

# Comprehensive Safety Plan

San Pasqual Valley Unified School District

Katrina Johnson León, Superintendent

Route 1, 676 Baseline Road

Winterhaven, CA 92283

760-572-0222

A meeting for public input was held on January 11, 2022

- Plan Revised \_\_\_\_\_

Plan approved by San Pasqual Valley Governing Board on

February 8, 2022

This document is available for public inspection during regular business hours at the San Pasqual Valley Unified School District Office between 7:30 am and 4:00 pm Monday to Friday and also available on the District's website under the District tab at [www.spvusd.org](http://www.spvusd.org).

**San Pasqual Valley Unified School District  
Comprehensive Safety Plan - Signature Page  
2021-2022 to 2022-2023**

The undersigned members of the District Indian Parent Advisory Committee, Migrant/District English Learner Advisory Committee, San Pasqual Teachers Association, California School Employees Association, SPVUSD Management, Quechan Tribe, and the School Resource Officer have reviewed and supported this plan.

Katrina Johnson León, Superintendent  
Jennifer Wallace, SPTA Representative  
Luz Grossenburg, CSEA Representative  
Adina Alvarez, DIPAC Representative  
Jaquelin Rodriguez, MPAC/DELAC Representative  
Deputy Daniel Veliz, School Resource Officer  
Mary Kay Monson, Middle School Principal  
Jorge Munoz, Facilities and Operations Director  
Darnella Melancon, Quechan Tribe Councilperson and Safety Coordinator  
Quechan Police Department

**School District Vision**

Honoring the past as we prepare our students for the future.

**School District Mission**

The mission of the San Pasqual Valley Unified School District is to provide all students with a diverse comprehensive education, which provides a foundation for success through high quality teaching learning.

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## **COMPREHENSIVE SAFETY PLAN PURPOSE (BP/AR 0450)**

The California Education Code (sections 32280 – 32299) outlines the requirements of all schools operating any kindergarten and any grades 1-12, inclusive, to write and develop a school safety plan relevant to the needs and resources of their particular school.

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

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

1. Child abuse reporting procedures
2. Disaster procedures
3. Earthquake Emergency Procedures
4. Procedures to allow for mass care or welfare shelters
5. Suspension and Expulsion policies
6. Procedures to notify teachers of dangerous pupils
7. Discrimination and harassment policies
8. Dress code policies
9. Procedures for safe ingress and egress
10. Access to the school campus (visitors)
11. Rules and procedures on school discipline
12. Hate crime reporting procedures

The Comprehensive Safety Plan will be reviewed and updated annually.

A copy of the Comprehensive Safety Plan is available for review on the District website ([www.spvUSD.org](http://www.spvUSD.org)) and the District Office.

\*Board policies (BP) and Administrative Regulations (AR) referenced in headers throughout this document can be found on the District's Website [www.spvUSD.org](http://www.spvUSD.org)>school board>GAMUT online. California Education Code (EC) references can be found on the State of California's website.

## **ASSESSMENT OF DISTRICT SAFETY**

Student safety is the top priority of the San Pasqual Valley Unified School District team and stakeholders. Data regarding safety is reviewed on a regular basis to identify trends and or safety needs in the District. Solutions are sought based on need and proactive strategies are utilized to avoid potentially dangerous situations and maximize student learning opportunities. Data from the California School Dashboard, Dataquest, parent advisory committees, and analysis of local data are used to make ongoing decisions.

### **· Suspension, Expulsion, and Disciplinary Incidents**

COVID-19 impacted in person learning which directly impacted disciplinary incidents in a positive manner as students were in distance learning.

#### **Disciplinary Incidents**

Prior to COVID the number of disciplinary:

- 858 in 2017-2018
- 866 in 2018-2019

During COVID:

- 488 in 2019-2020 (in person instruction through March 2020)
- 6 in 2020-2021 (in person and Independent Study for 20% of students)

**Suspension** - Students who are suspended more than once are included in the numbers.

Prior to COVID:

- 118 in 2017-2018
- 113 in 2018-2019

During COVID:

- 67 in 2019-2020
- 0 in 2020-2021

#### **Expulsion and Stipulated Suspended Expulsion**

Prior to COVID

- 8 students in 2018-2019

During COVID

- 1 student in 2019-2020
- 0 students in 2020-2021

#### **Attendance Reports**

o The California School Dashboard shows that Districtwide the chronic absentee rate declined by 1.6% from 20.1% in 17-18 to 18.5% in 18-19. However, in 2019-2020 the rate was 19.79% and then declined significantly during the “COVID” year of 2020-2021 to .62% as students were assigned to distance learning.

### **Student Progress**

- o San Pasqual Valley Unified School District employs three school counselors who work with students who are “at-promise” and need additional assistance in meeting the grade level standards. Student data is reviewed on a District, as well as site level to ensure that student needs are being met.

### **Law Enforcement and District Interventions**

- o San Pasqual Valley Unified School District (SPVUSD) in partnership with the Imperial County Sheriff’s Office employs a full-time School Resource Officer (SRO). The SRO in conjunction with administration and the teaching staff teaches drug abuse curriculum to students who are at high risk or who have a documented use of drugs and/or alcohol. The schools in SPVUSD follow the Positive Behavior Intervention and Support (PBIS) 3-tiered approach, and students and staff at all three sites have been trained as Safe School Ambassadors. The elementary and middle school are rebuilding the PeaceBuilders programs. Students who are in need of intervention or social/emotional support are referred to the three (3) school counselors, District Student Behavior/Alternative Discipline Specialist, CHAT Therapist, or an outside agency.

### **California Healthy Kids Survey**

- o District-wide the California Healthy Kids Survey is administered annually to students in grades 5, 7, 8, 9-12. The data is analyzed and shared as part of the District’s mandated Local Indicator Report on the California School Dashboard. The results are used to improve the District and sites’ school climate and culture with a focus on school safety, teacher/student connections, and student mental health.

