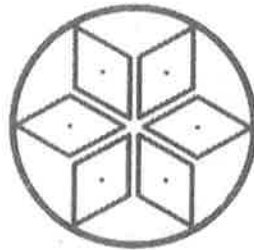


Sunrise Middle School

FOUNDED 2011

School Safety Policies & Procedures

2022-2023



Sunrise Middle School

School Safety Policies & Procedures for 2022-2023

I. AUTHORITY

This plan was written in consultation with the School Site Council, Law Enforcement and Fire Dept. and First Responders. The Board of Trustees of Sunrise Middle School has adopted the School Safety and Security Policy and Procedures. It shall be the responsibility of the Head of School to establish and carry out the written policies that will:

- Identify those staff members who will be responsible for the effective administration of the plan;
- Provide staff time and other necessary resources for the effective administration of the policies and procedures;
- Establish periodic written review of the activities of the staff to insure compliance with the policies and procedures;
- Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and parents;
- Provide for reports to the Board of Trustees regarding the significant aspects of safety and security of Sunrise Middle School.

II. PHILOSOPHY

Sunrise Middle School was created in 2011 with the mission of serving the most at-risk students in this community. The school is now in its eighth year of existence, is financially stable, has high test scores for its low-income, English learner population and is a sought after school for children in its community. Sunrise operates under a charter from the Santa Clara County of Education.

Though the school is a stand-alone charter, it already can point to several accomplishments indicative of its capabilities. The state released its new system for holding schools accountable, and Sunrise Middle received high marks for its students' academic growth. Sunrise Middle School has the highest English scores of similar schools in the area. In times of crisis, can be certain that actions taken during a crisis are not only right for the crisis, but right for the school, and provide for the safety of all members of the Sunrise Middle School community.

III. MISSION AND HISTORY

Sunrise Middle School is a community of educators, parents and students who believe that learning should be rigorous, stimulating, relevant, and fun.

We are committed to educating traditionally underserved students and recognize that learning experiences that engage rigor, relevance and relationship can close the achievement gap, even among the most at risk.

We meet students' academic and developmental needs through a "second-home" nurturing environment that includes small class size, daily meditation, character-building, field trips, outdoor education and counseling.

We work relentlessly to ensure equitable access to challenging and meaningful learning for all students. We also demand equal respect and safety for all students, teachers and parents who are part of our community.

Our school is characterized by:

- • A safe and attractive campus
- • A rigorous academic core curriculum
- • A rich elective program
- • Student leadership
- • Personal and academic counseling, upon request
- • After school league sports and other extracurricular activities
- • A firm commitment to technology in the classroom
- • A dedicated, caring and competent professional staff
- • A supportive parent community
- • An energetic, enthusiastic and capable student body
- • A deep commitment to making the world a better place

IV. DEFINITION

The Policy and Procedures is a written set of guidelines to help Sunrise Middle School prevent, prepare for and respond to emergencies and crises. A crisis is defined as "a sudden, unexpected, and potentially overwhelming incident that disrupts the normal flow of events and often negatively impacts Friends and the individuals in the community." The School Safety and Security Policies and Procedures attempts to address a range of events and hazards caused by both nature and by people. The Policy and Procedures is not an all-inclusive step by step guide; however, it does provide guidelines for prudent responses in a variety of situations.

The following occurrences would constitute a crisis:

- Any situation involving serious injury or loss of life to Sunrise Middle School students, faculty, staff, visitors, or participants in community-sponsored programs. This applies only to incidents occurring on campus and to off-campus events sanctioned by the school.
- Any potentially life-threatening situation involving the use of a weapon against Sunrise Middle School students, faculty, staff, visitors, or participants in community-sponsored programs. These situations must be reported even if there are no serious injuries. This applies only to incidents occurring on campus and to

off-campus events sanctioned by the school.

- Significant criminal activity occurring on the Sunrise Middle School campus, particularly if it involves Sunrise Middle School students, faculty, staff, visitors, or participants in community-sponsored programs. Examples include arson, robbery, assault, selling and/or use of illegal drugs, or extensive vandalism.
- Significant criminal activity perpetrated by Sunrise Middle School faculty, staff or students. This applies only in the case of extraordinarily serious crimes which could require a statement on the part of the school.

A natural disaster that presents potential danger for Sunrise Middle School students, faculty, staff, visitors, or participants in community-sponsored programs. This applies only to disasters occurring on campus or at the location of an

off-campus event sanctioned by the school. This includes hurricanes, floods, tornadoes, fires, and severe storms.

- An event of national significance that could impact the well-being of the Sunrise Middle School community.

V. PREPAREDNESS

A. School Safety Guides

Sunrise Middle School shall employ both an **Emergency Management Guide** as well as a **Building-Level Safety Plan**.

1. Emergency Management Guide

Emergency Management Guide provides a comprehensive, multi-hazard school safety plan that covers all school buildings, that addresses prevention and intervention strategies, emergency response and management at the school level. The Emergency Management Guide shall be developed by the Emergency Management Team appointed by the Head of School and approved by the Board of Trustees.

2. Building-Level Safety Plan

Building-Level Safety Plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level. The building-level plan shall be developed by the building-level school safety team. The Building-Level School Safety Team means a building-specific team appointed by the Head of School in accordance with the guidelines prescribed by the Board of Trustees.

B. School Information

1. Enrollment

As of February 2023, Sunrise Middle School's enrollment is approximately 300 students. Sunrise Middle School maintains records of students with disabilities and/or medical conditions.

2. Employees

Sunrise Middle School's employees are comprised of the following personnel:

- Teachers, learning specialists, coaches, nurse, athletic trainer and administrators
- Assistant teachers and teacher aides
- Maintenance staff
- Office/support staff
- Food service staff (third party contractor)
- Custodial staff (third party contractor)
- Temporary and Seasonal Staff

A list of current school personnel is maintained.

Sunrise Middle School maintains a master schedule of where classes and grade levels are located during the day.

C. Building Information

Sunrise Middle School is made up of 5 buildings, one story, wood frame construction, which include a Multi-purpose room/Cafeteria, Office, 12 Classrooms, bathroom facilities, storage sheds and custodial closets. A list of buildings, campus map, and building floor plans, are available to responders.

1. Ingress and Egress Procedures

Sunrise Middle School is located at 1149 East Julian Street on the premises of San Jose Unified School District in San Jose, California. Our school collaborates and shares facilities with two other school sites; San Jose high School and ACE Inspires Middle School. A community clinic also shares the campus and is open to the general public on a daily basis. All four sites share a common parking lot with solar panel roof.

The surrounding area is composed of both residential and commercial buildings which experiences high traffic throughout the day, a large homeless population is found along the creek that runs adjacent to the school, and a drug rehabilitation home is situated about two blocks away from the school. Watson City Park is located a half mile away from the school site. This park is one of the evacuation sites in the event of an Active Shooter or Bomb Threat.

Our student population at Sunrise arrives to school by using two main forms of transportation, which include parent vehicles and walking. There are no school buses unless scheduled by the school to conduct fieldtrips. There is a clear path marked with orange cones that leads to a student drop off/pickup area in front of the school. Students, parents and community members use a sidewalk to enter and exit the premises when walking to and from school. There are clearly marked traffic signs for drivers to follow a safe ingress and egress to and from campus. Staff supervision is provided before and after school to ensure the safe arrival and departure of students as well as directing the flow of traffic.

Sunrise Middle School is located in a busy intersection at Julian Street and 24th Street in San Jose. This includes traffic to the high school as well as the middle schools, commercial businesses and the flow of traffic that is exiting Highway 101 overpass which is close to our site as well.

Egress for evacuation purposes can be viewed on Addendum C map.

D. Risk Analysis

By definition it is impossible to plan for a crisis, but as effective leaders Sunrise Middle School's administrative team recognizes potential crises early and takes action to mitigate them. Each member of the Sunrise Middle School administrative team is cognizant of issues specific to individual program areas that could adversely impact that area or the entire school. As such the administrative team has identified the following categories of crises that represent types of emergencies Sunrise Middle School might confront.

Accidents Involving Students, Visitors, Faculty/Staff

Minor accidents occur every day, particularly when school is in session. However, a serious accident involving death or physical injury would constitute a crisis of the first magnitude.

Medical emergencies could require formal communication from Sunrise Middle School, depending on the scope and severity of the incident. Accidents resulting in significant property damage could also be of interest.

Civil Disturbances Involving Students, Faculty/Staff

Criminal or anti-social behavior by a Sunrise Middle School employee or student could jeopardize the image of the entire school. If the criminal activity involves a faculty member, there could be additional ramifications.

Legal Action Against Sunrise Middle School

Few lawsuits attract media attention unless they involve prominent members of the community or large settlements. There is potential for both at Sunrise Middle School.

Natural Disasters

Disasters over which we have no control however will mandate proactive and prompt response from the school's emergency management team.

