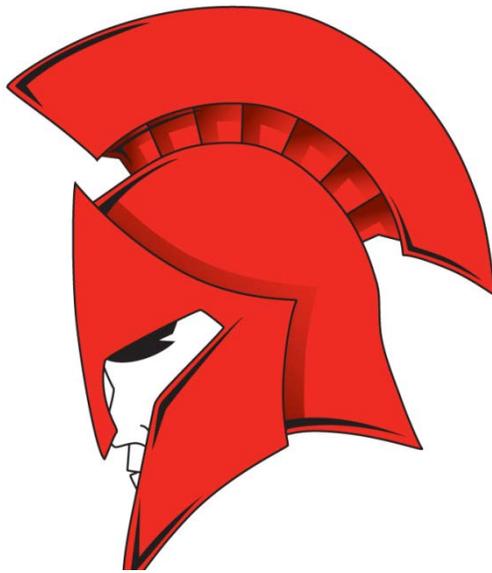


**East Nicolaus High School  
Comprehensive  
School Safety Plan  
2016-2017**



**East Nicolaus High School**

**2454 Nicolaus Avenue  
Nicolaus, California 95659  
(530) 656-2255**

**Mary Lynch, Superintendent/Principal**

### **VISION STATEMENT**

ENHS will inspire and prepare every student for academic excellence, individual achievement, and future success, while maintaining the courage and honor of our traditions.

### **MISSION STATEMENT**

Through partnerships with families and community, East Nicolaus High School is committed to:

- Academic excellence, career preparation & technological understanding
- A safe and small school environment
- Fostering school pride and tradition
- Diverse opportunities, in and out of the classroom
- Preparing students with leadership skills who are self-directed, responsible community members with a strong work ethic

### **The Objectives of this Plan are to:**

- Protect the life and safety of students and staff.
- Provide a framework for staff, students, parents, and community agencies to respond quickly and effectively to emergency situations.
- Protect school property and environment.
- Foster an awareness of the diverse emergency situations that can occur on or near the school campus.
- Facilitate the use of the school as an emergency facility (e.g. shelter site) at the direction of lawful authority.
- Facilitate the resumption of normal school activities in a timely manner.

### **Proactive Measures**

East Nicolaus High School takes proactive measures to protect the safety of all of our students and staff members.

- High school representatives attend safe school trainings and conferences.
- High school representatives work in close collaboration with local emergency personnel to develop and maintain plans for coping with a variety of emergency response situations.
- East Nicolaus High School's Safety/Threat Analysis Team works closely with one another, as well as a variety of local agencies, when addressing school safety and/or concerns pertaining to our students' mental health and well-being.

- The Safety Plan is regularly reviewed and updated.
- Continued utilization of *Emergency Preparedness Folder*.
- School personnel and students practice emergency drills on a regular basis.

Actions taken during any type of emergency situation depend a great deal on the specifics of the incident.

If an incident occurs at school, we ask that parents do **not** go directly to the school. School staff is prepared to maintain as safe and normal an environment as possible within the school. School is not automatically canceled in emergency situation and may be the safest place for children to be during some emergency conditions.

In times of emergency, a variety of local media will be used to provide information. Parents should:

- Tune into local major radio and television stations.
- Visit the school's website for emergency updates.
- Call the Sutter County Superintendent of Schools Office at (530) 822-2900.
- Listen for all-calls made through the school's Blackboard Connect System for emergency updates. Be sure to listen to the recorded message in its entirety for the most accurate information.

### **Release of Students**

Students will **not** be released to parents if public safety officials have declared that:

- It is dangerous for parents to travel to the school to pick up students.
- The lives of persons in the school would be jeopardized in opening the school's doors.
- The school is otherwise restricted by these public safety officials.

Students will be released to parents as soon as public safety officials have determined it to be safe to do so. Students will only be released to parents or other individuals listed on the student's emergency profile. No student will be released to any individual who is not specifically listed on the emergency profile, including an older sibling. All adults will be required to show ID when picking up a student.

