect to hear from your school in multiple ways including:

Mass Notification

Yuba City Charter School uses a mass notification system which can quickly call parents. IT IS ESSENTIAL THAT YOUR CONTACT INFORMATION BE UPDATED TO ENSURE YOU RECEIVE THESE NOTIFICATIONS. If possible, you will receive an initial call to let you know that there is an incident. You will then receive updates as information becomes available and a final call to alert you that the situation has been resolved. Be sure that your current contact information is on file with the school office at all times.

News Media

The District actively works with news media during emergency situations to help share accurate and helpful information. Please watch for OFFICIAL information from the District or first-responders on news media.

Picking Up Students After an Emergency

To ensure students remain safe, schools will implement restricted pick-up procedures after an emergency situation. Please keep in mind that no one except authorized District staff and first responders will be allowed to enter or leave a school campus during a lockdown or shelter-in-place. Also, only those listed on a student's emergency card will be allowed to pick a student up.

Is Picking Up a Student Required?

The vast majority of emergency situations are precautionary in nature. In most cases we will not require students be picked up before their normal dismissal time. If pick-up is mandatory we will notify families. If there is a safety concern requiring students to leave campus immediately we will evacuate students.

When Should Parents Go to a Campus?

Parents or family members who go to a campus while it is in lockdown or shelter-in-place will not be allowed on campus. If you do go to the campus before the lockdown is lifted you will be stopped and asked to wait off campus. This may cause distraction for school staff or first responders or may put you in an unsafe situation.

Families will be notified that the situation has been resolved via an automated phone message or notices from local news media. Once families are allowed on campus, you will be directed to a specific pick-up area.

What Should You Bring to the Pickup Area?

Again, restricted pick-up procedures will be in effect after an emergency situation. To help reduce confusion and avoid delays, families should come to the pickup area with:

- Photo Identification - This requirement applies to all families. If you do not have a photo ID, your student may not be released or it may cause significant delays.
- Your Mobile Phone - Emergency situations sometimes require changes to reunification plans. By having your phone with you, you will receive any updates sent via our automated notification system.
- Patience - In most situations, there will be a large number of families who choose to pick up their student after an emergency situation. This may result in an extended wait time as we verify ID's and call students to the reunification area.

ROLE OF STAFF

School staffs are considered disaster service workers and are subject to disaster activities assigned to them. During an emergency, staff shall fulfill the following roles:

Superintendent Principal/Designee

The Superintendent/Principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/She shall have the authority to use discretionary judgment in emergency situation which do not permit execution of prearranged plans. The Superintendent/Principal or designee shall:

1. Direct evacuation of buildings.
2. Arrange for transfer of students when their safety is threatened.
3. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records.
4. Post directions for fire drills and civil defense drills in classroom, multipurpose rooms, etc.

Keep the school board updated with relevant information.

Teachers and Support Staff

Teachers shall be responsible for supervision of students in their charge. Teachers shall:

1. Direct evacuation of students in their charge in accordance with the principal's instruction.
2. Give the DROP command as necessary.
3. Take attendance, stay with the students, and provide supervision.
4. Report missing students to the principal or designee.
5. Send students in need of first aid to the office.

Custodians and Campus Supervisors

Custodians and campus supervisors are responsible for the use of emergency equipment, handling of supplies and the use of available facilities. Custodians and the campus supervisors shall:

1. Survey and report damage to the principal.
2. Direct rescue operations as required.
3. Direct fire-fighting efforts until regular fire-fighting personnel take over.
4. Control main shutoff valves for gas, water and electricity and be certain that no hazard results from broken gas, water mains or fallen electrical line.
5. Disburse supplies and equipment as needed.
6. Secure perimeter gates as needed.

Secretary and Secretarial Staff

The school secretary and secretarial staff shall:

1. Report a fire or disaster to the appropriate authorities.
2. Answer telephones and monitor radio emergency broadcasts.
3. Provide for the safety of essential school records and documents.
4. Assist the principal as needed.

Cafeteria Manager

The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

RELEASE OF STUDENTS

The following procedures will be followed in releasing students in the event of an emergency or disaster:

1. If safe to do so, Students will be escorted near the front of the school inside the gated area.
2. Individuals picking up students should **NOT** drive onto the school grounds.
3. Individuals should park on Wilbur Avenue and walk to pick up their students at the front gate of the school. No individuals will be allowed to enter the school grounds.
4. Individual students shall not leave a school site without receiving permission from the principal or designee.
5. If possible, staff shall release students only to persons authorized on the student emergency card.
6. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released upon presentation of identification to parents/ guardians, persons authorized by the parents/ guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
7. The principal or designee shall record the release of all students

Alternative Evacuation Site

The primary alternative evacuation site for Yuba City Charter School is the Yuba Sutter Fairgrounds, 442 Franklin Road, Yuba City, CA 95991, 674-1280. Another site may be deemed more suitable by the administration and will be communicated to staff and parents. Upon direction, Students will be escorted to the determined location by staff.

Accidents

ACCIDENTAL INJURY TO STUDENTS OR STAFF

For One Injured Person

1. Apply First Aid
2. Call the office for assistance.
3. If needed, contact parent/ guardian for student, spouse/ relative for employee. All head injuries require notification of parent/ Guardian.
4. Inform immediate supervisor and/ or district office if injury is serious or unusual.
5. Complete necessary forms:
Student – a Student Accident Report must be completed
Employee – a Workman's Compensation Report must be complete

Disaster-Related Injuries to SEVERAL Employees or Students

1. If possible, immediately call the front office and note:
Exact location on campus
Number of people injured
Number with minor injuries who can be tended by first aid on site
Number with serious injuries who will need on-site treatment beyond abilities of first-aid trained personnel

2. Office staff and administration will assess the situation and call 911 if necessary.
3. Stay at scene and inform help as it arrives of those needing treatment.
4. Assign employees trained in first aid as asked by medical emergency specialists.

Chemical Spill

1. When notified of a chemical spill, listen carefully to what is being said by authorities. In some situations, it may be better to remain in the building and make it as air tight as possible.
2. If a decision to evacuate is made, immediately determine wind direction. Follow regular evacuation procedures. Walk; don't run, to an area crosswind (not up or down) to the spill. Teachers maintain control of students. Direct them to an assembly area well out of danger.
3. When assembled, teachers will take roll and account for every person. Superintendent should be notified of location. Staff will await further instruction from administration.
4. If the effects of the spill will be long lasting, staff will follow the release of students protocol above; Staff is to remain with students that walk home. Students should not be turned "loose". Make sure they get safely home or picked up by a parent.
5. Should the danger pass or not be as serious as first thought, await word from authorities before returning to the school.

Bomb Threats

No bomb threat is to be ignored. Treat every bomb threat as a potential danger to human life. Check and document every threat. Most bomb threats are brief, with the caller stating the threat in a few words, and then hanging up. Every effort should be made to obtain as much detailed information from the caller as possible.

Person Taking the Call Should Ask: Write down after the call:

When will the bomb go off?	Date and exact time of the call
Where is the bomb located?	Exact language used
What kind of bomb is it?	Sex of the caller and estimated age
Who placed the bomb?	Any identifiable accent
How do you know about the bomb?	Any identifiable background noise? e.g., music, cars, trucks, machines, etc.
What is your address?	

The person who took the call should immediately report to an administrator.

DO NOT DISCUSS THE CALL WITH ANYONE

In the Event of a Threat:

1. The principal may choose to evacuate the building according to the regular fire evacuation routes or using alternate routes if there is a suspected location.
2. The administration will alert authorities or call 911 based on the credibility of the threat.

3. The administration will determine whether staff or law enforcement search the buildings for anything unusual. If a suspected device is found, it is not to be touched.

4. Notify city emergency officials immediately.

5. **NOBODY SHOULD BE USING A WALKIE-TALKIE OR CELL PHONE.**

If a device is found:

1. Do not touch the device in any way. Evacuate and seal off the area.

2. Call the police from a landline far from the device: 911. Indicate that a device has been found.

3. Wait for a trained squad to examine and dispose of the device.

Bad Weather Emergencies

Storms/ Floods/ Winds

If bad weather conditions occur during the night, the administration will determine if schools will be open the next day. The automated notification system will be used to alert students and staff if the school will be closed.

If weather conditions worsen during the day, the Superintendent/Principal or designee will decide whether to dismiss early. Wait for an automated notification call through the superintendent's office. Closures of this type are very infrequent.

Hail Storms Lightning

1. Staff will be notified via intercom or phone call if there is a warning of a hail storm or lightning in the area.

2. Staff shall make sure that all students are brought indoors to a safe location until the storm passes.

3. No staff or students are to be allowed to go outside until they have been notified by administration or office staff that it is safe to do so.

4. In the event that there is no warning staff should immediately get students in their vicinity to a safe location, then notify the office of the situation.

Other Special Conditions

(School heating plant fails to function properly; loss of power/light to school; local flooding or damage to all or part of school; natural gas build-up, etc.)

1. The custodian or campus supervisor notifies the office.

2. The situation is examined by the principal or designee. Utility companies, fire department will be consulted as needed.