## **STRATEGIES/PROGRAMS TO PROVIDE AND MAINTAIN A HIGH LEVEL OF SAFETY (EC 32281(A)1, ITEMS A-O)**

It is a priority in the San Pasqual Valley Unified School District every student enrolled be provided with a safe, caring, and positive environment in all settings of the school sites and the district. Sites have developed several activities which promote a safe and positive school environment. Programs such as PBIS, PeaceBuilders, Student Success Teams, After School Education and Safety (ASES), Safe School Ambassadors all support our endeavor to maintain and improve our safe school environment.

Administration, teachers, and staff strive to provide an orderly, caring, and fair learning environment where students feel connected to school and feel that the adults care about them. SPVUSD wants all students to feel safe, valued, and proud of their accomplishments.

SPVUSD is retraining students and staff in the use of the ALICE protocols for violent critical incidents. ALICE is an options based approach that provides teachers, students and staff all the options that exist for them during a violent or critical incident including barricading the door, evacuation, counter and distraction, and swarming an attacker (grades 6-12).

*This usual protocol was delayed by COVID related interference, however we have once again started training. Practice is held through the year, and an annual District-wide drill is held the Thursday prior to the winter break. In accordance with California Law, fire drills and earthquake drills are practiced monthly at each site.*

### **CHILD ABUSE REPORTING PROCEDURES (BP/AR 5141.4, 5141.41)**

With the passage of [AB 1432](#) in September 2014, all school districts, county offices of education, and charter schools are required to annually train, using the [online training module](#) provided by the State Department of Social Services, or other training, employees and persons working on their behalf who are mandated reporters, as defined in [Penal Code 11165.7](#), on the mandated reporting requirements. All staff members in San Pasqual Valley Unified School District are required to **annually** complete an online mandated reporter training offered through the JPA Learning Library. This training is completed by September 30 of each year or within 60 days of employment.

Child Abuse Reporting Requirements (BP 5141.4 and PC 11165.7) - Mandated reporters defined as any child care custodian, health practitioner, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who s/he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

**ALL EMPLOYEES OF A SCHOOL DISTRICT ARE**  
**MANDATED REPORTERS UNDER THE LAW.**



**SUSPECTED CHILD ABUSE REPORT**  
(Pursuant to Penal Code section 11166)

Print Form

Clear Form

To Be Completed by Mandated Child Abuse Reporters  
PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip			DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		TODAY'S DATE		
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		AGENCY				
	ADDRESS Street City Zip			DATE/TIME OF PHONE CALL			
	OFFICIAL CONTACTED - NAME AND TITLE			TELEPHONE			
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS Street City Zip			TELEPHONE			
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	PRIMARY LANGUAGE SPOKEN IN HOME						
D. INVOLVED PARTIES	VICTIM'S SIBLINGS						
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME	
	1. _____					3. _____	
	2. _____					4. _____	
	VICTIM'S PARENTS/GUARDIANS						
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS Street City Zip		HOME PHONE		BUSINESS PHONE		
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS Street City Zip		HOME PHONE		BUSINESS PHONE		
	SUSPECT						
SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY <input type="checkbox"/>		
ADDRESS Street City Zip		HOME PHONE		TELEPHONE			
OTHER RELEVANT INFORMATION							
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)						

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.





## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

### DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

#### I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

#### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

#### III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

#### IV. INSTRUCTIONS

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### IV. INSTRUCTIONS (continued)

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

#### V. DISTRIBUTION

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

## **DISTRICT RESPONSE PROCEDURES (BP/AR 3516, AR 3516.1, 3516.2, 3516.3, EC35295-35297)**

### **Life Threatening Emergencies or Need for Immediate Help**

- ☐ Call 911 or 9-911 from a school phone
- ☐ Stay calm
- ☐ State your emergency
- ☐ Give your name and the school address:  
676 Baseline Road, Winterhaven, CA 92283
- ☐ Listen to the directions of the 911 communications center
- ☐ Be prepared to answer questions clearly and as accurately as possible
- ☐ Remain on the telephone.
- ☐ DO NOT hang up until the dispatcher says that you may.
- ☐ Notify Site Administration and the Superintendent or designee immediately after hanging up.

### **Bomb Threat**

- ☐ Notify the site and Superintendent or designee immediately if you receive or hear of a threat.
- ☐ District/Site Safety Team will send out an incident report with directions to all staff via the Catapult EMS system and call 911 for further instructions.
- ☐ Staff will be updated on a regular basis via Catapult when further direction is received from law enforcement/emergency personnel and staff will be notified whether to lock down, shelter in place or evacuate.
- ☐ If staff and students need to be moved to a rally point that is not on campus, it will be done so in accordance with the evacuation protocol in place.
- ☐ Never touch or move any suspicious objects.
- ☐ Report your location via Catapult.
- ☐ When it is safe to do so, the “all clear” will be given via Catapult.

### **Chemical Accident, Gas Leak, Fuel Spill**

- ☐ Immediately notify the site supervisor and Superintendent or designee.
- ☐ Call 911 or 9-911 from a school phone to report the nature of the crisis.
- ☐ District/Site Safety Team will send out an incident report with directions to all staff via the Catapult EMS system.
- ☐ Staff will be updated on a regular basis via Catapult when further direction is received from law enforcement/emergency personnel and staff will be notified whether to lock down, shelter in place, or evacuate.
- ☐ Notify Site/District safety team if first aid is needed by anyone.
- ☐ If staff and students need to be moved to a rally point that is not on campus, it will be done so in accordance with the evacuation protocol in place.
- ☐ If fuel spills in excess of 42 gallons, the Superintendent or designee will notify the State Office of Emergency Services (800) 852-7550.

## **Earthquake**

- ☐ Follow the “Duck, Cover, and Hold” protocol.
- ☐ At the cessation of the earthquake tremor, assess the situation. Director of Facilities and Operations, grounds, and custodians will survey and report damage to the Superintendent/Site Administration.
- ☐ If light is needed be sure to use flashlights rather than candles, matches, or other open flames.
- ☐ Remain in buildings until need of evacuation is considered necessary and you are notified via Catapult EMS or other means (such as the fire drill bell) to evacuate.
- ☐ Station a responsible adult near buildings to keep people at a safe distance from all structures.
- ☐ Stay clear of all wires that have fallen.
- ☐ After checking in on Catapult, and alternate attendance check, the names of the missing or injured staff and students will be reported to administration.
- ☐ Custodians, school nurse/healthcare assistants, office staff, and members of “Search and Rescue Teams” will report to assigned locations.
- ☐ Director of Facilities and Operations will close down main gas and water valves, if necessary.
- ☐ Call 911 or 9-911, from school phone, or other public agencies and notify them of locations, emergency situations, and needs.