Emergency or crisis situations can include, but are not limited to the following:

- Bomb scare
- Civil unrest
- Criminal activities
- Death of a member of the community
- Epidemic outbreak
- Fire or explosion
- Hazardous materials leak
- Lost or missing child
- Medical emergency
- Severe weather (snow, hurricane, tornado)
- Structural failure
- Suicide
- Active Shooter Event
- Traffic accident (car or school bus)

Sunrise Middle School's DRESS CODE is designed for safety reasons:

All colors allowed except for red, blue or maroon.

No sagging, or gang attire of any kind.

Jeans okay, but no holes above the knee.

Shorts, skirts and dresses can be no more than 3 inches above the knee.

No cleavage or bare midriffs can be showing.

No hoodies, no pajamas, no sweats.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Sunrise Middle School uses a modified version of the National Incident Management System (NIMS) to manage incidents. The Incident Management System (IMS) used by Sunrise Middle School is similar in structure to the NIMS, but takes into account the size of Sunrise Middle School and the structure of the administrative team. The IMS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communication operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The IMS is flexible and can be used for incidents of any type, scope and complexity. As such, Sunrise Middle School's crisis response structure and defined roles and responsibilities are organized around the IMS' major functional areas: Command, Planning & Team Leader, Crisis Intervention, Technology/Information, Safety, Operations, Finance and Public Information. Additionally, Sunrise Middle School will use the ICS common terminology for organizational elements, position titles, resources, and facilities.

A. Unity and Chain of Command

Sunrise Middle School in the event of an incident or the activation of the Emergency and Crisis Response Plan will operate under a Unity and Chain of Command. As such, every individual is assigned a designated supervisor within an orderly line of authority within the school with only one Incident Commander and each person reporting to only one supervisor (see Appendix A).

1. Incident Command Team

Head of School – Incident Commander

In the event of an emergency, the Head of School (or in his/her absence the Associate Head of School) will provide a quick but careful assessment of the situation to determine whether a crisis exists, and if so, the type of crisis, the location, and the magnitude. He/she will activate the Emergency and Crisis Response Plan. The Head of School will assume the role of the Incident Commander (IC) and will take charge and remain in charge of the emergency until it is resolved or until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

The Head of School's Responsibilities shall include but not be limited to the following:

- Exercise overall decision-making authority in the event of an emergency at his/her school until emergency services arrive.
- Keep the Board of Trustees informed of emergency status and operations.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.
- Assign selected staff members to the Emergency Management Team who will develop the School's emergency management plan.
- Appoint an Incident Manager

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- Ensure Sunrise Middle School personnel and students participate in emergency planning, training, and exercise activities.

Incident Command Post

The Incident Command Post (ICP) will be established on scene but away from risk of harm from the emergency. Pre-determined sites for command posts outside the school building will be identified in cooperation with local emergency responder agencies.

Incident Manager

The Director of Facilities shall serve as the Incident Manager (IM). The IM will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify school response resources required, and direct the Sunrise Middle School's on-scene response from the ICP. The IM collects situation and resources status information, evaluates it, and processes the information for use in developing action plans.

Responsibilities include but are not limited to the following:

- Assign school emergency responsibilities to staff as required.
- Appoint monitors to assist in proper evacuation.
- Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
- Collect and manage all incident-relevant operational data.
- Provide input to the IC and Operations Officer.
- Reassign personnel within school as needed.
- Compile and display incident status information.
- Report significant changes in incident status.
- Determine need for specialized resources.
- Act as a point of contact for agency representatives
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

Division Principals

In times of crisis, the Principals serve as the managers and leaders. During a crisis, the Principals shall perform the following tasks:

- Respond within seconds and lead with a serious, calm, confident style;
- Implement the crisis plan;
- Yield authority, when appropriate, to others in the plan's designated command structure;
- Facilitate collaboration among school staff and emergency responders.
- Remain open to suggestions and information that may be critical in adjusting the response.
- Implement student release and reunification protocols.

Safety Officer

The Director of Facilities shall serve as the Safety Officer and is responsible for the safety of the scene and the individuals at the scene. He/she will fulfill this role until relieved by a more qualified person or the appropriate emergency responder agency.

Responsibilities include but are not limited to the following:

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Ensure that all exits are operable at all times while the buildings are occupied.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Participate in planning meetings.

Public Information Officer

The Director of Communications, shared equally between staff and Executive Director, shall serve as the Public Information Officer. The Public Information Officer is responsible for releasing information to families, community members, and the media during an incident. Responsibilities include but are not limited to the following:

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in constituency notification and press/media briefings.
- Obtain ICs approval of news releases.
- Arrange for tours and other interviews or briefings as may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Work with local media before an incident to ensure an understanding of needs during an incident.
- Work with state and local emergency management agencies to have the Federal Aviation Administration restrict air space over the school.
- Participate in planning meetings.

Operations Officers

The Athletic Director and other assigned staff shall serve in the position of the Operations Officer. The Operations Officer is responsible for managing student and staff care during the incident. This includes physical (food and water), medical (CPR and first aid), and mental needs (psychological services). Responsibilities include but are not limited to the following:

- Manage care of students and staff at the incident.
- Develop the student and staff care portion of the Emergency Management Guide
- Request additional resources to support staff and student care.

Technology/Information Services

Assigned staff will serve as the Directors of Technology and Information Services Officer/s. The Director of Technology's responsibilities include but are not limited to the following:

- Coordinate use of technology.
- Assist in establishment/maintenance of emergency communications network.
- Provide instruction on any special communications equipment, or night call systems used to notify first responders.
- Assist in obtaining needed student and staff information from the computer files.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain, as needed, a stand-alone computer with a student and staff database for use at the emergency site.

Finance Officer

The Operations/Finance Manager shall serve as the Finance Officer. The Finance Officer is responsible for managing all financial aspects of an incident. Responsibilities include but are not limited to the following:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather and document pertinent information from briefings/planning meetings.
- Develop an operating plan and fill supply and support needs.
- Brief personnel on all incident-related financial issues needing attention or follow up.
- Participate in planning meetings.

Faculty

The faculty's primary responsibility is to remain with or be available to the students to help ensure their safety and well-being. Faculty Responsibilities include but are not limited to the following:

- Prepare classroom emergency Go Kits
- Participate in trainings, drills and exercises.
- Direct and supervise students going to pre-designated safe areas within the School grounds or to an off-site evacuation shelter.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Maintain order while in the student assembly area.
- Verify the location and status of every student. Report to the incident commander or designee on the condition of any student who needs additional assistance or has special needs.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency,

unless otherwise assigned or until every student has been released through the official “student/family reunification process.”

- Trust the internal crisis team members and external emergency responders.

Staff

Staff Responsibilities include but are not limited to the following:

- Participate in trainings, drills and exercises.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Trust the internal crisis team members and external emergency responders.

2. Emergency Management Team

The Emergency Management Team establishes the guidance and direction for emergency management programs and for emergency response and recovery operations. Additionally, the team develops the emergency operations plan for Sunrise Middle School, coordinates with local emergency services for specific hazards, coordinates Sunrise Middle School’s planning activities and recruits members of the school’s Emergency Response Team. The Emergency Planning Team members are listed in Appendix A.

The Emergency Planning Teams’ responsibilities include but are not limited to:

- Authorize implementation of emergency preparedness curriculum.
- Supervise preparation of Emergency Management Guide.
- Incorporate traffic, medical, and communications plans and other supporting materials into the Emergency Management Guide.
- Conduct and facilitate planning meetings.
- Arrange for the immediate purchase of outsider services and materials needed for the management of emergency situations.
- Coordinate Sunrise Middle School’s emergency assistance and recovery.
- Prepare regular, comprehensive trainings for faculty and staff.
- Create Critical Incident Response Kits for each school building with appropriate maps, floor plans, employee and student rosters, photos, bus routes, and other pertinent information to help manage the emergency.
- Establish clear lines of communication among and within the state, county, school, and community groups.
- Create student release procedures and forms to be used in the event of an incident and store them with incident response materials.
- Establish specific number of incident drills at the start of every school year.
- Conduct drills and initiate needed plan revisions based on After Action Reports.
- Distribute Emergency Management Guide to all faculty/staff.
- Distribute literature summarizing crisis procedures and information pertaining to families and community members.

3. Crisis Intervention Team

The Crisis Intervention Team is composed of individuals who will provide psychological/emotional/physical counseling to students, staff, and parents traumatized by an emergency. The school’s Crisis Intervention team members are listed in Appendix A. The school’s Advi-

sory Group members are listed in Appendix B.