Hurricane or Tornado Winds

1. Duck and Cover under desks or under protection with backs toward windows.

2. Students shall be directed to stay away from doors and windows.

3. Classrooms will be updated either by intercom or phone lines as to the extent of the storm.

4. Teachers will be notified when/if they should take their students to an alternate location.

5. Remain calm and call the office for any assistance.

1 **If parents come to the classroom** to take their students, explain it is safer for
2 everyone to wait in the classroom until the school is *all clear*. If parents insist on taking
3 their child and it is after dismissal time, you may release the student. If they insist on
4 taking the student prior to dismissal time, have them sign the student out on a piece
5 of paper with the date, reason for leaving, name of student, and parent signature.
6
7

8 **Floods**

- 9 **1.** School administration will monitor river levels closely and will close the
10 school if water levels rise or are predicted to rise above a determined depth.
11 School administration will work closely with Sutter County Office of
12 Emergency Services and other agencies to coordinate school closure in the
13 event of a slow water rise incident.
14
- 15 **2.** Dam Failure: If there is advanced warning with enough time, students will
16 be released per the Release of Students protocol above. Students who are
17 not picked up by their parents/guardians or authorized individuals will be
18 evacuated in coordination with County and Civil Defense Agencies. If
19 possible, the evacuation site will be Sutter Union High School, 2665 Acacia
20 Ave, Sutter, CA 95982. Staff will remain with students at the evacuation
21 site until they can be reunited with their families or with an appropriate
22 government agency.
23
- 24 **3.** In the event of an unforeseen flood, the Civil Defense Coordinator and the
25 District Administration will cooperate and coordinate the evacuation of the
26 area. If possible, the evacuation site will be Sutter Union High School, 2665
27 Acacia Ave, Sutter, CA 95982. Staff will remain with students at the
28 evacuation site until they can be reunited with their families or with an
29 appropriate government agency.
30
- 31 **4.** In the event of general evacuation, teachers should insure that they have in
32 their possession an accurate class roster of all students in attendance, and
33 the school secretaries should insure that they have in their possession the
34 emergency card for each student. Bring your emergency folder and sign out
35 sheets. The evacuation destination will be determined at that time. In
36 general, you will be evacuating away from the direction of the water. If
37 possible, the evacuation site will be Sutter Union High School, 2665 Acacia
38 Ave, Sutter, CA 95982. Staff will remain with students at the evacuation
39 site until they can be reunited with their families or with an appropriate
40 government agency.
41
- 42 **5.** During evacuation, students should be released to their parents as follows:
43 a. Prior to their children being release, parents must sign out their children with
44 a member of the school office staff.
45 b. Only people listed on the student's emergency card as emergency contact
46 may sign out a student.

Earthquakes

Keep calm. Your chances of survival are excellent if you know how to act. (Remember that due to the unpredictability of an earthquake there will be no alarm that will sound until after the earthquake is over. Once the building has been declared safe to leave, the fire alarm will sound letting you know it is okay to evacuate at this time).

In-Class Procedure

1. Duck and Cover
2. All students and adults shall get under a desk, table or next to an inside wall or under an inside doorway away from glass.
3. Drop to knees with back to windows and knees together. Clasp both hands firmly behind the head, covering the neck. Bury face in arms, protecting the head. Close eyes tightly.
4. After initial shock ends, wait to hear the fire alarm indicating that it is clear to evacuate, or wait until you deem it is safe to evacuate.
5. Students shall be directed to line up and evacuate according to the fire escape route. Students should be directed away from buildings, overhead wires, trees, etc.
6. The teacher shall take the Emergency Folder and first aid box as the class leaves the building.
7. The teachers shall lead their class to a safe, open area.
8. Remind students to stay together and stay away from debris and downed wires.
9. Teachers shall take roll. If students are missing or if anyone is injured and needs attention, the teacher will hold up a **red card**. If all students are accounted for the teacher will hold up a **green card**.
10. Teachers will render first aid to the best of his/her ability.

Outdoor Procedure

1. The teachers or supervisors shall instruct students to move away from buildings, trees, poles, and exposed wires.
2. Once away from potential hazards, the teacher shall direct student to get to the ground. Teachers and students shall cover as much skin as possible, close eyes and cover ears.
3. Students and teachers shall stay in the open area until the earthquake is over, or until further directions are given.
4. After initial shock ends, wait to hear the fire alarm indicating that it is clear to evacuate, or wait until you deem it is safe to evacuate. Students shall be directed to line up and evacuate according to the fire escape route. Students should be directed away from buildings, overhead wires, trees, etc.
5. Teachers shall take roll. If students are missing or if anyone is injured and needs attention, the teacher will hold up a **red card**. If all students are accounted for the teacher will hold up a **green card**.

Subsequent Earthquake Procedures

1. Teachers shall see that students avoid touching wires that may have fallen.
2. The principal shall post guards at a safe distance from all building entrances to see that no one re-enters for any reason until the buildings are declared safe. Guards may be custodians, teachers or other adults as assigned.
3. Do not use candles, matches or any open flames.
4. The principal or designee will direct staff to shut off utilities: gas, electricity, (water if any water lines have been broken).
5. Beware of aftershocks. If they are to occur they typically happen within minutes of the first shock.
6. Following the quake, the custodian and the principal shall inspect the buildings for safety looking for large cracks in the buildings, earth slippage affecting buildings, water leaks, gas leaks, and electrical breakages.
7. If the building is safe to use, the principal or designee shall help clear debris in order to resume educational activities as soon as possible.
8. The principal shall give the *all-clear* sign before anyone returns/enters buildings.
9. If the superintendent or designee deems it necessary to close school, the release of students procedure above will be followed.

Fire In or Near School Building

1. Sound the fire alarm bell and immediately evacuate the building. Do not attempt to put out any fire, no matter how small, before sounding the fire alarm bell
2. Take students to their designated fire drill classroom line.
3. Maintain control of students a safe distance away from the school and any fire-fighting equipment.
4. It is the teacher's responsibility to review the fire escape routes for the classroom that they occupy and to know the alternative routes as well. They should also know the routes for the other classrooms that their class may occupy from time to time. The evacuation maps for each classroom are posted by the door of the classroom.

In-Class Procedure

1. When the fire alarm sounds, students are to line up quickly and quietly.
2. The teacher should take their role book, emergency folder and first aid kit with them. Make sure there are no students left in the classroom. Teachers should leave their door locked but slightly ajar so that administration and designees can quickly "clear" all rooms.
3. Each class is to follow the fire escape route or safest route for the classroom and move to their assigned area without delay. If the teacher has judged the assigned area unsafe due to the fire, the teacher shall choose an alternative area.
4. After the classes have reached their assigned areas, teachers are to take roll. If students are missing or if anyone is injured and needs attention, the teacher will hold up a **red card**. If all students are accounted for the teacher will hold up a **green card**.

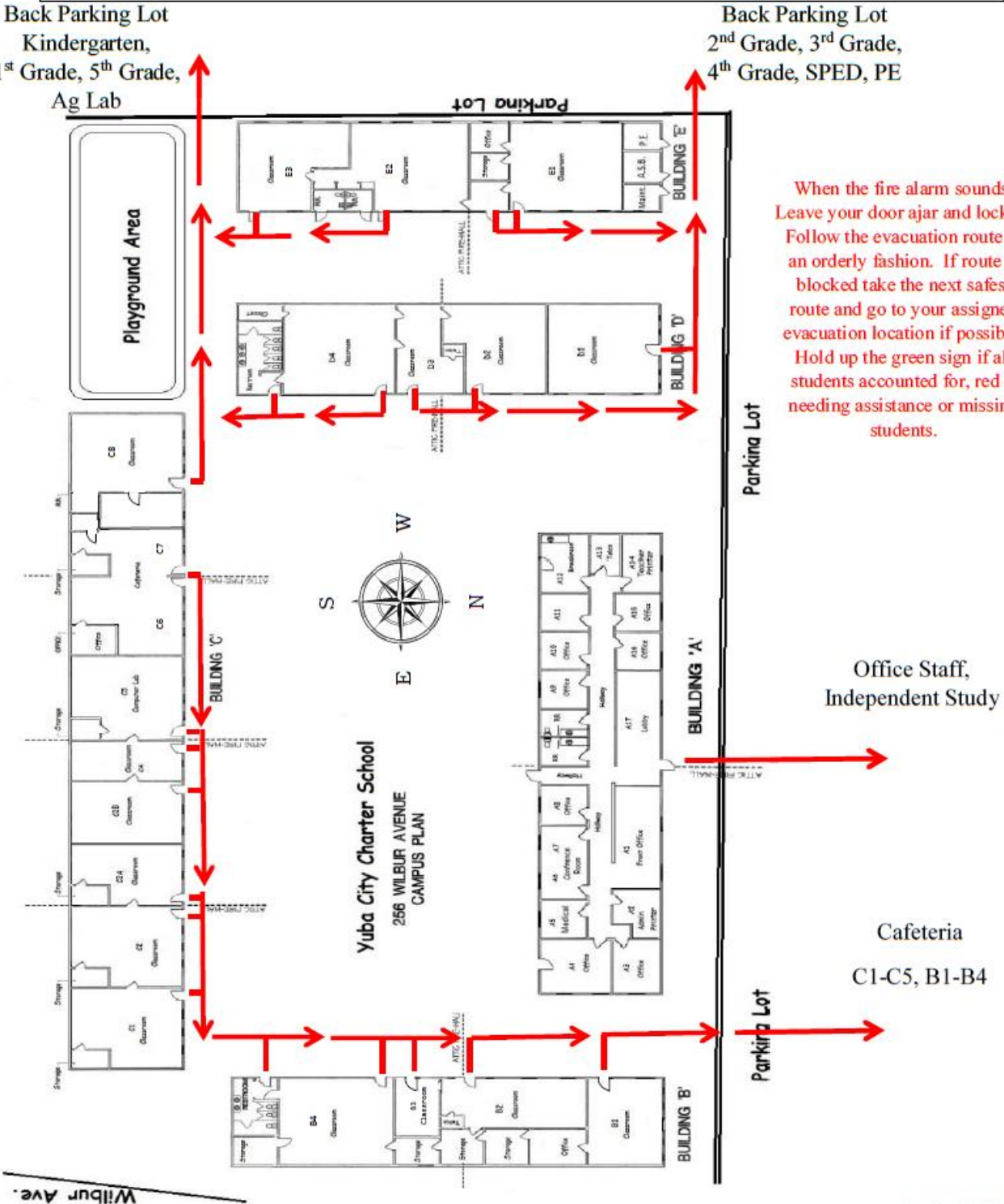
5. Classes are to stay at their assigned area until it is in the judgment of the teacher unsafe to do so, ordered to move by administration or first-responders, or the *all-clear* signal is given.