## **Fire**

- ☐ If you smell smoke or see a fire, notify your site Supervisor and Superintendent or designee immediately.
- ☐ Call 911 or 9-911 from a school phone if you see a fire.
- ☐ Upon hearing the fire alarm/bell and/or Catapult EMS alert, evacuate the buildings using the fire evacuation procedure and proceed to the nearest rally point.
- ☐ Check your students using the Catapult EMS or alternate attendance system.
- ☐ School nurse or designated staff member trained in first aid shall report any injuries to administration and administer first aid.
- ☐ District personnel will survey and report any damage to administration.
- ☐ Administration will determine when, and if, it is safe to reenter the buildings.
- ☐ Staff will be notified via Catapult EMS, or alternate system, regarding further directions.

## **Flood**

- ☐ Staff and students will remain in the buildings until further instructions are issued via Catapult EMS, or alternate system.
- ☐ Staff and students who are outdoors will immediately report to the nearest classroom.
- ☐ Staff will be given updates via Catapult EMS and can use battery-powered radios, if available, tuned to local stations and follow emergency instructions that do not conflict with District instructions.

- ☐ Director of Facilities and Operations will shut off all utilities at main power and close the main gas and water valves if evacuation from school sites appears necessary.
- ☐ Move computers and other electronic equipment to a higher location.
- ☐ Evacuate to the rally point when directed to do so.

### **Violent Critical Incident**

- ☐ All staff will be notified via Catapult EMS, or alternate system, that there is an incident occurring on campus.
- ☐ Staff will be directed how to proceed using the following codes:

### **Code Yellow**

A code yellow indicates that there is **no immediate danger**.

The students are asked to go inside the classroom and remain in the classroom. Interior classroom doors will be closed and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants.

**Examples** of a CODE YELLOW may include a medical emergency in the building, police action in the area, administration in the middle of serious investigation etc. Once classroom doors are closed teaching will continue but no students will leave the classroom. In some cases, students will be allowed out to use the restroom or to enter the classroom if they arrive late.

### **Code Red**

A code red indicates that there is **immediate danger**.

### **ENHANCED LOCKDOWN**

If EVACUATION is **not** a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

- ☐ Lock the door from the inside if possible
- ☐ Turn off the lights
- ☐ Stack desks/tables/anything in front of the door
- ☐ Move to a location away from the door
- ☐ Get behind cover if possible
- ☐ Assess for possible avenues of escape
- ☐ Assess for possible defensive tactics (Counter and/or Swarm (grades 6-12))

### **EVACUATION:**

- ❖ Should be the first consideration. Can you get out safely?
- ❖ Is the evacuation due to a fire and/or earthquake?

**Evacuate to rally point when safe to do so.**

- ❖ Is evacuation due to active shooter or other violent critical incident?
- ❖ Evacuate if safe to rally point or to any other safe location.
- ❖ If there is an accessible escape path, attempt to evacuate the premises.

- ❖ Be sure to:
  - ☐ Have an escape route and plan in mind even if it means breaking a window or jumping from a building.
  - ☐ Evacuate regardless of whether others agree to follow.
  - ☐ Leave your belongings behind.
  - ☐ Help others escape, if possible.
  - ☐ Prevent individuals from entering an area where the active shooter may be.
  - ☐ Keep your hands visible.
  - ☐ Follow the instructions of any police officers.
  - ☐ Do not attempt to move wounded people.
  - ☐ Call 911 as soon as safely possible.

<b>Emergency Procedures for Students with Special Needs</b>
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Procedures for students with special needs may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.

At the beginning of each school year, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:

- a. A wheelchair on a daily basis
- b. Specialized equipment
- c. Physical assistance to evacuate in a timely manner.

Each plan requires that support staff be designated as specialized assistants during times of emergency.

The Director of Special Education is responsible for identifying all students who will require additional assistance working with the designated certificated staff (classroom teachers) and to ensure that coverage and a plan is completed for each student.

<b>Individual Student Emergency Procedures Plan</b>		
<b>Student:</b>	<b>Room #:</b>	<b>Teacher:</b>
<b>Designated Specialized Assistants:</b> <i>(identify two staff in this area)</i>		
<b>Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner</b> <i>(complete below)</i>		

<b>OATH or AFFIRMATION</b>
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**San Pasqual Valley Unified School District – Administrative Regulation 4112.3**

All public employees are disaster service workers. As such, before beginning employment with the District, employees shall take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors.

**Government Code – 3100**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law. (Amended by Stats. 1971, Ch. 38.)

<b>USE OF SCHOOL FACILITIES</b>
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**San Pasqual Valley Unified School District - Board Policy (BP1330.1 AND EC 32282)**

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

**2021-2022 through 2022-2023**  
**SAN PASQUAL VALLEY UNIFIED**  
**SCHOOL DISTRICT**  
**EMERGENCY PLAN**

**Governing Board**

Lisa Aguerro, President  
Tomas Jefferson, Vice President  
Sofia Dominquez, Clerk  
Mathew Yamasaki, Member  
Open, Member

**KEY DISTRICT EMERGENCY NUMBERS**

Superintendent's Office	760-572-0222	ext. 2294
Child Nutrition	760-572-0222	ext. 2250
Information Technology Services	760-572-0222	ext. 2277
Facilities and Operations	760-572-0222	ext. 2096
Special Education	760-572-0222	ext. 2491
Transportation	760-572-0222	ext. 2074