Emergency Phone Numbers

Teresa Robinson, Site Manager	408.206.4779
Alejandra Pineda	408.627.7400
Ivette Melendez	408-659-4785
Jose Mancillas	669-210-3030
SJUSD Alarm/ Security	408.278.6923
San Jose High School	408.535.6320
SJUSD Police & Security	408.535.6080
SJUSD Dir. Maint./Grounds	408.535.6200

Ambulance	911
Fire Department	911
Bomb Squad	408.277.4122
Hazardous Materials Unit	408.277.4363
County Health Department	408.299.5822

Hospitals (All in San Jose)

Regional Medical Center	408.259.5000
225 N. Jackson Ave.	
Santa Clara Valley Medical	408.885-5000
751 S. Bascom	
Kaiser Permanente	408.972.3000
250 Hospital Parkway	

Police Department - San Jose	911 or 311
Red Cross	877.727.6771
Sheriff's Office	911

Mary Ann Dewan, Superintendent of Schools, Santa Clara County	408.453.6878
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PG&E	800.743.5000
Santa Clara Valley Water District	408.265.2600
San Jose Water Company	408.279.7900
Or after hours	408.279.7811

MITIGATION & PREVENTION

A. Emergency Planning

Sunrise Middle School shall maintain updated plans and operating procedures to be followed in the event of natural or manmade disasters or enemy attack. Students shall be provided instruction to respond effectively in emergency situations.

B. Safety Conditions and Programs

The practice of safety will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety.

Each Principal will be responsible for the supervision of a safety program for his/her division.

The safety program may include, but not be limited to, in-service training, plant inspection, fire prevention, accident recordkeeping, driver and vehicle safety programs, emergency procedures and drills, and traffic safety programs relevant to students, employees and the community.

It shall be a responsibility of the Board of Trustees to inspect safety conditions and program and provide supervision of the health and safety aspects of the school facilities.

C. Access Control

Sunrise Middle School employs visitor management, access control, and video surveillance systems to manage the flow of visitors on campus. Visitors to campus are directed to one entry point where sign-in procedures are employed and visitor badges are provided.

D. Training and Drills

Sunrise Middle School understands and promotes the importance of training, drills, and exercises.

1. Active Shooter Training
2. Fire Drills
3. Earthquake Drills, participated in the 'Great Shake-Out', each year.
4. CPR/First Aid Hands on Training every two years, and online training the alternated years.
5. Tourniquet Training – 'Stop the Bleed'
6. Narcan Training.
7. Blood Borne Pathogens and Work Place Safety training annually.
8. Sexual Harassment Training annually.
9. Mandated Child Abuse Prevention and Identification annually.
10. Bullying/Cyberbullying Prevention.

E. Cardiac Automated External Defibrillators (AEDs)

Sunrise Middle School shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment. Each such facility shall have sufficient automated external defibrillator equipment available to ensure

ready and appropriate access for use during emergencies.

Whenever an instructional school facility is used for a school-sponsored or school approved curricular or extracurricular event or activity and whenever a school-sponsored athletic contest is held at any location, administrators and supervisors responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity, or contest at least one staff person who is trained in the operation and use of an AED. School-sponsored or school-approved curricular or extracurricular events or activities means events or activities of Sunrise Middle School that are, respectively, associated with its instructional curriculum or otherwise offered to its students.

Where a school-sponsored competitive athletic event is held at a site other than Sunrise Middle School, the Athletic Director shall assure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained in the operation and use of the AED is present during such athletic event.

Therefore, it is the policy of Sunrise Middle School to provide proper training requirements for school AED users, to ensure the immediate calling of 911 whenever the AED is used, to ensure ready identification of the location of the AED units.

Sunrise Middle School will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained.

Any employee or other agent of Sunrise Middle School who, in accordance with school policy, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

F. Concussion Management Policy

Sunrise Middle School recognizes that concussions (mild traumatic brain injuries) can be common injuries in children and adolescents. This policy establishes the rules and regulations for the management and monitoring of students who suffer concussions.

Any student who has sustained a concussion, or is believed by school personnel to have sustained such an injury will be immediately removed from participation in extracurricular activities, including but not limited to: athletics, intramurals, physical education and clubs. No such student shall return to school until he or she has been symptom free for at least twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician. Such authorization shall be kept on file in the student's permanent health record.

Sunrise Middle School has established a Concussion Management Team to oversee the implementation of this policy. The Concussion Management Team may be composed of the Athletic Director, the School Athletic Trainer, or other appropriate personnel as designated by the school. All school coaches, physical education teachers, nurses, and athletic trainers shall complete a course of instruction every two years related to the protocols governing concussion management.

G. Substance Abuse Prevention Instruction

Sunrise Middle School recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. An educationally sequential health prevention program, utilizing as appropriate community, staff and student input, will be developed to inform students of:

- Causes for substance abuse;
- Physical and psychological damage associated with substance abuse;
- Avoidance of alcohol, tobacco and drugs;
- Dangers of driving while under the influence of alcohol or drugs.

H. Environmental Stewardship Instruction

Sunrise Middle School supports and encourages the development of a school-wide, articulated curriculum of environmental stewardship integrated into other program disciplines.

I. Fire and Arson Prevention Instruction

The Head of School directs the administration to provide instruction in fire and arson prevention for all students in each school.

J. Student Safety

Instruction in courses in technology education, science, art and physical education, health, and wellness shall include and emphasize safety and accident prevention. Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors shall teach and enforce all safety procedures relating to the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

K. Instruction on Prevention of Child Abduction

All students in grades 5 through 8 shall receive instruction designed to prevent the abduction of children. Such instruction shall be provided by or under the direct supervision of regular classroom teachers and the school shall provide appropriate training and curriculum materials for the classroom teachers who provide such instruction. However, at the school's discretion, such instruction may be provided by any other public or private agency.

The Associate Head of School will assist in the development of curricula for such courses of study which must be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness skills, information, self-confidence, and support to aid in the prevention of child abduction.

L. Pre-Employment Background Screening of Prospective School Employees

Sunrise Middle School is committed to the use of all reasonable means to ensure the safety of our students, employees, and volunteers. This policy is adopted to make our school environment safe and to screen out those who could be harmful to children.

In this regard, as part of the procedure for processing applications for employment, Sunrise Middle School will obtain from a consumer reporting agency a consumer report on each applicant which details the following information:

- a. Social security number verification for identity
- b. Criminal record check-felony and misdemeanor
- c. Employment history

M. School Mental Health

Sunrise Middle School places strong attention toward the mental health of its students. Middle school students are passing through a vulnerable period in their lives. Also, the pressures of modern-day society are often too much for youngsters. Additionally, the majority of our families are very low income, which places additional stresses on their lives.

With this in mind, the school has developed a multi-tier approach to assisting our youth and their families. Staff, parents and other students make referrals for students they believe are in need of extra attention. These students are initially steered toward one of several people:

- Our youth mentor who is trained as a Peacemaker
- Our school director, who is a credentialed school counselor
- A parttime school counselor who visits Sunrise weekly when we are in session
- Or, another staff member with whom the student may feel close.

If these meetings do not help the student - or if it is requested - a referral is made to Alum

Rock Counseling Center or to Gardner Health Services of San Jose for more formal counseling.

If the student does not qualify for free counseling, we urge his/her parents to request formal

therapy through their insurance provider.

All students at the school, meanwhile, receive socio-emotional assistance in various ways:

- Daily meditation
- Peer conflict resolution
- Weekly advisory periods focusing on self-esteem, dealing with feelings, etc.
- Videos and trainings from the school's character-building program, SCOPE - Self Control, Curiosity, Optimism, Perseverance and Empathy.

It is our hope that our students' mental health and well-being will thrive with these steps set in place.

1. Suicide Prevention Education & Training:

The Board of Directors of Sunrise Middle School ("Charter School") recognizes that suicide is a major cause of death among youth and should be taken seriously. This plan and policy aim to safeguard students against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for Charter School families affected by suicide attempts and loss. As the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

The Charter School shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction may be incorporated into the health education curriculum where appropriate. Such instruction should be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

The Charter School shall provide staff with access to training on the risk factor and warning signs of suicide, suicide prevention, intervention, referral, and postvention. Any such professional development also shall include additional information regarding groups of students judged by the Charter School to be at elevated risk for suicide. These groups include, but are not limited to, the following:

- o Youth bereaved by suicide;
- o Youth with disabilities, mental illness, or substance abuse disorders;
- o Youth experiencing homelessness or in out-of-home settings, such as foster care; and
- o Lesbian, gay, bisexual, transgender, or questioning youth.

Employee Reporting and Support:

Referral to Executive Director: Whenever a Charter School staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Executive Director. The Executive Director or designee, if appropriate and in the best interest of the student, shall notify the student's parents/guardians/caregivers as

soon as possible.

Determination of notification to parents/guardians/caregivers should follow an initial assessment by the Executive Director or his/her designee to ensure that the student is not endangered by parental notification.

Supporting Students Who Have Attempted Suicide: If a suicide attempt by a student is made, it is crucial that the Charter School protects the privacy of the student. The Executive Director or his/her designee should contact the parents/guardians/caregivers to offer support.