Parents can help by giving the most accurate, up-to-date health and emergency information to the school office.

Parents should note that the school's reunification sites are as follows (in case of evacuation and/or if directed by public safety officials to move from the location of the school to an alternate site):

- East Nicolaus Fire Department – 1988 Nicolaus Ave.

- Fairview Church – 1991 Pacific Ave.

Parents/community members should also note that East Nicolaus High School does have a Shelter Agreement with the American Red Cross. The high school has been designated a shelter site by the American Red Cross of Northeastern California. Michelle Perkins is the Emergency Services Coordinator for the Northeastern Chapter and can be reached at (530) 673-1460. The Red Cross Disaster Dispatch Center’s phone number is (855) 891-7325.

If you have any questions about your child and/or about the schools safety and support responses, please contact the school directly at (530) 656-2255.

### **California Healthy Kids Survey Results**

The East Nicolaus Joint Union High School District administered the California Healthy Kids Survey during the 2016-2017 school year. This service is provided by the California Department of Education to districts that want to collect information on the health risks and resilience of their students. This report provides a summary of the survey’s purpose and key findings relating to substance abuse, violence, and safety. While it is essential to identify and address student problems, it is equally important that we do not lose sight of the positive behaviors and attitudes of most youth. Please note that 9<sup>th</sup> grade students and 11<sup>th</sup> grade students were surveyed.

#### **School Safety**

Based on the results of the survey, 88% of our 9<sup>th</sup> graders and 67% of our 11<sup>th</sup> graders perceive our school to be very safe or safe. 24% of our 9<sup>th</sup> graders and 36% of our 11<sup>th</sup> graders reported experiencing harassment or bullying. In regards to school safety, our students reported the following:

Statement	% of 9 <sup>th</sup> graders that agree with the statement	% of 11 <sup>th</sup> graders that agree with the statement
Had mean rumors or lies spread about you	27%	33%
Been afraid of being beaten up	7%	6%
Seen a weapon on campus	22%	33%
Been drunk or “high” on drugs at school, ever	0%	6%

#### **School Protective Factors (Resilience)**

76% of our 9<sup>th</sup> grade students and 61% of our 11<sup>th</sup> grade perceive a high level of connectedness with the school. 49% of our 9<sup>th</sup> graders and 45% of our 11<sup>th</sup> graders reported that they had caring adult relationships on campus. 63% of our 9<sup>th</sup> graders and 52% of our 11<sup>th</sup> graders feel that adults on campus have high expectations of them.