Unscheduled Period Procedure (breaks/lunch/before or after school)

1. When the fire alarm sounds, staff is to gather students that are near them and guide them to safety away from all buildings. Teachers should then report to their designated lineup area.
2. If the teacher has judged the assigned area unsafe due to the fire, the teacher shall choose an alternative route or area.
3. After the classes have reached their assigned areas, teachers are to take roll. Elementary Teachers should gather their grade level students if possible, and High School Teachers should gather those students that were in the last period that the students had attended, or first period if before school. If students are missing or if anyone is injured and needs attention, the teacher will hold up a **red card**. If all students are accounted for the teacher will hold up a **green card**.
4. Classes are to stay at their assigned area until the *all-clear* signal is given.

Yuba City Charter School

EMERGENCY Evacuation Map



When the fire alarm sounds:
Leave your door ajar and locked.
Follow the evacuation route in an orderly fashion. If route is blocked take the next safest route and go to your assigned evacuation location if possible.
Hold up the green sign if all students accounted for, red if needing assistance or missing students.

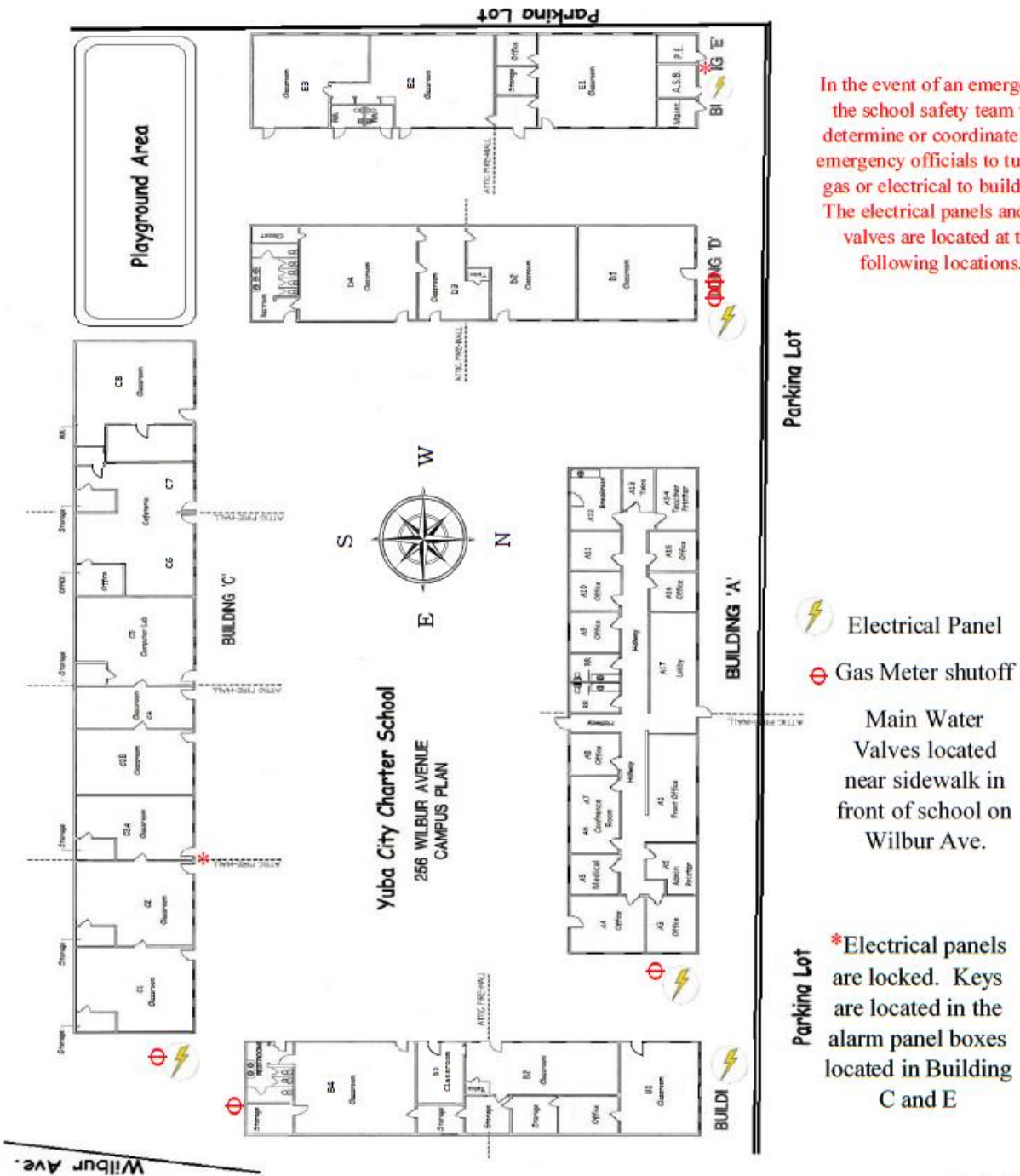
Office Staff,
Independent Study

Cafeteria
C1-C5, B1-B4

Revised 10/16/2018

Yuba City Charter School

EMERGENCY Electrical/Gas Shutoff



Revised 10/16/2018

Active Shooter / Intruder / Lockdown Procedures

Mass confusion can be one of the greatest dangers to students during an emergency situation. Staff members should be alert to the fact that in times of uncertainty or stress, students will look for their leadership. The purpose of any plan is to maintain normal or near normal routines and conditions during these times. All school staff shall respond to campus disturbances in accordance with the school's response plan.

If a teacher should notice an intruder on campus or other dangerous situation that they deem necessary to call a lockdown, they should follow the procedure below:

Immediately notify administrator or office staff. Upon approval from Administrator, office staff shall initiate a lockdown warning by activating the Electronic Paging System. The classroom emergency pager will vibrate and flash red indicating to staff and students that the lockdown process needs to begin.

The office may then give periodic instructions over the intercom and/or phone lines. Staff is to remain in their locked room until given direction by an administrator; or until the teacher deems that the safety of the students requires them to flee or move to a safer location. Do **NOT** speak to anyone who comes to your door. Keep students calm, quiet and on the floor. Do not open the door. Remain near, not in front of, the door. If the door should open for any reason, staff and students should be prepared to defend themselves, as NO ONE should be entering a classroom for any reason during this time.

Shelter in Place

1. Used for disturbances that are off-campus or situations meriting caution.
2. In-Class Procedure:
 - a. When the teacher is told by the office or administration that they are to shelter in place, the teacher should head toward their classroom door, stay alert and lock the door.
 - b. The teacher should remain calm and continue teaching.
 - c. The teacher should remain in the vicinity of the door should the situation change from cautionary to eminent.
 - d. DO NOT open the door until the issue has been resolved
3. Outside Classroom Procedure:
 - a. Relocate students to the nearest available room
 - PE, if safe to do so, should immediately take students to the cafeteria, or the nearest classroom.
 - Shop classes, if safe to do so, should immediately take students to the cafeteria, or the nearest classroom.
 - Agriculture or other classes that are outside of their classroom should return to their classroom if safe to do so or take their students to the nearest safe classroom.

** If it is not safe to relocate to the Cafeteria, students should relocate to either the west or east gate, whichever is deemed by the teacher to

1 be furthest away from the potential threat. Teacher should unlock the
2 gate and be prepared to flee the campus should the situation become
3 necessary.
4

5 4. Students locked out of their classroom:

6 a. Students will be trained to react in the following manner:

- 7 ▪ Students should proceed to the A (Administration) building if
8 safe to do so
- 9 ▪ If the A building is not accessible, the student should go to
10 the nearest visible administrator or staff member that they
11 deem safe to approach.
- 12 ▪ If students see the PE, shop teacher, or other teachers with
13 their classes outside, the student should join that class at the
14 west or east gates.
- 15 ▪ If those options are not available, the student will go to the
16 nearest bathroom and shelter there.

17 Once the Shelter in Place event is resolved, staff will be notified via phone and/or
18 over the intercom system. Classes will return to normal operation,
19

20 **Lockdown for classroom:**

- 21 1. Teachers are to immediately lock all doors to the classroom. While locking
22 doors, be looking for stray students to take in. Do NOT take in strangers
23 (children or adults) that you do not know.
- 24 2. Teachers should remain stationed at the door. Once door is locked, do
25 **NOT** open the door to anyone for any reason.
- 26 3. Students are to stay away from windows and glass. Do NOT huddle
27 together or under your desk. The teacher and students should be vigilant
28 and ready to fight an attacker if need be.
- 29 4. Curtains should be pulled. Teachers are to remain calm and keep the
30 class quiet.
- 31 5. Take roll and text or E-mail the office, d.preus@yubacitycharter.com , with
32 missing or extra students.
- 33 6. Do not open the door. No student is to be let out of the class FOR ANY
34 REASON during the lockdown. Keep the class quiet.
- 35 7. If the door should open for any reason, staff and students should be
36 prepared to defend themselves, as NO ONE should be entering a
37 classroom for any reason during this time.
- 38 8. DO NOT call the office to ask questions, unless it is an emergency. The
39 office personnel will be working with law enforcement officials.
- 40 9. Teachers are not to turn on radios in the classroom or allow students to
41 use electronic devices.
- 42 10. Many students may run off campus if an incident occurs during break time.
43 Staff should attempt to get students inside. Do not chase students if they
44 run. Let them go and remain with students in your class. Notify the office
45 of the names and or description (if name unknown) of students that were
46 seen running and in which direction.