## EMERGENCY TELEPHONE NUMBERS

<b>EMERGENCY</b>		<b>911</b>
<b>LAW ENFORCEMENT</b>		<b>Phone</b>
Imperial County Sheriff's Office		<b>442-265-2021</b>
Quechan Police Department		<b>760-572-2933</b>
<b>California Highway Patrol</b>		<b>760-572-0294</b>
<b>FIRE</b>		<b>Phone</b>
Imperial County Fire Department		<b>442-265-6000</b>
<b>HOSPITALS</b>	<b>Address</b>	<b>Phone</b>
Yuma Regional Medical Center	2400 South Avenue A, Yuma, AZ 85364	<b>928-344-2000</b>
El Centro Regional Medical Center	1415 Ross Avenue, El Centro, CA 92243	<b>760-339-7100</b>
Ft. Yuma Indian Health Services Health	401 Picacho Road, Winterhaven, CA 92283	760-572-4100 866-896-1585
<b>OTHER SERVICES</b>		
Air Pollution		760-482-4606
Animal Control		760-339-6291
Poison Control		800-222-1222
Power Failure		760-572-0666
Road Conditions		1-800-427- 7623
Street or Storm Drain Problems		760-572-5444
Traffic		760-572-0294



## UTILITIES AND SHUT-OFF LOCATIONS

**Water shut-off for the entire district:** West of the football field by entrance and on the north side of the cafeteria. Since the water lines loop around our district, we need to shut-off water in two locations.

**Gas shut-off for the entire district:** We do not have natural gas. The shut-off valve for the propane tank at the cafeteria is located in the line coming out of the tank itself (north of the cafeteria by trash cans).

**Electric shut-off:** each location has their individual breaker. However, the main gearboxes control the electricity going into these buildings. These gearboxes are located in the following locations.

**District Office:** Gearbox is located southeast of district office

**Elementary School:** Gearbox is located north of ES office, behind Principal's office.  
Gearbox for pre-k area is located south of the pre-k building.

**Middle School:** Gearbox is located north of the Special Education office.

**High School:** Gearbox is located south of HS office by library.

## DISTRICT ADMINISTRATION PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	E-mail
Superintendent	Katrina León	760-572-0222 ext. 2088	kleon@spvusd.org
Chief Business Officer	Kish Curtis	760-572-0222 ext. 2092	kcurtis@spvusd.org
Director of Human Resources	Alina Sanchez Loera	760-572-0222 ext. 2097	asanchez@spvusd.org
Director of Facilities and Operations	Jorge Munoz	760-572-0222 ext. 2096	jmunoz@spvusd.org
Transportation Coordinator	Robert Mattson	760-572-0222 ext. 2074	rmattson@spvusd.org
Director of IT	Jesse Moe	760-572-0222 ext. 2277	jmoe@spvusd.org
Cafeteria Manager	Stacey Garcia	760-572-0222 ext. 2250	sgarcia@spvusd.org

## SITE LEADERS PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	EMAIL
Elementary/Preschool Principal	Ruben Gonzalez	760-572-0222 ext. 2198	rgonzalez@spvsud.org
Middle School/CDS Principal	Mary Kay Monson	760-572-0222 ext. 2494	mkmonson@spvusd.org
High School Principal	Juan Morales	760-572-0222 ext. 2298	jmorales@spvusd.org
Bill M. Manes/ Adult Education Principal	Katrina León	760-572-0222 ext. 2088	kleon@spvusd.org