## Discipline Distribution Reports (2010-2011 & 2011-2012)

### East Nicolaus High School

3/3/2017

2014-2015		Discipline Distribution Report from 8/20/2014 to 6/5/2015											Page 1			
Code # and Name	Total	Grade					Sex		Hispanic/Latino?	Race (Not Hispanic)						
		8	9	10	11	12	F	M	Y	100	200	300	400	600	700	999
1 Tardies	130	-	15	41	47	27	57	73	41	-	-	1	-	4	84	-
10 Littering	2	-	-	-	1	1	-	2	1	-	-	-	-	-	1	-
11 Rude comments	5	-	2	3	-	-	3	2	2	-	-	-	-	-	3	-
12 Breaking class/lab rules	6	-	-	1	5	-	1	5	2	-	-	-	-	1	3	-
13 Other/Cell Phone	36	-	10	5	15	6	19	17	10	-	1	-	-	-	25	-
14 Skipping a class	28	-	1	5	11	11	5	23	8	3	1	-	-	-	16	-
15 Skipping Saturday School	1	-	-	-	-	1	-	1	-	-	-	-	-	-	1	-
16 Non-Dress PE	24	-	5	14	5	-	12	12	2	-	-	-	-	1	21	-
2 Eating in class/gum	5	-	2	2	-	1	3	2	1	-	-	-	-	-	4	-
22 Intentionally harassed, thre	7	-	5	2	-	-	2	5	-	-	-	-	-	4	3	-
23 Made a terrorist threat agai	2	-	-	2	-	-	-	2	-	-	-	-	-	-	2	-
3 Excessive talking	8	-	2	1	3	2	2	6	3	-	-	-	-	-	5	-
4 Class disruption	13	-	1	6	6	-	2	11	4	-	-	-	-	1	8	-
5 Disrespect toward others	33	-	14	10	4	5	10	23	6	1	1	-	-	1	24	-
8 Defiance of authority	26	-	3	9	11	3	7	19	14	2	-	-	-	2	8	-
9 Profanity	4	-	2	1	1	-	1	3	-	-	-	-	-	-	4	-
A Caused, attempted to caus	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	-
BK Knife	2	-	1	1	-	-	-	2	1	-	-	-	-	-	1	-
C Unlawfully possessed, use	2	-	1	1	-	-	-	2	-	-	-	-	-	-	2	-
G Stole or attempted to steal	3	-	-	1	2	-	2	1	-	-	-	-	-	-	3	-
H Possessed or used tobacc	1	-	-	1	-	-	-	1	-	-	-	-	-	-	1	-
J Had unlawful possession o	2	-	-	2	-	-	-	2	-	-	-	-	-	-	2	-
K Disrupted school activities;	4	-	1	3	-	-	-	4	-	-	-	-	-	-	4	-
OT Other not listed	23	-	9	9	4	1	8	15	9	1	-	-	-	1	12	-
Totals:	368	-	75	120	115	58	135	233	104	7	3	1	-	15	238	-

### East Nicolaus High School

3/3/2017

2015-2016		Discipline Distribution Report from 8/19/2015 to 6/3/2016											Page 1		
Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	999
1 Tardies	293	38	43	83	129	123	170	72	8	3	-	3	1	206	-
12 Breaking class/lab rules	4	2	1	-	1	-	4	-	-	-	-	-	-	4	-
13 Other/Cell Phone	16	8	3	5	-	7	9	3	-	1	-	-	-	12	-
14 Skipping a class	6	1	-	1	4	-	6	3	-	-	-	-	-	3	-
16 Non-Dress PE	12	2	5	3	2	4	8	3	-	1	-	-	-	8	-
2 Eating in class/gum	5	3	-	1	1	1	4	1	-	-	-	-	-	4	-
22 Intentionally harassed, thre	5	4	1	-	-	-	5	2	-	-	-	-	-	3	-
3 Excessive talking	2	2	-	-	-	-	2	1	-	-	-	-	-	1	-
4 Class disruption	18	8	3	2	5	4	14	5	-	1	-	-	-	12	-
5 Disrespect toward others	19	7	3	4	5	2	17	3	-	1	-	-	-	15	-
6 Improper behavior at outsid	1	1	-	-	-	-	1	-	-	-	-	-	-	1	-
8 Defiance of authority	8	3	1	2	2	1	7	-	-	1	-	-	1	6	-
A Caused, attempted to caus	2	2	-	-	-	-	2	-	-	-	-	-	-	2	-
C Unlawfully possessed, use	1	1	-	-	-	-	1	-	-	-	-	-	-	1	-
H Possessed or used tobacc	7	4	1	1	1	2	5	-	-	-	-	-	-	7	-
J Had unlawful possession o	1	-	-	-	1	-	1	-	-	-	-	-	-	1	-
K Disrupted school activities;	11	3	2	5	1	1	10	1	-	-	-	-	-	10	-
OT Other not listed	4	-	-	2	2	-	4	-	-	-	-	-	-	4	-
Totals:	415	89	63	109	154	145	270	94	8	8	-	3	2	300	-

## Attendance

The overall average attendance over the 2015-2016 school year was 96.18%.