- 1 11. Students will try and contact a family member, and vice versa. If a child
2 asks, allow him/her to use their cell to call home and receive a call. Many
3 times just hearing the voice of a child or parent reassures the person and
4 prevents a situation from escalating. *Understand, however, that keeping*
5 *communication lines open allows first emergency response teams*
6 *efficiency in responding and mainstreaming of communication. Staff*
7 *should use their own judgement to determine if allowing cell phone use to*
8 *speak with parents/guardians is appropriate under the direct*
9 *circumstance. The teacher should keep in mind that during a lockdown*
10 *the objective is to remain quiet so that an intruder does not know that*
11 *anyone is present in the room.*
12

13 **Lockdown for classes not in a regular classroom:**

- 14 1. Teachers that are not in their classroom when a code red lockdown occurs need to
15 immediately assess the situation.
16 2. If there is a classroom or lockable room that is nearby and safe to relocate to, staff
17 should take action to move all students to that safe location and follow the code red
18 lockdown procedures for the classroom.
19 3. If a lockable room is not safe and readily available staff should lead their students to
20 the nearest gate on either the east or west side of campus. Staff should gather any
21 stray students that are near them and take control of them. Staff should then
22 proceed to leading their students to a safe location off campus. If at the east gate
23 staff should proceed to the fairgrounds if possible and seek shelter. If staff lead
24 students out the west gates staff should proceed to the parking lots or buildings on
25 the northwest corner of Plumas and Franklin Avenue and seek shelter.
26 4. Once staff determine that the students are sheltering in a safe location, take roll and
27 text or E-mail the office, d.preus@yubacitycharter.com , with missing or extra
28 students and your location.
29 5. Remain sheltered in your safe location until you have made contact with
30 administration or law enforcement and have been given further direction.
31 6. Have students prepared to relocate to a safer location if the situation should arise.
32 7. Teachers are not to turn on radios in the classroom or allow students to
33 use electronic devices.
34 8. Students will try and contact a family member, and vice versa. If a child asks,
35 allow him/her to use their cell to call home and receive a call. Many times just
36 hearing the voice of a child or parent reassures the person and prevents a
37 situation from escalating. *Understand, however, that keeping communication*
38 *lines open allows first emergency response teams efficiency in responding*
39 *and mainstreaming of communication. Staff should use their own judgement*
40 *to determine if allowing cell phone use to speak with parents/guardians is*
41 *appropriate under the direct circumstance. The teacher should keep in mind*
42 *that during a lockdown the objective is to remain quiet so that an intruder*
43 *does not know that anyone is present in the room.*
44

1 **Lockdown for students/ staff on break, lunch before or after school:**

- 2 1. Staff should take control of as many students as possible, leading them to the
3 nearest lockable facility.
4 2. Students should go to the **nearest room** as quickly as possible.
5 3. Keep students calm and quiet.
6 4. Staff will make a list of the students under their supervision.
7 5. If a computer is available, email the list to d.preus@yubacitycharter.com
8 6. If you have an injured student provide first aid and call/text the front office.
9 7. Do not open the door. No student is to be let out of the class FOR ANY REASON
10 during the lockdown.
11 8. Staff is to remain near the door. If the door should open for any reason, staff
12 and students should be prepared to defend themselves, as NO ONE should
13 be entering a classroom for any reason during this time.
14 9. DO NOT call the office to ask questions, unless it is an emergency. The office
15 personnel will be working with law enforcement officials.
16 10. Teachers are not to turn on radios in the classroom.
17 11. Many students may run off campus if an incident occurs during break time, but staff
18 should attempt to get students inside. Do not chase students if they run. Let them go
19 and remain with students in your class.
20 12. Students will try and contact a family member, and vice versa. If a child asks,
21 allow him/her to use their cell to call home and receive a call. Many times just
22 hearing the voice of a child or parent reassures the person and prevents a
23 situation from escalating. *Understand, however, that keeping communication*
24 *lines open allows first emergency response teams efficiency in responding*
25 *and mainstreaming of communication. Staff should use their own judgement*
26 *to determine if allowing cell phone use to speak with parents/guardians is*
27 *appropriate under the direct circumstance. The teacher should keep in mind*
28 *that during a lockdown the objective is to remain quiet so that an intruder*
29 *does not know that anyone is present in the room.*
30

31 **LAW ENFORCEMENT - REMOVING A STUDENT FROM SCHOOL - RELEASE OF**
32 **MINOR TO POLICE OFFICER (Pursuant Education Code 48906)** When a principal or
33 other school official releases a minor pupil to a peace officer for the purpose of
34 removing the minor from the school premises, the school official shall take immediate
35 steps to notify the parent, guardian, or responsible relative of the minor regarding the
36 release of the minor to the officer, and regarding the place to which the minor is
37 reportedly being taken, except when a minor has been taken into custody as a victim of
38 suspected child abuse, as defined in Section 11165.6 of the Penal Code, or pursuant to
39 Section 305 of the Welfare and Institutions Code. In those cases, the school official
40 shall provide the peace officer with the address and telephone number of the minor's
41 parent or guardian. The peace officer shall take immediate steps to notify the parent,
42 guardian, or responsible relative of the minor that the minor is in custody and the place
43 where he or she is being held. If the officer has a reasonable belief that the minor would
44 be endangered by a disclosure of the place where the minor is being held, or that the
45 disclosure would cause the custody of the minor to be disturbed, the officer may refuse
46 to disclose the place where the minor is being held for a period not to exceed 24 hours.

1 The officer shall, however, inform the parent, guardian, or responsible relative whether
2 the child requires and is receiving medical or other treatment. The juvenile court shall
3 review any decision not to disclose the place where the minor is being held at a
4 subsequent detention hearing.

6 **QUESTIONING AND APPREHENSION (BP 5145.11 Revised: January 27, 2009)**

7 Law enforcement officers have the right to interview and question students on
8 school premises. When such an interview is requested, the principal or designee
9 shall ascertain the officer's identity, official capacity, and the authority under which
10 he/she acts. If the officer needs to interview or question the student immediately,
11 the principal or designee shall accommodate the process in a way that causes the
12 least possible disruption to the school, gives the student appropriate privacy, and
13 models exemplary cooperation with community law enforcement authorities.

14 Except in cases of child abuse or neglect, the principal or designee shall notify the
15 student's parent/guardian when a law enforcement officer requests an interview on
16 school premises.

17 At the law officer's discretion and with the student's approval, the principal or
18 designee may be present during the interview.

19 If the law officer finds it necessary to remove the student from school, the principal
20 or designee shall first ascertain the reason for such action. Upon releasing the
21 student, the principal or designee shall immediately attempt to inform the student's
22 parent/guardian.

23 Personnel responsible for releasing a student from school custody shall exercise
24 extreme diligence to prevent such release to any unauthorized or unidentified
25 person.

27 **Child Protective Service Interviews of Students(s) at School**

28 If Child Protective Services personnel come to the school, it is recommended that the
29 principal cooperate with any reasonable request for information

30
31 Since parents or family members are frequently the source of the child abuse or neglect,
32 it is not appropriate for the building administrator to contact the parents if the case worker
33 indicates he/she will handle parent notification. The law supports this contention. While
34 the building administrator will want to assure that the student and CPS caseworker have
35 a private place to meet it must be understood that the CPS investigation has priority over
36 school regulations that normally cover advance parents notification.

38 **CHILD ABUSE**

39 Child Protective Services:
40 Sutter County 822-7227

42 Important First Steps for:

43 Suspected Physical Abuse or Significant Neglect

- 44 1. Notify Child Protective Services and describe evidence. CPS will advise
45 you of next steps. Follow their directions.
- 46 2. Notify immediate supervisor/ principal.
- 47 3. Complete a Child Abuse and Neglect Report.

1 Sexual Assault (child assaulted on or near school property)

- 2 1. Accompany victim to a safe place at school, preferably the office and
- 3 remain with her/him.
- 4 2. Protect evidence of sexual assault.*
- 5 3. Notify administration, police, parent, and Child Protective Services without
- 6 delay.
- 7 4. Complete a Child Abuse and Neglect Report.

8
9 Sexual Abuse (suspicion of past sexual incidents)

- 10 1. Notify Child Protective Services (see number above) and describe
- 11 evidence.
- 12 2. Leave notification of family to CPS.
- 13 3. Notify the Principal or administrator on site as soon as possible.
- 14 4. Complete a Child Abuse and Neglect Report.

15
16 * DO NOT DESTROY EVIDENCE OF RAPE:

- 17 Do not wash clothes or victim's body or underwear
- 18 Do not allow victim to wash or wipe body
- 19 Do not wipe away dirt, semen or dried blood
- 20 If needed, call an ambulance (dial 911)
- 21 Stay with victim and reassure him/her of safety

22
23 **Remember: Failure to report even suspected child abuse is now a gross**

24 **misdemeanor. Protect the victim and protect yourself!**

25
26 **Call: Child Protective Services at 822-7227**

27 28 29 **BLOOD BORNE PATHOGEN REPORTING PROCEDURES**

30
31 Staff shall contact an administrator when any incident with blood borne pathogen

32 occurs. The administrator and office staff will ensure that the incident is properly

33 documented. Staff should follow procedures as outlined in the Blood Borne

34 Pathogens training that all staff have completed. All teachers have been provided

35 with an emergency kit for their classrooms to avoid contamination of any kind.