Re-Entry: A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. An appropriate re-entry process is an important component of suicide prevention and intervention. Involving students in planning for their return provides them with a sense of control, personal responsibility, and empowerment.

The Executive Director or his/her designee should take steps to support the student upon re-entry, which may include:

- Discussing with the family about any specific requests they may have to support the student restarting his/her course of study;
- Informing staff about possible days of absences; and
- Allowing for reasonable accommodations for students to make up work (e.g., extended deadlines on assignments).

Postvention: Postvention is an intervention conducted after a suicide. A death by suicide in the school community (whether by a student or staff member) can have devastating consequences. The Executive Director or designee shall coordinate the response to such an event, which shall include:

- Where appropriate, notifying all staff members;
- Where appropriate, notify students about suicide death and the availability of any support services;

o Messaging about suicide has an effect on suicidal thinking and behaviors. The Executive Director shall ensure appropriate communications are used in the event a suicide occurs or an attempt is made by a student.

- Identify students significantly affected by suicide death and prepare staff to respond to the needs of these and other students; and
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered.

2. Bullying and Cyberbullying

To ensure bullying does not occur on school campuses, Sunrise Middle School District will provide staff development and training in bullying and cyber bullying prevention. Teachers discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Students should:

-
- a. Immediately report incidents of bullying to the Principal or Director of Discipline.
 - b. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
 - c. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the Director of Discipline. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All student, parents and staff will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year in the Parent/Student Handbook.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so.

Students or others witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

The school will make a reasonable effort to keep a report of bullying and the results of investigation confidential.

3. Peer Mediation and Conflict Resolution

Sunrise Middle School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreement with respect for the rights and opinions of others.

To prevent conflict, the school will provide training to develop the knowledge, attitudes and skills students need to choose alternatives to self-destructive, violent behavior including:

- a. Students are to resolve their disputes without resorting to violence.
- b. Students, trained in peer mediation and conflict resolution, are encouraged to help fellow students resolve problems peaceably.
- c. Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- d. Students needing help in resolving a disagreement may contact an adult or peer mediator.
- e. Students involved in a dispute will be referred to a conflict resolution or peer mediation session.
- f. Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order and discipline students.

4. Notifying teachers of Dangerous Pupils Policy

(See Addendum D for Welfare and Institution Codes and Education Code)

In order to comply with Welfare and Institutions Code 827 (b) (2) and Education Code 49079, which state teachers must be notified of the reason and or reasons a student has been suspended from School, expelled from school and or has

committed a crime, the following procedures will be followed:

- a. When a student has committed a suspendable act, the Principal, Vice Principal, or Director of Discipline, will document the suspendable act in the Student Discipline section of Power School "S" in Attendance for the remaining periods and days of Suspension.
- b. The Principal, Vice Principal, or Director of Discipline will inform staff of the student being suspended and the reasons for the suspension.
- c. The Principal, Vice Principal, or Director of Discipline will inform staff of students being referred from other districts who have been suspended from school and the reason for that or those suspensions, expelled from school and the reason for that or those expulsions and or has committed a crime.
- d. The referring school district will inform Sunrise Middle School of Students who have committed crimes with Form JV-690: School Notification of Court Adjudication.

5. Annual Notifications and Responses to Homicidal Threats

Sunrise Middle School understands that the school is obligated to respond to threats of homicide at school. We have notified our staff – and continue to do so annually – that any employee interacting with students who observes a threat or perceived threat that a student is going to “commit a homicidal act related to school or school activity” to immediately report such threat to the administration and to local law enforcement.

Such a threat or perceived threat may include:

- Writing or action of a pupil that creates a reasonable suspicion that the pupil is preparing to commit a homicidal act.
- Student’s possession, use or depiction of firearms, ammunition, shootings or targets in association with infliction of physical harm, destruction or death in a social media post, journal, class note, or other media associated with the pupil.
- A warning by a parent or other individual.

6. Assessment of Current Status of School Crime at School

There generally are only a few scattered minor crimes occurring at Sunrise Middle School. These include:

- Occasional theft or trespassing onto school property by area vagrants.
- Sexual harassment by one student to another.
- Defacing school property.
- Possession and use of vape.

Fights between students, if and when they occur, are of minor nature and do not result in police reports.

7. Suspension/Expulsion Policy

Sunrise Middle School views suspension and expulsion as the last resort for inappropriate student behavior, and expects to keep such administrative actions to a minimum through

the implementation of Positive Behavior Interventions and Supports, counseling where needed, and daily meditation. This is based on our belief that inappropriate student behavior is usually caused by: 1) insufficient training of students in the appropriate manner in which to behave, or insufficient encouragement and acknowledgement of positive behaviors; 2) students' reaction to trauma, stress, and other challenging issues in their personal lives; or 3) insufficient time for quiet reflection.

We explain the basic school rules in person to students and their parents when they come to apply at our school. In addition, they are given a student handbook, which includes the code of conduct for our school. This is a list of expectations for our students, which is used on a school-wide basis to teach them positive behavior and to establish clear, consistent and enforceable guidelines for student conduct. Each student and their parent or guardian sign a form indicating they have reviewed and understand the policies during the first week of school. Elements of the code of conduct are then reviewed on a regular basis in school-wide meetings, individual student conferences, etc., and students are acknowledged on a consistent basis for adhering to the code.

Administrators and teachers have developed an agreement regarding which behaviors are to be handled within the classroom (minor problem behaviors that may require verbal redirection, teacher consequence, and reminders about expected behavior), and which behaviors are to be handled by the office (significant issues that are having a negative impact on instructional time). All major problem behaviors are recorded and tracked in the school's student data information system in an effort to track behavior referrals. Staff meet regularly to discuss this behavior data and to move forward with interventions where necessary. Parents are also involved in the process. They are notified of our behavioral expectations and are informed both when they are being met by their student and when they are not. They also are asked for input on how to resolve their students' issues. At times they may be encouraged to visit the school and observe what is taking place.

Our behavior plan attempts to help our students engage in positive behaviors and to recognize, understand, and eliminate inappropriate ones. We recognize that students may need to experience both the positive and negative consequences of inappropriate behavior in addition to being taught about positive behavior.

The positive behaviors that we teach and uphold include:

- Showing up at school every day on time
- Dressing and speaking appropriately
- Completing schoolwork
- Telling the truth
- Respecting others and their property
- Staying clean and sober
- Living with courage
- Caring
- Learning from every experience
- Making a difference

We at Sunrise Middle School also maintain that the school can do much to reduce the occurrence of inappropriate behavior by providing students with group and/or individual sessions to release feelings about anger or grief resulting from trauma in their personal lives. We recognize that many of our students have emotional needs that may distract them at school and keep them from behaving appropriately and performing at their regular ability level. For this reason, we offer one-on-one and group counseling to these students, when needed. This school's founding director is a certified educational counselor and oversees the student counseling program, which also draws on community resources.

Finally, we believe that giving students time each day for silence and reflection – something that often is not possible at their homes – greatly reduces their likelihood to fight, be disruptive in class, or act out in other negative ways.

Nevertheless, there are still times when students need to realize consequences for serious violations of our code of conduct. Parents are notified and consulted – in person, if at all possible – after each of these violations.

Sunrise Middle School has established a comprehensive set of discipline, suspension and expulsion policies. These policies are informed by applicable federal constitutional, statutory, and case law and by non-charter school laws governing suspensions and expulsions in school districts (Education Code sections 48900 et. seq.) and are in accord with the procedures described below. These rules and procedures are printed and distributed as part of the Student Handbook and clearly describe discipline expectations. At no time will corporal punishment be used as a disciplinary measure against any student.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for the prohibited misconduct if the act is related to school activity or at any other school: (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.

The Sunrise Middle School Executive Director, or a designee, makes final decisions regarding suspensions and makes recommendations to an Administrative Panel appointed by the Board of Directors regarding expulsions, subject to the required notification and hearing procedures set forth below. In general, the Executive Director attempts to balance the rights of the offending student, bearing in mind that he/she is still very young, along with the rights of any victim and the need to protect the safety of the entire student population.

Sunrise Middle School follows Section 504 of the Rehabilitation Act, Individuals with Disabilities in Education Act (IDEA), the Americans with Disabilities Act (ADA) of 1990 and all federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the school has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Discretionary Suspension Offenses:

Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except in self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

p) Engaged in, or attempted to engage in hazing. For purposes of this offense, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this offense, "hazing" does not include athletic events or school-sanctioned events.

q) Made terroristic threats against school officials and/or school property. For purposes of this offense, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this offense, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

s) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code.

t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

iii. Causing a reasonable student to experience substantial interference with his or her academic performance.

iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by Sunrise.

2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

i. A message, text, sound, or image.

ii. A post on a social network Internet Web site including, but not limited to:

(a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

(b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been

transmitted on the Internet or is currently posted on the Internet.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess.

Non-Discretionary Suspension Offenses:

Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director's or designee's concurrence.