### Identifying Safe School Strategies and Programs in Response to Data (Goals)

1. East Nicolaus High School will increase the percentage of students that feel “safe” on campus. This will be accomplished by developing and implementing a bullying and harassment policy and a plan for increased locker room supervision, by assisting students with conflict resolution and anger management, by continuing to work with staff and Leadership students to provide problem solving guidance and advice to students, by reviewing and updating the high school’s Safety Plan, by putting together a Safety/Threat Analysis Team that will meet on a regular basis, creating step-by-step emergency procedures and protocols that staff, students, and parents know and understand without question, and by practicing these procedures and protocols on a regular basis by carrying out drills several times throughout the year based on a variety of scenarios. In Spring of 2015, ENHS launched an initiative to address bullying. Our counselor provides information on identification and potential resources and resolutions for bullying to every student through classroom presentations and/or schoolwide rallies.
2. Disciplinary Data Reports. East Nicolaus High School will continue to work on creating a more positive school environment and culture for all students. The high school will focus on defiance issues, respect, the use of profanity, character, team work, unity, work ethic, instilling an appreciation for other traditions and cultures, and an overall commitment to excellence. This will be accomplished building positive student and staff morale and relationships, by encouraging students, staff, parents, coaches, and community members to set examples and be role models, and by continuing to schedule school presentations and assemblies.
3. Attendance Data. East Nicolaus High School will strive to increase its “percentage of actual” attendance to 98% for all students. This will be accomplished by providing information to students and parents as to the correlation between the lack of attendance and poor grades, by conducting Student Study Team meetings with students, parents, and teachers in order to provide information (SST) to all parties regarding attendance issues and the path to academic success, by working closely with our Sutter County Intervention & Intervention Programs regarding habitually truant students, by limiting short-term independent study requests to one week granted per school year, by implementing a Saturday School program to recoup average daily attendance (ADA) for students with three or more unexcused absences, and by

communicating with parents on an ongoing basis through the parent portal, school website, and letters sent to parents of students with three or more unexcused absences, so that we address attendance concerns early and often.

### **Child Abuse Reporting Procedures**

1. All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, student personnel employees, and school psychologists are required to report suspected child abuse.
2. A known or suspected instance of child abuse must be reported by telephone immediately to Child Protective Services (CPS). Following the telephoned report, a written report must then be submitted within thirty-six hours of receiving the information concerning the incident.

Child Protective Services, Sutter County Welfare & Social Services  
Phone: (530) 822-7227

3. Persons observing evidence of suspected child abuse may inform administration and/or staff designee. Although not required, it is strongly suggested that employees inform school administration of the incident. Students and parents should also be aware that students may report an instance of child abuse on themselves or others to their teachers, counselors, or school administration.

Staff is notified of the above procedures at required staff meetings and/or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members on an annual basis.

### **Comprehensive Crisis Response Procedures**

Priorities in an emergency:

- Save Human Lives
- Provide for the Needs of Survivors
- Provide Public Information
- Restore Essential Services
- Protect the Environment
- Protect Property

### **Fire Drill/ Fire Procedures**

In case of a fire or a fire drill, bells will ring in a series of short rings. This is the signal to evacuate all buildings on campus. The fire evacuation signal is **not** an optional signal. All buildings must be evacuated as quickly as possible. Follow the posted evacuation map and exit to the designated location. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are indeed accounted for. Staff will shut off lights, leave

windows open, and leave doors unlocked when exiting. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder, and assist them in resolving any problems they have. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

### **Earthquake Drill/ Earthquake Procedures**

If there is an earthquake or an earthquake drill, the signal will be a continuous ringing of the school bell for one minute. In case of an earthquake and/or drill, staff is responsible for giving the “drop and hold” command, as well as taking immediate action to protect themselves when not supervising students. *Please Note* that in a real earthquake there will most likely not be a bell to notify staff due power outages. When the shaking from the earthquake ends, students and staff are to evacuate immediately. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students’ names, in order to ensure that all students assigned to them are accounted for. Staff will shut off lights, leave windows open, and leave doors unlocked when exiting. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