36 37 **TEACHER NOTIFICATION OF DANGEROUS PUPILS**

38
39 Staff shall be notified of dangerous pupils per California Education Code:

40 **49079.**

41 (a) A school district shall inform the teacher of each pupil who has engaged in, or

42 is reasonably suspected to have engaged in, any of the acts described in any of

43 the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2,

44 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably

45 suspected to have engaged in, those acts. The district shall provide the

46 information to the teacher based upon any records that the district maintains in

1 its ordinary course of business, or receives from a law enforcement agency,
2 regarding a pupil described in this section.
3 (b) A school district, or school district officer or employee, is not civilly or
4 criminally liable for providing information under this section unless it is proven
5 that the information was false and that the district or district officer or employee
6 knew or should have known that the information was false, or the information
7 was provided with a reckless disregard for its truth or falsity.
8 (c) An officer or employee of a school district who knowingly fails to provide
9 information about a pupil who has engaged in, or who is reasonably suspected to
10 have engaged in, the acts referred to in subdivision (a) is guilty of a
11 misdemeanor, which is punishable by confinement in the county jail for a period
12 not to exceed six months, or by a fine not to exceed one thousand dollars
13 (\$1,000), or both.
14 (d) For the 1994–95 school year, the information provided shall be from the
15 previous two school years. For the 1996–97 school year and each school year
16 thereafter, the information provided shall be from the previous three school
17 years.
18 (e) Any information received by a teacher pursuant to this section shall be
19 received in confidence for the limited purpose for which it was provided and shall
20 not be further disseminated by the teacher.
21 *(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)*

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

26 YCCS is committed to providing a work and educational atmosphere that is free
27 of unlawful harassment, discrimination, and retaliation. YCCS's policy prohibits
28 unlawful harassment, discrimination, and retaliation based upon: race; color;
29 gender (including gender identity, gender expression and transgender identity,
30 whether or not the employee is transitioning or has transitioned); sex (including
31 pregnancy, childbirth, breastfeeding, and related medical conditions); religious
32 creed (including religious dress and grooming practices); marital/registered
33 domestic partner status; age (forty (40) and over); national origin or ancestry
34 (including native language spoken and possession of a driver's license issued to
35 persons unable to provide their presence in the U.S. is authorized by federal
36 law); physical or mental disability (including HIV and AIDS); medical condition
37 (including cancer and genetic characteristics); taking a leave of absence
38 authorized by law; genetic information; sexual orientation; military and veteran
39 status; or any other consideration made unlawful by federal, state, or local laws.

41 Employees, volunteers, unpaid interns, individuals in apprenticeship programs,
42 and independent contractors shall not be harassed, or discriminated or retaliated
43 against, or harassed based upon the characteristics noted above.

45 YCCS does not condone and will not tolerate unlawful harassment,
46 discrimination, or retaliation on the part of any employee (including supervisors

1 and managers) or third party (including independent contractors or other person
2 with which the School does business). Supervisors and managers are to report
3 any complaints of unlawful harassment to the Superintendent/Principal or
4 designee.

5
6 When YCCS receives allegations of unlawful harassment, discrimination, or
7 retaliation, the Board (if a complaint is about the Superintendent/Principal) or the
8 Superintendent/Principal or designee will conduct a fair, timely and thorough
9 investigation that provides all parties an appropriate process and reaches
10 reasonable conclusions based on the evidence collected. The investigation will
11 be handled in as confidential a manner as possible, although complete
12 confidentiality cannot be guaranteed. Complainants and witnesses shall not be
13 subject to retaliation for making complaints in good faith or participating in an
14 investigation. YCCS is committed to remediating any instances where
15 investigation findings demonstrate unlawful harassment, discrimination, or
16 retaliation has occurred.

17 18 Prohibited Unlawful Harassment

- 19 •Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- 20 •Physical conduct including assault, unwanted touching, intentionally
- 21 blocking normal movement, or interfering with work because of sex, race
- 22 or any other protected basis;
- 23 •Retaliation for reporting or threatening to report harassment; or
- 24 •Disparate treatment based on any of the protected classes above.

25 26 Prohibited Unlawful Sexual Harassment

27 YCCS is committed to providing a workplace free of sexual harassment and
28 considers such harassment to be a major offense, which may result in
29 disciplinary action, up to, and including dismissal, of the offending employee.

30
31 Sexual harassment consists of sexual advances, request for sexual favors and
32 other verbal or physical conduct of a sexual nature, regardless of whether or not
33 the conduct is motivated by sexual desire, when: (1) submission to the conduct is
34 either made explicitly or implicitly a term or condition of an individual's
35 employment; (2) an employment decision is based upon an individual's
36 acceptance or rejection of that conduct; (3) that conduct interferes with an
37 individual's work performance or creates an intimidating, hostile or offensive
38 working environment.

39
40 It is also unlawful to retaliate in any way against an employee who has articulated
41 a good faith concern about sexual harassment against him or her or against
42 another individual.

43
44 All supervisors of staff will receive sexual harassment, discrimination, and
45 retaliation training within six (6) months of their assumption of a supervisory
46 position and will receive further training once every two (2) years thereafter.

1 Such training will include address all legally required topics, including information
2 about the negative effects that abusive conduct has on both the victim of the
3 conduct and others in the workplace, as well as methods to prevent abusive
4 conduct undertaken with malice a reasonable person would find hostile,
5 offensive, and unrelated to an employer's legitimate business interests. Abusive
6 conduct includes but is not limited to repeated infliction of verbal abuse, such as
7 the use of derogatory remarks, insults, and epithets, verbal or physical conduct
8 that a reasonable person would find threatening, intimidating, or humiliating, or
9 the gratuitous sabotage or undermining of a person's work performance.
10 Supervisors shall also be trained on how to appropriately respond when the
11 supervisor becomes aware that an employee is the target of unlawful
12 harassment. Other staff will receive sexual harassment training and/or
13 instruction concerning sexual harassment in the workplace as required by law.

14
15 Each employee has the responsibility to maintain a workplace free from any form
16 of sexual harassment. Consequently, should any individual, in particular those
17 with supervisory responsibilities, become aware of any conduct that may
18 constitute sexual harassment or other prohibited behavior, immediate action
19 should be taken to address such conduct. Any employee who believes they
20 have been sexually harassed or has witnessed sexual harassment is encouraged
21 to immediately report such harassment to the Superintendent/Principal. See
22 **Appendix A** for the "Harassment/Discrimination/Retaliation/Complaint Form."
23 See **Appendix B** for the general "Internal Complaint Form."
24

25 Sexual harassment may include, but is not limited to:

26 •Physical assaults of a sexual nature, such as:

- 27 ○ Rape, sexual battery, molestation or attempts to commit these
- 28 assaults and
- 29 ○ Intentional physical conduct that is sexual in nature, such as
- 30 touching, pinching, patting, grabbing, brushing against another's
- 31 body, or poking another's body.

32
33 •Unwanted sexual advances, propositions or other sexual comments, such
34 as:

- 35 ○ Sexually oriented gestures, notices, remarks, jokes, or comments
- 36 about a person's sexuality or sexual experience.
- 37 ○ Preferential treatment or promises of preferential treatment to an
- 38 employee for submitting to sexual conduct, including soliciting or
- 39 attempting to solicit any employee to engage in sexual activity for
- 40 compensation or reward or disparate treatment for rejecting sexual
- 41 conduct.
- 42 ○ Subjecting or threats of subjecting an employee to unwelcome
- 43 sexual attention or conduct or intentionally making performance of
- 44 the employee's job more difficult because of the employee's sex.
- 45

- 1 •Sexual or discriminatory displays or publications anywhere at the
2 workplace by employees, such as:
- 3 ○ Displaying pictures, cartoons, posters, calendars, graffiti,
4 objections, promotional materials, reading materials, or other
5 materials that are sexually suggestive, sexually demeaning or
6 pornographic or bringing to work or possessing any such material
7 to read, display or view at work;
 - 8 ○ Reading publicly or otherwise publicizing in the work environment
9 materials that are in any way sexually revealing, sexually
10 suggestive, sexually demeaning or pornographic; and
 - 11 ○ Displaying signs or other materials purporting to segregate an
12 employee by sex in an area of the workplace (other than restrooms
13 or similar rooms).
- 14

15 The illustrations of harassment and sexual harassment above are not to be
16 construed as an all-inclusive list of prohibited acts under this policy. Moreover,
17 please note that while in most situations a personal relationship is a private
18 matter, these relationships are not appropriate in a professional setting,
19 particularly where one of the parties has management or supervisory
20 responsibilities. As such, consensual relationships in the workplace may violate
21 YCCS policy.

22

23 **Requirements for Appearance and Dress**

24

25 Yuba City Charter School encourages students to dress to maintain a
26 respectable appearance. Students are expected to attend school dressed in a
27 respectful manner so as not to offend others, or disrupt the learning environment
28 of others.

29

30 The purpose of the dress code at YCCS is to ensure a safe, legal, and distraction
31 free environment for learning. With this in mind, all parents, teachers, staff,
32 students, and visitors to our campus are expected to respect and comply with the
33 guidelines for dress and student appearance established in this code.

34

35 **Dress Code**

- 36 1. Clothing, jewelry, and body markings must be free of writing, pictures, or
37 any other markings which include or imply any of the following:
- 38 a. rude, vulgar, profane, or sexually suggestive material
 - 39 b. material that is offensive to anyone with regard to race, ethnicity,
40 religion, sexual preference, condition, or lifestyle
 - 41 c. Any reference to drugs, alcohol, or tobacco
 - 42 d. Anything which implies, or references gangs, violence, or illegal
43 activity of any kind
- 44
- 45 2. Clothes must be sufficient to conceal all undergarments including bras,
46 bra straps, boxers, or any other underwear, at all times.

- 3 The following are prohibited at all times:
 - a. Clothing with tears or holes
 - b. Bare midriffs
 - c. Low cut shirts or blouses
 - d. Tank tops, tube tops, or strapless blouses or dresses
 - e. Pajamas or sleepwear
 - f. Spikes, chains loose or attached to clothing
 - g. Saggy pants, excessively under or over-sized clothing
 - h. Inappropriate, excessive, or distracting exposure of body or underwear including but not limited to sheer or see-through clothing
 - i. Spandex or any other brand of form fitting garments
 - j. Face paint or masks
 - k. Flip-flops or backless shoes
- 4 For health and safety reasons, shoes must be worn at all times.
- 5 Students and their clothes must be clean, healthy, and hygienically safe.