Discretionary Expellable Offenses:

Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force or violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Knowingly received stolen school property or private property.

l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

p) Engaged in, or attempted to engage in hazing. For purposes of this offense, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this offense, "hazing" does not include athletic events or school-sanctioned events.

q) Made terroristic threats against school officials and/or school property. For purposes of this offense, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

r) Committed sexual harassment, as defined in Education Code Section 212.5. For purposes of this offense, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code.

t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

iii. Causing a reasonable student to experience substantial interference with his or her academic performance.

iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by Sunrise.

2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

i. A message, text, sound, or image.

ii. A post on a social network Internet Web site including, but not limited to:

a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.

Non-Discretionary Expellable Offenses:

Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director’s or designee’s concurrence.

If it is determined by the Executive Director and/or Administrative Panel that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

Authority to Suspend:

Only the Executive Director or his/her designee may suspend a student.

Informal conference:

Suspension shall be preceded by an informal conference conducted by the Executive Director or designee and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the Executive Director.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in his/her defense orally and in writing.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and the student shall be notified of the right to go to school for the purpose of a conference.

Notice to Parents/Guardians:

At the time of the suspension, the Executive Director or designee shall make a reasonable effort to contact the parent/guardian by phone, by email, or in person. The parent/guardian shall also be notified in writing of the suspension. This notice shall state the specific

offense committed by the student, and the date and time when the student may return to school. This notice shall state the specific offense committed by the students. If the Executive Director or designee wishes to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

Suspension Time Limit:

Suspensions, when not including a recommendation for expulsion, shall not exceed five consecutive school days per suspension. Sunrise Middle School does not provide appeals of suspensions. If a suspension is extended, the student may be suspended pending an expulsion hearing.

Upon a recommendation of expulsion by the Executive Director or designee, the student and parent/guardian will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. The Executive Director will make a decision upon either of the following determinations: (1) the student's presence may be disruptive to the education process; or (2) the student poses a threat or danger to others. Upon either finding, the student may be placed in an alternative setting pending the results of the expulsion hearing.

For suspension of ten days or more, the student will be provided written notice of the charges and an explanation of the student's basic rights, and will be provided a hearing adjudicated by a neutral hearing officer within a reasonable number of days. The Board or Executive Director may select the hearing officer.

Students with Disabilities or Section 504 Services:

A student with an IEP or receiving Section 504 services may be suspended for up to ten days total in a school year. An IEP team meeting shall be convened within ten days of any decision to change the placement of disabled student for disciplinary reasons. If the IEP team determines the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability, or the conduct was the direct result of Sunrise Middle School's failure to implement the IEP, then the conduct shall be deemed a manifestation of the student's disability and the IEP team shall either conduct a functional behavioral assessment and implement a behavioral intervention plan, or review and modify an existing plan. The student shall be returned to the same placement unless Sunrise and the parent agree to change of placement. If the IEP team determines the conduct was not a manifestation of the student's disability or the result of Sunrise's failure to implement the IEP, then Sunrise may apply the relevant disciplinary procedures in the same manner as applies to students without disabilities.

Expulsion Procedure

Authority to Expel:

Only the Executive Director or designee may recommend expulsion or refer a student for an expulsion hearing. A student may be expelled by an Administrative Panel assigned by the Board of Directors, as needed. In lieu of an Administrative Panel, the Board may designate a single hearing officer to serve in that role (a "Hearing Officer"), so long as that person is neutral (i.e., has no connection to or independent knowledge of the incident.) If

an Administrative Panel is used, it should consist of at least three individuals, including one teacher who is NOT the student's teacher, a school administrator, and at least one Board member. The decision of the charter school's Administrative Panel or Hearing Officer is final.

Procedure:

Students recommended for expulsion are entitled to a due process hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty school days after the Executive Director or designee determines that the student has committed an expellable offense. The hearing will be presided over by the Administrative Panel or Hearing Officer .

Written notice of the hearing shall be forwarded to the student and parent/guardian at least ten (10) calendar days before the date of the hearing. The notice shall include: the date, time and place of the expulsion hearing; a statement of specific facts, charges and offenses; a copy of the school's disciplinary rules; notice of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment; the opportunity for the student and parent/guardian to appear in person and to be represented by counsel or a non-attorney advisor; the right to inspect and obtain all documents used at the hearing; the opportunity to question all witnesses testifying at the hearing; and the right to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses. The hearing shall be conducted in a confidential, private setting.

Record of Hearing:

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written record of the proceedings can be made.

Presentation of Evidence:

While technical rules of evidence do not apply to an expulsion hearing, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Administrative Panel or Hearing Officer to expel must be supported by substantial evidence that the student committed an expellable offense.

Finding of facts shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

The decision of the Administrative Panel or Hearing Officer shall be in the form of an expulsion determination, which shall be the final determination regarding the expulsion. If the Administrative Panel or Hearing Officer decides against expulsion, the pupil shall immediately be returned to his/her educational program.

The student and his family may appeal the administrative panel's or hearing officer's

decision to the school's Board of Directors.**Written Notice to Expel:**

Following a decision of the Administrative Panel or Hearing Officer to expel, the Executive Director or designee shall send written notice of the decision to the student and parent/guardian that includes: notice of the specific offense committed by the student; and notice that the student is obligated to inform any new district or school in which he/she seeks to enroll of his/her status with Sunrise.

If a student is expelled or leaves the charter school without completing the school year for any reason, the charter school shall notify the superintendent of the district of the student's last known address within thirty days and shall, upon request, provide that school district with a copy of the cumulative record of the student, including a transcript of grades or report card, and health information. Upon expulsion from the charter school, students will attend school pursuant to the procedure of their district of residence pertaining to expelled students.

Rehabilitation and Readmission:

Students who are transferred or expelled from Sunrise Middle School may be given a rehabilitation plan, as developed by the Administrative Panel or Hearing Officer at the time of the expulsion order, that shall allow for periodic review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to Sunrise for readmission.

The decision to readmit a student shall be at the discretion of the Sunrise Middle School Executive Director or Board, following a meeting with the student and parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive in the school environment. The student's readmission is also contingent upon Sunrise's capacity at the time the student seeks readmission.

Special Education/Section 504 Expulsion Policy:

If a student who has been recommended for expulsion has an IEP or receives Section 504 services, a manifestation determination meeting of the IEP team hearing will be held to determine if the expellable offense was a manifestation of the student's disability or due to Sunrise Middle School's failure to implement the student's IEP, as discussed above.

Procedures for Students Not Yet Eligible for Special Education Services:

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the school's disciplinary procedures may assert the procedural safeguards under this policy only if the school knew or should have known that the student was disabled before the behavior occurred.

Sunrise Middle School shall be deemed to have that knowledge if the parent or a teacher had expressed concern about a disability and/or had requested an evaluation. Sunrise shall not be deemed to have that knowledge if the parent had not allowed an evaluation or refused services, or if the student has been evaluated and determined to not be eligible.

Involuntary Removal:

Notwithstanding any of the foregoing procedures, no student shall be involuntarily removed by Sunrise Middle School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the right to request a hearing adjudicated by a neutral officer before the effective date of the action. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described above.

Approved by unanimous vote of the Sunrise Board of Directors on September 11, 2018

Anti-Harassment Policy and Complaint Procedure

Any form of harassment at Sunrise Middle School has been forbidden under the terms of the school's employee and student/parent handbooks. Sunrise staff now plans to take this unofficial policy and make it official, by requesting a Board vote in favor of the following official Anti-Harassment Policy and Complaint Procedure on Jan. 11, 2021.

Objective

Sunrise Middle School strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Sunrise will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Sunrise will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

Sunrise, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Sunrise's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Sunrise prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Sunrise.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Sunrise's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

-
- Is made explicitly or implicitly a term or condition of employment.
 - Is used as a basis for an employment decision.
 - Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Sunrise strongly discourages romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Sunrise enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the HR director or other appropriate corporate officer.

Because of potential issues regarding quid pro quo harassment, Sunrise Middle School has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to Sunrise, the company will review the situation with human resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the HR director and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

Sunrise has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

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1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint.
 2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify senior management and review the complaint with the company's legal counsel.
 3. The HR director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
 4. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
 5. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
 6. Upon conclusion of an investigation, the HR director or other person conducting the investigation will submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.

7. Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR director and other management staff as appropriate, and decide what action, if any, will be taken.
8. Once a final decision is made by senior management, the HR director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus and Omicron variant and subvariants that may occur in our workplace.

Date: 1/17/2023

Authority and Responsibility

The following people have overall authority and responsibility for implementing the provisions of this CPP in our workplace: Teresa Robinson, Director/Principal, and Arlene Zarou-Cooperman, Operations/HR Director.

In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards form**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Participating in mandatory weekly staff meetings to identify and evaluate current safety conditions.
- Reporting any potential hazards or non conformance situations to school administration.