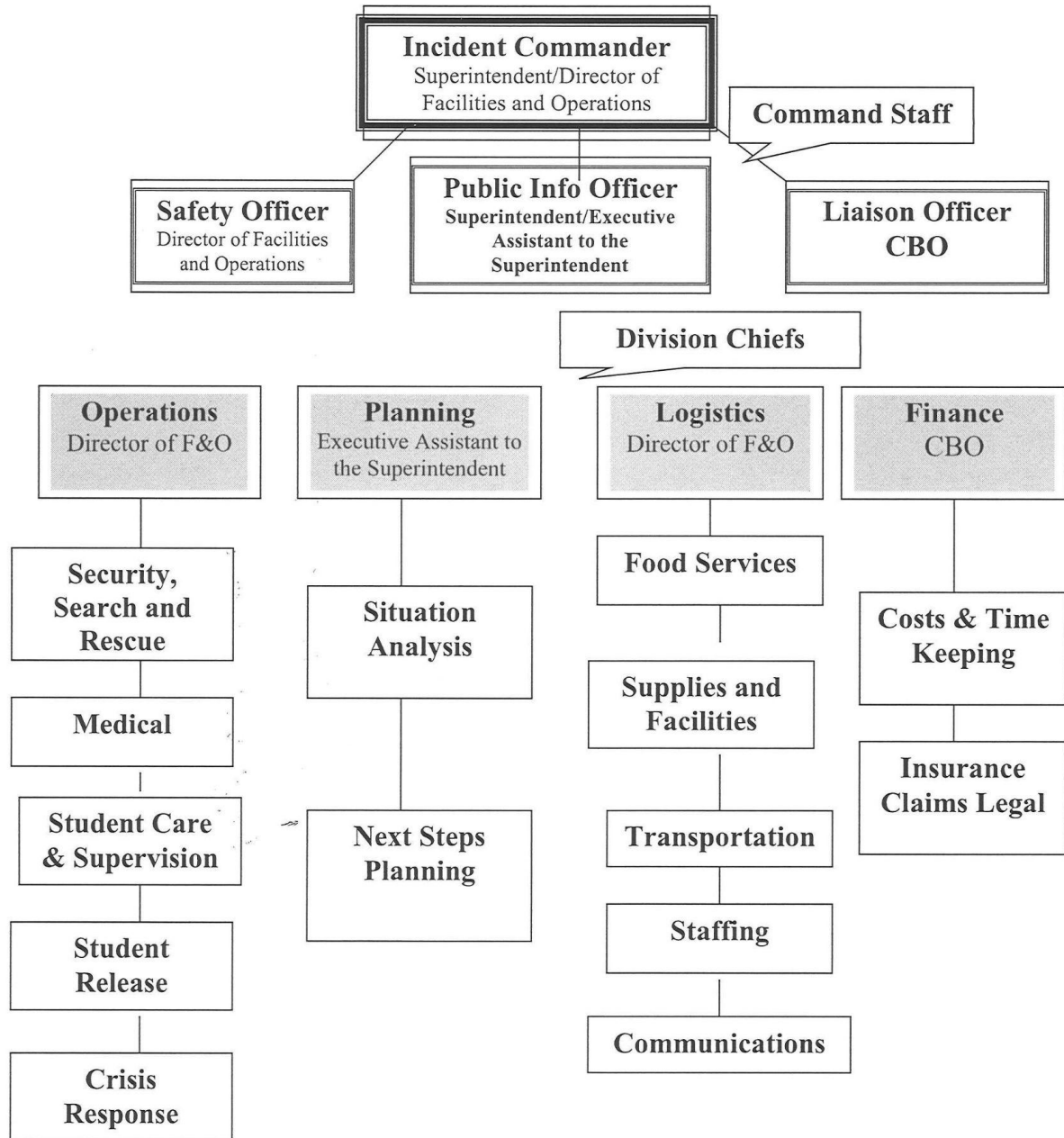
## SITUATIONAL COMMUNICATION PLANS

<b>911 Calls</b>	<ul style="list-style-type: none"> <li>· When placing a 911 call: give your name, school name, and school address</li> <li>· Give specific location of shooter, intruder, fire, hazardous material or other emergency</li> <li>· Indicate location of incident command post</li> </ul>
<b>Mass Notification to Parents</b>	<p><b><u>During an emergency:</u></b> The District/Site will send out notifications to parents and/or community members via Social Media and/or Parent Link. · The District/Site will send out notifications to staff and the Board of Trustees via email and Catapult EMS.</p> <p><b><u>After an emergency:</u></b></p> <ul style="list-style-type: none"> <li>· The District/Site will send out notifications to parents and/or community members via Social Media and/or Parent Link. · The District/Site will send out notifications to staff via email and Catapult EMS.</li> <li>· The District/Site will send a letter regarding the incident to all parents and community members.</li> </ul>

# INCIDENT COMMAND

## Incident Command System

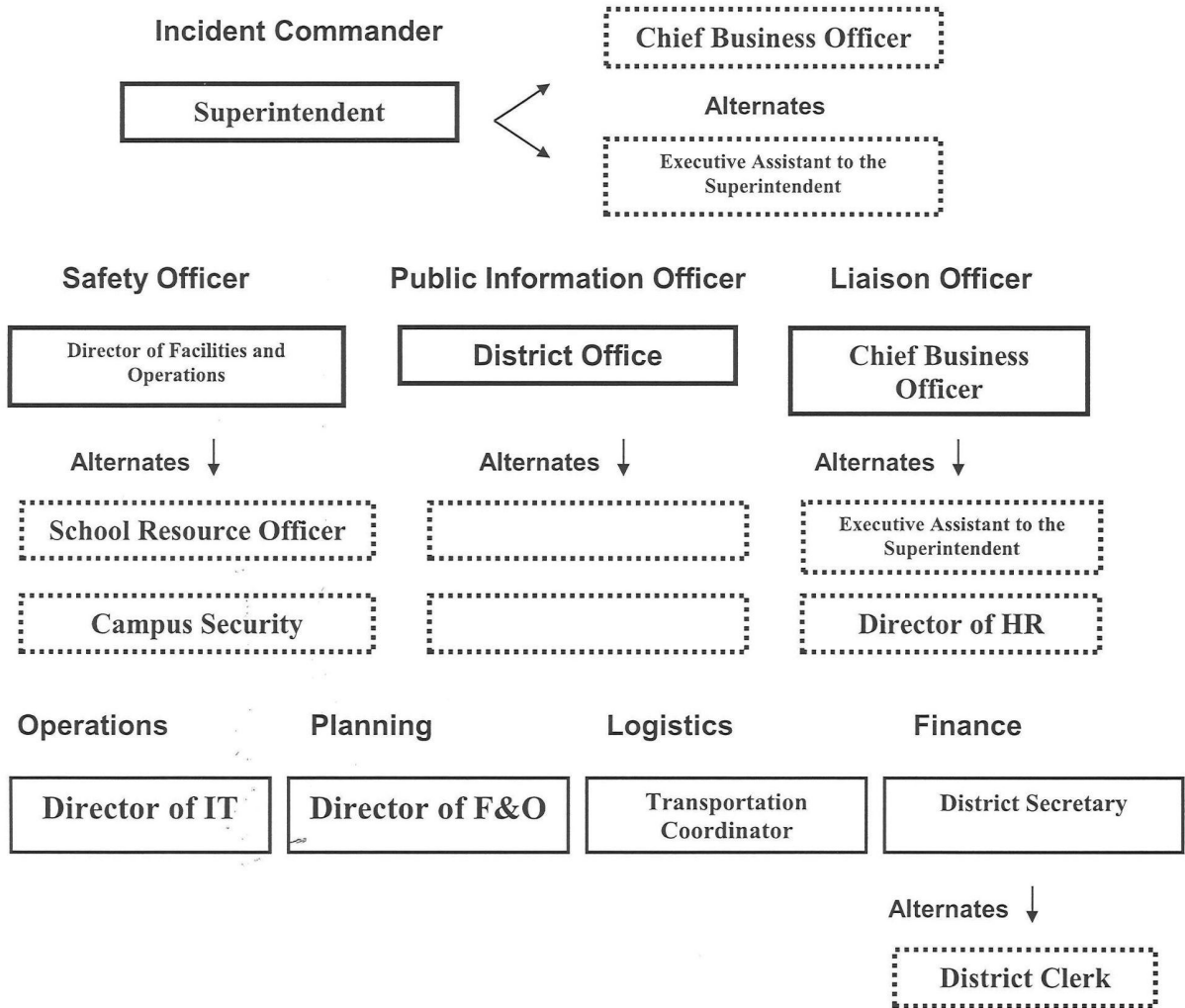
Reference Only



## INCIDENT COMMAND SYSTEM

### School Site Assignments

Model Emergency Plan: Pages 24-34



## INCIDENT COMMAND STAGING LOCATIONS

Identify locations on campus (or off) for each post below:

<b>ICS Function</b>	<b>Primary Site</b>	<b>Secondary Site</b>
<b>Command Post</b>	District Office	Transportation
<b>Media Staging (PIO)</b>	Family Resource Center	Alternative Education
<b>Security Team</b>	Cafeteria	Middle School Office
<b>Search &amp; Rescue</b>	District Office	Transportation
<b>Medical</b>	Elementary Office	Special Education Office
<b>Student Release Area</b>	Sites	Baseball/Football Field
<b>Emergency Vehicles</b>	Transportation	Bus Lanes

# COMMAND POST

## **PREPARATION:**

### **Principal, Office Staff, Support Staff**

1. Update teacher Crisis Envelopes with:
  - a. Emergency evacuation plan
  - b. Evacuation Absence Lists
  - c. Class lists to be updated each trimester
  - d. ID tag
  - e. Teacher name sign
  - f. Pencil
2. Advise Staff/Parents of Emergency Plan.
3. Plan for students with special needs.
4. Meet with teachers and review duties and special assignments.
5. Conduct drills putting emergency teams into full operation.
6. Have message tapes prerecorded for use during an emergency.
7. Update Emergency Response Boxes with:
  - Student lists with parent phone numbers (each trimester)
  - Lists of students with special needs
  - Lists of staff members and phone numbers (cell and home)
8. Each year in October, review and update the emergency plan.

## **EMERGENCY:**

### **Principal or designee:**

1. Enactment of the entire school emergency operation.
2. Activate emergency alarms/announcements.
3. Activate all emergency teams.
4. Immediately proceed to Incident Command Post with cell phone, walkie-talkie, and district emergency radio.
5. Establish communication with the Superintendent as to the status of emergency.  
Report condition of students, staff, and school facilities.
6. Determine Student Release Area and communicate location to team members.
7. Responsible for all communications, bulletins, announcements both internal to staff and students as well as external to the news media and the community.
8. Phone, e-mail and/or P.A. announcements every 15-20 minutes, if possible.
9. Maintain communication with liaison between emergency personnel and the Incident Command Post.
10. Give the directive to begin documentation of the incident to assigned personnel.  
(See "Immediate Steps", page 4, #4)

## **SECURITY, SEARCH & RESCUE TEAM**

*Fire and police personnel will probably conduct the sweep team process. If site staff is directed by fire personnel to conduct the sweep team process, utilize the procedures as follows.*

Site: Meet at evacuation site. Check in with Operations Section Leader for further direction.

### **PREPARATION:**

1. Know the location of:
  - a. fire extinguishers
  - b. central cut-off for water and electricity
  - c. emergency supply/tool barrels

### **EMERGENCY:**

1. Check in with Operations Section Leader for sweep area assignment and master keys.
2. Get a walkie-talkie from office staff, if available. Take all other supplies needed.
3. Initiate sweep of your designated area (see Sweep Map, page 32.)
4. If possible, sweep teams will sweep the campus in pairs, checking all rooms including storage areas, bathrooms, hallways, etc.
5. Assigned areas will be explored visually, vocally, and physically.
6. Proceed as quietly as possible in order to hear calls for help.
7. Upon entering an area, call out and wait for an answer. Then proceed with inspection of that area. If safe, actively search through the rubble.
8. Upon discovery of an injured person unable to walk, one member of the team is to remain with the individual while the other summons aid.
9. If possible, maintain communication with Site Command Post and First-Aid Team in case injuries occur or are discovered and to ensure that rescue aid is provided to those most in need.
10. Clearly mark each door with an X in masking tape (white means everything okay, red means victim is in room) after inspection is completed.
11. Sweep teams should always defer to directions from emergency personnel.
12. If fatalities occur, all bodies should be moved only at the direction of the Incident Command Post.
13. When search and rescue is complete, check in at the Incident Command Post for the next assignment.

## **MEDICAL TEAM**

### **PREPARATION:**

1. Keep all first aid kits updated and complete.
2. Develop triage procedures and forms.
3. Notify and update all team members of the location of first aid supplies.

### **EMERGENCY:**

1. Check in with the evacuation area leader.
2. Report to the first aid center.
3. Take student “health logs” to the first aid/triage area.
4. Take a walkie-talkie for communication with the Incident Command Post.
5. Activate triage and administer first aid as necessary.
6. Maintain communication with the Incident Command Post and notify of any staff and student injuries.
7. Assist emergency services with the injured.
8. Maintain complete records of staff and/or students injured; nature of first aid administered; time, reason, destination, and names of all persons removed from site for emergency treatment.
9. Team members shall provide information regarding any first aid administered to accompany a person evacuated for further treatment.
10. The Medical Team should always defer to directions given by emergency personnel.



## TEACHER “BUDDY” LIST

Listed below are “buddy” teachers for emergency evacuation purposes. Each site will assign a “buddy” teacher for evacuation purposes.

[illegible]

## GENERAL EMERGENCY ACTIONS

When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others. With Emergency Actions in place, staff can follow specific directions. The Incident Commander will decide which Emergency Actions to implement, based on the situation.