### **Bomb Threat Procedures and Protocol**

In the event of a bomb threat, the staff member receiving the threat will follow the high school’s bomb threat procedures, which include completing the bomb threat checklist with as much detail as possible, as well as notifying administration as soon as they are able to do so. Every staff member has been given the school’s bomb threat procedures and a copy of the bomb threat checklist that is to be completed at the time a threat is made. Both documents are also in designated areas where the phone is answered by staff on behalf of the East Nicolaus High School. Administration, staff designee, and/or a public safety official will assume the responsibility for initiating and directing a search and determining the need for evacuation. If an evacuation is required, a “fire drill” bell will ring and students will be directed by staff as to

the evacuation location. Staff is to follow evacuation routes, unless it is not safe to do so. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are accounted for. Staff will shut off lights, leave windows open, and leave doors unlocked when exiting. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians and/or emergency contacts only.

### **Lockdown Drill/ Lockdown Procedures and Protocol**

\*Initiate a lockdown for the following reasons:

- Shooting or Violent Crime on Campus
- Major Police Activity on the Streets around the Campus
- Incident on School Grounds that Could Endanger Staff and/or Students
- Criminal Intruder on Campus

Please note that no list can encompass all incidents that may occur on school grounds. Staff should use sound judgment when initiating a lockdown. It is always better to err on the side of caution.

In the event of one of the above incidents, and/or any incident that may bring about harm to students and/or staff, a lockdown of the school is to be initiated immediately. Administration or staff designee will signal the school to go into lockdown by sending out a verbal all-call over the school's speaker system. "Lockdown" will be repeated three times verbally. Administration or staff designee will then give the order for all staff to initiate lockdown procedures, for all students/classes out on campus to go to the nearest room or building, and will then state once again, for lockdown procedures to be followed. Please note that PE classes, if out on the field, may choose to exit the campus, as long as it is safe to do so, versus coming back toward the main campus in order to lockdown. This will depend on the incident at hand. If PE classes do indeed exit the campus, they will go to one of the reunification sites mentioned previously in this plan. Fairview Church would most likely be the reunification site that they would go to first out of the two listed. Once the verbal lockdown announcement is made, staff should immediately lock their doors, direct any students they see out on campus to get indoors, close all windows and blinds, instruct students to turn off their cell phones, stay quiet, stay away from any windows and/or glass, get under their desks for additional protection, and listen carefully for further instructions. Staff is **not** to open their door for any reason when the high school is on lockdown. If the lockdown is not a drill, administration or staff designee will call

911 immediately after making the verbal announcement. When able to do so, administration or staff designee will place a call to Sutter County Sheriff's Department, as well as the Sutter County Superintendent of Schools Office (530-822-2900). Please note that Joe Gutierrez (Sheriff—916-410-8436) may be called from Sutter County Sheriffs Department. When appropriate, administration or staff designee will notify parents of an actual lockdown (not a lockdown drill) by placing an all-call through the school's Blackboard Connect System. Staff can also utilize the Remind app to provide notification.

If a lockdown occurs during lunch or passing period, staff will escort any students they see into the nearest building/classroom, or to one of the two off campus reunification sites mentioned previously. Please note that the high school has designated the gym as a safe haven for students in a situation such as this. Lockdown procedures are to then be followed.

If the crisis originates in the main office, and administration is not able to conduct a verbal announcement to staff to go into lockdown for whatever reason, a signal will be sent to a pre-designated staff member to conduct the verbal announcement to staff. Staff members are then to follow lockdown procedures.

If individual classes and/or the high school are told to evacuate either by administration and/or law enforcement, staff is to escort students to one of the two reunification sites mentioned previously in this plan. The East Nicolaus Fire Department will be the high school's first choice for reunification and/or release. Staff is to follow evacuation routes, unless it is not safe to do so. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are accounted for. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have. Staff will then release students to their parents, guardians, and/or emergency contacts only.