Employee screening

We screen our employees by requiring that:

- Employees take a PCR test at the school each week.
- Employees report immediately if they have been exposed to anyone with COVID or are feeling sick in any way themselves. All staff wear masks indoors; outdoors not required. Employees are also asked to self monitor their health and possible exposure and to immediately report any concerns without fear of repercussion.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

1. Any unsafe or unhealthy conditions must be immediately reported to Teresa Robinson, Principal, or in her absence, Arlene Zarou-Cooperman, Operations Director.
2. Ms. Robinson or Ms. Zarou-Cooperman will investigate the claim immediately.
3. The unsafe condition will be corrected immediately if it is a serious hazard. If not, it will be corrected within 24 hours.
4. Ms. Zarou-Cooperman and Ms. Robinson will confer to ensure that the hazard has been corrected within two hours if serious, or otherwise, within 48 hours.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure two to three feet of physical distancing at all times in our workplace by:

Face Coverings (subject to change with fewer incidents of COVID)

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors – no longer outdoors since we've learned the virus doesn't spread easily outdoors. (Some employees prefer to wear their own.)

Students and employees may take off the face masks only when eating or to catch their breath while exercising vigorously, or if they need to adjust them, or if they are outside. Students will wear our disposable masks or cloth masks from home. Students will be responsible for cleaning these cloth masks each night.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room or office.
- While eating and drinking, provided employees are at least three feet apart and there is outside air supply to the area. Staff may eat in their private offices – or in the staff lounge if the windows there are open.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Using MERV13 filters, which the district replaces every 90 days.
- Leaving all windows and doors open at all times (unless very cold or very hot outside).
- Having an air ventilator running in each classroom.
- Sometimes taking classes of students outside when the weather is nice.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- The County Department of Health has advised us not to overuse harsh disinfectant such as Spark 64 as they may be harmful to our students.
- We disinfect if and when there's a COVID case on campus.
- We clean all eating areas before and after eating.
- Students use alcohol wipes to clean their desks and computers during times of outbreaks.
- Students are given hand sanitizer when they come to school and each time before they eat. They are encouraged to wash their hands for 20 seconds with soap each time after they eat or to use sanitizer.
- Operations Manager Arlene Zarou-Cooperman is responsible for maintaining extra supplies of disinfectants and other cleaners at all times. This includes alcohol wipes, Clorox wipes, and other PPE.
- Disinfectant cleaner is used, with proper dilution measures, to disinfect when there is a case or suspected case of COVID.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- We isolate the student or staff member immediately until he/she can get a ride home. If weather allows, students will be outside..
- We report to our county health department if 5% or more of our students have COVID.
- In the event that we would have an outbreak on campus we would hire a cleaning company to thoroughly clean and disinfect the entire school.
- We immediately notify all families of students/staff who have been in close contact with the infected person of their need to test and, in serious cases, to quarantine for five days. However, we have found that this usually isn't necessary if both parties were wearing masks.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Each student cleans their laptop and headset used at school with an alcohol wipe after each use during times of serious outbreaks.

Site specific procedures:

All students and staff are given time to wash their hands and sanitize their workplace or study area.

Each classroom and office has hand sanitizer available (containing at least 65% alcohol, methanol prohibited).

Employees and students are encouraged to wash their hands for at least 20 seconds with soap each time they do so.

Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves and masks) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

** We generally do not need eye protection and respiratory protection at our school. However, in the event that we would have a sick student who is vomiting, we would definitely require all staff to wear face shields in addition to their face masks. This is not likely to happen since we screen all of our students upon entry into the school.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- Provided the information on benefits described in training and instruction.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees are instructed to inform the Principal, Teresa Robinson, if they have any symptom, no matter how slight, or if they could possibly have been exposed. We take extreme caution in these cases and employees with just one minor symptom, such as a headache, may continue to work; but they must test for COVID and remain home if they have two or more minor symptoms or one major symptom, such as a fever. We treat vaccinated and unvaccinated employees the same, since both have been susceptible to COVID.
- Employees are told to report symptoms and hazards without fear of reprisal. We want our school to be safe!
- We strongly encourage all employees, especially those with medical or other conditions that put them at increased risk of severe COVID-19 illness, to get vaccinated and to get booster shots.
- PCR testing is required for all employees, even if asymptomatic once weekly unless cases are high, in which case we may conduct testing twice weekly. This is offered on campus during school hours.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will immediately communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees may be exposed to would be disseminated if and when a student or other staff member has been on campus and unbeknownst to us, had COVID. In the event that the employee has been a close contact he/she would need to quarantine for five days and then get tested before returning to work. Close contact, under Omicron variant and subvariant conditions, is defined as exposed indoors while not wearing masks, for more than five minutes.

Training and Instruction: We will provide effective training and instruction that includes:

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 also may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o An infectious person may have no symptoms.
- Methods of physical distancing of at least two feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Employees will also be trained on how to effectively monitor and supervise students' health status, movement around the school, handwashing, proximity to others, etc.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through sick leave benefits, disability payments, workers comp, etc.

- Operations/HR Manager Arlene Zarou-Cooperman will provide employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- o At least 24 hours have passed since a fever of 100.4 or higher has

resolved without the use of fever-reducing medications.

- o COVID-19 symptoms have improved.
- o At least 10 days have passed since COVID-19 symptoms first appeared – or, less than 10 days if the person no longer tests positive.
- o If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

Administrator in charge: _____ **Teresa Robinson**

VII. FACILITIES: INSPECTION, OPERATION AND MAINTENANCE

A. Inspections

The administration of the school shall cooperate with officials conducting health, fire, and facility inspections. The administration shall keep the Board of Trustees informed of the results of such inspections in a timely fashion.

B. Facilities Management Plan

To ensure that all school facilities are properly maintained and preserved and provide suitable educational settings, the school shall develop a Facilities Management Plan. The program shall be reevaluated every 3 years and include an appraisal of the following:

- The educational philosophy of the school, with resulting administrative organization and program requirements;
 - Present and projected student enrollments; space use and student capacity of existing facilities;
 - The allocation of instructional space to meet the current and future education program and service needs, and to serve students with disabilities;
 - Priority of need of maintenance, repair or modernization of existing facilities.
 - Utility shut offs - District will handle water, gas, electric
 - If needed, tools to shut utilities off are in the closet in the far back of the school office.
- 2) A school building inventory, which will include information pertaining to each building including, but not limited to:
- Type of building, age of building, size of building;
 - Rated capacity, current enrollment;
 - List of energy sources and major systems (lighting, plumbing, electrical, heating); and
 - Summary of triennial asbestos inspection reports.
- 3) A monitoring system which includes:
- Development of detailed plans and a review process of all inspections;
 - Procedures for a response in writing to all inquiries about building health and safety concerns and a copy kept on permanent file.
- 4) Procedures to ensure the safety of the building occupants while a construction/ renovation project is taking place. These procedures will include:
- Notification to parents, staff and the community at least two months in advance of a construction project of one hundred thousand dollars (\$100,000) or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, such notice shall be provided as far in advance of the start of construction as is practicable;
 - A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo ID badges.

C. School Facility

1. Hazardous Waste and Handling of Toxic Substances by Employees

The Board of Trustees recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes. The management of hazardous waste from its point of generation to the ultimate disposal is regulated through specific Federal, State, and Local laws. The Board directs the Head of School to adopt rules to ensure school implementation of applicable Federal, State, and Local laws pertaining to the identification, transportation, treatment, storage, and disposal of hazardous wastes.

2. Pesticide Notification

The Board of Trustees is committed to fostering the health and safety of students and staff while ensuring that occupied school buildings are safe and maintained in a state of good repair. The Board recognizes that pests pose a risk to the integrity of the school's buildings as well as the health of the school's students and staff. However, the Board also understands that there are potential health and safety risks in using chemical pesticides in school. Accordingly, the school shall make provisions for employing the least toxic approach for the school's buildings and grounds.

In addition, the school shall post, in accordance with California State Law and Regulations, written notification to staff regarding the use of pesticides in the school.

In some cases the following may occur:

- The school may use pesticides in severe situations only where non-pesticide use is not effective; and
- A name and phone number of a school contact person, will be provided who can respond to inquiries for further information.

The Head of School shall ensure the dissemination of this policy and the implementation of any training necessary to ensure that all staff are fully informed about pesticides and pest management.

ANNUAL REVIEW:

This Site Emergency Preparedness Plan deals primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake could occur at night or on a weekend or holiday. If an earthquake were strong enough to cause structural damage to private homes the Red Cross would use public school buildings for mass care centers.

Site emergency plans shall be reviewed annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, each Site Manager shall appoint an Emergency Preparedness Committee to review the Site Emergency Plan for the purpose of:

1. Updating staff assignments
2. Verifying status and location of supplies and equipment
3. Modifying site procedures
4. Planning the staff in service activities

Reviewing emergency procedures for any and all events will help to confirm that the team is aware of all processes for each.