Procedures for Safe Ingress and Egress of Pupils, Parents and Employees to and from School

Student Drop Off

Students are to be dropped off in the parking lot. Students may **NOT** be left at school prior to 7:00 a.m. Students dropped off prior to 7:45 a.m. must report directly to the cafeteria. All other areas will be unsupervised.

Student Pick-up

All students are to be picked up in the parking lot. All grades will be released at 3:00 p.m. Students who have not been picked up by 3:15 p.m. will be sent to the office and parent contact will be attempted. If parents cannot be contacted or if students still stranded at school at 4:00 p.m., law enforcement officials may be contacted to pick up unclaimed children.

EARLY DISMISSAL/CLOSED CAMPUS

YCCS is a closed campus. No students are allowed to leave the campus during school hours without prior permission; this includes lunch and breaks. A student, who is dismissed early, should have a written note from the parent/guardian so that the teacher and the office will have first-hand knowledge that the student is released into the proper custody. The student must be met at the office to be signed out by the parent, guardian or designee. **Parents are not allowed to enter the classroom before the class has been dismissed without prior approval from the teacher or the administration.**

Visitors/Closed Campus

YCCS is a **CLOSED CAMPUS**. All visitors to the YCCS campus must have a valid reason for visiting the campus and must be approved by the administration. Students are not allowed to leave campus during school hours. No unauthorized adults are allowed on campus during regular school hours. ALL VISITORS ARE REQUIRED TO CHECK IN AT THE OFFICE AND WEAR A VISITORS BADGE WHILE ON CAMPUS. Visitor badges are valid only for the date, time, and location approved for the visit. Classroom visitations can be distracting to the students and the teacher. Any classroom visitation must be set-up 48 hours in advance and must be approved by the teacher and the administration.

Please refer to the Policies Appendix or ask the front office for the complete Classroom and School Volunteer, Visitation, and Removal Policy (BP 1240).

Parking

The parking lot will be open from 7:00 a.m. to 8:30 a.m. At 8:30 a.m., the gate will be closed and will not reopen until 2:45 p.m. Parking spaces are available outside of the gate.

Student Parking

Any student with a valid driver's license is allowed to drive themselves to school. Students must park on the west side of the parking lot. Students must adhere to all laws while driving to and from school. The automobile must have adequate insurance per the state of California regulations.

Discipline

Students are expected to behave in a manner that is suitable for the educational environment. Students will be held accountable for their conduct on their way to and from school, in the class- room, on playgrounds and during recess. Students will act in such a manner that demonstrates their respect for the school, all staff, those visiting the campus and their peers.

Yuba City Charter School adheres to California Education Code, Title 2. Elementary and Secondary Education, Division 4. Instruction and Services, Part 27 Pupils, Article 1. Suspensions and Expulsions 48900-48926 for guidelines to discipline pupils who commit certain serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations.

Use of School Grounds by other Government Agencies as a Disaster Shelter

Should another government agency need to use the school grounds as a disaster shelter, that agency must contact the Superintendent or the Superintendent's designee. The school will work through the Incident Command system established by the school to make the school facility available as

1 necessary. The facility meets all requirements in accordance with the federal
2 Americans with Disabilities Act.

3 4 **Procedures for Conducting Tactical Responses to Criminal** 5 **Incidents**

6
7 Should an incident occur that requires a tactical response, the emergency
8 Lockdown procedure will be activated. Once emergency first responders arrive
9 on scene, incident command shall be relinquished to law enforcement personnel
10 and the Superintendent and designees will coordinate with other agencies as
11 necessary until law enforcement has completed their response and it is safe for
12 school personnel to resume control of the campus.

COVID-19 (Pandemic)

Safety Plan 2020-21

Considerations:

1. Student Safety

- a. Safety Enrollment Agreement Signed by All Parents or Guardians
- b. Drop-off and Pick-up
- c. Lunch
- d. Social Distancing on Campus
- e. Common Areas
- f. Social Distancing in Class
- g. Distance Learning
- h. PPE

2. Employee Safety

- a. Visitors on Campus
- b. Social Distancing in Class and on Campus
- c. Meetings and PPE

3. Parent & Guardian / Family Safety

- a. Drop-off and Pick-up
- b. Visitors on Campus
- c. Parent Conferences
- d. Distance Learning
- e. Use of School Technology
- f. Assignment and Materials Pick-up and Drop-off
- g. IEP's
- h. Communication

4. Public Safety

- a. Visitors on Campus
- b. Deliveries
- c. Lunch
- d. Closed Campus
- e. Remote Public Access to Board Meetings
- f. Socially Distanced or Remote Board Meetings
- g. Contact Tracing

5. Contact Tracing

- a. Point of Contact
- b. ATHENS Reporting Portal
- c. Protocols for Contact Tracing

6. Preservation of FAPE

- a. Monitoring of Student Engagement During Distance Learning
- b. IEP's Either Socially Distanced or Remote
- c. Remote Access to Student Services

- d. Equal Access to CORE Content in All Grades Whether Distance Learning or In Class
- e. Every Student Assigned a Chromebook and Educational Materials
- 7. Staff Training and Family Education
- 8. Testing
 - a. Asymptomatic Testing
 - b. Exemption from Asymptomatic Testing due to previous SARS CoV-2 positive test
 - c. Symptomatic Testing
 - d. Response Testing
 - e. Testing in response to three or more positive staff cases in a 14-day period
 - f. Testing in response to twenty or more positive staff cases in a 30-day period
- 9. Prevention Program
- 10. Triggers for switching to Distance Learning

COVID-19 Pandemic Safety Plan Details

- 1. Student Safety
 - a. Drop-off and Pick-up
 - i. Parents may drop-off students or meet students at the walk-in gate.
 - ii. Parents or others will not be allowed on campus without necessary school business.
 - iii. Parents may drive onto campus to pick-up or drop-off students from their vehicles. Parents are not allowed to leave their vehicles during pick-up or drop-off.
 - iv. Students' temperatures will be taken at the gate or in their parents' vehicles prior to entering the campus.
 - v. Students with temperatures of 100.4 degrees will not be allowed to enter the campus.
 - vi. If one student in a vehicle has a 100.4 degree temperature or greater, none of the students in the vehicle may enter campus until the cause of the temperature is determined and the temperature has dropped to normal for at least three days without medication.
 - vii. Students who appear to be sick or display symptoms of illness will not be admitted to campus.
 - b. Lunch
 - i. Lunch periods will be staggered
 - ii. Cafeteria will be socially distanced and students will eat with their pod.
 - iii. Alternate spaces will be available for eating to make social distancing easier.
 - iv. Lunch room will be sanitized before and after each lunch service.

- v. Lunch staff will wear masks and gloves during all lunch services.
- c. Social Distancing on Campus
 - i. Sidewalks will be marked every six feet to remind students and help them observe required social distancing.
 - ii. Masks will be available to students who do not have their own.
 - iii. Students and Employees will be required to wear facial coverings at all times while working.
 - iv. Visitors will not be allowed on campus.
 - v. Parents and guardians with school business will not be allowed to enter campus without facial coverings. (Facial coverings will be provided to parents as needed.)
- d. Cleaning and Disinfection of all Common Areas
 - i. Common areas will be disinfected twice daily.
 - ii. The Office will be disinfected twice daily and as needed.
 - iii. Restrooms will be disinfected four times per day.
 - iv. Playground will be disinfected three times per day.
 - v. Shared equipment and items will be disinfected as needed daily.
 - vi. The quarantine room will be disinfected after each time it is used.
 - vii. No one will be allowed in the quarantine room unless they are symptomatic.
- e. Social Distancing In Classrooms
 - i. Elementary students will be grouped into consistent pods which will be maintained until the transmission threat has passed.
 - ii. Students, and pods will be socially distanced as much as possible
 - iii. Students will be provided with masks and required to use them.
 - iv. Facial coverings/masks will be required for all students grades 3 and higher and all teachers and staff, regardless of distance. They are highly recommended for grades TK-2nd grade.
- f. Distance Learning
 - i. Distance learning will be available to any students who requests it.
 - ii. Students at home due to illness or distance learning will be able to log into the classroom and participate in live classroom instruction and activities.
 - iii. Students who log into the classroom will be considered in attendance.
 - iv. Assignments may be turned in electronically or they may be dropped off or picked up at school by appointment after school, after all students have vacated the campus.
 - v. All classes will have permanent links to online meetings accessible to all students through their Chromebooks. Every student has been provided with a Chromebook for use at home and the school has verified that every student has access to the internet. Classes will be broadcasted daily through the designated online meeting sites.
 - vi. If teachers become symptomatic or ill, they may conduct classes remotely.

1 g. PPE

- 2 i. PPE and hand sanitizer will be available to all students and staff in every
3 classroom. Hand sanitizer stations will be available at the drop off and
4 walk-in gate, well as throughout the campus.
5 ii. Teachers will be required to wear masks or face shields when they are
6 within six feet of students.
7 iii. Handshaking and other physical contact will be suspended and
8 discouraged until the pandemic has passed.
9 iv. Special disinfectant and disinfecting machines have been purchased to
10 allow for consistent and frequent disinfecting of all school rooms and
11 common areas.

12 2. Employee Safety

13 a. Visitors on Campus

- 14 i. Only essential delivery services will be allowed on campus during school
15 hours.
16 ii. No guests or visitors will be allowed during school hours
17 iii. Anyone entering the office must have their temperature taken. If the
18 visitor's temperature is 100.4 or above, they will be required to leave
19 the campus.
20 iv. Anyone displaying symptoms of illness of any kind will be asked to leave
21 campus immediately.
22 v. Symptomatic students, teachers, and staff are strongly recommended
23 to undergo COVID-19 testing in addition to isolation.