The all clear signal will be a verbal announcement by administration or staff designee, and will be made if the school was on lockdown and did not evacuate, and if it is safe to do so. Please note that law enforcement may clear buildings/classrooms as well. Law enforcement will knock on the door, make an announcement as to who they are, and then use their keys to enter the building/classroom. Again, do **not** open the door for anyone or for any reason while the school is on lockdown. If the high school is clear to continue with the school day, school will resume as normal. If the school day will not resume, staff will release students to their parents, guardians, and/or emergency contacts only. This will either take place at the high school itself or one or more of the two reunification sites listed previously in this plan. Parents will be contacted by administration or staff designee through the high school's Blackboard Connect System, and will be given further instructions as to how best to proceed. As stated previously in this plan, students will **not** be released to parents during an actual lockdown of the high school. Students

will be released only after the campus has been cleared by administration and/or law enforcement and/or from a designated reunification site. As long as it is safe to do so, the high school will keep parents apprised and informed of the situation throughout the lockdown.

### **Suspension/Expulsion Procedures**

1. Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.
2. Expulsion is defined as removal of a student from the immediate supervision and control or general supervision, of school personnel as provided in Education Code 46300.
3. The Principal or the Assistant Principal may suspend a student from school for a maximum of five consecutive school days for any single cause enumerated on the suspension form. Before suspending a student for any of the reasons starred on "Report on Suspension," the Principal or Assistant Principal shall immediately notify Sutter County Sheriffs Department, who shall initiate investigation of any assault or possession of firearm (as defined in Penal Code Section 240). The Principal or Assistant Principal should detain the student at school, when feasible and without physical force, until a School Resource Officer obtains a statement from the student.
4. The Superintendent/Principal shall recommend an investigation and possible expulsion for all of the following acts, unless the Superintendent/Principal finds and so reports in writing to the Board of Education, that expulsion is inappropriate due to the particular circumstance set out in the report of the incident:
  - Causing serious physical injury to another person, except in self-defense
  - Assault of any school employee
  - Battery of any school employee
5. The Superintendent/Principal can recommend expulsion for the following acts:
  - Third offense for fighting that inflicts injury in one school year
  - Sexual Assault
  - Attempts--Sexual Battery
  - Sexual Battery
  - Possessed, sold, or furnished a weapon including firearms, any knife, explosive or other dangerous object, any object used in a threatening manner, or possession of an imitation firearm
  - Alcohol/intoxicants/controlled substance: furnished, sold, possession, use or influence, and/or third offense
  - Committed or attempted to commit robbery or extortion
  - Product with tobacco or nicotine, fourth offense

All staff is trained on these procedures at scheduled meetings, or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members. Parents receive information in their registration and enrollment packets, during Freshman Orientation, and in presentations, including those made by staff at Back to School Night.

### **Teacher Notification of Dangerous Students**

1. Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the Superintendent/principal of information received from the court and the Probation Department, which then needs to be transmitted to staff with direct supervisory or disciplinary responsibility over the minor, in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.
2. Any information so received by staff shall be confidential and shall not be disseminated further by any staff member.

All East Nicolaus High School staff is notified the next day of the suspension of a student that is in their class. Teachers also receive notice containing the names of newly enrolled students who have been suspended.

### **Bullying and Harassment Policy**

East Nicolaus High School believes that all students have a right to a safe and healthy school environment. East Nicolaus High School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions for any reason including race, religion, and sexual preference. Such behaviors include, but are not limited to: direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.

The individual(s) shall be subject to discipline pursuant to the high school's disciplinary policy if such activity is engaged in: on campus, during school-sponsored activities, including any sports activities, on any district provided transportation or at any official school bus stop, in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided owned/leased equipment,

### **Discrimination and Harassment Policy**

1. Definition of sexual harassment: a form of sexual discrimination that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting.

2. The District prohibits all sexual harassment, and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The District also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

This information is disseminated at staff development held prior to the beginning of School, and is provided in the Faculty Handbook. Additionally, the policy is posted in all classrooms.