VIII. RESPONSE-SCHOOL RESPONSIBILITY FOR STUDENTS

If the Site Manager / Principal declares a school wide emergency during the school day, the school has a clear statement of policy governing its actions:

SUNRISE MIDDLE SCHOOL POLICY IS AS FOLLOWS:

IN CASE OF A DECLARED EMERGENCY BY THE SITE MANAGER I PRINCIPAL DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF SCHOOL PERSONNEL.

- I. Until regular dismissal time and then released only if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on school records.

- a. If students are on their way to school they should proceed to school.
- b. If students are on their way home from school they are to continue home.
3. To provide this supervision and care. Sunrise Middle personnel will be utilized.

AU school employees are designated disaster service workers when an emergency is declared. The Site Manager or designee has the legal authority to declare an emergency in this school. The authority also extends to the City of San Jose and to Santa Clara County to declare an emergency and impress public employees into service as disaster service workers.

4. Sunrise encourages the utilization of a buddy system at the school wherein staff responsibilities for specific emergency functions are assigned to pairs of employees who could, with the approval of the Site Manager, carry on legally required supervision and care requirements while allowing emergency home visits to assure welfare of their own families.

The Site Manager or designee is the final authority at the school. She must be available for all decisions, information and authority during the time the school is isolated. Therefore, the Site Manager and Command Post should be housed in a central area, i.e., the front of the school office, where the manager is available to radio, telephone, emergency equipment or personnel and parents.

The Command Post will begin to operate immediately after a disaster.

This is where the record keeping, communication, and major decision-making will take place. The Site Manager or designee will be there.

In addition, a separate Student Release Area will be established to coordinate the release of students to authorized adults.

Emergency Release Information Forms are needed at the Release area to document the release of all students.

While the Command Post is functioning, the First Aid and Search/Assessment team will carry out the functions and provide information to the Site Manager about the:

1. Condition of students
2. Condition of staff
3. Condition of facilities

This information is to be placed on the emergency procedures list.

A. Emergency/Crisis Response Actions

The Incident Commander is responsible for activating the School's emergency operations

plan and the initial response. Typical initial responses include building evacuation, lock down, lockout, shelter-in-place, medical intervention, and early dismissal.

B. Trust Leadership

Trust the internal crisis team members and external emergency responders who have been trained to deal with crises. Trust will help calm the situation and minimize the chaos that may occur during a crisis.

C. Lock Down

A lock down is activated when a person or situation presents an immediate threat to students and staff in the building. School staff, students, and visitors are secured in rooms they are currently in when the lock down is activated and all school activities are stopped. No one is allowed to leave or enter the campus until the situation has been identified and resolved by authorities.

D. Lock Out

A lock out allows the school to continue with normal activities but curtails outside activity, and does not allow unauthorized personnel to enter the building.

E. Evacuation

An evacuation is activated when conditions may be safer outside than inside the building. During an evacuation all staff and students are required to leave the building immediately and to report to their designated safe site.

F. Shelter-in-place

The shelter-in-place is activated when conditions are safer inside the buildings than outside.

G. Medical Intervention

The medical intervention is activated when a life-threatening situation has been identified.

H. Early Dismissal

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer dismissing from school early.

I. School Closing

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer at home than traveling to campus.

J. Drop, Cover and Hold On

Students and staff drop low, take cover and hold on under furniture, cover eyes, head with hands and arms and protect internal organs. This response is the most appropriate protective action during an earthquake or explosion.

EARTHQUAKE OR BOMB THREAT

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1. At the first indication of an earthquake, all persons should “duck and cover” at the “drop” command of the teacher or adult in charge. When the shaking stops an earthquake evacuation to the Assembly Area shall automatically be carried out, with or without any bullhorn or other announcement.
 2. If the same type of evacuation is needed because of a bomb threat, the announcement will be made over the bullhorn and school radios to do an earthquake evacuation to the Assembly Area.

In the event of an incident, these protocols will be followed:

1. Medical Emergency

- If life threatening, dial 911. Give your address – Sunrise Middle School, 1149 East Julian Street, and room number/area.
- Notify Head of School, 408-206-4779 and Head of Security, 669-210-3030.
- Do not move the injured person. If necessary, perform first aid until medical help arrives.
- Post one person at the building entrance to lead the medical team to the person in distress.
- AED

2. Fire or Smoke: FIRE RESPONSE PLAN

1. Entire class exits with teacher through classroom doors.
2. Class exits through door to location posted in room by door.
3. Teachers need to grab class lists and emergency kits and close door upon exiting.
4. The fire alarm will announce a fire or a fire drill. If the alarm does not work, we will use the bullhorn, which Site Manager will have with her.
5. Site Manager and Assistant Site Manager will have list of all students with emergency contact numbers.

3.

- If you see a fire or smoke, or if the fire alarm sounds immediately pull the fire alarm if it has not already sounded.
- When the fire alarm sounds, all students and staff are to immediately evacuate the building.
- Follow designated exit routes, which are posted in each classroom.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The Teacher/Staff shall verify that the room is empty and close the door.
- Go to the predetermined Primary Evacuation location outside the building.

4. Intruder

- Faculty and Staff are expected to greet any person on campus that they do not recognize. Politely greet guest/stranger and identify yourself.
- Ask guest/stranger the purpose of his/her visit. Who are they here to see?
- Inform guest/stranger that we ask all visitors to register in the Main Office at the reception desk.
- If the person/s is argumentative but starts to leave - follow from a distance to make sure they have fully complied. If possible seek out another staff person to accompany you to make sure they have left the campus. Notify an administrator ASAP.
- If person does not respond to your directions or the person's behavior raises serious concern, disengage and move away from person. Once in safe distance verbally let people know to lockdown. If possible activate intercom and initiate Lockdown. Notify police 911 immediately.
- Intercom/Police - Give as full of description of intruder as possible and where they were last seen.
- Notify a member of the school Emergency Management Team.

5. Fire and Emergency Drills

Sunrise Middle School complies with the following when planning and conducting fire and emergency drills for both the school year and camp. Fire and emergency drills shall be held at least twelve times in each school year; eight of these shall be held by December 31. In accordance with Education Law Section 807, eight of the twelve drills will be evacuation drills, with four of those eight drills using secondary routes. The other four drills will be lockdown drills. Drills will be conducted at different times of the school day.

At least two additional drills shall be held during the summer camp in buildings where summer camp is conducted and one of these drills shall be held during the first week of summer camp.

After-school Programs and Summer Camp

The building principal or his/her designee shall require those in charge of after-school programs and Summer Camp attended by any person unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

6. School Bomb Threats

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students, staff and visitors upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat – location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education

Guidelines.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local policies agencies and the California State Police to train staff to check evacuation routes.

7. Police Notification and Investigation

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate state, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

Anthrax and Other Biological Terrorism: Prevention Protocols/Protocols for Mail Handling

Sunrise Middle School shall assess and review their protocols for handling mail or packages. Common sense and care should be used in inspecting and opening mail or packages. Additionally, precautions will be taken for those staff members responsible for handling letters or packages such as making available protective gloves to be worn when handling mail and providing appropriate training and protocols for handling the mail and identifying suspicious envelopes or packages.

If an envelope or packages is deemed suspicious, the building administrator should limit the area and persons exposed to the threat. Immediately after identifying the threat, the building administrator/designee shall notify the Head of School/designee, dial 911 and/or local law enforcement authorities.

As far as possible, the school will attempt to limit the area and the persons exposed to the threat and will not allow anyone other than qualified emergency personnel to enter. Custodial and maintenance personnel will follow established procedures for quickly shutting down the building(s) heating/air conditioning/and ventilation systems if possible and as may be deemed necessary.

Furthermore, the building administrator/designee shall, as soon as possible, make a list of all persons who have been identified as having actual contact with the powder or other suspicious element, such as anthrax, for investigating authorities.

All threats to school buildings and/or its occupants shall be treated seriously. All threats shall be treated as criminal actions and measures shall be taken to preserve the evidence.

Under no circumstances, shall students be permitted to organize and/or handle Sunrise Middle School mail.

Exposure Control Program

Sunrise Middle School shall establish an exposure control program designed to prevent and control exposure to bloodborne pathogens. According to the California State Department of Labor's Division of Safety and Health and Occupational Safety and Health Administration (OSHA) standards, the program shall consist of:

- Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.
- Written standard operating procedures for blood/body fluid clean-up.
- Appropriate staff education/training.
- Evaluation of training objectives.
- Documentation of training and any incident of exposure to blood/body fluids.
- A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV.
- Written procedures for the disposal of medical waste.
- Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

APPENDIX A –INCIDENT MANAGEMENT TEAM

COMMAND POST DUTIES AND PERSONNEL

If notified of a declared emergency, OR if the site suffers a severe disaster, the Site Manager shall immediately implement the plans and procedures in the Site Emergency Plan.