24 Resources for COVID-19 testing:

25 Sutter Co Veterans

26 1425 Veterans Memorial Circle

27 Yuba City

28 M-F 7am to 7pm

29
30 Yuba County Library

31 303 Second St

32 Marysville

33 Tues – Sat 7am to 7pm
34

35 b. Social Distancing in class and on campus

- 36 i. Social distancing will be enforced among students and teachers as much
37 as possible. Facial coverings/masks will be required for all students,
38 grades 3 and higher and all teachers and staff, regardless of distance.
39 They are highly recommended for grades TK-2nd grade.
40 ii. Symptomatic students discovered on campus will be transferred to a
41 quarantine room where they will be supervised carefully until parents
42 can pick them up.
43
44

1 c. Meetings and PPE

- 2 i. Staff and other meetings will be held in rooms where social distancing
3 can be accommodated.
4 ii. All clean-ups will be handled as hazardous clean-ups.
5 iii. Teachers will wear masks in common areas where six feet social
6 distancing is not possible.
7 iv. Teachers will have lunch in their rooms and will avoid congregating until
8 the pandemic has passed.
9

10 3. Parent, Guardian and Family Safety

11 a. Visitors on Campus

- 12 i. No unnecessary visits to campus will be allowed
13 ii. Parents are asked to limit presence on campus to necessary school
14 business by appointment only.
15 iii. Parents with business on campus MUST come only to the office.
16 iv. Anyone coming onto the campus must have their temperature taken.
17 v. When possible, most appointments except for emergencies will be
18 scheduled between 3:45 and 4:45.
19 vi. Symptomatic people will be asked to leave and will not be granted
20 access to the campus

21 b. Drop-off and Pick-up

- 22 i. The gate will open at 8:00 am each morning.
23 1. No students or parents will be allowed on campus before 8:00
24 am
25 2. No students or parents will be allowed to enter the walk-
26 through gate before 8:00 am
27 ii. Parents must stay in their vehicles during pick-up and drop-off or meet
28 students at the gate. Parents may not walk onto campus during drop-
29 off.
30 iii. Parents and other visitors may not enter the campus during student
31 attendance hours.
32 iv. Required school business may be conducted by appointment only.
33 Parents or others with necessary school business will be buzzed in by
34 the office staff. Parents and others must limit presence on campus to
35 the front office.
36 v. Classrooms will be open for students to enter or eat breakfast no later
37 than 8:00
38 vi. Students' temperatures will be taken at the walk-in gate and in their
39 parents' cars before they are admitted to campus.
40 1. Students and all students in the vehicle who have a
41 temperature of 100.4 or more will not be admitted to campus.
42 2. Walk-in students with a temperature of 100.4 or more will not
43 be admitted to campus.

3. Walk-in students who appear ill or who have a temperature, who are not accompanied by an adult will be supervised in a quarantine room until parents can be contacted to pick up the students.
 4. Any student or other who appears ill or who has a temperature of 100.4 or more will not be allowed to enter the campus or will be asked to leave immediately.
- c. Parent Conferences
 - i. Parent conferences will be held remotely via computer.
 - ii. In person parent conferences will resume after the pandemic has passed.
 - d. Distance Learning
 - i. The school will loan every student a Chromebook computer to allow for distance learning and communication with the school
 - ii. Parents are required to keep students home who are ill, symptomatic or have been exposed to persons that are infected with COVID-19.
 - iii. Parents are expected to make sure students kept home log into their classes and fully participate in instruction and activities.
 - iv. Teachers will monitor student engagement daily.
 - v. Hard copies of work needing pick-up or drop-off may be picked up or dropped off after school and after students have vacated the campus by appointment.
 - e. All students will be assigned Chromebooks for use at school and at home and the school will verify that all students have access to the internet.
 - i. Parents will assume responsibility for the care and return of school Chromebooks
 - ii. The school cannot be responsible for content accessed by students or others from home or outside the school's server.
 1. Parents are responsible and required to supervise the use of school technology to prevent students from accessing or saving inappropriate content on the school's technology.
 2. Parents must understand that most inappropriate material is illegal either to view, download, or possess.
 3. YCCS is required by law to report the presence of inappropriate material on student computers to the proper authorities.
 4. YCCS is not responsible for the consequences to parents or students who have been reported for possession of inappropriate materials.
 - iii. Parents are expected to use reasonable care and caution to ensure that students or others do not access, download, or save inappropriate materials on the school's technology.
 - iv. Parents are expected to ensure that all students bring the Chromebooks to school with them each day they attend school

- v. Parents are expected to ensure the return of the Chromebook prior to the student leaving the school or at the end of the school year.
- vi. Parents are responsible for all content on the computer.
- vii. Parents must sign the technology agreement before a Chromebook is issued.
 - 1. Parents may choose not to accept the school's Chromebook if they provide a Chromebook for each student they enroll.
 - 2. Privately owned Chromebooks must be configured to work with the school's systems.
 - 3. Parents who refuse the school's loaner Chromebooks or refuse to furnish their student a Chromebook will not be able to enroll their students at YCCS.

f. IEPs and Student Services

- i. All IEP's will be honored
- ii. All required services for students will be provided either in person or remotely.
- iii. If necessary, IEP's may be held remotely.
- iv. Extra help, support, and or intervention will be provided to students who are underperforming or who have regressed due to COVID-19 closure or absence.

g. IEPs

- i. IEP meetings will be held on time either virtually or in-person socially distanced as required by law.
- ii. Accommodations for all IEPs and 504s will be followed and all services will be provided.
- iii. Services will be provided virtually until students are allowed to return to school

h. Communication

- i. Yuba City Charter School will maintain communication systems that allow staff and families to self-report COVID-19 symptoms and receive immediate notifications of exposures and closures. Communication will maintain confidentiality as required by FERPA and state law related to privacy of educational records and other privacy laws. The March 2020 Student Privacy Policy FERPA & Coronavirus Disease 2019 (COVID-19) FAQs (Department of Education) will provide the staff with additional guidance on how to provide effective communication. Local Health Departments will notify the school administration if a case and contact investigation reveal exposure at the school site.
- ii. The administration and teachers will communicate clearly, consistently, and often with stakeholder groups (students, parents/guardians, staff and community) with the most up to date information available.

- 1 iii. The administration and teachers will communicate with
2 families/staff/community through a variety of platforms (i.e. email,
3 website posts, social media, newsletter, text messages, phone calls).
4 iv.
- 5 4. Public Safety
- 6 a. No unnecessary visitors will be allowed on campus
- 7 b. Deliveries
- 8 i. Deliveries will be allowed as needed
- 9 ii. Deliveries will be restricted to specific areas of campus. Those areas will
10 be sanitized after each delivery.
- 11 iii. No unauthorized deliveries will be allowed, i.e. Flowers or gift deliveries,
12 food deliveries etc. will be turned away at the gate.
- 13 c. Lunch will continue to be provided by YCUSD. Lunch delivery and pick-up will
14 follow the same protocols as other deliveries.
- 15 d. The closed campus policy will be strictly enforced.
- 16 i. No students will be allowed to leave campus during school hours
- 17 ii. No visitors including family or friends will be allowed on campus during
18 school hours except as allowed above.
- 19 e. The public will be able to attend meetings remotely through Zoom.
- 20 f. Meetings of the Board will be either socially distanced or attended remotely.
- 21 5. Contact Tracing
- 22 i. The Vice Principal is the point of contact for all reported illnesses.
- 23 ii. An ATHENS portal has been created to report any COVID positive
24 reports
- 25 iii. Any student or staff member who has a fever of 100.4 or higher will be
26 advised to isolate at home for 24 hours from the onset of symptoms, or
27 if student produces a negative test, can return to school after no longer
28 having a fever for 24 hours without use of medication.
- 29 iv. The school will contact the Sutter County Public Health Department if
30 we are notified that a student or staff member has a positive COVID-19
31 test. Sutter County Public Health will work with Yuba City Charter on a
32 case by case basis to determine the extent of exposure to other
33 students and staff members and consider if classroom, office, or school
34 closure is warranted, and the length of time based on the need to
35 mitigate the spread of COVID-19 and allow for additional cleaning. YCCS
36 will follow the Governor's guidance on school closure. A classroom will
37 close if there is 1 confirmed case of COVID-19. The school will close if at
38 least 5% of the student body and/or staff have confirmed cases of
39 COVID-19 within 14 days. Classroom or school closure will result in
40 using distance learning to ensure continuity of learning until the
41 classroom or school can reopen.
- 42 v. The school will communicate with staff/families in the case of a student
43 or staff member with a positive test for COVID-19, in accordance with

the privacy requirements of FERPA/HIPAA and the communication guidance as required from County Public Health.

- vi. Families who are not comfortable sending their children back to school will have the option of distance learning or independent study for the remainder of the school year or the end of the pandemic.
- vii. Students and staff who express symptoms related to Covid-19 are expected to stay home. Students will not be penalized for poor attendance due to health-related absences. Please do not give your child fever reducing medicine and then send them to school. If they have symptoms, they should stay home...for their health and the health of others.

6. Preservation of FAPE

- a. All students will be guaranteed access to a Free and Appropriate Public Education at YCCS.
- b. All students receiving distance learning will be monitored daily by teachers to ensure student engagement.
- c. All students will be required to participate in school-wide assessments to determine the quality and quantity of student improvement.
- d. All IEPs will be enforced and accommodated whether in person or remotely.
- e. All EL students will receive required ELD instruction either in person or remotely.
- f. All student services, speech therapy, occupational therapy, counselling, etc. will be provided either in person or remotely.
- g. Equal access to core curricula will be provided to all students whether in person or remotely regardless of disability, language, or economic status.
- h. Students too ill to participate in distance learning opportunities will be provided with short term independent study options.