S T A T U S	<p><b>ALL CLEAR</b> communicates to students and staff that the emergency is over and normal school operations can resume.</p> <p><b>EMERGENCY DAMAGE ASSESSMENT</b> is the inspection process used immediately following an emergency (typically will students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage to school facilities or equipment.</p>
R E S T R I C T E D  M O V E M E N T  & A C C E S S	<p style="text-align: center;"><b>CODE RED</b></p> <p><b>Enhanced Lock Down</b></p> <p>If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi secure starting point.</p> <ul style="list-style-type: none"> <li>Lock the door from the inside if possible</li> <li>Turn off the lights</li> <li>Stack desks/tables/anything in front of the door</li> <li>Move to a location away from the door</li> <li>Get behind cover is possible</li> <li>Assess for possible avenues of escape</li> <li>Assess for possible defensive tactics (Counter and/or Swarm (grades 6-12))</li> </ul> <p><b>Evacuation</b></p> <ul style="list-style-type: none"> <li>Should be the first consideration. Can you get out safely?</li> <li>Is the evacuation due to a fire and/or earthquake?</li> <li>Evacuate to rally point when safe to do so</li> <li>Is evacuation due to <i>active shooter or other violent critical incident</i>? <ul style="list-style-type: none"> <li>o Evacuate if safe to rally point or to any other safe location</li> <li>o If there is an accessible escape path, attempt to evacuate the premises.</li> <li>o Be sure to: <ul style="list-style-type: none"> <li>▪ Have an escape route and plan in mind (even if it means breaking a window or jumping from a building.</li> <li>▪ Evacuate regardless of whether others agree to follow</li> <li>▪ Leave your belongings behind</li> </ul> </li> </ul> </li> <li>▪ Help others escape, if possible</li> <li>▪ Prevent individuals from entering an area where the active shooter may be</li> <li>▪ Keep your hands visible</li> <li>▪ Follow the instructions of any police officers</li> <li>▪ Do not attempt to move wounded people</li> <li>▪ Call 911 when you are safe</li> </ul>

	<p><b>Code Yellow</b></p> <p>A code yellow indicates that there is <b>no immediate danger</b></p> <p>The students are asked to go inside the classroom and remain there</p> <p>A CODE YELLOW alert signifies no immediate danger within the building or on the campus but a situation has arisen requiring all students and all staff to stay in the classrooms. Interior classroom doors will be closed and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants. Examples of a CODE YELLOW may include a medical emergency in the building, police action in the area, administration in the middle of a serious investigation, etc. Once classroom doors are closed teaching will continue but no students will leave the classroom. In some cases, students will be allowed out to use the restroom or to enter the classroom if they arrive late.</p>
	<p><b>TAKE COVER</b> is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe wind storms and tornadoes.</p> <ul style="list-style-type: none"> <li>· Move students and staff into the school's permanent buildings, on the ground floor.</li> <li>· Group students/staff together at the furthest point away from windows on the floor.</li> <li>✓ Face the wall with backs to the windows</li> <li>✓ Crouch down on knees and elbows</li> <li>✓ Hands covering the back of their head/neck</li> <li>· If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal. An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.</li> </ul>
	<p><b>DUCK, COVER AND HOLD ON</b> is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.</p>
E V A C U A T I O N	<p><b>EVACUATION</b> is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.</p>
	<p><b>OFF-SITE EVACUATION</b> is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.</p>
	<p><b>EARLY RELEASE</b> Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.</p>

<b>R E U N I F I C A T I O N</b>	<p><b>STRUCTURED REUNIFICATION</b> is the process used to reunify children with their parents, guardians or caregivers, following a school emergency.</p> <p>Regular dismissal procedures are <b>not</b> followed. STRUCTURED REUNIFICATION requires:</p> <ul style="list-style-type: none"> <li>· Maintaining accurate information on the location of each child.</li> <li>· Preventing unauthorized individuals from having access to or removing children.</li> <li>· Verifying the identity of individuals coming to take custody of children.</li> <li>· Verifying each individual has the legal right to take custody of the child for which they have asked.</li> </ul> <p>Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.</p>

## **SUSPENSION & EXPULSION DUE PROCESS (BP/AR 5144.1, 5144.2)**

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

- A. While on school grounds
- B. While going to or coming from school
- C. During the lunch period, whether on or off the school campus
- D. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

**Appropriate Use of Suspension Authority** - Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

**Authority to Expel** - A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4.
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

**Site Discipline:** Please see the site's Parent Student Handbooks found on [www.spvusd.org](http://www.spvusd.org) for a copy of the site's discipline plan and guidelines for discipline.

### **Weapons and Dangerous Instruments (BP/AR 5131.7)**

The District prohibits any students from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulations, in school buildings, on school grounds, or buses, at school – related or school sponsored activities away from school, or while going to or coming from school.

### **Employee Security and Safety (BP/AR 4158, 4258, 4358, and EC 49079)**

The District's mission is to protect its staff from dangerous pupils, procedures and policies regarding this can be found in BP 4158 and EC 49079. Any employee whose violence or threat of violence has been directed in the workplace shall notify the Superintendent immediately.

### **Teacher Notification of Dangerous Pupils (EC 49079)**

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further.

## **NONDISCRIMINATION & HARASSMENT POLICY (BP/AR 5145.3)**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other education support programs, services, and activities. The Board prohibits at any district school or school activity, unlawful discrimination, harassment, intimidation and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

**Superintendent      676 Baseline Road, Winterhaven, CA 92283      (760) 572-0222**

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment.



<b>SEXUAL HARASSMENT POLICIES (BP/AR 5145.7. EC212/6[B])</b>
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The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

## **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

## **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

## DRESS AND GROOMING

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

<b>VISITORS (BP/AR 1250)</b>
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### **Cafeteria**

All parents and/or guardians who wish to enter the cafeteria must obtain a Cafeteria Visitors pass from their child's school office before they will be allowed to enter the cafeteria. The cafeteria pass grants permission for a parent and/or guardian to access the cafeteria only. Parents may not leave the cafeteria to visit school sites or other areas of the school district.

Parents and/or guardians who wish to remain in the cafeteria while their child eats will be provided a special seating area. This area is reserved for parents and/or guardians and their child or children. Other students may not sit in this area unless their parent or guardian is present.

Parents and/or guardians who wish to eat breakfast, may purchase a meal from the cafeteria for \$4.25. Meals provided to students are intended for student consumption. Parents may NOT take food from a child's plate.

### **School Sites**

All visitors must report to the school office when arriving or leaving the school premises.

All visitors are required to wear a visitor's pass when on school premises.

Under no circumstances, will school visitors be permitted to be left alone with students for any reason.

It is possible that visitors may not be allowed at certain times of the school year or school day; such as, but not limited to, immediately before or after vacations or other breaks, while standardized testing or other student assessments are being conducted, or for any other reason deemed necessary by school personnel.

Visits during school hours should be arranged with the principal or designee.

When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Access to particular classrooms or other instructional areas of the school will not be allowed upon the recommendation of the classroom teacher or as otherwise deemed necessary by the principal.

Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions will be required of visitors, including but not limited to:

- remaining in a designated area or seat
- refraining from speaking to students while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- refraining from using any electronic or listening device
- requiring that the visitor be chaperoned
- limiting the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)

Visitors wishing to conference with teachers or administrators during the course of the school day must make arrangements in advance. Thank you for your cooperation and assistance in providing a safe school environment for your child.

<b>DISCIPLINE/CONDUCT (BP/AR 5144, BP5150, 5131, EC35291 AND EC35291.5)</b>
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The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

### **Student Conduct**

Our District has an obligation to maintain discipline and safety on campus during the school day or for school sponsored events, off campus for school sponsored events, on the bus, and at the bus stop until the child reaches home. This is for the safety and security for all students and employees (BP3515). Schools will notify parents as soon as possible regarding student discipline infractions, not to interfere with maintaining safety and discipline, or violating the rights of the child or parents.

Students are responsible for their own successes and failures. A person develops positive self-esteem by making appropriate choices and by accepting responsibility for poor ones. It is important that students understand that safe, proper and responsible behavior will be expected at all times. Disciplinary action will be taken when any individual's actions threaten the safety of others or interfere with the teachers' right to teach and the students' right to learn. Any staff member (e.g. teachers from any campus, substitutes, instructional assistants, cafeteria workers, bus drivers, custodians, office personnel or security) in the school has the right and responsibility to correct unruly individuals at any place on campus, or at school-sponsored events, at any time.

Students are accountable to school and district rules, as well as state and federal laws, from the time they leave for school, until they arrive at home or are in the custody of a parent/guardian.

### **General School Rules**

- Follow directions the first time they are given
- Keep hands, feet, and objects to yourself
- Use appropriate language at all times
- leave snacks and personal property at home

### **Cafeteria procedures**

- All students are expected to go through the cafeteria line for breakfast and lunch. ·Students must eat their breakfast and lunch in the cafeteria unless otherwise directed.
- Use inside voices
- Remove hats and caps inside
- Best manners are expected
- Wash hands after using the restroom
- No loitering (students should be seated, not standing)
- Clean up after yourself

### **Closed Campus**

San Pasqual Valley Unified School District has implemented a closed campus policy. Students are expected to be on site at all times during the school day. Students can eat a hot lunch or sandwich, fruit, fresh vegetables, and milk in the cafeteria. Students may not leave campus for lunch. Students found off campus without permission will be considered truant and disciplined accordingly.

### **Carrying Out Staff Directions**

A student shall promptly carry out the directions of any staff member of the San Pasqual Valley Unified School District. The students may appeal the direction after carrying them out. Appeals should be made to a member of the administrative staff. Students who run, refuse to give proper identification, or fail to go to the Administrative Office when instructed to do so by any staff member will be subject to disciplinary action.

### **Care of School/District Property**

Students are responsible for the care of all equipment and materials issued to them, including but not limited to books, ID cards, sports equipment, uniforms, and laptops/tablets. Students shall not deface walls or other school property by writing, painting, or carving on them. Both the student and parent are responsible for damage or loss of the above and will be required to pay fees to replace them.

### **Computers and the Internet**

Students may have access to the internet only if they have a completed signed Internet Usage License Agreement. This use is a privilege and may be revoked if the student does not follow the rules regarding appropriate use of the internet or is found to be on inappropriate websites and/or pages.

## **BULLYING REPORTING PROCEDURES AND POLICIES (BP/AR 5131.2)**

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

### **Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

**Student Code of Conduct includes, but is not limited to:**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school system prohibits retaliatory behavior against a complainant or any participant in the complaint process.

<b>HATE-MOTIVATED BEHAVIOR (BP5414.9)</b>
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The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.



The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

### **Injury and Illness Prevention Program**

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
  - a. Recognition of employees who follow safe and healthful work practices
  - b. Training and retraining programs
  - c. Disciplinary actions
3. A system for communicating with employees, in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but not be limited to:
  - a. Meetings
  - b. Training programs
  - c. Posting
  - d. Written communications
  - e. A system of anonymous notification by employees about hazards
  - f. A labor/management safety and health committee

4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
  - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
  - b. Whenever the district is made aware of a new or previously unrecognized hazard
5. A procedure for investigating occupational injury or illness.
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:
  - a. To all new employees
  - b. To all employees given new job assignments for which training has not previously been received
  - c. Whenever new substances, processes, procedures, or equipment is introduced into the workplace and represents a new hazard
  - d. Whenever the district is made aware of a new or previously unrecognized hazard
  - e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or web site, which allows an employee to review, print, and email the current version of the district's injury and illness prevention program

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

### **Labor/Management Safety and Health Committee**

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

## **Hearing Protection**

Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

## **Eye Safety Devices**

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-32034)

## **First Aid and Medical Services**

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

## **Protection from Communicable Diseases and Infections**

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

## **COVID-19 Exposure**

If the district receives notice of potential exposure to COVID-19, the Superintendent or designee shall, within one business day of the notice, take all of the following actions: (Labor Code 6409.6)

1. Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19. The notice shall be provided in a manner normally used to communicate employment-related information, which may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.
2. Provide a written notice to the exclusive representative, if any, of employees who were on the premises within the infectious period
3. Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding:
  - a. COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation
  - b. Available leave options for exposed employees
  - c. Anti Retaliation and antidiscrimination protections of the employee
4. Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, of the disinfection and safety plan that the district plans to complete in accordance with Centers for Disease Control and Prevention guidelines

The above notifications shall be maintained for a period of at least three years. (Labor Code 6409.6)

If the district is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the California Department of Public Health, within 48 hours, the Superintendent or designee shall, within 48 hours of the notice, notify the local public health agency of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual. The Superintendent or designee shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite. (Labor Code 6409.6)

In the event that Cal/OSHA prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of COVID-19 infection and constitutes an imminent hazard to employees, the district shall post a notice thereof provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the place of employment, operation, or process is made safe and the required safeguards or safety appliances or devices are provided. (Labor Code 6325)