### **Dress Code**

1. The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities. Regulation of student dress is necessary for the health and safety of the school environment. In conformance with the District's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior. The wearing of gang attire is **not** protected under the first amendment.
2. The school shall make available resources to assist economically disadvantaged pupils who cannot afford a PE uniform and the school dress code. The school dress code shall not preclude pupils who participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting. The dress code requirements are shared with all staff members at staff development held prior to the beginning of school. Additionally, the dress code is delineated in both the Student Handbook and the Faculty Handbook. Bulletin notices are provided periodically to remind students of appropriate dress and staff is reminded at faculty meetings to enforce the high school's dress code.

### **Procedures for Safe Ingress and Egress**

1. Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.
2. As required by state law, each Principal/Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and lockdown/intruder on campus) and maintain an accurate record of each drill.
3. All students and staff shall review site evacuation procedures, including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take on a regular basis.

### **Procedures for a Safe and Orderly Environment Conducive to Learning**

1. Teachers shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school and during passing periods, break, and lunch.
2. "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." (Education Code Section 48908).
3. Students are to be under direct supervision of a staff member at all times while in school or while attending a school-directed activity.

### **School Rules and Procedures for Discipline**

1. It is the Principal and Assistant Principal's responsibility to maintain good discipline in the school in accordance with Education Code, California Administrative Code, and District Regulations and Procedures promulgated by the Superintendent for measurement of citizenship and development of good discipline. The Superintendent/Principal may delegate to the Assistant Principal, or to any teacher, those duties necessary for maintenance of good student conduct.
2. Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for students.

Staff is in-serviced at staff development held prior to the opening of school. Articles are written and posted on the school website. Students are provided a Student Handbook with this information. Behavior guidelines and consequences are presented to parents. Information is provided in every registration and enrollment packet in regards to this. This is also a part of an on-going dialogue that occurs with parents in our School Site Council meetings. The school marquee on Nicolaus Avenue is used to provide information to the community. The Fire Department visits the school two times per year for fire safety inspections. East Nicolaus High School has collaborated with a variety of groups to ensure that students, parents, and community members are promoting school safety issues.

### **Access to the School Campus**

All visitors are to check in at the Main Office before entering the school. A visitor's badge will be issued once the identification of the individual/company has been verified. Visiting classrooms to observe a student requires prior approval (24 hours in advance) from staff and/or

administration. Please note that “social” visits are not permitted during school hours, so as to not interrupt classroom instruction.

**East Nicolaus High School is working Towards the Following Goals:**

1. Continue to work with Sutter Buttes Communications, Inc. in order to obtain multiple portable/mobile radios for security purposes.
2. Continue to work with the implementation of security cameras across campus.
3. Continue to work with Sutter County Sheriff’s Department on the Risk and Hazard Assessment they are completing for East Nicolaus High School.
4. Continue to work with Sutter County Sheriff’s Department on gathering all relevant data, maps, etc. for their lockbox for the high school.
5. Continue to meet with the Safety/Threat Analysis Team for the high school in order to review and update this Safety Plan, as well as to assess individual concerns using the school’s Threat Analysis Checklist. If the team determines there is a credible threat, a referral is to be made to Sutter County Probation Department and/or to Sutter-Yuba Mental Health Services, depending on the specifics of the concern. Please note that this is in line with Sutter County’s Family Intervention Team (FIT) and Law Enforcement Threat Assessment Protocol.
6. Continue to work with maintenance on installing remote buttons in three offices within the Main Office that will be used to trigger a signal to the Counseling Office to call for a lockdown, if the Main Office is the crisis location on campus.
7. Continue to work with Law Enforcement on developing Hazmat Procedures and Protocols for school emergencies (e.g. a train derails and results in chemical spillage). Hazmat kits will also need to be ordered/ put together for each classroom/building for staff and/or students to use during a Lockdown and/or for Shelter in Place.
8. Administration and Law Enforcement will continue to work with all staff on recognizing warning signs of youth violence.