7. Staff Training and Family Education

- i. The staff will be trained on safe reopening through multiple staff meetings to review the COVID-19 safety plan.
- ii. Teachers and staff will promote the proper use of hand sanitizer, proper handwashing techniques, and proper coughing and sneezing into the bend of your arm through daily reminders and signage throughout the campus.
- iii. The safety plan will be posted on the website for review by parents and multiple auto-dialer and letters home will remind students of COVID-19 safe practices.
- iv. Staff and students will be reminded of the facts that COVID-19 is an infectious disease that can be spread through the air. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth. An infectious person may have no symptoms.

- v. Families will also sign the Parent Enrollment Agreement letter that reviews protocols for screening their students for signs of COVID-19 prior to sending their student to school each morning.

8. Testing

- a. Asymptomatic testing will take place for staff and students that have returned to in-person instruction on a two week rotational basis as availability of testing supplies allows. Parents must sign a consent form to COVID-19 testing for each of their students that return to in-person learning in order for testing to occur for that student. All HIPAA laws must be strictly followed for the protection of all staff and students. Asymptomatic testing will occur until Sutter County has reached the Orange tier, a recommendation from our local or state health officials recommends not testing, or it is no longer reasonably feasible to conduct the testing.
- b. Any staff member or student that has tested positive for active infection with SARS CoV-2 virus within the last 90 days will be exempt from asymptomatic testing.
- c. Symptomatic Testing will be required for staff and students that demonstrate symptoms of COVID-19 at home or at school. Staff and students will be allowed to return to school after being symptom free for three days (this includes no fever without use of fever-reducing medications) and a minimum of 10 days has passed since the date of their first specimen collection of their first positive COVID-19 test. Staff and students will be allowed to return to school without a negative COVID-19 test.
- d. Response Testing will be offered to all staff and students who have been exposed to someone on the campus who has tested positive for COVID-19. All students and staff that have been exposed (within 6 feet with or without facial covering) to someone testing positive for COVID-19 for 15 or more minutes within a 24-hour period will be asked to quarantine for 10 days without returning to school and watch for symptoms of COVID-19. Should symptoms occur during the quarantine period, staff and students would need to follow the protocol for individuals with symptoms of COVID-19 before returning to campus.
- e. If three or more COVID-19 cases involving staff members occur in a 14-day period, all exposed staff members will be tested and tested once per week thereafter.
- f. If twenty or more COVID-19 cases involving staff members occur in a 30-day period, all exposed staff members will be tested twice a week or more frequently if recommended by the local health department

9. Prevention Program

- i. Administration will continue to evaluate potential workplace exposures and enact policies, procedures and/or protections that are reasonable to limit potential exposure to staff and students.

- ii. The school will conduct periodic inspections of the campus to identify unhealthy conditions, work practices, and work procedures related to COVID-19 policies and procedures.
- iii. Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards and report their findings to the administration so that those concerns can be addressed.
- iv. Unsafe and unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the ability to reasonably limit potential exposure to staff and students.
- v. Staff have all signed the COVID-19 staff agreement in regards to monitoring for symptoms of COVID-19.
- vi. Staff and students will abide by physical distancing of six feet when possible.
- vii. Facial coverings/masks will required for all students, grades 3 and higher and all teachers and staff, regardless of distance. They are highly recommended for grades TK-2nd grade. Clean and undamaged facial coverings will be made available for all staff and students that do not wish to wear their own facial covering/mask.

10. Triggers for Switching to Distance Learning

- a. The Local Health Officer may determine that school closure is warranted due to multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/students/staff are cases within a 14-day period. The Local Health Officer may determine that school closure is warranted due to local epidemiological data. If school closure is deemed necessary, staff and students will switch back to Distance Learning. Parents will be immediately notified.

School Website:

<https://www.yubacitycharterschool.org>

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

1 CDPH COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for
2 K-12 Schools in California, 2020-2021 School Year (January 14, 2021)

3
4 [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)
5 [19/Consolidated_Schools_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

6
7 Cal/OSHA COVID-19 Emergency Temporary Standards – What Employers Need to Know
8 December 18, 2020

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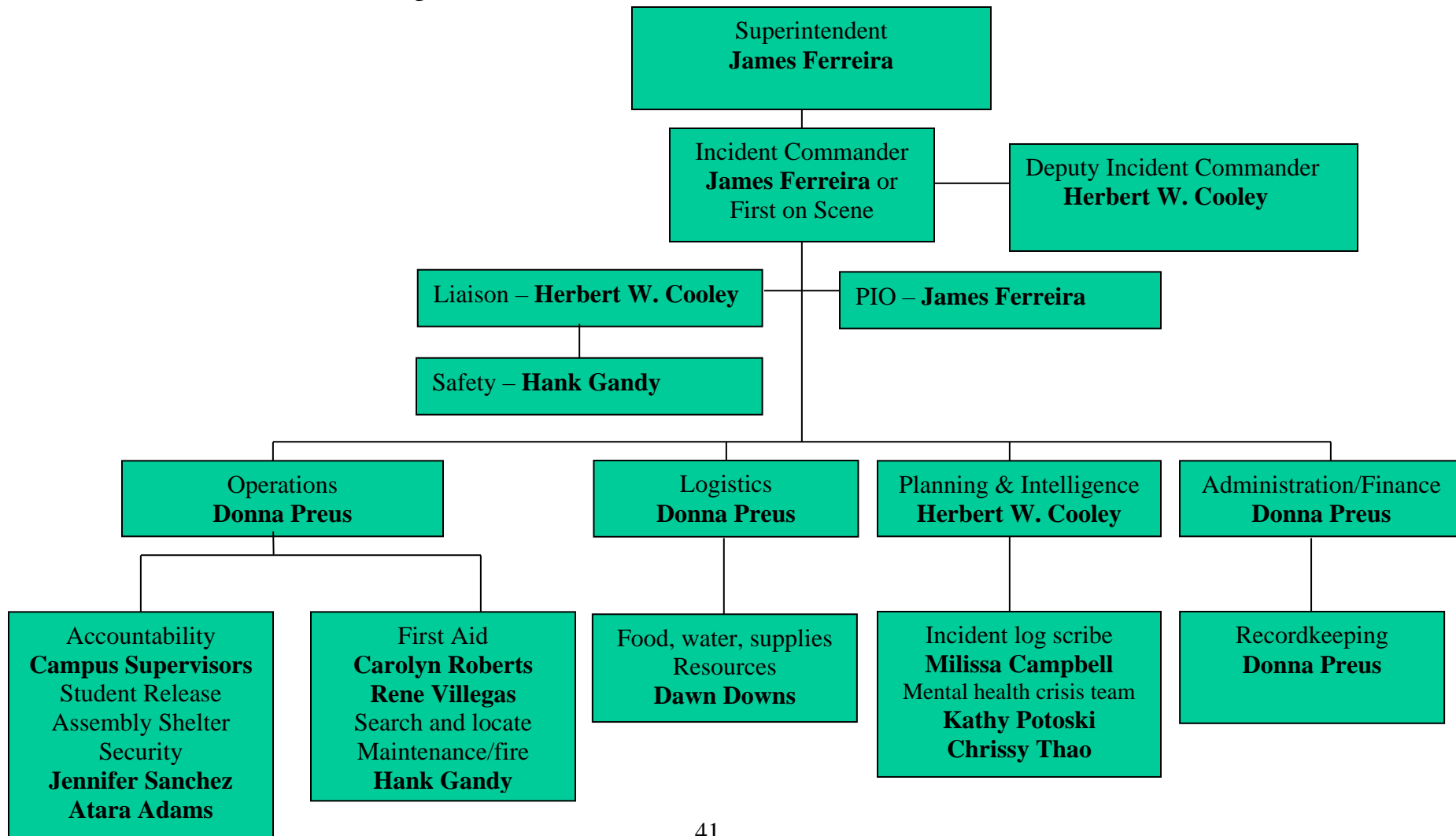
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School Incident Command System Overview



Incident Response Team Roles and Responsibilities

Incident Commander (IC)

- Overall leadership
- Delegates tasks to others
- Assesses need for staff
- Takes direction from agency officials
- Establishes incident objectives
- Directs staff to develop Incident Action Plan
- Ensures incident safety
- Provides information to internal and external stakeholders
- Establishes and maintains liaisons with other participating agencies

Deputy Incident Commander (DIC)

- Performs tasks assigned by IC
- Perform incident command function in a relief capacity
- Represent an assisting agency that shares jurisdiction

Public Information Officer (PIO)

- Advises IC on information dissemination and media relations
- Obtains information from and provides information to Planning Section
- Obtains information from and provides information to community and media
- **IC approves information that PIO releases*

Liaison

- Assists IC by serving as a point of contact for agency representatives
- Provides briefings to and answers questions from supporting agencies

Safety Officer (SO)

- Advises IC on issues regarding incident safety
- Works with Operations team to ensure safety of field personnel
- Ensures safety of all personnel

Operations Sections (OS)

- Directs and coordinates all incident tactical operations
- One of the first organizations to be assigned to the incident
- Coordinates staging areas

Logistics Section (LS)

- Communications
- Medical support
- Food
- Supplies
- Ground Support

Planning Sections (PS)

- Gathers, analyzes and disseminates information and intelligence
- Manages planning process
- Manages Technical specialists
- Compiles Incident Action Plan
- Provides alternative strategies
- Maintains resource status
- Provides documentation services
- Prepares demobilization plan
- Provides primary location for technical specialists

Finance & Administration

- Monitor incident-related costs
- Administer procurement contracts
- Compensation claims
- Time and cost issues