The Site Manager shall:

- A. Activate alarm - notify staff
- B. Activate Command Post and radios
- C. Activate emergency team
- D. Assess total school situation
- E. Make initial site assessment report
- F. Check to see that site emergency teams are operating
- G. Assign messengers to needed areas
- H. Request help from 911 as needed
- I. Secure information from emergency team, update status reports
- J. Reassign team members to other duties as required when they finish initial assignments
- K. Personally check these items:
 - a. Is the campus secure
 - b. Are utilities off or secure?
 - c. Are signs directing adults to release area up?
 - d. Are traffic controllers needed?
 - e. Is first aide center functioning?
 - f. Have buildings been searched for victims?
 - g. Is student release program set up and operating?

The Assistant Site Manager shall:

-
- A. Report immediately to the Command Center with:
 - a. Master keys
 - b. Current roster of students and staff
 - c. Emergency forms and documents
 - d. Office supplies to assist Site Manager
 - B. Check the condition of the utilities and connecting pipes if District personnel do not, and turn them off if necessary.
 - C. Call Revolution/Better4You and make appropriate changes in distribution of food.
 - D. Utilize available adult volunteers.

The Site Custodian shall:

- A. Check the site completely for:
 - a. Fire hazards
 - b. Chemical hazards
 - c. Electrical hazards
 - d. Other hazards
- B. Notify the Site Manager of hazards and services needed
- C. Barricade hazardous areas using whatever materials handy
- D. When site is secure, report to the Command Post for direction
- E. Provide emergency sanitation areas if toilets are unavailable

The First Aide Director shall:

- A. Report immediately to the identified First Aid station with:
 - a. Health / emergency information cards for all students
 - b. Emergency first aid supplies and equipment
- B. Assist the injured, along with other CPR/First Aid certified.

ORGANIZATION OF INSTRUCTIONAL STAFF DURING A DECLARED EMERGENCY

Teachers and Teacher Aides shall:

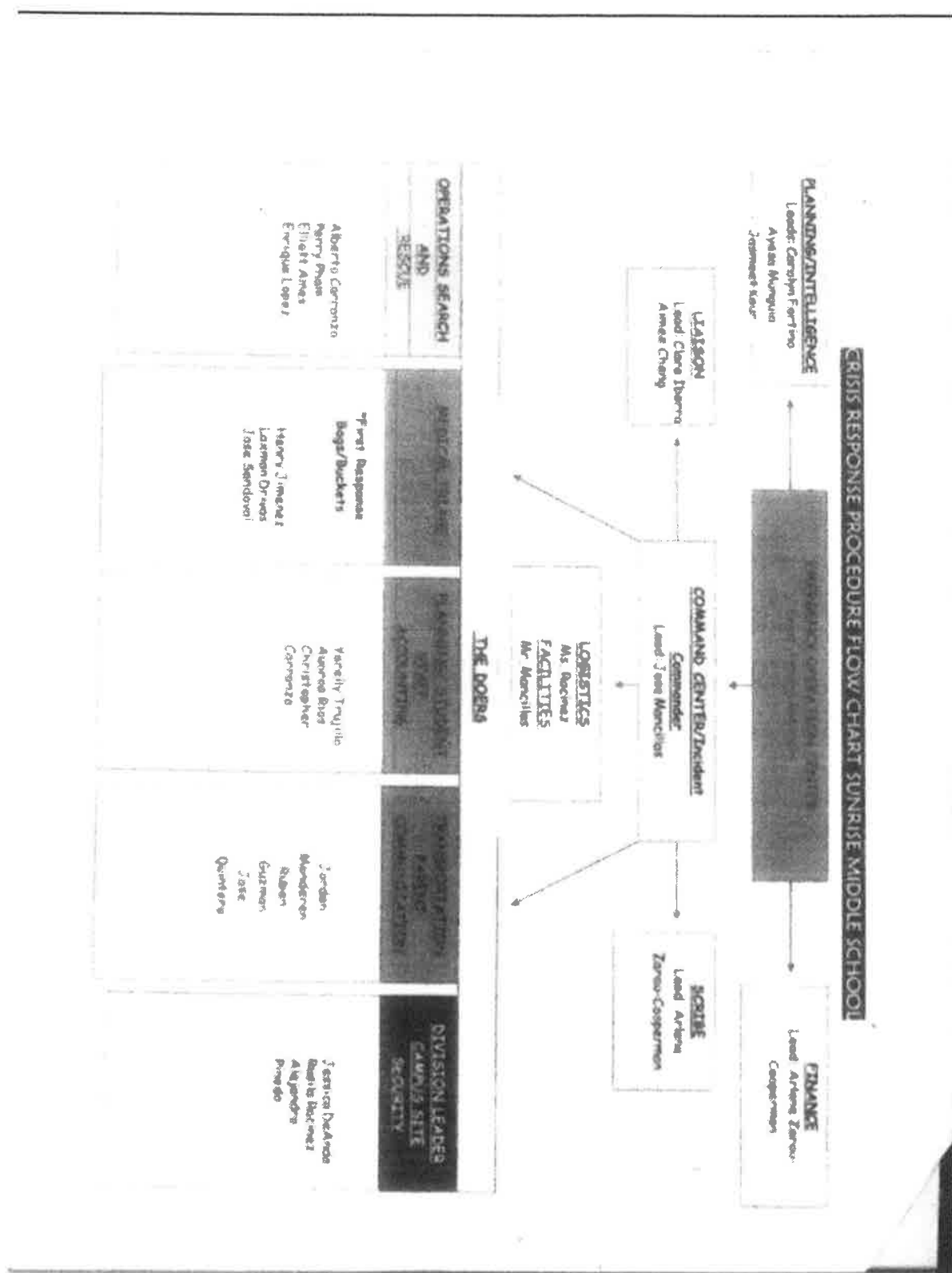
- A. Respond immediately to emergency signals requiring specific actions
- B. If signal is to leave building, know if signal is for:
 - a. Fire evacuation
 - b. Disaster evacuation
 - c. Chemical spill evacuation

Evacuate accordingly!

- C. When leaving building:
 - a. Take roll book or current roster and emergency kit
 - b. Require students to be silent in order to hear instructions
 - c. Close doors to classroom
 - d. Go directly to pre assigned location
- D. Check with nearby classrooms when evacuating. If there are seriously injured persons who cannot be moved, assign one teacher to remain and the other to evacuate the rest of your students.
- E. Teachers shall provide First Aid to the best of their ability to students under their supervision until the emergency First Aid station is activated. Students with major injuries are to remain in the classroom supervised by a teacher or aid. Students with minor injuries are to be cared for after evacuation.
- F. Upon reaching evacuation destination, teachers shall:
 - a. Take roll.
 - b. Make list of missing or absent students

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- c. Give list to assembly area team members
 - d. Calm students. Remind them of school policy to remain at school.
 - e. Monitor warmth and protection of students and move if necessary.
 - G. If assigned to a Site Emergency Team, transfer your students to buddy teacher to supervise, report immediately to command post for supplies and begin implementation of team responsibilities.
 - H. Teachers supervising students shall:
 - a. Keep track of all students under their care. Note on the roster any who leave, giving reasons, time, and destination.
 - b. Remain with students until given authorization to release a student to messenger from the Release Area. No student is to be released without this form. If student chooses to leave without permission, warn him/her of policy and note time, destination and any accompanying students.
 - I. If student is released to anyone but parent or authorized adult, such as the First Aid center, write student's name on the student with a felt pen. This will provide positive identification in the event of shock or unconsciousness.
 - J. Enlist the help of any adults who volunteer but make them aware of your responsibility' and the limits of theirs.
 - K. Encourage students to talk about their experiences and feelings. Talking is the best way for a fearful child to give expression to his/her concerns. Talking it out is absolutely essential in psychological adjustment to disaster.
 - L. As the time period extends, reassure students that they are in perhaps the safest place possible under disaster conditions. Fill in the time with games, songs, stories, exercise and rest periods.
 - M. Report to the Command Post when all students have been released.
 - N. Report to Site Manager for permission to be released.

APPENDIX A



Location of Emergency Supplies and Equipment:

First Aid Supplies: Office and Classrooms

Emergency Water: Office/Room 2 Kitchen/Room F Kitchen

Emergency Food: Cafeteria/Classrooms

Bullhorn: Principal's Office

Radios: Front Office/Classrooms

Tools: Tech Room/Room 2 Kitchen

APPENDIX B – ADVISORY GROUP

Head of School – Teresa Robinson

Associate Head of School, Assistant Principal – Jessica DeAnda

Dept. Head, Admin– Rusila Racinez

Student Svcs., Admin-Ruben Guzman

Pupil Svcs, Admin—Allie Cooperman

Operations/HR Mgr.,- Arlene Zarou-Cooperman

Discipline and Safety, Director – Jose Mancillas

Director, Athletics – Perry Pham

Director, After School Prog.– Alonso Guerrero Lopez

Parent Liaisons– Ivette Melendez and Alejandra Pineda